



STUDENT & FAMILY HANDBOOK

2026-2027

Legacy Christian Academy

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Vision, Mission, Purpose & Commitments

Mission Statement

The mission of Legacy Christian Academy is to prepare students for God's path in an ever-changing world by creating a dynamic, faith-integrated educational environment.

- Present the gospel in a simple yet effective way that leads to salvation and a transformed life.
- Equip and empower students with a solid academic foundation and a biblical worldview.
- Inspire students to lead lives marked by integrity, compassion, and a deep commitment to God's purpose.

Legacy Christian Academy strives every day to live out this mission. We are dedicated to equipping and empowering each student with a solid academic foundation that challenges the mind and nurtures critical thinking while embedding a biblical worldview into every aspect of learning. Our curriculum, extracurricular activities, and community engagement are designed to reflect and honor God's truth.

Beyond academics, we are committed to nurturing the whole person. Through athletics and other student activities, we encourage teamwork, discipline, self-confidence, and service. These experiences help students discover their unique gifts and learn to use them in ways that serve their communities and honor their Creator.

At Legacy Christian Academy, every student should be valued and challenged to excel academically, spiritually, and socially. Our goal is to prepare students to meet the challenges and opportunities of a rapidly changing world.

Vision Statement

The vision of Legacy Christian Academy is to trust our Lord as we seek academic and Christian excellence. We believe this will be accomplished through prayer, commitment, strong leadership among the administration and faculty, and a firm base of parental and church involvement.

Values

- Integrity: Do the right thing, even when it is hard.
- Ministry: Put people over process.
- Capture the heart; capture the mind.
- Community: Life is better together.

Purpose

- Provide Christ-like love.
- Promote a biblical worldview.
- Pursue excellence in education.
- Partner with our families.

Commitments

Biblical worldview: We commit to partnering with home and church to instill in each child an authentic and applicable biblical worldview, using God's Word as the plumb line for truth. (Deuteronomy 6; Revelation 22:18)

Safe environment: We commit to providing a safe and secure environment that exemplifies Christ among students, teachers, and administrators while preparing students to pursue the plan the Lord has for their lives. (Ephesians 5:1; John 13:15; Jeremiah 29:11)

Stewardship: We commit to being responsible stewards of all that God has provided, including time, money, facilities, the environment, and human resources. (Genesis 1:26)

Relationships: We commit to developing strong, informative, and caring parent-teacher-student relationships that encourage and positively impact student progress. (Philippians 2; 1 Corinthians 13)

Value of children: We recognize that children are a blessing and gifts from the Creator. Each child is highly valued and possesses unique gifts and talents. (Psalm 127:3; Psalm 103)

Academic excellence: We commit to upholding the highest academic standards possible through continual evaluation and growth of our programs. (Ecclesiastes 9:10; Colossians 3:23)

Professional growth: We commit to pursuing spiritual and professional development so that we may present ourselves to God as workmen who do not need to be ashamed. (2 Timothy 2:15)

We believe and teach that God created the human race male and female and that these distinct, complementary genders together reflect the image and nature of God. We believe God wonderfully and immutably creates each person as male or female at conception. Because of this belief, the school will use pronouns associated with a person's biological sex and will require students and faculty to follow the dress code established for their biological sex. (Genesis 1:26-27; Deuteronomy 22:5)

We believe and teach that God established marriage as a lifelong, exclusive relationship between one man and one woman and that intimate sexual activity outside marriage is immoral and sinful. (Genesis 2:18-25; Romans 1:18-31; 1 Timothy 1:8-11)

School Information

School Location	2576 Bees Creek Road Ridgeland, SC 29072
Phone	(843) 717-3107
Fax	1-843-962-5811
Office Email	office@lcaofridgeland.org
Principal Email	billiekay@lcaofridgeland.org
Team Name	Labradores
School Colors	Forest Green and White
Website	www.lcaofridgeland.org

Legacy Christian Academy is conveniently located just off Exit 21 on I-95 in Ridgeland, South Carolina.

Financial Information

Tuition fee schedule for the 2026-2027 school year:

Grade	Annual Tuition	Payment Options
K-6th	\$4,260 (first child)	Pay in full; 12 monthly payments (June-May); or 9 monthly payments (August-April)
7th-12th	\$4,400 (first child)	Pay in full; 12 monthly payments (June-May); or 9 monthly payments (August-April)

- Registration fee: \$400 before May 15 with a signed agreement; \$450 after May 15. Registration fees are non-refundable.
- Students taking a laboratory science course will be charged an additional \$50 annual fee for dissection and consumable lab materials.
- A \$100 withdrawal fee applies to any student withdrawn during the school year.
- Families who did not qualify for the ESTF scholarship may request the \$1,500 LCA scholarship toward tuition.
- A 10% sibling discount will be applied for each additional sibling.

