



**2024 - 2025 School Handbook**

Welcome families to Legacy Christian Academy! We are so pleased to have your child(ren) enrolled with us! We know that God has called us to lead this school with your students in mind. Thank you for allowing us the opportunity to work with your families. We are excited for this journey and expect to have an amazing school year!

Here is an overview of information to store in your phones for quick and easy communication this year. Please be respectful of school and business hours for basic communication, but do not hesitate to reach out for emergencies outside of school hours. We are not only here to educate your children, but to support our families through the education process. After hours, please text first.

### **Personnel**

Mr. Jawanza Whitfield, Founder and Head of School  
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Dr. Martha Whitfield, Founder and Principal  
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### **School Address**

13224 Sardis Road  
Mabelvale, AR 72103

### **Website**

legacyarkansas.com

### **School email**

[legacychristian2024@gmail.com](mailto:legacychristian2024@gmail.com)

### **Important Notice**

The school reserves the right to alter or amend the plan, policies, and procedures contained in this publication at any time. Families will be updated of changes if/when they occur. Please also note that “parent” and “guardian” are used interchangeably in this document.

## **Mission Statement**

The mission of Legacy Christian Academy is to serve students and families by providing a Biblically based, academically rigorous, and individualized education program.

## **What does this mission look like in action?**

Students will be challenged to achieve academic excellence and to use their gifts and abilities to fulfill their God-given purpose.

## **Accreditation and Professional Membership**

Legacy Christian Academy is accrediting as a member of the Oral Roberts Educational Fellowship (ORUef) through the International Christian Accrediting Association (ICAA). We will begin the self-assessment process in August of 2024.

## **Who we are**

1. LCA is grounded in the principles of the Bible.
2. We are committed to providing quality academics tailored to meet each student's individual needs.
3. Our classrooms are trauma-sensitive, providing a safe and supportive learning environment.
4. We maintain small class sizes for personalized instruction and effective behavior management.
5. LCA features a sensory space, offering a peaceful retreat for students who need it.
6. Bible studies form an integral part of our daily curriculum, nurturing spiritual growth along academic progress.

## **Our core values**

**Academic Excellence:** We strive for excellence in all academic pursuits, challenging students to maximize their potential. As experienced educators, we understand that the foundational skills of reading, writing, and math are critical to every student's educational plan.

**Personal Integrity:** Honesty, reliability, and fairness are virtues we uphold and instill in our students, encouraging them to make the right choices even when no one is watching.

**Christian Unity:** Our community, founded on Christian principles, promotes unity and respect among students, teachers, and parents, transcending differences and fostering a shared sense of purpose.

**Brotherly Love:** We emphasize empathy, understanding, and kindness in our interactions, fostering an environment where students feel safe and loved.

**Godly Character:** Our goal is to nurture students and help them live daily through the fruit of the spirit - love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control.

### **Admissions Policy**

Legacy Christian Academy will accept all students for whom we are able to provide our mission based education. Students will apply online and receive an admission email once the school administrator has met with the family to ensure that quality educational services can be provided. Upon acceptance, families will complete the enrollment packet and pay the \$200.00 enrollment fee.

### **Non-discriminatory admissions**

Legacy Christian Academy is committed to providing equal educational opportunities for students without regard to race, color, national or ethnic origin. It does not unlawfully discriminate in the administration of educational policies, admissions policies, scholarship or loan programs, or athletic or other school administered programs. As a private religious institution, however, LCA reserves the right to deny admission to any applicant whose academic preparation, character, or personal conduct is determined to be inconsistent with the mission and vision of our school.

### **Financial Obligation Policy**

Legacy Christian Academy exists to serve its students and their families and to provide a Biblically based, academically rigorous, and individualized education program for all students. While this mission is clearly the reason for the school's existence, LCA operates within the business world and must meet its financial obligations. Therefore, the school and parents must enter into a financial agreement to ensure quality and fiscal responsibility.

