



LARAMIE  
CHRISTIAN  
ACADEMY

PARENT-STUDENT HANDBOOK  
K-12 GRADE

Dear Parents and Students,

Thank you for choosing Laramie Christian Academy! We are honored to serve you as you seek an excellent education based on a biblical worldview.

Classical Christian education is at its best when Christians work together, and we want you to be as much a part of this team as you are able.

Parents, we encourage you to play an active role in your student's activities. We rely on your cooperation to help ensure a safe and healthy educational environment for our students.

Students, we hope you will take advantage of every opportunity at this Academy to learn and grow.

We trust that this handbook will be a tool that helps all of us work together as we follow our Lord.

To God be the glory!

Sincerely,

Laramie Christian Academy

P.S. The policies in this handbook apply primarily to grades K-12. If you are looking for the Preschool Parent Handbook, please let us know, and we will get one to you.



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## Statement of Faith and Commitment

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This Statement of Faith and Commitment is signed by all board members, faculty, and staff, as well as any volunteers who, in the judgment of the Academy, are in a position to have a significant influence on students other than their own. All signers pledge their subscription to each article of faith and their dedication to each corresponding commitment. The final interpretation of this Statement and the determination of whether a person who has signed remains in compliance belong solely to the Academy.

The Scripture references are given as suggestions for further study rather than as exhaustive proof texts for each statement.

**I believe** that God alone is the Lord of the conscience, and my conscience should not be governed by the commandments of men. (Romans 14:4)

**I commit** to maintain a clean conscience before God. I sign this Statement of Faith and Commitment freely, not binding my conscience but giving voice to it, so that all may know my commitment to my Lord as I seek to serve at this Academy. If at any time I find that my faith or pattern of life are no longer in accord with this Statement, I will voluntarily resign from my work at the Academy. (Acts 24:16, 2 Corinthians 4:13, Ecclesiastes 5:4-5)

**I believe** that God has revealed Himself through the creation, preservation, and government of the universe; but He has especially made Himself known through the Scriptures. The Scriptures, which are the 66 books of the Bible from Genesis to Revelation, are the inerrant and infallible word of God. The Scriptures are God's only final and authoritative rule for human faith and practice. (Psalm 19; Romans 1:20; 2 Timothy 3:16-17; Revelation 22:18-19)

**I commit** to receive these Scriptures as the word of God. I will diligently meditate on them, so that I might believe what they teach and obey what they command. (Deuteronomy 6:4-9, Psalm 1, Psalm 119, 1 Thessalonians 2:13)

**I believe** that there is only one living and true God. He is infinite, eternal, and unchangeable in His being, in His wisdom, in His power, in His holiness, in His justice, in His goodness, and in His truth. (Deuteronomy 6:4, Psalm 145:3, Romans 11:33-36, James 1:17)

**I commit** to have no other gods before Him. (Exodus 20:3)

**I believe** that the Scriptures reveal the doctrine of the Trinity – that the one true God eternally exists in three Persons, the Father, the Son, and the Holy Spirit. These three Persons are one God, the same in substance, equal in power and glory. (Matthew 28:19, 2 Corinthians 13:14)

**I commit** to worshiping and glorifying the one true God as Father, Son, and Holy Spirit, and to integrating the doctrine of the Trinity into all my faith and practice. (John 4:23-26, Romans 8:9-12)

**I believe** that God created all things out of nothing, by the word of his power, and all very good. (Genesis 1)

**I commit** to live as a faithful steward of that portion of God's creation which is entrusted to me, and to receiving all of God's good gifts with thanksgiving. (Genesis 1:26, 1 Timothy 4:3)

**I believe** that the first man, Adam, was formed by God from the dust of the ground and did not evolve from other life forms. From Adam God created the first woman, Eve, making her Adam's equal according to personhood and his complement according to gender. God united them together in marriage, preparing them to be the parents of all people. (Genesis 1:27-28; Genesis 2; Genesis 4:1-2; Genesis 5)

**I commit**, as a descendant of Adam and Eve, to submit to God's created design for humanity. I will respect all people as equal before God. I will acknowledge our differences as male and female according to God's design, recognizing that He has established these differences in our bodies from conception. I will honor the institution of marriage as a life-long covenant between one man and one woman, abstaining from all forms of sexual activity outside of marriage. (Leviticus 19:18, Psalm 139:13-16, Hebrews 13:4)

**I believe** that Adam and Eve sinned against God by eating the forbidden fruit. By this sin they brought humanity under God's curse. Thus, all people are born with a sinful nature, commit sins against God, and deserve His wrath. (Genesis 3, Psalm 51:5, James 1:13-15, Romans 3:23, Ephesians 2:1-3)

**I commit** to guard against all hypocrisy and judgmentalism, for I know that I deserve the judgment of God for my sin. (Matthew 7:1-5)

**I believe** that there is only one Redeemer who can save us from our sins, the Lord Jesus Christ. He is the eternal Son of God who became man. From the time that He became man He has been fully God and fully man in two distinct natures, and one person, as He will remain forever. Jesus was born of a virgin, lived a sinless life, proclaimed the kingdom of God, performed miracles of power and healing, willingly died on the cross as an atonement for sin, rose bodily from the dead, ascended into heaven, and sat down at the right hand of the Father. He will return again in power and glory to judge all people, justly assigning them either eternal life or eternal punishment. (John 1:1, John 1:14, Luke 1:34-35, Matthew 4:23, John 10:11-18, Luke 24:36-40, Acts 1:9, Hebrews 1:3, Matthew 25:31-46)

**I commit** to proclaim the truth about Jesus Christ boldly to all people, rejoicing in the hope of salvation and remembering that the time of His return has been appointed by God. (2 Corinthians 5:14-21, Acts 17:30-31)

**I believe** that salvation is a gift of God's grace, and that there is no hope of salvation unless by God's Spirit a person is born again. As the Holy Spirit works, God justifies, adopts, and sanctifies all people who genuinely repent of their sins and trust in Him. God justifies people by pardoning their sins and accepting them as righteous in his sight, crediting the righteousness of Christ to their account. God adopts people by numbering them among His students and giving them a right to all the privileges of the family of God. This adoption establishes God's people permanently in His family, as evidenced by the sealing of the Holy Spirit. God sanctifies His people by working in them according to His good pleasure so that they might work out their faith with godly fear and obedience. (Ephesians 2:8-9, John 3:3-8, Galatians 2:16, Philippians 3:9, Romans 8:15, Philippians 1:6, 2 Corinthians 1:21-22, Philippians 2:12-13)

**I commit** to keeping all my faith and hope in Jesus Christ alone, repenting of my sins and resting in Him for salvation. I will seek to live out my identity as a justified and adopted student of God by putting off the old self of living in sin and putting on the new self of renewal in God's image. Because the grace of God is my only hope to do good works, and I know that sin still clings closely, I will seek to repent and forgive often, and never to boast except in the name of the Lord my God. (Psalm 62:5-8, Mark 1:15, Romans 1:16-17, 2 Corinthians 5:17, Ephesians 4:22-24, Ephesians 2:10, Hebrews 12:1, Luke 17:3-4, 1 Corinthians 1:31)

**I believe** in the spiritual unity of all believers in the Lord Jesus Christ. At the same time, I recognize that God calls believers to unite together in various local churches where His word is faithfully preached, His ordinances are practiced, and His people are shepherded. (Galatians 3:28, Ephesians 4:1-16, Acts 15:41, Matthew 28:19, 1 Corinthians 11:23-26, Acts 20:28)

**I commit** to maintain membership (or a similar relationship) with a particular church that has the marks described above, to submit to my church's leadership, and to seek the peace, purity, and success of my church. At the same time, in my function at an Academy that serves students from multiple churches, I will respect the oversight of the various local churches over all those with whom God has entrusted them and preserve a spirit of charity toward other churches. (Hebrews 13:17, Luke 9:49-50)

**I believe** that the Scriptures assign first importance to the essential matters of the gospel and teach these gospel truths with the most clarity. At the same time, I recognize that all of Scripture is the word of God and must be taught in the process of discipleship. (1 Corinthians 15:3-4, Matthew 5:17-20, Matthew 28:19-20)

**I commit** to maintain both a love for truth and a spirit of charity toward others, recognizing that I will work at this Academy with other sincere Christians who hold different beliefs from me on matters which are beyond the scope of this Statement of Faith and Commitment. Insofar as I have opportunity to teach the Scriptures to students, I will exercise respectful discretion in what topics I address. If I do teach on an area which I know to be a matter of disagreement among believers, I will make that known to the students and encourage them to consult with their own parents and pastors, and especially to seek truth for themselves in the Scriptures. (Romans 14:1-3, Proverbs 1:8, Hebrews 13:7, Psalm 119:99)

**I believe** that I belong body and soul, in life and in death, to my faithful Savior Jesus Christ. When He returns, He will adorn my soul with the imperishable and immortal body of the resurrection. Death will be no more, neither will there be mourning, nor crying, nor pain anymore, for the former things will pass away. I will live with Him forever in the eternal blessings of His glory. (1 Corinthians 15:53-54, Revelation 21:4, Psalm 16:11)

**I commit** to nurturing a resilient hope in the Lord Jesus Christ. Come, Lord Jesus! (Revelation 22:20)

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## Academy Organization

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*Laramie Christian Academy is a private Classical Christian Academy in Laramie, Wyoming providing for students in Preschool through 12<sup>th</sup> grade.*

*Find information or contact us through our website: [www.laramiechristianacademy.com](http://www.laramiechristianacademy.com)*

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## Mission Statement

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*Laramie Christian Academy exists to partner with families to equip students with academic excellence, biblical knowledge and values, and a resilient hope in Jesus Christ to impact the world around them to the glory of God.*

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## Approach to Education

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God has ordained three primary institutions: the family, the state, and the church. The state has a legitimate interest in educating its citizens to preserve and promote the general welfare of its people. The church has a legitimate interest in educating its members to preserve and promote the gospel of Jesus Christ. However, God has given the first responsibility for education to the family, charging parents to raise their children in the fear of the Lord, which is the beginning of knowledge (Proverbs 1:7-9).

Laramie Christian Academy acknowledges and serves the complementary interests of these three institutions by partnering primarily with parents for the education of their children without neglecting the appropriate concern of the state to have virtuous citizens nor the concern of the church to have godly members. Laramie Christian Academy therefore promotes a well-rounded education that is infused with a Christian worldview, all to the glory of God.

