

LCA Abbreviated School Day Program Policies and Procedures

High School juniors and seniors are eligible to apply to the Administrator to participate in the Abbreviated School Day program. This program is open to each high school junior/senior who demonstrates academic proficiency, meets acceptable standards of student conduct, and is currently on track to graduate with his/her graduating class.

The following policies govern the Abbreviated School Day program:

1. Students who wish to apply for Abbreviated School Day privileges should do so based on the following:
 - a. Requiring a shortened day due to circumstances directly or indirectly related to employment.
 - b. Participation in additional or advanced educational, technical, or occupational training.
 - c. Participation in LCA's Create-A-Course program.
 - d. Other reasons deemed acceptable by the high school administrator.
2. Each student involved in the Abbreviated School Day program must be enrolled in a total of six classes (full-time tuition). All students involved in the Abbreviated Day are classified as full time students.
3. College classes may not replace core classes offered by LCA.
4. Students are expected to be on time for classes, activities, chapel, etc. at LCA.
5. When there is a conflict of attendance, institutions of higher learning have the priority. However, LCA's schedule takes priority over employment. If the LCA schedule changes due to delays, ½ days etc. the student is expected to be at LCA. It is the student's responsibility to juggle two schedules. Failure to do so responsibly will result in loss of the Abbreviated Day privilege.
6. Students are not required to be at LCA when his/her outside class is not meeting or they are not working. It is the responsibility of the student and his/her parents/guardians to determine where their child will be. Arrangements can be made for the student to be in a study hall at LCA if that is the desire of the parent. A current daily schedule (attached) must be on file at LCA at all times.
7. There is no tuition reduction for any student enrolled in the Abbreviated School Day program. The decision to take less than the 8 daily classes offered should be free from financial considerations.
8. LCA students will adhere to both LCA's handbook and guidelines and to any other institution's guidelines or employer's standards of conduct. The students are expected to represent LCA in a manner that is pleasing to the Lord, and as a light in the community.
9. Certain rules and regulations will be adopted, communicated, and enforced relative to the student's daily departure from campus. No student may leave earlier than the end of his/her last class.
10. Class changes (2nd semester, drop/add) and any changes to employment hours must be reported to the LCA office.
11. LCA students are required to maintain acceptable grades at both educational institutions or to maintain an exemplary work record at a job site.
12. *A violation of these rules and regulations may result in a student losing Abbreviated School Day privileges.*
13. Any changes in the Abbreviated School Day policy will be recommended by the LCA Administrator and subject to approval/disapproval by the Board of Directors.

LCA ABBREVIATED SCHOOL DAY INFORMATION SHEET

For office use: rec'd _____
Forms complete? Y/N
Approved? Y/N
School Minder? Y/N

Name _____

Grade _____

I am applying for the following type of Abbreviated Day: (necessary paperwork attached)

_____ College Release (complete the following)

- Complete and return College Release Application Form (before registering for any college course)
- Contact college directly and follow their application and registration procedures
- Verify that there are no conflicts with class choice and LCA time schedule
- Turn in a copy of approved college registration to the LCA office
- Complete and return schedule and agreement
- All forms finished and returned to LCA office no later than August 11th, 2008

_____ Employment (complete the following)

- Complete and return Employment Verification Form
- Complete and return schedule and agreement
- All forms finished and in LCA office no later than August 1st, 2008

_____ Create-A-Course Program (complete the following)

- Complete and return Create-A-Course Application
- Attach Cover Sheet of Application page to the typed narrative.
- Complete and return schedule and agreement
- All forms finished and in LCA office no later than August 1st, 2008

_____ Other reason for Abbreviated Day (complete the following)

- Complete and return schedule and agreement (attached)
- All forms finished and in LCA office no later than August 1st, 2008

We have read all the policies and procedures for the Abbreviated School Day program and agree to abide by the policies and procedures as outlined. We understand that if our child does not follow the guidelines that he/she will lose the privilege of an Abbreviated School Day. As a parent/guardian, we will be responsible for our child's whereabouts during the school day. His/her schedule is attached.

Signature of Parent/Guardian

Date

Signature of Student

Date

Lakeland Christian Academy Abbreviated Day Application
Employment Verification Form

Name _____ Grade _____

Place of Employment _____

NOTE: Must be completed and returned to the LCA office by August 1, 2008

This section to be completed by Employer/Supervisor:

Name of Supervisor _____ Phone _____

Supervisor Email _____

Days working: M T W TH F S SU # of Hours weekly _____

Please describe the employee's general duties:

Employer Agreement

I understand that it is a privilege for _____ to be employed during the school day. I understand that if this student violates school policies, the privilege of an Abbreviated Day may be revoked. I also agree to notify Lakeland Christian Academy if the student violate our attendance policies or is negligent in his/her work responsibilities.