Parents of students withdrawing from LCA will be responsible for the tuition for the last month attended. For example, if a student withdraws on Feb 14th, the family is responsible for the entire month's tuition.

### **School hours**

School begins each day at 8:15 a.m. and ends at 3:45 p.m. Students are expected to be in their classrooms by 8:10 a.m. Please note that school will be dismissed early for staff development days, however, parents and students will be notified before early dismissal days. Aftercare will be provided free of cost on these early dismissal days. Please refer to calendar for these dates. Families who are not participating in regular after care services will need to be picked up by 4:15pm.

### **Aftercare program**

Aftercare will be provided daily for any student enrolled in LCA, regardless of age. There is a weekly charge of \$30.00 for these services, which are provided from 3:45 pm to 6:00 pm. There will be a late fee charged of \$5.00 per every five minutes after 6:00 pm.

### **Chapel and Bible Study program**

Chapel services and Bible study are an integral part of Legacy Christian Academy. Students will participate in Chapel every Wednesday morning and complete Bible studies daily. Participation in these events are required and part of our curriculum.

### **Lunch and snack program**

A lunch program is not provided, so all students need to pack a healthy lunch daily. Microwaves and refrigerators are available, but there will be limited microwave usage. Please keep this in mind when preparing your child's meals. All students will be expected to eat lunch in the gym with other students. A student may not leave campus for lunch except when checked out of LCA and accompanied by his/her parent. Parents are welcome to visit during lunch. Lunch may be brought to your child but parents may not bring food for other students.

Snacks are provided every afternoon in aftercare. Please make sure the school knows of all of allergies and/or food related concerns.

## **Inclement Weather**

As expeditiously as possible, any announcement concerning early dismissal, late opening, or cancellation of school in case of inclement weather will be posted on our website and communicated via the school's phone and email notification systems. Generally speaking, LCA will follow the lead of the Little Rock School District when making inclement weather decisions.

## **Promotion/Retention**

Legacy Christian Academy requires certain standards of achievement for students at each grade level as a prerequisite for promotion to the next grade level. Retention of students in a particular grade level will be made after prior notification and explanation to the student's parents.

At the elementary level, the teacher and principal will evaluate the student's performance, maturity level, learning progress, etc. to determine whether it will be necessary to retain the student.

All high school promotional decisions will be made following the credit requirements as outlined by the state.

## **Homework**

With the exception of weekly reading goals and requirements, LCA will not assign homework regularly. However, they may be times when students will need to get caught up from absences or if they have been unable to keep up with the work load during class time. The teachers will keep all parents informed of homework.

## **Report Cards**

Report cards will be issued to parents every nine weeks.

## **Grading Procedures**

Grades are useful indicators of performance. LCA strives to fairly and accurately evaluate learners' performance and content mastery. Grades, however, ultimately reflect the judgment and discretion of the teacher.

Grades are calculated according to the following scale: 100 - 90 (A) 89 - 80 (B) 79 - 70 (C) 69 - 60 (D) 59 & below (F)

An incomplete or "I" indicates that the student has not done or made up all required work or turned in an assignment.

An "M" or missing indicates that an assignment has not been turned in to the teacher. An "M" will be recorded as a zero until the work is submitted and graded.

An "E" indicates that an assignment has been excused by the teacher.

If at any time parents wish for more information about their child's progress, they are invited to schedule a conference with the teacher through the school office. The best learning situation for students occurs when the home and school work closely together.

### **Academic violations policy**

Academic violations will not be tolerated by Legacy Christian Academy. As a team, we will work together to make sure your student has the supports and resources to complete his/her own work.

Academic violations include, but are not limited to:

- Getting unauthorized help from any source on a quiz or test
- Copying another's homework and turning it in as one's own
- Turning in another's report or project as one's own
- Using AI generated essays or written answers to work
- Using calculators when not approved (or as part of an education plan)
- Use of cellphones or laptops during assessments

Each incident of academic violation will be handled individually depending on the nature and severity. Possible consequences may include:

- Redoing the assigned work, for full or partial credit
- Before or after school detention
- Suspension if more than two academic violations occur during the school year

Each academic violation will result in a parent conference to discuss and problem solve.

