



PARENT/ STUDENT HANDBOOK

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With Us**

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875 Academy Drive, Lebanon, PA 17046 

Welcome

For over 45 years, Open Door Baptist Church has been privileged to operate Lebanon Christian Academy to benefit our membership and other families in our area who are committed to seeing their children academically prepared through a Christian worldview. Although many things have changed within our culture and in the field of academia, Lebanon Christian Academy remains committed to the principles upon which we were founded. These principles can be defined in the following statements.

- LCA strives to follow Biblical principles and practices in fulfilling our mission.
- LCA seeks to facilitate the Biblical training of children through the home, the church, and the school.
- LCA desires to foster the normal growth of our students (mental, physical, spiritual, and social - Luke 2:52)
- LCA remains focused on ensuring the building of godly character in the lives of our students.

We believe that the Lord, through the means of education, has opened an effectual door of opportunity to work with the next generation and help them know God, love Him, follow Him, and serve Him with their lives. This is why we are committed to intentionally discipling every student to love the truth. It is our prayer that LCA will continue to faithfully...

- Instruct every student in the truths of the Bible
- Impact every life through the power of the Gospel
- Inspire our students and families to be faithful to the Lord through the local church.

May the Lord richly bless these endeavors as we seek to bring up our children in the nurture and admonition of the Lord (Eph. 6:4).

— Jeffrey D. Bateman, Pastor

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INTRODUCTION

Lebanon Christian Academy is an educational ministry of Open Door Baptist Church. From our inception, LCA has existed for the edification of the faithful families of ODBC and other churches of like precious faith and practice. LCA stands unashamedly on the fundamentals of the faith and practices our faith from a conservative point of view. The pastoral staff and deacons of ODBC serve as the school board of LCA. Parents, when enrolling their children at LCA, acknowledge that the school board reserves the right to make all final decisions concerning the policies and practices of LCA. Parents and students in grades 7-12 are required to sign a copy of the Statement of Faith and Standards of Conduct agreement annually. This agreement acknowledges that every student will be taught from the Word of God as it is understood from the beliefs of its parent ministry, Open Door Baptist Church. LCA also reserves the right to enroll only students who desire to be here in grades 7-12. Those who refuse to comply with the statement of faith and standards of LCA may be asked to withdraw from the school. These things are necessary if we are going to meet our objectives and fulfill our mission.

OBJECTIVES

The greatest example for men to follow is the Lord Jesus. He lived before us a perfect life and, in doing so, was the only one who could save us from our sins. In Luke 2:52, we find the one statement in Scripture which defines the Savior's adolescent years: "And Jesus increased in wisdom and stature, and in favor with God and man." Here at LCA, we are striving to follow this pattern as we seek to develop the whole person of our students. Therefore, our objectives can be stated as follows:

- Teach them Academically
- Train them Physically
- Nourish them Spiritually
- Mature them Socially

To understand our objectives further, we have broken down each of these sections into smaller, obtainable goals for our student body.

Regarding Academic Growth

1. Each student will pursue academic achievement commensurate with his God-given aptitude.

2. Each student will demonstrate independent study skills and the ability to think critically, using proper Biblical criteria for evaluation.
3. Each student will understand and appreciate the foundations of our Christian and American heritage essential to being a good citizen.
4. Each student will develop a growing understanding and appreciation for the fine arts through active involvement in opportunities for personal growth and expression.
5. Each student will, upon graduation, continue to pursue opportunities for academic growth and development within the will of God.

Regarding Physical Growth

1. Each student will steward his body as the temple of the Holy Ghost and turn away from anything that would bring physical harm.
2. Each student will develop coordination, agility, and increased confidence through active participation in opportunities for physical exercise.
3. Each student will strive to develop his God-given athletic talents to the best of his ability.
4. Each student will work to maintain a healthy balance between athletic interests and academic/social/spiritual pursuits.

Regarding Spiritual Growth

1. Each student will love and respect the Bible as the inspired Word of God.
2. Each student will love the Lord Jesus Christ, God the Father, and His Holy Spirit.
3. Each student will know that he is saved and give evidence of growth in Christ.
4. Each student will understand basic Bible doctrines.
5. Each student will desire to know and do God's will.
6. Each student will serve Christ in the local church.
7. Each student will develop self-discipline and responsibility that results in the effective use of time.
8. Each student will develop humility that results in respect for and submission to God-ordained authorities.
9. Each student will develop a Biblical worldview by integrating Biblical principles into everyday life.

Regarding Social Growth

1. Each student will understand that he is uniquely created in the image of God.
2. Each student will demonstrate love and respect toward others as God's image bearers.
3. Each student will demonstrate essential skills for developing healthy friendships.
4. Each student will develop proper attitudes toward dating, marriage, and the family and will employ Biblical principles necessary for establishing a God-honoring home.

5. Each student will develop a correct Biblical attitude toward material things and use them responsibly to glorify God.
6. Each student will develop a realistic and Biblical view of life and work.

We believe that these goals can be met as the school works in tandem with the home and the church. When the home, the church, and the school cooperatively work together in the training of children, there is a solid foundation upon which the students' lives can rest. From this sure foundation, our students can discover God's best for them and pursue His will wholeheartedly. Therefore, LCA remains committed to working with the home and church to support the important work of child training.

Regarding the School's Responsibility to the Christian Home

1. LCA will cooperate closely with parents in every phase of the student's academic and spiritual development, recognizing that parents are ultimately responsible to God for the education and discipleship of their children.
2. LCA will communicate regularly with parents about the school's mission, purposes, and goals in addition to the progress being made by their students to achieve these objectives.
3. LCA will assist families in Christian growth and fellowship, providing resources, including Biblical counseling if needed, that will strengthen and encourage parents in their role as spiritual leaders.
4. LCA will assist graduating seniors and their families with college planning and preparation.

Regarding the School's Responsibility to the Local Church

1. LCA, as a ministry of Open Door Baptist Church, will recognize the priority of the local church, submitting to her authority.
2. LCA will support the authority of the pastor and the goals of the local church.
3. LCA will encourage each student to be faithful to Open Door Baptist Church or an approved, like-minded, Bible-believing church.

Church Attendance

Seeing that LCA remains committed to these stated objectives, we ask that every family with students enrolled in LCA strive to have their children in a Bible-preaching church each week. LCA desires that the Gospel impact each student by consistent exposure to God's Word. This, in turn, will influence them in their walk with the Lord, which will influence their behavior at home and at school. The result is a young person who is not only educated but also prepared to live for the Lord and serve Him faithfully.

STATEMENT OF FAITH

Lebanon Christian Academy in connection with our parent ministry Open Door Baptist Church believes and affirms the following:

- **SCRIPTURES.** We believe that the Bible is the complete, written Word of God. We believe that all sixty-six (66) books, as originally written, comprising the Old and New Testaments, are verbally (every word) and plenary (in their entirety) inspired (God-breathed) by the work of the Holy Spirit. Therefore, we believe that the Bible is infallible, free from error or contradiction. We further believe that the Bible is accurate and reliable in science, history, and every other matter it addresses. As such, we believe that the Bible is the only reliable source of authority for all matters of faith and practice. Finally, we believe that anyone who adds to or takes away from this completed revelation is cursed of God (Ps. 19:7-11; 119:89, 105; Mark 13:31; John 17:17; 2 Tim. 3:16-17; 2 Peter 1:20-21; Rev. 22:18-19).
- **GOD.** We believe in one God, Who is Creator of all, holy, sovereign over the affairs of man, eternal, and existing in three Persons: the Father, the Son and the Holy Spirit. We believe that these three are coequal, coexistent, and coeternal; therefore, God is without division as to nature, essence or being (Gen. 1:1; Ps. 83:18; 139:7-10; Matt. 28:18-20; John 10:30; 15:26-27).