To this end, Laramie Christian Academy has adopted the following objectives:

1. To encourage every student to develop a love for learning and to live up to his or her academic potential for the glory of God.
  2. To provide a clear model of the biblical Christian life and Christlikeness through our staff, Board, and volunteers.
  3. To help every child come to a mature, resilient faith in the work of Jesus Christ and to be committed to the life-long pursuit of following the teachings of Christ.
  4. To teach all subjects from a Biblical worldview with Scripture integrated as the central and final authority. (2 Timothy 3:16-17)
  5. To be a Classical Christian school.
  6. To provide an orderly atmosphere conducive to attaining these aims.
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## Accreditation

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Laramie Christian Academy is a member of the Association of Classical and Christian Schools (ACCS). Laramie Christian Academy is actively pursuing accreditation through the ACCS.

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## Tuition

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The annual cost of tuition at the Academy is posted on the Academy Website. Each family will sign a tuition agreement before their child is enrolled which will specify their payment plan selection (1 full payment at beginning of Academy year, or 2 semester payments at beginning of semester, or monthly payments.) Specifics of the payment plan are spelled out in the tuition agreement signed by each family. The Academy cannot guarantee admission for a student whose family is unable to pay full tuition.

The family account must be current on payments before the student registers for another Academy year. Re-enrollment may be denied for those students whose accounts have not been kept current.

Tuition at Laramie Christian Academy is currently set under the amount needed to fully fund our teachers and staff. We rely on generous donations from friends and family as well as active participation by all families in our fundraisers. For active participation, we ask families to participate in our two all-school fundraisers, one per semester and in as many others as they are able.

*Many hands make light work, and many partners make private school at Laramie Christian Academy possible.*

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## Financial Aid

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Laramie Christian Academy stewards God's money, which he entrusts to us by means of generous donors as well as those who pay tuition. We take this stewardship seriously and believe that Christian education is a valuable service and must be treated as such. We request that all parents who can afford to pay full tuition do so without seeking further financial aid from the Academy. We have done our best to set affordable tuition rates for families. Scripture teaches that the laborer is worthy of his wages (1 Timothy 5:18), and we certainly hope you feel this way about the teachers at this Academy!

For parents who cannot afford to pay tuition, we ask that you do not despair of attending the Academy! Laramie Christian Academy purposes that all families who want to attend our Academy are not hindered by finances. God has distributed gifts variously to his people so that we might serve one another, and we hope to build a strong cooperation between needy families and those who wish to give. As we look at financial aid from the stewardship perspective, our primary question for you will not be, "What do you have?" but rather, "How are you stewarding what you have?" We will use the application process to ask you to demonstrate your commitment to faithful stewardship of your resources and Christian education by answering the following questions:

- How much tuition can you afford to pay?
- Are you willing to apply for and participate in a need-based partial scholarship program?
- Are you willing to participate in fundraising activities organized by the Academy?
- If given a scholarship, will you commit to a diligent fundraising campaign to help the Academy raise the remaining funds?
- Are you willing to ask friends and relatives to help pay for your child's tuition?
- Are you willing to work at the Academy for a paycheck that you can use to pay for tuition?

We hope that finances never prevent a child from attending Laramie Christian Academy. Please join us in the sacred stewardship of God's money and private Christian education according to God's word as we seek to make this a reality!

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## Admissions

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### 1. Notice of Nondiscriminatory Policy as To Students

Laramie Christian Academy admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the Academy. We do not discriminate based on race, color, national and ethnic origin in administration of educational policies, admissions policies, scholarship and loan programs, and athletic and other Academy-administered programs.

### 2. Notice of Right to Refuse Admissions

Laramie Christian Academy reserves the right to deny admission to a student if his or her ability, behavior, or emotional development indicates that he or she could not be best served by our Academy program. We seek to make each admission decision based on what is best for the student and for Laramie Christian Academy. No student has the right to automatic re-enrollment the following year; applications for re-enrollment will be approved at the sole discretion of the Academy.

A student may be refused admission, dismissed, or expelled, or asked not to return the following year if he/she is out of harmony with the Statement of Faith, the spirit, or the policies of the Academy whether on or off property as determined by the sole discretion of the Academy administration. Readmission considerations following dismissal will be determined on a case-by-case basis.

To safeguard the scholastic, spiritual, and moral atmosphere, the Academy reserves the right to refuse admittance to any student whose presence is deemed detrimental to fellow students, staff, and/or volunteers. Parents are asked to read the *Parent-Student Handbook* and agree to follow and accept all policies outlined within by signing the handbook agreement.

### 3. Special Needs

Laramie Christian Academy is not equipped in staff, resources, and logistics to handle students with severe learning disabilities or those who have trouble behaviorally to the point that they cannot participate in fully inclusive education. The application and interview process will be used to determine on a case-by-case basis whether a child with special needs can be accepted.



#### 4. Age Requirements for Kindergarten and First Grade

A student must be at least five years old by August 1 of that year to enter Kindergarten and six years old by August 1 of that year to enter the first grade. Students with birthdates falling between August 1 and September 15<sup>th</sup> may apply for enrollment on a case-by-case basis.

**5. Admissions Process** Laramie Christian Academy aims to partner with like-minded families to follow biblical principles in educating students and to cultivate within our parents a sense of loyalty toward our Academy. The steps to enrollment are as follows:

- a. **Fill Out Student Enrollment Application:** The easiest way to complete the application is by the online form on our website, [www.laramiechristianacademy.com](http://www.laramiechristianacademy.com). You may also request a paper copy from the Academy.
- b. **Pay Registration Fee:** Applications will not be processed until a fee of \$95 per family is paid. This may be done securely on our Academy website. The fee is non-refundable. The enrollment fee is waived for students who are re-enrolling from the previous year.
- c. **Participate in a Parent Partnership Interview:** Two of the Academy members, typically the Head of School and another Admin member, will schedule an interview with you to discuss your application and answer any questions you may have.
  - i. **Requirements from Parents to be eligible for their students to enroll**
    - 1 **Understandings:** In order to fulfill the mission of Laramie Christian Academy, it is essential that families understand that they are enrolling their student(s) in a Classical Christian Academy. While we do not require all students to come from a Christian home, we do require that all parents who enroll their children agree for their children to be taught according to our Statement of Faith and according to the Bible and Biblical worldview integrated into every subject and further that their children will behave according to the standards of conduct for Laramie Christian Academy both in and outside school. We are distinctly a Classical Christian Academy and teach Biblical philosophy in all subjects with a whole life application that results in lifestyle behavior consistent with the teachings of the Bible.
    - 2 **Required readings prior to enrollment:** "Laramie Christian Academy, Statement of Faith and Commitment" and "Parent-Student Handbook" (found on our website at [www.laramiechristianacademy.com](http://www.laramiechristianacademy.com) and provided via hard copy provided to each family at the enrollment interview.)
    - 3 **Agreements:** At the enrollment interview, parents agree to the following:
      - a We/I have read the LCA "Statement of Faith and Commitment" and agree to have our enrolled child(ren) taught according to the principles, policies and procedures outlined within.
      - b We/I agree that our enrolled children will behave according to the "LCA Standards of Conduct" both during school and when school is not in session.
      - c In areas where we/I disagree with these principles, we/I will seek to support the school's position on these subjects through positive language and full support at home, which includes requiring my/ our child(ren) to adhere to the LCA standards of conduct both in and out of school.
      - d We/I understand that the Academy does not require me/us to believe accordingly and further does not change Academy beliefs or philosophies to suit my preferences or add texts to the Bible/Scriptural teachings.
  - d. **Sign Academy Consent Forms:** This is typically done at the end of the parent partnership interview. Academy consent forms include:
    - i. Financial Agreement
    - ii. Emergency Information & Consent to Treatment
    - iii. Student Pick-up Information
    - iv. Activities and Transportation Consent
    - v. Image Release Form
    - vi. Handbook Agreement, Sexual Morality Agreement, and other Parent Consents
    - vii. Public Health Emergency Agreement
    - viii. Parent Agreement
    - ix. Arbitration Agreement
  - e. **Provide necessary documentation:** Previous academic records, legal guardianship papers, Birth Certificate, or other documentation may be required at the discretion of the Head of School and/or the Academy Administration.

Immunizations must be kept up to date in accordance with Wyoming Statutes WS 21-4-309 and proof of immunization, or your child's approved immunization waiver, must be submitted to the Academy. [WYO. Stat. Ann. § 21-4-309 allows for the request of immunization waivers based on religious beliefs and medical contraindications.] Please check with your physician if you have any questions about how to fulfill these requirements.

Students entering the 1<sup>st</sup> or 7<sup>th</sup> grade (even if they are not new students) must submit a new record of medical and eye examination.
  - f. **Acceptance or Refusal Letter:** After the interview, you will receive either an acceptance letter or a letter explaining why admission has been refused. If you elect to participate in a financial aid or tuition reduction program, acceptance will be conditional upon completing the terms of that agreement.

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## Calendar and Schedule

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### 1. Academic Year

Laramie Christian Academy generally follows the Albany County School District 1 academic calendar. However, rather than beginning the academic year in the middle of the week, Laramie Christian Academy will open on the Monday of the week classes start. We also honor the Easter holiday and do not have school on Good Friday or Easter Monday. We end our academic year the Friday before Memorial Day. Our Academy calendar is posted on our website and distributed to parents upon enrollment. Any deviations in the school calendar will be communicated to all parents as far in advance as possible.

### 2. Daily Schedule

Preschool through 8<sup>th</sup> grade will begin each morning at 8:15 am and release students each afternoon at 3:30 pm. Early drop-off begins at 7:50 am; please do not send your students to the Academy prior to 7:50 am. In the event of a half-day, same drop-off times apply and the day will end at 11:30 am. All students should be picked up from the Academy no later than 3:40 pm.

### 3. Snow Days

Laramie Christian Academy follows the Albany County School District 1 weather closure schedule. When they cancel, we cancel, and if they start late due to weather, we start late due to weather (at the same time). If we feel the need to deviate from the decisions of ACSD1, we will notify parents by emailing or texting.

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## Administration

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### 1. Responsibilities of the Academy Board

The Board of Trustees is composed of members who are fully committed to Classical Christian Education and the Academy values of academic excellence, biblical knowledge and values, and resilient hope in Christ. They are committed to placing the interests of the Academy above personal interests. Significant Academy policies and documents are established (and may be amended) by the Board in accordance with the Academy bylaws. The LCA Board of Trustees' task is LCA governance, and it has no living constituents (it focuses on future generations of students at LCA rather than current students.) It guards the fiduciary responsibility of the Academy as well as the mission and vision of the Academy, ensuring that our children's children will benefit from Laramie Christian Academy in the years to come. The Board has one employee, the Head of School, to whom it delegates all operational objectives.

### 2. Responsibilities of the Head of School

The Head of School oversees the operation of the Academy in accordance with the policies of the Board and the Job description delegated by the Board of Trustees. The Head of School is accountable directly to the Board. The Head of School is the direct supervisor for all other staff. Some of the Head of School's key responsibilities and duties are as follows:

#### Head of School Job Description:

This may be changed or modified at any time at the Board's discretion. It is the Board's desire that the Head of School reach out to the Board for assistance with Urgent Duties should they dominate the Head of School's time. The Board also encourages the Head of School to creatively share Important Duties with others so that the position does not become burdensome.

