

LIBERTY CHRISTIAN ACADEMY

Parent and Student Handbook

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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

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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 facts.

ABOUT US

Accreditation

Liberty Christian Academy is chartered K-12 with the Ohio Department of Education.

The Liberty Christian Academy Preschool is licensed through the Ohio Department of Education.

Liberty Christian Academy is a member of the Association of Christian Schools International (ACSI).

Core Values

Biblical Integration - All Christian Education should be taught from the basis of the Word of God and through the perspective of God's sovereign and providential purpose.

Christ-Centered Activities - All activities at LCA should challenge students to grow spiritually and morally.

Partnering with Parents - LCA recognizes that children are a gift from the Lord to the family. All education is a cooperative effort between parents, faculty and the local church.

Academic Excellence - LCA strives to enlighten the understanding, correct the temperament, and form the habits and manners through a solid, approved and evaluated, biblically-based curriculum. We believe this prepares students for useful service in the family, the body of Christ, any higher learning institution, and as citizens of our country.

Curriculum

The BJU Press curriculum is used in preschool through high school. A biblical worldview, critical thinking, technology solutions and academic rigor are hallmarks of our curriculum. Homework, up-to-date grade reports, caring 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.

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 K-12 teachers have a minimum of a 4-year degree and are certified or licensed by the State of Ohio.

Mission Statement/Vision

The mission of Liberty Christian Academy is to provide a quality Christian education in a Christ-centered environment in order to reach students for Christ and equip them to impact the world through biblical thought and action.

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 noncertified personnel.

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: (Acts 1:11, Revelation 19:11)
 - a. rapture all believers
 - b. the earth to set up His Kingdom

ADMISSION INFORMATION

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.

Enrollment

Applications are completed and submitted online on the LCA website at www.libertychristianacademy.org. Applicants are scheduled to visit the school for a tour.

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

- 1) All students must want to attend Liberty Christian Academy.
- 2) Students in grades 5-12 must sign a Standards of Conduct form.
- 3) The only students that are accepted during the last nine weeks of the school year are students moving into the area.
- 4) Parents are not 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.
- 5) Married students or students with children may not attend Liberty Christian Academy.

Re-enrollment

Current students may enroll for the next school year beginning in January of each year. The general public may enroll beginning in February each year.

Withdrawal/Dismissal

Withdrawal from school must be made by the parent completing a withdrawal form. Transcripts and school records will not be released or forwarded to another school until all financial obligations, including extended care, lunch, and other billing items have been satisfied.

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 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.

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

SCHOOL DAY INFORMATION

School Day Schedule

Preschool through 12th Grade: 8:30 AM - 3:30 PM

Early Dismissal Schedule: 8:30 AM - 1:00 PM

Severe Weather Closings

In the case of severe weather, school closings or delays will be announced on both radio and television networks. These announcements are usually aired between 5:30 and 6:00 A.M. School closings or delays are also communicated via RenWeb's ParentAlert. They are also posted on the LCA website and Facebook page.

Early Arrival

Students arriving prior to 8:05 AM should report to Extended Care. At 8:15 AM elementary students are walked to their classrooms by their teachers. Secondary students who arrive on campus prior to 8:15 should report to designated areas where they will be supervised by LCA staff members.

Drop-Off Procedures

Students arriving by car are dropped off at the front entrance of the school. Teachers are on duty at 8:05 AM to greet students and admit them into the building.

Students arriving by bus are dropped off at the back of the building by the courtyard entrance. A staff member is on duty to greet students and admit them into the building.

High school students with a valid driver's license may drive on campus and park in the designated student area at the back of the building. Student drivers must adhere to the campus driving guidelines.

Late Arrival

Students not in the classroom by 8:30 AM are tardy and are required to sign in at the school office to obtain a tardy slip. The student will then report to class and give the tardy slip to the teacher.

Students in kindergarten through 12th grade will be required to serve an after-school detention for every 4 unexcused tardies in a 9-week period.

All private transportation, alarm failure, oversleeping, traffic conditions, etc. is considered unexcused tardiness. If a student is late to school because of bus service, a tardy will not be counted against him.

Early Dismissal

Students leaving the school before the end of the day should adhere to the following guidelines:

Students should present their homeroom teacher with a note from their parents requesting an early dismissal. Parents may also email the school office. At the appointed time the parent will sign the student out at the front office and the student will be called from class.

