



Welcome Back!

Here's everything you need to know to get your child off to a great start.

✓ Logistics & Daily Routine

○ School Hours for K5-6th Grade

- The arrival carline begins at 7:45am and ends at 8:45am. Teachers go into the building at 8:45am and the circle drive is then blocked with cones. If you drop off your child between 8:45am-8:50am, you must walk your child into the building, but they are not considered "tardy" until 8:50am. After 8:50am, all students must walk inside and check in with their parents.
- Daily Lunch Times for K5-6th Grade
 - K5 and 1st Grade -11:40am-12:15pm
 - 2nd-6th Grade - 10:56am-11:36am
- Dismissal Carline - 3:50pm-4:10pm (Please see map attached to this packet.)
- You may begin lining up for carline dismissal 5 minutes prior to the start time. Parents arriving early should line up in the parking lot across the street. If you have multiple children with different dismissal times, you may pick up all your children together at the last dismissal of the day.

○ School Hours for 7th-10th Grade

- Arrival carline begins at 7:45am. Students in 7th-10th grade must check-in at the main office for an admit slip if they are dropped off after 8:30am.
- Daily Lunch Time -12:20pm-12:55pm
- Dismissal carline begins at 3:30pm and ends at 3:45pm.

○ School Hours for 11th and 12th Grade

- Arrival carline begins at 7:45am. Students in 11th and 12th grade must check-in at the main office for an admit slip if they arrive at school after 8:15am.
- Daily Lunch Time - 11:40am-12:15pm
- Dismissal carline begins at 3:15pm and ends at 3:30pm.

*Due to an abundance of traffic during dismissal times, all parents wishing to check their child out early from the front office must do so BEFORE 3:00pm.

**Campuswide devotion time will be from 9:15am-9:30am. If your child arrives at school during this time frame, they will be asked to wait at the main office until devotion time has ended.

- **Before/After School Care:**

- Before Care: 7:00am-7:45am. Before school care is available for all ages and is held in the multi-purpose room area. Parents may drop off at the last door on the left down the circle drive. Before care is not offered on inclement weather days. The cost is \$2.00/day and is charged to your FACTS account the following week. Parents only pay the fee the following week for the mornings they needed to utilize the program from the week prior.
- After Care: 4:10pm-6:00pm. After-school care is available for all ages and meets in the multi-purpose room area. Parents must park and enter the main lobby after 4:10 to pick up their child. An aftercare door code will be provided to parents who utilize this program daily. For parents only utilizing this program occasionally, you will need to ring the doorbell and be admitted to the school by a staff member in our front office. After school care is not offered on early dismissal days. The cost is \$10.00/day and is charged to your FACTS the following week. Parents only pay the fee the following week for the afternoons they needed to utilize the program from the week prior. Snack is provided for students in the program each day at 5:00pm.
- If for some reason you cannot pick up your child prior to 4:10pm, they will automatically be enrolled into aftercare.

 **What to Bring on the First Abbreviated Day of School**

- **7th-12th Grade Abbreviated Day:** Tuesday, August 5th, 2025. (8:30am-11:45am)
 - Carline begins at 7:45am.
 - All students should arrive in regular school uniform on the abbreviated day.
 - All students should bring in **only** the school supplies collected by teachers (as indicated below) and drop them off at the tables located in the gym. Student lockers will be assigned on Wednesday, August 13th. Until then, students only need to bring a notebook and pencil/pen with them daily.
 - Supplies collected by teacher's **7th and 8th Grades:**
 - Black expo markers (8), Clorox wipes (1), college ruled notebook paper (2 packs), Kleenex (3 boxes), Lysol spray (2 cans), pre-sharpened #2 pencils (2 boxes), White copy paper (2 reams)

