



Lincoln Christian Academy Parent & Student Handbook

(Updated 12/26/25)

Lincoln Christian Academy
1200 Highway 193, Lincoln, CA 95648
(916)645-6280
E-mail: office@lcalincoln.com
Website: LCAlincoln.com

Mailing Address:
P.O. Box 870, Lincoln, CA 95648

Notice of Nondiscriminatory policy as to students:

Lincoln 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 school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Notice of Nondiscriminatory policy as to students:	2
WELCOME!	6
Welcome to Lincoln Christian Academy	6
FOUNDATIONAL STATEMENTS	8
Philosophy	8
Statement of Faith	9
Statement on Marriage, Gender, and Sexuality	9
Statement on the Sanctity of Human Life	10
Statement of Final Authority for Matters of Faith and Conduct	11
Student Statement	11
General Information	11
Address, Email & School Hours	11
School Hours	11
Extended Care Hours	11
Meetings	12
Admissions Policy	12
How to Apply	12
Purpose of the Family Interview	12
TK & Kindergarten Admission Requirements	13
Grades Six–Twelve Admission Policies	13
Extended Care Program	13
Mandatory Fundraisers	14
1. Pack-A-Thon	14
2. Spring BBQ	14
Mandatory School Events	15
Financial Responsibility	15
A Shared Commitment	16
What to Expect at Enrollment & Re-Enrollment	16
Late Payments & Fees	16
Financial Assistance	17
Scrip Program (RaiseRight)	18
Re-Enrollment Procedures	18
Withdrawal Policy	19
Student Records	19
Academic Policies	19
CURRICULUM	19

Bible	20
Language Arts	21
Arithmetic	21
Social Studies	21
Science	21
Physical Education	21
Fine Arts	22
Field Trips	22
Holiday Observance & Classroom Celebrations	23
Controversial Subjects Policy	23
Audio-Visuals Policy	24
Class Supplies	24
Homework	25
Middle - High School Late Work/Detention Policy	26
Grading Scales	26
Grade Reporting Guidelines	27
Honor Roll	27
Promotion Policy	27
Eighth Grade Graduation Requirements	28
Twelfth Grade Graduation Requirements	28
Academic Integrity Policy	29
AI Usage Guidelines	29
Academic Evaluation	30
Textbook/Library Book Replacement Policy	30
Attendance Policy	31
Excused Absences: Absences may be excused when a parent or guardian notifies the school and the reason falls under the following:	31
Unexcused Absences: Anything not listed above	31
Absence Limits & Attendance Requirements	31
Make-Up Work:	32
Planned Absences:	32
Behavior Policy	32
“Let all things be done decently and in order.” – 1 Corinthians 14:40	32
Core Behavior Expectations	32
Student Code of Conduct	33
General Behavior Expectations (include but not limited to):	33
Playground and Social Behavior (include but not limited to):	34
Restroom Expectations (include but not limited to):	34
Respect and Courtesy (include but not limited to):	35
Prohibited Items (include but not limited to):	35
Vandalism	35
Consequences for Misbehavior	35
Level 1 – Minor Infractions - (will be speaking with teachers and staff)	36

Level 2 – Moderate Infractions - (will be speaking with administration)	36
Level 3 – Major Infractions - (will be speaking with administration and parents)	36
Redemptive Discipline	36
Parental Partnership	37
Student Conflict Resolution Policy: How We Handle Conflicts at LCA	37
Dress Code	38
Uniform Requirements	38
General Guidelines	39
Friday Dress Code	40
Implementation	40
Uniform Orders	40
Parent & Family Partnership	41
School-Wide Communication	41
Classroom Communication	41
FACTS Family Portal	41
Parent Conferences & Progress Reports	42
Visitor Policies	42
Parent Volunteers	43
Parent Code of Conduct	43
Model Christlike Character	44
Communicate with Grace	44
Support the School Mission	44
Participate Actively	44
Be an Example	45
Conflict Resolution Between Parents & the School	45
Technology & Device Use	46
Acceptable Use Policy	46
Students are expected to:	47
Unacceptable Use Includes (but is not limited to):	47
Internet Safety & Filtering	47
School-Issued Device Policy	47
Cell Phones, Smart Watches, and Electronic Devices	48
Elementary (TK – 5th Grade)	48
Communication During the School Day:	48
Middle School and High School (6th – 12th Grade)	49
Consequences for Violating the Device Policy	49
Health, Illness & Communicable Diseases	49
Immunization Policy	49
Medical Exemptions	50
Conditional Admission	50
Medication Policy	50
Illness & Communicable Disease Policy	51
When a Student Must Be Picked Up	52

Security Measures	52
Emergency Contact Information	52
Secured Facility	53
Visitor Check-In	53
Emergency Procedures & Drills	53
Emergency School Closure or Dismissal	54
Student Release Policy	54
Food & Nutrition Policy	55
Snack & Lunch Guidelines	55
Water Bottles	55
Hot Lunch Program (Fundraiser Meals)	56
How to Place a Lunch Order:	56
Important:	56
Allergy Awareness	56
Birthday Treats	57
Drop-Off & Pick-Up Procedures	57
Arrival (Drop-Off) Procedures	57
If using the car line:	58
Dismissal (Pick-Up) Procedures	58
Important Reminders	58
Media & Social Media Policies	59
School Social Media Policy	59
Parent Teacher Fellowship (PTF) Social Media Policy	59
Student Photo Release Policy	60
We prioritize student safety and privacy. We do not include personally identifiable information, such as names, grades, or specific locations, in captions, tags, or overlays when sharing student photos online.	60
Family Photo Disclaimer:	60
Final Word	61

WELCOME!

Welcome to Lincoln Christian Academy

Thank you for choosing Lincoln Christian Academy as part of your child's educational and spiritual journey. We understand that choosing the right school is an important decision, and we're honored by the opportunity to support your family. As both parents and educators, we are called by God's Word to guide children in truth so they may walk a steady path and grow strong in their faith (Psalm 86:11).

At LCA, we don't just focus on what we do—we begin with **Why**.

“To live for Christ so that others will love, grow, discern, and bear fruit to glorify God.”

While many Christian schools share the same mission—to raise Christ-centered leaders—we believe our greatest strength lies in the deeper reason behind our efforts. Our "Why" is the heartbeat of our school. It fuels our commitment to each student, family, and staff member, and reminds us daily that everything we do should reflect Christ.

This simple yet powerful “Why” statement guides everything we do. It reflects our heart and deep commitment to preparing students not just academically, but spiritually, socially, emotionally, and physically, so they are equipped to lead with humility, integrity, and courage—in their schools, churches, communities, and beyond.

By focusing on our Why, we keep the eternal purpose of Christian education at the center of all decisions, relationships, and programs. We're not simply teaching facts or completing curriculum—we're planting seeds of faith, service, and leadership that will bless generations to come.

As you join the LCA family, we want you to know that your child is seen, valued, and nurtured. We pray that this school year brings growth, joy, and a deepening of faith for your family. We're so glad you're here.

In Christ,

The Lincoln Christian Academy Administration Team

FOUNDATIONAL STATEMENTS

Lincoln Christian Academy

WHY

(do we do what we do)

To live for Christ so that others will love, grow, discern, and bear fruit to glorify God.

HOW

(do we do it)

- We are Spirit Led
- We Connect
- We Teach
- We Serve
- We Inspire

WHAT

(do we do)

Educate the whole child - Spiritually, Socially, Emotionally, Physically and Academically through a Biblical Worldview.

School Verse: "And this is my prayer: that your love may abound more and more in knowledge and depth of insight, so that you may be able to discern what is best and may be pure and blameless for the day of Christ, filled with the fruit of righteousness that comes through Jesus Christ-to the glory and praise of God - *Philippians 1:9-11*

Philosophy

We believe that students will rise to the expectations that are set before them; therefore, Lincoln Christian Academy sets high academic and behavioral standards for our students.

We also believe that children must be cognitively ready to grasp new concepts. Chronological age is not necessarily an accurate indicator of cognitive development; therefore, students should be allowed to work at their own ability level. Furthermore, learning begins with the concrete and moves toward the abstract. Therefore, we offer as many opportunities as possible for students to experience learning "first-hand" through field trips, guest speakers, and projects.

Students learn in different ways, so we offer learning experiences that are visual, auditory, and kinesthetic. In addition, we believe that every child exhibits strength in one or more areas of intelligence. Therefore, we offer learning experiences that will help children develop in the following areas of intelligence.

- Linguistic – Having the ability to use words effectively
- Logical-Mathematical – Having the ability to reason well
- Musical – Having a keen ear and sense of rhythm
- Spatial – Having the ability to perceive and transform things visually
- Kinesthetic – Having grace or agility, using one's body in a highly skilled way

- Interpersonal – Being gifted at understanding others
- Intrapersonal – Having deep insight into oneself

Statement of Faith

We believe -

- The Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (1 Timothy 3:16; 2 Peter 1:20-21)
- There is one God, eternally existent in three persons — Father, Son, and Holy Spirit (Genesis 1:1; Matthew 28:19; John 10:30)
- In the deity of Christ, His virgin birth, His miracles, His vicarious and atoning death, His resurrection, His ascension to the right hand at the Father, His personal return in power and glory (John 2:11; 10:33, 11:25; Matthew 1:23; Mark 16:19; Acts 1:11; I Corinthians 15:3-4; Hebrews 2:9, 4:15, 7:26; Revelation 19:11)
- In the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith are we saved (John 3:16-19, 5:24; Romans 3:23, 5:8-9; Ephesians 2:8-10; Titus 3:5)
- God wonderfully and immutably creates each person as male and female, and these distinct complementary genders reflect the image and nature of God (Genesis 1:26-27)
- In the sanctity of marriage between one man and one woman, which uniquely reflects Christ's relationship with his church (Ephesians 5:23-33; Genesis 2:18-25)
- That Heaven is the place of eternal blessedness for the saved, and that Hell is the place of everlasting separation from God (Matthew 25:41; Revelation 20:14, 15; 21:1-5)
- In the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; 1 Corinthians 12:12-13; Galatians 3:26-28; Ephesians 4:1-6)
- In the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life (Romans 8:9; 1 Corinthians 3:16; 6:19-20; Ephesians 4:30; 5:18)

Statement on Marriage, Gender, and Sexuality

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4.) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We

believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10.)

