



LUTHERAN
CLASSICAL
ACADEMY
Anchora et Lux

**2025-26 PARENT
HANDBOOK**

GRADES K - 8TH

Abide With Us, Lord (Luke 24:29)

Table of Contents

MISSION OF THE SCHOOL	3
VISION OF THE SCHOOL	3
A SUMMARY OF WHAT WE BELIEVE, TEACH AND CONFESS	4
ADMINISTRATION	9
ACADEMICS	10
ATTENDANCE	10
School Hours:	10
Arrival and Dismissal Procedures:	10
Morning Drop Off: 7:30-7:55 a.m.	10
Afternoon Pick Up: 3:15 – 3:30 p.m.	10
Absences	10
Make-Up Work	11
Tardy Arrivals	11
Early Departures	11
AN EDUCATION FOR EVERY CHILD	12
Reporting Student Progress	13
Academic Achievement Recognition	13
Promotion/Graduation Requirements	14
Parent Conferences	14
Homework	14
THEOLOGICAL INSTRUCTION	15
Daily Prayer Services	15
Religious Instruction	15
Offering	15
Memory Work	16
ADMISSION POLICIES	16
Non-Discrimination Policy	16
No Government Funding	16
Enrollment / Continuous Re-enrollment	17
Fees and Tuition	18
STUDENT CONDUCT	19
Discipline	19
General Procedure	20
Bullying Policy	21
Prohibited Behavior	21
Prohibited Items	22
Playground	22
Playground Rules	22
Sexual Harassment	23
TECHNOLOGY RESOURCES POLICY	25
Computer Use	25
Software Use	26
Network/Internet Use	26
Computer Use and Responsibilities	27
DRESS CODE REQUIREMENTS	28

STUDENT AND HEALTH SERVICES	32
Lunch and Snack Breaks	32
WELLNESS PLAN	32
Immunizations & Health Forms	32
Medications	33
Medical Concerns	33
Illness	33
Accidents	34
Outdoor Activity Participation	34
Emergency Procedures	34
CLASSROOM INFORMATION	34
Room Parents and Class Parties	34
Party Snacks	34
Field Trips	34
PE / Recess	35
Visitors	35
OTHER INFORMATION	35
Family Information	35
School Publications	35
LCA Parent-Teacher League Information	35
Church / School Office	36
Use of School Phones	36
Cell Phone /other Electronic Items Use	36
Weather-related School Closings	36
Library	36
ACCOUNT INFORMATION: (TUITION AND FEES)	37
REFUND POLICY	37
Returned Checks	38
Textbook Fines and Replacement	38
Parent Agreement	40

Notice

It is expected that all parents read this handbook, familiarize themselves with the contents, and support the policies of Lutheran Classical Academy. LCA reserves the right to modify this handbook at any time.

Please complete the form at the back of this handbook and return them to your child's teacher.

MISSION OF THE SCHOOL

The mission of Lutheran Classical Academy is to provide Biblical literacy and Lutheran Confessional catechesis in, with, and under the arts and sciences.

Our motto is: “*Anchora et Lux*”. This saying is Latin for “anchor and light.” In Christ crucified, our school will be an “anchor and light” to students, parents, and the community at large. In a world clamoring for better, and needing hope, the demand for an education that anchors your child in Jesus, the Light of the World, is paramount for this life and for eternity.

VISION OF THE SCHOOL

Lutheran Classical Academy will use classical Lutheran education to support parents by teaching students that which is true, good, and beautiful, fostering virtuous growth toward Christian service in the world.

A SUMMARY OF WHAT WE BELIEVE, TEACH AND CONFESS

GOD

We believe, teach, and confess that there is One true God who has revealed Himself through the Holy Scriptures as Triune, One God in three persons, Father, Son, and Holy Spirit (Deuteronomy 6:4; Matthew 28:19). He is the Creator of all things (Isaiah 40:28), visible and invisible (Colossians 1:16), and He continues to be active in sustaining His good creation (Job 12:10; Psalm 121:2, 7).

We reject, therefore, any and all other definitions or ideas of God such as Unitarianism, polytheism, deism, agnosticism, and atheism; the new age concepts of god; all ideas which feminize or gender neutralize the One true God; and any notion that all religions worship the same god.

CREATION

We believe, teach, and confess that in the beginning God created the heavens and the earth *ex nihilo*, that is, “out of nothing” by His Word in six literal, 24 hour days (Genesis 1). This doctrine of creation is foundational to the rest of the Holy Scriptures culminating in the sacrifice of our Lord Jesus on the cross.

We reject, therefore, the theories of atheistic evolution, theistic evolution, new age cosmic evolution, progressive creationism, gap theories, day-age theories, and the like.

SIN

We believe, teach, and confess that God created the world perfect, and that sin and death came into the world through the transgression of Adam and Eve in the Garden of Eden (Genesis 3). We also believe that, because of Adam’s sin, all people are conceived and born in sin (Genesis 5:3; Psalm 51:5; Romans 5:12) and are by nature enemies of God (Ephesians 2:3).

We reject, therefore, any beliefs that the account of the Fall in the Book of Genesis is merely an ancient myth or symbolic, that children are conceived and born innocent and remain as such until an arbitrary “age of accountability,” or that mankind is evolving or progressing to higher levels of social, political, or personal perfection.

JUSTIFICATION

We believe, teach, and confess that we are saved by grace alone (*sola gratia*) through faith alone (*sola fide*) in Christ alone (*solus Christus*) revealed in Scripture alone (*sola scriptura*). This is the central doctrine of the Holy Scriptures (Ephesians 2:8-9). All Scripture must be understood in the light of this one doctrine, and all other doctrine must be brought in line with it.

We reject, therefore, any teaching which leads men to believe they can be saved through their own effort, deeds or behavior, or that intercession to or by the dead contributes to salvation, or that books beyond the Holy Scriptures are necessary to make us wise unto salvation. We also reject any notion that people can be saved apart from faith in Christ, for He alone is the way, the truth, and the life (John 14:6).

JESUS

We believe, teach, and confess that since all people are by nature sinful and unclean and unable to save themselves that all people are in need of a Savior. The one and only Savior is the Son of God, the Second person of the Holy Trinity, who is named Jesus. He was promised already in the Garden of Eden (Genesis 3:15), and when the fulness of time had come (Galatians 4:4), He took on the flesh of a man and made His dwelling with us (John 1:14). We believe in His virgin birth, His sinless life, His signs and wonders, His vicarious atoning death on the cross for the sins of the entire world (John 3:16), His bodily resurrection from the dead, His ascension into heaven to the right hand of the Father, and His imminent return in power and glory to judge the living and the dead.

