

# LIBERTY CHRISTIAN ACADEMY

## Parent and Student Handbook

### Grades 1-12

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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 may be 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 Early Education Centers are licensed through the Ohio Department of Education.

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

### **CORE VALUES**

#### **Biblical Worldview Integration**

The foundation of Christian education is the Word of God. Curriculum is chosen through the lens of a Biblical worldview.

#### **Spiritual Development and Discipleship**

LCA students are taught to SOAR by Seeking God, Offering kindness, Accepting responsibility, and Respecting others. This trains students to be a disciple of Jesus Christ because it enables them to think and act like Jesus.

#### **Academic Excellence**

LCA delivers a rigorous curriculum, rooted in Biblical principles, from early childhood through the 12th grade that challenges every student to reach his/her potential and prepares all students for lifelong success.

#### **Developing the Whole Child**

LCA is committed to helping students grow in wisdom and stature (Luke 2:52) by addressing their growth spiritually, intellectually, physically, emotionally, and socially.

### **CURRICULUM**

The BJU Press curriculum along with other Christian curriculum is used in first grade 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 or guardians are the rule rather than 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**

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 serve God and 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 non-certified personnel.

## **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 only 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 15:3, 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 which 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, Psalm 103:3)
9. We believe that Jesus Christ will return: (Acts 1:11, Revelation 19:11)
  - a. To rapture all believers
  - b. to the earth to set up His Kingdom

### **Statement on Marriage, Gender, and Sexuality**

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen. 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen. 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (I Cor. 6; 18; 7:2-5; Heb. 13:4) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt. 15:18-20; I Cor. 6; 9-10)

We believe that in order to preserve the function and integrity of Liberty Christian Academy as the local Body of Christ, and to provide a Biblical role model to the Liberty Christian Academy members and the community, it is imperative that all persons employed by Liberty Christian Academy in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matt. 5:16; Phil. 2:14-16; I Thess. 5:22)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom. 10:9-10; I Cor. 6:9-11)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Liberty Christian Academy.

### **Statement of Final Authority for Matters of Faith and Conduct**

The Statement of Faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Liberty Christian Academy's faith, doctrine, practice, policy, and discipline, our Administration is Liberty Christian Academy's final interpretive authority on the Bible's meaning and application.

### **Statement on the Sanctity of Human Life**

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Ps. 139)

### **Statement of Facility Use**

All of Liberty Christian Academy's facilities and equipment are gifts from God and shall only be used to engage in ministry and to bring glory to God. Liberty Christian Academy may refuse to host an event or use its equipment for any reason of spiritual conscience.



## **ADMISSION INFORMATION**

### **ENROLLMENT**

Applications are completed and submitted online on the LCA website at [www.libertychristianacademy.org](http://www.libertychristianacademy.org). Applicants are encouraged to schedule a visit to the school for a tour.

Acceptance of students is based upon achievement, the screening process, family meeting, 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 6-12 must sign a Standards of Conduct form.
3. The only students accepted during the second semester are students moving into the area.
4. Parents or guardians are not permitted 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.

### **DOCUMENTATION OF CUSTODY (if applicable)**

If custody documentation has been issued by a court, LCA must have a copy of this court order on file. LCA will use this information to determine who is responsible for various school functions including but not limited to financial responsibility, authorized pick-up, custody rights, and communication settings. For a parent or guardian to be excluded from any of these areas, the documentation must clearly state this exclusion. New or updated court orders should be forwarded to the school office upon receipt.

### **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 or guardian in writing / email. 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 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 or guardians, teachers, administration, etc. are not permitted 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**

1st through 5th Grade: 8:30 AM - 3:15 PM

6th through 12th Grade: 8:25 AM - 3:25 PM

### **“INCLEMENT WEATHER” DAYS**

School closings or delays are announced on local television networks. These announcements are usually aired between 5:30 and 6:00 AM. School closings or delays are also communicated via FACTS ParentAlert. They are also posted on the LCA website and Facebook page.

### **ARRIVAL PROCEDURES**

Students arriving by car in grades 1-5 are dropped off at the front entrance of the school. Grades 6-12 are dropped off at the back courtyard entrance. Faculty and Staff 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. A student parking permit is required. Student drivers must adhere to the campus driving guidelines.

