



HANDBOOK

LAKE  CITY
EST. ACADEMY *1909*

WELCOME

Welcome to Adventist Christian education, Seventh-day Adventists are Bible-believing Christians who base their faith, service, and hope in Jesus Christ. The name “Seventh-day” refers to the Biblical Sabbath—Saturday—ordained by God at Creation, which reminds us of the relationship of love and faith we have with our Creator and Redeemer. “Adventist” means we are looking forward to the soon return of Jesus. You are becoming a part of a world-wide education system with an enrollment that easily surpasses one million, operating over one thousand K-12 schools in North America alone.

LAKE CITY ACADEMY

ACCREDITED BY

The State of Idaho

National Council for Private Schools

Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities, Inc.

Which is recognized by Middle States Association

OPERATED FOR

Seventh-day Adventist youth and others who wish to obtain a Christian education.

OPERATED BY

The Constituents of the Upper Columbia Conference of Seventh-day Adventists

For additional information:

Lake City Academy

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www.lakecityacademy.org

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MISSION AND CORE VALUES

PURPOSE

LCA is for students—Pre-Kindergarten (3 yrs.) to 8th grade—who will be challenged in their academics. They will have the opportunity to become better acquainted with Jesus and the plan He has for their lives.

AIM

The work of true education involves more than imparting technical knowledge. True education is the development of one's power to think and to do, not to merely reflect what others think. LCA's aim is to direct students to God—the Source of wisdom, knowledge, understanding and love. Joining in a partnership with parents and other spiritual leaders, our focus is to help students learn the principles of truth as exemplified by Christ, which result in the development of self-control, God-centered decision making, and the joy that comes from unselfish service to others.

MISSION STATEMENT

With Christ as our cornerstone, we are wholly committed to loving to learn, and teaching through love.

CORE VALUES

COMPASSIONATE FAITH

As followers of Christ, we are wholly committed to making Him the foundation of our lives. From this foundation we build integrity, character, and our God-given talents.

INHERENT EXCELLENCE

We are wholly committed to the idea that there is inherent value in hard work, and in doing even the smallest task well because it is true and right. We understand that excellence is the result of this disciplined effort.

BOUNDLESS GRACE

You can't earn it. You can't buy it. It is totally inclusive and undeserved love, freely given by the Giver. Grace is the cornerstone of the gospel, family, and friendship, and we are wholly committed to its essential role in loving each other well.

RELENTLESS CURIOSITY

We are wholly committed to making learning a life-long experience. We understand that curiosity is crucial as we learn to think for ourselves, challenge our limits, develop creativity, cultivate perseverance, and discover a diverse perspective for the future.

UNIFIED PURPOSE

Each of us is unique and valuable. We are wholly committed to going beyond mere knowledge, and this prepares us for a life of service and stewardship for others, advances leadership skills, grows responsibility, and ultimately allows us to discover our purpose in Christ.

ADMISSIONS

NON-DISCRIMINATION POLICY

LCA admits students of any race, color, nationality, ethnic origin, or Christian denomination to all school privileges, programs, and activities.

ADMISSION/ENROLLMENT REQUIREMENTS

When space is available, LCA welcomes applications for Pre-K* to 8th grade students who desire an Adventist, Christ-centered education. Respect for God and others is expected from all students at LCA. Additional acceptance criteria includes, but is not limited to, student needs, classroom dynamics, and target number of students recommended per room.

**Students need to be the appropriate age before September 2. Pre-K: 3 yrs., Kindergarten: 5+ yrs., 1st Grade: 6 yrs.*

The following items are required before final admission to LCA:

New Student Admission Process

- Parent and student interview with principal and/or teacher
- Complete any necessary testing and/or evaluation
- Complete Admission Process on Tuition Aid Data Services (TADS)
- Complete Enrollment Process on TADS
- Transfer of Records Request (if needed)

Uploaded Information Needed by TADS

- Copy of Birth Certificate
- Current Immunization or Exemption Form
- Entrance Physical
- Financial Information if Requested

Returning Student Registration Process

- Complete the Returning Student Enrollment Process on TADS at www.lakecityacademy.org

Finances

- Pay any remaining balance from previous school year
- Complete TADS financial agreement for the coming year
- Pay the "Save My Seat" Fee. Please see the Tuition & Fees schedule on our school website.