We reject, therefore, that Jesus was merely a prophet or a good teacher who came only to instill in people a moral way of living or that He only came for the “elect.” We also reject any teaching that claims Jesus is not fully God, for on multiple occasions, He says clearly that He and the Father are One (John 10:30; 17:11) and that He is “I AM” come in the flesh (John 8:58; 18:5; Mark 14:62).

THE HOLY SPIRIT

We believe, teach, and confess that the Third person of the Holy Trinity, the Holy Spirit, dwells in the hearts of all true believers in Jesus Christ (Ezekiel 36:26; 2 Corinthians 1:22; Galatians 4:6). The Holy Spirit calls, gathers, enlightens, and sanctifies the whole Christian Church on earth and keeps it in the one true faith. It

is by the Holy Spirit and Him alone that individuals make a confession of “Jesus is Lord” (1 Corinthians 12:3).

We reject, therefore, any teaching that claims that the Holy Spirit is not an actual part of the Godhead but only a “spark” or a feeling that a person has as certainty that God dwells within them. So, too, do we reject any belief that special gifts of the Spirit (i.e., speaking in tongues) are required as evidence for the indwelling of the Holy Spirit, for it is written that such things will pass away (1 Corinthians 13:8) and that they are truly a sign for the unbeliever and not for the Church of God in Christ (1 Corinthians 14:22). We also reject the belief that modern day supernatural entities, fortune tellers, or mediums are in any way sent from the One true God.

THE HOLY SCRIPTURES

We believe, teach, and confess that the Bible (as contained in the Old and New Testaments) are the only Word of God. Though these texts were written by men thousands of years ago, we confess that these writings are inspired by God (2 Timothy 3:16) and therefore without error (inerrant). This inerrancy extends beyond things spiritual and moral but also in matters of history, geography, and science. The Holy Scriptures are to be our guide in all matters of faith and life (Psalm 119:105). Where they speak, we are called to confess boldly and without fear (Romans 1:16). Where they are silent, we, too, are silent.

We reject, therefore, the teaching that the Bible merely “contains” the Word of God, that the moral precepts of the Bible were culturally conditioned and not binding for modern times, or that God continues to give new revelations to men today. We also reject the teaching that the Bible can be altered (added to or taken away from) or that it is not sufficient for dealing with issues of our time, for God does not change (Malachi 3:6; Hebrews 13:8).

THE CHURCH

We believe, teach, and confess that there is one holy, Christian, and apostolic Church. This Church is the communion of saints of all believers in Jesus Christ from all races, cultures, and times. The Church is visible when she physically gathers around the Word of God taught in truth and the Sacraments administered according to their institution by Christ.

We reject, therefore, the teaching that only members of a particular denomination or group guarantees salvation or that the visible Church exists where there is no visible and physical gathering (Matthew 18:20).

MEANS OF GRACE

We believe, teach, and confess that God has always worked through means. The means by which He sees fit to create and sustain faith and His Church are His Word (see above), Holy Baptism, and the Sacrament of the Altar. Holy Baptism is a means by which God saves and brings people of all ages into the one true faith (Matthew 28:19; Acts 2:39; Titus 3:5; 1 Peter 3:21). This faith is then nourished by the Word of God leading to the Sacrament of the Altar where we are given the true body and blood of Jesus in the bread and wine for the forgiveness of our sins (Matthew 26:26-28; 1 Corinthians 11:23-26).

We reject, therefore, the teaching that God must give special revelations or personal signs in order for a person to come to faith or that these means are in any way merely symbolic or the works of man, for by works of the Law no one will be saved (Romans 3:20).

ESCHATOLOGY

We believe, teach, and confess that Jesus Christ will come again in His resurrected and glorified body, not secretly, but openly (Revelation 1:7). At that time all people will rise from the dead. The dead in Christ and the believers who yet remain will rise to everlasting life in the new creation, and all who have rejected the Word of God and do not believe in Jesus will live in everlasting torment in hell.

We reject, therefore, the teaching that all people will be saved no matter what, that unbelievers will be completely annihilated, that there are many paths to the One true God other than through Christ alone, that people will have another chance to come to faith after death or after some secret return of Jesus, or that people are reincarnated into another body or form after they die.

VOCATION

We believe, teach, and confess that in the beginning God created them male and female (Genesis 1:27), and that this life begins from the moment of conception (Psalm 139:16; Jeremiah 1:5). As we exist as God created us, we do so in various

“callings” in life, the chief of which is marriage and family (Genesis 1:28). Though vocation is not limited to father, mother, and child, when these are out of place or not fulfilled faithfully, many other issues ensue. Marriage was broken in the Garden of Eden, and all other sin followed. In any vocation we are called to faithfulness for the well-being of our neighbor.

We reject, therefore, the idea that God makes mistakes and has given to us a life without meaning or out of which we must create meaning (Isaiah 29:16). We also reject the idea that marriage, sexuality, sex, gender, and the like are only social constructs and can be manipulated. For such issues we lean on the Word of God that does not change and pursue reconciliation and the forgiveness of sins with patience and love.

SUMMARY

In summary, we believe, teach, and confess the doctrines of the Evangelical Lutheran Church as found in the Holy Scriptures and expressed by the reformers in the Book of Concord (1580) and as universally confessed throughout the history of the Christian Church in the three ecumenical Creeds, namely, the Apostles', Nicene, and Athanasian.

We reject, therefore, all other errors that they condemn that are not mentioned above.

ADMINISTRATION

The Board of Christian Education is one of several committees under the jurisdiction of St. John's Lutheran Church. Its members serve on behalf of the congregation to oversee the school via policy governance, ensuring harmonization with classical education principles, classical liberal arts curriculum, and confessional Lutheran theology and practice.

The Headmaster serves as the administrator of the school and, as such, is responsible for the day-to-day operations of the school. The Headmaster reports directly to the St. John's Lutheran Church Board of Christian Education.

ACADEMICS

ATTENDANCE

School Hours:

All classes begin each morning at 8:00 a.m. and dismiss each afternoon at 3:00 p.m. Students should be picked up before 3:30 p.m. each day to avoid After-School-Care charges.

Arrival and Dismissal Procedures:

Safety is the primary objective of all drop off and pick-up procedures at LCA. Please be certain that all people picking up your child know the following procedures.

Morning Drop Off: 7:30-7:55 a.m.

Kindergarten thru 8th Grade students: Parents are to drop off the elementary school children at the main church entrance.

Afternoon Pick Up: 3:15 – 3:30 p.m.