### **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 AM should report to designated areas where they will be supervised by LCA staff members.

### **LATE ARRIVAL**

Students not in the classroom by 8:30 AM (grades 1-5) or 8:25 AM (grades 6-12) 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 will receive an unexcused absence for every four unexcused tardies in a nine week period. **In addition, a \$50 fee will be charged to the family account per child for every four unexcused tardies.**

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

## **DISMISSAL PROCEDURES**

Elementary check-in begins at 3:00 pm. **Please do not arrive on the lot before 3:00 pm.**

Middle School and High School check-in begins at 3:25. **Please do not arrive on the lot before 3:25 pm.**

Parents or guardians should wait in the 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 or guardian wishes for a student to ride with someone else, the office must receive written permission from the parents or guardians in advance by submitting through School Dismissal Manager.

Any student on campus after dismissal is required to attend Extended Care to ensure the student is being supervised by LCA staff members. Charges for this service are placed on your account to be paid monthly. Any exception to this rule, such as students staying for official school practices or programs, is an administrative decision.

## **EARLY DISMISSAL**

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

Parents or guardians requesting an early dismissal for their student must submit the request through School Dismissal Manager. In addition to SDM, Parents or guardians may also email the school office. At the appointed time the parent or guardian signs the student out at the front office and the student is called from class.

Parents or guardians of student drivers may provide written permission through School Dismissal Manager 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 is considered unexcused.

Students will receive an unexcused absence for every four unexcused early dismissals in a nine week period. **In addition, a \$50 fee will be charged to the family account per child for every four unexcused tardies.**

### **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. Enrollment in our extended care program is by pre-registration only for grades 1st-5th. Fees are \$10.00 per session (morning session/afternoon session) per day per student. A non-registered student not picked up by 3:45 will be charged at a “drop-in” rate of \$20 per student. A late pick-up fee of \$50.00 for each half hour (beginning after 6:00 PM) will be charged to your account. The extended care billing month is from the first day of the month to the end of the month. The final extended care billing of the school year will be billed by June 10th. The privilege of Extended Care may be revoked if the account is not kept current.

## **ACADEMIC PROGRAM**

### **ACADEMIC HONORS**

#### **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.

#### **College Credit Plus**

The Ohio Department 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 ODE.

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 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.

#### **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.

### **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 classroom library books

Any books which have not been specifically assigned by a teacher are subject to approval 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 turned in to the office.

## **ELIGIBILITY FOR PROMOTION**

### **Elementary (1st - 5th grades)**

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 or guardians based on:

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

### **Middle School (6th - 8th grades)**

A Middle School student fails for the year when he has two final grades of “F” in core subjects. Courses taken for High School credit must be a C- or above to receive the credit.

### **High School (9th - 12th grades)**

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.

Certain courses (such as English, Bible, etc.) are required courses. Any course required for graduation and failed must be made up. **Summer credit recovery courses are required to make up failed classes at the cost of the family. Courses must be made up before the next school year.**

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 FACTS school information system. Report cards are posted to FACTS every nine weeks. Access is 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.

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 PM if requested before 10:00 AM.

### **HOMEWORK**

Students are expected to complete all work. A homework assignment not completed by the start of class is considered late. In each 9-week quarter a detention may be issued for 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 receive one letter grade deduction per day for all late projects and written assignments. Students do 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 have one day for every day absent to complete missed assignments.
2. The classroom teacher sets a time for the completion of missed tests and quizzes.
3. 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 a gradebook category that is between 20-25%. Teachers reschedule any tests missed.



## **PHYSICAL EDUCATION**

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

Students in grades 6-12 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 or guardian note; however, 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 without receiving 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 IOWA achievement test each spring. The Association of Christian Schools 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. The IOWA meets the graduation testing requirements mandated by the Ohio Department of Education. (ODE)

## **STUDY HALL**

Study hall is a class scheduled to provide a student opportunity during the school day to prepare for academic excellence.