## **Textbooks and School Property**

Any texts or library books that are loaned are for free during the year. These books are to be returned in good condition at the close of the year. Students are responsible for proper care of all books, supplies, and furniture. Students who lose or damage books beyond normal wear will be charged for the loss or damage. Damage to books will be paid for on a prorated basis. Students will be charged 25% of the replacement cost of the book if the book's pages, edges or cover are written on. If the book is abused beyond normal wear and tear (cover or pages torn or missing, etc.) the charge will be at least 50% of the replacement cost of the book. If the book is lost or destroyed the student will be charged the full replacement cost of the book. This responsibility must be taught by parents and teachers. Most required consumable workbook materials are paid for through tuition.

## **Library**

Students are encouraged to use the library at the school. If a book is lost or damaged, the student will be expected to pay the replacement cost of the book. A student's report card will not be released until all fines are paid or the book is returned to the library.

## **Testing**

Legacy Christian Academy administers the Renaissance Star360 test in the fall, winter, and spring. Teachers, students, and parents are encouraged to discuss test results to best understand their use in the teaching-learning process.

## **Students health and safety**

Daily emergency and health needs will normally be handled by school administration. All faculty are trained in CPR and First Aid. The school administrators will give medication, following the school's medication policy and procedure.

## **Student Health Records**

Each student must have on file an updated and completed health history form. The minimum requirement for entry into school, regardless of grade, are three doses of Diphtheria/Tetanus (DP pediatric), four doses of polio vaccine. The last dose of DTP, DT, or TD must have been since the child's 4th birthday. One dose of tetanus, diphtheria and acellular pertussis (Tdap) vaccine will be required for children who will turn 11 years or older on or before September 1 of each school year. Previously, the requirement was for a dose of Tdap vaccine for students entering



grade 7. LCA will abide by state laws which require students who are not current on shots be excluded from classes until current. Students will also be required to have two doses of MMR (measles, mumps and rubella), three doses of Hepatitis B vaccine, one dose of Hepatitis A, and two doses of Varicella (chickenpox) vaccine. Beginning in 7th grade, students must also have at least one dose of Meningococcal vaccine and a second dose at age 16 (as of Sept. 1 of the current year).

### **Student Illness**

In order to prevent the spread of communicable disease, parents are expected to keep an ill child home from school for the duration of illness. Certain illnesses, because of their contagious nature, will require administrative approval prior to entry to the classroom. Parents should be careful not to send children to school if they are running a low-grade fever, and they should not return to school until there has been a 24-hour period without fever (without the use of fever-reducing medicines).

### **Medication at School**

All medication should be given to the office personnel and administered from the office. Occasionally, students will require prescription and non-prescription medication at school. Parents will need to inform the school of such needs and sign a document indicating the medication, dosage, and frequency. This applies to Tylenol and other common painkillers. (If taken on an as-needed basis, a permission form may be left on file in the office.) School personnel may not give medications without parents' knowledge or permission. In the event that a student's attendance is dependent upon the administration of medication during school hours, the following guidelines will be strictly enforced.

1. All medications must be brought to school in the original container, which must be labeled with the child's name, medication name and dosage.
2. A form must accompany medication, which shall include:
  - a. Child's name
  - b. Name of medication to be given
  - c. Time at which medication is to be given
  - d. Reason for medication
  - e. Duration of treatment
  - f. Physician prescribing medication, address and phone number (if appropriate)
  - g. Parent's name and signature (dated)
  - h. Copies of this form will be available from the school staff

## **Illness and Injury at School**

An Injury Report Form must be completed on significant injuries, and a copy given to the principal. The school will have a first-aid kit. Parents must provide consent for first aid.