K thru 8th Grade students: The East entrance will be a car pick up only. Parents wishing to enter the school must park in the South lot and enter through the main church entrance. All students must be escorted to their car.

Visitors

Visitors are welcome at LCA. All visitors must enter through the main church entrance (East entrance). Please visit the church main office to sign-in. All visitors are required to obtain a visitor's pass from the main office during school hours.

Absences

All children are expected to attend all school days except in cases of illness or death in the family. Any absence from the classroom is disruptive to the child's educational development. **Family vacations and hunting trips are not considered an excused absence.**

The parent must call to notify the church office of a student's absence and provide the reason for the absence. This call should be received before 8:30 a.m. If your call goes unanswered, please leave a message. A note from the parent explaining the absence must accompany the student upon his/her return to school.

Upon the 10th absence or tardy of a student in a semester, a conference with the teacher and Headmaster will be required to review the academic status of the student. A written notice of the concern will be sent to the parents and placed into the student's record file.

Make-Up Work

Homework may be given in advance of an absence during the school year at the discretion of the teacher. **Planned absences require a minimum seven-day advance notice be given to teachers** so that they may prepare the student's work assignment. Students are expected to make up all missed homework, quizzes, and tests within a period equal to the number of school days missed (e.g. absence of one (1) day allows for one (1) additional day to make-up work).

Tardy Arrivals

It is the responsibility of each parent to see that their student(s) arrives at school on time. Students not in the classroom when class begins (8:00 a.m.) are considered tardy. The student must stop at the office to get a tardy slip before going to the classroom. Teachers will require a tardy slip from any student arriving after the scheduled class time begins.

Students who arrive late because of a medical appointment are considered "excused" if they provide a note from the doctor's office. No other reason will be considered for an excused tardy except at the discretion of the Headmaster.

Early Departures

Parents who need to pick up a child during the school day should send a note to the child's teacher, or notify the church office in advance of the early departure date. In an emergency, please contact the church office. The parent must come to the church office to sign out the child. Parents should not go to the classroom to pick up a child.

For the safety of our students, it is critical that the church office staff knows when children are leaving and who is taking them. After the student has been properly signed out, a member of the office will contact the teacher to send the student to the office. Teachers will not release students from class without notification from the church office. Students will only be released to individuals authorized by the parents.

If a student returns to the school after leaving for any reason, the parent should bring the child to the office to sign the student in. Teachers will not allow a student to return to the classroom without an admit slip from the office.

Students departing early for a medical appointment will be considered “excused” when a note from the doctor or dentist is returned to the office on the following day. No other reason will be considered for an excused tardy except at the discretion of the Headmaster.

PERFECT ATTENDANCE will only be given to students that are present at school each day for the full time that school is in session. Tardies are an absence from school and will prevent perfect attendance recognition.

Check-in late / check-out early, for any reason, is counted as an absence / tardy based on the time of the arrival/departure. All students must be checked out through the office. Only individuals who are listed on the check-out form will be allowed to check out a student. A valid ID will be required.

AN EDUCATION FOR EVERY CHILD

Lutheran Classical Academy offers an education in the core disciplines in humanities: phonics, reading, writing, mathematics, science, Latin, geography, history, literature, music, art, and physical education. LCA maintains high academic standards which seek to promote excellence and achievement in all our students. We believe that all children can learn, especially when challenged by specific knowledge, high expectations, exceptional teachers, and the discipline and support of parents. Our low teacher-to-student ratio makes LCA an ideal setting for all children to receive a classical and Christian education.

Reporting Student Progress

Report cards are issued to all students in Grades K - 8 at the end of each academic quarter. Students in Grades K – 2 will receive Skillset Report Cards. Students in Grades 3 – 8 will receive mid-quarter Progress Reports and quarterly Report Cards.

Lutheran Classical Academy uses the following grading scale for grades 3 - 8:

100%	A+
96-99%	A
95-93%	A-
92-90%	B+
89-86%	B
85-83%	B-
82-80%	C+
79-76%	C
75-73%	C-
72-70%	D+
69-66%	D
65-63%	D-
62-0%	F

An “A” is defined as excellent; “B” as above average; “C” as average; “D” as below average; “F” as failing.

Parents must carefully examine these official reports when they are sent home. The first quarter report card will be discussed at Parent-Teacher conference time in October.

Academic Achievement Recognition

Students will be recognized at the end of each academic year for achievement in academic and catechetical areas. In addition, students in grades 3 – 8 who attain a GPA of 3.0 or above for an academic quarter will be awarded Honor Roll recognition for that quarter.

Students may not receive a “C” or below, or an “S” or below, in any academic discipline in order to receive Honor Roll recognition.

Promotion/Graduation Requirements

Before any student is promoted to the next grade level, the student must have satisfactorily completed assigned schoolwork and have demonstrated a mastery of basic grade level skills. Students who have a grade average below 63 percent in two or more core subjects (Religion (to include Memory Work), Literature, Grammar, Math, Science, and History) will not be promoted.

Parent Conferences

Open communication between parents and teachers is always encouraged so they can work together to create the best possible educational experience for the student. Formal parent-teacher conferences are scheduled at the end of the first and third academic quarters. Parents may contact teachers or schedule conferences at any time. Parents may leave a phone number, written message, or send an email to set up a conference at any time.

Arrival or dismissal time is not an appropriate time to try to meet with a teacher. During arrival time the teacher needs to welcome all children as they enter the classroom and begin classroom instruction process promptly. During dismissal, the teacher is responsible for monitoring students, ensuring that each student is leaving with the appropriate adult.

Homework

Homework is encouraged within the broad goals of a well-rounded life. We desire students to have a reasonable amount of homework that allows for other worthy pursuits, including family time, extra-curricular activities such as athletics and drama, church activities, hobbies, and appropriate sleep.

Students with reasonable homework allotments benefit from managing their time and learning helpful life skills of time management, activity prioritization, and organizational habits. Homework is assigned for the purpose of reviewing classwork instruction which leads to subject mastery.

We recognize that parents are partners in their children’s educational progress. Thus, parents are encouraged to monitor homework time and arrange an environment conducive to focus.

Teachers work together to maintain appropriate limitations on homework time according to the following guidelines. A homework and test calendar helps ensure weekly proactive planning at every grade level.

The amounts below represent limits on daily homework, not quotas aimed for. An appropriate boundary is helpful to ensure adequate time for other worthy pursuits as outlined above.

Kindergarten	15 Minutes
1 st Grade	20 Minutes
2 nd Grade	30 Minutes
3 rd Grade	45 Minutes
4 th Grade	45 Minutes
5 th Grade	60 Minutes
6 th Grade	75 Minutes
7 th and 8 th Grades	90 Minutes

Homework is not assigned over school breaks or holidays.