We believe that God is the Creator of all mankind, making man His offspring. However, we believe that He is Father only to those who receive Jesus Christ as Savior; that He is perfect in holiness, infinite in wisdom, and measureless in power; that He concerns Himself mercifully in the affairs of men; that He hears and answers prayer; that He is omnipotent, omniscient, omnipresent and omnibenevolent. Therefore, we believe that He is the object of our worship and praise and that He always acts in moral perfection (Ps. 65:2; 100:3; 139:1-24; Matt. 5:45; John 14:6; Acts 17:26-29; 1 Tim. 2:5; 1 John 2:16; James 3:15-17).

- **GOD THE SON.** We affirm the absolute deity of Jesus Christ, the Son of God. We believe that God the Son is the Creator and Sustainer of all creation; that He was conceived by the Holy Spirit and born of the Virgin Mary; that He is God manifest in the flesh, very God and very man; that He was sent by God the Father for the purpose of being the perfect sinless sacrifice for the sins of mankind; that He died in our stead, was buried and rose again the third day according to the Scriptures, gaining victory over sin and death. We believe that He is the object of our faith; that He is the only way to the Father; that today He is making intercession for us, our Advocate. We believe in His imminent return and as the church (of which He is the Head), we are looking for His coming in the rapture to claim His own; that He is the King of kings and will rule and reign for 1,000 years upon the earth; that He will judge the evil works of darkness at the end of time (Isa. 61:3; Luke 1:26-38; John 1:1,14; 3:13-17; 14:16; Acts 16:31; 1 Cor. 15:1-4, 55-57; Col. 1:14-18; 1 Thes. 4:13-5:11; 1 Tim. 2:5; Heb. 4:14-16; Rev. 20:4-6, 11-15).

We believe that Jesus died, was buried, and arose bodily on the third day from the grave, ascending back to heaven forty days after His resurrection; that He currently makes intercession for believers and is the Head of the Church (1 Cor. 15:3-4; Col. 1:18-19).

- **GOD THE HOLY SPIRIT.** We believe the Holy Spirit to be a Divine Person, equal with the Father and the Son and of the same nature; that He convicts the world of sin, righteousness and judgment; that He bears witness to the Truth; that He is the agent of the New Birth; that He baptizes all true believers into the body of Christ, indwelling and sanctifying all of them unto the day of redemption; that He endues believers with gifts, guides, teaches and helps them; and that it is the privilege and obligation of all the saved to be filled (controlled) with the Spirit, the evidences being the fruit of the Spirit: love, joy, peace, long-suffering, gentleness, goodness, faith, meekness and temperance, not speaking in tongues. In relation to this evil world, we believe that the Holy Spirit restrains the evil one until the purposes of God be fulfilled (Matt. 28:19; John 14:16,17,26; 16:7-15; 2 Cor. 13:14; Gal. 5:2-23; Eph. 2:18, 5:18; 2 Thes. 2:1-12; 1 Pet. 1:22-23).
- **CREATION.** We believe the Genesis account of creation as being neither allegory or myth, but a literal, historical account of the direct, immediate creative acts of God without any evolutionary process. We believe that the Genesis account of creation took place in six (6) days, each one being twenty-four (24) hours. Finally, we believe that man (spirit, soul, and body) was created by the direct work of God on the sixth day and that man is the crowning jewel of God's creation being created in His image and likeness (Gen. 1:1-2:25; Deut. 6:5; John 1:3; Col. 1:16).
- **SALVATION.** We believe that the only escape from the condemnation of sin is through the redemption wrought by Jesus Christ, Who by appointment of the Father, freely and voluntarily took upon Himself our nature, yet without sin, and by the shedding of His blood in death made a full and vicarious atonement for our sins. Therefore, He is in every way an all-sufficient Savior. We believe that salvation cannot be earned through merit or good works, but that it is wholly of grace, a free gift of God in the Person of Jesus Christ. We believe that salvation is received individually by repentance from sin and a personal faith in the Lord Jesus Christ (John 1:12; Rom. 6:23; Eph. 2:8-9; Titus 3:5; Heb. 9:24-25; 10:19; 12:24; 1 Pet. 1:18-19; Rev. 1:5).
- **MAN.** We believe that man was created by God in His image, after His likeness, sinless and innocent. We believe that man, by voluntary transgression in disobedience to his Creator, fell from his sinless and happy state, incurring both physical and spiritual death. We believe that all men are born sinners because of their inherited sin nature and by personal choice; therefore, man is under just condemnation and if not saved will endure eternal punishment in the Lake of Fire (Gen. 1:26-27; 2:7-3:24; 2 Sam. 12:23; Ps. 51:5; Matt. 18:10-14; Rom. 5:10-19; Eph. 2:1-10; Rev. 20:14-15).

We believe that God created each person as male or female and that these two distinct, immutable, and complementary sexes together reflect the image of God. We reject, therefore,

the transgender movement which gives to man the right to assign their own gender thereby nullifying the sovereign choice of their Creator. We believe that marriage was ordained of God and instituted in the Garden of Eden. We believe that marriage is biblically defined as God joining one man and one woman exclusively in a one-flesh union until death parts them. Therefore, we reject any attempt of man to redefine what God has already defined in His Word. We further believe that God has commanded that there be no intimate sexual relations outside of a marriage between a man and a woman, and that God has forbidden adultery, fornication, pornography, homosexuality, lesbianism, incest, pedophilia, and other sinful perversions of God's order (Gen. 1:26-27; 2:18-25; Ex. 20:14; Lev. 20:10-17; Matt. 5:28; 19:4-6; Rom. 1:18-32; 1 Cor. 5:1-6:10; 1 Thes. 4:1-8; Heb. 13:4).

We believe that man is created in the image of God, and that all human life is sacred and of inestimable worth from conception through natural death (Ex. 20:13; Ps. 139:1-18).

- **CHURCH.** We believe that the church is a called-out assembly of believers and that the church began on the Day of Pentecost. We believe that membership in the local church is limited to individuals who truly know Jesus Christ as their personal Savior and have been baptized by immersion. We believe that the Bible is the sole rule of the church's faith and practice (Acts 2; 1 Tim. 2:5; Heb. 4:15-16; 1 Pet. 2:9).

We believe that believers are to live a life separated from the world and unto God (II Cor. 6:14-18).

- **FUTURE THINGS.** We believe that, at death, the believer's soul immediately passes into the presence of the Lord Jesus Christ while the body rests in the grave; that the soul of the unbeliever immediately goes to Hell, experiences conscious suffering, following which the soul will be reunited with the body, receive final judgment, and spend eternity in the Lake of Fire. We believe in the imminent, personal, pre-tribulational, pre-millennial coming of Christ in the clouds where He will call up His church; following this rapture of the saints, the earth and its inhabitants will experience a seven year tribulation period, while in Heaven the believer will stand before the Judgment Seat of Christ to give an account of his life before the Savior. Believers will also enjoy the time of celebration known as the Marriage Supper of the Lamb. Following this, Christ will return to the earth in great power and glory to establish His kingdom, ruling in righteousness for one thousand years. During this time Satan will be bound and cast into the bottomless pit. At the conclusion of this time, Satan will be loosed for a short time, deceiving the hearts of many. Then Satan will ultimately be defeated and will be cast into the Lake of Fire for eternity. Eternal damnation for the wicked will be ushered in at the Great White Throne Judgment while the righteous will enter their eternal state of bliss (Matt. 25:46; John 5:28-29; 2 Cor. 5:10; Phil. 3:20-21; 1 Thes. 4:13-18; 2 Thes. 2:1-10; Rev. 1:1, 19; 19:9-13; 20-22:6).