- Supplies collected by teacher's **9th-12th Grades:**
 - Black expo markers (8), Clorox wipes (1), Black HP 65 ink cartridge (1), college ruled notebook paper (2 packs) Kleenex (3 boxes), Lysol spray (2 cans) pre-sharpened #2 pencils (2 boxes), White copy paper (2 reams)
- Parents may begin to arrive for dismissal at 11:30am. If you arrive before this time, please wait in the Rotary parking lot across the street from the school. Please do not park on the street; either pull into the circle drive or wait in the parking lot across the street.
- Lunch is not served on abbreviated days, and before and after school care programs are not offered.
- There is no school for 7th-12th grade students on Wednesday, August 6th or Thursday, August 7th. Junior/senior high students will return to campus for the first full day on August 8th.
- **Kindergarten-6th Grade Abbreviated Day:** Wednesday, August 6th, 2025. (8:50am-12:00pm)
 - Carline begins at 7:45am.
 - Students in **1st-6th grade** will be dropped off in carline and will enter through the gym doors to drop off their school supplies at the tables provided. We will have upperclassmen on hand to help carry any heavy loads.
 - All students should arrive in regular school uniform beginning on the abbreviated day.
 - **Kindergarten** students typically have a family member come in with them for their first day of school. **Only** these families may park and walk their child to the main awning entrance. You will then be guided to our multi-purpose room area to wait for their first day of school to begin. Parents may carry in their child's supplies and drop them off with the staff waiting in the multi-purpose room. (After this day, all kindergarten students must be dropped off in regular carline.)
 - Parents may begin lining up for dismissal at 11:40am. Please begin lining up for dismissal in the Rotary parking lot across the street from the school. A staff member will signal when to move.
 - Lunch is not served on abbreviated days, and before and after school care programs are not offered.
 - There is no school for elementary students on Thursday, August 7th for a teacher workday.

***The first full day of school for ALL students Kindergarten - 12th grade is Friday, August 8th, 2025.**

Dress Code Information

- Monday-Thursday
 - Crested polo is to be paired with uniform dress bottoms. Uniform dress bottoms include solid color dress pants, shorts, and skirts (girls). Must be slack/dress material, no denim. Skirts and shorts may be no shorter than three inches above the knee, with or without leggings underneath. (Leggings are only allowed under shorts and skirts of appropriate length.)
- Friday
 - All spirit wear and LCA branded shirts and jeans may be worn. (This serves as an athletics fundraiser for the school, so shirts that were not distributed by LCA may not be worn.)
 - If your child chooses not to wear a spirit shirt with jeans, they are then required to wear regular uniform. Jeans may not be worn with a uniform polo.
 - We are not selling spirit hoodies this year, so the only “crested” item allowed to be worn with jeans on Friday’s are the crested hoodies. Crested hoodies MAY also be worn on Mondays-Thursdays with uniform bottoms.
- Please label all crested tops with your child’s name inside. We clean the lost and found area monthly, and there are numerous uniform tops that we cannot return because they are not labeled. If labeled, Mrs. Coble will personally make sure they are returned.
- Spirit wear Friday’s will begin on Friday, September 5th. Until this date, all students should be in regular school uniform.
- The ‘25- ‘26 field trip color for uniform polos is navy blue. Your child must wear this color on any day they have a field trip scheduled for their class.

Communication

- Each Tuesday, a school-wide email will be sent home to parents outlining pertinent information and upcoming events.
- Follow us on Facebook at **Official Lancaster Christian Academy**, or Instagram **@lancasterchristianacademy!**
- Our school app and family portal are great ways to have all the needed information at your fingertips!
- Teachers in K5-2nd grades will send out a daily email to parents of their students, and teachers in 3rd-12th grades will be sending out weekly emails to parents of their students.
- Lesson plans, grades, and attendance records can be accessed through your FACTS account.
- The main office at the Academy is staffed daily from 8:00am-6:00pm.
- The “LCA Office and Administration FAQ” guide is attached to help parents know which school offices and staff members to contact if needed.

Learning & Expectations

- **Academic Information**

- Junior and senior high student academics will begin on August 8th.
 - All 7th-12th grade students will receive two important documents on the first days of school: the handbook awareness agreement, and the 24/7 student morality agreement. Both documents must be signed by the student and the parent and must be returned to school before August 13th. If students fail to turn in these forms, they will be sent home by an administrator and not be allowed to attend school until the forms have been completed.
 - Please read the handbook. So often, we wait until issues arise to access the handbook information. Please proactively read about policies and expectations BEFORE the school year begins!
- Elementary student academics will begin on August 13th.
 - A reasonable amount of homework (15-20 mins.) may be assigned Monday-Thursday. If your child is struggling with excessive homework or leftover classwork, please reach out to your child's teacher and communicate that concern.