WAITING LIST POLICY

When a classroom is full, a prospective student's name will be placed on a waiting list. Priority will be given in the following order:

1. LCA families who have a student currently enrolled who wish to enroll another sibling.
(Please note: the family must have been at LCA for a minimum of ONE semester and have an account which is in good standing.) Space may be forfeited if pre-registration deadlines are missed.

2. Members and regular attendees of a constituent Adventist church.

3. All other families.

In each of the above mentioned categories, completed applications will be prioritized by the date they are received.

ACADEMIC PLACEMENT

The following factors are to be considered for appropriate grade placement:

- Chronological age
- Emotional, physical, and social development
- Scholastic achievement as determined by: standardized test scores, student's ability to reason and to express ideas logically, teacher evaluation of academic progress, and prior school performance as evidenced by cumulative records, report cards, and the recommendations of previous teachers.

ACADEMIC INTERVENTION

An academic intervention may be implemented when a student receives more than one D or F, on his/her quarterly report card. The Student Support Team (SST) will meet to implement a plan to help the student succeed. Receiving a D or an F will affect being able to hold a class office and participate in special activities.

WITHDRAWAL AND READMISSION

Students may be requested to withdraw from school for any of the following reasons: the student's connection with the school is no longer beneficial to the student; the student's influence is detrimental to other students; previous attempts to help the student have not brought about the changes necessary to maintain the privilege of attending.

Students who have been asked to withdraw may reapply the following school year. The Admissions Committee will determine if the student will be readmitted and under what conditions. Students who do not voluntarily withdraw when requested to do so will be subject to expulsion.

ACADEMIC CURRICULUM

PRE-KINDERGARTEN

For students ages 3 and 4 years, who are potty trained.

Full time Pre-K is offered Monday through Thursday from 8:15 a.m. to 3:15 p.m. and Fridays from 8:15 a.m. to 12:15 p.m. Fridays are always half days.

Half day Pre-K programs are from 8:15 a.m. to 12:15 p.m. Monday through Friday. See our Tuition & Fees schedule for other Pre-K options.

Open Monday through Friday for half or full day sessions. The curriculum offers opportunities for interaction to develop social skills, sets a foundation to grasp phonics, and presents a wide variety of materials to help get children ready to learn academics. We offer an environment aimed at helping children be successful when formal school begins. Christ-centered Bible lessons are a part of daily worship.

KINDERGARTEN

For students 5 years (“on or before Sep 1”) or older, depending upon social and mental development.

Full time Kindergarten is offered Monday through Thursday from 8:15 a.m. to 3:15 p.m. and Fridays from 8:15 a.m. to 12:15 p.m. Fridays are always half days.

Kindergarten is a time for children to expand their love of learning, their general knowledge, their ability to get along with others, and their interest in reaching out to the world. While kindergarten marks an important transition from pre-K to the primary grades, it is important that children still get to be children. Getting kindergarten children ready for elementary school does not mean substituting academics for play time, forcing children to master first grade “skills,” or relying on standardized tests to assess children’s success. Kindergarten “curriculum” actually includes such events as snack time, recess, and individual or group activities in addition to those activities we think of as traditionally educational. At LCA, our developmentally appropriate kindergarten classroom encourages the growth of children’s self-esteem, cultural identities, independence, and individual strengths. Kindergarten children will continue to develop control of their own behavior through the guidance and support of caring adults. At this stage, children are already eager to learn and possess an innate curiosity. Because of the guidance of skilled teachers, students will have the opportunity to grow physically, emotionally, intellectually, and spiritually, in a safe environment.

The Kindergarten curriculum that will be used has been developed by our North American Division (NAD) and is called Stepping Stones. The program is based on the belief that kindergarten is a “stepping stone” between home, early childhood education and the primary grades of school. It features strong spiritual connections; a comprehensive integrated program including reading, math, science, social studies and technology; individualized developmental programming; themes that align with the Pathways program; and inquiry based activities which encourage exploration and discovery.

GRADES 1 TO 8:

Curriculum may include: Bible, computer education, grammar/ composition, handwriting, keyboarding, mathematics, music, physical education, reading/phonics, science, social studies, and spelling.

