

# Lancaster County Academy



## STUDENT HANDBOOK 2024 – 2025

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**Website: <https://lca.k12.pa.us/>**

**LANCASTER COUNTY ACADEMY  
2024 - 2025**

**JOINT OPERATING COMMITTEE**

Michael Clair	President
Mark Boldizar	Vice President
Brian Musser	Treasurer
Donna Wert	Secretary
Charles Leader	Member
Idette Groff	Member
Janet Love	Member
James Read	Member
Suzanne Knowles	Member

**ADMINISTRATION**

Dr. Robin Felty	Superintendent of Record
Amanda Griffin	Director
Steve Brubaker	Business Manager of Record

**SUPPORT SERVICES/TEACHERS**

Dr. Joy Tien	School Counselor/ Service Learning Coordinator
Lydia Cleis	Administrative Aide
Kristin Staley	Attendance Secretary
Cathy Kudyba	Site Lead- English
Pat Weaver	Site Lead- Math
Vicki Marroli	Social Studies/FCS
Ben Weaver	Science/Math
Lucas Schwartz	Classroom Aide



## Letter from the Director

Dear Student and Sending Families,

Welcome to Lancaster County Academy (LCA)! I am thrilled that you have chosen to continue your educational journey and pursue your high school diploma with us. Understanding our students' unique challenges and commitments, we've tailored our program hours to be as flexible as possible, allowing you to optimize your learning experience around your personal schedule while also receiving hands-on work experience.

As the new Director of LCA, I have worked closely with students from diverse backgrounds in Philadelphia and Lancaster over the last decade. I deeply value the dedication and courage it takes to return to school. Our staff is equally committed to supporting you every step toward your success. Remember, consistent attendance and effort play a crucial role in your progress and enhance your learning experience.

To the families, your involvement and support are vital to your student's success. We welcome your participation and feedback and are eager to partner with you to create a supportive and effective educational environment.

I encourage you to fully engage with all the resources and support at LCA. Together, we can work towards achieving your goals, leading to graduation—a milestone that will open new doors to career opportunities and further educational pursuits.

Congratulations on taking this significant step. I look forward to celebrating your achievements and witnessing the unfolding of your potential.

Sincerely,

A handwritten signature in cursive script that reads "Amanda L. Griffin".

Updated 08/06/2024

Amanda Griffin  
Director, Lancaster County Academy

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## **ATTENDANCE**

LCA believes that regular school attendance is essential for successful academic achievement. Our policies are designed to support this principle while accommodating the diverse needs of our students and their families.

All persons residing in the Commonwealth between the ages of 6 and 21 years of age are entitled to a free and appropriate public education in the Commonwealth's public schools. Parents or guardians of all children between the ages of 6 and 18 are required by law to ensure that their child attends an approved educational institution unless legally excused.

**General Attendance Requirements:** All students are expected to attend school in person from 8:00 AM until 12:00 PM, Monday through Thursday, for a minimum of 16 hours per week. If students miss a day, they may be required to attend Friday at the LCA East Campus.

If a student is going to be absent:

1. The parent or guardian must fill out the absence form before 8:00 AM.
  - a. The absent form can be found here: <https://forms.gle/2TJ44eAusCfskYN37>
2. Upon the day of the student's return to school, they must have a written excuse signed by the parent or guardian and turned in to the director or site leader. Please include the student's legal first and last name, dates, and reason for absence on the excuse, parent signature, and parent contact information.
3. Absences will be considered illegal/unexcused until proper documentation is provided within 3 school days.

**Legal and Excused Absences:** Parents can excuse up to 10 school days via excuse note. After 10 excused days, a doctor's note is required for any subsequent days. However, any absence for illness/injury that extends beyond four (4) consecutive school days requires a doctor's excuse.

**Unexcused or Unlawful Absences:** After 10 parent excusal days, documentation is required for all subsequent absences and will be reviewed by the LCA director for approval.

A letter will be sent to all parents whose children exhibit a pattern of frequent absenteeism from school. If, after parental contact, the student's attendance does not improve, the school will take appropriate action as provided by the Department of Education Child Accounting Manual. These guidelines allow the school to require a doctor's excuse for subsequent absences. Students will be charged with an unexcused/unlawful absence if they do not comply with this policy. If a pattern of unlawful absences occurs, the following procedure will be used:

- After three (3) unlawful absences, the parent or guardian will be served with a FIRST NOTICE. This notice indicates that the maximum number of unlawful absences has been reached.
- If attendance concerns continue, the sending school will work with the family to establish a Student Attendance Improvement Plan (SAIP).
- After the FIRST NOTICE has been served, any additional absences could result in a fine through the District Magistrate's office.

On November 17, 1995, the governor signed into law Senate Bill 98. This act has increased penalties for parents of children who are truant, illegally absent, or habitually absent from school. The act allows penalties from \$2.00 to \$300.00, plus the cost of court if you plead or are found guilty. Additional penalties include sentencing of parents to complete a parenting education program, imprisonment for up to five (5) days, and/or community service for up to six months within the district. If a child is convicted of violating this law, the penalties include fines and costs listed above and suspension of driver's license for 90 days on the first offense and six months on the second offense. If the child does not have a driver's license, the suspension period will prohibit their application for a license until the suspension period expires. The amendments to the public school code penalties are an effort to stop truancy, habitual absenteeism, and unlawful absences.