- **Grading and Feedback Policy:** Each member of our wonderful staff at LCA has 24 hours to reply to parental communication. (This may be regarding grades, homework, behavior, etc.) An email or in-person conversation is the first step in addressing concerns or feedback regarding academics. If you do not receive a response within the 24-hour window of time, please reach out to the academic office.

Health & Safety

- **Medication/Allergy Concerns**

- If your child requires medication throughout the school day, you must fill out a student medication form. (This form is included in this packet and can be turned into the main office.) All medicines must be clearly labeled with the student's name and dosage instructions. Students are NOT allowed to keep medications with them during the day.
- If your child has an epi-pen, please turn it into the main office with the student medication form attached.

- **Emergency Procedures**

- During the first month of school, we will be practicing all our emergency drills. (Fire, tornado, and lockdown.)
- For student safety, please always follow the direction of our staff. Our goal is always to serve you quickly.
- It is always wise to bring your photo ID with you when picking up your child. Some new staff members may not be able to visually ID our parents, so please be patient as we learn new faces.
- Please do not be offended if you are greeted by an intercom at our front lobby. This is a security measure we take to keep our students safe.
- All visitors on campus must have a previously scheduled meeting communicated with our staff. For student safety, the front office does not allow visitors to gain entrance without prior approval.
- If you are entering the main office at the school for any reason, please do not hold the door open for others. Each family should use their assigned door code **or** be admitted by a member of our office staff.

Lancaster Christian Academy 2025-2026 Faculty and Staff

Kindergarten Readiness		
Ms. Amy Baer	K5R Magnet	amy.baer@lcaknights.com
Ms. Tiffany Kinnard	K5R Traditional	tiffany.kinnard@lcaknights.com
Elementary		
Mrs. Maddie Shirley	Kindergarten Magnet	madelyn.shirley@lcaknights.com
Mrs. Jaime Gobell	Kindergarten Traditional	jaime.gobell@lcaknights.com
Mrs. Amber Austin	1st Grade Magnet	amber.austin@lcaknights.com
Ms. Ryleigh Boyle	1st Grade Traditional	ryleigh.boyle@lcaknights.com
Mrs. Courtney Rutherford	2nd Grade Magnet & Traditional	courtney.rutherford@lcaknights.com
Mrs. Hannah Abernathy	3rd Grade Magnet	hannah.abernathy@lcaknights.com
Ms. Brittany Higgins	3rd Grade Traditional	brittany.higgins@lcaknights.com
Mrs. Tina Adkins	4th Grade Magnet	tina.adkins@lcaknights.com
Ms. Kelsey Fisher	4th Grade Traditional	kelsey.fisher@lcaknights.com
Ms. Hope Michael	5th Grade Magnet	hope.michael@lcaknights.com
Ms. Jennifer Salgado	5th Grade Traditional	jennifer.salgado@lcaknights.com
Ms. Kyrah Lester	6th Grade Magnet	kyrah.lester@lcaknights.com
Mr. JJ Benson	6th Grade Traditional	jj.benson@lcaknights.com
High School (JH & SH)		
Mr. Marcus Abernathy	History	marcus.abernathy@lcaknights.com
Mrs. Amanda Crosson	Science	amanda.crosson@lcaknights.com
Ms. Angela Spears	Math	angela.spears@lcaknights.com
Ms. Kyrah Lester	Math	kyrah.lester@lcaknights.com
Mr. Ben Dudley	English	ben.dudley@lcaknights.com
Mr. Garner McGregor	Chapel Band, Choir	garner.mcgregor@lcaknights.com
Mrs. Marlena Whitt	Art	marlena.whitt@lcaknights.com
Mr. Cole Burkett	Music Lessons, Choir	cole.burkett@lcaknights.com
Mrs. Megan Parker	JH English, Bible	megan.parker@lcaknights.com
Ms. Pauline Lu	Animation	pauline.lu@lcaknights.com
Mr. Rafael Martinez	K5R-12th Spanish	rafael.martinez@lcaknights.com
Mr. Brent Gambrell	Campus Pastor, Bible	brent.gambrell@lcaknights.com
Coach Jason Bragg	ELEM/JH PE	jason.bragg@lcaknights.com
Auxiliary & Support Staff		
Officer Charles Riley	School Security	charles.riley@lcaknights.com
Mrs. Brandi Forbes	Academic Coach	brandi.forbes@lcaknights.com
Mr. Jace Cunningham	Athletic Assistant	jace.cunningham@lcaknights.com
Mr. Aubrey Davis	Media	aubrey.davis@lcaknights.com
Mr. Austin Hardin	Maintenance	austin.hardin@lcaknights.com