Parents of student drivers may provide written permission for the student to leave campus on their own for the date and time of the requested early dismissal.

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.

Students in kindergarten through 12th grade will be required to serve an after-school detention for every 4 unexcused early dismissals in a 9-week period.

Pick-Up Procedures

Parents should wait in car line to pick up students. No students are permitted to cross the parking lot, but instead 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.

Any student on campus after the 3:30 PM dismissal is required to attend Extended Care to ensure the student is being supervised by LCA staff members. 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.

Extended Care Program

Extended Care is offered for LCA students before school as early as 6:00 AM and after school until as late as 6:00 PM. Extended Care charges are \$8 per family per session (morning and evening sessions) and are billed monthly. Any students not picked up by the 6:00 PM closing time are charged an additional \$20 fee for each additional half hour after 6:00 PM.

ACADEMIC PROGRAM

Academic Honors

College Credit Plus

The Ohio Board of Education (ODE) provides limited funding for high school students to take college courses and receive high school and college credit simultaneously. Students wishing to enroll in the College Credit Plus program must follow the application process and guidelines as outlined by the Ohio Department of Education.

Seniors who have afternoon study halls and no required afternoon classes may leave campus following the conclusion of 5th period if they have a signed permission form on file in the office. There is no tuition adjustment if the student chooses to leave early.

Honor Roll and Principal's 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 in all subjects.

National Honor Society

LCA is proud to have a chapter of the National Honor Society (NHS) as well as the National Junior Honor Society (NJHS). The National Honor Society is a national organization that strives to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character. To be a member of the National Honor Society is not a "right," but is a high honor and a privilege with responsibility and obligations. Selection is based on the four pillars of the National Honor Society - scholarship, character, leadership, and service. Although some of these criteria are subjective, they are guidelines used in the selection process.

Awards 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

Any 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.

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
- 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
- Copying information from a source without proper attribution
- Plagiarizing information 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
- Detention, suspension or expulsion

Eligibility for Promotion

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. Maturity
- b. Achievement level
- c. Degree of improvement, etc.

Middle School

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

High School

When completed, high school courses yield credits that are a unit of academic work. Students must accumulate a required number of course credits in grades 9-12 in order to become a graduate. High school makeup 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.

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

All financial obligations to LCA must be met prior to receiving a diploma.

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.

Grading Scale

Grading is based on a percentage of 100%

A.....	92-100
B.....	84-91
C.....	74-83
D.....	65-73
F.....	Below 65

Grades, report cards, and homework can be accessed through the RenWeb school information system.

Report cards are posted to RenWeb every nine weeks. Access will be withheld if the school account is not current.

Homework Policy/Make-up Work

Homework is assigned regularly and contributes to the development of a student's academic potential. Teachers assign homework that is designed to assist in the fulfillment of specific learning objectives as outlined in the curriculum.

The objectives of homework assignments are to:

1. Create a desire for self-study and self-discipline.
2. Aid in the development of independent and conscientious study habits.
3. Encourage the development of problem-solving skills.
4. Provide meaningful activities to develop the mastery of appropriate skills.

In order to encourage church attendance for both children and parents, teachers will give minimal homework on Wednesdays.

Homework for elementary students should be able to be completed in less than one hour. Typically middle school and high school students should not need to spend more than two hours per day on homework.

When absent, books and necessary supplies to complete homework assignments may be picked up through the front office after 2:00 P.M. if requested before 10:00 A.M.

Homework - Any homework assignment not completed by the start of class is considered late. Students are expected to complete all work. Throughout each 9-week quarter a detention may be issued after the 4th time a homework assignment is not completed on time.

Projects and Written Assignments - Projects and written assignments not completed by the start of class are considered late.

Students will receive one letter grade deduction per day for all late projects and written assignments.

Students will not receive any academic credit for projects and written assignments completed more than five days after the due date.

Students with an excused absence may complete missed school work according to the following guidelines:

1. Students will have one day for every day absent to complete missed assignments.
2. The classroom teacher will set a time for the completion of missed tests and quizzes.
3. Projects and written assignments that were assigned more than one day prior to the absence are due on the assigned date.
4. Test or quizzes assigned more than one day prior to the absence should be taken on the assigned date.
5. 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.