**Tardiness:** Students are required to be on time for school. Any student who reports after 8:00 AM must sign in on Jibble in the classroom. The school establishes whether tardiness is excused or unexcused based on the Pennsylvania Department of Education Child Accounting Manual guidelines. Tardiness to school is defined as a student's arrival after the starting time or leaving before the end of the school day.

The following reasons are acceptable for an excused lateness:

- Medical appointment with a signed note
- Emergency at-home parents must fill out the absence form found here: <https://forms.gle/2TJ44eAusCfskYN37>
- Severe weather conditions
- Merit of other reasons will be determined on an individual basis.

Parents should use the absence form to notify the school of an impending lateness. These items will be verified. Additional unexcused tardies will result in further disciplinary action and/or withdrawal from LCA.

Note: Tardiness due to car trouble is not considered excused.

**Leaving School Grounds:** Once students arrive at school, they are not permitted to leave the campus without written permission from the director or site leader. Students signing out without permission will be marked unexcused and may face disciplinary actions, including after-school or Friday school detention.

**Educational Travel:** LCA recognizes that students may occasionally have the opportunity to participate in pre-planned trips and educational experiences during the regular school day. Upon receipt of a prior written request from parents or guardians, pupils may be excused from school attendance to participate in educational tours or trips when the director evaluates such a trip.

The Educational Trip Form can be found here: <https://forms.gle/V8DV7kWScGG5Txw8A>

Pre-approval forms are available from the Director. The determination of each request will be made based on the following:

- The Educational Travel Form was submitted at least 48 hours prior to the requested dates.
- Prior attendance record, previous requests, request frequency, and the requested experience's educational value.

Parents/guardians will receive a letter if approved or a phone call if more information is needed. A maximum of five (5) days will be allowed in one (1) school year. All additional days will be recorded as unexcused absences and will count toward a student's allotted unexcused time.

**Student and Family Responsibility:** We encourage parents and guardians to actively ensure their student's regular attendance and to contact the school for any concerns regarding their child's attendance or academic performance. Regular communication with the school helps foster a supportive educational environment.

**Non-Attendance Leading to Withdrawal from the Program:** If a student fails to maintain acceptable attendance, withdrawal from the program may become necessary. If a student is withdrawn for this reason, they must wait a minimum of five (5) weeks from the date of withdrawal before they may apply for re-enrollment. Re-enrollment into the program is subject to approval by the sending school district and is not guaranteed. The decision to re-enroll a student will be based on the student's demonstrated commitment to improving attendance as outlined in their SAIP, along with other relevant factors the district considers.

#### DAILY SCHEDULE

LCA- East Campus		LCA- West Campus	
Monday- Thursday	8:00 AM - 12:00 PM	Monday- Thursday	8:00 AM - 12:00 PM
Breaks (Approximate)	9:15 AM - 9:30 AM 10:45 AM - 11:00 AM	Breaks (Approximate)	9:15 AM - 9:30 AM 10:45 AM - 11:00 AM
Friday	8:00 AM - 12:00 PM	Friday	Students would be required to attend the LCA East Campus
Before School Detention	7:00 AM - 8:00 AM	Before School Detention	7:00 AM - 8:00 AM
After School Detention	12:00 PM -2:00 PM	After School Detention	12:00 PM -2:00 PM

**Arrival and Departure and Building Use:** The school day for students is 8:00 AM to 12:00 PM. Student drivers should arrive by 7:50 AM. All students must be in the building and prepared to start their first class at 8:00 AM. Students will be dismissed by their teachers and should immediately depart from the campus unless prior arrangements have been made. LCA students

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shall only use classrooms and designated public areas. Students shall not enter any prohibited space. Failure to follow this rule and all other rules established by the Academy may result in dismissal from the program.

**Classroom Breaks:** Breaks allow students to recharge and refocus on their academic pursuits. Break durations and timings are approximate and will be announced by LCA staff. During designated break times, students are permitted to check their phone messages, use restroom facilities, and stretch their legs by walking around within the permissible areas of the building. Please note that students can only leave the building during breaks if they are with a staff member.

### **DISCIPLINE PROCEDURES**

We, the LCA students, staff, parents, and administrators, seek to build and support that community through words and actions that display respect, responsibility, and kindness.

When the above expectations are not upheld, students may face disciplinary consequences. Discipline may take many forms and can be either formal or informal. The disciplinary response must be appropriate to the infraction, designed to eliminate any disruption within the school and provide an educational opportunity for the student to grow. Below are behaviors categorized by Level 1-4 violations. Depending on the circumstances, a violation listed under a particular level may be treated as a higher-level offense, and a student may be subject to suspension or withdrawal from LCA for a single incident or misconduct not explicitly listed under Level 3 or 4. The recommended discipline set forth are considered guidelines, but all disciplinary incidents are considered case-by-case.