Office Staff		
Mrs. Linda Knight	Central Office, Finance	linda.knight@lcaknights.com
Mrs. Sharon Beaird	Central Office	sharon.beaird@lcaknights.com
Mrs. Lisa Toombs	Central Office, Cafe	lisa.toombs@lcaknights.com
Ms. Reagan Carter	Admin Assistant	reagan.carter@lcaknights.com
Mrs. Katie Brenner	Mrs. Coble's Assistant	katie.brenner@lcaknights.com
Mrs. Apryl Davis	Pastor O'Dea's Assistant	apryl.davis@lcaknights.com
Headmasters & Administration		
Mr. Kevin O'Dea	Lead Pastor	kevin.odea@lcaknights.com
Mrs. Vonda Coble	School Headmaster	vonda.coble@lcaknights.com
Coach Joey O'Dea	Assistant Headmaster, Athletic Director	joey.odea@lcaknights.com
Mrs. Kim Robinette	Assistant Headmaster, Director of Communications, Aftercare	kim.robinette@lcaknights.com
Mrs. Rachel Austin	Lead Administrator and Central Office	rachel.austin@lcaknights.com
Coach Jason Bragg	Administrator, Student Affairs	jason.bragg@lcaknights.com
Pastor Brent Gambrell	Administrator, Campus Pastor	brent.gambrell@lcaknights.com

ACADEMIC OFFICE

Student records, report cards, transcripts, dual enrollment, ACT/SAT, Saturday school, student schedules, FACTS, magnet school, college trips, student driver permit test forms. Contact: academic.office@lcaknights.com; 615-223-0451, option 3, 2. (Mrs. Katie Brenner)

MAIN OFFICE

(Located under the black awning.) Early dismissal authorization, student doctor's notes or excuses, student medication and dosage information, tardy sign-in, campus visitor sign-in. Contact: main.office@lcaknights.com, 615-223-0541, option 2. (Mrs. Tabitha Khamvongsa)

CENTRAL OFFICE

Questions about tuition or fees, lunch charges, student uniform purchase, admissions/tour information, ticket purchases, general information. Hours: Mon. 7:30-6:00, T-Fri. 7:30-5:00. Contact: knights.office@lcaknights.com, 615-223-0451, option 4.

MR. KEVIN O'DEA - LEAD PASTOR

Campus Pastor, direct oversight of school administration, staff leadership and development, senior class activities and trips, staff and student spiritual development. Contact: kevin.odea@lcaknights.com

MRS. VONDA COBLE - HEADMASTER

Senior projects and internships, IEP and academic interventions, parent concerns regarding classroom management or student discipline, teacher of the month nominations. Contact: vonda.coble@lcaknights.com

MRS. KIM ROBINETTE - ASSISTANT HEADMASTER

Elem. athletics, elem. dress code, elem. discipline and daily scheduling, school picture days, school wide communication, social media, and after school programming. Contact: kim.robinette@lcaknights.com

MR. JOEY O'DEA - ASSISTANT HEADMASTER

Athletic events and awards, practices, tournaments, athletic sponsorships, junior and senior high dress code and discipline, off campus lunch for student drivers. Contact: joey.odea@lcaknights.com

MR. JASON BRAGG - ADMINISTRATOR

School security drills and student safety, student locker assignments, field trips, student drivers, physical education classes. Contact: jason.bragg@lcaknights.com

MR. BRENT GAMBRELL - ADMINISTRATOR

Spiritual emphasis director, weekly chapels, bible classes, spiritual emphasis week lead, student retreat, music lessons, art lessons, morning arrival and car line. Contact: brent.gambrell@lcaknights.com

MRS. RACHEL AUSTIN - LEAD ADMINISTRATOR

Central office, admissions, student tuition/fees, building maintenance, food services, school security, technology, accreditation, foreign exchange, summer programming. Contact: rachel.austin@lcaknights.com

2025-2026 Tentative School Calendar



AUGUST 2025

Friday, July 25- Friday, August 1

Friday, August 1

Saturday, August 2

Tuesday, August 5

Wednesday, August 6

Friday, August 8

Thursday, August 28- Friday, August 29

Teacher In-Service

(No School for Students)