We believe that in order to preserve the function and integrity of Lincoln Christian Academy as the local Body of Christ, and to provide a biblical role model to the Lincoln Christian Academy members and the community, it is imperative that all persons employed by Lincoln Christian Academy in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matt 5:16; Phil 2:14-16; 1 Thess 5:22.)

We believe our Biblical role is to work in conjunction with the home to mold students to be Christ-like. Out of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christ-like life. The school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the atmosphere or conduct with a particular home or the activities of the student are counter to or are in opposition to the biblical lifestyle this school teaches. This includes, but is not necessarily limited to, participating in, supporting, or condoning sexual immorality, homosexual activity, or bisexual activity; promoting such practices; or being unable to support the moral principles of the school. (Leviticus 20:13 and Romans 1:27)

We believe God's intention for humanity is to respect and affirm our male and female genders as given by God and that we can do so by agreeing to dress in conformance with one's biological sex and using only the restrooms, locker rooms, and changing facilities conforming with one's biological sex. (1Thess 4:3-7; Deut 22:5)."

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11.)

We believe that every person deserves compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Lincoln Christian Academy.

Statement on the Sanctity of Human Life

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Ps 139.)

Statement of Final Authority for Matters of Faith and Conduct

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of LCA's faith, doctrine, practice, policy, and discipline, our Board of Directors is Lincoln Christian Academy's final interpretive authority on the Bible's meaning and application.

Student Statement

I am a Lincoln Christian Academy student. I am learning to love God, others, and serve my community. I am able to read, write, and speak clearly. I am a hard worker who can solve problems. I am a healthy and responsible individual who works well with others. I am fearfully and wonderfully made, Ps 139:14.

Note: LCA is a member of the Association of Christian Schools International (ACSI), and our Foundational Statements are in alignment with those of the ACSI.

General Information

Address, Email & School Hours

Lincoln Christian Academy
1200 Highway 193, Lincoln, CA 95648
(916)645-6280
E-mail: office@lcalincoln.com
Website: LCAlincoln.com

School Hours

Monday through Thursday 8:30 am - 3:15 pm
Friday 8:30 am - 12:15 pm

Extended Care Hours

Monday through Friday 7 am - 8:15 am
Monday - Thursday 3:15 pm - 5:30 pm
Friday 12:15 pm - 5:30 pm

Meetings

We will schedule meetings during school hours. Anything outside of that would mean asking staff to work up to 12-hour days, which would not be respectful or healthy. LCA takes the health of its staff seriously. We appreciate your understanding.

Admissions Policy

At Lincoln Christian Academy, we desire to partner with families in the education and spiritual development of their children. We approach each application with prayerful consideration, seeking God's direction in building a school community that reflects our values and mission.

How to Apply

The admissions process includes the following steps:

1. Online Application – Parents must inquire or apply online through our website
2. Campus Tour – A tour will be scheduled after we receive your inquiry or application
3. Student Assessment – Students will complete an academic assessment. Tutoring may be required as a condition of acceptance and could incur additional fees
4. Family Interview – Both student and parent(s) will meet with a school administrator

Purpose of the Family Interview

The parent/student interview helps ensure the following:

- The student has a sincere desire to attend Lincoln Christian Academy
- The student is in good academic and behavioral standing with their previous school
- The student and family are willing to live in harmony with the values and expectations of our school community
- If the student has a history of behavioral concerns, appropriate documentation and character references will be required to demonstrate a changed lifestyle and readiness to join the LCA community

TK & Kindergarten Admission Requirements

In addition to general application steps, families applying for TK and Kindergarten must provide:

- A birth certificate (required at the time of enrollment)
- A Health Examination Form completed by a physician
- Up-to-date immunization records (also required upon entering seventh grade)

Grades Six–Twelve Admission Policies

Students entering sixth through twelfth grade will follow the general admissions process and meet the following additional requirements every year:

- Submit a handwritten paragraph explaining why they want to attend Lincoln Christian Academy
- Sign a student pledge to participate actively in chapel services, including occasionally leading a part of the service
- Participate in a student-only interview with an administrator
- Agree to uphold the school's standards of conduct, dress code, discipline policy, and spiritual values

Extended Care Program

LCA offers Before- and After-School Care to support families who require additional care beyond regular school hours.

Hours of Operation:

- Before School Care (BSC): 7:00 AM – 8:15 AM (Monday–Friday)
- After School Care (ASC):
 - Monday–Thursday: 3:15 PM – 5:30 PM
 - Friday: 12:15 PM – 5:30 PM

Important Notes:

- Students not picked up by 3:25 PM will be sent to ASC, and families will be billed through FACTS at the beginning of the following month
- Students must be signed in and out by a parent or guardian each day. If no signature is provided, you will be charged the full session fee
- Late pickups after 5:30 PM will incur a \$1 per minute fee
- Contracted students receive priority enrollment. Hourly care is available on a space-available basis—please contact the office in advance to confirm availability

Mandatory Fundraisers

In addition to tuition, LCA requires participation in two major annual fundraisers, each with a goal of raising \$30,000 to support school programs and **keep tuition costs as low as possible**. Your involvement helps bridge the gap between tuition revenue and the school's actual operating costs.

1. Pack-A-Thon

- Each family is expected to:
 - Obtain 20 donations from different individuals or businesses, **OR**
 - Raise \$500 or more in total donations
- Donations support student participation in the Pack-A-Thon and go directly toward school programs
- Donations are tax-deductible (donor must give their email address to receive a statement)
- While we welcome (and need) volunteers for the event, this does not fulfill your requirement

2. Spring BBQ

- Each family is expected to:
 - Sign up for a volunteer shift before, during, or immediately following the event

- Sell tickets to the community for the BBQ
- Families who choose not to participate may opt out of each fundraiser by paying a \$500 opt-out fee per event

Please note: The amount raised at each fundraiser directly impacts tuition rates from year to year.

Mandatory School Events

Participation in mandatory school events is required for students and/or parents as indicated below:

<u>Event</u>	<u>Who is Required</u>	<u>Students will be graded</u>
Parent Orientation	ALL Parents (every year)	
Pack-A-Thon	Students (Parents may volunteer)	Yes
Grandparents' Day	Students (Parents may volunteer)	Yes
Parent/Teacher Conferences	Parents	
Christmas Program	Students	Yes
STEM Expo	Students & Parents	Yes
Fine Arts Night	Students & Parents	Yes
Spring BBQ	Parents (Required to volunteer before, during, or after), family, and friends are encouraged to attend	
Kindergarten Celebration	Kindergarten Students & Parents	
8th Grade Graduation	8th Grade Students & Parents	

These events are a cherished part of our school culture, helping to build strong community connections. We are grateful for your support and participation in these meaningful experiences that enrich student life and reinforce the Lincoln Christian Academy's Why.

Financial Responsibility

Lincoln Christian Academy is a private, non-profit Christian school. As such, we rely entirely on tuition and participation in two mandatory fundraisers each year to cover the costs of operating our program, including facilities, utilities, curriculum, classroom resources, and staff wages.

A Shared Commitment

Choosing Christian education for your child is a meaningful investment in their academic, spiritual, and character development. With that privilege comes the responsibility to ensure that tuition and other financial commitments are met in a timely and consistent manner.

To help manage payments efficiently, we partner with FACTS Management Company for tuition, incidentals, and financial aid processing. FACTS offers a secure and user-friendly system for setting up payment plans and managing your account.

What to Expect at Enrollment & Re-Enrollment

When you enroll or re-enroll at LCA, you will:

- Set up automatic payments through FACTS using a bank account, debit card, or credit card (FACTS will disclose any processing fees during setup)
- Choose your payment date—the day each month when your payment will be withdrawn
- Select your payment plan—choose to pay in:
 - 12 monthly installments
 - 11 monthly installments
 - 10 monthly installments
 - Or a one-time payment with a 5% discount on tuition
- Pay the annual registration fee at the time of re-enrollment via FACTS

Late Payments & Fees

To maintain financial stability for our school, the following policies apply:

- LCA may charge a \$25 late fee if payment is not made within 10 days of your scheduled due date
- FACTS may assess a \$30 fee for late or returned payments
- Combined, late, and returned payments may result in fees of up to \$55–\$85
- If your account becomes 30 days overdue, your student may be temporarily unenrolled until the balance is paid in full

- Credits or prepaid funds in your account will be automatically applied to any outstanding balance on June 15th each year
- Remaining balances or credits will roll over to the next academic year on July 1st
- All unpaid balances will be sent to collections, and your student may be unenrolled for the following school year if tuition is not paid in full by July 1st
- All payments, prepayments, and credits are non-refundable. Administration will work with all military members who have received orders to transfer

It is the responsibility of each family to monitor and manage their FACTS account. If you would like to transfer a credit to another balance or need assistance, please email:
kimmckenney@lcalincoln.com

Financial Assistance

We understand that life brings seasons of difficulty. If you're facing a financial hardship or need assistance, please reach out to us early so we can work together to support your family.