**Essential Duties** -- These are the Board's highest priorities for the Head of School of Laramie Christian Academy.

- Maintain a life of integrity and humility before God and man, seeking wholistic personal growth so that the name of Christ will be honored by your conduct in the office of Head of School of Laramie Christian Academy.
- Shepherd the faculty and staff and provide servant-leadership both spiritually and academically.
- Lead the Academy in the on-going process of strategic planning, keeping focus on the core areas of academic excellence, biblical knowledge and values, and resilient hope in Jesus Christ.

#### **Urgent Duties**

- Handle grievances of faculty, staff, and parents.
- Regulate and enforce discipline, both behavioral and mental.
- Respond to emergency or crisis situations according to proper moral, ethical, and legal boundaries.
- Teach classes on a temporary basis in an emergency situation.
- Determine when the Academy is to be closed or delayed opening due to adverse weather conditions or emergencies, and alert parents/guardians.

#### **Important Duties**

- Maintain regular communication with the constituencies of the Academy through newsletters and emails.
- Identify needs for the hiring of personnel, oversee the search and conduct the interviews for needed personnel, and hire staff.
- Ensure that the Academy is well equipped with teaching materials and supplies as resources allow.
- Oversee educational planning, including the selection, evaluation, and development of all curricula.
- Promote good communication between faculty, staff, and the Board.
- Oversee a reenrollment and enrollment drive annually and make the final admission decision.
- Develop and maintain good public relations with the Academy family, local churches, and the general public.
- Look for opportunities to promote the Academy in churches and community organizations.

- Develop a sound program for the spiritual and academic growth of the faculty and staff through in-service, conferences, and orientation workshops (as Academy finances allow).
- Give direction and recommendations to the Board for updating the Academy policy and operational manuals.
- Plan and develop new programs to enhance the educational opportunities offered by the Academy.
- Review faculty and staff performance and head final dismissal of any who do not perform satisfactorily.

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## Parental Involvement

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### 1. Responsibilities of Parents/Guardians

Parents who choose to send their child(ren) to Laramie Christian Academy must understand the beliefs, commitments, policies, and practices of the Academy. While they may not agree with the Academy on every matter, they must teach their children to respect the Academy, love its rules, and abide by its policies. Parents must also ensure that their child(ren) is/are regular and punctual in attendance, kept home when sick, and picked up on time. They must meet their financial obligations.

LCA and its staff desire a harmonious relationship with parents. If parents have a question about a school policy or an event that involves their child, they are first to notify their child's teacher. An effort will be made to resolve any differences and maintain excellent communication between parents and academy staff.

Parental support is an essential part of the educational process. If, in the sole discretion of the administration, a parent has failed to support the Administrator, ministry staff, or the standards articulated in the ministry's Statement of Faith, the administration reserves the right to deny the student continued enrollment in the school.

Of course, while these minimal obligations are necessary for the functioning of the Academy, we hope that parents will see their role in their academic child's life as far more expansive. According to Scripture (Eph 6:4, Deut 6:5-7; Deut 11:18-19), parents carry primary responsibility in the role of educators of their children and have the privilege of disciplining their children, encouraging them, praying with them, and so much more. There are many opportunities for parents to be involved in the life of the Academy as well, including volunteering and fundraising. We hope that you will become as much involved as you are able!

*Ephesians 6:4 Fathers, do not provoke your children to anger by the way you treat them. Rather, bring them up with the discipline and instruction that comes from the Lord.*

*Deuteronomy 6:5-7 And you must love the LORD your God with all your heart, all your soul, and all your strength. And you must commit yourselves wholeheartedly to these commands that I am giving you today. Repeat them again and again to your children. Talk about them when you are at home and when you are on the road, when you are going to bed and when you are getting up.*

*Deuteronomy 11:18-19 So commit yourselves wholeheartedly to these words of mine. Tie them to your hands and wear them on your forehead as reminders. Teach them to your children. Talk about them when you are at home and when you are on the road, when you are going to bed and when you are getting up.*

### 2. In Loco Parentis

Laramie Christian Academy believes that the education, training, and discipline of children is the responsibility of their parents and operates as an extension of the family. The Academy partners with parents, in the education of their children, according to the principles of Classical Christian Education. Laramie Christian Academy does not replace the parents in their God-given authority over the education and training of their children.

During school hours, parents delegate their authority to the faculty, staff, and administration of Laramie Christian Academy. Those who exercise authority of any kind over the students do so "in loco parentis" or "in place of the parents."

### 3. Policy for Parent/Children Interaction at LCA:

Out of respect for all families and differing parenting approaches, disciplinary actions not allowed under Academy policy should be practiced out of sight/sound of other LCA students and off-site from the Academy and Academy Events. Yelling at, spanking, or other "at home" forms of parental discipline of children is prohibited at Laramie Christian Academy. Parents follow Academy policy in disciplining personal children while at the Academy (including the parking lot and front entrance approach to the building) or Academy Events (field trips, fundraisers, etc.) Children needing "at home" forms of discipline from their parents receive this correction in privacy rather than in front of peers at school. Parents are free to usher their students directly home (or out of sight/sound of onlookers) in the event that such discipline is needed.

Teachers may teach their personal children in their classes provided they follow the additional requirements specified in the Staff Handbook or their employment agreement.

### 4. Communication with the Academy

Communication between parents and teachers/administration is vital to a student's education. We encourage parents to reach out to teachers via phone, email, text or in person as often as the need arises. Official conferences with teachers are scheduled twice a year, after the first and third quarters. Teachers provide parents with detailed, meaningful insight on their student's development. Parents also receive weekly newsletters and reminders of upcoming events and activities. Those who use social media, can follow the Academy on its Facebook page (and join a private Facebook group LCA Parents). Teachers will reach out to parents on a monthly basis to communicate via phone, and parents are encouraged to contact teachers whenever they or their child has a concern. Teachers and administrators seek to be available as much as possible to address questions or concerns, so never hesitate to contact the Academy for anything great or small.

## 5. "Inside" Parents

Laramie Christian Academy views parents as the primary educators of their students and desires that all parents have "inside parent" interactions rather than just a "drop-off and pick-up" relationship with the school. For new students (first year) enrolling in grammar school and for all 7th and 8th-grade students, regardless of how many years they have been attending LCA, as a condition of enrollment, we require at least one parent to be onsite at least once per week. (i.e., a half hour after drop-off, a half hour during lunch break, a half hour just before pick-up, or another time of their choosing.)

While "inside," parents may volunteer to assist teachers with classroom tasks such as listening to student readers, making photocopies for the teacher, or other classroom tasks that are also supportive to the learning environment. Parents may help in the office or with other LCA tasks/needs. LCA does not need volunteer assistance per se but rather values creating a space where parents can know our staff and experience what students receive at our academy from an inside perspective. We also want to ensure teachers and staff are not distracted by parents socializing during visits. By volunteering with the academy on helpful tasks, parents can experience a part of the incredible learning experience their child is receiving while also gaining inside perspective.

We understand that many families are busy and that some families may have extenuating circumstances that prevent their ability to be onsite during the school day. If no solution can be found to do this (i.e., every other week for a longer time, once a month, etc.), we will work with families to find an equivalent way to create an "inside parent" relationship. This may be a scheduled weekly phone appointment with either admin or teachers or another method to facilitate an "inside parent" experience.

The heart behind this requirement is to provide a space for parents to see firsthand the excellent education their students are experiencing, facilitate communication between LCA staff and parents (especially for parents of logic school students), and help orient families new to Classical Education.

Upon the first "inside" connection, LCA will orient parents on school safety requirements for adult-to-student interactions, bathrooms, emergencies and signing in/out. While onsite, parents agree to follow all Academy policies for volunteers and sign an initial agreement form.

## 4. Conflict Policy

The Academy encourages each parent to cooperate fully with the Administration and Staff to help fulfill its objectives for a Christian Education and to resolve conflicts according to behaviors outlined in Scripture. (See Matthew 18:15-17; 1 Thes 5:11-13, James 4:11-12.)

**Matthew 18:15-17** *"If another believer sins against you, go privately and point out the offense. If the other person listens and confesses it, you have won that person back. But if you are unsuccessful, take one or two others with you and go back again, so that everything you say may be confirmed by two or three witnesses. If the person still refuses to listen, take your case to the church. Then if he or she won't accept the church's decision, treat that person as a pagan or a corrupt tax collector."*

**1 Thes 5:11-13** *So encourage each other and build each other up, just as you are already doing. Dear brothers and sisters, honor those who are your leaders in the Lord's work. They work hard among you and give you spiritual guidance. Show them great respect and wholehearted love because of their work. And live peacefully with each other.*

**James 4:11-12** *Don't speak evil against each other, dear brothers and sisters. If you criticize and judge each other, then you are criticizing and judging God's law. But your job is to obey the law, not to judge whether it applies to you. God alone, who gave the law, is the Judge. He alone has the power to save or to destroy. So what right do you have to judge your neighbor?*

If problems or conflicts arise concerning students, parents, and teachers, the procedures below reflect how a student/family can apply Biblical conflict resolution at LCA. If you have any questions about how to apply this policy or where to begin in a given situation, please contact the Head of School. We are happy to assist and desire that your student and family succeed at Laramie Christian Academy.

### 1. Steps to resolution within the Academy

*\*The steps below apply to conflict resolution which is distinct from whistleblowing. Whistleblowing involves a report of a suspected wrongdoing, suspected misconduct, dishonesty, legal non-compliance, conflict of interest or fraud in the operation of the organization. For report of these types please refer to the Whistleblowing policy or contact the academy admin/board for guidance.*

**Step 1:** The parent should talk with the individual about the problem and try to resolve it. According to Scripture and healthy communication, parents should avoid gossiping and talking about the problem with others, including their children, at prayer groups, or with other LCA parents. Address the situation directly with the individual who caused or was involved with the conflict.

