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INTRODUCTION:

Lebanon Christian Academy (LCA) is a ministry of Open Door Baptist Church, offering a Christ centered education for students in grades K5 - 12.

The deacons of Open Door Baptist Church will function as the school board. The purpose of the school board is to oversee the general operation and program of LCA. The board assists in policymaking, oversees spending, and aids in disciplinary matters.

Purpose Statement

To develop a Godly Generation that is Conformed to the image of Christ, Educated to Standards of Excellence, Prepared for Christian Service, and Focused on the Will of God.

Philosophy

Lebanon Christian Academy, as a ministry of Open Door Baptist Church, is committed to the support of Christian homes in establishing a solid foundation on which children can begin a successful and surrendered life's journey. LCA will maintain a strong academic emphasis in the basic areas of learning while integrating biblical principles throughout the educational process. *II Timothy 3:16*

Lebanon Christian Academy shall exist to bring glory to God through the use and refinement of the talents God has given each child. Whenever possible, LCA will include the education of children with special needs and/or giftedness. LCA will also offer extra-curricular activities such as Fine Arts and Athletics. *I Corinthians 10:31*

Lebanon Christian Academy seeks to provide an environment free from worldly influence and philosophy. LCA desires that each student maintain high personal standards that, *"the man of God may be perfect (complete) thoroughly furnished unto all good works."* *II Timothy 3:17*

Doctrinal Statement

Open Door Baptist Church and Lebanon Christian Academy believe and affirm the following-

- The Inerrancy of the Scriptures. (II Timothy 3:16,17; Psalm 119:89; Luke 21:33)

- The Virgin Birth, Deity, Vicarious Atonement, Death, and bodily Resurrection of Jesus Christ. (Luke 1:27-38; John 1:1-14; II Corinthians 5:21; I John 2:2; I Corinthians 15:3,4)
- Salvation by Grace alone, through Faith alone in our Lord Jesus Christ alone. (Romans 6:23; Ephesians 2:8,9)
- Separation from the world and unto God. (II Corinthians 6:14-18)

Open Door Baptist Church and Lebanon Christian Academy -

- Use the King James Version of the Bible as the primary translation for Scripture related activities.
- Teach the Bible according to the following passages of Scripture:
 - *“Moreover, brethren, I declare unto you the gospel which I preached unto you, which also ye have received, and wherein ye stand; By which also ye are saved, if ye keep in memory what I preached unto you, unless ye have believed in vain. For I delivered unto you first of all that which I also received, how that Christ died for our sins according to the scriptures; And that he was buried, and that he rose again the third day according to the scriptures:” I Corinthians 15:1-4*
 - *“For God so loved the world, that he gave his only begotten Son, that whosoever believeth in him should not perish, but have everlasting life.” John 3:16*
 - *“For by grace are ye saved through faith; and that not of yourselves: it is the gift of God: Not of works, lest any man should boast.” Ephesians 2:8,9*
- Believes that The Modern Charismatic Movement is not in harmony with the teaching and doctrine of the Word of God.
- Requires that at least one parent be a “born again” Christian and a member of a local church of like precious faith.

ADMINISTRATIVE GUIDELINES:

Admission Policy

The admission of students is based on past achievement, standardized test results, interviews with parents or guardians and student, and openings in the particular grade levels. Attendance is considered a privilege, not an entitlement.

Students who have been accepted in grades 4 through 12, and all parents are required to read this handbook and sign a Statement of Cooperation form. Signing this form indicates that parents and students understand the positions, policies and standards of LCA and agree to cooperate to the fullest in maintaining these standards. Parents must agree to the doctrinal beliefs of Open Door Baptist Church as outlined in this Handbook.

Non-Discrimination Policy

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

Admission Procedure for New Students

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

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

LCA must receive a copy of the student's latest report card, and for grades 7 through 12, a copy of the student's official transcript from the school previously attended.

Students cannot be admitted to LCA unless all immunizations are up to date and Immunization and Health Records are on file in the LCA office. Forms are available in the office (refer to "Health Services and Records on page 6).