To apply for tuition assistance:

1. Go to: www.benefaq.com
2. Create an account.
3. Click Apply for Tuition Assistance
4. Enter School Number: 56280 and select the correct school year
5. Submit a \$35 processing fee to BeneFAQ
6. Complete the online application

Note: Once submitted, changes to your application must be made by contacting BeneFAQ at:
help@benefaq.com

Scrip Program (RaiseRight)

We ask that families who receive tuition assistance actively participate in our Scrip Program as a way to help offset the tuition discounts given.

Here's how it works:

- Purchase gift cards for groceries, gas, clothing, or entertainment through our RaiseRight program
- A portion of each purchase is donated back to LCA, at no extra cost to you
- These funds help support our budget and offset tuition assistance

You can:

- Buy gift cards in the school office
- Order online at: www.raiseright.com
- Or download the app from your mobile app store
Use Enrollment Code: 26A84D8511382

If you have any questions about your financial responsibility or account, please don't hesitate to reach out. We're here to help!

Re-Enrollment Procedures

Each year, re-enrollment for current Lincoln Christian Academy families opens in February. Online re-enrollment will be sent via email to all currently enrolled families. To secure your child's placement for the upcoming school year, families must complete the re-enrollment process no later than March 1st.

After March 1st, enrollment will open to new families, and we will no longer be able to guarantee your child's spot.

Re-enrollment is not automatically guaranteed. The following criteria must be met for a student to be considered eligible for re-enrollment:

- Financial accounts must be current and in good standing
- Student behavior must be in good standing and consistent with the standards and expectations of LCA
- Families must continue to demonstrate alignment with LCA's Why and community standards

Additional Details:

- A non-refundable re-enrollment fee will be processed at the time of re-enrollment submission
- Families can verify that they are re-enrolled by checking their FACTS Family Portal to see if their payment plan has been set up for the upcoming school year

Please contact the school office if you have questions about your re-enrollment status or eligibility.

Withdrawal Policy

Lincoln Christian Academy requires a minimum of two weeks' written notice for student withdrawals. To initiate the withdrawal process, parents must email their request to admissions@lcalincoln.com at least two weeks before the student's final day of attendance. If written notice is not received, families will be responsible for two weeks of tuition from the student's confirmed last day of attendance. Please note that tuition already paid is non-refundable.

Student Records

Student records will be transferred at the request of a new school and verified with the parent/guardian. Student records will not be updated once a student is no longer a student at LCA. This includes, but is not limited to, name and gender changes.

Academic Policies**CURRICULUM**

ESLRS

(Expected Student Learning Results)

LCA Graduates are expected to be –

Spiritually Growing Individuals Who:

- Can explain the Biblical meaning of Salvation
- Apply Biblical principles to discern truth and make decisions

- Demonstrate an understanding of God's influence in history and world events

Community Participants Who:

- Work collaboratively with others
- Respect authority
- Demonstrate the Biblical concept of servant leadership laws

Effective Communicators Who:

- Communicate clearly through speaking and writing
- Respond appropriately to oral and written communication
- Participate in a variety of other communication media

Quality Producers Who:

- Are self-directed learners
- Solve problems
- Accept personal responsibility

Bible

Biblical Principles are the backbone of our educational program at Lincoln Christian Academy, and Bible is a core class for all grade levels. Each morning begins with prayer, and in our TK through fifth-grade classes, our first subject of the day is Bible. Bible lessons are taught through a non-denominational Bible curriculum. On Wednesdays, we have a school-wide chapel. We often invite different Christian community leaders to speak during Chapel. All of our curriculum is presented from a Biblical worldview that encourages children toward excellence and integrity. Most importantly, our staff models Biblical principles.

Language Arts

Reading is essential to all academic learning; its importance cannot be overemphasized! Lincoln Christian Academy utilizes a robust phonics program to teach reading, starting in Kindergarten. Phonics is reinforced through a systematic spelling program that begins in the first grade and continues through the fifth grade. Reading speed, comprehension, and vocabulary skills continue to develop in the middle grades.

Formal language skills are taught at every grade level, beginning with the first grade. Penmanship is taught throughout the elementary grades. Composition is emphasized at every grade level across the curriculum. Students are taught public speaking skills beginning in kindergarten. Students are given opportunities to practice speaking orally in front of an audience at every grade level. Students in sixth grade and above are also taught to use multimedia tools for communication.

Arithmetic

Traditional arithmetic and math concepts are taught through a comprehensive math program. Students are expected to memorize math facts and apply math concepts to problem-solving. Advanced math concepts are taught at the Middle School and High School levels. Students also use online math tools for learning and engagement.

Social Studies

History is taught from a Biblical worldview. Special emphasis is placed upon our rich American heritage and the history of the ages from a Judeo-Christian perspective. Students also study Geography beginning in the primary grades.

Science

Units in Physical, Earth, and Life Science are taught at every grade level. Lincoln Christian Academy teaches science from the viewpoint of intelligent design.

Physical Education

Physical education is a part of the curriculum starting in kindergarten. This is a graded course in which students are expected to put forth their best effort 100% of the time. We are tripart beings: spirit, body, and soul. This class operates to develop each of these parts. Students are graded on their daily effort, not their God-given ability. If they work hard and put in the effort, students will learn and consequently enjoy movement and physical activity for a lifetime of healthier living.

Fine Arts

Fine Arts is offered at all grade levels and includes instruction in both art and music. All students develop their creativity and expressive skills through hands-on projects and musical experiences. Beginning in 6th grade, students are also introduced to drama, where they explore performance, stage presence, and the art of storytelling. Throughout the year, all students participate in special events such as the annual Christmas Program, Grandparents Day, and Fine Arts Night, providing opportunities to showcase their artistic growth and talents.

Field Trips

Field trips are designed to enhance learning and support LCA's mission by providing hands-on experiences, service opportunities, and community involvement.

What You Need to Know:

- Teachers plan field trips and may request help from room reps for coordination
- Parents will receive a permission slip outlining the details, cost (if any), and permission slip due date
- Please return the form by the due date, and payment will be charged in FACTS
- If your child is not attending a field trip, they must stay home that day, which may affect their grade
- The PTF will pay all student costs
- The PTF will pay for parents who volunteer to drive more than their own students
- Who rides in your car will be decided by the teacher
- LCA relies on parent volunteers for transportation and supervision. Please complete the required Volunteer Orientation and paperwork to participate in this opportunity
- LCA reserves the right to cancel a field trip if there are not enough volunteer drivers to take all students

Please note: Field trips at LCA are carefully designed as an extension of what students are learning in the classroom. These experiences align with the grade-level curriculum and are designed to enhance academic understanding, foster character development, and promote a strong classroom community. Because of this, field trips are only for the students enrolled in the specific class and are not meant for enrolled siblings in other classes. This enables teachers to concentrate on the educational objectives of the trip and ensures the safety and supervision of all participants.

We appreciate your understanding and support in keeping field trips purposeful and effective learning opportunities.

Holiday Observance & Classroom Celebrations

Our celebrations are centered around a Biblical worldview and designed to glorify God.

Guidelines for Observances:

- Christian holidays, such as Christmas and Easter, will focus on the birth, death, and resurrection of Jesus, rather than secular symbols
- Other holidays (e.g., Thanksgiving, Valentine's Day, Mother's/Father's Day) may be observed if they are spiritually or academically enriching
- Halloween will not be celebrated at LCA
- Classroom parties are welcome as long as they align with LCA values and avoid secular themes

All holiday and celebration planning is subject to administrative review.

Controversial Subjects Policy

LCA strives to respect the convictions of parents and teachers in various academic and sensitive subject areas, while maintaining our goal of teaching all subjects from a Biblical worldview. If, during teaching a class, a controversial or obviously sensitive question or topic arises and the teacher does not believe it will be beneficial to achieve the lesson's goals, the teacher will not allocate class time for discussing that topic. If the teacher believes that it will be helpful for the goals of that lesson, the teacher will do the following:

- If necessary, instruct the class on the responsibility of Christians to be charitable in debate and respectful in differences of opinion
- Instruct the students on their responsibility to honor the teaching they have received from their parents on this subject
- As appropriate, direct the students' attention to original writings, historical source documents, and other informed sources on each side of the subject concerned, and/or strongly encourage students to become knowledgeable of the Biblical views on the topic

Due to the extremely sensitive and intimate nature of human sexual relations, instruction on this topic generally will be limited to human reproduction in biology, and as the subject arises in Bible and literature contexts. Whenever the subject arises, as part of the curriculum or as a statement made by a student, LCA will teach in accordance with our Statement of Faith on gender and marriage. LCA will direct students to their parents for age-appropriate instruction regarding human sexual relations, but will by no means keep silent regarding our statement of faith.

Audio-Visuals Policy

Audio-visual materials are used as an extension of the curriculum, thereby enhancing students' educational experiences. Audio-visual materials will have a direct correlation to the curriculum. Audio-visual materials rated "PG" or higher will be communicated to parents before being shown.

Class Supplies

To make things more convenient for our families and ensure that teachers receive the necessary supplies for their classes, we will provide all class supplies and have them ready in the teacher's classroom at the beginning of each school year.

Parents are required to provide their child(ren) with:

- A backpack
- An insulated lunch box
- A water bottle
- An NIV Bible (for first grade and above) for daily use each school year. First through third grade is suggested for the NIV Adventure Bible. Fourth grade and up can use any NIV Bible.

We always welcome donations for classrooms, such as Clorox wipes, baby wipes, Kleenex, paper towels, and copy paper.