- **SEPARATION:** We believe that we are mandated by God in the Scriptures to separate ourselves unto Christ and, as much as is possible from any participation in or endorsement of sin; from ecclesiastical organizations and religious personalities that deny the faith or compromise its message; from brethren who walk disorderly or who unrepentantly continue in sin or engage in the compromise aforementioned. We believe that believers are not to enter marriage, partnerships, or other bonds with unbelievers which create an unequal yoke. We, therefore, urge every member to abstain from every questionable thing, keeping himself/herself from all manifestations of disorderly conduct in religion, dress, conversation, amusement, business, habit, etc., according to the teachings of God's Word (Rom. 12:1-2; 14:13; 2 Cor. 6:14-18; Eph. 4:1-32; 5:8-11; Phil. 2:12-16; 1 Thes. 5:22; 2 Thes. 2:15; 3:6-15; 2 Tim. 3:1-5; Titus 3:1-11; James 4:4; 1 John 2:15-16; 2 John 9-11).
- **MUSIC.** Believing that God has "made every thing beautiful in his time" (Eccl. 3:11) and that music can both encourage us in our personal walk and aid us in our public worship, Open Door Baptist Church aspires to a high standard of music for worship and ministry. We believe that the music used in our worship services should
 - Exalt the Savior (1 Cor. 10:31);
 - Edify the Saint (Eph. 4:11-12);
 - Evangelize the Sinner (Matt. 28:19-20); and
 - Entreat the Savior (Eph. 6:18, 1 Thess. 5:17).

We believe that these goals are accomplished as we select music that focuses on the person of God (Psalm 135:1-2), has the purpose of pleasing God (Psalm 96:7-8), and follows the scriptural pattern of being spiritual in nature and grounded in the truth (John 4:23-24). We believe that music itself is moral and communicates, along with the text, a theological and philosophical message (Eph. 5:18-19; Col. 3:16; Ex. 32:17-18; 1 Sam. 16:23). We further believe that these high standards in music, which reflect the nature and character of our holy God, are best represented in the traditional hymns that have been recognized by conservative Christianity. We also recognize that there are many God-honoring songs written today by composers which offer a fresh approach while edifying the body of Christ and glorifying our God. However, we reject the use of a contemporary style and all genres that reflect the spirit of the age and that appeal to the appetites of the flesh (2 Cor. 6:17-18). Although some may differ with these views in relation to their personal choices in music, we encourage all to remain unified under these biblical principles as it relates to the music selected for our worship and ministries.

For a complete understanding of the beliefs of ODBC, please refer to the church's Constitution.

ADMINISTRATIVE GUIDELINES

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 based on race, color, national or ethnic origin in the administration of its educational policies, admission policies, or in any school-administered programs.

ADMISSIONS POLICIES

Student Admission

The admission of students is based on a student's academic achievement, standardized test scores, and entrance test results. Admission to LCA is to be considered a privilege, not an entitlement. LCA only admits a student who transfers from another school who is in good standing academically and behaviorally. The school is not designed or equipped to meet the special needs of students with unusual behavior, spiritual, academic, social, or physical problems.

LCA requires that parents meet with the administration prior to enrollment. All students in grades 7-12 will be interviewed and will be asked to provide a testimony of salvation. In addition, students who do not desire to be enrolled in the school will not be accepted for admission.

Admission Procedure for New Students

Any student desiring admission to LCA must comply with the following procedure.

1. **Get to know us.** We encourage parents interested in LCA to become acquainted with our school by visiting our website lebanonchristianacademy.org, and reading through our Parent/Student handbook.
2. **Schedule an appointment to take a tour and learn more about LCA.** At this appointment, parents will meet with the administration to ask questions and ensure that parents and the school agree. Students entering grades 7-12 should be present at this meeting. If they are not able to attend, another appointment will need to be set for their interview before admission.
3. **Apply.** Parents should complete the admissions application form and submit it to the office with the required registration fee. The registration fee will hold the student's place at LCA. If it is determined that admission will not be granted, then the registration fee will be refunded.
4. **Testing.** An appointment will be set for each student to be evaluated by a teacher of LCA who would be involved in their immediate grade level.

5. **Review of Application.** Once testing is complete, the application will be reviewed by the Admissions Council, consisting of the Administrator, the Departmental Academic Supervisor, and the teacher, to determine eligibility and grade level.
6. **Notification of Admission or Non-Admission.** The school will notify parents promptly as to the decision of the Admissions Council.
7. **Completion of Enrollment.** Upon admission, LCA must receive a copy of the student's latest report card and, for grades 7-12, 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. A student's Immunization and Health Records must be on file in the LCA office unless an exemption form has been submitted. Forms are available in the office (refer to ["Health Services and Records"](#) on pages 13-14).

Registration of Returning Students

Registration of returning students must be completed by March 31st and accompanied by the registration fee to hold a place for the next school year (refer to Financial Policies). An Enrollment Form must be completed for each student and submitted to the LCA office. Re-enrollment after July 15 will result in a \$200 fee to cover the cost of the special ordering of curriculum.

Student Withdrawal

Parents wishing to withdraw their children from LCA must submit a written request with reasons for withdrawal. Financial arrangements regarding the withdrawal of students are clearly defined in the Financial Policies.

Homeschool Students

Lebanon Christian Academy encourages all parents to choose the best education 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 as follows:

- Academics – individual courses (Chemistry, etc.); elective courses (Spanish, etc.)
- Fine Arts – music lessons (piano, instrumental, voice), competitions, festivals
- Athletics – sports teams

Homeschool students who wish to utilize the services of LCA, must complete an enrollment form and parents must sign that they are in agreement with our Statement of Faith and our Standards of Conduct. Homeschool students are subject to all the rules and guidelines laid out in our Student Handbook. Those who refuse to comply will not be permitted to attend classes or participate in extracurricular activities.

Homeschool students are limited to two core classes per year and one elective class per semester. Those who wish to play on LCA's sports teams must register for one class and attend chapel at least twice per month. The fees for Homeschool students are clearly defined under the Financial Policies section.

HEALTH POLICIES

Health Services and Records

LCA complies with the PA requirement for Immunization and Health Records to be kept on file for all students. All LCA students must meet PA guidelines for physical examinations and immunizations unless an exemption form has been submitted to the office. Parents are required to have each student examined by their family doctor. A physical examination will be required in grades K, 6, and 11. A dental examination is required in grades K, 3, and 7. Immunizations must be up to date for all students. Examination forms may be obtained from the office.

All students participating in extracurricular athletic programs are required to have annual physicals. The family doctor may conduct these physicals. A record of the physical must be on file in the LCA office. Forms are available online under the resource tab or from the office. Physician and parental consent must be turned in prior to first practice.

Injuries and Emergency Care

All injuries suffered on LCA grounds must be reported to a teacher or advisor immediately, and an accident report must be filed in the office. Students with minor injuries may receive first aid from 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. All medications will be distributed through office personnel. Parents are required to bring all medications to the office personally (Please do not send medications with your child). Detailed instructions should be left with the secretary to ensure proper care is given. Students are not permitted to distribute medications to

themselves or others on campus. This includes over-the-counter medications like aspirin, Tylenol, throat lozenges, cough drops, etc. Authorization for school-administered over-the-counter medications will be given on the enrollment form.

OFFICE OPERATIONS POLICIES

School Hours of Operation

LCA's instructional day runs from 7:45 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 extracurricular activities.

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 or minor problems should be directed to the school office. Any parent who desires to talk to the Administrator or a faculty member is asked to call the office to make an appointment or to leave a message. All calls will be returned as soon as possible. We request that parents not call or text teachers at home unless it is an emergency. The best way to communicate with teachers after hours is through email.

In the event that a parent needs to leave a message or make a delivery from home for their student, parents must contact and come to the school office. The office will then deliver things to the student in a timely fashion. Students will be called out of class only in an emergency.