New Family Parent-Teacher Conferences

Kindergarten Readiness/K5 Orientation 9:00am

1st-6th Orientation and Meeting 10:15am

7th-12th Orientation and Meeting 1:00pm

Senior Parent Meeting 2:00pm

7th-12th Abbreviated Day 8:30-11:45am

K5-6th Abbreviated Day 8:50-12:00pm

K5-12th First Full Day

Annual High School Retreat

SEPTEMBER 2025

Monday, September 1

Labor Day: No School

Tuesday, September 16

K-6 Teacher In-Service

(No School for K-6 Students)

K-6 Required Parent Dinner Meeting &

Open House 6:30pm

Tuesday, September 23

7-12 Teacher In-Service

(No School for 7-12 Students)

7-12 Required Parent Dinner Meeting &

Open House 6:30pm

Monday, September 29- Friday, October 3

Fall Break

OCTOBER 2025

Monday, October 13

Teacher In-Service/PTC

(No School for Students)

Friday, October 31

Teacher In-Service/PTC

(No School for Students)

NOVEMBER 2025

Monday, November 24- Friday, November 28

Thanksgiving Break

(No School for Students)

Monday, November 24

Administration Workday

DECEMBER 2025

Friday, December 12

Teacher In-Service

(No School for Students)

Monday and Tuesday, December 15-16

Christmas Extravaganza

(Mandatory for Students)

Thursday, December 18

Abbreviated Day

(2-Hour Day for Students)

JANUARY 2026

Monday, January 5	Admin Workday (No School for Students)
Tuesday, January 6	Teacher In-Service (No School for Students)
Wednesday, January 7	Students return from break
Monday, January 19	MLK Day (No School)
Friday, January 30	Teacher In-Service (No School for Students) Open House & Enrollment 6pm
Saturday, January 31	School Preview Day

FEBRUARY 2026

Friday, February 13- Monday, February 16	Mid-Winter Break Faculty Retreat
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MARCH 2026

Monday, March 9	K-6 Teacher In-Service (No School for K-6 Students) K-6 Required Parent Dinner Meeting & Open House 6:30pm
Monday, March 16	7-12 Teacher In-Service (No School for 7-12 Students) 7-12 Required Parent Dinner Meeting & Open House 6:30pm
Monday, March 30- Friday, April 3	Spring Break

APRIL 2026

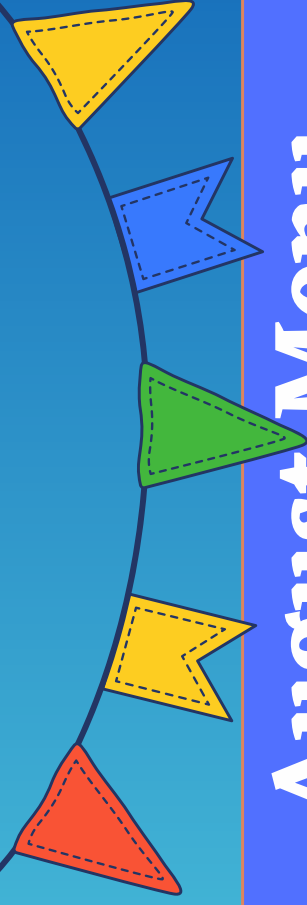
Friday, April 24	Test-Prep Day (No School for Students)
Monday, April 27- Friday, May 1	Stanford Achievement Testing

MAY 2026

Monday, May 18- Tuesday, May 19	Annual LAMP Program (Mandatory for Students)
Wednesday, May 20	Teacher Workday (No School for Students)
Friday, May 22	Commencement Ceremony
Friday, May 22	Last Day for Students
Wednesday, May 27	Report Card Pick-Up 8am-10am

School Hours: K5-6th 8:50am-3:50pm; 7th-10th 8:30am-3:30pm; 11th-12th 8:15am-3:15pm

BACK TO SCHOOL



August Menu



Daily Breakfast \$3.75
Daily Hot Lunch \$5.75

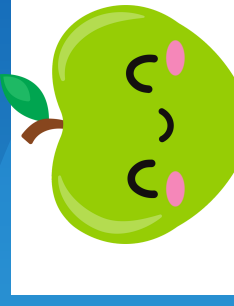
Monday

Tuesday

Wednesday

Thursday

Friday



Breakfast: Cinnamon roll, hashbrowns and bacon
Lunch: Hamburger or pizza; chips, fruit, carrots and drink