THEOLOGICAL INSTRUCTION

Daily Prayer Services

Lutheran Classical Academy begins each school day with Chapel, praying either Matins, Morning Prayer or The Congregation at Prayer. These services include the Liturgy of the Church, Bible readings, hymns, catechism recitation, and a sermon. Parents, family, and other guests are welcome and encouraged to join us.

Religious Instruction

Our school begins the day with Chapel at 8:15 a.m. daily. Additionally, there is specific religious instruction at every grade level.

Offering

Offerings are collected each Wednesday. All offerings collected are used to support the proclamation of the Gospel at home and throughout the world.

Memory Work

Students will be learning by heart Luther's Small Catechism, Bible verses, and Hymns. Memorizing the Word of God provides an excellent mental exercise for the student and plants the Word of God within the heart of the child. The knowledge of God's Word will prove to be a source of guidance, strength, and comfort throughout the life of a believer.

ADMISSION POLICIES

Non-Discrimination Policy

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

Lutheran Classical Academy may not be equipped or staffed to meet the needs of all children, and we recognize that other schools may be better equipped to serve children with some special needs and challenges. We reserve the right to dismiss students from enrollment if necessary.

Lutheran Classical Academy will not make any accommodations or exemptions for other religions or Christian denominations. All students must attend and participate in all religious services and religious instruction, including, but not limited to, learning by heart the catechism and serving as catechism leaders during morning chapel.

No Government Funding

Lutheran Classical Academy has determined that we will not accept nor receive "choice" dollars, "voucher" funding, or similar government funding to pay for tuition.

In addition, Lutheran Classical Academy has made the decision to opt out of all Title programs through federal or state funding. The decision is based on the school's commitment to maintaining its independence and aligning its resources with its current educational priorities and goals.

ENROLLMENT POLICIES

Kindergarten Requirements

To be eligible to be enrolled in the Kindergarten class the child must be **five years old by September 1**. Children under this age may be accepted with School Board approval.

First Grade Requirements

The school follows state laws. A child must be **six years old by September 1**. Children under this age may be accepted with School Board approval. A photocopy of a certified birth certificate must be on file. Kindergarten students that have not attended LCA will be required to take a first-grade readiness test prior to enrollment.

Enrollment

New Applications – The policy for acceptance of enrollment applications in the future will be in the following order:

- Members of St. John's Lutheran Church
- Other Missouri Synod Lutheran Church members
- Prospective members of St. John's Lutheran Church
- Members of other church bodies
- Unchurched families

The required state immunizations form must be on file for all students.

Continuous Re-enrollment Policy

Lutheran Classical Academy (LCA) is planning for the 2026-27 school year and beyond! To ease the burden of re-enrollment on LCA families, and to streamline the enrollment process for future years, LCA will adopt a "continuous re-enrollment" policy beginning with the 2026-2027 school year, whereby all current LCA students will be automatically re-enrolled for the next school year unless the school office is notified otherwise, in writing, by February 15, of the previous school year.

LCA is planning for growth. Class sizes will be capped in order to provide a quality classical Lutheran education for each student. While growth at all costs has a diminishing return and is not our goal, we do seek to grow enrollment each year until our classes are full. We expect there to be a wait list for LCA classes in the near future. Our continuous enrollment policy prepares for growth by processing re-enrollments earlier and allowing remaining seats to be filled by new students.

FEES AND TUITION

Enrollment Fee

Enrollment fees will be billed to parent accounts on February 16 of each year for all re-enrolled, full-time students.

Half of the enrollment fee must be paid by March 31 for re-enrolled students, unless an extension has been requested by the parent or unless the student has withdrawn in writing by February 15.

Requests for an extension must be made in writing and submitted to the headmaster on or before March 31.

If enrollment fees are not paid, and no extension has been requested, a Late Enrollment Fee of \$20 will be applied to each student's account as of May 1.

The second half of the enrollment fee is due on May 31. If enrollment fees are not paid, and no extension has been requested, a Late Enrollment Fee of \$20 will be applied to each student's account as of June 1.

Enrollment fees are non-refundable.

Withdrawal

Although LCA would like all students to spend their entire academic career here, due to a variety of circumstances, parents sometimes find it necessary to withdraw their child/children from LCA. Realizing this, a release form must be signed by the parent giving LCA permission to forward the child's permanent file to the new school setting. However, records will not be released if a student's tuition and/or fee account are not up to date. Once all accounts are paid in full, a student's records will be forwarded to the new school.

Financial Aid

Financial aid and scholarships may be available. Please contact the Headmaster for more information.

STUDENT CONDUCT

Discipline

At Lutheran Classical Academy, we attempt to discipline all our students from within the Christian principles of the Bible. The staff will discipline out of love and concern for the welfare and safety of all students, and the total learning process of the class. In all such matters, **good communication between parents and teachers is of utmost importance.**

Children do well when they know the rules that apply to them. They must know that they are responsible for their behavior, and that there are consequences for inappropriate behavior and choices. Teachers will discuss these issues at the beginning of the school year and review them throughout the year.

Children who are involved with a negative behavior incident involving one or more other students will be encouraged to resolve the conflict through appropriate measures. Students will be encouraged to demonstrate love, confession, repentance, and forgiveness, just as God demonstrates these actions to each of them.

Specific classroom guidelines, lunchroom guidelines, and before and after school care guidelines will be discussed and reviewed often and are posted in each of those areas.

General Procedure

The ultimate goal at Lutheran Classical Academy is for students to learn to manage their own behavior in a God-pleasing way. As teachers, we have the responsibility of managing our classrooms so that education takes place in a positive environment. The classroom teacher is responsible for establishing classroom rules.

1. Listen the first time
2. Obey right away
3. Respect people and property
4. Do your best
5. **KEEP** a place for everything and everything in its place

Headmaster Visit

The Headmaster will also use flexibility and discretion when working with a student. Certain discipline issues may warrant a need for a discipline plan in which student, teacher, parent, and Headmaster are working together to help the child succeed in school.

1. The student is sent to the Headmaster and the parent is contacted.
2. The student is removed from the classroom on an as-needed basis. A meeting is set up for the student-parent-teacher-Headmaster. At this meeting an action plan is developed with expectations for the family and school. A follow-up meeting may be scheduled to review progress.
3. Student is brought to the office. In-school suspension, length determined by the Headmaster. The teacher will provide a packet of work for the student to do.
4. Extended suspension, length to be determined by the Headmaster. Student/Parent appeal process to the School Board.
5. Recommendation to the School Board for expulsion.