Should a child become ill during school hours and require removal from the classroom, an area will be provided for the child to rest with adult supervision until the parents are contacted and come to pick up the child. Parents should provide the school with phone numbers where they can be reached in the event of an emergency and be prepared to deal with unexpected illness. Parents must pick up a sick child immediately after they have been notified of illness.

Should a child become ill or injured such that the administrator feels delaying treatment until a parent is available would endanger the child, emergency medical treatment will be sought at a local hospital emergency department. A consent for emergency medical treatment must be kept on each student and updated annually. The school will make a reasonable effort to contact parents if an emergency arises due to injury or illness. Certain illnesses, because of their contagious nature, will require administrative approval prior to entry to the classroom.

## **School Attendance**

Every child choosing to enroll at LCA who is the age of 7 through 17 must comply with the compulsory attendance laws for the state of Arkansas. These laws require LCA to set a limit on the number of days a student may be absent from school no matter the reason. At LCA, this limit of excused absences shall be six (6) per semester. Students missing more than twelve (12) days per school year may be retained. Administrative exceptions may be made in cases of extended illness. Exceptions may be made if approved in advance for other extenuating circumstances. All absences until this maximum are considered excused absences.

**Approved Absences:** Occasionally, parents remove students from class for reasons past the six excused days per semester. There is a provision for these absences called approved absences. Approved absences must be approved by an administrator at least two school days in advance (unless in case of illness, to where a doctor's note will be required for approval) and arrangements made by the student with the teacher for work due. Absences will be approved during the final week of the quarter only in extreme circumstances. **Approved absences could be denied due to excessive absences and/or borderline academic performance.**

**Unexcused Absences:** Absences beyond six days that are not approved in advance (or with a doctor's note) will be unexcused. In these cases, these unexcused absence(s) may result in zeros or non-promotion to the next grade.

**Tardies:** As tardies are disruptive to the educational process, students who accumulate more than 8 tardies in any semester will be counted absent for one day of attendance. Tardies are defined by arriving to school later than 8:16 am. Excessive tardies may result in a mandatory parent meeting to problem solve. Elementary students who arrive after 12:00 will be counted as absent.

For re-admittance after an absence of any kind, a note or email stating the reason for the absence from the parent or guardian must accompany the child. For record-keeping purposes, the parent must send an email or note to the school rather than call. Otherwise, the absence is considered unexcused.

### **Timely Completion of Make-Up Work**

Upon return, the student/family should check with the teacher to be sure he/she has met the teacher's expectations for all assignments missed.

### **Check Out Procedures**

A student will be released directly to the parents or guardians any time a parent or guardian comes to the office in person and signs the child out. Students will not be released to unauthorized persons unless arrangements are made by the parents and the school is clearly instructed as to the arrangements. Please have a photo I.D. ready to show staff members when checking a student out of school.

### **Student Cell Phones and Smart Watches**

Personal phones and/or electronic devices are not allowed in class during the typical school day. Smart watches may be worn as long as they do not cause disruptions to the learning process.

Elementary students: Elementary age students are encouraged not to bring a device to school unless it is determined by the parents that it is necessary for communication purposes after school hours. In these cases, please let your administrator know that your child is bringing a device. These devices should be turned into the office every morning and picked up every afternoon.

Middle/High School students: For middle and high school students who bring a cell phone or other device to school, it must be turned off and placed in his/her bag. Students are not allowed to take their device to the restroom at any point during the day. Middle and high school students may take out and use their phones during their lunch break or per the teacher's discretion.

Failure to follow these guidelines will result in the device being taken up and held in the principal's office until the parent of that child personally picks it up.

### **Party Invitations**

Attempts are made to consider all students' feelings. At school, students may distribute invitations to personal parties only if all students or if all students of the same gender in the class are invited, otherwise we request that party invitations be delivered outside of school.