Tuition must be paid in full at registration or through an approved installment plan. All tuition must be paid in full on or before May 15, 2026. A \$15 late fee will be added to any outstanding balance after the 10th of each month.

Accounts not paid by the 15th of the month may result in the student being dismissed from class until the account is made current.

Academic Information

Graduation Requirements

Subject	Units
English	4
U.S. History	1
Economics	0.5
Government	0.5
Other Social Studies	1
Mathematics	4
Sciences	3
Computer Science	1
Physical Education	1
World Language or Career and Technology Elective	1
Personal Finance	0.5
Electives	6.5
Total	24

Classification by Credits

Sophomore (Grade 10)	6 units
Junior (Grade 11)	12 units
Senior (Grade 12)	18 units
Graduation	24 units

Grading Scale

A	B	C	D	F
90-100	80-89	70-79	60-69	Below 60

Class Ranking

Each student is assigned a class rank. Class rank is a mathematical summary of a student's academic record compared with other students in the class. It considers course difficulty and the grades earned. Courses and grades are converted to an overall grade point average (GPA); a higher GPA results in a higher class rank.

The valedictorian is the student with the highest qualifying GPA and will deliver the valedictory address. The salutatorian is the student with the second-highest qualifying GPA and will deliver the salutatory address. A minimum GPA of 3.5 is required for either honor. To qualify, a student must be enrolled at LCA for the complete and consecutive sophomore, junior and senior years.

Student Activities and Honors

Honors

Marshals for senior graduation will be selected from the junior class by the administration and high school teachers based on grades, character, and attitude.

Senior class valedictorian, salutatorian, and honor graduates will be determined by the administration at the end of the third nine weeks. Fourth nine-week grades will be included on final transcripts. Transfer grades will be transcribed into permanent records.

To be eligible for valedictorian or salutatorian, a student must attend six complete and consecutive semesters at Legacy Christian Academy and have a minimum 3.5 GPA. A senior honor student must have a cumulative GPA of 3.25. A senior who has not passed all required courses may participate in graduation, but the program will indicate that a certificate will be issued instead of a diploma.

Disciplinary Guidelines

Student Conduct

Students of Legacy Christian Academy are ambassadors of the school at all times and are expected to conduct themselves appropriately. Integrity offenses are also addressed in the Honor Code. The following examples are not exhaustive; the administration may respond to other conduct that conflicts with school expectations.

Level I Offenses

- Being in restricted or unauthorized areas.
- Unauthorized cell phone possession or use.
- Cheating.
- Dress code violations.
- Disrespect toward a teacher, faculty member, or student.
- Disruptive behavior.
- Eating or drinking in class without permission.
- False pretenses, lying, or forging notes.
- Public displays of affection.
- Minor vandalism.
- Vulgarity, profanity, or obscenity—spoken, written, or implied.

Level II Offenses

- Repeated Level I violations.
- Truancy.
- Destruction of school property; restitution may also be required.
- Trespassing on school grounds or in school buildings during unauthorized periods.
- Initiating or participating in a disturbance at school or a school-sponsored activity.

Level III Offenses

- Repeated Level I or Level II violations.
- Possession of alcohol or tobacco products.
- Bomb threats, activating a fire alarm without cause, or creating a false emergency.
- Computer sabotage, hacking, or introducing a virus; restitution may also be required.
- Stealing, larceny, or extortion.
- Fighting.

Level IV Offenses

- Battery or aggravated assault.
- Membership in an illegal organization.
- Threatening or assaulting a staff or faculty member.
- Possession, use, transfer, or sale of a controlled substance, or being under the influence at school or a school function.
- Arrest for an infraction on school property or for a criminal offense.
- Possession of a weapon.
- Sexual assault or battery.

Disciplinary Actions

1. First referral: Warning and parent contact.
2. Second referral: Detention. The student may perform custodial duties during recess, lunch, or after school.

3. Third referral: Out-of-school suspension. The student may not be on campus or attend school functions during the suspension and will receive zeros for missed assignments.
4. Fourth referral: Three-day out-of-school suspension under the same conditions.
5. Fifth referral: Expulsion. Possible readmission may be reviewed by the Board of Directors.

The administration may exercise reasonable discretion in disciplinary matters. Any disciplinary action may be appealed to the Board of Directors.