**Level 1:** Student misbehavior that impedes the learning or school environment.

**Level 2:** Student misbehavior that disrupts the learning climate through its frequency or seriousness. This also includes Level 1 behaviors that have not been resolved despite interventions.

**Level 3:** Acts are directed against persons or property, but the consequences do not necessarily endanger the health or safety of others in the school.

**Level 4:** Acts that are violent, directly threaten the safety of the student or others, or prove significantly disruptive to the educational process.

#### **Examples of Level 1 Violations:**

- Tardiness
- Misuse of pass
- Cutting class
- Electronic device violation
- Inappropriate language, not directed at any particular person
- Abuse of hall privileges
- Academic dishonesty
- Minor classroom/school misconduct

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- Public displays of affection
- Minor defacing of school property
- Student Attire violations

**Examples of Level 1 Discipline: (Not limited to one)**

Verbal Reprimand	Parent Contact	Student Apology
Detention	Clean-up area	Conference
Counselor Referral	Restitution	Behavior Contract

**Examples of Level 2 Violations:**

- Repetitions of Level I
- Leaving school grounds
- Leaving class without permission
- Inappropriate language directed at a peer that is not discriminatory
- Bus misconduct
- Failure to comply with transportation policy
- Major classroom/school misconduct
- Failure to complete assigned Level I discipline

**Examples of Level 2 Discipline: (Not limited to one)**

Level 1 options not used	Further restitution
Suspension of bus privileges	Suspension
Multiple Detentions	Referral to legal authorities

**Examples of Level 3 Violations:**

- Repetitions of Level 1 & 2 Infractions
- Inappropriate language directed at a peer that is discriminatory
- Vandalism of School Property
- Vandalism of student/staff property
- Theft
- Defiance/disrespect
- Harassment

- Intimidation of or threat against another student/staff
- Inappropriate sexual behavior
- Bullying/Cyber Bullying with nexus to school/learning environment.

**Examples of Level 3 Discipline: (Not limited to one)**

Any previous options not used	Suspension
Referral to legal authorities	Informal Hearing
Cease & Desist Order	Possible withdrawal LCA

**Examples of Level 4 Violations:**

- Repetitions of Level 1, 2, and 3 violations
- Arson
- Bomb Threat
- Threat of Violence against the school
- False Fire Alarm
- Possession/use/transfer/sale of a weapon
- Assault of staff or student
- Fighting
- Behavior that results in bodily harm/property damage (to self or others)
- Use or possession of tobacco products
- Use/possession/transfer/sale or use of drugs, drug paraphernalia, alcohol, or other controlled substances or “look-alike”
- Other behaviors are judged as Level 4 offenses by the administration.

**Examples of Level 4 Discipline: (Not limited to one)**

Any previous options not used	Withdrawal from LCA
Referral to legal authorities	

**Discipline Options:**

**1. Arrest:** If a crime has occurred, LCA reserves the right to press charges with the local law enforcement agency. The local law enforcement authorities will be involved in all violations of the drug, alcohol, and weapons policies.

**2. Behavior Contracts:** Contracts exist between the student, parent, teacher, and administrator to address behavioral concerns.

**3. Detentions (morning, after school, Friday):** Sometimes, a student may be required to remain after the conclusion of the regular school day or arrive early for morning detention. Detentions are held several days per week after school from 12:00 PM- 2:00 PM. under the

supervision of a staff member. Morning detentions start at 7:00 AM and end at 8:00 AM and are held several days per week. Friday detentions are held during typical school hours. Students who do not serve their assigned before-school or after-school detention will be assigned more detentions as a consequence. Detentions are obligations, meaning that if they are not served by graduation, the student will not walk at graduation. Students can also be restricted from extracurricular events at their home school.

- The time in detention is to be spent working constructively.
- Students should be quiet, respectful, and productive and follow the instructor's rules during detention.
- Students will remain in the assigned area unless granted permission.
- Dismissal from detention due to defiance could earn additional disciplinary consequences, including possible suspension.
- Only in the case of an emergency will a student be allowed to leave an assigned detention.

**4. Direct Contact with Student and Parent:** Communication at home should be the first step in resolving a concern. In some cases, where appropriate, school counselors and other school personnel may become involved.

**5. Out-of-School Suspensions:** Students assigned Out-of-School Suspensions are to complete all coursework assigned to them during their suspensions. It is the student's responsibility to make arrangements to complete assignments by contacting their individual teachers. Students are not permitted on district property during the time of their suspension.

**6. Removal of Privileges:** School privileges may be withdrawn when students violate provisions of the discipline code. These may include removal from the bus or classroom or suspension of extracurricular (athletic and non-athletic) activities and school social events.

**7. Restitution for Defacement/Vandalism:** When an offense involves defacing school property, parents will be notified, and restitution will be sought in the form of money and/or services. All student records will be held until final restitution is paid. LCA reserves the right to press charges with the local law enforcement agency.