Only Necessary Items - Students should bring **only** items that are necessary for school. No other items should be brought to school without prior approval from the classroom teacher. This includes outdoor play equipment, backpack charms, toys, and other similar items. LCA is not responsible for personal items brought to school and reserves the right to possess such items until parents pick them up.

Homework

It is crucial to begin to train students to study at home. Parents should keep in mind that the elementary years pave the way for middle school, high school, and college study habits. For elementary students, nightly homework assignments may range from ten (10) to sixty (60) minutes, three (3) to four (4) nights a week. For middle school and high school students, nightly homework assignments may range from sixty (60) minutes to one hundred and twenty (120) minutes, three (3) to four (4) nights a week.

Parents are encouraged to have a supportive attitude toward homework and to ensure the student's academic success. We suggest the following:

- Check student backpacks for homework every night (for elementary students)
- Check FACTS for lesson plans every night (for middle school students)
- Set a consistent time and place for study
- Take an active interest in what your child is doing
- Offer encouragement, but refrain from doing the work for your child
- Provide personal supervision when needed
- Follow teaching methods used in the school, if possible
- Confer with the teacher for specific help when needed, or when your child is spending excessive time on homework or not completing the homework

Students entering Lincoln Christian Academy after First Grade will be responsible for memorizing all math facts and concepts presented in earlier grades.

Homework requires time and discipline from both the parents and the student, but it is time well invested.

Please contact the classroom teacher immediately if your elementary child is spending more than one hour per night on homework. We will work with you to structure or modify homework to meet your child's specific needs.

Middle - High School Late Work/Detention Policy

Homework is designed to help reinforce the concepts taught in class. It is assigned to help your student achieve their academic goals. With that in mind, please review the following homework policy.

All students must submit their homework assignments on the due date specified by the teacher. Any missing assignments will result in an after-school detention the following day (or Monday if the missing assignment is on Thursday or Friday), during which the student will complete the assignment. This ensures the material is still fresh in their mind and helps prevent them from falling further behind.

After-school detention will be from 3:15 pm until 4 pm (Monday-Thursday). During this time, students will be required to work on and/or complete the missing assignment or study if the assignment is complete.

Detentions will occur daily until all required assignments are submitted. The first two (2) detentions will be at no cost. Detentions thereafter will be \$15 (charged to the parent's FACTS account). If the student accrues five (5) detentions within two (2) weeks, they will be required to attend Saturday detention.

Saturday detentions are scheduled by the administration and cost \$50 each. They begin promptly at 7:00 AM—late arrival may result in an additional detention. Detention ends at 10:00 AM, and a late pickup fee of \$1 per minute will be charged after that time.

If you are scheduled for a detention (after school and/or Saturday) and do not show up, you will still be charged, and another detention will be scheduled and charged.

Grading Scales

The goal of Lincoln Christian Academy is to bring academic excellence into the classroom. Therefore, the curriculum is selected that is challenging both in scope and sequence. Faculty and administration evaluate the curriculum annually to review its effectiveness. It is the intention of the administration and teachers that all subject areas are integrated with biblical truth and meet or exceed state standards. We do not use the secular Common Core Curriculum. We use a classic, traditional curriculum for all grades, including Abeka, Beautiful Feet, and ACSI's Purposeful Design.

The Grading Scale for Kindergarten through Second Grade is as follows:

O	94.5-100%	Outstanding
S+	89.5-94%	
S	79.5-89%	Satisfactory
S-	69.5-79%	
N	69% & below	Needs Improvement

The following is an explanation of the Grading Scale for third through twelfth grade:

A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	Below 59%
INC	Incomplete or M Missing - (Work must be made up within two (2) weeks or the mark automatically becomes a "0").

Students who pass all of their classes with at least a 70% or higher in each class will receive a party (ie, pizza/movie, Thanksgiving, Christmas, end-of-year pool party) at the end of each quarter.

Grade Reporting Guidelines

The Lincoln Christian Academy year consists of four quarters. Parents are given students' progress reports at Quarter 1 and 3 parent/teacher conferences, and a Report Card at the end of Semester 1 and 2 will be emailed. Grades are updated in FACTS/Family Portal, and it is the parents' responsibility to check their child's grades regularly.

Parents are responsible for attending Parent-Teacher conferences to stay informed about their child's progress. The Quarter 1 Parent-Teacher conference is required for all parents. The Quarter 3 Parent-Teacher conference is optional unless a teacher requests.

Honor Roll

Each semester, students receive awards for the honor roll. The Honor Roll is for students in grades four and above. Honor Roll is based upon the following academic subjects only: Bible, Language Arts, Math, Reading, Spelling, Science, and Social Studies.

A+ Honor Roll = 96.5% average or higher.

A Honor Roll = 89.5% average or higher and all A's on the report card.

B Honor Roll = 79.5% average or higher and all A's & B's on report card.

Academic accommodation plans will not qualify for the honor roll.

Promotion Policy

TK and Kindergarten students must meet the following basic criteria for promotion to kindergarten and first grade, respectively:

- Behavioral maturity is demonstrated by the ability to follow classroom routines, obey teacher instructions, handle conflicts appropriately, and stay on task during academic work.
- The student must demonstrate reading and math readiness skills by achieving at least 70% of the objectives.

Elementary (1st - 5th grade) students must meet the following basic criteria for promotion to the next grade:

- Earn a passing grade (at least 70% avg. for the year) in Reading, Math, and English.*

- Earn a passing grade (at least 70% avg. for the year) in at least three of the other six academic subjects (Bible, Social Studies, Science, Physical Education, Writing, and Spelling).*

*Exceptions may be made depending on the circumstances and with Administration approval.

Middle and High School (6th -12th grade) students who achieve passing grades of 70% or higher in all subjects are eligible for promotion to the next grade. Students who fail to achieve a passing grade of 70% or higher in one or more subjects may be promoted provisionally, may be subject to retention, or may be required to attend a summer session for credit recovery before the next school year. The final determination of placement for each student will be discussed among the teachers, parents, and the Administration.

Eighth Grade Graduation Requirements

To be eligible for graduation, students must complete all eighth-grade coursework and maintain a minimum grade of 70% in all subject areas.

Twelfth Grade Graduation Requirements

Although we are not currently accredited, we have designed our curriculum and requirements to meet the needs of students who desire to attend college.

a. Two hundred and fifty units (1 year of a class is equal to 10 units) are required for graduation, and must include the following:

- 4 years of English
- 1 year of History per year of attendance at LCA
- 1 semester of Bible per semester of attendance at LCA
- 3 years of Math (must include 1 year of Algebra, which may be taken in middle or high school)
- 3 years of Science (must consist of 1 year of Biology)
- 2 years of a Foreign Language
- 1 year of Fine Art
- 2 years of Physical Education

Academic Integrity Policy

At Lincoln Christian Academy, we adhere to the following policy regarding cheating and various forms of academic dishonesty. Forms of dishonesty include, but are not limited to, the following. Violators of our Academic Integrity Policy may result in suspension or expulsion. By signing this document, you agree to abide by the Integrity Policy set forth by LCA.

1. Collaborating with any other person on class work without prior approval from the teacher.
2. Looking at someone else's work product or copying another student's homework, test, or quiz.
3. Using any outside resources (including but not limited to AI sources) is prohibited by the instructor for homework, tests, or quizzes.
4. Copying any work assigned to be done independently or letting others copy one's work or homework.
5. Having unauthorized access to or using stolen exams, tests, or quizzes.
6. Providing or selling exam, test, or quiz information to other students.
7. Using an electronic device (calculator, cell phone, camera, or other gadgets) to give, receive, or copy information before, during, or after an exam, test, or quiz.
8. Collaborating on an exam, test, quiz, or assignment with any other person without prior approval from the teacher.
9. Lying about attendance or ability to complete assignments and/or assessments.
10. Claiming credit for work in a group project when others did the work.
11. Attempting to misrepresent the authorship of student work (for example, having someone else write a paper).
12. Copying or closely paraphrasing sentences, phrases, or passages from an uncited source while writing a paper or doing research is plagiarism.
13. Using the views, opinions, or insights of others without proper acknowledgement.
14. Accessing and/or using copyrighted test bank questions or any materials designed for instructors' use only (teacher manual), including internet sources and AI.

AI Usage Guidelines

Artificial Intelligence (AI), including tools such as ChatGPT, can be utilized as a research aid under the supervision of a teacher. However:

- Students are not permitted to copy AI-generated work and present it as their own
- AI tools must be used to support understanding, not replace thinking
- Teachers will provide clear guidance on when and how AI tools can be used for assignments
- When using AI, it will be cited as a source document

Misuse of AI, whether at home or on campus, will be treated as an academic integrity issue. At LCA, we teach our students to use technology wisely, with integrity, and to the glory of God. Our ultimate goal is to raise responsible digital citizens who think critically, create thoughtfully, and lead with Christlike values—online and offline.

Academic Evaluation

Yearly Standardized Testing:
IOWA – Grades K - 12

These standardized national tests are administered to students in the spring. Many Lincoln Christian Academy students consistently test one or two grade levels higher than public school students nationally do.

We require our students (K-12th Grade) to participate in standardized testing. We set aside specific class time to administer the test. It is essential that students be present on test days and demonstrate a reasonable effort. If a student misses any standardized testing, we will schedule makeups (based on staff availability) over the following several Saturdays and require a \$100 (per child) fee per Saturday needed to make up the missed testing to cover the additional staff hours.

Thank you for your understanding and assistance in maintaining a fair and effective testing environment for all students.