1. Academic excellence can best be achieved when a uniform approach is encouraged for productive time management during study hall.
2. Attendance will be taken in study hall with the same practice as an academic class. Students must present a hall pass when tardy. A signed hall pass must be presented to the study hall teacher at the beginning of class for a student to work with another teacher.
3. Students must be prepared for study hall.
4. Study hall should provide an atmosphere conducive to academic achievement.
5. Laptops and Chromebooks are to be used for school assignments only. Teachers are to monitor device use.

## **ATHLETIC PROGRAM**

The Athletic Department functions in cooperation with the overall philosophy and mission of Liberty Christian Academy. The Athletic Department's Mission Statement is: *The Liberty Christian Academy Athletic Department instills Christ-like character in our student athletes by maintaining a higher standard and promoting respect, integrity, accountability, and competition. Its vision is: Preparing our athletes to become world changers for the Kingdom of God.* The Athletic Handbook gives complete guidelines and policies regarding LCA athletes, teams and eligibility.

## **ATTENDANCE**

### **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 or guardians 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.

Parents or guardians are to provide a valid reason for each time their student is absent. Reasons for absences are not automatically excused as the school makes the final judgment on excused/unexcused absences.

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 are 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.

### **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.

## **COLLEGE VISITS**

Juniors and seniors planning on furthering their studies after high school are permitted an approved absence from normal school classes in order to visit a college they anticipate attending. Juniors and seniors are allotted two verified college visit days per year which will not affect their attendance record. Arrangements for this visitation must be made at least one school day in advance to ensure permission is granted for an excused absence.

## **REQUEST FOR ABSENCE**

Parents or guardians should make every effort to avoid taking their son/daughter out of school as it can result in students falling behind in their studies; however, the following procedure is utilized to excuse students if necessary:

Parents or guardians 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 are available in the front office. Student(s) must make arrangements to complete all missed assignments in a timely manner. Requests within the first four weeks and the last two weeks of school will not be approved without approval from the Head of School.

## **LEAVING SCHOOL**

If a student must leave school early, parents or guardians need to let the office know by submitting through School Dismissal Manager. Parents or guardians 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 or guardian 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**

The purpose of LCA's dress guidelines is to help students learn principles for dressing appropriately and for modeling Biblical modesty in ways that are distinct from the world. We aim for purity, self-control, neatness and the ability to discern the appropriate clothing for any event. We also intend that dress guidelines teach students to consider the impact of their choices on others, thus living out Jesus' instruction about loving others as ourselves. LCA encourages students to avoid other labels that glorify worldliness. Reflecting Christ means focusing on internal beauty that pleases God rather than external fashions that allure people (1 Tim. 2:9-10; 1 Pet. 3:3-4). Modesty is a powerful way for believers to glorify God in a culture filled with sensuality and seduction. By dressing modestly Christians can display in appearance and conduct a heart devoted to Christ.

It is the desire of Liberty Christian Academy that modesty, neatness and Christian testimony should guide dress for all occasions. The desire of the school is to maintain an atmosphere that treats the teaching and learning process as important while presenting a wholesome, modest image as part of our testimony.

Judgments of interpretation are a part of dress code implementation. If a student or parent/guardian has questions about clothing or hairstyles, the administration is glad to help in advance. LCA reserves the right to make discretionary judgments and final determination regarding appropriateness of attire or hairstyle as it pertains to dress code.

Parent or guardian help and cooperation with the enforcement of the dress code policy is greatly appreciated.

Students violating the dress code receive a dress code violation form to be signed by a parent or guardian and returned to school the following school day. After 4 violations 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 are given 3 days (including the day of violation) to get it corrected.

### **LCA's APPROVED UNIFORM STORE**

Educational Apparel is our approved uniform vendor. Pataskala Customs is our approved PE uniform vendor. Logging on to their websites will show the LCA approved styles.

