



Legacy
CHRISTIAN ACADEMY

2024-2025

Parent Handbook

Legacy Christian Academy

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This handbook contains the written policies of Legacy Christian Academy as of June 20th, 2024.

While abiding by our admission guidelines and policies, LCA reserves the right to consider each applicant on an individual basis respecting the unique needs and circumstances of each family. Wishing to allow room for compassionate and prayerful review in keeping with the “Spirit of the Law” and not only the “Letter of the Law,” discretionary admittance may rarely be considered for extreme and exceptional situations.

The staff at Legacy Christian Academy reserves the right to make changes or additions at any time. All such modifications will be published on the website.

No part of this manual may be reproduced in any form without written permission from Legacy Christian Academy.

The following pages contain information about Legacy Christian Academy (LCA). Please read each page carefully before placing the book in a convenient place for reference, as it should not be discarded. As a member of Legacy Christian Academy, it is your responsibility to become familiar with the contents of this manual and abide by all guidelines. If you have any questions, please contact one of the staff members at Legacy Christian Academy.

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Statement of Faith

As an organization, we believe the scriptures of The Holy Bible, God's written word, are the true and final authority in life and faith in which humans are accountable. There is only one true God, creator of heaven and earth. God eternally exists in three distinct persons: Father, Son, and Holy Spirit who are equal in power and glory. Jesus Christ (both true God and true man) is the eternal Son of God, born of a virgin, lived a sinless life and died on the cross as the sacrificial substitute to pay the penalty for humanity's sin. Jesus Christ physically rose from the dead, ascended into heaven and will one day return. All those who, through faith, accept Jesus Christ as their Savior, repent from their sin, and pursue a relationship with Him, can be reconciled with God and receive eternal life.

Marriage

We hold to the Biblical truth that marriage is the covenant union between one man and one woman.

Gender

We hold to the Biblical truth that God created two genders, male and female.

Vision

Unifying faith, family and home through community.

Core Values

Christ Centered – Strength in Unity – Parent Directed

Mission Statement

Legacy Christian Academy exists to facilitate and encourage the gathering of parent educators and their children while supporting the mission of home education through parent-led class days, administrative resources, and family activities.

Organization of Legacy Christian Academy

The final authority and responsibility for all decisions lie with the administrators and advisory committee of Legacy Christian Academy.

Leadership

President - Randy Mains

Administrator - Liz Mains

Class Day Coordinators (CDC) -

L1: Kelly Fischer & Jacklynn Walters

L2: Melanie Hoagland & Joy Oufnac

LCA POLICIES:

Parents are required to read and comply with the following policies. By signing the application, parents agree to abide by these policies:

We have read and agreed to the statement of faith, and understand that it is the foundation of this organization.

We agree to abide by the dress code and code of conduct, found in the LCA Parent Handbook, whenever attending an LCA class day or event.

We understand that the Legacy Christian Academy cannot offer legal protection, it is only providing organizational services.

We realize that LCA offers the service of keeping our children's records, but is not responsible for their actual education.

We agree to maintain active membership in the Home School Legal Defense Association (HSLDA).

We acknowledge that LCA does not allow dual enrollment for individual students who participate in other public K-12 charter schools or public K-12 independent study programs.

We understand that it is our responsibility as parents to be in agreement concerning home study. We will consistently teach our students a responsible course of study and provide parental supervision during school hours.

We understand that we are ineligible to re-enroll if we are delinquent in tuition or any fees.

We understand it is our responsibility to notify LCA in writing of any student withdrawing within 15 days of the effective date, or we will be liable for tuition fees through the month notification is received.

Late fees will be charged for tuition payments received after the due dates.

We understand that failure to pay tuition for more than two consecutive months, without notifying the administration of the extenuating circumstances, may result in disenrollment.

We will provide and pay for our own curriculum.

We understand when our children attend LCA sponsored activities, we are required to attend and are responsible for their safety and supervision.

We understand LCA does not pay physician fees or medical expenses of students who are injured at Class Day or during LCA sponsored activities. LCA is hereby released from any liability for accidents or injuries.