- *Bible:* LCA's Bible curriculum has been developed by the Adventist Church and is Bible-focused and Christ-centered. Younger students learn character-building lessons from the stories of the Bible, while the middle and upper grades focus more on issues and topics. Service and outreach opportunities are an integral part of learning, as well as scripture memorization and shared leadership in worship experiences. It is our hope that each student will accept Jesus as their personal Friend and Savior. Parents are invited to study this curriculum with their students.
- *Mathematics:* Our classes use a nationally recognized, NAD approved curriculum. In the lower grades, a formulation of the basics are developed in math computation (+, -, x, ÷) with mastery of concepts as a top priority. In grades 5-8 students use Saxon Math with personalized instruction, allowing them to take either remedial, grade level, or advanced math courses.
- *Science:* In grades 1-8, students are introduced to a broad survey of science topics, with special emphasis on creation science. An inquiry-based model is used to solve problems observed in this world. Hands-on labs play an integral part of the weekly curriculum.
- *Computers/Technology:* Kindergarten through 2nd grade share an iPad lab, while students in grades 3-8 have personal Chromebooks for at-school use. Our goal is for our students to safely gain greater experience and knowledge with technology in the classroom, so they will be equipped with skills needed in their future.
- *Art:* Art is an important part of each classroom's curriculum. Students will have the opportunity to learn a wide variety of skills and express themselves creatively.
- *History:* Nationally recognized, NAD approved textbooks are used in each class. Curriculum includes community economics and resources, Idaho state history, geography, and United States history. Northwest History and World History also have a strong emphasis on current events and issues. History comes alive for 7th and 8th graders as they experience Washington D.C. every other year.
- *Reading:* Teacher-directed instruction is implemented with the NAD Pathways Curriculum. In addition, students will participate in Accelerated Reader, which is an individualized student-selected literature program monitored by computer and teacher. Many teachers also engage students in literature sets and use discussion and reading comprehension activities.
- *Grammar and Composition:* The K-8 English program follows Pathways, the curriculum designed by the NAD Education Department. This literature-based curriculum integrates reading, writing, grammar, spelling, and handwriting in a holistic approach to learning effective skills for communication and study.

- *Physical Education:* The physical education (P.E.) curriculum emphasizes three components for physical fitness: strength, flexibility, and endurance. A wide variety of activities, including individual and team sports, are utilized to facilitate growth in these areas. All students are required to participate in

P.E. unless a written excuse from a doctor is presented. Students in grades 7 to 8 may wear t-shirts and shorts that meet the school dress code and must wear closed-toe shoes.

Music: As participants in the music program, students are introduced to a wide variety of musical experiences. Grades 1-4 are involved in a musical class twice a week that teaches music concepts and skills through Orff, Kodaly, movement composition, singing, playing pitched/unpitched instruments, and the study of multicultural music. Grades 5-8 participate in music four times a week, where they will begin to learn and build skills in playing a wind instrument and singing with proper technique, reading musical notation, sight singing, performance practice, and assessments. Upper-grade students will participate in choir, band or both where they can continue to develop their skills in the study, assessment, and performance of various musical genres.

Makerspace: In our desire to prepare students for jobs that haven't even been thought of yet, LCA has created a Makerspace, for collaborative, hands-on learning. Students learn to use modern tools like 3D printers, lasers, robotic arms, and vinyl cutters, as they imagine, create, decorate, and turn their ideas into something physical. While boosting their self confidence, they are learning the crucial skill of critical thinking.

Winter Sports Program: For six Thursdays in January-March, students in grades 1-8 participate in either skiing, KROC Center activities, ice-skating, or tutoring. Special activities are planned for Pre-K and Kindergarten as well. For Schweitzer, a parent must accompany any student in grade four or below.

SCHOLASTIC AND EXTRACURRICULAR PARTICIPATION

ACHIEVEMENT TESTS

The Measures of Academic Progress (MAP) test is given to all students in grades 3-8 at several intervals throughout the year. The results of MAP tests are used to assess the strengths and needs of a student in comparison with other students in the same grade level on the nationally standardized test.

GRADUATION REQUIREMENTS

To be eligible to receive a regular diploma and participate in graduation exercises, 8th grade students must successfully complete all of their coursework. Unsuccessful completion of elementary coursework may result in a student being ineligible to advance to the 9th grade. In this case, a “certificate of attendance” may be issued rather than a “regular diploma.” All financial obligations to the school must be paid or satisfactory financial arrangements must be made at least one week prior to graduation.