Physical Education

Physical education is required and .50 credit is earned in high school. High school students can receive .25 credit for participation in one season of an interscholastic sport at LCA or a school-approved alternate physical education program that meets a minimum of 60 activity hours. High school students can receive .50 credit for participation in two seasons of interscholastic sports at LCA or a school approved alternate physical education program that meets a minimum of 120 activity hours.

Students in grades 3-12 are expected to dress in P.E. uniform and all students are expected to participate. Students should bring a note of explanation or excuse from the student's doctor for any extended injury or illness. Students with minor, temporary problems may be excused with a parental note; however, parents should realize P.E. grades are partially based on participation.

Schedule Changes

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.

Standardized Testing

LCA students take the Terra Nova achievement test each spring. The Association of Christian School International (ACSI) has worked with the publisher to provide Christian schools with an objective method to evaluate student performance in the core curriculum areas, including Bible. Terra Nova meets the graduation testing requirements mandated by the Ohio Department of Education. (ODE)

Valedictorian and Salutatorian

Valedictorians and Salutatorians must attend Liberty Christian Academy or another Christian school with a comparable curriculum for the majority of their high school years.

ATHLETIC PROGRAM

Liberty Christian Academy maintains an interscholastic sports program competing with other schools in Ohio. All athletes 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 team. The Athletic Handbook gives complete guidelines and policies for our athletic program.

Attendance

In order for an athlete to participate in any athletic contest, he/she must be in school for the entire school day of the scheduled event. If an athlete is not able to attend school, he/she will not be permitted to participate in extracurricular activities (including practices, games or scrimmages) that day. Exceptions will be made for verified medical appointments.

Eligibility

Eligibility for participation in sports is based on the following guidelines:

- 1) In order to be eligible to try out a student must have a minimum of a C average (2.0) and no failing grades in the previous nine weeks.
- 2) In order to maintain eligibility to participate, a student must have a minimum of a C average (2.0) and have no failing grades.
- 3) Mid-term checks of all athlete's grades will be conducted during the active season. Failing any class, or failing to maintain a 2.0 average of all classes will result in a suspension from the team until notification to the Athletic Director indicates a passing grade. Students will be responsible to verify academic improvement to the Athletic Director. This is necessary to re-enter a sport.
- 4) Grades received for the 4th term will determine eligibility for participation in the fall athletic program.
- 5) Summer school grades cannot be used to determine athletic eligibility.

Fees

All students participating in LCA athletic programs "pay to play" \$150 per sport per season. If a student plays an additional LCA sport in the same school year, the fee is reduced to \$100 for each additional sport. Fees are paid directly to Liberty Christian Academy and must be submitted before the first scheduled game.

Physicals/Emergency Medical Forms

In order for an athlete to begin participation in a sport, he/she must have a current (within 1 year) physical examination form on file with LCA. In addition, all coaches must have current emergency information for each player. These forms must be available at each contest, both home and away.

Student Conduct at Athletic Events

Athletic events provide a unique opportunity for LCA students to provide an important testimony to the students, parents, and faculty from other schools. General student conduct at athletic events should be consistent with the daily behavioral expectations for LCA students.

Students as well as parents and/or guests should also adhere to the following guidelines at all athletic events:

1. Cheer and encourage quality play and sportsmanship from both sides
2. Display respect for the people and property of all participating schools
3. Refrain from directing derogatory comments, cheers, or gestures toward players, coaches, officials, or parents.

ATTENDANCE

Absence Due to School Events

Students participating in school approved trips are considered present for each day of the trip. Unless prior approval has been given by the administration, students not participating in a school approved trip are expected to attend school on the day of the trip or be considered absent without excuse.

Pre-Arranged Excused Absences

Parents may pre-arrange an excused absence for their student(s) by completing a "Request for Absence" form at least one week prior to the absence - forms available in the front office. Student(s) must make arrangement to complete all missed assignments in a timely manner.

Absences

Students are expected to be in attendance throughout the entire school day. Students absent from school are not permitted to participate in extracurricular activities (including athletic practices, games or scrimmages) that day. Exceptions are made for verified medical appointments. It is imperative that parents support the importance of school attendance by not asking for or supporting unnecessary absences.

Excused absences include the following: illness, injury, quarantine, death in the immediate family, medical or dental appointments, emergency family situations, scheduled college visits, and other situations that are approved by the LCA administration. Students must provide the appropriate documentation (i.e. a doctor's note or the request for a pre-approved absence form) for an absence to be excused. All other absences are considered unexcused.