Contact Information

The Lebanon Christian Academy office can be contacted by phone at (717) 273-8114, by fax at (717) 272-1886, and by email at office@lebanonchristianacademy.org.

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 the LCA student and parents of the visitor must submit a written request for the visit. The Administrator 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 Calendar

Specific LCA school calendars are sent home at the beginning of each school year and can be reviewed on our [website](#).

Planned absences will not be permitted on the following dates. These dates will be posted on the school calendar each year.

- School Camp (Grades 7-12)
- LCA Christmas Concert
- Mid-Term Exams
- Junior and Senior Trips
- Spring Concert/Play
- Graduation Ceremonies (K5 and Senior)
- Final Exams
- Awards Assembly (Grades 1-12)

**** PLEASE DO NOT SCHEDULE VACATIONS DURING THESE TIMES.** Students who miss exams for a scheduled family vacation will have to make up their exams after school hours which will result in an assessed fee of \$75 to compensate the teacher's time in administering and grading as outlined in our [financial policies](#).

School Cancellations

In the event school is canceled due to inclement weather, notice of the closing will be given on TV channel 8 (WGAL), 21 (WHP), 27 (WHTM), and 43 (WPMT) and radio station 1270 AM. We will post this information on social media along with an email that will be sent to all school families to notify them of any cancellations.

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 bussing for those who use public transportation. If local school districts cancel and LCA remains in session, parents should make a reasonable attempt to bring their children to school. In the event that parents cannot bring their children to school, their child's absence will be marked as an excused absence. Students will still be responsible to make up any work that is missed in accordance with our normal policies.

Communication

Communication between the school and families is critical for the academic success of our students. We encourage parents and students to check the following resources regularly.

Gradelink

Gradelink provides families with the opportunity to stay up to date with the happenings at LCA and with their child's progress academically. Please note that teachers will seek to remain current in their grading in order to give an accurate reflection of your child's progress. For more information about your Gradelink account, please contact the office.

Website

Parents are asked to communicate with the office concerning absences or tardies through the school's website. These forms can be found in the Resource Center tab of our website.

Google Classroom

Students in grades 7-12 can find their daily homework assignments on Google Classroom. Students may also be able to submit some assignments via Google Classroom.

Social Media

Please be sure to follow us on Facebook and Instagram. The office will use social media platforms to make announcements about upcoming events.

Parent/Teacher Conferences

Conferences will be held at the end of the first and third quarters when requested by the parent or teacher. These are excellent opportunities for parents and teachers to communicate.

Transportation

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

PA residents whose school district is within a twelve-mile radius of LCA may request public school transportation by notifying the local school district in which they reside. Bus transportation forms are available on the resource tab of our [website](#).

Parents who drive their children to school are required to ensure that their children arrive with sufficient time to prepare for the day's schedule (suggested time is **no later than 7:40 a.m.** 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 extracurricular activities is the responsibility of the parents. Parents should note that public school transportation is not available for students participating in after-school activities.

LCA will provide transportation to off-campus school-sponsored events 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 the Administration 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. Parents **must** contact the bus company any time their child is not riding the 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. Students' cars must be parked in the assigned area during the regular school day. The speed limit coming onto the campus is 15 mph, while in the parking lot is 5 mph. Written permission to transport other students is needed from both the driver's and passenger's parents. No dating couples are permitted to leave LCA together unless accompanied by a parent or guardian.

Facilities

The facilities of Lebanon Christian Academy are owned and operated by Open Door Baptist Church. These facilities of our campus have been dedicated to the Lord. LCA desires to maintain, improve and develop these facilities to the glory of God. Students who willfully and purposefully damage the facilities will be charged to replace all such items at cost.

Inspections and Searches

The Administration reserves the right to inspect and search lockers, book bags, backpacks, desks, 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, alcohol, cigarettes, vaping paraphernalia etc., is found, LCA will cooperate with civil authorities as applicable.

Safety Drills

Fire, intruder, and storm drills are held periodically throughout the school year. The purpose of these drills is to encourage our staff and students to be adequately prepared for emergent situations.

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 will be disposed of.

School Colors

Forest Green, White, and Black

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.” Romans 13:7

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:

ATTENDANCE GUIDELINES

A student's 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. Regular attendance is important, for it has far-reaching effects, including:

- **Life Pattern.** It should be the norm that a child learns the importance of being in his assigned place doing his assigned duty at an early age. Absent such life patterning, there will be a strong inclination to be less than faithful in family, church, work, and personal life.
- **Biblical Mandate.** There are civil laws concerning school attendance. God’s Word clearly mandates that we are to obey every ordinance of man.

- **School Administration.** Absenteeism places great pressure on any institution, creating more work for the office personnel and administrators.
- **Teacher Workload.** Absenteeism places great, unavoidable, and undeserved pressures on the teaching staff.
- **Quality Academics.** There is no means of avoiding academic degradation to the class and the school when absenteeism persists.

Students will be held accountable for missed classes and/or days of school. Parents are required to contact the school by 8:30 a.m. if their child is absent or has an appointment that day. Parents must submit a report on our website (Resource Center tab) to indicate that their child will be absent or tardy. It is the preference of the school that parents refrain from scheduling vacations or other optional trips during the regular school year.

Absentee Policies

Lebanon Christian Academy believes in the importance of character building through proper attendance at school. Therefore, the following policies are in effect for all our students.

Adapted from the Pennsylvania Compulsory Attendance Law.

1. After three unexcused/illegal absences within a school year, the following will take place: A written notice from the office within 10 days of the third unexcused/illegal absence, which will include an offer of counseling/improvement session.
2. After six unexcused/illegal absences within a school year, the civil government considers it a problem that needs to be addressed by the civil government. After the sixth unexcused/illegal absence, a letter and documentation of the unexcused/illegal absences will be sent to the student's home school district office. The school district then determines the appropriate course of action.

Classes and Days Missed

1. After 3 consecutive sick days, a student is required to have a doctor's excuse to return to school.
2. After 10 cumulative sick days during the school year verified by a parent, a doctor's note will be required for every sick day after the 10 cumulative sick days. Any sick days after the 10 cumulative sick days without a doctor's note will be considered unexcused/illegal.
3. Absences, excused or unexcused/illegal, may not exceed 30 days. In Junior/Senior High, missed class periods may not exceed 30 days for full-credit courses or 15 days for half-credit courses. Failure to meet these requirements will result in the following:
 - a. Students fail courses or grades.
 - b. Summer school is mandatory to complete requirements and class time experience. (A separate fee will be charged per class.)
 - c. Students will be unable to re-enroll until summer school requirements are met.

- d. Students recorded as absent will not generally be permitted to participate in athletic or extracurricular activities on the day of absence. Exceptions are at the discretion of the administrator but must be approved prior to participation.

Makeup Work

A student is expected to make up all incomplete work within one week of returning to school. Failure to do so will result in zeros for the assignments but will not exempt the student from completing the work. In the case of an extended absence, we will work with the student to complete assignments in a timely manner. Elementary parents and students should work closely with the classroom teacher to make up work due to absences.

Tardies

On-time arrival is expected for every day of school. Three tardies will be counted as one absence. The school board will address consistent tardiness, which may lead to dismissal from LCA. Students arriving after 11:00 a.m. will be considered absent.

Excused Absence / Tardy

The following list is not exhaustive. Examples of excused absences would include:

- Sick for one to ten days with parent's note
- Sick for more than ten days with a doctor's note
- Doctor or dentist appointment
- Funerals for family and close friends
- Pre-excused college trips
- School-sponsored field trips, competitions, etc.
- A bona fide emergency

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, an Absence/Tardy Form available on our website under the resource tab 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 submitted the online absence/tardy form 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 administrator. One male and one female may not leave together from school unless they are members of the immediate or extended family (siblings or cousins).