We understand LCA reserves the right to use all photographs, videos and written materials from Legacy class days and sponsored events. These items will be used solely to promote LCA through printed promotional material and electronically via the LCA website, multimedia production or for materials produced for the benefit of enrolled families.

We have reviewed the statement of faith and LCA policies. We agree to implement them while abiding by them entirely. We understand that the services of Legacy Christian Academy are of mutual consent. Either we or Legacy Christian Academy, reserve the right to terminate any and all services at any time by written notification.

CODE OF CONDUCT

Legacy Christian Academy believes we should conduct ourselves for the glory and honor of God. LCA students shall be honorable in conduct, honest in word and actions, responsible in study and service, and respectful of the rights of others. LCA students and their families will comply with the following guidelines at all LCA functions, with the parents being responsible to ensure compliance.

DRESS CODE

- Clothing must be neat, modest, and gender appropriate.
- Extreme or inappropriate apparel, including, but not limited to, heavy chains, spiked or studded jewelry, “sagging” pants or offensive slogans on tee-shirts, other apparel or possessions are not allowed.
- No bare or barely covered midriff styles, strapless, low-cut halter tops or halter dresses, tight or low cut tops. Shorts may be mid-thigh. When in doubt, feel free to ask a member of the leadership team.
- Clothing must not be revealing.
- No shoes with wheels or skateboards.
- Traditionally, as a sign of respect to teachers, other adults, and the buildings that we utilize, males are to remove their hats during prayer and the pledge of allegiance.

LANGUAGE

Offensive language including, but not limited to, using the Lord’s name in vain, profanity and inappropriate speech will not be tolerated at any LCA sponsored event.

SUBSTANCE USE

Smoking, tobacco products, drug, or alcohol use will NOT be permitted by any student.

CELLPHONE/ELECTRONIC DEVICE USE

Students cellphones and electronic devices must be put away during classes. Teachers are encouraged to minimize cellphone use while teaching classes. When utilizing devices outside of the classroom setting, every effort should be made to use the device outside the building to reduce noise and distractions for others, as LCA members are guests in the building.

MOVIES AND MUSIC

LCA appreciates that movies and musical standards vary, only the movies or music that conform to this Code of Conduct are pre-approved for LCA sponsored functions.

REQUIRED FORMS (all due at registration unless otherwise specified)

1. All families must complete a New Member Enrollment Form. All parents in the household must sign this form.
2. Student Registration must be completed after the New Member Enrollment Form has been approved.

RECORD KEEPING (if choosing this service)

Legacy Christian Academy is not an accredited institution and as such, all parents are responsible to keep records and grades for their students. Record keeping services provided by LCA are not a substitute or replacement of at-home records, but merely supplemental in assisting parents as they create their student's records.

All families need to fill out the following forms:

Semester Grades— For grades 7 through 12, all semester grade records are due at the end of each semester (see calendar). Reminders of the dates will be on our website. Grades and attendance are submitted to LCA on the supplied form for data entry/recording keeping.

It is strongly encouraged that you provide the following additional information (days or hours) to be included in the record keeping process:

Kansas- Home schools, according to the State of Kansas, are unaccredited private schools. Each family must be registered with the state as an unaccredited private school. As such, according to HSLDA, there are 186 days required for each student in a school year in the State of Kansas.

Missouri- According to HSLDA, there are 1000 hours required for each student in a school year in the State of Missouri. 600 of these hours must be collectively taught in reading, math, social studies, language arts, and science.

Please refer to the department of education for your state's current laws/requirements. The semester total for days or hours (depending on your state of residence) will be entered when inputting semester grades.

WITHDRAWAL PROCEDURE

If you wish to withdraw your family or student from LCA and remain in good standing, a written notification of your intent is required fifteen (15) days prior to the effective withdrawal date. Upon receipt of your written notice, tuition obligations for future months will cease. Until we receive notice that you intend to withdraw, you are still enrolled and responsible for tuition charges even if you have been inactive. You are **ONLY** eligible to attend Class Days, events, and field trips that you are registered for if your tuition is paid for the month in which the event occurs. Any outstanding financial obligations to LCA must be settled for families to leave in good standings.