Textbook/Library Book Replacement Policy

It is the mission of Lincoln Christian Academy to provide materials in various formats that promote the effective use of information and foster a lifelong love of learning and reading. As part of the academic program at Lincoln Christian Academy, your student will be assigned a set of textbooks that will be kept for the entire year. He or she also has the opportunity to check out LCA library books.

Students are responsible for:

- Keeping the library and textbooks in good condition and returning them on time.
(Textbooks are due at the end of the school year.)
 - Library books must be returned weekly
 - Students may renew their book(s) if they are brought to the library for renewal

These materials can be pretty expensive; therefore, if a book is lost or damaged, your student is responsible for the replacement cost. Replacement costs include the list price of the book plus tax and shipping (if applicable) and will be added to your FACTS account.

We appreciate your cooperation in helping your child develop a strong sense of responsibility for school property and library procedures.

Attendance Policy

Regular attendance is vital to your child's academic success, spiritual development, and overall sense of community. We believe consistent participation in classroom instruction, chapel, and school events helps form habits of responsibility and discipline that reflect Biblical values and will last a lifetime.

Excused Absences: Absences may be excused when a parent or guardian notifies the school and the reason falls under the following:

- Illness or injury - if out three (3) days or more, a doctor's note will be needed to excuse the absence
- For medical or dental appointments, a doctor's note will be required to excuse the absence
- Death in the family

Note: Please notify the front office by 9:00 AM on the day of the absence. It is your responsibility to provide a doctor's note to excuse the absence.

Unexcused Absences: Anything not listed above

Frequent unexcused absences may result in academic penalties, loss of privileges, and/or a meeting with the administration.

Absence Limits & Attendance Requirements

- Perfect attendance means zero absences, two or fewer tardies per semester, and two or fewer early check-outs per semester

Make-Up Work:

Students are required to complete work missed during an absence. They are required to turn in all missed work within two days of returning to class.

- It is the student's (or parent's) responsibility to check in with the teacher about missed work
- Missed tests or quizzes should be scheduled with the teacher as soon as the student returns

Planned Absences:

If you know your child will miss school for a family trip or event, please email office@lcalincoln.com and your child(ren)'s teacher(s) at least 5 days in advance. We will have their work for them in the front office, which will be due upon return.

A Note on Partnership: We understand life circumstances vary, and value open communication. Our goal is always to work together with grace and accountability to support your child's growth. If your family is going through a challenging season that may affect attendance, please let us know so we can offer appropriate support.

Middle School Tardy Policy

The Middle School Tardy Policy is intended to encourage students to arrive on time with all required material for classes during the school day, and to provide consequences for students who fail to do so. This policy is not intended to apply to students who arrive late to school due to outside factors.

Students will be marked tardy if they are not in their seats at the time that class begins. They may also be marked tardy if they need to leave their seats in order to go back to their lockers to retrieve books, assignments, pencils, or other items needed for class.

Every 3 weeks, teachers will assess the tardies for the 3 week period. Any student with an excess of 6 tardies in the 3 week period will receive a detention after school the following week. During this detention, students will need to write a reflection on their tardiness or lack of preparedness including a plan with goals for improvement in the future.

Behavior Policy

“Let all things be done decently and in order.” – 1 Corinthians 14:40

At LCA, we believe that discipline is a vital part of developing Christlike character. Our goal is to help students grow in wisdom, integrity, and respect for others as they become servant leaders. The guidelines below are designed to reflect biblical values and to ensure a safe, orderly, and loving learning environment.

Core Behavior Expectations

Respect Authority	Obey teachers and staff with a willing heart. Speak kindly and follow directions.	Hebrews 13:17, Ephesians 6:1-3
-------------------	---	-----------------------------------

Respect Others	Treat classmates and all individuals with kindness, patience, and empathy. No bullying, name-calling, or gossip.	Ephesians 4:32, Matthew 7:12
Use Self-Control	Manage emotions and behavior. No yelling, hitting, or outbursts. Keep your hands and feet to yourself.	Galatians 5:22-23, Proverbs 25:28
Be Honest	Always tell the truth. Avoid lying, cheating, or stealing.	Proverbs 12:22, Exodus 20:15
Be Responsible	Come prepared, do your work with excellence, and take care of school property.	Colossians 3:23, Luke 16:10
Promote Unity	Work to build up, not tear down. Avoid drama, division, and cliques.	Romans 12:18, Psalm 133:1

Student Code of Conduct

General Behavior Expectations (include but not limited to):

- Arrive on time. School starts at 8:30 a.m. Students not in line by then are marked tardy
 - Arrivals before 8:15 a.m. must be signed into Before Care in the gym by a parent or guardian
 - Arrivals between 8:15 and 8:30 a.m. proceed directly to their classrooms
 - Arrivals after 8:30 a.m. must be signed in at the front office by a parent or guardian
- Demonstrate reverence during flag salutes, chapel, worship, devotions, and prayer times
- Speak courteously to everyone at all times
- Show respect to teachers, classmates, property, and school policies
- Clean up after yourself. Students must help keep classrooms, restrooms, and the campus neat

- Always pick up trash when you see it
- Tell the truth. Lying, cheating, or stealing will not be tolerated and will result in an immediate referral to the office
- Complete assignments on time and return school materials promptly
- Follow safety procedures during drills and transitions by moving quickly, quietly, and respectfully
- Walk in hallways and on sidewalks in an orderly manner
- Use self-control. No spitting, fighting, arguing, profanity, name-calling, or inappropriate play is allowed

Playground and Social Behavior (include but not limited to):

- Use playground equipment correctly and only in designated areas
- “Hands off” policy: No physical contact, including play fighting or grabbing others
- Games are open to all. Ask for help from a teacher if there is a conflict
- No bullying. Any suspected bullying must be reported to an adult immediately
- Respect natural surroundings—no breaking branches, picking flowers, or using sticks as weapons
- Stay out of equipment sheds and off fences
- Always line up quietly at the end of recess
- No food or drink sharing
- Healthy lunches are strongly encouraged. Soda and energy drinks are not allowed unless permitted by a teacher for a special event
- No sharing, hats, hair accessories, or hair brushes/combs

Restroom Expectations (include but not limited to):

- Use restrooms only for their intended purpose
- No loitering, playing, or talking in restrooms. Voices carry; be respectful of other classes
- Clean up after yourself. All trash must be disposed of properly

Respect and Courtesy (include but not limited to):

- Hold doors for others, especially adults
- Listen to teachers, no arguing
- Walk on sidewalks and avoid muddy areas
- Sit respectfully while eating

Prohibited Items (include but not limited to):

Do not bring the following to school:

- Toys, games, or sports equipment (unless approved by the teacher)
- Gum
- Smartwatches, iPods, handheld electronics
- Expensive jewelry
- Weapons or toy weapons of any kind
- Drugs (including over-the-counter), alcohol, matches, lighters, fireworks
- Items displaying inappropriate or objectionable content

Vandalism

Vandalism is viewed as a serious offense against another's property. This includes damage to LCA and LCLC property and equipment. Students implicated or caught in a vandalism offense will be handled on an individual basis by the school administration and/or the school board. Consequences for vandalism may include the cost of repair (including labor), which will be charged to the FACTS account, as well as suspension or dismissal.

Consequences for Misbehavior

Our approach to discipline is rooted in correction, restoration, and growth, rather than punishment for its own sake. We follow a sequential discipline model, where teachers address issues in the classroom first. However, repeated or serious offenses will result in administrative consequences.

Level 1 – Minor Infractions - (will be speaking with teachers and staff)

Examples: talking out of turn, not following directions, using unkind words, etc.

May include:

- Verbal warning
- Reflection time or a written apology
- Teacher-led consequence (e.g., cool off period, loss of privilege)
- Parent notification if the behavior is repeated

Level 2 – Moderate Infractions - (will be speaking with administration)

Examples: disrespect to staff, dishonesty, rough play, repeated Level 1 offenses

May include:

- Parent contact
- Lunch detention or after-school detention
- Behavior reflection sheet (to be signed by parent)
- Loss of privileges (e.g., recess, special activities, field trips, parties, etc.)

Level 3 – Major Infractions - (will be speaking with administration and parents)

Examples: bullying, fighting, vandalism, threats, stealing, cheating, blatant disrespect

May include:

- Immediate referral to the administration
- Suspension (1–3 days, depending on severity)

- Parent meeting required before returning to class
- Risk of expulsion with continued issues

Redemptive Discipline

All students are capable of growth through the power of the Holy Spirit. As such, we also provide:

- Opportunities for restoration (apologies, chance to make better choices)
- Encouragement and prayer
- Mentorship or check-ins for students/parents needing additional support

"The Lord disciplines those He loves." – Hebrews 12:6

Parental Partnership

We ask that parents partner with us in:

- Supporting the school's discipline process
- Encouraging students to take responsibility for their actions
- Praying with their children about their behavior and heart attitudes

Students are expected to reflect on their actions through a biblical lens and may be asked to write or discuss how their choices align or conflict with God's Word.

Student Conflict Resolution Policy: How We Handle Conflicts at LCA

If there is a conflict or problem, remember:

1. Speak to the person privately and kindly
2. If that doesn't work, talk to your teacher or another trusted adult
3. Never involve others just to take sides or make the problem bigger
4. Always be honest and respectful
5. Choose words that build up, not tear down

Romans 12:18 – “If it is possible, as far as it depends on you, live at peace with everyone.” When we follow these steps, we help make LCA a place where everyone feels safe, respected, and loved. Let’s be the kind of leaders who reflect Jesus in how we treat one another—even when things are hard.

Dress Code

At LCA, we believe parents and guardians play the primary role in teaching and modeling appropriate dress and grooming. As a school, we partner with families to maintain standards that support a positive, modest, and distraction-free learning environment.