Early Dismissal

Students dismissed from school prior to 11:00 a.m. will be considered absent.

School Arrival and Dismissal Guidelines

Guidelines are available at the office. The guidelines must be carefully followed to expedite the procedures and to provide safety for our students.

All absences, tardies, and early dismissals, excused or unexcused, must have the proper form filled out and turned in to the school office within the time period on the form. If the form is not returned within the noted time period, the occurrence will automatically become unexcused.

DISCIPLINARY GUIDELINES

The goal of discipline is to ensure a safe and successful environment where students are able to achieve their best as we seek to prepare them for the next stage of life. In cases where a student will not discipline himself to be godly, he will need discipline from his authorities. When this is needed, we will strive to be consistent and loving.

The LCA student body should represent the highest ideals of Christianity in all areas of life. 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. It is, therefore, the desire of the faculty and administration to see students develop within their lives traits like

- Personal Responsibility
- Personal Accountability
- Honor and Respect for Others

- Fulfillment of Duties.

Believing that outward behavior is merely a reflection of the heart, we will seek to deal with all disciplinary issues on the heart level. That means that we are not merely seeking outward conformity of behavior, but we desire the inward transformation of character to Christlikeness. With that as our stated goal, we must, however, address a few key outward actions which carry with them severe consequences up to and including expulsion.

Disrespect

This includes a disrespectful attitude toward God, a parent, a teacher, or anyone else.

Dishonesty

This includes lying, deception, withholding the truth, cheating, and stealing.

Rebellion

Rebellion is the outright disobedience in response to a clearly stated and understood instruction and/or correction.

Maliciousness

Any type of physical force or violent behavior with the intent to harm or intimidate another person, will not be tolerated. This would also include vandalism or destruction of property.

Foul Language

LCA will not permit any speech that is offensive. Foul language includes modern obscenities, vulgarity, profanity, taking God's name in vain, and discussions of inappropriate subject matter. This will also include any bullying or verbal abuse.

Moral Issues

All immoral activity will receive the strongest of corrective measures. Drinking, smoking, vaping, and drug use will not be permitted. LCA will not tolerate any form of sexually explicit content (video, photographic, or written). Couples are not permitted while on school grounds to have any form of physical contact or display any form of affection (hand holding, hugging, or kissing). Although it is the prerogative of parents to determine when their children date, LCA reserves the right to restrict dating at any school function. LCA also reserves the right to discipline any student who violates the above policy, whether it takes place at school or away from school.

Weapons

No student is permitted to bring any guns, knives, or any other weapon to the school property. Any weapons found will be confiscated, parents will be notified, and law enforcement will be notified if the Administration determines it to be necessary.

Music and Media

The eyes and the ears are the gateway to the souls of our children. Today, our children face the incredible challenge of properly discerning good from evil in a world that inundates them with music and media. As we seek to cultivate within the lives of our students a heart for God and a desire to serve Him, we long to cultivate within our student body an appreciation for the gifts that God has given them, including music and media.

LCA has and will continue to promote that which we believe best depicts the character of our God and that which feeds their souls. Music and Media that promotes those actions listed above (especially foul language and immorality) should not be a part of our student's lives and conversation. Students who seek to influence others away from God through their conversations about or promotion of ungodly music and media will be corrected. We encourage every parent to consider and cooperate with this policy at home.

In regards to internet usage, although useful in many ways, the internet has overwhelming potential to do great damage to one's spiritual life. LCA recommends that internet usage be monitored and controlled by parents. Students that go to internet sites that are harmful to their character and spirituality and students who use email or messaging inappropriately may be dealt with at school. Internet access is available for school-assigned activities only. It is not for personal use while on school grounds. Internet usage will be monitored and restricted to school-owned devices. Personal devices are only to be used if approved by the administrator for a special purpose.

Classroom Procedures

Preschool and Elementary (K-4 through grade 5) teachers and staff will use a disciplinary system that works for their 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.

Jr/Sr High (Grades 6-12) teachers will use a system of demerits and detentions (lunch and after school) to control the environment of their classroom and enhance the atmosphere of learning.

Junior/Senior High Discipline System

Accumulation of demerits in one semester will result in the following penalties:

- 5 demerits – 30 minute after school detention
- 10 demerits – 1 hour after school detention
- 25 demerits – 1 day in school suspension
- 50 demerits – 2 day out of school suspension
- 75 demerits – 3 day out of school suspension or expulsion

Demerits will be assigned for the following offenses:

- Level 1 – assigned 1 demerit, including but not limited to
 - Dress code violations
 - Unexcused tardiness
 - Incomplete coursework
 - Lack of preparedness
 - Unruly behavior (talking out of turn, running in buildings, etc.)
 - Failure to follow instructions (negligent act)
- Level 2 – assigned 5 demerits, including but not limited to
 - Direct disobedience (purposeful act, including repeated level 1 offenses)
 - Electronic device violations
 - Inappropriate language
 - Disrespect
 - Horseplay
- Level 3 – assigned 10 demerits, including but not limited to
 - Destruction of property
 - Reckless driving on campus
 - Inappropriate physical contact
 - Vulgarity/profanity
- Level 4 – assigned 25 demerits and a one-day in school suspension, including but not limited to
 - Dishonesty (lying, cheating, stealing)
 - Racial language or actions (first offense)
 - Maliciousness (first offense)
- Level 5 – assigned 50 demerits and/or expulsion, including but not limited to
 - Racial language or actions (second offense)
 - Maliciousness (second offense)
 - Immorality
 - Possession of banned substances (drinking, smoking, vaping, drug use)
 - Possession of weapons
 - Repeated Level 4 offenses

Administration maintains the right of final say on demerit issuance.

ACADEMIC STANDARDS

Lebanon Christian Academy will work to achieve academic excellence in every area of study. We desire to motivate each student in the classroom to achieve his or her full potential and to put forth a complete effort to that end. They do not have to be the best, but we want them to give their best.

Pre-School and Elementary Departments

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).

Junior / Senior High Department

Lebanon Christian Academy's curriculum focus is College Preparatory for all students. We generally use a combination of Bob Jones University and ABeka curricula, while teachers also seek to add creative supplements to enhance the learning experience. 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 of their student's progress through Gradelink and Academic Updates at approximately the 6th week of each quarter for those students with a D+ (74%) or lower average.

Grading Structure

Credit for courses is determined by the following grade structure:

- Junior high – Grades 7-8
Each quarter represents 25% of the final grade. Midterm and final exams are averaged into the 2nd and 4th quarters respectively.
- Senior high – Grades 9-12
Each quarter represents 20% of the final grade. Midterm and final exams each count 10% of the final grade.

Coursework

Assignments for the course are classified into three tiers as follows:

- Tier 1 – Homework and classwork: each assignment representing 0-5% of the quarter grade.
- Tier 2 – Quizzes and small projects: each assignment representing 5-10% of the quarter grade.
- Tier 3 – Tests and larger projects: each assignment representing 10-25% of the quarter grade.

Graduation Requirements:

4 Years Required

Bible	4 full credits
English	4 full credits
Social Studies	4 full credits
Mathematics	3 full credits
Science	3 full credits
Electives	3 full credits
Health/Physical Education	2 full credits
Foreign Language	1 full credit

*Requirements are subject to review and are based on a student attending LCA 9th to 12th grades. Students who attend all four years of study for graduation requirements at LCA are expected to earn a minimum of 24 credits by the end of their senior year.

**Customized Studies are taken with a referral from the administration and do not necessarily earn credits.

Dual Credit

Students may take courses for dual enrollment in their junior and senior years. LCA is currently working with MBU and PCC online. For more information, please contact the school office. A student who wishes to pursue other opportunities with other colleges will need to check with the administration before enrolling. All decisions will be made on a per-case basis. Lebanon Christian Academy assumes no responsibility for loss of credit or funds for parental decisions not pre-approved by the Administration.