Bullying Policy

Our goal is to ensure an environment where bullying does not occur. We have the following actions in place to promote a zero tolerance for bullying. **(We must be made aware of bullying situations to deal with them. This is the parent/child responsibility.)**

1. Headmaster counsel with child/teacher to determine the issue that is happening. This meeting would help us determine a meaningful solution for dealing with the behavior.
2. Headmaster counsel with child/parent – possibly the teacher would be included.
3. Pastoral counsel with child/parent.
4. Spend day with Headmaster.
5. Review by the School Committee for expulsion considerations, or other possible solutions

Prohibited Behavior

Certain behavior may result in immediate action that may lead to suspension or even expulsion. Such behaviors include, but are not limited to:

- Using profanity in speaking or writing;
- The use or possession of tobacco, alcohol, inhalants, any controlled substance, or unauthorized medication;
- Vandalism of the school or church property;
- Leaving campus during the school day without permission from proper authority;
- Possession of a weapon, explosives, or fireworks;
- Stealing;
- Academic dishonesty (cheating, plagiarism, forging signatures, allowing someone else to do own assignments, etc.); Students are prohibited from using AI tools to complete or assist with schoolwork in order to maintain academic integrity and ensure original, independent learning.
- Insubordination (refusal to respond to or carry out reasonable and lawful directions of individuals in authority);
- Truancy;
- Harassment (sexual, physical, verbal);
- Possession of sexually explicit material (pornography);
- Arson;
- Fighting;
- Inappropriate displays of affection;

- Pranks that may cause bodily injury to self or another person, e.g., pulling a chair out from under someone, throwing objects at someone, or deliberately tripping someone;
- Verbal/written threats to harm another person;
- Cyber-bullying (this includes on or off campus; includes all electronic technology); and/or
- Other inappropriate behavior.

Prohibited Items

Possession and inappropriate use of certain items during school hours may result in immediate disciplinary action or possibly lead to suspension or even expulsion. Such items include, but are not limited to:

- ⚠ Printed materials (i.e. magazines, internet articles) are not allowed unless it is teacher approved and related to the curriculum;
- ⚠ Gum, candy, soda and energy drinks;
- ⚠ Medications must be handled in accordance to state, local and school policies, and all medications are to be stored in the church office for dispensing according to the prescription or parental permission and instruction; and/or
- ⚠ Toys, Fidget spinners, smart watches, phones, tablets or other electronic entertainment gadgets are not allowed at school unless it is teacher approved in consultation with the parent/guardian. The approval to bring an item to class cannot become a classroom disruption for the teacher, student or other students. Such items will be confiscated and given back to the parent/guardian.

Playground (future)

When using the playground students are to show respect for any equipment and the other students. Students must remain within the physical boundaries set by the supervising adult and refrain from participating in prohibited activities

Playground Rules

1. Respect other students and staff. No arguing, name calling, excluding other students, fighting, etc.
2. Students must NEVER leave the playground for any reason.
3. When playing games where balls are thrown, the ball must hit below the waist.

4. No picking up or throwing any objects other than balls-including snowballs, ice, rocks, sticks, or mulch.
5. No throwing sand or gravel.
6. Any playground supervisor/teacher may deem a situation or activity dangerous or inappropriate and will put an end to it immediately.

Sexual Harassment

General

It is the policy of the Lutheran Classical Academy that sexual harassment of students by employees or other students is unlawful behavior and will not be permitted in the school setting. LCA is committed to providing an educational environment that is free of unlawful sexual harassment and will seek to utilize available measures to deter such conduct.

Lutheran Classical Academy will not tolerate abusive behavior toward its students or employees. LCA will be a safe environment for those who work and study here. Among prohibited behaviors are bullying of one student by another student or students. In addition, unlawful sexual harassment, as defined to include unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature is strictly prohibited and will be punished to the fullest extent of the law.

All complaints should be directed to the Headmaster or School Board President who will be the school's reporting officer(s). Investigation will include written statements from the accused and the complainant. The accused has ten days to respond to the allegations. Sanctions will be imposed for substantiated charges as appropriate and may include expulsion of student offenders and termination of staff offenders.

Reporting Incidents of Sexual Harassment

A student who feels that he or she has been sexually harassed should report the incident to his or her parents or guardians and the school's designated reporting officer. LCA encourages the student to file an oral or written complaint as soon as possible after the incident or, if a series of incidents, as soon as possible after the latest occurrence. The initial complaint may be made orally or in writing to the designated reporting officer. If the initial complaint is made orally, it will be the responsibility of the student or parent/guardian to file a written statement detailing the events/occurrences

giving rise to the sexual harassment allegations(s). The student may be assisted in any or all steps of the reporting process by his / her parents or guardians.

The designated reporting officer may initiate a formal investigation after receiving the oral or written complaint detailing the charges(s) by the complainant. When the complaint is made, the designated reporting officer will immediately begin an investigation into the allegations(s) in an effort to determine the facts.

Statement of the Accused

The person(s) accused will be given an opportunity to present a written statement detailing his or her recall of the events or occurrences leading to the sexual harassment allegation against him or her. The accused will be given ten (10) calendar days after written notification of the sexual harassment allegations against him or her to prepare and file a written report.

Investigation Procedure

The designated reporting officer will conduct a thorough administrative investigation into the allegation(s) including, but not limited to the following: 1) reviewing the written reports of the complainant and the accused, 2) gathering information from the complainant and accused, and 3) gathering information from any witnesses or persons identified as having information related to the allegations. Due process shall be accorded to all parties involved in the allegation throughout the investigation.

In all situations, the confidentiality of the complainant and the accused will be respected consistent with the school's legal obligations and with the necessity to investigate fully any allegation(s) and to take corrective action if it is determined that sexual harassment has occurred.

Complaint Resolution Procedure

When the investigation is completed the designated reporting officer shall report the findings to the Board of Christian Education. The findings of the investigation shall then be reduced to writing and copies presented to the complainant and the accused. The Board of Christian Education and designated reporting officer shall meet with the complainant and accused in an attempt to resolve the complaint. The Board of Christian Education, at its discretion, may conduct a hearing in accordance with applicable laws and attempt to resolve the complaint.

Sanctions

A substantiated charge against a student enrolled in the school shall subject that student to disciplinary action, up to and including expulsion. A substantiated charge against a school employee shall subject that employee to disciplinary action, up to and including termination of employment. Further, any student who knowingly and maliciously brings a false sexual harassment charge shall be subject to disciplinary action, up to and including expulsion.