**8. Restricted Pass/Hallway Escort:** The pass limits the number of times a student may be out of class each day. Students who abuse hall privileges may be placed on the restricted pass or assigned an escort in the hallway.

**9. Suspension of Bus Privileges:** These privileges may be withdrawn when a violation of the bus code has occurred. Students will be removed from the bus for a period of time and may be required to have a parent conference before returning to the bus.

**10. Tobacco/Drug Violations:** Due to the legal nature of these offenses, strict adherence to the following discipline regulations will be followed:

Drug Violation: Three days of out-of-school Suspension followed by an informal hearing, which could result in further out-of-school Suspension or withdrawal from LCA.

### Tobacco Violation -

- First violation: One-day Suspension and a fine
- Second violation & subsequent violations: 2 days Suspension and a fine
- A tobacco cessation program is available. Successful completion of the program could waive the fine issued. The Commonwealth of Pennsylvania has imposed a law that allows for the fining of minors found to be in possession or use of tobacco products. A fine of up to \$50.00 + court fees is assigned by the District Magistrate.

The administrative team reserves the right to adapt/revise the disciplinary code as necessary, depending on the circumstances, to ensure a safe/secure learning environment for students and staff. Each case is judged individually.

### **DEFINITIONS OF OFFENSES**

**1. Academic Dishonesty/Cheating:** Any student who plagiarizes or steals another individual's work and claims it for their own is in violation.

**2. Assault:** A physical attack upon another person with no physical retaliation from the attacked person.

**3. Bomb or School Threat/False Alarm:** This includes any threats of harm to the school, pulling off the fire alarm without cause, or falsely reporting danger.

**4. Bus Misconduct:** Refers to any violation of the bus code of conduct.

**5. Class Misconduct:** Any behavior that impedes the learning process from continuing for the individual or the other students during instructional time.

**6. Cyberbullying:** This includes, but is not limited to, the following misuses of technology with a nexus to the school environment: harassing, teasing, intimidating, or threatening another student, teacher, or employee of LCA by sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings.

**7. Cut Class:** An intentional absence from class without prior permission from the teacher of the assigned class or an administrator.

**8. Defiance/Disrespect/Insubordination:** The willful disregard of a staff member or directive.

**9. Detention Violation:** A failure to attend detention or meet the guidelines.

#### **10. Drug and Alcohol Violation:**

The JOC prohibits students from using, possessing, distributing, and being under the influence of any controlled substances during school hours, on school property, at any school-sponsored activity, and during the time spent traveling to and from school and school-sponsored activities. For the purpose of this policy, controlled substances shall include all:

- Controlled substances prohibited by federal and state law
- "Look-alike" drugs

- “Designer or synthetic” drugs (including bath salts, synthetic cannabinoids)
- “Mood-altering substances” (including hemp oil, cannabinoid directives, any pre-packaged concentrate, extract, or oil used via a vaporizer or e-cigarette device)
- Alcoholic beverages
- Drug Paraphernalia (including e-cigarettes, vaporizers, etc.) Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.
- Prescription or patent drugs, except those for which permission for use in school has been granted under JOC policy.
- For the purpose of this policy, under the influence shall include any consumption or ingestion of controlled substances by a student.
- Anabolic Steroids: The JOC prohibits the use of anabolic steroids by students involved in school-related athletics except for a valid medical purpose. Bodybuilding and muscle enhancement of athletic ability are not valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid.

**11. Electronic Device Violation:** Inappropriate use of electronic devices that disrupt the learning environment for students. Students are not permitted to take photos, or record video/ audio within the school building without prior authorization.

**12. Fight:** A physical altercation between two or more students. Fighting is prohibited in school, at school-sponsored events, on buses, at bus stops, and on school grounds.

**13. Harassment/Bullying/Hazing:** Any activity that recklessly or intentionally endangers the mental health, physical health, or safety of a student through verbal, non-verbal, or written communication or physical intimidation. Bullying is harassment that is repetitive and involves students with a relative power imbalance. Hazing is harassment/bullying for initiation or membership in an organization/group.

**14. Inappropriate Language:** Words or gestures that are profane, vulgar, discriminatory, or otherwise construed as socially offensive or harassing.

**15. Inciting/Participating in Disturbance:** Students involved in any activity that disrupts the school environment or endangers the safety and welfare of the students and staff.

**16. Indecent Exposure:** Intentionally showing one’s sexual organs in public.

**17. Late to Class/School:** Arriving at an assigned location after the designated starting time without prior approval.

**18. Inappropriate Physical Affection:** Students are not permitted to display public affection beyond hand-holding and hugging.

**19. Refusal to Cooperate with School Rules:** A failure to abide by the rules listed in the LCA Handbook or specific classroom rules.

**20. Terroristic Threat/Act:** A threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience or the act of doing so.

**21. Theft:** The unlawful taking of property or materials from another person or school.

**22. Tobacco Violation:** Possessing smoking paraphernalia or tobacco products, including smokeless tobacco, is against LCA policy. Students are prohibited from using tobacco products on school grounds, on buses, or at any school-sponsored event.