Students are expected to follow the school dress code each day. Our dress code is based on modesty, cleanliness, safety, and practicality. While the guidelines below provide general expectations, teachers and administrators may address clothing or grooming that does not meet these standards, even if not specifically listed.

Uniform Requirements

- LCA students are required to wear school uniform colors and styles
- Each student receives an LCA logo shirt at enrollment
- **Navy LCA logo polo shirts and khaki bottoms are required** for Chapel days, field trips, and special events

We appreciate your support in helping students come to school ready to learn, dressed in a way that honors our community values.

Shirts, Sweaters, and Sweatshirts:

- Students can wear any solid colored polo shirt
- Shirts worn under polo shirts are to be solid in color and free of graphics
- Students may wear LCA logo sweatshirts, sweatshirts without a logo, or sweaters that are solid navy blue (may be worn in the classroom)

Pants, Capris, and Shorts:

- Must be navy, tan, or khaki
- Uniform-style pants, capris, and shorts
- Shorts may be worn if they are knee-length (hem should touch the knee)
- Leggings are not allowed as pants

Skorts, Skirts, and Jumpers for Kindergarten and above:

- Must be navy, tan, or khaki
- Must be uniform style and knee-length (hem should touch the knee)

- Shorts must always be worn under jumpers and skirts for modesty. Short colors must be navy, white, or black
- Tights or leggings may be worn under jumpers and skirts. Colors must be navy, white, or black

Shoes & socks:

- Tennis shoes only
- Students may wear any socks they choose as long as they do not cause a distraction

Outerwear and accessories:

- Outerwear, including jackets and coats, may feature printed designs or logos, provided they are not offensive. Outerwear may not be worn in the classroom
- Backpacks and lunchboxes may have printed designs, graphics, appliqués, and patches, provided they are not offensive

Jewelry:

Jewelry should be kept to a minimum to avoid becoming a distraction. Should jewelry or the placement of jewelry cause distraction for the student themselves or other students, they will be asked to remove the jewelry. LCA is not responsible for lost or broken items.

- Girls may wear small earrings
- Boys may not wear earrings
- Other body piercings are not acceptable
- Rings, necklaces, and bracelets may be worn if they are safe, not offensive, and do not cause distraction

Hats and sunglasses:

- A solid color hat or a hat with the LCA logo and/or sunglasses may be worn outdoors for sun protection. Hats and sunglasses are never appropriate indoors. LCA is not responsible for lost or broken items.

Make-up:

- Makeup is not permitted to be brought to school and is not considered an appropriate grooming practice for elementary school students.
- Junior High and High School girls may wear light makeup that is inconspicuous and natural in appearance.

Hair:

Unnatural hair colors and hairstyles (such as mohawks) can become a distraction in the classroom. To allow for a healthy learning environment, please keep hair:

- Clean
- Neat
- Out of the student's face when looking down (e.g., looking down while working at a desk)

- Natural in color

General Guidelines

- Clothing must be modest, clean, and in good condition (no holes, rips, excessive fading, or fraying)
- Clothes must fit properly—not too tight or too baggy
- Students must maintain a neat and clean appearance, including their body, hair, and attire

Friday Dress Code

Every Friday is a school spirit day. Students may wear school logo shirts (or regular uniform polo shirts) and blue jeans or knee-length shorts. Jeans must fit appropriately (not baggy, saggy, or tight-fitting) and be in good repair (with no holes, rips, tears, fraying, etc.).

Implementation

Lincoln Christian Academy relies heavily upon the cooperation of every family in using good judgment in student dress and appearance. If a student comes to school out of the dress code, the following will take place:

1st violation - The teacher will send the student to the office to change. If we do not have the appropriate item(s) available, the parent will be required to bring them. Parents will be notified by email, and the violation will be recorded in FACTS.

2nd violation - The teacher will send the student to the office. The parent will be required to bring the appropriate item(s). The office will remind the parent that a third violation will result in a required meeting with the Administration. The violation will be recorded in FACTS.

3rd Violation - The teacher will send the student to the office. The office will call the parent, who will be required to bring the appropriate item(s). A meeting with the Administration will be scheduled, and possible dismissal may be considered. The violation will be recorded in FACTS.

Uniform Orders

Uniform Order Forms will be included in our Weekly Communication twice per year. Once in September and once in January. If parents would like to place an order, please fill out the order form and return it to the office. Orders will be charged to your FACTS account once we

receive the order from our vendor. Orders will then be available for pickup once payment is received.

Parent & Family Partnership

At Lincoln Christian Academy, we value strong partnerships between home and school. Open and consistent communication is crucial for supporting student success and fostering a unified community. We are committed to keeping parents informed and involved in the life of the school through the following channels:

School-Wide Communication

- **FACTS Announcements:**
After you log into your FACTS account, you will see all pertinent announcements. When you click on an announcement, it will open, and you will see all the information, along with any links to forms, surveys, sign-ups, and other relevant content.
- **Weekly Newsletter:**
A digital newsletter will be texted and emailed to all families each week. It includes links to all teachers newsletters, important updates, highlights, and upcoming events. Please read this thoroughly to stay informed.
- **Event & Fundraiser Emails:**
In addition to the monthly newsletter, families will receive separate emails with details about school events, mandatory fundraisers, and other time-sensitive information. These messages are essential to stay up to date on school-wide participation expectations.

Classroom Communication

- **Individual Communication:**
If a teacher needs to address specific academic, behavioral, or social concerns regarding your child, they will reach out directly via email or phone. Likewise, we encourage parents to contact their child's teacher if questions or concerns arise.

FACTS Family Portal

Parents are encouraged to check their FACTS account (Family Portal) regularly:

- **Student Grades**

- Behavior Incidents
- Attendance Records
- Tuition and Financial Information
- Announcements

FACTS is our primary platform for monitoring your child's academic progress, school records and communicating. If you need help accessing your account, please contact the school office.

Parent Conferences & Progress Reports

At Lincoln Christian Academy, we believe that strong communication between parents and teachers is essential to student success. Our academic year is divided into four quarters, and we provide regular updates to help families stay informed of their child's academic and behavioral progress.

Progress Reports and Report Cards

- Quarter 1 and Quarter 3: Parents will receive a Progress Report during scheduled Parent/Teacher Conferences. Quarter 1 Parent/Teacher Conference is required. Quarter 2 Parent/Teacher Conference is optional.
- Semester 1 and Semester 2: A Report Card will be emailed to parents at the end of each semester.

Visitor Policies

Lincoln Christian Academy welcomes visitors who support our mission and uphold the values of our campus. For the safety and well-being of our students and staff, we have established the following visitor policies:

Check-In Procedures

- All visitors, including parents, volunteers, and guests, are required to check in at the front office upon arrival
- Visitors will receive a visitor badge that must be worn and visible at all times while on campus
- Upon departure, visitors must check out at the office and return their badge

- Visitors must remain in designated areas and are not permitted to roam the campus

Classroom Visits

- Classroom visits must be scheduled in advance with the teacher or administration to minimize disruptions to the learning environment
- Teachers may limit the duration of visits or the number of visitors based on the needs of the class

Safety & Conduct

- All visitors are expected to uphold Christian conduct while on campus and treat students, staff, and other guests with kindness and respect
- Inappropriate language, disruptive behavior, or failure to follow staff instructions may result in removal from campus and/or restricted future access to campus facilities

Parent Volunteers

Parents are always welcome at Lincoln Christian Academy! We value and rely on parent involvement for field trips, classroom support, and campus projects.

All volunteers must:

- Be fingerprinted
- Attend a Volunteer Orientation, Parent Orientation, or meet with an Administrator before volunteering
- Always check in at the front office upon arrival
- All volunteers must sign in and wear a badge while on school grounds

One of the best ways to get involved is through our Parent/Teacher Fellowship (PTF). PTF meets once per month, helps coordinate volunteer efforts, and supports and funds many school activities. If you see a need, there's likely a way you can help!

To volunteer or get involved, contact the office or attend a PTF meeting. Every parent is encouraged to participate!

These policies are in place to ensure a safe, respectful, and productive learning environment for all. Thank you for partnering with us.

Parent Code of Conduct

At Lincoln Christian Academy, everything we do is rooted in our **Why**:

“To live for Christ so that others will love, grow, discern, and bear fruit to glorify God.”

As parents and guardians, you play a vital role in this mission. Your conduct directly impacts not only your child but the entire school community. Together, we create an environment where children grow spiritually, emotionally, socially, physically, and academically through a Biblical worldview.

In support of this mission, we ask all parents to agree to the following:

Model Christlike Character

- Model Christlike character in both words and actions on and off campus
- Speak and act respectfully toward teachers, staff, students, and other families
- Reinforce the values taught at school

Communicate with Grace

- Resolve concerns or conflicts directly and privately with the person (parents only, please; at no time should you address a child who isn't yours) involved, following the guidance of Matthew 18:15-17
- Avoid gossip, slander, or negative speech about school staff, students, or other parents. Please take it to the administrators
- Reach out to teachers and administrators with humility and seek understanding

Support the School Mission

- Promote unity within the school body by supporting school policies and decisions
- Encourage your child to follow school rules and show respect to authority figures
- Serve alongside the school in building your child's academic and spiritual foundation

Participate Actively

- Stay informed by reading newsletters, emails, and checking FACTS regularly

- Attend parent-teacher conferences and events
- Support the school's fundraising efforts
- Volunteer when possible and uphold commitments made to the school

Be an Example

- Maintain appropriate behavior at all school events, whether on or off campus
- Uphold the integrity of the school by supporting school guidelines even when off-site
- Teach children to honor their commitments, speak the truth, and treat others with respect

In all things, we ask that parents partner with us to cultivate a safe, respectful, and Christ-honoring community

Conflict Resolution Between Parents & the School

At Lincoln Christian Academy, our purpose is clear:

“To live for Christ so that others will love, grow, discern, and bear fruit to glorify God.”