- If the problem is with your child's teacher or a classroom scenario, or other LCA staff, please contact the teacher/staff directly, explain the problem and work together to find a solution. Please approach the conversation respectfully and seek to understand the scenario with additional details the teacher may provide that the parent may have been unaware of. **Proverbs 18:17** *The first to plead his case seems right, until another comes and examines him.* The Head of School should not be present at the first conversation between the parent and teacher.
- If your child or someone else comes to you with a problem they are having with Academy students or staff, please direct them to this conflict policy and ask them (or help them by going with them) to contact the person they are struggling with. Parents are encouraged to reach out to the classroom teacher if peer problems are brought up at home (as the teacher may be unaware) to enable the teacher to facilitate appropriate resolution.
- If the problem is with the Head of School, the parent/s should meet with the Head of School to address the situation and work together to find a resolution. Please approach the conversation respectfully and seek to understand the scenario listening to additional details the Head of School may provide that the parent/s may have been unaware of. **Proverbs 18:17** *The first to plead his case seems right, until another comes and examines him.*

**Step 2:** If the problem is not resolved, the student/parent should bring into the conversation one other specific academy individual (a supervisor – see a. b. c. below for guidance) to facilitate resolution. Again, the student/parent should avoid gossiping and talking about the problem with others, including their children, and at prayer groups or with other LCA parents. Address the situation with the individual and this one other specific academy individual.

- a) If the unresolved conflict is with another student, the parent may request a meeting with their child, the other student and another LCA staff (usually the teacher or whoever was present when the conflict occurred). Proceed to step 3 if no resolution after this step has been accomplished.
- b) If the unresolved conflict is with a teacher, the parent may proceed to step 3.
- c) If the unresolved conflict is with the Head of School, multiple additional meetings between the parents and the Head of School may be accommodated to facilitate either a mutually achieved resolution or a resolution designated by the Head of School. If there is no resolution after these multiple additional meetings, proceed to step 3, b.

Step 3:

- a) If the problem is still unresolved, the Head of School should be included in an additional meeting(s) to facilitate either a mutually achieved resolution or a resolution designated by the Head of School. The Head of School will verify with the other party that the initial conversation(s) did take place prior to scheduling the meeting/meetings.
  - b) The Head of School is the last recourse for parent concerns and complaints regarding Academy curriculum, programs, rules, staff members, and activities. In cases where a mutually achieved resolution has not been accomplished, the Head of School will provide the parent(s) with a written "LCA resolution" (typically via email) for clarification of the issue and communication of the official Academy response. If the solution is still not to the parent's satisfaction, they may proceed to Conflict Policy 2. below.
  - c) The Board of Trustees has delegated operational decisions, including the resolution of student and parent complaints, to the Head of School. The Head of School is the last recourse for parent concerns and complaints regarding academy curriculum, programs, rules, staff members, and activities. If a parent believes, that the Head of School has failed to follow policies outlined in this handbook or has acted immorally or unethically, the problem should be presented to the Head of School Support and Evaluation Committee (HSEC) for consideration. The HSEC committee will evaluate if the Head of School has followed handbook policy in determining whether or not to grant an audience. The Board of Trustees has delegated operational decisions, including resolving student and parent complaints, to the Head of School. It will only give an HSEC hearing in the event that the Head of School has neglected to follow handbook policy or has committed unbiblical, immoral or unethical acts.
2. **Steps to resolution outside of the Academy:** If the solution remains unsatisfactory, the parent may unenroll and seek education elsewhere. Upon enrollment, parents signed an agreement to follow the provisions in the arbitration agreement for formal dispute resolution. Reference the Arbitration Agreement for information on how to proceed. Previous financial commitments remain in effect, unless an exception is granted by the LCA Administration.

**5. Parental Custody**

It is the policy of Laramie Christian Academy not to become involved in custody disputes. The Academy will only recognize court orders which specifically say that a father or mother is not allowed to pick up the child from the Academy. The Academy will honor that order and not release the child to the parent who has been prohibited from picking up the child at the Academy. Neither parent will be denied access to a conference with the child's teacher regarding the student's progress. Either parent may access the student's cumulative records regardless of custody. If one of the parents of a student, wishes to deny the other parent access to the student's teacher or records, they must provide the Academy with a copy of the court decree denying the non-custodial parent such access.

## Whistleblower and Non-Retaliation Policy

**Reporting Suspected Misconduct, Dishonesty, or Fraud**

Laramie Christian Academy (hereafter "Academy") strives to uphold the highest possible standards of ethical, moral and legal conduct. The Academy is committed to maintaining an environment where Board members, employees and volunteers, parents and students are free to raise concerns in good faith regarding our governance practices.

Consistent with this commitment, this policy provides an avenue for Board members, employees, and volunteers, students and parents to report concerns about suspected misconduct, dishonesty, non-compliance with laws, or fraud without fear of retaliation.

***This policy and reporting procedure is not intended for reporting of day-to-day matters, such as student disciplinary issues, employment issues, general complaints or other matters that are regularly handled through other policies and procedures. If you are unsure whether your concern is handled under this policy or our other policies, please reach out to your teacher or the Academy Admin for guidance.***

**Scope**

The reporting procedure outlined in this policy should be used to report suspected misconduct, dishonesty, legal non-compliance, conflict of interest or fraud in the operation of the organization (collectively referred to as "Suspected Wrongdoing"), including but not limited to:

- Theft or other misappropriation of Academy assets
- Deliberate misstatements, falsifications or other irregularities in Academy financial reports or records
- Non-compliance with state or federal laws
- Misuse of Academy resources
- Illegal activities
- Forgery or alteration of documents
- Violation of state or federal laws
- An act or omission that creates an imminent risk to the health and safety of individuals
- A specific threat to the environment
- Gross mismanagement of public funds or a public asset
- Knowingly directing or counseling an individual to commit a Suspected Wrongdoing mentioned in the above instances
- Any other form of fraud or malfeasance

## Procedure

**Reporting Suspected Wrongdoing:** Board members, employees, and volunteers may report a Suspected Wrongdoing to the Head of School or to the Academy Board Chairman verbally or in writing. The Head of School can be reached directly at hmckamey@laramiechristianacademy.com. The Board Chairman can be reached directly at boardchair@laramiechristianacademy.com.

**Anonymous Reporting:** Employees, officers, and trustees are encouraged to disclose their identity when reporting Suspected Wrongdoing because appropriate follow-up questions and investigation may not be possible unless the source of the information is identified. However, anonymous reports of Suspected Wrongdoing will be treated in the same manner as any other reports. The employee, officer, or trustee may make the anonymous report to the Academy Board Chairman verbally or in writing. The Board Chairman can be reached directly at boardchair@laramiechristianacademy.com.

**Timing:** The earlier a Suspected Wrongdoing is reported, the easier it is to take effective action. Board members, employees, and volunteers are therefore encouraged to make a report as soon as they become aware of a Suspected Wrongdoing.

**Investigating a Suspected Wrongdoing:** Once a Suspected Wrongdoing is reported to the Head of School or Board Chairman, the Head of School or Board Chairman will initially assess the matter and recommend further action to an Audit Committee, if appropriate, which may include further investigation, corrective action, disciplinary action, reporting the matter to the proper authorities or other appropriate action. The Audit Committee may enlist Committee members, employees of the Academy and/or outside legal, accounting or other advisors, as appropriate, to conduct the investigation. Investigations shall be handled with sensitivity, discretion and confidentiality to the fullest extent practicable under the circumstance, but complete confidentiality cannot be guaranteed, particularly if it will inhibit a thorough investigation.

If the investigation reveals that wrongdoing has taken place, prompt and effective remedial action shall be taken. This may include disciplinary action, termination, legal action or other corrective measures to prevent further wrongdoing.

## Safeguards

**No Retaliation:** An employee, officer, trustee, parent or student who reports a Suspected Wrongdoing in good faith shall not suffer any harassment, retaliation, or adverse employment consequences for making the report. Any person who participates in the investigation of a Suspected Wrongdoing shall not suffer any harassment, retaliation, or adverse employment consequences. Any harassment, retaliation or adverse employment consequences should be reported to the Board Chairman.

A Board member, employee or volunteer, parent or student who retaliates against a person for reporting a Suspected Wrongdoing in good faith or for participating in the investigation of a Suspected Wrongdoing shall be subject to disciplinary action, up to and including termination of employment or other authorized sanction, or unenrollment at LCA.

This policy is intended to encourage and enable Board members, employees and volunteers, students and families to report Suspected Wrongdoing within the organization prior to seeking resolution outside the organization.

Additionally, no employee, officer, trustee, parent or student shall be adversely affected because he or she refuses to carry out a directive which, in fact, constitutes misconduct, dishonesty or fraud, or which violates state or federal law.

**Acting in Good Faith:** Anyone reporting a Suspected Wrongdoing should be acting in good faith and have reasonable grounds for believing the information disclosed indicates misconduct, dishonesty, violation of a state or federal law, or fraud.

Making allegations that prove not to be substantiated and that were made maliciously or with the knowledge that they were false shall be viewed as a serious offense and will lead to disciplinary action up to and including unenrollment and ineligibility for re-enrollment.

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## Attendance, Lunch, Illness, Pickup Authorization

### 1. Regular Attendance

Regular and punctual attendance at all Academy sessions and other functions is expected. Excessive tardiness and absence impede student achievement and disrupt the continuity of the lessons and programs.

That said, we see the educational and family value in family trips. We seek to work with families to grant students family time away from class, but parents are expected to work with their children on missed classwork/homework during this time away from class. Missed classwork/homework must be completed and turned in promptly according to the agreement made with the class teacher. Families are still responsible for paying regular Academy tuition during student absence(s).

### 2. Excused Absences

Typically, absences will only be excused for family trips, illness, medical appointments, or a death in the immediate family. Parents may request exceptions to this policy from the Head of School. A written excuse signed by a parent/guardian or doctor will be required before attendance records will show that an absence was excused. For scheduled absence(s), parents should notify the Academy at least two days prior to the absence. In the case of illness, parents should call the Academy no later than 8:45 am.

### 3. Lunches

Parents send lunches for their students each day, along with two to three snacks (depending on age group). In order to partner with teachers and the learning atmosphere, parents are encouraged to send nutritious food that facilitates student learning while in the classroom. Protein-based food with healthy fats and fruit/vegetables are helpful for brains and bodies within the classroom environment. Please limit food with high amounts of sugar and empty carbohydrates as the energy provided by such food wears off quickly and may even cause "energy crashes" during the subjects following lunch/snack times. Please, no sodas, caffeine or large amounts of candy. Food can play a vital role in a student's success during the school day. When care is taken to provide brain-healthy food, students are positioned for academic and behavioral success. Thank you for partnering with the Academy in this way.

A substitute lunch (Lunchables, macaroni and cheese, ramen cup, etc.) is available if a student forgets their lunch. Parents provide one of these items (Lunchables, macaroni and cheese, ramen cup, etc.) per student at the beginning of the school year to build up the supplies. The office will contact parents any time a student needs a substitute lunch. Beginning with the second substitute lunch given out, the office will request that the parents send in another one as a replacement. This helps parents know when their child(ren) forgets lunch and helps keep food available so that no student goes hungry.

### 4. Illness

Do not send sick students to the Academy. Students with the following illnesses should not attend class; those with the following symptoms will be sent home.