SPORTS/INTRAMURALS

Our after school sports program will be on Tuesdays and Thursdays from 3:30 p.m. to 5:00 p.m. Students can sign up for each sport at designated sign up times. Come to the front office for packets and fee information.

STUDENT ASSOCIATION

The Student Association (SA) is for students in grades 7 and above. The SA officers and their sponsor plan social events throughout the year. To be eligible to hold a SA office, grades must be a “C” or above. (No “D” or “F”)

SPECIAL PROGRAMS

Back to School Night
Music Programs (Christmas & Spring)
Bump-up Day
Choir/Band Clinic at UCA
Open House & Academic Fair
Fitness Day
Week of Spiritual Emphasis (Fall & Spring)
Education Sabbaths at Constituent Churches
3/4 Lewis & Clark Musical Production
5/6 Outdoor School at Camp MiVoden
Kindergarten Celebration
8th Grade Graduation

FUNDRAISERS

Night of Thanks and Giving (*Fundraiser gala for special projects*)
Grace Race (*proceeds for financial assistance*)

SCRIP

LCA sells gift cards at face value, earning a profit between 1.5%-13%. Gift cards may be purchased for groceries stores, gas, retail stores, fast food, specialty shops, and restaurants. Profit is shared equally between the family and LCA, at 50% each.

VISITING CAMPUS, VOLUNTEERING, AND SCHOOL CLOSURES

PARENTS, VISITORS, ETC.

Out of courtesy to our teachers and to avoid classroom interruptions, all items for your children/staff (lunches, homework, PE clothes, etc.) are to be left at the office. If you need to talk to a student, teacher, or staff, arrangements may be made at this time, or ahead of time. Thank you for helping to keep student learning uninterrupted and our campus safe.

VOLUNTEERING

Volunteering is a very important part of our education process. To volunteer in the classroom, or at other events with students, you must complete the “Verified Volunteer” background check process, at least two weeks prior to volunteering. (Forms available at www.lakecityacademy.org or in the office.) Pre-K and Kindergarten volunteers must also complete the requirements for the City of Coeur d’Alene. Sign-ups for volunteering will be available at Registration, Back to School Night, and in the office.

FIELD TRIPS

In order to enhance classroom education, our students will experience additional learning through field trips. Parents who are willing to drive students, (other than their own), for these events, must be background checked by the Upper Columbia Conference (UCC), which includes completing the Verified Volunteer process. In addition, drivers for PK & K must also complete the City of Coeur d’Alene requirements (see above). Other items which must be completed and on file in the school office include: Volunteer Driver’s Questionnaire, a photocopy of their current license and insurance card. Teachers will send home a field trip permission form prior to each trip. This form needs to be signed and returned before a student will be allowed to go on a field trip. Car seats/ seat belts: all students will be in compliance with Washington, Idaho, and federal laws regarding car/bus seating.

APPOINTMENTS & TOURS

To sign-ups for a school tour or appointment, you may go online to www.lakecityacademy.org, then click “Schedule a Tour”. Tours and appointments may also be scheduled through the office. We welcome visitors to our campus anytime, and tours will be given if possible.

ARRIVAL AND DEPARTURE

When picking up or dropping off students, please follow a counter-clockwise direction in the parking lot. Thank you for being considerate by not blocking the drive through area. For the protection of children and staff, LCA students will be released only to parents/guardians or other authorized persons.

CLOSED CAMPUS

When students arrive on campus they are to stay on campus until leaving for the day. Exceptions include field trips, emergencies, and special arrangements. Prior arrangements must be made for exceptions, and the parent/authorized individual must sign student(s) out at the office.

EXTENDED CHILD CARE

LCA is required to supervise all students (P-8th) who are on the school grounds during the week. All students not picked up by 3:30 p.m. will be placed in the extended care program which is run by a qualified adult.

supervisor. The cost is billed per hour (prorated by the minute) until 6:00 p.m. on Monday-Thursday, and 4:00 p.m. on Friday. Payments for Child Care will be applied through TADS billing.

PARENT/TEACHER CONFERENCES

Conferences are scheduled on a school-wide basis twice a year, so parents and teachers may discuss student progress. There will be no school on these days. Conferences may be arranged at other times, outside of school hours, at the request of the parent, student, and/or teacher.