Policies and Procedures

Student Drug and Alcohol Prevention Policy

Legacy Christian Academy maintains a comprehensive drug and alcohol prevention policy to educate students about substance abuse, encourage healthy and responsible choices, and identify students who may need counseling or treatment. Biblical principles, educational materials, speakers, and other resources may be used.

Purpose of Screening Program

- Educate students about the dangers of drug and alcohol abuse.
- Help prevent drug and alcohol use or abuse by LCA students.
- Identify students who may be using drugs and identify the substance involved.
- Ensure that chronic dependency is treated and addressed appropriately.
- Provide reasonable safeguards for student health and school attendance.
- Remove the stigma of drug abuse from students who are not users.
- Reassure parents, students, and the community that student health and academic progress are primary goals.
- Re-emphasize each student's responsibility as a positive role model.

Testing Procedures

- By signing the Cooperation Contract, parents consent to their child's participation in the drug and alcohol testing program.
- School board members, teachers, staff, and administrators may be subject to random testing.
- Students in grades 7-12 may be tested randomly during the school year.
- Reasonable suspicion may require a student to be included on a test date.
- Refusal to participate will be treated as a positive result and will require compliance with the policy.
- Testing may include hair samples and/or a breath analyzer. A positive result will be confirmed by an additional test through a laboratory selected by the school.
- Specimen selection, coding, collection, and reporting will be conducted in a manner intended to protect confidentiality.
- Results will be reported only to school leadership.

First Confirmed Positive Result

- The testing laboratory will immediately retest the specimen using a more specific test.
- School leadership will be notified of confirmed positive and negative results.
- The parent and student will be contacted confidentially.
- The student must be evaluated by an approved qualified professional at the parent's expense.
- The student must complete the recommended counseling program and any aftercare at the parent's expense.
- Refusal by a parent to complete the required counseling program will result in dismissal.
- A student found to have used alcohol must leave campus immediately and may return the next school day, subject to the remaining policy requirements.
- After a first positive test, the student may be required to participate in every random test for the remainder of the school year at the parent's expense.

- Participation in curricular and extracurricular programs is not affected by the first positive incident.
- The student must complete five hours of service at school.

A second confirmed positive test will result in immediate expulsion from Legacy Christian Academy.

Drug and Alcohol Education

- Programs may be conducted to educate teachers about drug and alcohol abuse and help them educate students.
- Age-appropriate drug and alcohol education will continue for students in grades K-12.

Search and Seizure

- Legacy Christian Academy maintains authority over students and student property, including purses, book bags, lockers, vehicles, parking areas, and school grounds. The school reserves the right to search these areas or items with or without reasonable cause, as permitted by applicable law.

Electronic Surveillance

- To improve supervision and provide a safe and secure campus, LCA uses video cameras to monitor selected open and public areas of the campus.

Use of Drug-Detection Dogs

- In accordance with applicable law and school policy, trained drug-detection dogs may be used periodically in an effort to keep illegal drugs off campus.

Computer and Internet Usage Policy

- Internet access is an important educational tool for research, collaboration, and the exchange of ideas. The following rules are intended to maximize educational use while minimizing misuse.
- Users must demonstrate honesty, integrity, and respect for others at all times. Appropriate language and etiquette are required.
- When a teacher requires an email account, a separate school-related account may be established. Email is not guaranteed to be private.
- Students may not access non-school personal email accounts or use instant messaging unless specifically directed by a teacher.
- Students may not share personal photographs, home addresses, personal phone numbers, or last names online through school resources.
- Illegal activity, copyright violations, contract violations, and use for financial or commercial gain are prohibited.
- Threatening, profane, or abusive messages are prohibited.
- Activities that damage or interrupt equipment or networks are prohibited. Students may not change computer or network settings.
- Attempts to alter, harm, or destroy another user's data are prohibited.
- Users may not upload or create computer viruses.
- Users may not access internet resources that have not been authorized by a teacher.
- Invading another person's privacy or using another person's account is prohibited.
- Accessing obscene or pornographic material or using profanity in messages is prohibited.
- Accessing information about manufacturing bombs, weapons, or incendiary devices is prohibited.
- Product advertising, political lobbying, or messages involving illegal activities are prohibited.
- Security problems must be reported immediately to a teacher and must not be demonstrated to other users.

- Suspension may result when a user accesses, sends, receives, or electronically creates profane or obscene content.
- Students may not post derogatory content about LCA or misrepresent LCA on any website or platform.