Standardized Academic Testing

Standardized academic testing will be given for selected grades. Please check with the school office for the date and grades involved.

Juniors and seniors will receive important information regarding college entrance exams throughout the year. Testing dates, times, and locations will be posted at the office and in the high school building. If you have any questions, please check with the High School Academic Supervisor.

Grading Scale

Grade	Letter Equivalent		GPA – 4.0 Scale
98-100	A+		4.0
95-97	A	O	4.0

92-94	A-		3.7
89-91	B+		3.3
86-88	B	S+	3.0
83-85	B-		2.7
80-82	C+		2.3
77-79	C	S	2.0
74-76	C-		1.7
71-73	D+		1.3
68-70	D	N	1.0
65-67	D-		0.7
Below 65	F	U	0.0

O=Outstanding; S+=Above Average; S=Satisfactory; N Needs improvement; U=Unsatisfactory

Honor Roll

LCA seeks to recognize the hard work of its students. Below is the criteria necessary to gain the Honor Roll.

- Principal's List – All grades must be 95 and above
- A Honor Roll – All grades must be 92 and above
- B Honor Roll – All grades must be 83 and above

Homework

Homework is designed to aid the student's learning process by reinforcing concepts taught in the classroom. It is a requirement for completion of courses. Incomplete homework must be completed, or the student will receive a "0" for the assignment. Parents are given access to their child's grades on Gradelink and are encouraged to check them regularly.

Passing/Failing

Grades Kindergarten-8 (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 core subjects may be retained.
- Any student having one F and two other grades in core subjects below C may also be retained.

- Any primary student (K-5 through third) 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 at 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 teachers, parents, and administrators will meet at the end of the first quarter to determine the advisability of keeping the child in the higher grade.
 - 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 Bible, English, Science, Mathematics, or Language courses must recover the credit prior to proceeding to the next higher course in those sequences.
- Failed courses may be recovered during the summer at LCA or by special arrangement with the school district in which the student resides. Students who recover their credit through LCA will have to pay an additional fee for the course in accordance with our financial policies. For courses taken through the school district, parents are responsible to make arrangements for summer study and to ensure LCA receives a transcript of the courses completed.

Artificial Intelligence (AI) Student Use Policy

- This policy establishes expectations for the responsible, ethical, and educational use of artificial intelligence (AI) tools by students. The goal is to support learning while preserving academic integrity, critical thinking, and equitable access.
- This policy applies to all students in all grades using AI tools for any school-related purpose, including homework, projects, writing assignments, research, studying, and assessments. It applies to AI systems such as chatbots, writing assistants, image generators, coding tools, and similar technologies.
- For the purposes of this policy, "AI tools" refer to software that generates or significantly modifies content, including but not limited to:
 - Text generation tools (e.g., chatbots, writing assistants)
 - Image, audio, or video generation tools
 - Code generation or debugging tools
 - Study or summarization tools powered by machine learning

- Students are encouraged to use AI as a learning aid, not a replacement for learning. Acceptable use must:
 - Support understanding of course material
 - Encourage critical thinking and independent work
 - Be transparent when required
 - Follow teacher-specific instructions for each assignment
- Students may use AI tools when permitted by the teacher for:
 - Brainstorming ideas or outlining assignments
 - Practicing skills or generating study questions
 - Receiving explanations of concepts
 - Checking grammar, spelling, or clarity (if allowed)

When AI is used, students must ensure they understand and can explain the final work they submit.

- Unless explicitly permitted by the teacher, students may NOT use AI tools for:
 - Completing entire assignments, essays, or projects
 - Generating answers for quizzes, tests, or exams
 - Submitting AI-generated content as their own original thinking
 - Translating or paraphrasing AI-generated content to represent it as their own independent work
 - Fabricating citations, data, or sources
- Students must follow academic honesty rules at all times. When AI use is permitted, students may be required to:
 - Disclose which AI tools were used
 - Describe how the tool was used (e.g., brainstorming, editing, explaining concepts)

Failure to disclose required AI use may be treated as academic dishonesty.

- Teachers have full discretion to determine:
 - Whether AI use is allowed for a specific assignment
 - How AI may be used in their classroom
 - Whether disclosure or documentation is required
 - What constitutes appropriate AI assistance for their subject area
- Students must not input personal, sensitive, or confidential information into AI tools, including:
 - Full names of minors
 - Addresses, phone numbers, or personal identifiers
 - School records or private academic information
 - Login credentials or passwords

Students should be aware that AI platforms may store or use submitted data according to their own policies.

- The school recognizes that access to AI tools may vary. Teachers will ensure that no student is disadvantaged due to lack of access and will provide alternative options when needed.
- Misuse of AI tools may result in academic or disciplinary action, which may include:
 - Assignment redo and/or grade reduction to the extent of a zero.
 - Parent/guardian notification
 - Additional demerit consequences consistent with the disciplinary guidelines.

Repeated or severe violations may result in escalated disciplinary measures.

Academic Eligibility

- The policy of academic eligibility for participation in all non-credit extracurricular activities will apply to grades 6-12 and includes athletic activities, non-credit music activities (i.e. All-state Choir, All-state Band), optional trips (i.e college, Envirothon, and athletic trips), service projects, etc.
- The purpose of this policy is to prevent a student who is struggling academically from spending valuable time in extracurricular activities when he could be studying. The school will not provide activities that will interfere with a student's academic progress.
- Criteria for eligibility will be determined in accordance with the student's grades checked regularly by teachers and administration:
 - Students with a failing grade (below 65%) in required courses, will be placed on academic probation.
 - Students on probation will be required to meet regularly with the academic supervisor and administration for a period of two weeks. During this probationary period students will be allowed to continue participating in activities.
 - At the conclusion of the probationary period, a student whose grade continues to fall below 65% in a required course, will be considered academically ineligible. At that time, the student will be removed from participation in the extracurricular activity to encourage academic success.
 - The student will remain ineligible for a minimum of two weeks, during which time he will continue meeting regularly with the academic supervisor. To reinstate eligibility the student must maintain a passing grade for two consecutive weeks. Final determination of eligibility will be made by the administrator.

Report Cards

Report cards are issued at the close of each nine-week grading period. Report cards are given to all school students to be taken home, signed by parents, and returned.

STUDENT LIFE POLICIES

Chapel - Student Discipleship

Chapel is provided for spiritual refreshment and growth at LCA. Chapel is held approximately once per week for the Elementary students. In the Jr. and Sr. High, chapel will include both encouraging preaching and teaching along with periodic small group sessions for student discipleship. Tuesdays will be reserved for our regular Chapel services. Thursdays will be used for periodic small group student discipleship meetings. All students are required to attend chapel and student discipleship groups.

Bible Department

Bible classes are the heart and soul of a good Christian school. The opportunity to study God's Word sets LCA apart from secular education. Therefore, LCA requires participation in Bible class each year at all levels.

ODBC, the parent ministry of LCA has chosen to use the King James Version of the Bible across all its ministries for the sake of clarity and consistency. Therefore, the KJV will be used in chapel and in all classes. We ask that each student have a copy for use at LCA.

As a Christian school, LCA strives to integrate the teaching of the Bible in all our classroom settings. All academic subjects are taught from a Biblical perspective. While we respect the positions of other church ministries associated with LCA, whenever doctrine is taught, the doctrinal statement of Open Door Baptist Church will be the standard.

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.