SCHOOL CLOSURES

Snowstorms and other circumstances will occasionally necessitate the closing of school. LCA will be closed when Coeur d'Alene School District #271 is closed. School closures will be announced on KREM 2 TV station, via a Jupiter message from the principal, at Lake City Academy on Facebook, or you may call the School District #271 closure hotline at 208-667-0784.

NEWSLETTER

LCA publishes a newsletter every Friday. Make sure the school has the correct email address for your household, and check your email filters if you are not getting the newsletter. You may also subscribe to the newsletter via the school website, www.lakecityacademy.org.

BIRTHDAYS & OTHER PRIVATE PARTIES

Birthday celebrations are to be arranged with the teacher. When planning birthdays and private parties, please include everyone in the class, or discuss and plan these events outside of school time.

HOME AND SCHOOL

The Home and School Association is an organization comprised of teams of parents, staff members, and church members who coordinate extracurricular activities for our school. If you are interested in being a part of this team, please contact the school office.

CODE OF CONDUCT, PHONE POLICY, AND TECHNOLOGY USE

CODE OF CONDUCT

See separate document: Student Code of Conduct.

PHONE USE

While we believe technology has an important part of our students' lives, our goal is to have a distraction-free learning environment, and we greatly appreciate parent support. Students may bring cell phones; however, during school hours, they may only be used in the school office, or with special permission under the supervision of their teacher. Violation of the cell phone policy will result in confiscation of the phone. Phones will be held in the front office for parents/guardians to pick up. Students will be called out of classes for emergency telephone calls only. The office will relay messages in a manner that allows full use of class instructional time. Arrangements for personal or after-school activities should be made before coming to school.

COMPUTER/TABLET AND INTERNET USE POLICY

All computers/tablets at LCA are to be used in a responsible, efficient, ethical, and legal manner. Failure to adhere to this policy, and the guidelines for computer use described below, will result in denying access privileges. A responsible user must: use the Internet to research assigned classroom projects, send email with teacher's permission, play only approved educational games, use polite non-offensive language when communicating, not change settings. A responsible user must not: alter software by installing additional features or removing existing features, open others' files, alter browser history, copy commercial software in violation of copyright laws, view or add inappropriate material, etc.

GENERAL GUIDELINES

SCHOOL PROPERTY

Students are to carefully use and maintain school property. Students are expected to pay for damages (including replacement or repair) they cause to any school equipment, supplies, and property; or for lost textbooks. Fines will be imposed for defacing school property.

LOCKERS

Lockers remain the property of the school and are subject to searches authorized by the school administration. Locker displays should reflect Christian values and must be displayed on the inside of the lockers. All changes in lockers must be made with the permission of the homeroom teacher.

LOST AND FOUND

Unlabeled clothing/personal belongings abandoned at LCA will be put in the Lost and Found. These items are displayed each Friday, weather permitting. Unclaimed items are donated to Gathered for Good each month.

HARASSMENT POLICY

No staff or student may participate in, or allow any act of harassment which degrades, injures or disgraces a student or staff member. Harassment includes jokes, intimidations, or any physical and/or verbal attack directed at a person's race, religion, national origin, age, gender, physical features or physical and/or mental capabilities. Sexual harassment includes sexual advances, requests for sexual favors and other verbal or physical conduct that, by design or innuendo, is sexual in nature. This kind of behavior interferes with an individual's ability to perform school work due to the intimidating or hostile environment created. Incidents are to be reported to the administration and will be treated with confidentiality.

PHYSICAL DISPLAY OF AFFECTION

While at school or any school activity, hand-holding, cuddling, front-hugging, kissing, backrubs, lap-sitting, wrestling, etc. are not appropriate displays of affection.

FIREARMS AND WEAPONS

Firearms and weapons are prohibited at school or any school-sponsored activity. A student who carries or exhibits any weapon—or object resembling a weapon—shall be subject to immediate discipline, up to and including suspension or expulsion. This also includes any student who draws pictures of weapons or violent scenes that warrants alarm for the safety of others. Parents and the appropriate law enforcement agencies shall be notified. Counseling may be required before the student returns to school. Distracting or dangerous items or weapons are also prohibited at school. These include, but are not limited to, materials that are dangerous to the health and safety of anyone on campus; fireworks, firearms (real or imitation), pocket knives, slingshots, cigarette lighters, and matches.