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

Registration of Returning Students

Registration of returning students must be completed by June 1st and accompanied by the registration fee to hold a place for the next school year (refer to Financial Policy).

An Enrollment Form must be completed for each student and submitted to the LCA office.

Home School Students

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

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

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

Student Withdrawal

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

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

Married Students

Married students will not be permitted to attend LCA.

Health Services and Records

LCA complies with the PA requirement for Immunization and Health Records to be on file for all students. All LCA students must meet PA guidelines for physical examinations and immunizations. Parents are required to have each student examined by their family doctor. This examination will be required in grades K, 6, and 11. Immunizations must be up to date for all students. Physical examination forms may be obtained from the office.

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

- Dental exams in grades K, 3, and 7

- Vision screening annually
- Hearing Tests given in grades K, 1, 2, 3, 7, and 11
- Height and Weight Measurements annually for all students
- Scoliosis grades 6 and 7

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

Injuries and Emergency Care

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

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

Medication

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

There will be no medications distributed by teachers or students on campus. Across the counter medications (i.e. aspirin, Tylenol, throat lozenges, cough drops, etc.) must be distributed through the LCA office. Parents, please bring medications to the LCA office in person. Do not send medications with your child.

Facilities

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

School Calendar

Specific LCA school calendars are sent home at the beginning of each school year.

School Hours

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

School Cancellations

In the event school is cancelled due to inclement weather, notice of the closing will be given on radio stations WDAC (94.5 FM) and WLBR (1270 AM) and TV channel 8 (WGAL), 15 (WYLH), 21 (WHP), 27 (WHTM), and 43 (WPMT).

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

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

School Office

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

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

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

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

Contact Information

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

Communication

Weekly Newsletters – Supply important information and events to all students on Fridays (or the school day in a given week). To assure that all parents receive the newsletter, a sign and return slip will be included and should be returned to the homeroom teacher on Monday mornings. For your convenience, the Newsletter can be emailed.

Parent / Teacher Fellowships – PTF meetings will be held twice a year. Back to School night and at the beginning of the second semester. These are excellent opportunities for the teachers and parents to communicate.

Conferences – Parents should request a conference with a teacher or the Administrator by appointment.

Transportation

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

PA residents whose school district is within a 15-mile radius of LCA may request public school transportation by notifying the local school district in which they reside.

Parents who drive their children to school are required to ensure their children arrive with sufficient time to prepare themselves for the day's schedule (suggested time is no later than 5 minutes before the start of the school day). Parents are also responsible to pick up their children after school by 2:45 p.m.

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

Transportation to off-campus school sponsored events will be provided by LCA for all participants. Those participants who need to drive their own cars or use other means of transportation to or from these activities must have approval in advance

from their advisor or the Principal and a permission slip signed by the parent or legal guardian.

LCA students using public school transportation are expected to abide by rules and regulations provided by their individual school districts and to maintain an exemplary Christian testimony on the school bus.

Student Drivers

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

Inspections and Searches

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

Fire Drills

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

Lost & Found

Property left inadvertently or placed in unauthorized areas, will be sent to the lost and found area. Items can be claimed from lost and found at any time. Lost and found items are displayed for claiming at announced times throughout the year. Unclaimed items are disposed of.

Visitors

During school hours, all visitors to LCA, including parents, must sign in at the office. Visits by students from other schools can be arranged by contacting the office at least three days in advance. Parents of both the LCA student and parents of the visitor

must approve in writing. The Principal will make the final determination if the visit is approved. Visits will be limited and no visitors will be allowed during testing time. Normally, visits will be limited to students who are considering enrolling in LCA.

School Colors

Forest Green and White

School Mascot

Panther

CODE OF CONDUCT:

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

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

I. Attendance

Student Education goes beyond the curricula outlined in the textbook. Regular, on time attendance at LCA honors the importance of education and specifically the work being done in the classroom, by both teachers and students. Students will be held accountable for missed classes and/or days of school.

A. All students:

- The accumulation of 3 unexcused tardy arrivals = 1 day after school detention fulfilling classroom teacher’s requirements.
- Unexcused class absences will be made up in after school detention while fulfilling classroom teacher’s requirements.
- Excused absences do not exempt a student from meeting classroom requirements.