Sexual Harassment and Discrimination Policy

All students, employees, and others involved in school functions are expected to follow commonly accepted standards of moral and ethical conduct. Inappropriate verbal, written, or physical conduct of a sexual nature between students, employees, or others may constitute sexual harassment and must be reported immediately to a school administrator. The matter will be investigated, and appropriate corrective or disciplinary action will be taken. Substantiated conduct may result in suspension, expulsion, termination of employment, and referral to outside authorities. All interactions among administrators, staff, and students are expected to be proper and Christ-like.

Bullying Policy

Bullying is intentional conduct that causes harm to another person through verbal harassment, physical assault, coercion, manipulation, intimidation, rumor-spreading, or electronic communication. Cyberbullying includes threatening or malicious messages sent by text, email, social media, or other digital platforms.

Legacy Christian Academy will not tolerate conduct that threatens the safety or security of its students. Reports will be investigated promptly, and disciplinary action may include expulsion. Students who experience or witness bullying should report it immediately to a teacher or administrator.

Attendance Policy

South Carolina law requires parents or guardians to ensure that children ages five through sixteen regularly attend a public or private school or kindergarten.

Grades 7-12

A student who attends a class fewer than 85 of 90 days or 170 of 180 days in the instructional period may not receive credit unless the School Board approves the excessive absence under school policy. Missing more than 20 minutes of a class period will count as an absence.

Grades K-6

Students may be ineligible for promotion after more than ten absences. A parent-written note does not automatically make an absence lawful. A student arriving after 11:00 a.m. or leaving before 11:00 a.m. will be counted absent for the day.

Excused Absences

- The student is ill, and attendance would endanger the student's health or the health of others. A medical note is required.
- A serious illness occurs in the immediate family and is verified by a medical excuse.
- A death occurs in the immediate family. Documentation must be provided.
- The student observes a recognized religious holiday that has been verified and approved in advance by school leadership.
- A medical professional provides a valid excuse.

Unexcused Absences

- A signed excuse is not provided within three days of the absence.
- The student is willfully absent without acceptable cause and without the knowledge of the parent or guardian.

Tardiness

Any student arriving after 8:00 a.m. is tardy. A \$5 fine will be charged for every third unexcused tardy, including tardiness to a class during the school day. After fifteen unexcused tardies, the fine increases to \$10 for every three additional unexcused tardies. Repeated tardiness may result in dismissal from the Academy.

Early Dismissal

Elementary students who are away from school for more than 50% of the instructional day will be counted absent for one day. High school students who miss more than one-half of a class period will be counted absent for that period. Students entering after the school year begins may be counted absent for days missed because of late enrollment.

Make-Up Work

Parents are encouraged to pick up make-up work when a student will be absent. After returning, the student has three school days to complete or submit missed tests, quizzes, projects, and assignments unless otherwise approved.

Late Pick-Up

Students are dismissed at 2:30 p.m. A student not picked up by 2:45 p.m. will be taken to the school office, and staff will attempt to contact an authorized parent or guardian. A minimum fee of \$10 per student will be charged.

Dress Code

Legacy Christian Academy seeks to promote Jesus Christ in every area of school life. The dress code supports an environment of modesty, responsibility, alertness, and excellence. Student appearance should demonstrate respect for self, consideration for others, and a positive testimony in the community.

Scriptural Principles

- 1 Timothy 2:9 teaches modesty in dress.
- Deuteronomy 22:5 establishes distinction in clothing for men and women.
- Romans 14:21 warns against conduct that causes another person to stumble.
- 1 Corinthians 10:31 encourages believers to glorify God in all things.

Guiding Principles

- As a ministry, LCA seeks excellence in academics, conduct, and appearance while demonstrating moderation, compassion, and graciousness.
- A consistent dress standard helps establish order, respect for authority, fewer distractions, and habits useful for future employment.
- The dress code discourages extreme fashions or trends that draw undue attention, make offensive statements, or distract from learning.

Dress Code Guidelines

All grades - Overall appearance: Clothing must be neat, clean, and modest. Clothing promoting alcohol, drugs, tobacco, political agendas, sexual references, or the Confederate flag is not permitted. See-through, sexually suggestive, or demeaning clothing is prohibited.

Grades K3-6 - Shorts, dresses, and skirts: Hemlines must reach at least the bottom of the fingertips when the student's arms are at the sides. Shorts must be worn underneath dresses and skirts.

Grades K3-12 - Shoes: Closed-toe shoes are required. Flip-flops and sandals are not permitted on the playground, soccer field, or volleyball court.

Grades 4-12 - Shirts and tops: Tops may not be low-cut, reveal cleavage or midriff, expose the chest or back, or show bra straps. Sleeveless tops must have straps at least three inches wide. Off-the-shoulder, racer-back, crop, and open-back tops are not permitted.