### **Disciplinary Response**

Disciplinary issues will first be handled through classroom management, intervention strategies, and sensory room use. However, if a student is having ongoing disciplinary issues (including violent behavior that injures others or property, inappropriate language, bullying, ongoing disrespect or insubordination, or other behaviors deemed disruptive), LCA may choose any of the following methods of disciplinary response (not listed in any particular order and may not be totally inclusive):

Loss of privileges

Parent conference (phone or in-person)

Supervised lunch room or cleaning work detail

Probation

Suspensions (in-school and out-of-school)

Detention (before or after school, lunch)

Parent's will receive a disciplinary report for every behavior incident that was unresolved through strategies and that resulted in disciplinary action.

An administrator's decision about which disciplinary response is appropriate may depend on the severity of the offense, motive, prior offenses, and effects of the offense. Some offenses may result in a severe response such as suspension or expulsion on the first offense.

## **Search and Seizure**

LCA respects the right of students to privacy and security against arbitrary invasion of their person or property. School officials do have the right, however, to search students and their property in the interest of the overall welfare of other students or when necessary to preserve order and discipline in the school. The search of a student's person may be conducted only if school officials have reasonable suspicion to believe that a student's clothing, purse or other personal possessions contain stolen items or items prohibited by law or policy. Personal searches may be conducted by a school official of the same sex with an adult witness of the same sex present. If law enforcement authorities are involved, complete cooperation will be given to them by school authorities in their investigation. In all cases, parents will be notified immediately.

## **Suspension and Expulsion**

LCA may suspend or expel students who are unable or unwilling to respond to the intervention strategies in place.

1. A teacher may dismiss a student from their class for the remainder of the class period for causing disruptions or other classroom infractions.
2. The building-level administrator is authorized to suspend students from class or school for disciplinary reasons. The administrator may designate either an in-school or out-of-school suspension.
3. When a student has been notified of an out-of-school suspension, he/she must remain away from school premises until reinstated by the principal or designee, except that a suspended student may return to the school premises when accompanied by a parent or guardian for a student-parent-principal conference. An administrator may suspend a student for up to ten days and require a parent conference for considering reinstatement. The administrator may exercise this responsibility in the best interest of the school and the student in line with whatever the situation or circumstances demand. All students are expected to complete and return all school work missed during suspensions.

Suspension: The following offenses are sufficient grounds for a suspension from school, but are not limited to the following:

- a. Skipping classes or leaving school property
- b. Fighting
- c. Destruction of school property (student will also pay for damages)
- d. Ongoing defiance and hostile attitude
- e. Ongoing disrespect for authority
- f. Ongoing insubordination

- g. Ongoing profanity or using suggestive language or gestures
- h. Dishonesty (cheating, lying, deceiving, aiding another to do so)
- i. Use or possession of tobacco products
- j. Possession of any weapon

### Expulsion:

The following offenses are sufficient grounds for expulsion from LCA, but are not limited to the following:

- a. Sexual activity, immorality
- b. Theft
- c. Involvement with alcoholic beverages or illegal drugs
- d. Persistent disregard for school rules and policies
- e. Persistent attitude to the contrary nature of a Christian school
- f. Behavior or circumstances that could cause undue disruption, hardship, and/or inappropriate situations for the school and/or student
- g. Possession of weapons or dangerous instruments

### **Disciplinary reviews**

Prior to any disciplinary action, the building-level administrator or his/her designee shall advise the student in question of the particular misconduct of which he/she is accused, as well as, the basis for such accusation. The student shall be given an opportunity at that time to explain his/her version of the facts to the building-level administrator or his/her designee. The education team will meet with the family and parents shall be informed in instances of suspension or expulsion and the reason (s) for the action shall be given to the parents or guardians of the student. Any parent or legal guardian of a pupil suspended shall have the right of appeal to the Head of School by making an appointment with the school administrative team.