**23. Vandalism/Destruction or Unlawful Use of School Property:** Damage or destruction of school property and/or equipment.

**24. Verbal/Physical Threats:** Any gesture, comment, or written communication viewed as intimidating or aggressive.

**25. Violation of Acceptable Use Policy:** The computer and network resources are the property of LCA. Users should have no expectation of privacy in anything they create, store, send, receive, or display on or over the LCA's Internet, computers, or network resources, including personal files or any use of the LCA's Internet, computers, or network resources. LCA reserves the right to monitor, track, and log network access and use; monitor file server space utilization by LCA users; or deny access to prevent unauthorized, inappropriate, or illegal activity and may revoke access to privileges and/or administer appropriate disciplinary action. LCA shall cooperate to the extent legally required with the ISP and local, state, and federal officials in any investigation concerning or related to the misuse of LCA's Internet, computers, and network resources. The acceptable use form can be found here: [LCA- Acceptable Use Form](#)

**26. Violation of the Crimes Code:** Any student of LCA alleged to have violated the crimes code of the United States of America or the Commonwealth of Pennsylvania in school buildings or grounds, in school vehicles, while going to and from school or school-related events, or at school-sponsored activities at home or away will be subject to disciplinary action. Such penal laws shall include but shall not be limited to the Controlled Substance Drug Device and Cosmetic Act, the Liquor Code, and the Crimes Code.

**27. Possession and/or Use of Weapons and Dangerous Instruments:** As required by State Law, disciplinary action that results from possession and/or use of weapons and dangerous instruments is recorded in the student's cumulative folder and becomes a part of their permanent record. In accordance with the Federal Gun-Free Schools Act of 1994, violations of this policy shall result in a one-year expulsion from school. Appropriate school personnel will immediately confiscate weapons and dangerous instruments. Additionally, at the time of such violations, local police authorities shall be notified as may be appropriate, including whenever possession or use of weapons or dangerous instruments by a student appears to constitute a violation of the criminal statute as a summary, misdemeanor, or felony offense.

**Weapon:** A weapon is defined as anything readily capable of

harmful and/or lethal use, including any firearm, knife, dagger, razor, other cutting or stabbing implement or club, an item that has been modified or adapted so that it can be used as a firearm, knife, dagger, razor, other cutting or stabbing implement or club and any item possessed or used under circumstances not manifestly appropriate for lawful uses it may have.

**Firearm:** Includes all unloaded firearms and unassembled components of a firearm.

### **DISCRIMINATION**

LCA is committed to providing an inclusive and welcoming environment for all members of our community. In accordance with federal and state laws, the Academy does not discriminate based on race, color, age, creed, religion, national origin, sex, sexual orientation, ancestry, marital status, pregnancy, gender identity, or disability/handicap in its educational programs, activities, employment practices, or admissions procedures.

LCA is an equal opportunity educational institution and will not discriminate on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, genetic information, pregnancy, or handicap/disability in its activities, educational programs or employment practices as required by Title VI, Title IX, and Section 504. Publication of this statement is in accordance with state and federal laws, including Title IX of the Educational Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. Information regarding civil rights or grievance procedures or inquiries regarding compliance with Title IX or Section 504 of the Rehabilitation Act of 1973 may be directed to the Director of LCA at 717-723-5226.

### **FOOD**

To maintain an optimal learning environment and ensure that all students are focused on their studies, the following food policy has been implemented:

**No Food Delivery Services:** Students are not permitted to use food delivery services during school hours. This policy helps minimize disruptions and maintains the integrity of our classroom environment.

**Bringing Your Own Food:** Students who wish to eat during instructional time must bring their own food. We understand that some students may need to eat during class hours; however, it is important to recognize that classrooms are spaces for focused learning. Therefore, we ask students to consume their food discreetly and respectfully, ensuring minimal disruption to their peers.

### **FREEDOM OF EXPRESSION**

Students have the right to express themselves unless expression materially and substantially interferes with the educational process, threatens immediate harm to the welfare of the school or community, encourages unlawful activity, or interferes with another's rights. Students may use meetings, buttons, armbands, and other means of communication provided that the use of school facilities shall be in accordance with the regulations of the authority in charge of those facilities.

School officials require students to submit prior approval of a copy of all materials to be displayed, posted, or distributed on school property. Bulletin boards will conform to the following:

- School officials may restrict the use of certain bulletin boards. Bulletin board space shall be provided for students and organizations.
- School officials may require that notices or other communications be officially dated before posting and that such materials be removed after a prescribed reasonable time to assure full access to the bulletin boards.
- Groups outside of school seeking materials posted on a bulletin board must submit the material to the director for approval.

**Flag Salute and Pledge of Allegiance:** LCA believes it is the responsibility of all citizens to show proper respect for our country. LCA may offer opening exercises, including a salute to the flag and/or recitation of the Pledge of Allegiance or the National Anthem. Students shall not be compelled to participate in opening exercises. A student who declines to participate in opening exercises shall maintain a respectful attitude throughout the exercises. Opening exercises may include a moment of silent meditation.