A student who has been absent from school should present a note on the day of his return to school. Reasons for absences are not automatically excused as the school makes the final judgment on excused/unexcused absences. The note should contain the following information:

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

In order to be counted present at school for ½ day, a student must remain at school for 50% of the school day. Students accumulating 30 or more days of absence will be reviewed for grade retention or face the possibility of not receiving credit for the course. Chronic absenteeism may require the LCA administration to ask the student to withdraw from the school and notify the local school district in accordance with Ohio truancy laws.

Leaving School

If a student must leave school early, a written note from the parent is to be turned in to the homeroom teacher that morning. All parents coming to pick up students for dental, doctor or other appointments or other excused absences must report to the school office and the student will be called to the office to be officially signed out for dismissal.

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

Leaving the school campus during a regular school day or skipping school is a serious violation. Any student “skipping” school will receive a 3-day suspension and loss of all academic credit for those 3 days.

DRESS and HAIR 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.

The dress code has been established in order to contribute to a positive learning environment. Parents and students carry the primary responsibility to comply with and support the school's dress code.

Modesty, neatness and Christian testimony should guide dress for all occasions. Good grooming should be a mark of every LCA student. If any student or parent has questions about clothing or hairstyles, the Administration will be glad to help. It is always best to check in advance.

There is no dress code as such for Preschool, although students must abide by the school hair and jewelry code.

The Administration reserves the right to make discretionary judgments regarding dress code.

LCA's Approved Uniform Store

Educational Apparel 3906 Brown Park Drive, Hilliard Ohio 614-876-3030, www.educationalapparel.com Logging on to their web site will show the LCA approved styles. If you shop from other vendors, please compare your selections with those that have been approved from Educational Apparel. The particular items you are purchasing must be consistent in fabric, style and fit with those that have been approved from Educational Apparel, and they must align with all dress code guidelines.

General Dress Code Guidelines

- Clothing items may be purchased from various local vendors as long as they are consistent in fabric, style and fit with those that have been approved from Educational Apparel. **However, girls' skirts and elementary jumpers must be purchased through Educational Apparel.** A dress code violation will be issued for items noticeably different. Cargo pants, denim, skinny pants, etc. are NOT permitted.
- No outerwear jackets, hats or boots are to be worn in the classrooms.
- All shirts must remain tucked in and buttoned completely except for the top button.
- Students are expected to avoid extremes in clothing and hairstyles, so as not to draw undue attention to oneself.
- LCA students are to arrive at school in uniform as defined by the dress code guidelines and are to remain in uniform until dismissal.
- **Pants** - Navy or khaki consistent with Educational Apparel uniform fabric, style and fit. Cargo pants, denim, skinny pants, etc. are NOT permitted.
- **Walking Shorts** - Navy or khaki consistent with Educational Apparel uniform fabric, style and fit, and cannot be higher than 2" above the knee or lower than the bottom of the knee. Cargo, denim or skinny shorts, etc. are NOT permitted.
- **Polo Shirts** - Consistent with Educational Apparel uniform style for Elementary grades. Purchased through Educational Apparel with LCA crest for Middle School/High School.
- **Sweaters/Vests** - Consistent with Educational Apparel uniform fabric, style, fit and colors.
- **Sweatshirts/Fleece** - Purchased through Educational Apparel with LCA crest.
- **Socks** - Students must wear socks.

- **Undergarments** - Proper undergarments must be worn at all times and must not be visible in any way.
- **Shoes** - All colors of athletic shoes are within dress code. Shoes must be laced and tied. Heels/soles should not exceed 2” in height. Shoes must be fully enclosed. Boots of any type are not to be worn in the classroom.

Girls’ Dress Code (Grades K-12)

Skirts School skirts and elementary jumpers must be purchased through Educational Apparel. Skirt must touch the top of the knee.

Tights/Leggings Tights and ankle-length leggings are permitted in a solid color, with no patterns or designs.

Jewelry/Scarves Earrings are the only pierced jewelry permitted and are limited to two earrings per ear. Bracelets may be worn if conservative in style and not distracting to the classroom setting (i.e. no clanking bracelets). All jewelry is to be simple and must be inoffensive to the Christian faith. Scarves are not permitted.

Nails/Body Art Makeup and nail polish is permitted, but must not draw undue attention. Visible tattoos or body piercing are not permitted. Students may not write on any part of their bodies including arms, hands, etc.