HOT LUNCH PROGRAM

Please refer to updates from the school office.

HEALTH AND WELLNESS

HEALTH AND MEDICATION

The child's immunization record or signed exemption, a copy of their birth certificate, and a Medical Evaluation (physical) by a physician, must be on file in the school office before a student may attend school. The school physical must be completed and signed by a physician for new students, 9th grade students, and every 2 years for students participating in after school sports.

A student must be picked up from school immediately, or not be brought to school, if they exhibit any of the following symptoms: Diarrhea over a period of 12-24 hours, vomiting, 99.6° F temperature or higher, sore throat, severe upper respiratory infection with coughing, head lice, skin infections (boils, ringworms, and impetigo), an unexplained rash, or any eye infection. **Students must be "fever free," without the aid of medication, for at least 24 hours before they may return to school.**

For student safety, **all prescription or nonprescription medications (including cough drops) must be kept in the office.** Students are not allowed to have any types of medication on their person or in their lockers/desks. Parents must leave their students' medication, with directions of use, in the office. School personnel are not permitted to give a student any prescription medication unless it is a prescription given by a doctor, with a current date, the child's name, dispensing directions printed on the label, and instructions from a parent. School personnel may distribute ibuprofen, acetaminophen (Tylenol), or cough drops (as needed) with parent approval.

NUTRITION AND LUNCHESES

Parents are encouraged to provide wholesome lunches for their children. Sweets and junk foods are strongly discouraged. Students may not share their lunches with others. Please make arrangements with the teacher for birthday celebrations.

DRESS CODE

LCA students are expected to be tastefully and appropriately dressed at all times. Outward appearance affects conduct and is linked with success in life. A person's dress and grooming habits are strong indicators of character. Modesty contributes to natural attractiveness and good taste. This characteristic excludes gaudiness or display that will attract undue attention. Since neatness and acceptability are highly subjective qualities, school staff will give guidance in this area.

- All clothing should be neat, clean, and in good repair.
- When wearing leggings or other form-fitting pants, the shortest part of your shirt should reach your fingertips when your arms are by your sides. Pants should adequately cover and conceal a student's backside at all times.
- Short shorts are never acceptable; instead, shorts should come at least halfway between the knee and the hip when seated.
- Sweats and pants with big words across the seat, etc. are not acceptable.
- Pajamas are not acceptable school attire.
- Shirts and tops must be modest at all times. Unnecessary exposure of midriff, chest, or torso when a student is active or bending over to work at his or her desk are to be avoided. Shoulder straps should roughly equal the student's hand size in width.
- Skirts and dresses are to be of modest length.
- Pictures and writing on clothing must reflect Christian values and be in harmony with school principles.
- Swimming suits should be modest one-piece. For girls, two-piece suits that do not show the midriff may be acceptable.
- Closed-toed shoes are required at all times for safety in grades PK-6. Grades 7-8 may wear open-toed shoes or slip-ons, except during P.E., when tennis shoes are required.
- Jewelry - Small stud earrings are allowed. Other jewelry including rings, bracelets, necklaces, and chokers, are not allowed.
- Hats/hoods are to be worn outside only.
- Make-up should be natural looking. Tattoos and drawing on skin are not acceptable.
- Hair should be neat, clean, and modest in appearance. Extremes in color and style should be avoided.

ATTENDANCE

Regular attendance is expected of all students. It is impossible to completely make up everything that is missed. A typical school day is filled with learning that is not limited to books, i.e. group projects, discussions, and lab work. Paperwork can be made up, but the valuable learning opportunities cannot. To develop responsibility, every student is expected to attend school regularly and punctually. The official school day begins at 8:15 a.m. and ends at 3:15 p.m. Friday dismissal is at 12:15 p.m. When children are sick, they should stay home from school. If your child will be absent or tardy, please inform the school as soon as possible by calling the school office at 208-667-0877 or emailing frontoffice@lakecityacademy.org

The Lake City Academy Administration and School Board may make adjustments to the attendance policy on an individual basis as it deems necessary to improve student attendance.

TARDY POLICY

A tardy is defined as any occasion when the student is late for school at the beginning of the day or late for a class during the day. To be counted “on time” the student must be in the room, in his or her seat and prepared for class to begin. Three tardies equal one absence. Tardies are considered unexcused except for unavoidable circumstances.