### **GENERAL MATERIALS**

**Audio and Video Monitoring Equipment:** The use of video and audio recording equipment supports efforts to maintain discipline and ensure the safety and security of all students, staff, contractors, and others being transported on district-owned, operated, or contracted school buses or school vehicles. The Board authorizes the use of video and audio recordings on school buses and school vehicles.

LCA asserts that students and their parents/guardians consent to the school's audio/visual monitoring through the student's use of the school buses.

**Books/Laptops:** All textbooks and laptops are loaned to students for use during the school year and are the school's property. They are to be kept clean and handled carefully. You will be required to pay for a lost or damaged school property. Diplomas will be held for students who have financial obligations.

### **Internet/Acceptable Use Policy**

The JOC supports using computers, the Internet, and other network resources in the school's instructional and operational programs to facilitate learning, teaching, and daily operations through interpersonal communications and access to information, research, and collaboration. LCA provides students, staff, and other authorized individuals with access to the school's computers, electronic communication systems, and network, including Internet access, whether wired or wireless or by any other means. For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by LCA and the varied instructional needs, learning styles, abilities, and developmental levels of students.

Each parent and student will receive a copy of the Acceptable Use Policy. The parent and child's signatures will be required before the child can use the Internet. The form is signed once during enrollment and covers the entirety of the student's time at LCA. The acceptable use form can be found here: [LCA- Acceptable Use Form](#)

**Lost and Found:** Students should take lost/found items to the director or site lead, where they can be claimed by their owners. Unclaimed items may be discarded after one week.

**Personal belongings/bags:** LCA is not responsible for lost or stolen items, including cell phones, AirPods, and any other electronic devices. Bags are permitted at staff discretion.

### **GRADING**

Academic grades are based on test results, classwork, projects, participation, etc., as determined by the individual classroom teacher. The basic guidelines for grades are:

A=Outstanding 90%-100%

B=Proficient 80%-89%

C=Satisfactory 70%-79%

D=Poor, but Passing 60%-69%

F=Unsatisfactory Below 60%

I=Incomplete

**Marking Periods and Mid-Period Notices:** LCA does not adhere to traditional grading periods. Instead, credits are awarded individually as students complete them. Grades for each course are determined based on the successful completion of all required assignments and assessments within that course. To receive credit, students must achieve an average score of 80% on all assignments and tests.

Academic notices will be issued electronically each month to keep parents informed of their child's progress. These notices will highlight any concerns regarding potential or actual failures and recognize exemplary performance in current coursework. These notices facilitate timely communication between parents and the school, allowing for the arrangement of guidance or teacher conferences if necessary.

### **GRADUATION**

All students are required to achieve 21.00 credits for graduation. The following minimum course units for graduation must be satisfied in the following manner:

<b>CREDITS NEEDED</b>	<b>SUBJECT AREA</b>
4	English
3	Mathematics
3	Science
3	Social Studies
1	Health & Physical Education
5	Electives
1	Service Learning or Career Internship

1	Career Connections
<b>21 TOTAL CREDITS</b>	

Student transcripts from their sending schools are carefully reviewed to determine the coursework required for graduation from LCA. All relevant academic credits successfully completed at previous schools are counted towards meeting LCA's graduation requirements.

In addition to the transferred credits, all LCA students are required to earn one credit in Service Learning or Career Internship and one credit through Career Connections. These requirements are designed to provide practical experience and community engagement, enhancing the educational journey.

**Class Rank:** Given the typically small size of our LCA graduating classes, we do not maintain a class rank system. This approach reflects our focus on individual student growth rather than comparative rankings.

**Additional Requirements from Sending Schools:** Some sending schools may have additional credit or graduation requirements. We strongly advise discussing these requirements with the sending school prior to enrollment at LCA to ensure all criteria are clearly understood and can be adequately met before the student's expected graduation date.

**Dual Diploma/Transcripts:** Graduating students will receive an accredited dual diploma issued by the sending district and embossed with a seal with the words Lancaster County Academy. Official transcripts will be issued from the student's sending school district. The diploma will be signed by the sending school district superintendent and LCA personnel and denote that the student completed their high school coursework at LCA.

**Debt policy:** Any student debt incurred must be paid in full prior to graduation and the issuance of a diploma.

**Graduation Exercises:** LCA celebrates the achievements of our graduates through formal commencement ceremonies held at least once a year. Please note that these ceremonies are separate from the graduation events of sending schools, where participation of LCA students may be restricted. Please contact the district directly for eligibility details regarding participation in your sending school district's commencement program.

Students wishing to participate in LCA's graduation ceremonies must complete all coursework by the established deadlines. The exact dates for these ceremonies are announced well in advance, allowing students and their families sufficient time to prepare.

Participation in the graduation ceremony is contingent upon meeting all academic and financial obligations. Students who choose to partake in the ceremony are required to attend all scheduled rehearsals. Graduation is a significant milestone, and the ceremony is designed to honor our students' hard work and dedication. Therefore, we expect proper etiquette from the participants

and the audience during the event. Failure to adhere to these standards may result in the forfeiture of the privilege to participate in the ceremony.