Grades 7-12 - Shorts: Shorts, including athletic shorts, may not be more than three inches above the knee.

Grades 7-12 - Dresses and skirts: Dresses and skirts may not be more than three inches above the knee. Slits may not exceed three inches, except calf- or ankle-length garments may have a slit to the knee.

Grades 7-12 - Pants and capris: Garments may not have holes, rips, or shreds more than three inches above the knee. Pants must be worn at the waist so undergarments are not visible. Wording across the backside, pajama bottoms, and biker shorts are not permitted.

Miscellaneous: Hats may be worn in the building but must be removed for prayer, pledges, and chapel. The administration's decision regarding appropriate dress is final.

Students who violate the dress code will be asked to change into appropriate clothing. A student without suitable clothing at school may be sent home to change. A second violation may result in a one-day suspension and parent conference.

Student Safety and School Procedures

Background Checks for Staff, Coaches, and Volunteers

Legacy Christian Academy is committed to providing a safe and secure environment for students. As part of this commitment, the school requires appropriate background screening for employees, coaches, and volunteers who may have direct or regular contact with students.

- Required screening must be completed and approved before an individual begins serving in a covered role.
- Screening may include identity verification, criminal-history records, sex-offender registry checks, reference checks, and other lawful screening appropriate to the position.
- The school may require updated or additional screening periodically, when an individual changes roles, or when new information or circumstances warrant further review.
- Employees, coaches, and volunteers must promptly report any arrest, criminal charge, conviction, or other matter that may affect their suitability to work with students.
- Background-check information will be handled confidentially and shared only with individuals who have a legitimate need to know.
- Completion of a background check does not guarantee selection or continued service. Legacy Christian Academy reserves the right to deny, restrict, suspend, or end service when it determines that doing so is in the best interest of student safety and the school community.

All screening and related decisions will be conducted in accordance with applicable law and school policy.

Parental Communication

Good communication between the school and parents is vital to academic success. Parents are encouraged to communicate regularly with their child's teacher. Appointments may be arranged through a note, Schoolworx message, email, or telephone call to the office. Parents should not contact teachers through private social media accounts.

Concerns should first be discussed with the teacher. If the concern is not resolved, the parent should contact school leadership rather than bypassing the process and going directly to a Board member. Conferences and calls should be scheduled during a teacher's conference period or after school. Schoolworx is the school's primary communication platform.

Medication

School staff may not provide or administer medication, including aspirin. All medicine will be given through the office and brought in by the parent.

Communicable Diseases

A student returning after a communicable illness such as measles, mumps, chickenpox, or head lice may be required to provide a medical note or other evidence that the student may safely return. A student found to have head lice will be removed from school and may return after the parent provides evidence of treatment.

Illness and Accidents at School

Serious accidents, incidents, or illnesses occurring on school grounds will receive immediate attention. Staff will take appropriate emergency measures, notify the office, and contact the parent or guardian. An accident or incident report will be completed and kept on file.

Visitors

All visitors, including parents, must report to the school office and receive a visitor badge before entering other areas of campus.

Fundraising

All school fundraising activities require prior approval from school leadership. Families are required to participate in fundraisers or pay the \$50 fee per student for each fundraiser.

Parking Lot and Student Driving Privileges

After arriving on campus, a student may not return to a vehicle without permission from an office staff member. Students must follow all state and local traffic laws and park only in designated areas. Student drivers must provide the school with a copy of a state-issued driver's license and proof of automobile insurance. A green driver tag must be displayed from the rearview mirror while parked on campus.

Student Pick-Up Procedures

- K4-K5 dismissal begins at the elementary building at 2:20 p.m.
- Grades 1-6 dismiss from the sanctuary.
- Grades 7-12 dismiss from the side door of the lunchroom.
- Parents or authorized adults must notify staff which students they are picking up. Staff will use two-way radios to release students in the order called.
- Students remain inside until their ride arrives.
- Each family will receive a car rider tag. Students will not be released to anyone who does not display an authorized tag.
- Students may not be signed out between 2:15 and 2:30 p.m.
- Pick-up is at 2:30 p.m. Students remaining after 2:45 p.m. will incur a fee of \$10 per student for every 10 minutes.

Cell Phones and Other Electronic Devices

Cell phones, tablets, music players, earbuds, and similar devices are not permitted in classrooms or common areas. Devices must be turned in to the homeroom teacher at the beginning of the school day. Parents who need to contact a student should call the school office at (843) 717-3107. Smartwatches are permitted but may not be used during class. A smartwatch used during class will be confiscated and turned in to the office.