Educational Apparel  
3906 Brown Park Drive  
Hilliard Ohio 614-876-3030  
[www.educationalapparel.com](http://www.educationalapparel.com)

Pataskala Customs  
320 Jefferson Park Drive  
Pataskala, OH 740-919-5876  
[www.pataskalacustoms.com](http://www.pataskalacustoms.com)

## GENERAL DRESS CODE GUIDELINES

- Good grooming should be a mark of every LCA student.
- No outerwear jackets, hats, headcoverings, hoodies or boots are to be worn in the classrooms.
- All shirts must be 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 from Educational Apparel.
- **Walking Shorts** - Navy or khaki from Educational Apparel. Shorts cannot be higher than 2" above the knee or lower than the bottom of the knee.
- **Polo Shirts** - Red, navy, white, and yellow purchased from Educational Apparel for Elementary grades. Purchased through Educational Apparel with LCA crest for Middle School/High School.
- **Sweaters/Vests** - Purchased from Educational Apparel uniform fabric, style, fit and colors.
- **Sweatshirts** - Purchased through Educational Apparel with LCA crest. Quarter-zip fleece must be zipped. Full-zip sweatshirts must be worn with an LCA Polo shirt.
- **Socks** - Students must wear socks.
- **Undergarments** - Proper undergarments must be worn at all times and must not be visible in any way.
- **Shoes** - All dress/athletic shoe colors are within dress code. Shoes must be laced and tied. Heels/soles should not exceed 2" in height. **Shoes must be fully enclosed. Boots, Crocs, slippers and Croc-like shoes are not to be worn in the classroom.**

## GIRLS' DRESS/HAIR CODE (Grades 1-12)

- **Skirts** School skirts and elementary jumpers must be purchased through Educational Apparel. Skirt must be no shorter than 2" above the top of the knee.
- **Tights/Leggings** Tights and ankle-length form fitting leggings (no flares or sweatpants) are permitted in a solid color, with no patterns, words or designs.
- **Jewelry/Scarves** Earrings are the only pierced jewelry permitted. Gauges are not

permitted. 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 and bandanas are not permitted.

- **Nails/Body Art** Makeup and nail polish is permitted, but must not draw undue attention. Visible tattoos (permanent or temporary) or body piercing/body art are not permitted. Students may not write on any part of their bodies including arms, hands, etc.
- **Hair** Hair must be kept clean and well groomed. 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' DRESS/HAIR CODE (Grades 1-12)**

- **Belts** A belt is not required with uniform pants and shorts for Middle School/High School boys. However, 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** Facial hair must be short, clean and neatly groomed.
- **Nails/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.
- **Hair** Hair must be kept clean and well groomed. 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. Hair accessories, hair dying (unnatural colors), bleaching or styles that draw undue attention are not permitted. Any hair coloring should only complement your existing color.

### **PHYSICAL EDUCATION (Grades 6-12)**

Boys and girls in grades 6-12 must change into their gym uniform for all gym classes. Students must have LCA approved gym shorts and gym shirt.

### **SPIRIT WEAR DAYS**

Uniforms can be modified on Fridays to include approved LCA spirit wear. Spirit wear shirts must be purchased or provided 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.

## **DISCIPLINE PLAN**

Being a student at Liberty Christian Academy is a privilege. Students forfeit this privilege if they do not adhere to the LCA standards and policies. Depending on the offense, students may receive a classroom consequence, 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. The terms Miss, Mrs., or Mr. should be used respectfully regardless of the time or place. Titles such as coach and nurse are acceptable as well.

Proper Christian conduct with the opposite sex is emphasized and observed in the school. Liberty Christian Academy does not permit display of affection such as hand holding, walking arm-in-arm, or any other act of physical contact that is intentional.

Fighting, stealing and profanity is not tolerated.

Pornographic literature or images are not allowed on the school property, nor are discussions of such topics tolerated. Discussions concerning topics of a sexual nature are not proper or fitting in the school environment.

Liberty Christian Academy, as a private school, 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 school.

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

### **ACADEMIC INTEGRITY**

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:

- Looking at or copying another student's homework, test or quiz answers
- Allowing another student to look at or copy answers from your homework, test, or quiz answers
- Using any other method to get/give test or quiz answers
- Copying information from a source without proper attribution or plagiarizing information from other students, publications, or the internet

Violators of this policy are 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

### **ARTICLES PROHIBITED IN SCHOOL**

Articles prohibited from school property may include but are not limited to: tobacco products, vapes, e-cigarettes, matches/lighters, alcoholic beverages, drugs, knives, razor blades, laser beams, guns or weapons of any kind, explosives of any kind and magazines, books or movies of questionable content (which advocate a lifestyle contrary to Biblical worldview). If this policy is not adhered to, these items will be confiscated by teachers or staff members. Parents or guardians 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.