Boys’ Dress Code (Grades K-12)

Belts A belt is required with uniform pants and shorts for Middle School/High School boys. Belts need to be plain and of one solid color that coordinates with the uniform. Belts are intended to keep pants at the waist; therefore pants may not be worn below the waist in a “slouching” or “sagging” position.

Jewelry No earrings or other pierced jewelry of any kind. All jewelry must be inoffensive to the Christian faith.

Facial Hair Students must be clean-shaven at all times. Sideburns may not extend below the middle of the ear.

Body Art Visible tattoos or body piercing are not permitted. Students may not write on any part of their bodies including arms, hands, etc. Boys are not permitted to wear makeup or nail polish.

Guidelines are set promoting modesty and simplicity in lifestyle and so as not to draw undue attention to oneself. The administration reserves the right to make discretionary judgments regarding dress code. If any student or parent has questions about clothing or hairstyles, the administration will be glad to help. (It is always best to check in advance.)

Chapel Day Dress (Grades 5-12)

Girls Uniform skirt and uniform shirt (no shorts on chapel days) or girls may wear a modest non-uniform blouse or sweater with their uniform skirt.

Boys Uniform pants or dress pants, with a dress shirt and coordinating tie. The tie must be worn until lunchtime if chapel is in the morning or until after school if it is in the afternoon. (no shorts on chapel days)

Physical Education (Grades 3-12)

Boys and girls in grades 3-12 must change into their gym uniform for all gym classes.

Spirit Wear Days

Uniforms can be modified on Fridays to include approved LCA spirit wear. Spirit wear shirts must be purchased through the school. Requirements for uniform bottoms and footwear remain the same.

Social Events

The Administration will always provide dress guidelines in writing for LCA social events. Students and their guests are expected to maintain the school standards of modesty. Modesty, neatness and Christian testimony should guide dress for all occasions. School officials reserve the right to exclude any person from an event who does not honor appropriate dress standards.

Hair Code (PK-12)

Girls - Must be kept clean and well groomed. Shaved or masculine haircuts are not permitted for girls. Hair styles must be neat and styled in a manner that hair does not fall into the eyes. Hair dying (unnatural colors), bleaching or styles that draw undue attention are not permitted. Any hair coloring should only complement existing color.

Boys - Must be kept clean and well groomed - "bed-head" or "messy look" is not acceptable. Hair length must be cut and styled so that the hair does not fall into the eyes, must not be longer than the top of the ear on the sides and must be above the collar in the back. Designs shaved into the hair, and partially or fully shaved heads, tails, pony tails or "man buns" are not acceptable. No hair accessories are acceptable for boys. Hair dying (unnatural colors), bleaching or styles that draw undue attention are not permitted. Any hair coloring should only complement your existing color. No facial hair is permitted without administrative approval. Boys may not wear earrings.

Dress Code/Hair Code Enforcement

Students violating the dress code will receive a dress code violation form to be signed by a parent and returned to school. After 4 violations in a semester a student must serve an after-school detention. Students may be sent home for a blatant violation of dress code.

In the case of a hair code violation, students will be given 3 days (including the day of violation) to get it corrected.

DISCIPLINE PLAN

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

Being a student at Liberty Christian Academy is a privilege. 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. LCA students are expected to be respectful, responsible, and cooperative.

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 the 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 busses, or at any school function.

Fighting, stealing and profanity will not be tolerated.

Pornographic literature is not allowed on the property of Liberty Christian Academy, nor will discussions of such topics be tolerated. Discussions concerning topics of a sexual nature are not proper or fitting in the school environment.

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.

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 after school 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 withdraw.

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 for full credit. 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.

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.

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:

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

Elementary Students (grades PK - 4) - Specific Policies Related to Student Conduct

Elementary Discipline is based on 3 C's:

1. Clearly explain the rules. The more understanding an elementary child has of the boundaries, the better he or she will behave in the class.
2. Consequences will take place. When after a verbal warning a child continues to defy a rule, the clearly defined consequences will be administered. This varies from the removal of a reward to a phone call to the parent.
3. Communication is key. The teacher will strive to communicate to the child regarding needed changes in their behavior. The teacher will communicate to the parent what has happened in the classroom so that as partners we can discipline the student in behavior that honors our Savior.

Secondary Students (grades 5-12) - Specific Policies Related to Student Conduct

The following classifications of behavioral issues and recommended consequences are offered to provide clarity concerning the school's discipline policy for middle and high school students. Please note that the LCA administration reserves the right to address behaviors not specifically listed below.