Music Class/Choir/Band

- Elementary and Junior High students will have regularly scheduled music classes and will be required to participate in the choir as part of the class.
- Senior High students may select Choir as one of their elective courses of study.
- Junior High and Senior High students may select Band as an extracurricular activity.
- All students enrolled in a choir or band are required to participate in all school programs, competitions, and graduation as scheduled. The school calendar is set; therefore, students and parents are expected to commit in advance to these required events. Failure to attend may result

in a grade penalty for the student. All other opportunities to participate will be on a volunteer basis if they are not scheduled on the calendar. Choir members may be asked to purchase or rent choir 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

Speech will be offered as a separate class and will also be a part of the English curriculum. Students 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

Art will be offered as a class to students with a special interest in this area as LCA has teacher availability.

Private Music Lessons

Piano, voice, and instrumental lessons may be available at LCA. These lessons will be offered on campus. Music lessons will be scheduled on a first-come, first-serve basis. An additional fee will be charged for all lessons. Music teachers will set their fees and schedule. Please contact the school office for further information.

Sports Department

The athletic programs of Lebanon Christian Academy will strive to promote character growth and maturity. We desire our athletes and coaches to glorify the Savior and not self. Coaches will seek to develop skills that allow our athletes to excel while also instructing them spiritually, giving valuable life lessons and application.

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

- The administration will address attitude and behavior penalties enacted by Officials.
- 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 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 updates).
- 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 endeavors. 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 compete regularly in the KCEA, NPCA, and PCAC tournaments at the end of each season.
- We will occasionally participate in Invitational Tournaments held by other Christian schools as time and details allow.

Lebanon Christian Academy athletics are open to all enrolled students that meet the standards established above. The program is also available to Homeschool students who are enrolled in one core class and willing to attend chapel at least twice a month. Homeschool students will maintain the same high standards of Christian character as full-time students.

Uniforms are the property of the school and will be signed out through the coach and athletic director.

Athletes are expected to participate in all practices and games unless they receive prior permission from the coach or they are academically ineligible.

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.

Students may use the gym only 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 most games of our winter sports season.

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 elementary library will be open during scheduled times. 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 should have a card for their public library. The LCA library stocks books for elementary students.

Official Activities

School activities include outings, trips, competitions, fundraisers, parties, etc. To properly supervise students both on and off campus is a great responsibility. 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. One copy of the yearbook will be distributed to each family. Each Senior will also be given their own copy. Families may purchase extra yearbooks from the office. Parents and students can purchase ads to promote businesses or send messages to a graduating senior. All ads must be approved on content and appropriateness.

Fundraising

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

LCA recognizes that cell phones are a part of everyday life. However, they are not part of everyday education. Students who bring cellphones to school will be asked to turn off and turn in their cell phones each morning before being dismissed from the gym for the beginning of class. Cell phones will be stored in a lockbox in the office. Students may retrieve their cell phones at the end of the school day in the gym before dismissal.

Student-athletes who are remaining for practice may also retrieve their cell phones which may only be used with the permission of the coaches or administration. Student-athletes who violate this policy may have the privilege revoked. Student-athletes should retrieve their cell phones prior to departure for away games. Use of cell phones on the bus will be at the discretion of the coaches and the athletic director. It is the general policy that cell phones are not to be used while we are at the athletic event. Students-athletes are encouraged to support their teams whether they are competing or not.

DRESS CODE

Standards of Dress and Appearance

LCA is committed to exalting the ideals of the Scriptures and ensuring that we do all to glorify our Lord and Savior, Jesus Christ. Therefore, we have enacted the following dress code to reflect the ideals of modesty, neatness and appropriateness.

Our dress code goes beyond a look or style. We believe that proper attire is the first step in creating a classroom environment that enables students to develop a sharp focus on instruction and learning rather than on fashion and fads. Even though we readily acknowledge that much of the dress code is an institutional preference, it is not optional. Students are expected to comply with the dress code, and parents are expected to ensure compliance before their children leave home. LCA's desire is that enforcement of the dress code begins and ends at home.

The administration or those appointed by the administration reserves the right to ask students who overtly violate the dress code to wait at the office while their parents are contacted to bring in the appropriate clothing.

Elementary Dress Code (*K4 - Grade 6*)

Girls

- Solid-colored dress pants/chinos that are properly loose-fitting may be worn. Pants should be conservative in color and style. Pants must be worn on the hips, not sagging, and must avoid visible undergarments. Pants are to be neat, without holes and reach the ankle or top of the shoe. They may not be tucked or rolled on the bottom. Pants may not be longer than the bottom of the shoe, not dragging on the ground. A belt should be worn with pants that have belt loops.
- Leggings may not be worn as outerwear. They may only be worn under a skirt.
- Jumpers and skirts with appropriate tops, and dresses may also be worn. The hem must cover the knee while sitting and standing. Leggings or shorts are to be worn under the

skirt/jumper/dress for recess; however, the skirt or dress must still cover the knee while sitting or standing.

- Button-down oxfords, polo shirts, or modest blouses with sleeves are to be worn (t-shirts should not be worn.) All tops must be loose-fitting. Any color and pattern are permitted but should not display advertising, words, or pictures. Shirts with buttons are to be buttoned except for the top button.
- Sweaters and sweatshirts are acceptable on cold days at the teacher's discretion. Sweatshirts must not have advertising, words, or pictures on them. Small brand logos are acceptable.
- Socks or tights are to be worn.
- Dress shoes or sneakers are to be worn. Sandals are permitted as long as they have a strap on the heel. Flip-flops and crocs are not permitted.
- Hats, coats, sunglasses, etc., should not be worn in the building.

Boys

- Solid-colored dress pants/chinos are to be worn. A belt should be worn with pants that have belt loops.
- Polo shirts or button-down oxfords are to be worn. Any color and pattern are permitted but should not display advertising, words, or pictures.
- Sweaters and sweatshirts over polo shirts are acceptable on cold days at the teacher's discretion. Sweatshirts must not have advertising, words, or pictures on them. Small brand logos are acceptable.
- Socks are to be worn.
- Dress shoes or sneakers are to be worn.
- Hats, coats, sunglasses, etc., should not be worn in the buildings.
- Haircuts must be conservative in style:
 - No bleached or dyed hair is acceptable.
 - The neckline and the sides should be gradually tapered, leaving no hair touching the collar and ears.
 - No multi-layering – bowl cuts, braids, etc.
 - The bangs should be off the eyebrows.
 - Sideburns should be no longer than the middle of the ear.
 - No spiked hairstyles are acceptable.
 - No parts of the hairstyle may be longer than 4 inches.

Junior / Senior High School Dress Code (*Grades 7–12*)

Young Ladies

- Solid-colored dress pants/chinos that are properly loose-fitting may be worn. Pants should be conservative in color and style. Pants must be worn on the hips, not sagging, and must avoid visible undergarments. Pants are to be neat, without holes and reach the ankle or top of the shoe. They may not be tucked or rolled on the bottom. Pants may not be longer than the bottom of the shoe, not dragging on the ground. A belt should be worn with pants that have belt loops.
- Leggings may not be worn as outerwear. They may only be worn under a skirt.
- Skirts or dresses that are properly loose-fitting may be worn. The hem must cover the knee when sitting and standing. The top of slits on dresses and skirts should be no higher than the bottom of the knee. Skirts and dresses must avoid visible undergarments.
- Button-down oxfords, polo shirts, or modest blouses with sleeves are to be worn (t-shirts should not be worn.) All tops must be loose-fitting. Any color and pattern are permitted but should not display advertising, words, or pictures. Shirts with buttons are to be buttoned except for the top button.
- Proper undergarments (slips, etc.) are to be worn but should not be visible.
- Sweaters and sweatshirts are acceptable on cold days at the teacher's discretion but should not be part of the daily outfit. If sweatshirts are worn, an approved shirt or blouse must be worn under it during the school day. Sweatshirts must not have advertising, words, or pictures on them. Small brand logos are acceptable.
- Dress shoes, sandals, or sneakers are to be worn. No slides or crocs are permitted except on special dress-down days.
- Hats, coats, sunglasses, etc., should not be worn in the buildings.
- Makeup may be used in moderation.
- Hair color must be natural. No extreme hairstyles.
- No more than two piercings per ear. No other body piercing is acceptable.