FINANCIAL INFORMATION

ENROLLMENT FEES

See Tuition and Fees Sheet on the LCA website — www.lcakansascity.com

TUITION

Membership fees are due monthly, on or before the first of the month, ten months a year, August through and including May. Annual Membership is due on July 15th. Any payments not received by the 15th of the month will be assessed a \$15.00 per month late fee.

TUITION CREDIT

A \$50 “New Family Referral Credit” will be posted to your account as a tuition credit when you refer a new family to LCA. Maximum of two referral credits per year.

LATE FEES AND PENALTIES

A \$15.00 late fee will be charged if required grades and reporting is not received by the office by the due date, or if tuition is not received by the 15th of the month. Enrollment may be terminated by LCA if tuition is more than two months past due without the school having been notified and other arrangements having been made. Re-enrollment may be denied if there is outstanding tuition or fees at the end of the school year.

OTHER EXPENSES

Field Trips- Special events sometimes involve admission fees, which must be paid when signing up for a trip. There is a “**no refund policy**” to ensure that we meet the minimum number of people needed to be eligible for the field trip and to receive the group discounts. Should you find yourself unable to attend, you are welcome to work out an arrangement with another LCA family. Field Trips are open to all LCA members only and will be publicized on the LCA website. Please see “Field Trip Guidelines” document on the LCA website.

Graduation- Legacy Christian Academy performs a kindergarten and high school graduation ceremony for our members each May. A graduation committee meeting will occur in the fall of the current school year for those choosing to participate.

SERVICES

REPORT CARDS

Semester report cards are generated for each student's as forms are submitted. This provides the parents with a record of their student's grades in addition to what parent's have created at home. Parents will be provided with a copy of the report card for their personal files. Legacy Christian Academy is not an accredited institution and its record keeping services are for assisting parents **only** and should not be substituted for at home record keeping in compliance with your individual state law.

HIGH SCHOOL TRANSCRIPT ASSISTANCE

Based on your submitted semester report cards, students in grades 9-12 will be provided assistance in making an official high school transcript. Please contact the office for more information on this service.

WEEKLY WEBSITE UPDATES

LCA has many activities and opportunities. To help keep you informed, an LCA weekly e-News email is sent at the beginning of each week. Additionally, check the Events page and the annual calendar on the LCA website each week to avoid missing any timely information.

ACTIVITIES

GUEST POLICIES

All Legacy Christian Academy class days and activities, including field trips, are for currently **enrolled members only**.

CLASS DAYS

We currently have two Class Days, Lenexa 1 and Lenexa 2, in Johnson County with classes led by participating parents. Some classes may also require a materials/supplies fee.

Class Day meetings are generally as follows:

Where:	Foundry Church
When:	9:00 am - 12:30pm

CANCELLATION

LCA Lenexa Class Days will be cancelled due to snow and/or ice in general with the Johnson County Community College. This might include a delayed or early release. If a Class Day is cancelled tuition is **not refunded** for the missed day. If available, a make-up day will be scheduled, however, this **cannot** be guaranteed due to facility and staff schedules.

LCA Belton Legacy Connections will be cancelled due to snow and/or ice in general with the Belton School District. If a Connections date is cancelled fees are **not refunded** for the missed day.

ADDITIONAL SERVICES

Feel free to call the school office for help or encouragement. Our office hours are Monday through Thursday, 1:00 PM to 4:30 PM. If you reach the voicemail, please leave a detailed message and we will get back to you. Meetings can be scheduled upon request.

SUMMARY OF SERVICES AND BENEFITS

Twice Monthly and Weekly Parent-led Lenexa Class Days
Assistance with Record Keeping & Transcript Support
Orientation Meeting & Training Seminars
LCA Weekly e-news
Personal Conferences (by appointment)
Field Trip Coordination
Classes for Nursery, Pre-K, and K-12
Mom's Night Out
Special Events
Quarterly Class-Day Parties
Game Nights 7th-12th Grade Students
Annual Family End of Year Picnic
Science Fair and Market Day
Mother-Son and Father-Daughter Dinners
9th-12th grade Homecoming and Prom
and more...