ABSENCE POLICY

Students are required to be in school 90% of scheduled days. This allows for nine absences per semester (three tardies equal one absence). If a student reaches nine absences, he or she may not receive credit for that class/grade for that semester. Absences that exceed these guidelines violate the Idaho State Compulsory Attendance Law and may require the School Board to file a truancy petition with the magistrate court of Kootenai County. If a student is going to be absent, a parent is expected to alert the school as soon as possible.

There are three different classifications of absences:

- **Excused Absences:** Primarily used for sickness, funeral attendance, doctor/dental appointments, mandatory court appearances, and emergency family situations.
- **Prearranged Absences:** Activities that cannot be scheduled outside class time, such as weddings or family reunions, may be excused with prior arrangement. A Prearranged Absence Form is available in the Administration Office and must be turned in with all necessary signatures seven school days before the absence is to occur. Regardless of the reason, students who miss school are expected to make up work. All requests will be referred to the School Board Executive Committee and handled on a case by case basis.
- **Unexcused Absences:** all other absences will be considered unexcused.

MAKE-UP WORK

Students who miss school--whether for excused or unexcused reasons--must communicate with the teacher about making up the assignments that were missed. Individual teachers may choose to assign extra work, excuse work, or impose a late penalty, according to the classroom policies established and communicated at the beginning of the year.

LATE WORK

Work is considered "late" if the assignment was not turned in on time unless there is an excused absence to account for the lateness. Work is also considered "late" once the allowed make up days have passed without the work being turned in to the instructor (absent on Friday means the make up deadline is beginning of class on Monday).

PARENTS' BILL OF RIGHTS AND RESPONSIBILITIES

Parent(s)/guardian(s) have the right to expect that their student . . .

Receive a full day of expert instruction every day.

Receive daily spiritual nurturing.

Be challenged and encouraged to grow academically, physically and spiritually.

Be safe from harm and danger.

Be treated equitably and courteously by all school personnel.

Be given opportunities to participate in community service activities.

Be supervised in all school activities.

Parent(s)/guardian(s) can expect . . .

Regular and accurate reports of achievement and behavior.

Honest explanations of school policies, practices and decisions.

Practical advice in helping their student make choices regarding their educational future.

Accurate and timely financial statements.

School personnel to be available on an appointment basis.

That their views be thoughtfully considered by school personnel.

That the denial of these rights be corrected by the LCA administrator.

That their student receives prompt emergency medical attention when needed.

Parent(s)/guardian(s) are responsible for . . .

Encouraging their student in regular attendance in accordance with the laws of the State of Idaho and the policies of Lake City Academy.

Ensuring that their student receives adequate nutrition, rest and health care.

Supporting teachers' legitimate efforts to help their student learn.

Providing adequate time for home studies.

Encouraging their student to achieve.

Insisting that their student obey the rules of the school.

Ensuring that their student does not harm others.

Helping their student develop self-discipline and responsibility as they mature.

Providing a secure and supportive home that does not distract from learning.

Note:

Lake City Academy is bound by Federal and State Law to report any suspected or reported cases of child abuse and/or neglect that a teacher or administrator has reason to suspect.

HISTORICAL BACKGROUND

In 1909, a back room of the newly constructed church at 5th Street and Maple became the first school for Seventh-day Adventist Christian education in Coeur d'Alene. Later, a one-room school building was built behind the church and used until 1927, when a new church was built on 4th and Miller, and for 10 years the old church was used as the school.

In 1937, a two-story school building was put up on the corner of 6th St. and Walnut Ave. A quonset hut was moved onto an adjoining lot in 1951 and served as an auditorium and gymnasium. In 1958, the four-room Lake City Academy was built at 111 E. Locust Avenue, with a gymnasium added in 1963. In 1977, more classrooms were added to accommodate the increasing number of students.

In 2019, a newly remodeled Pre-Kindergarten facility opened adjoining the Fellowship Hall, and in early 2020, the first floor of a new 12-classroom building was put into use. As enrollment continues to grow, plans are underway to complete the rest of this expansion so more students can attend LCA.

MISSION STATEMENT

With Christ as our cornerstone, we are wholly committed to loving to learn, and teaching through love.