TECHNOLOGY RESOURCES POLICY

At Lutheran Classical Academy the term “technology resources” includes and is not limited to: computers, computer hardware and software, printers, sound, video and projection equipment, information storage devices, copy machines and internet use. These resources are provided for ministry activities associated with St. Johns’s Lutheran Church and Lutheran Classical Academy. Permission to use these resources is a privilege granted and a responsibility invoked by the pastor or the school Headmaster.

Computer Use

Unauthorized use of computer resources include but are not limited to:

1. Use which violates federal or state law.
2. Unauthorized access to administrative files, other user files or protected or private computer resources.
3. Unauthorized copying, revising, damaging, removing or distributing of software.
4. Activities that disrupt normal computer/network use and services including but not limited to propagation of computer viruses and unauthorized access to protected and private network resources.
5. Damaging or altering church/school computer equipment or supplies.
6. Use of computer resources to produce, transmit or display text or graphics which are obscene or lewd.
7. Unauthorized use of computer resources for monetary gain.
8. Unauthorized transmission or posting of personal information or school information to include but not limited to user ID, name,

address, etc., over any publicly accessible network is forbidden unless connected with a course or extra-curricular activity.

Software Use

The following guidelines apply to all software and data at St. Johns's Lutheran Church and Lutheran Classical Academy. These guidelines apply to computer data and programs installed on all church/school computers REGARDLESS OF THE LOCATION OF THE COMPUTER.

1. The unauthorized copying of any software licensed or protected by copyright is illegal. All software available for church/school use is protected by licensing agreements and may not be copied by anyone for any reason.
2. The computer user is responsible for compliance with all policies and laws regarding the use of software. Ignorance of the rules does not justify their violation.
3. Do not attempt to circumvent any protective programs/devices installed on the computers or network at St. John's/LCA.
4. Do not attempt to modify any software installed on the computers at St. John's/LCA.
5. No user may install software on any St. John's/LCA's computer without permission from the pastor, Headmaster or technology support group
6. Users may not install protective devices or software (e.g. encryption) to prevent St. John's/LCA officials from examining data contained in user files.
7. Computer files and data contained in these files are the property of St. John's/LCA.

Network/Internet Use

All church/school computer users must comply with the following rules as they relate to the network and Internet use. The rules apply to computer hardware, data and programs connected electronically to church/school computers, REGARDLESS OF THE COMPUTER'S LOCATION.

1. Do not try to obtain another individual's password or log-in name.
2. Do not attempt to disguise the identity of the log-in name and/or password that you are using.
3. Users are responsible for the security of their passwords.

4. Do not install, run, or distribute to other computer users, any software that can result in the eventual damage of the computer system software or data (viruses).
5. Do not attempt to circumvent data protection schemes or seek security loopholes.
6. Do not engage in activities which intentionally disrupt the use of the network by tying it up for extended periods of time which may create unnecessary network traffic.
7. Do not read, monitor, copy, change, or delete another user's files without the permission of the owner.
8. Do not connect any non- St. John's/LCA owned computer to the St. John's/LCA network without authorization from the pastor, Headmaster or technology support group.
9. Do not connect a data storage device to a computer without authorization. Such devices must be scanned for viruses before accessing stored files.
10. Users may not intentionally obtain or display obscene or objectionable materials from the internet or other electronic resources. Every effort has been made to minimize the possibility of anyone encountering objectionable materials while using the internet. Users should realize that it is impossible to restrict access to all controversial materials.
11. Do not access a personal Facebook site from school computers and never call anyone an offensive name or make threats.

Computer Use and Responsibilities

Lutheran Classical Academy views the use of technology as a tool to be used in learning. Students in grades 5 – 8 may have the opportunity to use computers to learn basic computer skills such as keyboarding, presentations, and document writing. Every student is responsible for his/her computer during this time and is expected to treat all equipment with care. Parents may be charged for any damage done by their child to LCA equipment.

DRESS CODE REQUIREMENTS

The following uniform standards have been established for LCA students. Uniforms are purchased by parents. Homeroom teachers are given the primary responsibility for recognizing uniform policy violations. However, other staff members are at liberty to speak to a student if the student is out of uniform at any time during the day. The uniform policy applies at all times on school property and on all field trips unless otherwise specified by the Headmaster or teacher. It is the parents' responsibility to ensure the proper modest attire of their children.

A. Girl's Uniform

The LCA Girls Uniform consists of the following:

Pants / Skirts / Shorts / Jumpers

- Solid navy blue or tan khaki
- Skirt/shorts length: no shorter than 3 inches above the knee
- Belt optional

Shirts

- Polo style shirt (long or short sleeve)
 - Solid navy blue or white
 - Shirts will be ordered from LCA
 - All shirts will have LCA logo

Shoes

- Sneakers - black, brown, white, or navy blue shoes
 - No shoes with lights or wheels
- Heels less than 2 inches high
- Closed-toed, lace-up or Velcro closures

Socks/ Tights/Leggings

- Solid white or navy blue

Outerwear

- Solid colors only; no prints or fabric patterns
- Sweaters-cardigan or V-neck style in solid navy
- LCA sweatshirts in solid navy – purchased through LCA
- LCA Fleece in solid navy – purchased through LCA
 - Note: ONLY LCA fleece, pullovers, LCA sweatshirts, or sweaters may be worn in the classroom. All other outerwear may only be worn outside the classroom (e.g. recess, outdoor PE, field trips)

Jewelry Permitted

- Small stud earrings
- Necklace with Cross or Crucifix
- Watch – NO smartwatches
- Medical bracelets

PROHIBITED:

- Hats
- Body piercing (except ears)
- Visible tattoos
- Unnatural hair color
- Make-up and nail polish
- All Jewelry not noted above
- Smart Watches

Details: Girls may wear pants or shorts (within 3” of the knee) in solid khaki or navy blue. Girls may also wear jumpers, skirts, or skorts (within 3” of the knee) in solid navy blue or tan khaki. Uniform skirt, short, and skort lengths should be no shorter than 3" above the top of the knee; however, a longer length is acceptable. Shirts will be short-sleeve polo shirts with the LCA logo or long-sleeved button-down shirts in navy blue. Optional belts should match the uniform. Girl's shoes should be closed-toed. They should have shoelaces or Velcro, and heels less than 2 inches. Socks and tights should be solid white or navy. Leggings in navy blue or white are permitted under skirts. Black, navy blue, or brown shoes are acceptable, as well as sneakers. Hats and scarves are not to be worn inside the building. If warmth is desired, LCA sweatshirts, LCA navy blue fleece, or approved solid-color sweaters (cardigan or pullover) may be worn in the classroom. Solid color sweaters are to be navy blue. Coats and non-uniform fleece or sweatshirts may not be worn into the classroom. Hair should be neat and conservative.