B. Elementary parents and students should work closely with the classroom teacher to make up work due to absences.

C. Classes and Days missed:

- Maximum of 30 class periods for a particular Jr./Sr. High course.
- Maximum of 30 school days for a particular grade level.
- The result of exceeding these limits:
 - Student fails course or grade.
 - Summer School is mandatory to complete requirements and class time experience.
 - Students will be unable to re-enroll until summer school requirements are met.
- Students recorded as absent will not generally be permitted to participate in athletic or extra-curricular activities on the day of absence. Exceptions are at the discretion of the Administrator.

D. Tardy Arrival:

Students not in homeroom at the official start of the school day will be tardy and are required to report to the school office. Lateness will be classified as excused or unexcused.

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

Examples of excused absences would include -

- A note from the parent (or doctor) with an appropriate reason.
- Sick for 1-3 days with parent's note.
- Sick for more than 3 days with doctor's note.
- Doctor or Dentist appointment.
- Funerals for family and close friends.
- Pre-excused college trips or youth group activities.
- School sponsored field trips, competitions, etc.

F. Important Definitions / Clarifications:

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

are necessary during school hours, a written note from a parent is required before the student leaves or when the student arrives for the day.

- **Leaving School** - Students having special needs to leave school during school hours must have a written note from home and must sign out in the office before leaving school grounds. Students leaving on school business or for school activities must have written approval from their advisor or the Principal. One male and one female may not leave together from school unless they are members of the immediate family or have the written approval of parents and administration.
- **School Arrival and Dismissal Guidelines** - Guidelines sheets are available at the office. The guidelines must be carefully followed to expedite the procedures and to provide safety for our students.

II. Disciplinary Guidelines

A. Classroom

- **K-5 through 6th grade** teachers and staff will use a disciplinary system that works for their particular classroom. Parents should feel free to ask their child's teacher about classroom discipline. Also, a general system will be in place to help keep the Administrator and parents aware of continued concerns with a specific child. Scriptural, corporal punishment will also be included as a tool for discipline.
- **7th through 12th grade** teachers will use individual disciplinary systems and also a system of **Detentions - Lunch Detentions and After School Detentions** to control the environment of their classroom and enhance the atmosphere of learning.

B. Merit / Demerit System

- In the spirit of **Matthew 25**, each **LCA High School** student will be issued **10 MERITS** at the beginning of the School year. Students who struggle to consistently comply with the **Honor Code** and the **Code of Conduct of Lebanon Christian Academy** will lose a **MERIT** (or receive a **DEMERIT**).

- The MERIT / DEMERIT System is structured as follows:
 - 1-2 DEMERITS - No Additional Punishment
 - 3-5 DEMERITS - 1 After School Detention for Each Demerit Given
 - 6-7 DEMERITS - 1 Day In-School Suspension for Each Demerit Given
 - 8-9 DEMERITS - 1 Day Out of School Suspension for Each Demerit Given
 - 10 DEMERITS - Letter of Dismissal

- MERITS can be earned for exceptional behavior that strengthens the testimony of Jesus Christ and supports the Honor Code of Lebanon Christian Academy. Both MERITS and DEMERITS are given solely by the Administration. Students who complete the school year with a minimum of 10 MERITS, will be rewarded.

C. Lebanon Christian Academy students will exhibit the following

- Personal Responsibility
 - ✓ On time for school and classes.
 - ✓ Seated and prepared at the beginning of each class period.
 - ✓ Appropriate, Christ honoring language.
 - ✓ Cleanliness and neatness of work areas.
 - ✓ Appropriate classroom behavior at all times.

- Personal Accountability:
 - ✓ Listen attentively to class lectures.
 - ✓ Complete all assignments on time.
 - ✓ Respect the learning atmosphere.
 - ✓ Exhibit diligence and hard work.

- Honor & Respect:
 - ✓ Respond to teachers with respect and humility.
 - ✓ Respect the property and feelings of others.
 - ✓ Accept correction readily.
 - ✓ Respect the facility and equipment.
 - ✓ Respect personal and physical boundaries.
 - ✓ Deal honestly in every situation.