We believe healthy relationships and open communication are essential for maintaining a strong, Christ-centered school community. As partners in your child's education, we ask that all concerns and conflicts be addressed in a manner that honors God and preserves the unity of our school community.

Biblical Approach to Conflict

Lincoln Christian Academy follows the Biblical model for resolving conflict, as outlined in:

- Matthew 18:15-17 – “If your brother or sister sins, go and point out their fault, just between the two of you...”
- Romans 12:18 – “If it is possible, as far as it depends on you, live at peace with everyone.”
- 1 Corinthians 13 – “Let all that you do be done in love.”

Steps to Resolve Conflict:

1. Address the Person Directly

If you have a concern about a teacher, staff member, or another parent, please approach that person respectfully and privately. Most issues can be resolved quickly and peacefully with honest, Christ-honoring communication.

2. If Needed, Involve an Administrator

If the concern is not resolved or if you feel uncomfortable addressing it alone, please contact an administrator to schedule a meeting with all parties to help facilitate a peaceful resolution.

3. Avoid Public Gossip or Disruptive Complaints

Out of respect for the school community, concerns should never be aired on social media, group chats, or in front of students. These behaviors damage trust and disrupt the spiritual unity we strive to maintain.

4. Escalate Only if Necessary

In rare cases where resolution is still not reached, a written request may be submitted to the Head of School for further consideration. Administrative decisions are made prayerfully with the best interest of all students in mind.

Respecting Our Community:

Disrespectful conduct toward families, teachers, staff, or administrators—whether verbal, written, or through actions—may indicate that a family is no longer aligned with the school's mission. In such cases, a discussion will take place to determine if continued enrollment is in the best interest of all parties.

We ask that all communication be conducted with grace, patience, and humility—reflecting the love of Christ and setting the example we aim to show our children.

Our goal is not perfection, but partnership—grounded in faith, led by love, and united in purpose. Thank you for walking this journey with us in the spirit of unity and peace.

Technology & Device Use

At Lincoln Christian Academy, we believe technology is a powerful tool that can support learning, creativity, and collaboration when used responsibly. To ensure that digital tools are used in a way that honors God and upholds our educational values, we ask that all students and families read and follow the guidelines below.

Acceptable Use Policy

All technology—whether personal or school-owned—must be used in a manner that aligns with Christian values and school expectations.

Students are expected to:

- Use devices only for educational purposes during school hours or under the direction of a teacher
- Treat all technology and digital tools with care and respect
- Use appropriate language in all digital communications
- Access only approved websites, programs, and platforms as directed by staff
- Never use a device to record, photograph, or share content without permission

Unacceptable Use Includes (but is not limited to):

- Accessing inappropriate content, including violence, hate speech, or explicit material
- Gaming, social media use, or streaming non-educational content during school hours
- Cyberbullying, harassment, or using a device to hurt others' feelings or reputations
- Hacking, bypassing internet filters, or tampering with network systems
- Copying assignments or using technology to cheat in any form

Violations of this policy may result in disciplinary action, loss of technology privileges, or more serious consequences depending on the severity of the offense.

Internet Safety & Filtering

To protect our students from harmful content online:

- LCA uses a secure filtering system to block inappropriate websites and monitor online activity
- Teachers and staff actively supervise all device usage while on campus

Families are encouraged to continue conversations at home about responsible online behavior and safety.

School-Issued Device Policy

Some grade levels may be issued devices (such as tablets or laptops) for classroom use. When using these devices, students must:

- Keep the device in good condition and handle it with care
- Only use approved apps, websites, and programs as directed by the teacher
- Log in with their own account—never share passwords or use another student’s login
- Return the device as instructed by the teacher or administration

Families may be held responsible for damage or loss of school-issued equipment.

Cell Phones, Smart Watches, and Electronic Devices

At Lincoln Christian Academy, we believe that school is a place for focused learning, meaningful social interaction, and personal growth. Personal electronic devices—such as phones, smartwatches, and tablets—can create significant distractions and raise concerns about safety and privacy, particularly in areas like restrooms and during unsupervised moments.

To maintain a safe and productive learning environment, the following guidelines are in place:

Elementary (TK – 5th Grade)

Students in elementary grades may not bring the following devices to school:

- Cell phones
- Smart watches with calling, internet, or camera features
- iPods, iPads, or any similar electronic devices

If your child has an exceptional need to bring a device to school, it must be checked in at the front office upon arrival and picked up at dismissal.

Communication During the School Day:

If you need to contact your child during school hours, please call the office at (916) 645-6280. If your child needs to contact you, they will be permitted to use the office phone.

Violations:

Any unauthorized use of a device will result in confiscation by the Administration. A parent or guardian may retrieve the item from the office.

Middle School and High School (6th – 12th Grade)

Students in grades 6–12 may bring phones and smart devices to school, but they must remain off and in the classroom wall pocket system during the entire school day, including:

- Class time
- Recess and lunch
- Breaks
- Passing periods

Students who need to make a call during the day may request permission to use the school phone. Parents should call the school office if they need to speak with their child. Devices may not be used unless given direct permission by a staff member.

Consequences for Violating the Device Policy

- **1st Offense:** Device will be confiscated and held in the office for parent pickup.
- **2nd Offense:** Device will be confiscated, held in the office for parent pickup, and the student will serve after-school detention.
- **3rd Offense:** Device will be confiscated, held in the office for parent pickup, and a parent meeting with Administration will be required. Further consequences may include loss of device privileges on campus or possible dismissal from school.

We appreciate your support in reinforcing this policy at home. These boundaries are not only for safety and academic integrity—they are also a reflection of our commitment to helping students develop responsibility, self-control, and respect for the learning environment.

Health, Illness & Communicable Diseases

At Lincoln Christian Academy, your child's health and safety are a top priority. The following policies are in place to ensure a safe, healthy, and supportive environment for all students.

Immunization Policy

LCA follows all California state laws regarding student immunizations. State law requires all children entering school to be immunized against:

- Polio (4 doses)
- DTaP (5 doses)
- Hepatitis B (3 doses)
- MMR – Measles, Mumps, Rubella (2 doses)
- Varicella – Chickenpox (2 doses)
- Tdap booster (7th–12th grade)

COVID-19 vaccinations are not currently required.

Medical Exemptions

- Exemptions dated before January 2021 must include a written statement from a licensed physician (not under disciplinary action) explaining the child's medical condition, the exempted vaccine(s), and the permanent nature of the exemption.
- Medical exemptions issued after December 2020 must be submitted by a physician through the CAIR-ME website.

Conditional Admission

Students in the process of completing required immunizations may be conditionally admitted. Parents must provide proof of scheduled appointments and updated vaccination records after each scheduled appointment to maintain active enrollment.

Medication Policy

In accordance with state law and school safety guidelines, **no medications (prescription or over-the-counter) may be administered at school without:**

- A signed medication authorization form from both a parent and a licensed physician
- The medication is provided in its original container with clear dosage instructions

This includes, but is not limited to:

- Prescription medications

- Vitamins and supplements
- Medicated lotions and chapsticks
- Over-the-counter medicines (e.g., Tylenol, cough syrup, and/or cough drops)

Medication must be stored and administered in the school office only.

Illness & Communicable Disease Policy

To help prevent the spread of illness, **children should not attend school** if they show any of the following symptoms:

- Fever of 100°F or higher
- Persistent cough or nasal discharge
- Vomiting or diarrhea
- Rashes or open sores (must be covered if present)
- Sore throat or strep throat
- Pink eye (conjunctivitis)
- Lice or nits
- Pinworms
- Hepatitis
- Any childhood contagious diseases, such as chickenpox

Students must be fever-free and symptom-free, without the use of medication, for 24 hours before returning to school. Students should also be well enough to participate fully in school activities.

If your child will be absent for any reason, please notify the office before the start of class. Missed classwork will be sent home with the student, who will then have two (2) days upon their return to complete and return it to receive full credit.

When a Student Must Be Picked Up

In the event of illness or other concerns, you may be asked to pick your child up from school. Please be prepared to pick up your child within 30 minutes (or someone from your emergency pick-up list will be contacted) if any of the following occur:

- Possible broken bone
- Head, neck, or back injury
- An illness that prevents classroom participation
- Two or more potty accidents in a single day
- Ongoing behavior issues or defiance of school rules

Security Measures

At Lincoln Christian Academy, the safety of our students, staff, and families is a top priority. We are committed to providing a secure learning environment and maintaining procedures that support both physical and emotional safety throughout our campus. Below are the key components of our school security policies:

Emergency Contact Information

It is critical that the school has up-to-date emergency contact information for every student.

- Parents/guardians must keep all emergency contact details current in their FACTS account.
- Please update the following immediately if they change:
 - Parent/guardian name or address
 - Phone numbers (mobile or work)
 - Employer or job information
 - Emergency contacts or individuals authorized to pick up your child

Updates can be made directly in your FACTS account or by emailing the school office at: office@lcalincoln.com

If we are unable to reach you, the school will attempt to contact someone listed in your emergency contact information. Only those listed in your FACTS account will be allowed to pick up your child without written permission. In the event of an emergency where pickup is needed and we cannot reach you or anyone on your emergency contact list, your child(ren) may be taken to the nearest emergency facility (Police, Fire, etc.), and you will be notified of where to pick them up.