Class D - Results in a Warning

1. Dress code violations
2. Tardiness to class

3. Inappropriate use of school property
4. Disruptive talking in class
5. Any behavior which violates established behavioral expectations

Class C - Results in a Detention

1. The 4th violation of any Class D offense - see above
2. Treating students, faculty, staff or other adults on campus with disrespect
3. The use of profane, vulgar or abusive language
4. Possession tobacco products
5. Leaving school without permission or missing chapel, study hall, lunch, or other required school events.
6. Any action and/or attitude that is detrimental to the school

Class B - Results in Probable Suspension

1. 3rd violation of a Class C offense or the accumulation of 7 Class D offenses - students who receive more than 2 detentions in one quarter will face probable suspension.
2. Bullying or Cyberbullying - bullying includes but is not limited to persistent pattern of verbal and/or physical abuse of others, acts of unkindness or cruelty, including threats to other students, slander, utilizing habitual cruel or overbearing comments, utilizing racial slurs, spreading rumors, mocking, belittling, encouraging exclusion, and teasing (Depending on the severity and nature of the problem, bullying may be treated as a Class A offense.)
3. Fighting or threats of physical harm to others (Depending on the severity of the incident, such actions may be treated as a Class A offense.)
4. Dishonesty in any form - intentionally misrepresenting the truth, lying, stealing, plagiarism, cheating or the use of forged notes or excuses
5. The use of verbal sexual comments, innuendos, or behavior including the inappropriate touching or gestures toward another person
6. Recording, publishing, transmitting or possessing images deemed inappropriate by the school administration - including inappropriate pictures, images, or texts that mention or refer to Liberty Christian Academy, LCA personnel, and/or LCA students. Offending posts on social media platforms must be immediately removed. Refusal or failure to remove the postings will result in probable dismissal from LCA.
7. Unauthorized absence from school or assigned class
8. Driving on campus in a manner that is hazardous to yourself and/or others
9. Vandalism to property
10. Smoking or the use of tobacco products on campus - including vapor or e-cigarettes
11. Severe instances of disrespect towards students, faculty, staff or other adults on campus
12. Tampering with a teacher's desk or personal property
13. Tampering with a fire alarm or any security device.

A student's first suspension is a one day in-school suspension (ISS) without a grade penalty. The student will have a "0" averaged in as a daily quiz grade in each subject. The student in ISS will be allowed to receive credit for all class assignments that are completed on time. A student serving a suspension is ineligible to participate in any extracurricular activities for that day. Depending on the severity of the action, the administration reserves the right to assign an out of school suspension for a student's first Class B offense. A second suspension will result in a 3-day out of school suspension, a third suspension will result in a 5-day out of school suspension or expulsion.

Class A - Results in Probable Dismissal

Class A offenses will be handled by the LCA administration. When appropriate, and as required by state and federal laws, LCA will work with law enforcement officials to handle the most severe offenses.

1. Assault and battery
2. Bomb threat
3. Possession, use or transfer of weapons or items designed to replicate weapons
4. Theft, possession or sale of stolen property
5. Arson or attempted arson
6. Furnishing, selling, using, or possessing controlled substances (alcohol, drugs, or other intoxicants)
7. Sexual offense or blatant immorality (including homosexuality - includes a student becoming pregnant or being responsible for a pregnancy. Possession or exposing other students to pornography may also be considered a Class A offense.
8. Attempting to tamper with school records or serious violations of the LCA electronic device or network policies

ABC's of GENERAL INFORMATION

Anti-Bullying Policy

Bullying creates a hostile environment for the victim, infringes on the rights of the victim, and disrupts the education process or the orderly operation of a school, thus cannot be permitted at school. It will not be tolerated in any of its forms.

- 1) Harassment, intimidation, or bullying is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. If it is determined that a student is engaged in "bullying behavior", the school discipline plan will be followed.
- 2) The teachers of LCA emphasize positive character traits and corresponding behaviors in their Bible curriculum. Application of positive biblical character is a part of the daily program.
- 3) Small interpersonal difficulties are handled before they grow. Minor issues that may arise occasionally are handled on a one-on-one basis praying for wisdom as to how each particular child can be guided to grow and develop properly.
- 4) The goal is to model and teach what it looks like to glorify God intentionally with all that is within us.