B. Boy's Uniform

The LCA Boy's Uniform consists of the following:

Pants / Shorts

- Solid khaki or navy blue
- Shorts length: no shorter than 3 inches above the knee
- Belt required for pants with beltloops (Grades K-8)
- Polo style shirt (long or short sleeve)
 - Solid navy blue with LCA logo

Shoes

- Sneakers – black, brown, white, or navy blue shoes
 - No shoes with lights or wheels

Outerwear

- Solid colors only; no prints or fabric patterns
- Sweaters-cardigan or V-neck style in solid navy blue
- LCA sweatshirts in solid navy blue
- LCA Fleece in solid navy blue
 - Note: ONLY LCA fleece, LCA sweatshirts, or sweaters may be worn in the classroom. All other outerwear may only be worn outside classroom (e.g. recess, outdoor PE, field trips)

PROHIBITED:

- Hats
- Body piercing
- Visible tattoos
- Unnatural hair color
- Make-up and nail polish
- Jewelry (except a cross / crucifix necklace and medical identification)
- Smart Watches

Details: The basic uniform for LCA boys in all grades consists of solid khaki or navy blue slacks or shorts (within 3” of the knee) with a collared uniform shirt. Uniform shirts include solid color (navy blue) polo shirts with LCA logo. Polo shirts are available in either long or short sleeves. Polo shirts will have the LCA logo. Shirts should be tucked in at the waist. Cargo-style dress shorts with simple side pockets are allowed, however excessively baggy with multiple pockets, "low riders", and/or leg drawstrings are not permitted. Belts should be worn at all times (pants with belt loops), even when wearing a sweatshirt or pullover. Hats may not be worn inside the building. Footwear is to be black or brown shoes or sneakers. If warmth is

desired, solid color sweaters in navy blue may be either cardigan or V-neck pullover. During the winter months, a solid navy LCA embroidered polar fleece or approved LCA sweatshirt may be worn over the shirt. All cold weather apparel (sweatshirts, sweaters and fleeces), must be worn over a collared uniform shirt. T-shirts alone cannot be worn under any cool weather apparel on normal uniform days. Coats and non-uniform fleece or sweatshirts may not be worn into class. Hair should be neat and not so long as to cover the eyes. Boy's facial hair should be kept neatly trimmed. No piercings or tattoos (permanent or temporary) should be visible. Boys may not have painted fingernails or wear makeup.

C. School Uniform Sources

Please make sure any uniform items purchased from retail stores conform to the school dress code. Please consult the handbook above for details.

D. Special Programs

When students are participating in special programs, they may be allowed to wear dress-up costumes or clothing other than the school uniform. In this event, parents will be notified in writing before the program. All clothing must be modest in length and coverage (no low-cut, short length, or halter/spaghetti-strap dresses).

Field Trips

For field trips, all students will wear the school uniform.

Extracurricular Activities

Students must wear school uniforms to extra-curricular activities such as after school sporting events or clubs.

E. Consequences for Improper Apparel

The first time a student comes to school out of uniform, the parents will be notified by phone, in writing, or by email.

The second time, the parents will be contacted and required to bring the appropriate uniform to school.

If the problem persists, the parent/guardian and student will be required to meet with the Headmaster to address the issue and formulate a solution. Determination of uniform policy violations is at the discretion of the LCA Administration.

STUDENT AND HEALTH SERVICES

Lunch and Snack Breaks

Parents who bring lunches or wish to eat with their child are asked to observe the lunch time hours for the classroom. This time is included in the schedule sent home with students at the beginning of the school year. Notification of any changes in lunch times will be sent home in the weekly newsletter.

Snack break times may vary due to class schedules. All children are responsible for providing their own lunch and snacks.

Parents are encouraged to pack nutritious snacks and lunches for their children, including items like fresh fruits, whole-grain crackers, lean proteins, and plenty of vegetables, to support their health and learning.

Soda and candy are not permitted.

K THROUGH 8TH GRADES – Parents wishing to supplement a classroom snack for birthdays or other celebrations should contact the classroom teacher prior to bringing class treats. Please avoid bringing treats with artificial colors or dyes and high sugar content.

The parent should notify the school office and homeroom teacher of any special dietary needs of a child.

WELLNESS PLAN

Immunizations & Health Forms

All immunizations must be completed before a child is allowed to enter school. A current record of immunizations must be on file at school by the first day of classes. Kindergarten and new students must also have a completed physical upon entering school.

Medications

Parents must abide by the following requirements for dispensing of medication to children.

1. A medication form must be completed for ALL prescription and over the counter medications.
2. Prescription medication is to be brought to the OFFICE in the ORIGINAL container. The container should provide instructions for dosage and the physician's name.
3. Non-prescription medication needs to come in the original container with a written, dated, and signed note from the parent. The note should share complete instructions for dosage, time, and any other information needed for the dispensation of the medication.
4. An appropriate dispenser should be provided for the giving of medication.
5. Teachers and children are not permitted to keep medication in the classrooms or lunch boxes.

Medical Concerns

If a child has or develops a special medical condition such as food or insect allergies, asthma, seizures, etc., **please notify the office** so we can establish procedures for caring for your child. This information should be included on the forms completed for registration.

Illness

Any child running a fever of 100 degrees or more, having diarrhea, vomiting, having a rash of unknown origin, or having open sores, should not be sent to school. Any child developing such symptoms during the school day will be removed from the classroom and the responsible adult will be called to pick up the child from school as soon as possible. If a child is absent from school due to illness, he/she is not allowed to participate in after school activities.

A child who has had a fever, vomiting or diarrhea may not return to school for at least 24 hours without the aid of medication after those symptoms cease. If a child has an infection and is placed on an antibiotic (including eye drops), it is also necessary that the child be on this medication for at least 24 hours before returning to school or after-school activities.

If a child is exposed to or contracts a communicable disease, it is essential that this information be reported to the church office so classmates' parents can be notified.

Accidents

In case of an accident at school, the parent or other listed emergency contact will be called as soon as possible. 911 will be contacted if warranted.

Outdoor Activity Participation

All students should come to school dressed for the weather conditions. (Coats, gloves, boots....) Generally, any child well enough to be at school is well enough to tolerate at least a short time in the open air. If a child is not to be allowed outdoors for health reasons, a written note from the doctor is to be submitted to the office.

Emergency Procedures

Fire and disaster drills are conducted on a regular basis.