- ✓ Honor others' desire to learn.
- Duty:
 - ✓ Serve the Lord with heart, soul and mind.
 - ✓ Love thy neighbor as thyself.
 - ✓ Support the letter and spirit of LCA policies.
 - ✓ Learn.
- D. The Lebanon Christian Academy student body should represent the highest ideals of Christianity in all areas. Their actions both on and off campus should reflect a godly testimony and surrendered life. The Lord Jesus Christ is the silent witness to all behavior, conversations, and relationships in public and in private. *“That all men should honour the Son, even as they honour the Father. He that honoureth not the Son honoureth not the Father which hath sent him.” John 5:23*

ACADEMIC STANDARDS:

Lebanon Christian Academy will work for Academic Excellence in every area of study. The student body will be motivated in the classroom to attain that goal and expected to put forth their best efforts.

- A. Elementary - Teachers will notify parents about the progress of their child on a weekly basis along with other important information. Parents should contact teachers with any questions. Help classes may be available through the Customized Studies program for a nominal fee. (see Financial Policies)
- B. Junior / Senior High - Lebanon Christian Academy curriculum is focused College Preparatory for all students. Students will choose core classes and / or electives to maintain a full class schedule. *(A FULL class schedule requires a minimum of each of the five core subjects - Bible, English, Math, Social Studies, Science)* Help classes may be available through the Customized Studies program for a nominal fee. (see Financial Policies) Parents will be notified about their student's progress at the halfway point of each quarter for those students with a C- (77%) or lower average.

- Graduation Requirements - 4 Years Required

Bible	4 full credits
English	4 full credits
Math	3 full credits
Social Sciences	3 full credits
Science	3 full credits
Foreign Language	2 full credits
Fine Arts	2 full credits
Physical Education	1 full credit
Electives	3 full credits minimum
Health	½ credit
PA History	½ credit (or included in another Social Studies)

* Requirements are subject to review and are based on a student attending LCA 9th - 12th grades. Students who attend all 4 years of study for graduation requirements at LCA are expected to earn 26 credits by the end of their senior year.

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

C. Academic Testing - Testing may be given for selected grades. Please check with the school office for the dates and grades involved.

Seniors will receive important testing information throughout the year. Testing dates, times, and locations will be posted at the office and in the High School Building. Also, the Senior Advisor will notify parents.

D. Grading Scale -

A+	99-100	A	96-98	A-	93-95
B+	90-92	B	87-89	B-	84-86
C+	81-83	C	78-80	C-	75-77
D+	72-74	D	69-71	D-	66-68
F	0-65				

E. Honor Roll -

- Principal's List.....all A+ and A's; 96 and higher
- A Honor Roll.....all A's
- B Honor Roll.....all A's and B's

F. Homework - Homework is designed to aid the learning process by reinforcing concepts taught in the classroom. It is a requirement for completion of courses. Incomplete homework must be made up.

G. Passing / Failing

Grades Kindergarten through 6th (Based on end of year average):

- Any student receiving C or above in each subject area will pass without reservation.
- Any student failing two or more subjects may be retained.
- Any student having one F and two other grades below C may also be retained.
- Any Primary student (K-5 through 3) failing reading may repeat the grade.
- Any student having three or more D's (no F's) may advance to the next grade under the following conditions.
 - A conference of the teacher, parents, and Administrator must explore all possible means of providing remedial help including summer school, private tutoring or customized studies.
 - The teacher of the next grade must be advised of the student's ability to work in the next level.
- A student weak in the areas of Reading, Math or English will be monitored in the next grade even though the student meets all the conditions of passing.
- A conference of teacher, parents and Administrator will meet at the end of the first quarter to determine the advisability of keeping the child in the higher grade.