**Graduation Fees:** LCA graduates may be required to pay a graduation fee. This fee would cover the items students will receive, depending on their participation in the graduation ceremony.

Items Included for Participating Students: Students who choose to participate in the LCA Graduation Ceremony will receive the following items:

- **Cap:** A formal graduation cap.
- **Tassel:** A tassel to accompany the graduation cap.
- **Gown:** A formal graduation gown.
- **Diploma/Cover:** The official diploma and a protective cover.

Items Included for Non-Participating Students: Students who elect not to participate in the LCA Graduation Ceremony will receive:

- **Tassel with Signet:** A tassel with a distinctive signet.
- **Diploma/Cover:** The official diploma and a protective cover.

#### **INCLEMENT WEATHER**

The director will decide to cancel classes in the event of inclement weather. Families will be notified of school closings or delays through an announcement on WGAL-8 (NBC) and their website.

#### **MEDICATION**

Medications (including over-the-counter and homeopathic remedies) will not be given during the school day. If medications need to be given during the school day, the parent/guardian must first provide:

1. Written parent consent using the Medication Order Form obtained from the sending school nurse and
2. A written order of the prescribing physician.

#### **SAFETY DRILLS**

##### **Fire Drill**

The purpose of a drill is to be prepared in the event of an emergency. The following procedure should be used in the event of a fire drill:

- An alarm will sound throughout the school.
- Students should follow the directions posted in each room for evacuating the building and the teacher's instructions.
- All teachers and students will move quickly and quietly according to the plan.
- A quiet and attentive atmosphere must be maintained throughout the drill.
- Teachers should take attendance after evacuating the building and immediately report any missing student to an administrator.
- All parts of the building must be evacuated. A failure to evacuate will result in disciplinary action.

**Severe Weather Drill:** Students are to leave the classroom in an orderly manner, in a single file, follow the teacher's directions, and line up against the walls in the hallways. Stay away from doors and glass areas. During practice drills, students are to sit on the floor or be in a squatting or kneeling position.

### **SEARCHES**

The purposes of this policy include the following:

- To deter students from bringing contraband onto school property.
- To assist in the apprehension of students who bring contraband onto school property.
- To protect the health and safety of students and others in the school environment.
- To prevent disruption to school operations and the educational process resulting from students bringing contraband onto school property.
- In particular, deterring drug use by students is of the utmost importance to LCA.

Moreover, the effects of drug use are visited upon not only student users but also the entire student body and faculty because the educational process is disrupted.

- School officials may reasonably search a student and his/her personal effects when there is reasonable suspicion that the student is in possession of contraband. This may include using a hand-held metal detector.
- School officials may conduct blanket or random searches of students without suspicion of any particular student where school officials determine in good faith that a substantial problem is threatening the welfare or safety of students and that blanket or random searches may help solve or eliminate the problem. Again, this may include the use of a hand-held metal detector.
- School officials may search a student's vehicle, personal belongings, and/or person to seize illegal materials and ensure safety. Such materials may be used as evidence against the student in disciplinary and legal proceedings.

### **STUDENT ATTIRE**

LCA expects that all students will dress in a way that is appropriate and professional for the school day or any school-sponsored event. Student dress choices should respect the school's intent to sustain a welcoming community for all. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). LCA is responsible for seeing that student attire is professional, does not interfere with the health or safety of any student, and does not disrupt the learning environment. Repeated cases of student attire infractions may result in dismissal from LCA.

**1.** Certain body parts must be covered for all students at all times.

Clothes must be worn so that undergarments and body parts meant to be covered by them are not visible except for waistbands and straps. All items listed in the "must wear" and "may wear" categories below must meet this basic principle.

**2.** Students Must Wear\*, while following Section 1 above:

- A Shirt (with fabric in the front, back, on the sides, over the shoulders, and underarms)
- Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts)

Updated 08/06/2024

- Shoes

**3. Students May Wear, as long as these items do not violate Section 1 above:**

- Hats facing straight forward or straight backward. Hats must allow the face to be visible to staff and not interfere with the line of sight of any student or staff.
- Religious headwear
- Hoodie sweatshirts (wearing the hood overhead is allowed, but the face must be visible to school staff).
- Fitted pants, including opaque leggings, yoga pants, and “skinny jeans.”
- Pajamas
- Ripped jeans, as long as underwear, private areas, and buttocks are not exposed
- Tops and tank tops, including spaghetti straps; halter tops that cover the rib cage (does not include sports bras/bralettes/tube tops/one-shoulder tops, or undershirts)
- Athletic attire (shorts must be a length where the buttocks cannot be seen)
- Visible waistbands on undergarments or visible straps on undergarments worn under other clothing (as long as this is done in a way that does not violate Section 1 above).

**4. Students Cannot Wear:**

- Violent language or images.
- Images or language depicting/suggesting drugs, alcohol, vaping or paraphernalia, or logos associated with any of the above (or any illegal item or activity).
- A bulletproof vest, body armor, tactical gear, or facsimile.
- Hate speech, profanity, sexualized language, pornography, or logos associated with any of the above.
- Images or language that create a hostile environment based on any protected class or consistently marginalized groups.
- Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed)
- Items sold as lingerie, including corsets and garters.
- Blankets
- Slippers
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face or ears (except as a religious observance or as personal protective equipment (PPE)).