CLASSROOM INFORMATION

Room Parents and Class Parties

Each parent is invited to become a room parent. Room parent duties include helping with special parties or activities, planning field trips and arranging transportation for field trips. *(Classroom parties are special events for students, but take much help in the classroom; therefore, no siblings of any age should attend.)* No student or parent is permitted to be in the classroom without the permission of the classroom teacher or Headmaster.

Party Snacks

Each child's birthday (or half-birthday for those with summer birthdays) is a time for that child to bring a special birthday treat. Please avoid bringing treats with artificial colors or dyes and high sugar content. All arrangements are to be made with the classroom teacher.

Field Trips

Field trips are planned for various times during the school year. Classroom field trips are special events for the classroom students only. Parent chaperones are welcome and needed. No siblings of any age are allowed to attend.

PE / Recess

Students have regular periods of physical activity for play and exercise during the day. Students will generally be taken outside for PE / recess times whenever weather permits. If weather conditions do not permit outdoor activity, the students will remain indoors.

Visitors

Parents and other parent-approved visitors are welcome to visit the classroom periodically. However, all visits are to be arranged in advance with the student's teacher. **All visitors must report to the church office before going to the classroom.**

If it is necessary to bring something to a student or speak to a student during the school day, the person doing so must report to the church office. Visitors should never go directly to a classroom.

OTHER INFORMATION

Family Information

Parents provide contact and emergency information on enrollment forms. It is vital that parents keep that information current by notifying the school secretary in writing of any changes to address, telephone, employer, physicians, emergency contacts, etc.

School Publications

A newsletter is published and emailed on a weekly basis from the school office. This publication is the source of official information from the school. Each teacher sends home a weekly note on the last school day of the week. This note includes information about what the students have been doing in the classroom, what they will be doing in the coming week, homework assignments, and other items pertinent to the classroom. It is important for parents to read the information in these publications in order to stay informed about school and class activities.

LCA Parent-Teacher League Information

Education requires a strong team effort between school and home. LCA's Parent-Teacher League is an integral part of the school. This organization sponsors many student related activities. The P.T.L. also sponsors annual

fund-raising campaigns to help support the programs at LCA. Families are encouraged to join the P.T.L..

Church / School Office

The office is open on all days when school is in session. Office hours are 7:15 am to 3:30 pm. However, office hours may vary during school vacation times. Summer hours will be 8:00 AM till 12:00 PM daily, or by appointment.

Use of School Phones

Students will not be permitted to use the school phones unless permission is granted by a teacher. If a parent needs to leave a message for a student, the office staff will take the message and pass it along to the student. Students will not be called from the classroom to talk with a parent on the phone.

Cell Phone /other Electronic Items Use

Students may not use cell phones or smartwatches or any other electronic devices that can communicate with others, in school or at any school related event. The cell phone or other device should be **turned off and stored away in the student's backpack**. St. John's will not be responsible for loss, theft, or damage of electronic items. Students accept all responsibilities when they bring these items into the building. If an electronic device is heard or seen, the teacher or staff member has the option of confiscating the device and asking the parent to pick it up in the Headmaster's office after school.

Weather-related School Closings

The closing/early dismissal of school because of inclement weather will follow the decision of the school Headmaster under the guidance from EMA and other weather information sources. LCA generally follows the decisions of the Port Washington School System. Faculty and staff members are not required to report for work when the school is closed because of inclement weather. Parents/teachers will be notified by phone call, text message, school website, and the following are local stations that will assist with disbursement of information – if possible: WTMJ, WISN, WITI, WDJT.

Library

The school library is in the development stage. When the library is fully functional, students visit the school library weekly or every other week depending on the age of the group to review and check out books. Students may keep books for two (2) weeks. Students should return their books the

next time they visit the library. Books that are kept past the return date are assessed a 50¢ fine for each day the book is not returned (Monday-Friday only). Books that are lost or damaged while in the student's care will result in the student being assessed the replacement value of the book. Parents will receive a notice for overdue books and/or charges for lost or damaged books.

ACCOUNT INFORMATION: (TUITION AND FEES)

Upfront Fees: All upfront fees are to be paid in full before August 1 of each school year. The following fees are included in the upfront fees – Application and Registration. A late fee for Upfront fees is assessed at \$20.00 per month after the last day in July.

Tuition: Tuition may be paid in 10 monthly installments due by the first of each month from August through May. School policy requires that these monthly payments remain current.

Late Tuition Fee: Tuition payments made after the 10th calendar day of each month will be assessed a \$20.00 late fee per month.

Past Due Accounts

- Tuition is expected to be paid by the tenth of each month. Tuition accounts that become past due will be assessed a late fee each month.
- Child watch accounts should be paid on a weekly basis or as incurred.
- Lunch accounts should be paid on a weekly or monthly basis to maintain a positive balance.
- Parents are responsible for checking with the office or looking online to verify their balance.
- Accounts that become more than two months behind will be refused services until the account is brought current. Personal issues may be discussed with the school Headmaster if a payment problem arises.
- All school records and report cards will be held on all past due accounts.

REFUND POLICY

As our Tuition & Fee Schedule states, Application and Registration Fees are not refundable.

Pre-paid tuition *is* refundable and is prorated from the time of official withdrawal. No partial month tuition will be refunded. **Families will continue to be charged tuition and fees until such time as they officially notify the church office that their child will no longer be in attendance.**

Returned Checks

Checks returned by the parent's financial institution as not payable will result in a \$35.00 fee, in addition to any other late fees incurred.

Textbook Fines and Replacement

- Students who damage textbooks will be assessed fines based on the current replacement value.
- Fines will be assessed based on damage that exceeds normal use (we expect books to last between five and seven years). Books whose spines, corners, or pages are damaged beyond normal use due to water or the lack of care will be assessed the full price of the book.

Parent Agreement

Parents: Please read the following statements carefully and sign below to indicate your agreement.

I hereby affirm that I have read the Student Handbook and discussed its policies with my student. I certify that I consent to and will submit to all governing policies of the school, including all applicable policies in the Student Handbook.

I understand that the standards of the school do not tolerate profanity, obscenity in word or action, dishonor to the Holy Trinity and the Word of God, disrespect to the personnel of the school, or continued disobedience to the established policies of the school.

I understand that the services of the school are engaged by mutual consent, and that either the school or I reserve the right to terminate any or all services at any time. I understand that this Handbook does not contractually bind Lutheran Classical Academy and is subject to change without notice by decision of Lutheran Classical Academy.

Admission to the school is a privilege, not a right, and admission for one school year does not guarantee automatic admission for future school years.

Signature of Parent / Guardian:

_____ Date: _____

Signature of Parent / Guardian:

_____ Date: _____