Grades 7-8:

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

Grades 9-12:

- Students who fail English, mathematics, language, or Bible courses must make them up prior to proceeding on to the next higher course in those sequences. Failures in English, mathematics, language or Bible must be made up the following summer to keep the student on schedule for graduation at LCA. Generally, only two courses can be made up in the summer school unless the Principal approves special arrangements.
- H. Failed Courses - Failed courses may be made up during the summer at LCA, or by special arrangement with the school district in which the student resides. It is the responsibility of the parent to make arrangements with their particular school district for summer study, and to ensure LCA receives a transcript of the courses completed.
- I. Academic Eligibility - The Policy of academic eligibility for participation in all non-credit extracurricular activities will apply to grades 7-12 and include interscholastic sports activities, non-credit music activities, yearbook, etc.

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

Criteria for eligibility according to report cards and Academic Updates:

- A minimum 77 overall average (C-).
- No failing (below 66) grades in non-elective courses.

On the day that Report Cards are sent home, grades will be checked to determine which students are no longer eligible to participate in affected activities. Students may rejoin an activity when eligibility is reestablished.

- J. Report Cards - Report cards are issued at the close of each 9-week grading period. Report cards are given to all school students to be taken home, signed by parents, and returned. High School students receive a computer-generated report card. Parents will sign and return the bottom portion only.

POLICIES AND PROCEDURES:

Curriculum

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

Chapel

Chapel is provided for spiritual refreshment and growth at LCA. Chapel is held approximately once each week. All students are required to attend chapel.

Bible Department

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

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

The Bible department offers various competitions for the students: Preaching, Bible Memory, Bible Quiz Team, etc. These areas give great motivations to further study God's Word and learn its truths.

Fine Arts Department

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

Junior/Senior High

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

Private Music Lessons

- Piano, voice and instrumental lessons may be available at LCA. Teacher(s) will be offering to schedule and instruct our students on campus. Music lessons will be scheduled on a first-come, first-serve basis. There will be a fee charged for all lessons. (Since we are

providing the facilities, both the teacher and the school will receive portions of the fee.) Please contact the school office for further information.

Sports Department

The Athletic Programs of Lebanon Christian Academy will exist only to promote spiritual growth and maturity. Athletics that lacks the emphasis of spiritual challenge place emphasis on (1) Winning for Self-promotion, (2) Winning at any Cost, and (3) Glorifying Self rather than the Savior. The arena of Athletics is best viewed as a microcosm of life that provides opportunity for spiritual enrichment. Along with excelling in the specific sport and its unique requirements, Coaches will especially take time to teach spiritual life lessons and give clear spiritual application.

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

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

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

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

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

- We will compete regularly with many Christian schools of like precious faith within a reasonable distance.
- We may participate in an organized league.
- At this time, we will compete regularly in the Keystone Christian Education Association State Tournaments at the end of each season.
- We will occasionally participate in Invitational Tournaments held by other Christian schools as time and details allow.
- We will at times participate in athletic events with public or non-Christian schools with the sole purpose of sharing the gospel of Jesus Christ.

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

Uniforms are the property of the school. Please sign them out through the coach and athletic director. Students are expected to clean the uniforms well before returning them at the end of the season.

Sports equipment should be signed out through the athletic director. Students must return the equipment generally available in the gym after usage.

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

Locker rooms are to be kept free of personal belongings. Belongings left in the locker rooms overnight will be removed by the maintenance staff and taken to the Lost and Found at the beginning of each day. (This will give students involved in sports time to retrieve belongings after practice.)

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

Concessions will be available during games. Tables will be set up in the Trophy Room and on the Coach's Room side of the Gym. Please keep all food in these areas and dispose of all trash in the proper waste receptacles.

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

Library

The library will be open during scheduled times throughout most of the school day. High school students may use the library at lunch or after school.

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

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

Official Activities

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

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

Yearbook

Yearbooks will be distributed in the spring. LCA will endeavor to keep the cost of the yearbook to a minimum through advertising and other means. Each senior will receive a yearbook. Other students and school families will have the opportunity to purchase yearbooks. Parents and students can purchase ads to promote businesses or to send messages to a graduating senior. All ads must be approved on content and appropriateness.

Fundraising

In order to keep tuition affordable and still offer an exceptional program, Lebanon Christian Academy raises funds through various means. Our philosophy is to

develop Christian relationships and let God touch people's hearts. All families are asked to participate whenever possible.

Cell Phones

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