- Fever of 100 degrees or more within the past 24 hours

- COVID-19 Symptoms or known exposure; return to school upon physician's approval

- Vomiting/diarrhea within the past 24 hours

- Unexplained rash

- Severe, excessive cough or wheezing

- Others in the same household have confirmed cases of flu or other communicable diseases.

The parent/s shall be notified immediately when a student has symptoms requiring exclusion from the Academy. The student will be kept isolated from other students until the student is removed from the facility.

If a student is sent home because of illness, they may not return to Laramie Christian Academy for 24 hours and must be free of symptoms before returning. If a student requires medical treatment by a physician, they may return when approved by the supervising physician and may be required to submit a doctor's note.

### 5. Pick-up and Pick-up Authorization

Parents/guardians must provide the Academy with a list of all adults who have permission to pick up their child(ren). Only authorized adults will be allowed to pick up children. The child(ren) may also be released to an adult for whom the child's parent or guardian has given text authorization. Proper identification of an authorized adult for pick-up will be required before the release of the children. At least one form of legal identification must be inspected for individuals who are strangers to personnel at the Academy. In the event of a pick-up attempt by a previously unauthorized adult, parents/guardians will be called. If staff are unable to reach the parents, the child(ren) will remain in the care of the Academy until an authorized adult can pick up the student(s).

A grace period of 10 minutes is provided for parents to pick up their children. Children not picked up at the end of the grace period stay at LCA until their parents come. If the parent/guardian misses this deadline, we will contact them. If we are not able to reach them, we will contact the person(s) on the emergency contact list or child pick-up list to ask them to come pick up the child. Parents/guardians may be charged \$5 per minute for after-class care unless a special arrangement is made beforehand. If the child still has not been picked up after one hour, we will contact social services.

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## Academics

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### 1. Homework

In ordinary circumstances, classwork should not dominate the entirety of a student's day; rather, homework, if given, should be in the amounts of 10 minutes for grades k-2, 20 minutes for grades 3-5, and 30 minutes for grades 6-8. Reading may be required by teachers for grades K-5; this may be in addition to "homework." Some subjects may also require the performance of regular repetitive oral drills with the assistance of the parents, such as Scripture memorization or spelling words.

Unfinished Classwork -- While teachers do give their students opportunities to work on and complete assignments during Academy hours, students who choose not to utilize class time effectively may need to complete those assignments at home. Completing an assignment that should have been completed in class is not viewed as "homework." Students should expect to utilize additional time from the homework timeframes outlined above to complete unfinished classwork and should be encouraged by parents to complete assignments at school rather than at home. Those returning to school with the assignment incomplete may be required to use recess time or may be asked to stay after school to complete the assignment if time remains before the due date. Per our Incomplete/Late Work policy below, incomplete and/or late work is not accepted.

### 2. Incomplete/Late Work

As a rule, incomplete and/or late work is not accepted, and no credit is awarded. In the case of excused absences, late homework will be accepted for credit according to the make-up work guidelines below. Regardless, incomplete work must still be completed. If it is determined that a student's inability to complete his work and/or submit it on time is not a result of negligence but of inability, appropriate adjustments will be made, such as reassessing and adjusting the student's grade placement. Students who habitually submit incomplete or late work may be placed on academic probation. If no improvement is achieved with academic probation, the Head of School may consider dis-enrollment.

3. **Make-up Work** Parents may pick up missed classwork/homework when a student is ill. Students who miss class will be given a number of days to complete assignments equal to the number of days missed — e.g., if a student misses two days, they will have two days to complete make-up work.
4. **Grading:** Grades are not a measure of one's worth, nor are they to be something in which students find their identity. Instead, we at Laramie Christian Academy seek to instruct our students to find their identity in Christ. Students are known, loved, and redeemed through the Work of the Cross and, as such blameless in the eyes of God. A student's worth lies in their status as image bearers of God and in their status as adopted children of God, not in either accomplishments or shortfalls. While seeking to avoid the negative pitfalls of grades creating undue pressure and unrealistic emphasis, the end goal of grades at LCA is to inform teachers, students, parents, and administration of student mastery of content. To meet this goal, teachers will grade according to the following guidelines: A – 90-100    B – 80-89    C – 70-79    D – 60-69    F – 0-59

Report Cards are distributed to parents quarterly, typically on the Friday following the end of the quarter, or at parent teacher conferences after first and third quarters. End of year report cards are postmarked to families the Friday following the last day of school.

5. **Field Trips** LCA values experiential learning and aims for regular monthly field trips (short months of November/December are combined to count as one month for field trip cycle.) Parents sign permission slips for field trips. Permission slips are required for field trips and each student submits a signed liability release and permission form prior to the trip. Some field trips require a small fee (example: for admission to ice skating or etc.) We strive to keep field trip fees as low as possible or non-existent. Parents attending as chaperones may be required to participate in chaperone training prior to the first field trip that they chaperone in an academy year. Unenrolled siblings are not allowed to attend field trips with a parent who is chaperoning.

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## General Policies

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### 1. Visitor Policy

Parents and other interested adults are welcome to visit the Academy. A courtesy call to the teacher involved is required at least one day before the visit. No students should bring relatives or friends to the Academy without prior permission from the teacher and from the visitor's parent or guardian. Student guests must observe the Academy's regulations and dress policy.

All the visitors must check in and check out with an Academy administrator at the front office, signing in and out of the Academy. Preschool Bible Time parents sign their children in and out on the Preschool classroom daily roll sheet. Their signature on the roll sheet records the time and effectively serves as a check-in/out for their drop-off and pick-up. Preschool parents staying beyond the usual drop off/pick up time (approx. 3 minutes) sign in and out as a visitor on the Preschool classroom daily roll sheet. At least one form of legal identification must be inspected for individuals who are strangers to personnel at the Academy. Please be willing to accommodate ID requests in the event that substitute staff are present and don't recognize you yet. Visitors must wear a visitor's badge, are supervised by the Academy staff and should never be alone with Academy students. A record of all visitors is kept at the Academy.

### 2. Academy Entrance Policy

Laramie Christian Academy takes seriously the security of our students. School doors remain locked during school hours and are opened for known reasons to students, parents, and authorized pick-up persons known to academy staff. Parents may be requested to identify reasons for their visit or may be required to present identification in the event that the staff managing the doors are unfamiliar with parents (i.e., substitute office staff). Early pick-ups may be more easily facilitated by texting ahead whenever not scheduled so that office staff can anticipate their arrival. Because of the large number of people at pick-up time, parents may be requested to wait outside or in their vehicles unless they sign out their children early. Any persons entering the building are required to sign in and out according to the visitor policy above. A Preschool Bible Time parent's signature on the daily roll sheet meets the sign-in requirement for entrance at check-in and checkout. Preschool parents staying beyond the usual drop off/pick up time (approx. 3 minutes) sign in and out as a visitor on the Preschool classroom daily roll sheet.

### 3. Media Release Policy

Laramie Christian Academy utilizes many media and advertising platforms to promote our Academy. One of the items on the consent form is a media release. This item indicates that the Academy may use the child's image on promotional materials, such as flyers, as well as in social media posts (including, but not limited to, Facebook, Instagram, and the Academy website.) Additionally, one consent option indicates that any Academy activity or performance may be videotaped, live-streamed, or posted on social media after it ends. Parents may decline to permit their child's image to be used. However, this may mean that the child's participation in the event may need to be altered. Staff will do their best to ensure every child's full participation in activities, even if parents do not approve of the media release.

### 4. Emergency Policy

Laramie Christian Academy has an Emergency Policy covering fire, tornado, and intruders, among other scenarios. Campus-wide drills are held regularly. The Head of School sets up periodic drills and records each drill.

The Academy ensures that known applicable safety standards are met and maintained. We have periodic facility reviews with the Laramie Fire Department. All deficiencies noted in the review are immediately brought to the administration's attention.

Should the building require emergency evacuation, the staff-child ratio will be maintained, and children will be evacuated to a nearby location. Each staff member responsible for a group of children will carry emergency contact information with them to the evacuation site – Harbon Park.

Parents/guardians will be contacted by telephone, text, and/or email as to their child's location. Depending on the circumstances, parents/guardians may be requested to pick up their children or to arrange for the emergency contact person to pick up their child(ren).



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## Student Policies

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Your partnership with LCA is a partnership with a close, loving community that will uphold high standards. Classical Christian education uniquely recognizes that education is the process of training students' affections. As Christ loved and trained his disciples in love and to love standards, so Laramie Christian Academy seeks to train students. Laramie Christian Academy wants, most importantly, for students to love God and love their neighbors. To love God, a student must love what God loves. God has set forth authority in students' lives, and these authorities set up structure through standards. The Academy and its rules are part of that structure. Laramie Christian Academy desires that LCA students love the Academy's rules.

1. **Toys:** Toys (including Rubik's cubes, fidget spinners, and sensory putty) may not be brought from home unless the classroom teacher gives permission to bring them. If toys are brought to the Academy, they will be confiscated. Parents must meet with the teacher or Head of School to reclaim them.
2. **Candy, Mints, Chewing Gum:** Candy, mints, and/or chewing gum are not allowed in classrooms except at the teacher's discretion, or during standardized testing.
3. **Bicycles, Skateboards, Roller Skates, and Rollerblades** A student may ride a bicycle to and from the Academy with the parent's express written consent to the administration (via text, email or registration forms). Bicycles should remain secured during the Academy day. Skateboards, roller skates, shoes with wheels and rollerblades are prohibited inside the building or on the play-yard.
4. **Birthdays and Parties**

Birthdays may be recognized in the classroom at the discretion of the teacher. If your student wishes to share a treat with his/her class, we will set aside time to enjoy it. Invitations to private birthday parties may be distributed at the Academy as long as all students in the classroom (not limited to grade) are invited. Otherwise, please distribute invitations privately. Students are asked to refrain from discussing birthday party events in class or at school when only part of the class has been invited.
5. **Medication Administration Policy**

All prescription and non-prescription medication given in the Academy setting requires written authorization from a health care provider as well as parental written consent. The instructions from your health care provider must include information regarding the medication, the reason for the medication, the specific time of administration, the route of medication, and the time the medication must be given. All medication must be brought in the original labeled container with the prescription number, name of the medication, date filled, name of physician, child's name, and directions for dosage. It is essential that a medication measuring spoon or other device be sent with the child's medication to ensure proper dosage.

Laramie Christian Academy does not employ a full-time nurse. A consulting registered nurse will supervise medication administration and provide appropriate training to any staff who may be involved in administering medication. Our staff are not authorized to determine when an "as needed" medication is to be administered. Administration of "as needed" medication will be determined in collaboration with the consulting registered nurse, who will write and maintain a care plan for that child.