### **BULLYING**

Students are expected to be helpful, compassionate, respectful and responsible. These expectations are in direct opposition to any form of bullying whether these actions are committed in person, written or electronically transmitted. Bullying is a pattern of abuse over time and includes physical intimidation or assault; extortion; oral or written threats; electronically transmitted acts, and false accusations. 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.

### **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., 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.

### **CHEWING GUM**

In order to protect and safeguard our school furniture, equipment and carpeting, there is to be no gum chewing inside the building. Students chewing gum are subject to disciplinary action.

### **CODE OF CHRISTIAN CONDUCT**

Scripture defines humankind’s genders as male and female (Genesis 1:27). As a result of Liberty Christian Academy’s foundational beliefs on marriage, gender, and sexuality, and the teachings of the infallible Word of God, we require students to adhere to the following standards: All students will dress and wear clothing that adheres to their original biological sex. All students will use restrooms, locker rooms, and changing facilities conforming to one’s biological sex. All students are expected to abstain from intimate sexual conduct outside the marital union of one man and one woman. Students that violate or will not conform to these standards will receive disciplinary action including the possibility of expulsion.

### **DETENTION**

An after-school detention system is used. A detention may be given for any infraction of the school rules and standards. Detention is held after school from 3:30-4:30 P.M. The student and his parents or guardians are responsible for working out any transportation needs. LCA expects 100% parental support. Failure to serve a detention may result in an additional detention or suspension. If the student’s work is unsatisfactory further action may 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, the student 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. A “0” is given and averaged into a gradebook category that is between 20-25%. Teachers reschedule any tests missed for full credit. In-school suspensions allow supervised lunch and restroom privileges.

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

1. The student is not allowed to attend school functions unless special administrative approval is given.
2. The student is not allowed to be on the school grounds unless they have official business and permission from the administration.

### **PROBATION**

The purpose of probation is to alert parents or guardians 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 or academic probation. Probation gives a student an opportunity to comply with the expectations and policies of LCA. 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, whether at or away from school, year round. (See Class D - Results in Probable Dismissal.) Students may also be dismissed if attitude, dress and behavior gives evidence of not wanting to uphold the testimony of the school.

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

- The student is not allowed to attend school functions unless special administrative approval is given.
- The student is not allowed to be on the school grounds unless they have official business and permission from the administration.

### **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. Please note that the LCA administration reserves the right to address behaviors not specifically listed below.

### **Class A**

If an incident occurred within a classroom, the teacher will follow the in-class discipline plan. If an incident occurred outside of a classroom, the teacher/staff will refer the student to the office via an office referral.

1. Dress code violations - Dress Code Referral to the office
2. Tardiness to class (MS/HS) - Every 4th tardy will result in a detention
3. Use of a cell phone - see Cell Phone Policy
4. Any behavior which violates established behavioral expectations

### **Class B**

If an incident occurs the student will be informed that an office referral will be filled out and submitted to the Principal. The student may remain in the classroom if the inappropriate behavior stops. If the student continues or if the incident is severe enough, the student will be immediately sent to the office for the remaining part of the period and appropriate discipline will be applied.

1. The 4th violation of any Class A offense
2. Treating anyone on campus or online with disrespect
3. The use of profane, vulgar or abusive language
4. Skipping class, chapel, study hall, lunch or any other required school events - including being in an off-limits area.
5. Any action and/or attitude that is detrimental to the school
6. Bullying or Cyberbullying - bullying includes but is not limited to persistent pattern of verbal and/or physical abuse of others on or off campus, 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 C offense.)
7. Fighting or threats of physical harm to others (Depending on the severity of the incident, such actions may be treated as a Class C offense.)
8. Dishonesty in any form - intentionally misrepresenting the truth, lying, stealing, plagiarism, cheating or the use of forged notes or excuses
9. The use of verbal sexual comments, innuendos, or behavior including inappropriate touching or gestures toward another person
10. 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
11. Driving on campus in a manner that is hazardous to yourself and/or others
12. Participation in vandalism or destruction of school or private property. (Depending on the severity of the incident, such actions may be treated as a Class C offense.)