Employer/Supervisor Signature

Date

This student is in good standing and is on course to complete his/her graduation requirements.

_____ GPA

Guidance Counselor

Date

Application Approved? Y/N

Administrator

Date

Lakeland Christian Academy Abbreviated Day Application
College Release Application Form

THIS FORM SHOULD BE COMPLETED AND SIGNED BEFORE REGISTERING FOR ANY COLLEGE COURSE. YOU MAY TAKE THIS FORM TO THE COLLEGE REGISTRAR'S OFFICE. IT MAY HELP YOUR APPLICATION PROCESS GO MORE QUICKLY, IT MAY NOT—EACH SCHOOL HAS DIFFERENT PROCEDURES.

Name of Student _____ Grade _____
LCA Diploma Goal (circle) Foundational College Prep College Prep w/Academic Honors

Proposed College to attend: _____

Details (Name, Meeting Times) of Possible College Course(s):

Reason to Take Course(s) _____

I wish to pursue the college course(s) listed above. My parents/guardians have signed below agreeing to encourage me and to hold me accountable to complete the course to the best of my ability. In addition, I agree to abide by the Abbreviated Day Program guidelines.

Student Date

Parent/Guardian Date

This student is in good standing and is on course to complete his/her graduation requirements.

_____ GPA _____
Guidance Counselor Date

Application Approved? Y/N

Administrator Date

Lakeland Christian Academy
Create-A-Course Procedure
2008-09

The purpose of the Create-A-Course is to enhance a student's educational experience and to allow the student to expand into an area of interest for him/her. This course is limited to LCA juniors and seniors. This course cannot be used to replace or substitute an existing LCA course. Selection of students will be based on originality, pertinence to the academic goals of the student, and thoroughness of the course application. Academic standing of the student, reliability and responsibility will also be determining factors for approval. Each course is worth a ½ credit per semester. The course can be completed on or off campus. Approval of courses is the sole discretion of the Administrator. Violation of the agreement or non-compliance with the course plan by the student will result in the student losing the privilege of continuing the Create-A-Course and the loss of credit.

The following criteria must be met in order to participate in the course.

1. The student must fill out the attached application and submit it to the LCA Administrator.
2. The student must obtain a "mentor" to sponsor him/her throughout the course. If the mentor is not an LCA employee, the mentor's qualifications must be submitted with the initial application.
3. The mentor must sign the attached "Mentor Agreement."
4. The student will turn in a self-assessment (1 page typed report) at the end of each quarter and at the end of each semester.
5. The grade for the course will be a combination of the reports and work that has been agreed upon by the student, the mentor and the administration. The Administrator, upon the recommendation of the Mentor, will determine the final grade.
6. The course is to take place every day during a particular period or time frame to total 45 or more minutes per day.
7. The course will have clearly definable goals and objectives with specific plans on what the student hopes to accomplish in the class. In addition the student and the mentor must have a method of evaluation and a systematic process that the student will use for communication with the mentor.
8. All LCA policies and procedures as found in the Parent-Student Handbook apply to this course.

Lakeland Christian Academy
Create-A-Course Application
2008-2009

Name of Student _____ Grade _____

Name of Course _____

Reason to Take Course _____

I wish to pursue the attached Create A Course. My parents/guardians and my mentor have signed below agreeing to encourage me and to hold me accountable to complete the course. In addition, I agree to abide by the guidelines of Create a Course.

Student

Date

Parent/Guardian

Date

Mentor*

Date

*Please submit qualifications if the mentor is not an LCA employee.

This student is in good academic standing with LCA and on course for graduation.

GPA _____ Date _____

Guidance Counselor

Application Approved? Y/N

Administrator

Date

Lakeland Christian Academy
Create-A-Course 2007-08
Cover Sheet of Application

Name _____ Grade _____

Name of Course _____ Mentor _____

Course time and days _____ Location* _____

Narrative: Please submit your typed answers to the following questions in detail.

1. Goals and Objectives (What does the student hope to learn or to accomplish)
2. Outline of class plan (i.e. What is the student going to do? What are his/her responsibilities and activities?)
3. How will the work be documented?
4. What is the plan for communication between the mentor and the student?
5. What method will be used to evaluate the student?
6. Any other pertinent information that will assist the administration of Lakeland Christian Academy in determining eligibility.

This section to be completed by Create-A-Course Mentor:

Name of Mentor _____ Phone _____

Mentor Email _____

Scheduled Class Time: _____

Please describe your goals for this student this semester:

Mentor Agreement

I understand that it is a privilege for _____ to participate in the Create-A-Course program. I understand that if this student violates school policies, the privilege of an Abbreviated Day may be revoked. I also agree to notify Lakeland Christian Academy if the student violates our attendance policies or is negligent in his/her work responsibilities.

Mentor Signature _____

Date _____