An individualized health care plan must be updated every 12 months from the date of the initial plan and as changes occur. The plan must include all information needed to care for the child, must be signed by the health care provider, and must include but is not limited to the following: medication schedule, nutrition and feeding instructions, medical equipment or adaptive devices, including instructions, medical emergency instructions, toileting and personal hygiene instructions, behavioral interventions, medical procedure and intervention orders.

All medications are stored in a locked cabinet that is inaccessible to students and kept under the conditions directed by the health care provider or pharmacist.
5. **Social Networking Policy** Social Networking (online via computer or phone) is a popular social interaction in today's culture. Laramie Christian Academy advises parents to use caution and to be diligent when deciding at what age and to what extent they allow their children to access these networks. There are significant risks associated with all forms of social media, so it is assumed parents will be monitoring their children's use of it. The Academy prohibits faculty and student interaction on social media.
6. **Technology Policy**

**K-8 grade students:** No electronics are allowed (e.g., phones, video game systems, iPads, tablets, smartwatches, etc.). If electronics are brought to the Academy, they will be confiscated. Parents must meet with the Head of School or classroom teacher to reclaim them.

  - a) Smartwatches of any kind are not permitted to be worn by students on campus. This includes Smart watches with no cellular connections. Please avoid watches that mimic smartwatches in look.
  - b) Cell phones are prohibited in the Academy. Please do not allow your child to bring cell phones to school. Any phones brought inside the building will be held in the front office until the student is picked up. Exception: if a student needs their phone after school and a parent is not picking them up, students may voluntarily leave their phone in the front office and pick it up upon leaving the Academy.

## 7. Uniforms and Dress Code

Laramie Christian Academy desires to project a positive, professional image on campus and in the community. We desire that every student attend school without the pressure of dress competition or peer harassment associated with clothing choice. The principles that guide our dress code are consistent with our standards of educational excellence and are meant to encourage modesty. The uniforms described below are intended to create clear student guidelines.

- a. **Shirts:** **\*\*Polos\*\*** Students are required to wear long or short-sleeved polo shirts in one of two approved colors: navy or gold. These shirts must be collared and plain, without any designs, emblems, symbols, insignias, or logos. The specific approved designs will be provided on the uniform page on the LCA website.
- b. **Outerwear:** **\*\*Sweatshirts:\*\*** Approved sweatshirts solid or with specific designs will be provided on the website. **\*\*Cardigans:\*\*** Approved cardigans solid or with specific designs will be listed on the uniform website.
- c. **Bottoms:** **\*\*Boys:\*\*** Boys wear khaki, black, or navy slacks, as specified on the website. Shorts must be knee length, Khaki, black or navy in color and in specific styles listed the uniform page on the LCA website. **\*\*Girls:\*\*** Girls wear khaki, black, or navy shorts, as specified on the website. Skirts must be khaki, black, navy, or plaid as specified on the LCA website. Skirts must be at least knee-length (they may be longer), with a two-inch margin of growth above the knee. Girls must wear shorts, tights, or leggings under skirts so that underwear is covered. If underwear show through when wearing tights, a pair of bloomers or shorts must be worn over the tights and under the skirt so that underwear is not visible.
- d. **Footwear:** All footwear must have closed toes, open-toed sandals. Socks are required unless one is wearing strapped sandals. No shoes with wheels.
- e. **Hats and Sunglasses:** No hats/caps/hoods/sunglasses may be worn inside the Academy building. **\*\*House Patches\*\*** Students may wear their designated house patches on uniform sweatshirts and cardigans.
- f. **Cosmetics / Hair color:** If worn, make-up should be natural in appearance. No black nail polish. Hair color, if dyed, should be a natural color (found naturally on human heads.)
- g. **Field Trips/Events:** Specific dress requirements will be stated by the administration prior to certain field trips or events.

Exceptions to the uniform:

- a. **Physical Exercise:** On certain days, teachers may authorize students to bring shorts, T-shirts, athletic shoes, etc., to change into for PE. These clothes must still adhere to the general modesty guidelines outlined below.
- b. **Free Fridays:** In addition to uniform slacks, students are allowed to wear jeans (with no rips, tears, or frays) on Fridays. They must wear polos but may wear a polo shirt of any solid color as long as it meets the criteria of being plain without any designs, emblems, symbols, insignias, or logos. These outfits must still conform to the general guidelines below.

Attire not acceptable at any time:

- a. Any clothing that does not cover the midriff.
- b. Exposed undergarments.
- c. Sagging and baggy pants. Pants shall be worn securely at the waist.
- d. Shorts or skirts shorter than 2" above the knee
- e. Skintight form-fitting clothing (except for leggings under skirts/shorts for girls). No form-fitting clothing for gym/PE.
- f. Tops with low necklines (no cleavage should show).
- g. Tank tops and tops with no sleeves.
- h. Tattoos and similar body painting(s) must be covered by clothing.
- i. Ripped, torn, or frayed clothing.

Uniform Purchase Information:

**Approved Apparel:** On the Laramie Christian Academy website, is a link to all approved uniform apparel. This section includes specific links to the approved uniform items for purchase from a selection of vendors. Please note that these vendors sell other items/colors that are not approved. Be sure to buy only the item pictured on the LCA site and be sure when ordering that you select the correct color/plaid design. Any apparel that meets the Uniform Policy Guidelines but is not of the approved design specifications on the LCA website may be individually approved by the administration, just ask. However, the administration reserves the right to deny approval if it does not meet certain requirements matching the items that are specified on the website.

Additional Notes:

**Loaner Uniforms:** Uniforms are required to attend class at LCA. Students who show up to school out of uniform will be required to wear school loaner uniforms if available. We make no guarantee that the color or style of the uniform will be favorable to the student/parent. We will attempt to contact parents to bring corrected uniforms. However our priority is an uninterrupted learning experience and a student may not attend class without a uniform. To facilitate the fastest solution to returning to class, we will provide a school uniform, if available, until the phone call can be made (we may not be able to call right away if we are busy in the office) and until a parent arrives with the change of clothes. Parents who require that their child wear only specific uniform clothing preferences, may provide a spare uniform from home to leave at school in the event it is needed. Students who show up habitually out of uniform may be sent back to the car to change before entering the building.

**Uniform Policy Flexibility:** Our Uniform Policy is as flexible as possible while still allowing the uniforms to be effective. Please partner with the Academy in full support of our Uniform Policy at home through favorable remarks and supportive references and cooperation with LCA staff in the event that a change is needed.

Please ensure to follow these updated guidelines to maintain a positive and professional image on campus and ensure your student is able to attend classes. If you have any questions, feel free to reach out to the school administration.

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## Student Conduct and Discipline

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**Standards of Ethics** To achieve consistency and order, the academy teachers train students in the following Standards of Etiquette. Much of the Word of God addresses how we should treat one another.

The following scriptures are some examples of the many scriptures students learn at Laramie Christian Academy.

**Phillipians 2:3-4** Do nothing from selfish ambition or conceit, but in humility count others more significant than yourself. Let each of you look not only to his own interests, but also to the interests of others.

**Ephesians 5:22-26** But the Holy Spirit produces this kind of fruit in our lives: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. There is no law against these things! Those who belong to Christ Jesus have nailed the passions and desires of their sinful nature to his cross and crucified them there. Since we are living by the Spirit, let us follow the Spirit's leading in every part of our lives. Let us not become conceited, or provoke one another, or be jealous of one another.

**Matthew 22:36-40** "Teacher, which is the most important commandment in the law of Moses?" Jesus replied, "You must love the Lord your God with all your heart, all your soul, and all your mind." This is the first and greatest commandment. A second is equally important: "Love your neighbor as yourself." The entire law and all the demands of the prophets are based on these two commandments."

### Standards

**Standards Across all Grades:** Each student is responsible for his/her conduct, conversation, and character before God. Students cooperate with basic Christian behavior and conversation.

- 1. Positivity:** Attitudes should be willing and cheerful. Language should be good for building up, as fits the occasion, that it may give grace to those who hear. Using profane, obscene, or suggestive language, whether spoken, written or gestured, is unacceptable. The possession of materials containing such language is also prohibited.
- 2. Dignity:** Every student should conduct himself or herself as someone created in God's image, even in times of frustration and conflict. Fighting or striking another student is an unacceptable means of settling a dispute. Physical aggression or aggressive confrontation, whether or not physical contact occurred, is not permitted and will be referred immediately to an administrator.
- 3. Integrity:** Integrity is the quality of being honest and having strong moral principles; moral uprightness or the state of being whole and undivided. Laramie Christian Academy trains students in integrity, both personally and academically.
  - a. Personal Integrity:** Students are expected to display personal integrity. Lying, deceiving, fraud, and any other act of dishonesty or continued violation of any Academy regulation is prohibited.
  - b. Academic Integrity:** Students are expected to submit their own work. Each student is responsible for completing class assignments and participating in class activities. LCA believes that teaching students to do their own work and keep their eyes on their own papers should begin at the grammar level (K-6 grade). Cheating is unacceptable and is defined as plagiarism or copying an answer. Cheating includes working together on an assignment that was to be completed individually and looking on another student's paper during a test. The teacher will determine the consequences for cheating, which may include an office visit. Students involved in cheating, fabrication, deception, plagiarism, abuse of academic materials, or electronic dishonesty are subject to a failing grade for that assignment and further disciplinary action as deemed appropriate for the incident.
- 4. Personal Supplies and Classroom Cleanliness:**
  - a. Clutter and uncleanliness** divide a student's academic focus, so students are trained in personal classroom cleanliness. Students are responsible for keeping their designated area organized, clean, and free of extra decorations (including notes). All papers and materials must be contained in appropriate storage containers. All materials should be organized daily, and all food must be removed daily. Teachers will provide specific guidelines and checkpoints throughout the week. Students may be assigned a locker to provide backpack, lunchbox, curriculum, and coat storage. A locker inspection may occur at any time.
  - b. Personal belongings search:** The Academy reserves the right to search a student's person and belongings if the Academy suspects that the student possesses an unapproved item. Such a search may be conducted without the student's or parents' permission. Registration of the child in the school constitutes parental consent to searches.
- 5. Treatment of others:** There are multiple ways students are encouraged and expected to demonstrate the Fruit Of The Spirit to one another and to their teachers at Laramie Christian Academy. Periodically, students receive instruction and reminders about these expectations. It is our desire that these actions will become part of the daily fabric of LCA.
  - a. Respect:**
    - 1. Respect to Students:** Students must respect all people, treating fellow students with kindness. All students include others; exclusivity is not acceptable. Students are to refrain from discussing birthday parties or other social events when only part of the class has been invited. Talking about such events in front of students who were excluded is a form of social exclusion and is not allowed. As we think about treating others how we would want to be treated, we quickly realize how hurtful it is to leave someone out and then discuss how much fun was had -- right in front of the same person(s) who was(were) not invited.
    - 2. Respect to Adults:** Students must respect all people, treating adults with honor. The Head of School, staff, teachers and others placed in positions of authority at the Academy must be obeyed. There should be no talking back or arguing with teachers or staff. Prompt and cheerful obedience is expected. Requests from teachers should not have to be repeated. Students are trained to show proper respect to teachers and administration by addressing them by Mr., Mrs., or Miss, and by responding politely, "yes, Mr./Mrs.," "yes, sir/ma'am" or "no, Mr./Mrs. or no sir/ma'am", not "yeah" or "ugh." Depending on the grade level, students should stand when someone knocks and enters the classroom or have a designated student ambassador to greet guests who enter the learning environment.