Please note:

A student who demonstrates a bullying behavior may or may not be a bully. It is the goal of LCA to reduce bullying by addressing these types of behaviors as they occur. Sometimes students, especially when they are very young, have not developed the interpersonal skills necessary to express their needs and feelings. Therefore, sometimes students will be mean to each other or physically hurt each other occasionally. We do not consider this occasional misbehavior "bullying". In these instances, the teachers and staff will attempt to work with these students to help them express themselves with words and good choices when faced with an undesirable situation.

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 (which advocate a lifestyle contrary to biblical Christianity). Cell phones and other personal electronic devices should be kept turned off and stored in lockers or backpacks while at school. If this policy is not adhered to, these items will be confiscated by teachers or staff members. Parents may make arrangements to pick up these items from the office. In order to adhere to and enforce the above stated policy, LCA reserves the right to determine disciplinary decisions on a case-by-case basis.

Care of Property

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

Sitting on desks and tables, carving and defacing desks or walls, etc., chewing gum on the school property, 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.

Chapel

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

Chewing Gum

In order to protect and safeguard our school furniture, equipment and carpeting, there is to be absolutely no gum chewing inside the building. A detention will be given to students disregarding this rule.

Class Trip Attendance

Students who attend class trips will be counted as present for each day of the trip. Any student who does not travel with their class is expected to attend school while their class is on the trip. Supervision and planned assignments will be provided, and student who do not attend school will be given an unexcused absence for each day of the trip.

Computer Use

The computer services at Liberty Christian Academy are established for the educational and professional use of LCA students, faculty and staff. The use of the network is a privilege, not a right. LCA regulates access to and use of its computers by principles consistent with the educational mission, rules and expectations of the school. In order to promote educational excellence in our school, any inappropriate computer access or attempts to bypass the filtering software will result in the loss of use and disciplinary measures. Students in grades 5-12 must sign the Technology Use Policy.

Prior to using a computer, students must read and agree to LCA's "Acceptable Use Policy". The following are not permitted:

- Students may not send, receive or access their personal email or make entries on any of their social media sites.
- Students are not to allow an unauthorized user to use the computer.

- Students are not allowed to download, play or save music files or games from Internet web sites, nor may they load any programs or install any software without permission.
- Students may not violate copyright or trademark laws.
- Students are not permitted to access social networks.

Field Trip and Class Trip Guidelines

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. 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. Any parent transporting students must be an approved LCA driver.

Handbills and 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.

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.

Lunches

Students may bring their own lunches or they may purchase hot lunches from our cafeteria. Elementary students are not to drink pop at school. No glass bottles or glass containers are permitted. All food and drink is to be consumed only in the area designated for lunch. Guests are permitted to visit during lunchtime with administrative approval.

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 Days

Students in kindergarten-4th grade who are deemed deserving by the administration are honored for their accomplishments at the end of each nine-week period with times of

enjoyment and relaxation. If a student has been issued a suspension, detention, or has been repeatedly sent to the Principal's Office during the quarter, he/she may be disqualified from attending Merit Day activities.

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

Parent conferences may be scheduled by parent, teacher, or administrator request at any time during the school year. Parents are expected to speak with the teacher regarding all classroom issues before involving a school administrator (following the Matthew 18 Principle).

When a classroom observation visit is necessary, the parent must check in at the office first. To limit disruptions in the classroom, we ask that all visits be limited to a ½ hour. Visits are pre-arranged and pre-approved through the office and in the company of a member of the administrative staff.

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.

Renweb

RenWeb is the school's primary source of communication. This includes important information such as attendance, homework assignments, lunch account, grade reports and emergency/medical forms. The parents agree to set up a RenWeb account and make sure their student's information is kept current. It is the parent's responsibility to keep abreast of current communications with the school and the child's teacher.

Student Drivers

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 10 m.p.h. Students are not permitted to drive other students without written permission from both sets of parents. 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.

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 (PK-4) are Christmas and Valentine's Day. PK-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.

Student Telephone Use

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

Cell phones and other electronic communication or game devices should not interfere with academic instruction. Unless special administrative permission has been given, student cell phones are to be turned off and stored in student lockers during the school day. A cell phone will be taken by the teacher if in view or heard during the school day. It will be kept in the office until the end of the day. A parent will be asked to come in and get the cell phone for repeat offenders.

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 meets 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 and pre-approved through the office.