### **Anti-Bullying Policy**

Legacy Christian Academy prohibits acts of harassment or bullying. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment is any gesture or written, verbal, graphic, or physical act including electronically transmitted acts that is reasonably perceived as being motivated either by an actual or perceived characteristic, such as race, color, religion, ancestry, natural origin, gender, mental, physical, or

sensory disability or impairment; or by any other distinguishing characteristics. Such behavior is considered harassment whether it takes place on or off school property.

Bullying-type behavior meets the following criteria:

- Directed at one or more pupils
- Physically harms a student or damages the student's property; or;
- Has the effect of substantially interfering with a students' education, or;
- Is severe, persistent, or pervasive that it creates an intimidating or threatening educational environment, or;
- Has the effect of substantially disrupting the orderly operation of the school

Any instances of bullying or harrassment will be met with disciplinary action as outlined above.

### **Dress Code 2023-2024**

*Clothing must be clean, fit properly, and be free of holes, tears, and frayed areas.*

### **Regular Dress Code (Monday, Tuesday, Thursday)**

#### **Shirts**

- Knit polo style shirt, long or short sleeve; any solid color; maximum of 3 buttons on the placket
- LCA logo optional

#### **Pants**

- Hemmed, no holes, not frayed; not baggy, not sagging, not form-fitting, not low-cut pants; must fit at the waist
- Dress style pant colors permitted are black, dark blue, or khaki or gray
- No jogging pants
- Blue jeans may be worn - no embellishments are permitted

#### **Shorts**

- Shorts must cover more of one's upper leg than they leave exposed
- Not frayed, not baggy, not sagging, not tight legged, not low cut or cargo shorts; must fit at the waist
- Dress style black, dark blue or khaki or gray in color, or denim shorts

## **Skirts/Skorts/Jumpers**

- Must cover more of one's upper leg than they leave exposed
- Skirt, skort, or jumper - navy, black, gray or khaki in color
- Plain, full length, black, navy, or white cotton leggings or tights are permitted
- All dresses and skirts, with the exception of skorts, require shorts or leggings to be worn underneath

## **Wednesday dress days**

### **Shirts**

- Knit polo style shirt, long or short sleeve; any solid color; maximum of 3 buttons on the placket
- LCA polo with logo REQUIRED

### **Pants**

- Hemmed, no holes, not frayed; not baggy, not sagging, not form-fitting, not low-cut pants; must fit at the waist
- Dress style pant colors permitted are black, dark blue, or khaki or gray

### **Shorts**

- Shorts must cover more of one's upper leg than they leave exposed
- Not frayed, not baggy, not sagging, not tight legged, not low cut or cargo shorts; must fit at the waist
- Dress style black, dark blue or khaki or gray in color, or denim shorts

## **For girls, Wednesday dress days, Skirts/Skorts/Jumpers**

- Must cover more of one's upper leg than they leave exposed
- Skirt, skort, or jumper - navy, black, gray or khaki in color
- Plain, full length, black, navy, or white cotton leggings or tights are permitted
- All dresses and skirts, with the exception of skorts, require shorts or leggings to be worn underneath

## **Sweaters, sweatshirts, or jackets**

- Solid colors only, no large logos or prints
- A collared shirt must be worn underneath all sweaters



- NO HOODIES ARE ALLOWED IN SCHOOL. Hooded outer wear must be removed while inside the school building.

### **Shoes and Jewelry**

- No chains or pocket chains
- No rings or bracelets with spikes or sharp edges
- No sunglasses, caps, hats, bandanas, or head coverings
- Girls may wear conservative single-stud earrings, no hoops or large dangly earrings
- Students must wear closed-toe shoes daily, either tennis shoes or closed toed crocs (no open toes, sandals)
- No extreme make-up, visible tattoos, decals, pencil or pen markings on the body (students may not write on themselves or each other)
- No piercings except for the ears of female students

### **Friday/Spirit Day**

Students may follow the regular Monday/Tuesday/Thursday dress code OR students may wear the following:

Solid t-shirts

LCA spirit t-shirts

Solid colored jeans or jogging pants (no holes, frays, cut-offs)