3. **Respect to persons/property:** Respect must be given to every person and his/her property. Students must treat all the Academy's materials or facilities with respect and care, including all books distributed to the students.
  - a. **Theft and Intentional Destruction:** Students are expected to respect the property of the Academy, other students, faculty and staff. Any student who defaces, destroys, or takes without permission the property of others, will be held financially responsible for reparation in addition to any disciplinary consequences deemed necessary. Intentional destruction of Academy or personal property is serious and can result in immediate suspension or expulsion. In the case of lost or damaged textbooks, parents will be billed for the total replacement cost. Re-enrollment for the following year may be denied until replacement fines are paid.
  - b. **Ordering of Affections:** LCA staff are committed to rightly ordering the affections of their students, and so will always encourage students to invest their affections supremely in God, which investment carries a guaranteed return. Staff will, moreover, always encourage students to foster relationships with their peers that respect those peers as image-bearers of God and to be careful to protect their own emotions and those of their peers.
    1. In the Schools of Grammar and Logic (K-8 grade), romantic relationships between students should not be initiated or cultivated in person or via social media.
    2. In the School of Rhetoric (9-12 grade), Laramie Christian Academy defers to parents to determine whether their own students are ready and/or permitted to initiate or cultivate romantic relationships with students of the opposite sex. Demonstrations of romantic involvement between students on Academy property or at Academy events are forbidden. Hand holding, embracing or any other contact that would contribute to undue familiarity will not be tolerated. This type of behavior will result in demerits, suspension or expulsion. Boys and girls must maintain a six-inch distance at all times. Behavior should be above reproach. See our Standards for Sexual Morality Policy (pg. 18) for more on our policy for biblical romantic relationships.
  - c. **Harassment and Bullying:** All students have the right to respectful and fair treatment from other students. Harassment, intimidation, or any other offensive behavior will not be tolerated. The definition of harassment and bullying is any repeated, one-sided, systematic pattern of communication, including words, gestures, or physical acts by any individual or group towards another student at any academy function that causes a student or academy employee actual and reasonable fear of harm to his person, property, or reputation. Included within this prohibition is harassment, intimidation, or offensive conduct, which is or can be interpreted to be of a sexual nature. Also included as harassment and bullying, is intentional, targeted, and repeated exclusion. The teacher and appropriate administrator will mutually agree what constitutes bullying in any given situation. Harassment, intimidation, and any other offensive behavior will be subject to discipline, including suspension or expulsion.
    1. Reporting Harassing and Bullying Behavior  
Any student who believes that he or she has been harassed or bullied in violation of this policy should report such behavior immediately to a teacher or Head of School. Any academy staff who has witnessed a student subjected to any act of harassment or bullying behavior should report the incident to the appropriate teacher or administrator. The teacher or administrator shall promptly and thoroughly investigate all complaints of harassing or bullying behavior by students.
    2. Disciplinary Action  
Violations of this policy are considered misconduct and will result in disciplinary action in proportion to the size and degree of the violation. The actions taken in response to evidence of harassment or bullying behavior should be reasonably calculated to end any harassment or bullying by eliminating a hostile environment if one has been created and preventing harassment from occurring again. The teacher will notify the parents of both students immediately if any occurrence of bullying occurs.

#### **Grammar School Specific Standards (K-6<sup>th</sup> Grade)**

1. Students learn to sit attentively in class, maintaining good posture and eye contact with the speaker during instruction time.
2. When walking through the hallways, students stay in a straight line, directly behind the person in front of them, keeping their hands off the walls and refraining from talking.
3. Walking in Line: If passing through a door not held by a student/staff, each student should carefully pass the door to the person behind him or her. When walking longer distances, the line leader should pause at the end of each hallway until the end of the line has caught up with the group.
4. Classroom Visitors: If an adult enters the classroom and does not want to interrupt the lesson, the teacher is to continue teaching; students need not stand for the classroom visitor. If, however, an introduction is desired, the adult will knock on the door.

#### **Logic and Rhetoric Specific Standards (7 Grade and Higher)**

1. When walking between classes, students must move quickly and quietly through the hallways into their classroom, where they may visit with classmates until the class begins.
2. Students entering classrooms with lights off have a specific task list (often posted on the whiteboard) that students complete independently during this "free time." Upon the start of that class, the teacher will turn on the classroom lights, and students will stand. Students will wait to be seated in class until invited by the teacher. This is done as a sign of respect for the learning environment and instructor.
3. While seated, students sit attentively in class, maintaining good posture and eye contact during instruction time.
4. The student should raise his/her hand to indicate a desire to ask a question or to answer one presented by the teacher. There may be occasions in the Schools of Logic and Rhetoric where a more informal format will be used in student discussion.
5. Students will be taught to ask politely, rather than announce their needs or demand something.

## Educational Environment

1. **Supervision:** Students shall attend all assigned classes and be punctual. Students are not to be in any unsupervised areas before, during, or after class. Should a child not be where they are expected to be, they will be assumed to be lost, and immediate action will be taken to locate the child. Administration will be notified, and if the child is not located within a few minutes, parents and police will be contacted.
2. **Habits of the Classroom:** Only one person is allowed to speak at a time. No person is allowed to interrupt another who is speaking.
  - a) **Attention** We give our teacher 100% of our attention
  - b) **Respect** We show respect to ourselves and others
  - c) **Obedience** We obey God and are ready to follow instructions
  - d) **Responsibility** We ask, "What should we take care of in this moment?"
3. **Restorative Process** Steps a student takes toward restoration when they have committed an offense:
  - a) **Confess:** State what was done. If the student cannot state what they have done, the teacher guides the student to an accurate statement recapping what they have done inappropriately.
  - b) **Repent:** the student who has done wrong admits wrongdoing and apologizes to the one who was wronged; the aggrieved party speaks forgiveness.
  - c) **Forgive:** the offended party may state that they forgive.
  - d) **Restore:** Restore community lost and provide gentle counsel on what to do instead in the future: it is the role of the teacher.
4. **Major Disruptions:** Students should respect the teacher and their fellow students and not disrupt the teacher or interfere with instruction in the classroom. Students who fail to respect a teacher and cause a disruption in the classroom will be referred to the Head of School for discipline. Repeated classroom disruptions may result in dis-enrollment, expulsion, or ineligibility for re-enrollment

## Student Interpersonal Conflict Resolution Policy

Students are encouraged to learn Biblical patterns of interpersonal conflict resolution found in Matthew 18:15-17.

*Matthew 18:15-17 "If another believer sins against you, go privately and point out the offense. If the other person listens and confesses it, you have won that person back. But if you are unsuccessful, take one or two others with you and go back again, so that everything you say may be confirmed by two or three witnesses. If the person still refuses to listen, take your case to the church. Then if he or she won't accept the church's decision, treat that person as a pagan or a corrupt tax collector."*

Applied in the context of our school:

**Step 1:** The student should talk with the individual about the problem and try to resolve it. According to Scripture and healthy communication, students should avoid gossiping and talking about the problem with others. Address the situation directly with the individual who caused or was involved with the conflict.

- a) If another student comes to you with a problem that they are having with an Academy student or staff, please remind them of this Conflict Resolution Policy and ask them (or help them by going with them) to talk with the person they are struggling with. Students are encouraged to reach out to the classroom teacher if peer problems are brought up to them to enable the teacher to facilitate appropriate resolution.
- b) If the problem is with your teacher or another LCA staff, or if the problem involves a classroom scenario, please speak with the teacher/staff directly, explain the problem and work together to find a solution. You may enlist the help of your parents for this conversation if desired. Please approach the conversation respectfully and seek to understand the scenario with additional details the teacher may provide that you may have been unaware of. The Head of School should not be present at the first conversation between the student and teacher.
- c) If the problem is with the Head of School, the student should meet with the Head of School to address the situation and work together to find a resolution. You may enlist the help of your parents for this conversation if desired. Please approach the conversation respectfully and seek to understand the scenario by listening to additional details the Head of School may provide that you may have been unaware of.

**Step 2:** If the problem is not resolved, the student/student should bring one other specific Academy individual into the conversation to facilitate resolution (a teacher/staff attending when the conflict occurred). Again, the student/student should avoid gossiping and talking about the problem with others. Address the situation with the individual and one other specific academy individual.

- a) If the unresolved conflict is with another student, the student may next request a meeting with the offending student and their teacher or the staff present when the conflict occurred. Proceed to step 3 if no satisfactory resolution after this step.
- b) If the unresolved conflict is with a teacher, and the student has met with the teacher and still has no resolution, the student may proceed to step 3.
- c) If the unresolved conflict is with the Head of School, multiple additional meetings between the students and the Head of School may be accommodated to facilitate either a satisfactory resolution or a resolution designated by the Head of School. You may enlist the help of your parents for this conversation if desired. If there is still no resolution after these additional meetings with the Head of School, proceed to step 3, b.

**Step 3:**

- a) If the problem is still unresolved, the Head of School should be included in another meeting(s) to facilitate a resolution mutually achieved by the students involved or a solution designated by the Head of School. The Head of School will verify with the other party that an initial conversation(s) has(have) taken place prior to scheduling the meeting/meetings.
- b) The Head of School is the last recourse for student concerns and complaints regarding Academy curriculum, programs, rules, staff members, and activities. In cases where a mutually achieved resolution has not been accomplished, the conflict will be designated a resolution by the Head of School. The Head of School will provide the student(s) and their parents with a written "LCA resolution" (typically via email) for clarification of the issue and communication of the official Academy response.
- c) If there is still no satisfactory resolution, the student may appeal to their parents and request that their parents initiate step 1 of the Parent Involvement Conflict Policy.

## Discipline Guidelines

All children are prone to misbehavior occasionally, so we don't expect student(s) to be perfect or even close (not even your children/s). We do expect parents to support our teachers and administration as we lovingly but firmly discipline children who act out of accordance with our standards of Etiquette. Parental support is an essential part of the educational process. If, in the sole discretion of the administration, a parent has failed to support the Administrator, LCA staff, or the standards articulated in the Academy's Statement of Faith and Commitment and policies, the administration reserves the right to deny the student continued enrollment in the Academy.