Breakfast: Pancakes and syrup, eggs and sausage
Lunch: Chicken alfredo or pizza; garlic bread, fruit, salad and drink

Breakfast: French toast and syrup, hashbrowns and bacon
Lunch: Soft taco or pizza; fruit, corn and drink

Breakfast: Blueberry muffin, eggs and sausage
Lunch: Chicken nuggets or pizza; fruit, tater-tots and drink

Breakfast: Biscuit and jelly, eggs and bacon
Lunch: BBQ meatballs or pizza; corn, potatoes, fruit and drink

Breakfast: Cinnamon roll, hashbrowns and bacon
Lunch: Hot dog or pizza; chips, fruit, carrots and drink

Breakfast: Pancakes and syrup, eggs and sausage
Lunch: Spaghetti or pizza; garlic bread, fruit, salad and drink.

Breakfast: French toast and syrup, hashbrowns and bacon
Lunch: Chili or pizza; corn bread, fruit and drink

Breakfast: Blueberry muffin, eggs and sausage
Lunch: Mac-n-cheese or pizza; green beans, fruit, roll and drink

Breakfast: Biscuit and jelly, eggs and bacon
Lunch: Grilled chicken or pizza; potatoes, corn, fruit and drink

Breakfast: Cinnamon roll, hashbrowns and bacon
Lunch: Hamburger or pizza; chips, carrots, fruit and drink

Breakfast: Pancakes and syrup, eggs and sausage
Lunch: Chicken alfredo or pizza; garlic bread, fruit, salad and drink

Breakfast: French toast and syrup, hashbrowns and bacon
Lunch: Soft taco or pizza; fruit, corn and drink

Breakfast: Blueberry muffin, eggs and sausage
Lunch: Chicken nuggets or pizza; fruit, tater-tots and drink

Breakfast: Biscuit and jelly, eggs and bacon
Lunch: BBQ meatballs or pizza; corn, potatoes, fruit and drink

Breakfast: Cinnamon roll, hashbrowns and bacon
Lunch: Hot dog or pizza; chips, fruit, carrots and drink

Week 1

Week 2

Week 3

Week 4

SUBJECT TO CHANGE

**LANCASTER CHRISTIAN ACADEMY
AL A CARTE MENU 2025-2026**

KNIGHT'S CAFE

DAILY OFFERINGS

BREAKFAST

CEREAL & MILK	\$2.50
HONEY BUN	\$3.75
MUFFIN	\$3.75
YOGURT	\$3.75
HOT BREAKFAST BAR	\$3.75

LUNCH

CHEESE QUESADILLA	\$5.00
CHEESEBURGER	\$4.00
CHICKEN TENDERS	\$4.25
HOT DOG	\$3.00
PIZZA	\$3.75
SALAD	\$6.00
GRILLED CHICKEN SALAD	\$8.00
HAMBURGER	\$3.50

SIDES & SNACKS

FRIED CHEESE STICKS	\$4.25
FRENCH FRIES	\$3.75
TATER-TOTS	\$3.75
FRESH FRUIT CUP	\$4.00
CHIPS/CANDY (KING SIZE)	\$3.00

DRINKS & DESSERTS

COFFEE & CREAM	\$2.00
FRAPPE (CHOCOLATE, VANILLA, STRAWBERRY)	\$4.00
FOUNTAIN DRINK (XL CUP) COKE PRODUCTS	\$3.00
HOT CHOCOLATE	\$3.00
SLUSHIE OF THE DAY	\$3.00

AUGUST SPECIALTY

TUES. & THURS. ONLY

GRILLED PANINI'S (CHICKEN/BACON/RANCH, OR PEPPERONI PIZZA)	\$3.50
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**Arrival
Entrance**