## **STUDENT SAFETY**

**Child Protection Services:** Pennsylvania Child Protection Service law requires school personnel to report any suspected cases of child abuse and to cooperate with the agencies conducting the investigation. The law clearly states that the school’s role is simply to report, not conduct an investigation.

**Physical Altercations:** Reasonable force may still used by teachers and school authorities under any of the following circumstances:

- To quell a disturbance or for self-defense
- To obtain possession of weapons or other dangerous objects
- For the protection and safety of persons or property

**Use of Video Surveillance:** LCA believes the campuses should be safe and secure to protect individuals and their property from harm. Video recordings may be used as a basis for disciplinary action for violating law and/or school rules. Further, video recordings may be furnished to police regarding possible criminal violations.

**Student Records:** School records of LCA students are available to the parents/guardians of any student under 18 years old. Information will not be released to agencies without the written consent of the parent/guardian. Information regarding a student 18 years or older or not claimed as a dependent is strictly confidential and will not be shared with anyone without the student's written consent.

### **STUDENT SERVICES**

LCA is dedicated to supporting our students' holistic development and success. We offer a comprehensive range of services tailored to meet their diverse needs. These services include college and workforce development counseling, mental health support, academic guidance, life planning, and connections to community resources. Students and families are encouraged to use these opportunities by contacting the student services coordinator or the director. Our goal is to assist you in achieving both short-term and long-term objectives, ensuring a successful and enriching educational experience.

### **TECHNOLOGY**

**Cell Phone and Technology Device Policy:** To maintain a focused and productive learning environment, the following technology policy has been established:

Phones are not to be used during school. Every student is assigned a personal Yondr Pouch. While the Yondr Pouch is considered school property, it is each student's responsibility to keep their Pouch in good working condition.

**Daily Procedure:** As students Enter the Building, they will:

- Turn their phone off.
- Place their phone inside their Pouch and secure it in front of school staff.
- Store their Pouch in their backpack for the day.

At the end of the day, students will open their Pouch, remove their phone, and return it to the tote.

\*Students arriving late or leaving early will pouch/unpouch their phones with a Site Leader.

### **Violations:**

*Using Phone During School-* If a student damages their Pouch or is caught on their phone, Administration will collect the cellphone/Pouch and call home for a Parent Pick Up and discipline and/or replacement fees will be implemented.

Examples of damage:

- Deep scratches on the globe and on the green ring around it
- Intentional pen marks on the inside of the Pouch
- Bent pins

- Pin and button not fully recessing, due to pin damage.

Examples of possible damage:



Other Technology Devices:

- This policy extends beyond cell phones to include all technology devices that could become distractions during instructional time. This includes, but is not limited to:
  - Smartwatches
  - Headphones or AirPods
  - Tablets
  - iPads

**Emergency Contact Information:** If a parent or guardian needs to contact their student in case of an emergency, they can call the following numbers:

- LCA East (HACC): 717-802-6941
- LCA West (Cross Roads Church): 717-802-6943
- Amanda Griffin, Director: 717-723-5226

## TRANSPORTATION

The student or parent/guardian is responsible for providing transportation to and from LCA. Private vehicles or public transportation may be used. A backup plan should be prepared if a problem arises with the primary form of transportation. Lack of transportation will not be counted as an excused absence from school.

Updated 08/06/2024

Some sending schools provide transportation to LCA. Listed below are the rules to abide by while riding the school bus to and from school or on school trips. Failure to comply with the rules can result in detention, suspension of bus privilege, etc.:

- Sit in the assigned seat and remain seated while the bus is moving.
- Be responsible for your actions and belongings.
- Respect bus property, fellow students, and drivers.

**Student Driving Under the Influence:** LCA believes the safety and well-being of our students are paramount. To ensure a safe environment for all, if a student is suspected of being influenced by drugs or alcohol, LCA faculty will intervene to prevent the student from driving. Parents or guardians will be contacted immediately and must come to the school to pick up their student. When a parent/ family member cannot pick up their student or a student's condition may pose a serious health risk, the school may arrange for transportation to the nearest hospital via ambulance.

### **VISITORS**

All persons entering the school building must have their license to present to the director or site leader. All visitors must sign in upon entering the building. All visitors to the building must wear a clearly visible identification badge. Any individual found in the building without proper identification will be brought immediately to the office. Only visitors with official business at LCA will be permitted access to the building for the time necessary to complete the relevant activities. Guests and dependents of students will not be allowed. If a student struggles to find childcare, they may contact the director.

### **VOLUNTEERS**

All volunteers must complete the required clearances and present a valid ID to the director or site leader upon each visit. They are required to sign in, wear a visible identification badge, and may only access areas pertinent to their volunteer activities. Volunteers must maintain professional conduct, adhere to all school safety protocols, and cannot bring guests or dependents.