Secured Facility

To ensure student safety, all exterior doors remain locked during school hours.

- Parents will be issued a front door code upon enrollment
- This code is intended for use during regular school business hours only
- Do not share this code with individuals not listed in your emergency contact list
- Please do not use the door code outside of regular hours, as doing so may trigger the building alarm, result in a police response, and incur fees for which you may be responsible

Visitor Check-In

All visitors (including parents and volunteers) must:

- Enter and exit through the school front doors only
- Sign in at the front office and wear a visitor badge at all times while on campus
- Sign out before leaving the premises

Unregistered visitors will not be allowed to enter the campus during school hours unless approved by the administration.

Emergency Procedures & Drills

Safety drills help prepare students and staff for a variety of emergencies:

- Drills are conducted monthly, using the full school alarm system
- Teachers will review safety procedures with students before the first drill of the year

- Following the initial drill, future drills will be conducted without prior notice to students, allowing for a more realistic simulation of real-life emergency scenarios
- Students will practice exiting the building calmly and quickly under teacher supervision
- A notification email will be sent to parents on the day a safety drill is conducted

Emergency School Closure or Dismissal

In the event of a natural disaster, local emergency, or other situation requiring school closure or dismissal, the following procedures will be followed:

- Parents will be notified via Parent Alert, using text
- Students will only be released to parents or adults listed on their emergency contact form
- If a student is not picked up within 30 minutes, they may be transported to a designated off-site location (e.g., police or fire station)
- Parents will be notified of the new location and are required to pick up their child there

Emergency Radio Stations:

- KFBK 1530 AM
- KFIA 710 AM

Student Release Policy

In the case of an emergency or school evacuation, students will only be released to parents or authorized individuals listed in your FACTS emergency contact information. Please ensure that:

- Your list is always up to date
- Authorized contacts are aware they may be called upon in an emergency
- All authorized individuals are prepared to show valid photo identification

If a major emergency prevents pickup at school, students may be transported to a safe off-site location by administration or first responders. Families will be notified via our Parent Alert system with pickup instructions.

It is your responsibility to ensure your contact information is up to date so that you receive all timely notifications.

Together, we can keep Lincoln Christian Academy a safe, secure, and joyful place to learn and grow. Your cooperation ensures the continued well-being of all students at Lincoln Christian Academy.

Food & Nutrition Policy

At Lincoln Christian Academy, we believe that good nutrition supports strong minds, growing bodies, and joyful hearts. This section outlines our policies regarding student snacks and lunches, allergy awareness, birthday celebrations, and procedures for our lunch program.

Snack & Lunch Guidelines

- Students must bring:
 - One healthy snack for the morning
 - A healthy lunch
 - A second healthy snack if attending Extended Care
- Refrigeration is NOT available, so please send food items that do not require refrigeration
- Microwaves are NOT available in TK - 5th grades. Middle school students may use them when a staff member is present
- Soda, energy drinks, and other sugary beverages are not permitted on campus
- Utensils must be included with your child's meal. If your child forgets, one will be provided, and your FACTS account will be charged \$0.50 per set
- If a student arrives without lunch or a snack:
 - A lunch will be provided, and your FACTS account will be charged \$6
 - A snack will be provided, and your FACTS account will be charged \$2

Water Bottles

- Every student is required to bring a filled water bottle daily
- Water supports healthy hydration and brain function throughout the day
- If your child arrives without one, a water bottle will be provided, and your FACTS account will be charged \$1

Hot Lunch Program (Fundraiser Meals)

Our hot lunch fundraiser meals are offered 2–3 times per week and are announced at the beginning of each school year. Orders and payments are made through FACTS:

How to Place a Lunch Order:

1. Log in to FACTS Family Portal
2. Navigate to:
 - Student > Lunch > Create Web Order
3. Choose your meals, enter quantities, and click Order Items
4. Add funds to the lunch Prepay Account under the Financial section

Important:

- Order Deadline: Friday at midnight for the following week
- Payment Deadline: Monday at noon. Students must have funds in their lunch account
- Late Orders: Not accepted
- Missed Lunches: Cancellations must be submitted through FACTS by changing the quantity to zero. No-shows will still be charged unless canceled

If you have any questions about lunch orders, contact Kim McKenney at kimmckenney@lcalincoln.com.

Allergy Awareness

- LCA is **not** a nut-free campus, but we encourage families to be mindful of food allergies when packing lunches and snacks
- Students (especially in upper grades) are expected to know and manage their own food allergies
- Teachers of TK and Kindergarten will provide additional supervision

Birthday Treats

- We LOVE to celebrate our students!
- If you would like to bring in a birthday treat, please contact your child's teacher at least one week prior to the celebration
- The teacher will inform you about any allergy restrictions or preferred times for the treat
- We encourage simple, manageable treats

Thank you for partnering with us to support healthy habits and joyful moments for our students throughout the school year!

Drop-Off & Pick-Up Procedures

At Lincoln Christian Academy, the safety and well-being of our students is our top priority. Please follow these guidelines closely to ensure smooth and secure arrival and dismissal times.

TK Only – Drop-Off and Pick-Up Procedure

For the safety of our youngest students, TK parents must park and walk their child to and from the classroom at both drop-off and pick-up. It is extremely important that you check in with the teacher when dropping off your child to ensure they are safely in our care. At pick-up, please be sure to notify the teacher before taking your child so we can ensure every student is accounted for. Your cooperation is greatly appreciated in keeping our TK students safe.

K - 8th - Arrival (Drop-Off) Procedures

- Morning car line wraps around the right side of the building to the school entrance

- If the front doors are closed, you must park and escort your child to Extended Care or the front office to sign in (per legal requirements)
- If the front doors are open, you may:
 - Park and walk your child to their classroom, or
 - Use the car line to drop them off at the front door

If using the car line:

- Have your child ready to exit the car quickly and on the passenger side
- Parents should remain in their vehicle
- If your child is not ready to exit immediately, please park so those behind you can go
- Do not pass other cars in the drop-off lane—this is a critical safety rule

Dismissal (Pick-Up) Procedures

- Park and walk to your child's classroom back door:
 - Located near the gym for most classes
 - Middle and high school students will be picked up outside the gym door
 - TK and 4th Grade pick-up is at their only classroom door - please wait until the teacher opens it
- Classroom doors open at:
 - 3:15 PM (Mon–Thurs)
 - 12:15 PM (Fridays)

K - 8th - You may also use the drive-through lane:

- Staff will call for your child, and they will be sent out to meet you

Important Reminders

- Only individuals listed on your child's emergency contact list are permitted to pick up students
 - To authorize someone not on the list, email permission to: office@lcalincoln.com
 - That person must bring a photo ID
- Students may not enter classrooms at drop-off unless a teacher is present
- Please do not open the classroom door at pick-up—teachers will open the door at dismissal time
- Early pick-ups must be done through the front office
- Teachers are instructed to notify the administration if dismissal policies are not being followed

Thank you for helping us maintain a safe, respectful, and efficient process for all our students and families.

Media & Social Media Policies

School Social Media Policy

Lincoln Christian Academy uses social media platforms (including, but not limited to, Facebook, Instagram, and our website) to celebrate student success, highlight school events, and connect with families and the broader community.

We are committed to using social media in a responsible, positive, and professional manner that reflects our values as a Christ-centered school. Content shared will be uplifting, respectful, and align with our school's mission and standards.

Only approved school administrators and designated staff members are permitted to post on official LCA accounts. Parents, staff, and students are encouraged to share or like posts; however, we kindly ask that all online engagement reflect kindness, respect, and Biblical values.

Parent Teacher Fellowship (PTF) Social Media Policy

The Parent-Teacher Fellowship (PTF) may maintain separate social media groups or pages to promote parent engagement. These pages are intended for collaboration and connection and are considered extensions of our school community.

Groups are private and open only to enrolled families. Content must remain appropriate, respectful, and aligned with the school's Christian values.

PTF pages are not a platform for airing personal grievances, sharing confidential information, or posting content that may reflect poorly on the school or its families.

PTF leadership and school administration reserve the right to remove posts or comments that are inappropriate or unkind and to remove members who do not follow these guidelines.

Student Photo Release Policy

Upon enrollment, families are asked to sign a photo release form that gives permission for their child's image to be used in school publications, yearbooks, and official school-related online or printed material.

Photos and videos may be taken by staff or volunteers during:

- School events
- Chapel services
- Classroom activities
- Field trips
- Fundraisers

These may be used for (according to the permissions you gave during enrollment):

- School yearbooks
- Social media posts
- Website content
- Promotional material
- Newsletters and other internal communications

Student Safety:

We prioritize student safety and privacy. We do not include personally identifiable information, such as names, grades, or specific locations, in captions, tags, or overlays when sharing student photos online.

Family Photo Disclaimer:

Please note that LCA permits parents and family members to take photos freely during public school events, field trips, and fundraisers. We are not responsible or liable for how those photos are used, stored, or shared by families on personal social media accounts or other platforms.

Final Word

At Lincoln Christian Academy, we are committed to partnering with families to raise up students who love God, love others, and pursue excellence in all they do. This handbook is intended to support clear communication, promote unity, and provide guidance rooted in God's Word.

We are grateful for the opportunity to walk alongside you in your child's spiritual, academic, and personal growth. Our prayer is that every student who walks through our doors would come to know the love of Christ more deeply and grow into servant leaders who make a lasting impact for His Kingdom.

"And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through Him."

—Colossians 3:17

Thank you for choosing to be part of the LCA family. We look forward to another year of learning, growing, and serving together.

In His grace,

The Staff and Leadership of Lincoln Christian Academy