Main Entrance

Stairs

Line up
here for
Arrival &
Jr/Sr High
Pick up

**Student
Lot**

Parking Lot

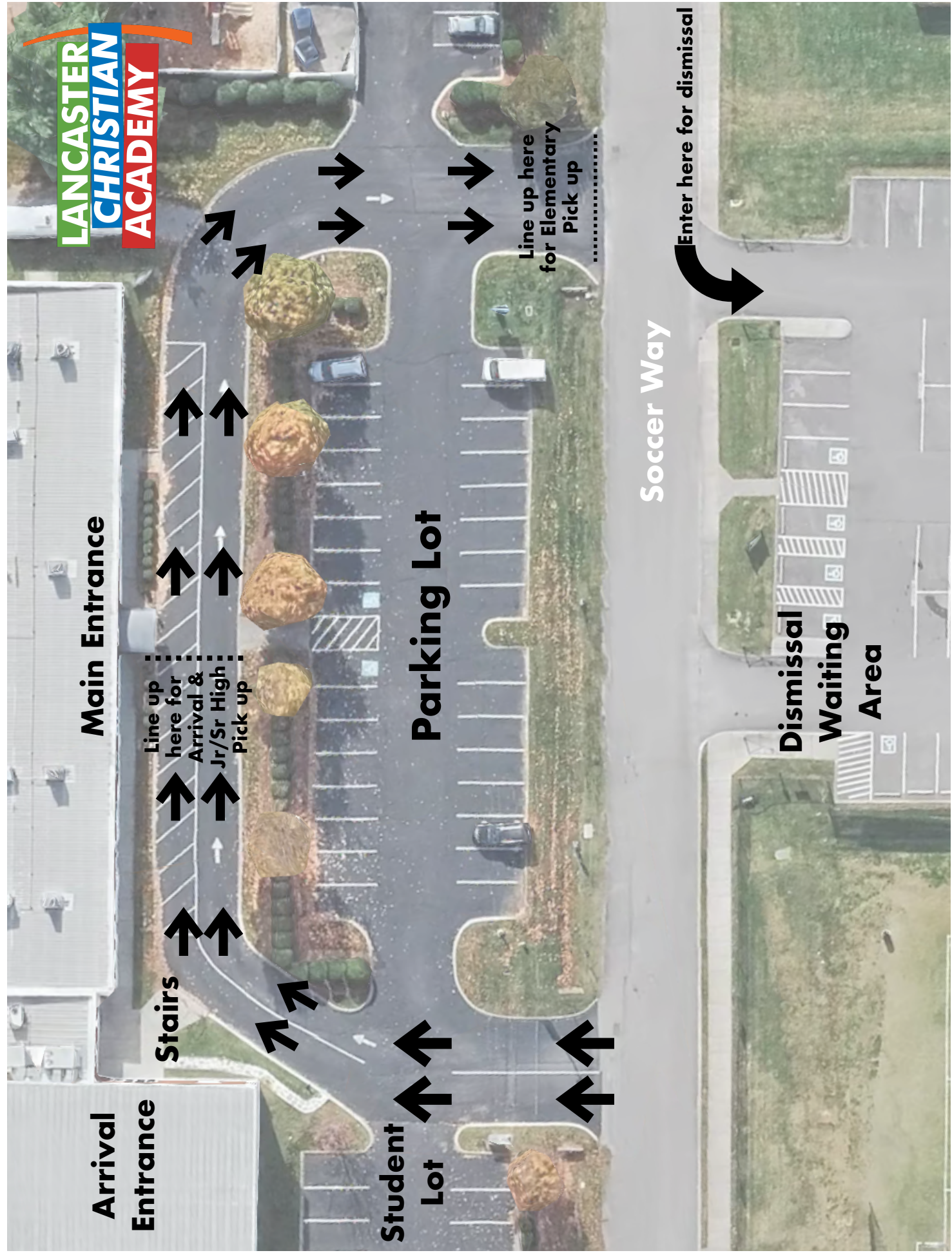
Line up here
for Elementary
Pick up

Soccer Way

**Dismissal
Waiting
Area**

Enter here for dismissal

**LANCASTER
CHRISTIAN
ACADEMY**



Student Medication Form

STUDENT INFORMATION

Full Name:

Date of Birth:

Grade Level:

Homeroom Teacher:

Parent Cell Phone:

Medication Name:

Dosage Instructions:

Any known allergies: ☐ Yes ☐ No

If "yes," please list allergies here:

Other special instructions:

PARENT'S CONSENT

- ☒ By signing this form, I give permission for members of LCA staff to dispense this medication to my child as needed.

Parent's Signature:

Date: