

LIBERTY CHRISTIAN ACADEMY

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Mr. H. David McIlrath, Founder

Mascot – Eagles

Colors – Maroon, White and Gold

School Verse – “But those that wait upon the Lord shall renew their strength; they shall mount up with wings as eagles; they shall run, and not be weary; and they shall walk and not faint.” Isaiah 40:31

January 2009 Revision

LIBERTY CHRISTIAN ACADEMY

STATEMENT OF FAITH

1. We believe that the whole Bible is the inspired and infallible Word of God. (II Timothy 3:15, II Peter 1:21)
2. We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit. (Genesis 1:1, Matthew 28:19, John 10:30)
3. We believe in the Virgin birth of Jesus Christ (Isaiah 7:14, Matthew 1:23, Luke 1:35), and that He is the Son of God (John 10:33). We believe in His sinless life (Hebrews 4:15, 7:26), His miracles (John 2:11), His vicarious and atoning death through His shed blood (I Corinthians 5:3, Ephesians 1:7, Hebrews 2:9), His bodily resurrection (John 11:25, I Corinthians 15:4) and His ascension to the right hand of the Father (Mark 16:19).
4. We believe in the Biblical account of creation and that the Scriptures clearly and distinctly teach that the creation of man lies in the immediate and formative acts of God. (Genesis 1:1, Colossians 1:16, Isaiah 42:5, Revelation 4:11)
5. We believe that man is a sinful being in need of Redemption. (Romans 3:23, John 3:16-19, John 5:24, Romans 5:8-9, Ephesians 2:8-10, Titus 3:5)
6. We believe that all, who by faith in Jesus Christ are justified through His shed blood and are saved by grace, are recipients of Eternal Life. (Ephesians 2:8)
7. We believe that all Christians have the indwelling of the Holy Spirit that enables them to live a Godly life. (Romans 8:13-14, I Corinthians 3:16, 6:19-20, Ephesians 4:20, 5:18).
8. We believe in divine healing of the mortal body. (Matthew 4:24, 9:35, Psalms 103:3)
9. We believe that Jesus Christ will return to:
 - a. rapture all believers
 - b. the earth to set up His Kingdom

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ADMISSION INFORMATION

Acceptance of students is based upon achievement, the testing program, interview, and openings in the particular grade levels. Please note the following:

- 1) All students must WANT to attend Liberty Christian Academy.
- 2) Application forms, health forms and documentation of custody (if applicable) must be returned to the school office before acceptance. Birth certificates are required for all students.
- 3) New students will be given entrance exams before grade placement is finalized and acceptance determined. Parents will be notified of test results and reasons for acceptance or denial.
- 4) Students in grades 6-12 must sign a Standards of Conduct form.
- 5) No student is considered registered until all forms have been completed and returned, testing has been completed, and registration fees have been paid in full. The registration fee is NON-REFUNDABLE.
- 6) The only students that would be accepted during the last nine weeks of the school year would be students moving into the area from out of town.
- 7) Parents will not be allowed to enroll a child in Liberty Christian Academy if they still owe money to a previous school or if they still owe Liberty Christian Academy for past schooling.
- 8) Married students or students with children may not attend Liberty Christian Academy.

AGE LIMIT

Students should be five years old by September 30 to enter kindergarten. Preschoolers must be 3 (for the 3-year old class) and 4 (for the 4-year old class) by the first day of school.

ARRIVAL AND DISMISSAL

Students may arrive no earlier than 6:00 A.M. for Extended Care and remain no later than 6:00 P.M. Extended Care charges will be billed monthly. Any students not picked up by the 6:00 P.M. closing time will be charged an additional \$20.00 fee for each additional half hour after 6:00 P.M. This \$20.00 fee will also be assessed on early dismissal days for each additional half hour at school.

Parents not picking up their children promptly at dismissal time at the appropriate exits will be charged Extended Care fees. Parents should not wait on children in the hallways. No students are permitted to cross the street. They must get into the vehicle on the curbside of the school.

If a parent wishes for a student to ride with someone else, it is required that the office receives written permission from the parents. **IF SOMEONE OTHER THAN YOU WILL BE PICKING UP YOUR CHILD, PLEASE LET US KNOW. WE WANT TO TAKE EVERY PRECAUTION IN THE PROTECTION OF YOUR CHILD.** All students who remain at school after the 3:30 P.M. dismissal time will be placed in Extended Care and charged accordingly. Charges for this SERVICE will be placed on your account to be paid monthly. Any exceptions to this rule, such as students staying for official school practices or programs, will be an administrative decision.

ARTICLES PROHIBITED IN SCHOOL

Articles prohibited from school property may include but are not limited to: tobacco products, matches, alcoholic beverages, narcotics, knives, razor blades, laser beams, guns or weapons of any kind, firecrackers, explosives of any kind and magazines, books or movies of questionable content. Squirt guns, radios, pagers, cell phones, tapes/CDs or players, electronic devices, playing cards, skateboards or other items will be confiscated by the teacher. Parents may make arrangements to pick up the item from the office. In order to adhere to and enforce the above stated policy, LCA reserves the right to make discipline decisions on a case-by-case basis.

ATHLETIC PROGRAM

Liberty Christian Academy maintains an inter-scholastic sports program competing with other schools in Ohio.

All athletes and cheerleaders must demonstrate attitudes and actions that are consistent with the rules and goals of Liberty Christian Academy and its athletic program. Students found out of harmony with standards and goals of the program will be dismissed from the squad.

A student must be in school all day on the day of a game if he/she expects to play. If one is too ill to come to school, one is too ill to participate in a strenuous sport.

Only eligible students may participate in inter-scholastic athletics and cheerleading. Eligibility will be according to LCA guidelines.

ATTENDANCE

Absences

There is a direct relationship between attendance and learning. Attitudes regarding the value of education and the importance of study are shaped by parental priorities regarding school attendance. It is imperative that parents support the importance of school attendance by not asking for or supporting unnecessary absences.

In general, the following reasons for school absence are EXCUSED:

- 1) Verified illness of the student
- 2) Death or dire emergency in immediate family
- 3) Verified medical appointments*
- 4) Previously arranged and approved trips

*A doctor's appointment does not excuse a student from school ALL DAY unless proof is shown to merit this. Students are expected to be at school before the appointment, acquire all assignments that will be missed and return after the appointment.

As a general rule of thumb, a doctor's note is required for a student to attend school while exhibiting any rash, and a child should be free of fever for 24 hours before returning to school.

For each unexcused absence a "0" is given and averaged into the daily grade. The following are examples of UNEXCUSED absences:

- 1) Truancy
- 2) Missing your school ride
- 3) Trips not approved one week IN ADVANCE
- 4) Shopping
- 5) Gainful employment or job interviews

- 6) Alarm failure
- 7) Entertaining visiting friends or relatives

Pre-arranged absences for family vacation trips are excusable provided they are known and approved by the principal at least one week prior to the planned absence. Parents should give notice in writing or by phone to the school office. We will, in turn, make out an absence approval form. The student must get all the homework and assignments that will be missed. Upon return, the student will have the same number of days to make up the work as he has missed. Pre-arranged absences count against the total number of absences for the year.

A student who has been absent from school should present a note on the day of his return to school. **A STUDENT WILL NOT BE ADMITTED TO CLASS WITHOUT A NOTE FROM PARENTS.** The note should contain the following information:

- 1) Date of absence
- 2) Reason for absence
- 3) Signature of parent

Reasons for absences are not automatically excused when accompanied by a note signed by the parent. The school makes the final judgment on excused/unexcused absences. Parents may be called for clarification.

In order to be counted present at school for ½ day, a student must remain at school for a minimum of 3 hours and be at school by 12:30. A student must be in school all day in order to be present at any after school activity. Any student absent on a given day for any reason may not attend after school activities or extra-curricular events on the day of that absence.

After a student misses a total of 10 days, for any reason, in a semester, a doctor's excuse is required for each absence thereafter. Any student who misses more than 30 days of school may fail for the year. A student must have 2 hours of required summer tutoring for every day missed over 30 days during the school year.

Junior and senior students may have an excused absence to visit prospective colleges. These are handled in the same manner as a pre-arranged absence.

Leaving School

All parents coming during class time to pick up students for dental, doctor or other appointments or other excused absences must report to the school office and NOT to the student's classroom. If a student must leave school early, a written note stating the reason is to be brought from the parent and approved in the school office before classes begin in the morning. The parent must come to the school office and ask for the student. The office personnel will then call the student. The parent or student must sign the official sign-out board before the student may be dismissed.

Students must not be asked to leave school early unless it is an emergency or it is for a doctor's appointment that cannot be scheduled at any other time or special administrative approval has been given. Early dismissal for any other reasons not previously approved will be considered unexcused. After 4 unexcused early dismissals, a detention will be issued.

A parent taking a student out for lunch period must be back when the scheduled lunchtime is over, or the time away is unexcused.

Any student skipping school will receive a 3-day suspension and loss of all academic credit for those 3 days. Leaving the school campus during a regular school day or skipping school is a serious violation. Leaving the campus is considered dropping out of school, and readmission to school will only be permitted under administrative approval.

Tardiness

If you are late, you are late. School begins at 8:30 A.M. Students that are considered tardy must go to the school office with an excuse. The excuse must be approved or disapproved. Any student arriving unexcused after classes have begun may be given a "0" for the time missed. A detention is given after 4 unexcused tardies in a 9-week period and for each unexcused tardy thereafter in the same 9 weeks. If a student is late to school because of bus service, a tardy will not be counted against him. All private transportation, alarm failure, oversleeping, traffic conditions, etc. is considered unexcused tardiness.

A student is considered tardy if he or she is not in his seat when the bell begins ringing. Students may be dismissed from school for consistent tardies if the problem cannot be corrected. Students may also not be allowed to re-enroll because of excessive tardies.

AWARD'S DAY

Each year the school gives academic awards to the most outstanding students in both conduct and scholastics. Students are chosen by the faculty and the awards are presented during the Awards Day Assembly.

BOOK POLICY

The only books allowed at school by any student are the following:

- 1) The Bible and related fundamental study helps
- 2) Books directly connected to the school curriculum
- 3) Liberty Christian Academy library books
- 4) Public library books which have been specifically assigned by Liberty Christian Academy teachers for reading or reference
- 5) Any other books which have not been specifically assigned by a teacher should be approved by the faculty or administration.

Any books or magazines found in the possession of any student that do not meet the qualifications as listed above will be taken by the teacher immediately.

CAMPUS TRANSFER POLICY

Each location of Liberty Christian Academy is independently chartered by the State of Ohio. Therefore, enrollment at any campus is not transferable without the \$100 transfer fee. During January, which is re-enrollment month, a family may request either location on their re-enrollment form when submitted with their \$50 re-enrollment fee.

CARE OF PROPERTY

Practical jokes involving school property are in poor taste and offenders will be dealt with accordingly.

Sitting on desks, carving and defacing desks or walls, etc., chewing gum on the school property, eating in restricted areas, throwing things, and littering are never permitted. Students who disfigure property, break windows, or do other damage to school property or equipment will be required to pay for the damage done or replace the item in addition to being disciplined.

CARS

Students with driver's licenses are permitted to drive to and from school. There is to be no loitering in the parking areas or cars at any time. Students will park in specified student parking areas. The speed limit while on school property is 5 m.p.h. Violation of these guidelines or improper driving conduct, such as speeding, reckless driving, etc. will result in the loss of driving privileges on school property.

LCA reserves the right to search for any items prohibited or deemed inappropriate to be on school grounds. The school assumes no liability for damage to or losses for any vehicle parked on campus.

CHAPEL

Chapels are held weekly or monthly depending on the grade level. Parents are always welcome to attend the chapel services.

CHEATING

Students are expected to conduct themselves honestly and with integrity in their work. All forms of cheating and plagiarism are prohibited. Behavior that is unacceptable includes, but is not limited to:

- Copying another student's homework
- Working with others on projects that are meant to be done individually
- Looking at or copying another student's test or quiz answers
- Allowing another student to look at or copy answers from your test, quiz, or homework
- Using any other method to get/give test or quiz answers
- Taking a test or quiz in part or in whole to use or to give others
- Copying information from a source without proper attribution
- Taking papers from other students, publications, or the internet

Violators of this policy will be disciplined on a case-by-case basis depending on the seriousness of the violation, prior violations, and other factors. Disciplinary measures include, but are not limited to:

- Redoing assignment/retaking test
- Receiving a failing grade on the project/test
- Receiving a lower overall grade in the class
- Detention, suspension or expulsion

CHEWING GUM

In order to protect and safeguard our school furniture, equipment and carpeting, there is to be absolutely NO GUM CHEWING ON SCHOOL PROPERTY – inside or outside the building. A detention will be given to students disregarding this rule.

CURRICULUM

The ABeka curriculum is used in preschool through high school. Bob Jones and Saxon are used to supplement in junior/senior high school. The program includes Bible, a strong phonics program in the elementary, and a mathematics program using traditional methods. Homework, report cards, concerned teachers, and informed parents are the rule and not the exception.

Because a student's future is dependent upon the training and guidance given, we believe a Bible-based education is imperative. Self-discipline, obedience, respect for authority, love for fellow man, country and God, honesty and dependability are emphasized and taught from a Christian perspective.

Our program meets and exceeds the requirements established by the State of Ohio.

DETENTION

An after-school detention system is used. A detention may be given for any infraction of the school rules and standards.

Detention will be held each Tuesday and Thursday from 3:30-4:30 P.M. The student and his parents are totally responsible for working out any transportation needs. However, if we are to be successful in this area, we must have 100% parental support. The procedure for detention is as follows:

- 1) Bring Bible, and other books, pen or pencil, and paper.
- 2) No talking after the session has begun, except to the supervisor.
- 3) Students must work only on the assigned work.
- 4) The time is to be used for doing work assigned by classroom teacher or detention supervisor. If the student's completed work is unsatisfactory further action will be taken.

The accumulation of 4 or more detentions for any reason in a 9-week period, or failure to serve detentions may result in suspension or expulsion. Failure to serve a detention will result in a second detention being issued. Also, if the behavior of the student indicates an uncooperative spirit, he may be requested to transfer.

DISCIPLINE

If a student is referred to the Principal's Office for disciplinary action, a call is placed to the parents. If conduct problems are not resolved by actions of the student, parents, teacher and principal, the student may be dismissed from Liberty Christian Academy.

Attendance at Liberty Christian Academy is a privilege and not a right. Students forfeit this privilege if they do not conform to the standards and ideals of work and life at Liberty Christian Academy.

Depending on the offense, students may receive a detention, an in-school or out of school suspension, probation or expulsion. (See Detention, Suspension, Probation and Expulsion sections.)

An attitude of respect for adults is to be maintained by the student body. The terms Miss, Mrs., or Mr. with complete last name should be given respectfully regardless of time or place.

Proper Christian conduct with the opposite sex will be emphasized and observed in the school. Liberty Christian Academy does not permit display of affection such as handholding, walking arm-in-arm, or any other act of physical contact that is intentional. Administrative action will be taken. This rule is in effect during the school day, on the buses, or at any school function.

Profanity will not be tolerated. This includes the use of God's name in vain plus the use of other "curse" words which need not be listed. Any student who is guilty of violating this rule will be dealt with severely by the administration.

Fighting will not be tolerated. The teacher's or principal's discretion shall be used to determine the punishment.

A student guilty of stealing will be dealt with severely by the administration.

Pornographic literature is not allowed on the property of Liberty Christian Academy. Violation of this rule may result in suspension or expulsion.

Liberty Christian Academy, as a private institution, reserves the privilege of setting and maintaining standards of conduct, dress, cleanliness and scholarship. The school maintains the right to suspend or expel anyone who violates the standards or spirit of the school. The administration shall determine, without override, when and how to discipline offenders of both written rules and the general spirit and/or direction of this instruction.

DRESS CODE

It is the desire of Liberty Christian Academy that the dress of students complement the Christian atmosphere and testimony of the school at all school functions. Students are to always present a wholesome, modest image as part of that testimony. Parent involvement in monitoring their students' dress will prevent loss of instructional time for students and teachers. The desire of the school is to maintain an atmosphere that treats the teaching and learning process (school) as serious and important.

Judgments of interpretation are always a part of dress code implementation. Students and parents with questions are encouraged to check with the administration before purchasing clothing. Final determination of appropriateness of attire or hairstyle will rest with the administration.

Some parental attitudes that would be helpful in regard to the dress code:

- 1) Do not let your child operate on the brink – keep hair and clothing well within the limits. It is your responsibility to see that your child stays well within the limits set by the school. A perpetual lack of cooperation regarding dress code indicates an attitude incompatible with continued attendance at LCA.
- 2) If a violation occurs, don't take it personally. We do not wish to make a big issue over it and hope you don't either.
- 3) Explain to your child the function of a dress code and the importance of children learning to live within the limits.

- 4) Don't let the inconvenience of circumstances make you lose control of your emotions. Parents and school are on the same side – let your child know it.

For dress code and uniform guidelines for specific grade levels and for special occasions, please contact the school office. General Guidelines for Grades K-12:

- 1) Students must appear clean, neat and well groomed.
- 2) Students are to arrive and leave school in dress code attire.
- 3) Makeup, clothing, jewelry, hairstyle and color must be conservative and not draw attention to itself. No black or other extreme color of lipstick or fingernail polish is permitted. Girls may not wear more than two earrings per ear. Boys may not wear earrings or wallet chains but may wear 1 necklace (inside shirt), 1 watch, 1 ring, and 1 bracelet.
- 4) No students may have a tattoo.
- 5) Students must wear loafers, buckle or tie dress shoes or tennis shoes. Acceptable colors are: white, black, blue, gray, brown or tan. Shoes may have combinations or trim with these colors only. Shoes must be laced and tied. Heels/soles should not exceed two inches in height. Shoes must be fully enclosed.
- 6) All shirts and blouses must be kept neatly tucked in at all times and buttoned completely except for top button.
- 7) If a T-shirt is worn under the uniform shirt, it must be plain and white.
- 8) No outerwear jackets or hats are to be worn in the building during school hours.
- 9) Girls' skirt length must be to the knee.
- 10) Girls in junior/senior high school may wear the uniform slacks from December 1 through March 31, except on chapel days.
- 11) Girls must wear socks or hose in solid colors. High school colors are white, navy, maroon and gray. Elementary colors are red, white and navy.
- 12) Boys must wear white, navy, brown, or black socks.
- 13) Junior/senior high school boys must wear solid black or navy ties on chapel days.
- 14) Uniform slacks and shorts must be worn at the waist. Junior/senior high school boys are to wear a solid navy, brown or black belt.
- 15) Junior/senior high school boys must wear white oxford shirts on chapel days.
- 16) LCA sweatshirts purchased through Educational Apparel must be worn with a uniform shirt under the sweatshirt.
- 17) Special Occasion Dress Code Guidelines will be available for special events.
- 18) Apparel at school-related activities must be modest, appropriate, and God-honoring.

DUPLICATE MAILINGS

Liberty Christian Academy will provide through the classroom one copy of regular school correspondence (i.e. monthly LCA newsletters, monthly teacher newsletters, progress reports, report cards, etc.) for each child. If a family needs more than the above-mentioned copy, the school will provide, upon request, additional copies based on set guidelines. Parents must provide self-addressed, pre-stamped business size envelopes at the beginning of the school year. Complete guidelines are available through the school office.

EMERGENCY CLOSING

In the event of closing because of bad weather or other emergency, Liberty Christian Academy will have announcements on both radio, such as WTVN-610 AM and all three major television networks. These announcements are usually aired between 6:00 and 6:30 A.M. Please do not call school personnel.

EXPULSION

Any student expelled from Liberty Christian Academy or any other school cannot attend LCA for the remainder of the year. The student must remain out of our school for a minimum of one full semester before seeking readmittance. Proper restitution must be made and true repentance evident to the administration.

A student may be expelled because of excessive detention penalties or for other serious problems. For example, a student may be automatically expelled if involved in the following, at or away from school, year round.

- 1) Pornography
- 2) Use of any form of tobacco
- 3) Alcohol
- 4) Immorality
- 5) Harassment
- 6) Participation in the vandalism or destruction of school or private property
- 7) Involvement in criminal activity
- 8) Bringing weapons to school
- 9) Attitude, dress and behavior giving evidence of not wanting to uphold the testimony of the school
- 10) Drug Testing

The school has the right to demand a drug test (at the parent's expense) if rumors are circulating about a particular student. The refusal to submit to a drug test at the request of the administration automatically results in the student's removal from school.

The following special regulations apply to any student who is expelled from Liberty Christian Academy:

- 1) He will not be allowed to attend school functions unless special administrative approval is given.
- 2) He is not allowed to be on the school grounds unless he has official business and permission from the administration.

FACULTY

Faculty members are committed Christians who teach as a service to the Lord. Each maintains a clear Christian testimony and lifestyle. Teachers realize their responsibility as role models to their students. They pray consistently for their students and encourage them to live lives that are pleasing to God. All are certified by the State of Ohio.

FIELD DAY

Each year in May, we have a special Field Day for fun and exercise for all elementary, junior/senior high school students of Liberty Christian Academy. Students will compete in various outdoor events.

FIELD TRIPS

Field Trips are taken at various times during the school year for educational purposes to meet classroom objectives. These objectives might include specific curriculum activities and/or celebration of accomplishments. Field trips are a privilege. The students are required to maintain the same level of discipline away from school as is required at school. Parents may be asked to serve as chaperones. The school requires parents to follow the same standards of dress and conduct as is required of the students. A student must have a signed permission slip from the parent in order to be permitted to go on a field trip.

HAIR CODE (PK-12)

Girls' hair should be neatly combed in a feminine hairstyle. Shaved or masculine haircuts are not permitted for girls.

Boys' hair should be neat and combed. It should be above the collar, above the eyebrows, above the ears and generally no more than one inch above the scalp. Boys' hair should be thinned to contour to the shape of the skull. Fads, such as dyed hair, uneven layers, designs cut in the hair, tails, shaved heads, etc. are not allowed. No facial hair is permitted without administrative approval. Boys may not wear earrings.

HANDBILLS OR SALES

No handbills or literature of any kind is to be passed out in the school without approval from the principal. There will be no sale of any items such as greeting cards, candy, etc., without administrative approval.

HOMEWORK

Liberty Christian Academy believes that homework is an integral part of the school program. Each teacher is at liberty to give homework to aid each student in advancing in his studies. We do expect parents' full cooperation in seeing that assignments are completed. Liberty Christian Academy can administer penalties for incomplete homework, but this alone will not create in the heart of that student the desire to get assigned work done. This is the parent's responsibility.

Students should bring assignments to school. The assignments should be complete, neat, and on time. Teachers reserve the right to refuse late assignments. If they are accepted, these late assignments may receive a late penalty.

In order to encourage church attendance for both children and parents, it is the policy of Liberty Christian Academy that teachers will give minimal homework on Wednesdays.

Up through grade three, homework assignments usually will not exceed forty-five minutes, in grades four through six, one hour. Junior and senior high students should not spend more than two hours per day on homework. In general, no homework assignments should take an unreasonable amount of time for any grade level.

Students in grades 1-6 must have their assignment pad signed by parents every night. Failure to do so will draw a homework penalty.

When absent, elementary homework assignments may be picked up through the front office after 2:30 P.M. if requested before 10:00 A.M.

HONOR ROLL

An Honor Roll is compiled after each 9-week grading period for students with all A's and B's in all subjects. The Principal's Roll is for students who receive all A's all year.

LOST AND FOUND

Please see to it that your child's lunchboxes, clothing, etc. are properly marked or labeled. This will enable us to assist you in locating lost items and preventing problems for us.

Liberty Christian Academy does not assume responsibility for any items that are lost or stolen. Students, not the school, are responsible for their personal property. We provide a place for lost and found articles. Lost and found items not picked up will be given to the needy at the end of each month.

LUNCH

Students may bring their own lunches and thermos containers for their drinks. Elementary students are not to drink pop at school. No glass bottles or glass containers are permitted. All food is to be eaten only in the area designated for lunch.

If a student forgets his lunch he/she will share with other students in the classroom.

Guests are permitted to visit during lunchtime with administrative approval.

MAKEUP WORK

Students who are absent must check with the classroom teachers immediately upon returning to school in order to get all missed assignments. This is the student's responsibility. Work not completed within the allowed length of time will be recorded as a zero. The number of days absent = the number of days the student has to make up all work.

Tests that are missed due to absences must be made up within the same number of days as the absence (i.e., absent two days, two school days to make up the test). However, if a student is absent just the day before the test or the day of the test, the test must be made up the day he returns.

When a student is given a suspension or has an unexcused absence, all missed work must be made up. A "0" is given and averaged into the daily grade. Teachers will reschedule any tests missed.

MEDICINE

An emergency medical form is to be filled out by the parent and turned in to the office each school year. No medicine or prescriptions of any kind will be given to a student (without a signed notice on file in the office). All medicines of any kind (prescription or non-prescription) are to be kept in the office.

MERIT DAY

Students deemed deserving by the administration are honored for their accomplishments at the end of the year for a time of enjoyment and relaxation. If a student has been issued a suspension, or more than two detentions, or has been repeatedly sent to the Principal's Office throughout the year, he/she may be disqualified from attending Merit Day activities.

NON-DISCRIMINATORY POLICY

Liberty Christian Academy recruits and admits students of any race, color, gender or ethnic origin to all its rights, privileges, programs and activities. In addition, the school does not discriminate on the basis of race, color, gender or activities. Furthermore, the school is not intended to be an alternative to court or administrative agency ordered, or public school district initiated desegregation. Liberty Christian Academy does not discriminate on the basis of race, color, gender, or ethnic origin in the hiring of its certified or non-certified personnel.

ORIENTATION DAY

Parents and students are expected to attend the orientation meeting before school starts. Important school information will be given at this time, and this meeting will also provide an opportunity to get acquainted with the teachers. All students in attendance on orientation day will be expected to comply with the regular school dress and hair standards.

PARENT-TEACHER CONFERENCES

All parents are welcome in the school. However, when a visit is necessary, the parent must check in at the office first. No parent is to go directly to the classroom. If a parent wishes to talk with his child's teacher, he should arrange for a private conference with that teacher. Teachers are happy to arrange for such conferences at scheduled times. However, they should not be detained either before or after school unless an appointment has been scheduled for that time. To limit disruptions in the classroom, we ask that all visits be limited to a ½ hour pre-arranged visit approved through the office.

PHYSICAL EDUCATION

Physical education is required and ½ credit is earned in senior high school. Students in grades 3-12 are expected to dress in P.E. uniform and all students are expected to participate. Grades are given accordingly. Students should bring note of explanation or excuse from the student's doctor for any extended injury or illness in order to be excused from P.E. classes. Students with minor, temporary problems may be excused with a parental note. However, parents should realize P.E. grades are partially based on participation.

PROBATION

The purpose of probation is to alert parents that a student is failing to display the ability or desire to be successful at Liberty Christian Academy. Types of probation could include, but are not limited to: behavior, social, spiritual, or academic probation.

Probation gives a student an opportunity to correct his problem. Any infraction while on probation may result in the student being expelled or asked to withdraw from school.

PROGRESS REPORTS

Progress Reports are designed to inform parents of Liberty Christian Academy students of their child's academic and disciplinary progress or lack thereof. Progress Reports are for students in grades 3-12 and are sent home to parents by way of the student each three weeks. Dates are listed on the school calendar. The report must be signed by a parent or guardian and returned to the student's homeroom teacher within two days. If the report is not returned on time or if it is returned unsigned, the student will receive a detention penalty.

PROMOTION-RETENTION

In kindergarten through 12th grade, a student's report card will contain a notation as to whether the student has been promoted or retained.

Elementary:

A student will fail for the year when he has two final grades of "F". The passing or failing of a grade may also be determined by the teacher in consultation with the principal and parents based on:

- a. Age
- b. Attitude
- c. Maturity
- d. Achievement level
- e. Degree of improvement, etc.

Junior High:

A junior high student will fail for the year when he has two final grades of "F" in major subjects.

Senior High:

When completed, senior high courses yield credits that are a unit of academic work. Liberty Christian Academy students must accumulate a required number of course credits in grades 9-12 in order to become a graduate. Senior high school makeup credits or summer credits are transferred as Pass/Fail.

Certain courses (such as English, Bible, etc.) are required courses. Any course required for graduation and failed must be made up.

Valedictorians and Salutatorians must attend Liberty Christian Academy or another Christian school with an all ABeka curriculum for at least the majority of their high school years.

The Baccalaureate and Commencement exercises are part of the requirements for graduation. Attendance at these ceremonies and the rehearsals for them are mandatory.

Liberty Christian Academy does not offer a summer school program. Supplemental tutoring is offered for review or reinforcement only. Passing or failing does not depend on tutoring. No grade changes result from summer tutoring.

RE-ENROLLMENT

Present students may enroll for the fall term beginning in January of each year. The general public may enroll beginning in February each year.

REPORT CARDS

Report cards are issued every nine weeks. They are to be signed by a parent or guardian and returned within two school days to the homeroom teacher. Failure to return the signed report card on time will bring about a detention penalty. If a report card is lost, this should be reported to the school office by the parent. A duplicate will be sent home for signing. A charge of \$10.00 is made for each lost card.

Report cards will be withheld if the school account is not paid in full.

Grading is on a percentage of 100%

A.....92-100

B.....84-91

C.....74-83

D.....65-73

F.....Below 65

SCHEDULE CHANGE

No course may be dropped or added unless the student secures permission from the principal to do so. No course may be dropped or added after the first two weeks of the semester. A student dropping a course after this first two weeks receives an F for the year. Unless unusual circumstances prevail, a student will retain the same courses throughout the entire year.

SOCIALS

Liberty Christian Academy will not be responsible for any party or social affair that is not officially sponsored or approved by the school administration. Acceptable class parties (K-6) are Christmas and Valentine's Day. K-2 may participate in an Easter egg hunt. Liberty will not participate or promote any activities associated with Halloween. Instead of Santa Claus and the Easter bunny, the true meaning of Christmas and Easter (Christ's birth, death and resurrection) is celebrated.

SUSPENSION

In-school or out-of-school suspensions may be used as disciplinary measures for offenses as deemed necessary by the administration. During suspension the student is responsible for completing all missed work for that day, however, the student receives a "0" in every subject for that day. Teachers will reschedule any tests missed. In-school suspensions will allow supervised lunch and restroom privileges.

The following special regulations apply to any student who is suspended from Liberty Christian Academy:

- 1) He will not be allowed to attend school functions unless special administrative approval is given.
- 2) He is not allowed to be on the school grounds unless he has official business and permission from the administration.

TELEPHONE

Please do not telephone your children during school hours. School telephones are business phones and are not to be used by students.

VISITORS

We ask that visitors do not visit school classes, the lunchroom, chapels, or any other school activities during the normal school day without specific administrative approval. The basic policy for permission for visitors is that the visitor requesting to come to our school meet the following criteria:

- 1) A student visitor should be a student who is sincerely interested in attending Liberty Christian Academy (during that year or the year following).
- 2) A visitor should be willing to meet the dress code and hair standards as well as conduct standards according to our student handbook.
- 3) A visitor should have advance permission from the principal (at least one day in advance).
- 4) All visitors are to report to the office upon arrival at school before entering any classes or other student areas. A visitor pass will be issued.
- 5) Visitors are asked to be as quiet as possible in the classroom, hallway, etc. and not disturb anyone.
- 6) Adult visitors are expected to follow the same set of guidelines as above. Please do not loiter in the hallway, office areas, gym, etc. There is to be no smoking on school property.
- 7) Visits should be limited to ½ hour pre-arrange and pre-approved through the office.

WITHDRAWAL/DISMISSAL

Withdrawal from school must be made by the parent in person in the school office. Records will not be released until all bills are paid and any textbooks and materials belonging to the school have been returned. No refunds will be made on the registration fee.

A student will be dismissed from Liberty Christian Academy when he or she is found to be out of harmony with the rules and policies of the school. Students who are dismissed from Liberty Christian Academy will not be considered for readmission during the current school year. They must remain out of LCA for one full semester before attempting to re-enroll. Parents must meet with the principal before readmission will be considered.

It is understood that attendance at Liberty Christian Academy is a privilege and not a right and should not be taken lightly. It is possible for a student to become detrimental to the school without breaking a “major rule” of the school.

Liberty Christian Academy feels very strongly that attitude is of supreme importance in a person’s life. Therefore, students who manifest an un-Christian attitude toward the Bible, prayer, parents, teachers, administration, etc. will not be allowed to remain in school.

Be it further known that Liberty Christian Academy reserves the right to dismiss any student from school if the administration feels that his or her attendance is not an

asset to the school. LCA reserves the right to deal with any conduct or attitude in whatever manner deemed necessary.

Students having attended one day or more of any month will owe the full month's tuition.

NOTE

THE ADMINISTRATION RESERVES THE RIGHT TO MAKE ANY CHANGES, ADDITIONS, OR DELETIONS FROM THIS HANDBOOK AS SITUATIONS ARISE THAT WOULD WARRANT SUCH CHANGES.

IF A QUESTION OR MISUNDERSTANDING ARISES CONCERNING A POLICY OR DISCIPLINARY ACTION, PLEASE FOLLOW THE FOLLOWING PROCEDURES.

- 1) Give the staff the benefit of the doubt.
- 2) Realize that your child's reporting is emotionally biased and may not include all the information.
- 3) Realize that the school has reasons for all rules and that they are enforced as objectively as possible.
- 4) Support the administration and call the school for all the fact.