Our Academy follows two basic rules as outlined in Scripture. *Love the Lord your God with all your Heart; Love your neighbor as yourself (Matt 22:36-40)*. Behavior that falls outside these boundaries may be cause for disciplinary action and may be addressed.

Each teacher stands in the place of a parent (In Loco Parentis) concerning his or her students. As such, each teacher ordinarily handles the discipline of his or her own students. When needed, disciplinary action (as distinct from correction "in the moment") is carried out during the academy day, except in extraordinary cases. Extraordinary cases may require the assistance of the Head of School. If a behavioral issue merits the involvement of the Head of School, it likely merits a phone-call home or email and possibly suspension for the rest of the day.

When needed, discipline is designed not merely as punishment but as a means of helping the student toward a more meaningful acceptance of the standards of Christian conduct outlined in Scripture. When a student disregards the Academy's standards, the following general disciplinary procedures will normally be followed.

### 1. In-Class Resolutions:

- a) Most minor infractions can be resolved in class through correction and training. Much time is spent during the first two months at the school teaching, training, and practicing what is expected of students. Teachers model and walk students through behavior issues using self-reflection, training in restoration for offenses, and the conflict resolution process when appropriate and necessary. Young students thrive in a structured environment, and therefore, if order is maintained, discipline issues tend to remain minor.
- b) For minor, infrequent infractions (speaking out of turn, tardiness, running in the hallway, uniform violations etc.), teachers will administer discipline as they see appropriate. Consequences may include the loss of House points, staying in for breaks and/or janitorial work.
- c) Repeated minor incidences and more significant infractions will result in parent communication and more significant consequences (such as recess reduction, janitorial duties, detention or suspension).
- d) Continued Infractions: When a student continues in the same pattern of offense, an office visit, detention, or suspension may result. Three documented behavioral incidents within a semester will result in an office visit.

### 2. Office Visits

- a) Certain behaviors automatically necessitate discipline from the Head of School. These behaviors often escalate quickly and need to be addressed firmly and swiftly. In these instances, Head of School will determine the nature of the discipline for the infraction in question. They may require restitution, detention, janitorial work, suspension, parental attendance during the school day with the child, or any other appropriate measures consistent with biblical guidelines.
  1. Those behaviors include the following:
    - a) Disrespect: shown to faculty, staff, or student
    - b) Dishonesty: including lying, cheating, or stealing
    - c) Rebellion: demonstrated by outright disobedience in response to assignments or instructions
    - d) Fighting: demonstrated by striking in anger, intending to harm another
    - e) Obscene, vulgar, profane language or gestures
    - f) Continued minor infractions per In-Class resolutions 1. *In-Class Resolutions: d.* (above)
- b) If, for any reason, a student receives discipline from the Head of School, the following accounting is observed within the school year.
  1. The first three times a student is sent to the Head of School for discipline, the student's parents and teacher are contacted and given the details of the visit. The incident is recorded on an LCA behavior incident report. An email detailing the event and the disciplinary measures taken is sent to the parents after each incident. The parents' assistance and support in averting further problems is sought.
  2. Should the student warrant a fourth office visit, a two-day suspension is imposed on the student. A meeting with the student's parents, teacher, and Head of School is required for the student's re-admittance. The Head of School will decide after that meeting if re-admittance is granted.
  3. If a fifth office visit is required, the student may be expelled.

**Serious Behavior Violations:** The following behaviors represent incidents that are grounds for immediate expulsion from the Academy and will result in disciplinary action in proportion to the size and degree of the violation. The actions taken in response to behaviors should be reasonably calculated to end any hostile or unsafe environment, if one has been created, and prevent such behavior from occurring again. Depending on the circumstances, if a two-day suspension is imposed in lieu of expulsion, the students and parents must meet with the Head of School prior to re-admittance to the Academy, and the Head of School must have reasonable assurance that such behavior is not likely to occur again. The Head of School may also decide against re-admittance.

- a) **Possession of Alcohol and Drugs:** Possession and/or use of tobacco, alcoholic beverages, narcotics, unauthorized drugs/medications, inhalants, or objects/devices that induce a "high" are grounds for immediate expulsion from the Academy.
- b) **Possession of Pornographic Materials:** Possession of pornographic materials, which can include but are not limited to magazines, pictures, photos, posters, videos, etc., are grounds for immediate expulsion from the Academy.
- c) **Weapons and Gang Activity:** The use, possession, sale, or furnishing/brandishing of any weapon, knife (including pocket-knife), razor blades, firearms, explosives, fireworks or other dangerous devices and weapons that can inflict serious wounds is grounds for immediate expulsion from the Academy. Participation in gang activity, including, but not limited to: possessing or displaying gang-related clothing, symbols, literature, paraphernalia, graffiti, or materials, is prohibited.

## LCA Standards for Sexual Morality

**1. Statement Regarding Sexual Morality.** Laramie Christian Academy's Bible-based beliefs detailed in the Statement of Faith and Commitment include a statement on human sexuality which clearly spells out the Academy's position on homosexuality and marriage. We further clarify the following:

- a. We believe that God has commanded that all intimate sexual activity be solely and exclusively within a marriage between one man and one woman. We believe that any form of sexual immorality including, but not limited to, homosexuality, transgenderism, bisexuality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance and that God warns against the resulting personal consequences of such attempts. (Gen. 2:24; Gen. 19:5, 13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1: 26-29; 1 Cor. 5:1; 6:9; 1 Thess. 4:1-8; Heb. 13:4)
- b. We believe that the only biblically sanctioned marriage is the joining of one man and one woman. Homosexual unions cannot be properly called marriages. (Gen. 2:24; Rom. 7:2; 1 Cor. 7:10; Eph. 5:22-23)

**2. Approach to Sexual Misconduct.** For the protection of all students, it is essential that sexual misconduct be addressed and that no students be allowed to act or speak in a way that promotes sexual immorality. Students who do so are subject to dismissal from the Academy.

Laramie Christian Academy recognizes that our broader culture is saturated with sexual immorality and that many of our students will face significant and various temptations in this area. Should a student be caught in sexual immorality, our preference would be to work with the student's parents and church (as appropriate) to help that student find restoration privately. We recognize there may be a variety of differentiating circumstances in any given situation.

Because the Academy's primary responsibility in this area is to ensure a safe and positive educational environment, the administration may determine, in any situation, that a student who has violated these standards be dismissed, regardless of differentiating circumstances or possibility of restoration. The administration retains the sole right to determine the course of action in every situation.

**3. Student Standards of Conduct.** In accordance with the Statement of Faith and Commitment and in recognition of Biblical commands, no immoral conduct will be tolerated. The Bible strictly forbids such conduct which includes, but is not limited to, *immoral actions* as well as advocating for sinful behavior. The following will not be tolerated in any form and will constitute grounds for expulsion: any *actions or identifying statements* concerning the change of one's gender since birth, fornication, adultery, homosexuality, lesbianism, bisexuality, or pornography. (Gen. 2:24; Gen. 19:5, 13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1: 26-29; 1 Cor. 5:1; 6:9; 1 Thess. 4:1-8; Heb. 13:4).

A student may be refused admission, dismissed, or expelled, or asked not to return the following year if he/she is out of harmony with Statement of Faith, the spirit, or the policies of the Academy regarding sexual morality **whether on or off property** as determined by the sole discretion of the administration. Readmission considerations following dismissal will be determined on a case-by-case basis.

The following are considered immoral and are therefore forbidden to students. Anything which, in the sole judgment of the administration, may be included in these categories, is grounds for expulsion.

A. **Physical Contact/Immorality:** Demonstrations of romantic involvement between students on school property are forbidden.

Hand holding, embracing or any other contact that would contribute to undue familiarity will not be tolerated. This type of behavior will result in demerits, suspension or expulsion. Boys and girls must maintain a six-inch distance at all times. Behavior should be above reproach.

In accordance with the ministry's statement of faith and in recognition of Biblical commands, no immoral conduct will be tolerated. The Bible strictly forbids such conduct which includes, but is not limited to, immoral actions as well as advocating for sinful behavior.

The following will not be tolerated in any form and will constitute grounds for expulsion: any actions or identifying statements concerning the change of one's gender since birth, fornication, adultery, homosexuality, lesbianism, bisexuality, or pornography. (Gen. 2:24; Gen. 19:5, 13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1: 26-29; 1 Cor. 5:1; 6:9; 1 Thess. 4:1-8; Heb. 13:4).

### **Definition of "immoral act"**

Bodily contact, actively undertaken or passively permitted, between members of the opposite sex or members of the same sex for the purpose of satisfying sexual desires and any bodily contact that a reasonable person would understand to demonstrate a propensity or intent to engage in an immoral or homosexual act.

### **Definition of "identifying statement"**

A statement that a student is homosexual, bisexual, transgender, or otherwise immoral; words to that effect including language or behavior that a reasonable person could believe is intended to convey the statement that a student engages in or has a tendency or intent to engage in, immoral, transgender, and/or homosexual acts.

B. **Examples:** "I am gay," "I am a homosexual," "I have a homosexual orientation," "I am transgender," "I identify as another gender." Homosexual and/or transgender conduct, defined as acts or identifying statements, is incompatible with enrollment at the Christian school and is a basis for dismissal.

**Definition of "identifying act"** Any act taken by a student that shows a tendency toward, agreement with, or support for homosexual behavior, transgender behavior, or otherwise immoral behavior.

**Examples:** Wearing apparel and/or accessories that show and/or imply support for homosexual, transgender, and/or other immoral behavior. Wearing apparel, makeup, and/or accessories that are commonly associated with another gender than the student's naturally-born gender. Attempting to use the bathroom and/or locker room facilities of another gender than the student's naturally-born gender. Homosexual and/or transgender conduct, defined as acts or identifying statements, is incompatible with enrollment at the Christian school and is a basis for dismissal.

**4. Parental Support** The staff at LCA desire a harmonious relationship with parents. If parents have a question about an Academy policy or an event that involves their child, they are first to notify their child's teacher. If no resolution has been accomplished the parent may then reach out to an LCA Administrator. An effort will be made to resolve any differences and maintain excellent communication between parents and Academy staff.

Parental support is an essential part of the educational process. If, in the sole discretion of the administration, a parent has failed to support the Administrator, LCA staff, or the standards articulated in the Academy's Statement of Faith and Commitment and policies, the administration reserves the right to deny the student continued enrollment in the Academy.

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## Changes to Student Handbook

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The administration of Laramie Christian Academy reserves the right to add, change, or modify the information and policies in this handbook at any time. If such a change occurs, parents will be notified and provided with a copy of the revised handbook.



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**To God Be the Glory!**

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