Young Men

- Solid-colored dress pants/chinos that are properly loose-fitting may be worn.. Pants should be conservative in color and style. Pants may not have elastic at the ankle or extra pockets on the legs. Pants should always be worn at the waistline and should not be allowed to hang at or below the hips. A belt should be worn with pants that have belt loops.
- Button-down oxfords or polo shirts are to be worn. Any color and pattern are permitted but should not display advertising, words, or pictures. Shirts are to be buttoned except for the top button and must always be tucked in.

- Sweaters and sweatshirts are acceptable over oxfords or polos on cold days at the teacher's discretion but should not be part of the daily outfit. If sweatshirts are worn, an approved shirt must be worn under it during the school day. Sweatshirts must not have advertising, words, or pictures on them. Small brand logos are acceptable.
- Socks are to be worn.
- Dress shoes or sneakers are to be worn.
- Hats, coats, sunglasses, etc., should not be worn in the buildings.
- No necklaces, earrings or other body piercings are acceptable.
- The face must be clean-shaven.
- Haircuts must be conservative in style:
 - No bleached or dyed hair is acceptable.
 - The neckline and the sides should be gradually tapered, leaving no hair touching the collar and ears.
 - No multi-layering – bowl cuts, braids, etc.
 - The bangs should be off the eyebrows.
 - Sideburns should be no longer than the middle of the ear.
 - No spiked hairstyles are acceptable.
 - No parts of the hairstyle may be longer than 4 inches.

Physical Education Uniforms

Athletic pants or knee-length shorts and t-shirts, socks, and sneakers are to be worn for physical education classes. LCA will provide a “store” online where school-approved gym attire will be available for purchase. Otherwise, students must wear black athletic pants or shorts and a plain t-shirt in school colors. Shorts may not be rolled. All physical education wear must be clean and modest (not form-fitting). All tops must have sleeves and be loose-fitting. Non-marking athletic shoes are required.

All Students

- Lebanon Christian Academy reserves the right to deem any outfit inappropriate. Once an outfit has been deemed inappropriate, that outfit should not be worn again on campus.
- Students should not come on campus inappropriately dressed, whether before, during, or after school hours.
- Sweatshirts and sweatpants must not have advertising, words, or pictures on them. Small brand logos are acceptable.
- Tattoos are not permitted.

Dress Code for Special Events

- Dress Down Days and Attendance at sporting events.
 - Acceptable Attire:

- Modest t-shirts and pants with sneakers, slides, or crocs are permitted.
- LCA spirit wear is encouraged.
- The idea is to be “comfortable” but not sloppy. Loose-fitting jeans, t-shirts (with school-appropriate logos), and sneakers are ideal.
- Loose-fitting athletic pants and hoodies are acceptable.
- Unacceptable Attire:
 - Shorts
 - Leggings
 - Skinny jeans, any tight pants, or pants with holes or rips in them
 - Pajamas
 - Shirts with inappropriate logos, including cartoon characters and popular entertainment
 - Tank tops or shirts with spaghetti straps
 - Low-cut or tight shirts
- Students that arrive dressed inappropriately will be asked to call their parents for a change of clothes or be sent home.
- Dress code for special events such as sporting events (traveling to and from the event), music or fine arts events, field trips, and banquets will be addressed by the administration in a timely fashion. Modesty, testimony, and appropriateness will be the principles that guide such dress code decisions.
- Parents and students are asked to abide by the dress code policies for special events when attending sporting events involving LCA.
- Student-athletes must wear appropriate athletic gear at all games: athletic pants, with LCA athletic gear shirts and sweatshirts.
- When parents visit school, assist in class parties, or field trips, they are requested to abide by the LCA dress code for that event. LCA does not necessarily expect parents to abide by the hair code but does request the cooperation of parents in supporting hair code requirements for LCA students.
- The Administration must approve any exceptions to the dress code prior to the event.

While we cannot address every issue in the handbook, we reserve the right as Administration to make final decisions in the best interest of Lebanon Christian Academy. Parents are encouraged to teach their children to live happily and submissively within the dress code guidelines.

FINANCIAL POLICIES

LCA, a ministry of Open Door Baptist Church, is a faith ministry financed by tuition and gifts from God’s people. The Administration asks that parents take their financial responsibility very seriously and prayerfully commit themselves to be regular and prompt in making payments.

Registration Fee: Due at registration of student

\$50.00 per student \$100.00 per family (Non-Refundable)

**Re-enrollment during the month of March is \$30 per student & \$50 per family*

**Re-enrollments after July 15th will incur a \$200 fee in addition to the registration fee to offset the cost of special ordering.*

Tuition

Tuition includes curriculum, testing materials, classroom supplies/materials, library materials, liability insurance, 7-12th Grade School Camp fees, AACCS, KCEA, and PCAC affiliation fees, transportation costs, athletic participation, and one yearbook per family.

Tuition does not include extra activities such as tournaments and field trips.

Yearly amounts are shown below. Full tuition applies to the oldest student in the family. **Scholarships are available for additional students in one family.** Contact the office for more information.

Junior/Senior High (7-12)	\$5,950
Elementary (K4-6)	\$5,625
Partial Day, 8AM to 12 PM (K4-K5)	\$3,460
Mon/Wed/Fri only - Full Day (K4)	\$3,410
Mon/Wed/Fri only - Partial Day 8 AM to 12 PM (K4)	\$2,055

LCA offers several payment plans: 10-month (Aug-May), 12-month (Aug-July), or *payment in full by July 30th. The first monthly payment in August will be 15% of the yearly tuition. Monthly payments are due by the 1st of each month and late after the 15th of each month. If a payment is received after the 15th of the month, a late fee of \$10 will be charged, with a 1.5% finance charge per month thereafter.

**A 5% discount on tuition is given for payment in full by July 30th, prior to the new school year.*

Graduation Fee

Due January 15th of Senior Year

- \$55.00 per senior

- Graduation Fee is used to aid in the purchase of diplomas, caps, gowns, tassels, and other costs associated with graduation.

Transcript Fee

- \$35.00 per transcript
- Each graduating senior will receive one final transcript free of charge. The fee applies for each transcript requested after graduation.

Homeschool Fee

- \$450.00 per class taken
- \$450.00 per sport

The Homeschool fee is charged to those who are not enrolled in LCA but wish to participate in a school class or athletic program. A financial statement will be provided and can be paid in full or over 10 or 12 months.

Mid-Term or Final Exam Make-Up Fee

Students who miss exams for a scheduled family vacation will have to make up their exams after school hours which will result in an assessed fee of \$75 to compensate the teacher's time in administering and grading.

Payments

Cash, Check, or Credit Cards are accepted for payment. Checks should be made payable to Lebanon Christian Academy (LCA). We accept Discover, MasterCard, and Visa Credit Cards. Payments may be made through Gradelink. Auto pay is also available through Gradelink.

Scholarship Opportunities

LCA works diligently to acquire scholarship funds for families in need of financial assistance. LCA utilizes the Penn Gift, KCEA and Bridge Foundations to match a family's financial circumstances with an affordable and fair tuition rate. The school board must approve all scholarship awards.

Late Enrollment or Student Withdrawal

Students who enroll part way through the school year or withdraw before the end of the school year will be charged tuition on a per diem basis. Exceptions are at the sole discretion of the Administration and are decided on an individual basis.

Last updated 8/20/2026