13. Possession of any form of tobacco or vaping or e-cigarettes. (Depending on the severity of the incident, such actions may be treated as a Class C offense.)
14. Severe instances of disrespect towards students, faculty, staff or other adults
15. Tampering with a faculty/staff's desk or personal property
16. Tampering with a fire alarm or any security device

**Numbers 1-5 will likely result in after school detention(s). Numbers 6-16 will likely result in suspension(s).**

### **Class C**

Offenses that will result in probable dismissal: These 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 including fighting and threats of physical harm
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, tobacco, vaping, e-cigarettes or other intoxicants)
7. Drug Testing - The school has the right to require a drug test (at the parent's/guardian's expense) if there are suspicions about a particular student. The refusal to submit to a drug test at the request of the administration automatically results in the student's dismissal from school.
8. Sexual offense or blatant immorality (including homosexuality, a student becoming pregnant, or a student responsible for a pregnancy).
9. Possession or exposing other students to pornography
10. Attempting to tamper with school records or serious violations of LCA electronic devices or network policies
11. 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.
12. Bullying / Harassment
13. Vandalism

## DEMERITS

In the office, a system of demerits will be used to track an individual student through the discipline process at LCA. The overall goal of the system is to effectively communicate, with the family, the overall discipline needs of a student.

- Three demerits will be given after a lunch detention is issued.
- Five demerits will be given after an after school detention is issued.
- Ten demerits will be given for each day of suspension.
- Once a student receives twenty-five demerits, a student will be placed on behavioral probation for the remainder of the school year.
- If a student earns fifty demerits during the school year, this may result in the student's immediate dismissal from school. The student will not be permitted to continue the following school year.
- Severe instances of behavior may negate the demerit system and require immediate dismissal from enrollment at LCA.

**NOTE:** Each room is equipped with a classroom **BARRICADE** which is attached to the wall. Students are not permitted to handle or misuse these devices at any time. The Penalty will be up to ten (10) days out of school suspension with recommendation for expulsion. ALSO, **SURVEILLANCE CAMERAS** are mounted in and around various locations throughout the building. Students may be recorded at any time. LCA employees authorized by the administration have the right to review video footage at any time. Video footage cannot be viewed by parents, guardians, or any other individuals due to student privacy issues.

## **ABC's of GENERAL INFORMATION**

### **CELL PHONE USE**

Cell phones are not conducive to a serious learning environment and should not interfere with academic instruction, therefore unless special administrative permission has been given, student cell phones are to be turned off and stored in student lockers or backpacks 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 or guardian will be asked to come in and get the cell phone for repeat offenders.

Students are not to receive or make calls during the school day. Office phones are only available to students during the school day with permission of a staff member.

Earbuds, airpods, headphones, smart watches etc. are not to be used during the school day without direct permission from a teacher and under the teacher's supervision.

### **CHAPEL**

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

### **FACTS**

FACTS 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 or guardians agree to set up a FACTS account and make sure their student's information is kept current. It is the parent's/guardian's responsibility to keep abreast of current communications with the school and the child's teacher. Parents or guardians are responsible to review and update information on FACTS at the beginning as well as during each school year.

### **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 or guardians may be asked to serve as chaperones. The school requires parents or guardians 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 or guardian in order to be permitted to go on a field trip. All chaperones must have a current and clear BCI background check on file.

### **FLIERS AND SALE**

Fliers or literature of any kind are not to be passed out in the school without approval from the principal. There is to be no sale of any items without administrative approval.

## **LOST AND FOUND**

Please see to it that all of your child's items 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 are donated to charity at the end of each month.

## **LUNCHESES**

Students may bring their own lunches or they may purchase hot lunches from our cafeteria. For safety sake no glass bottles or glass containers are permitted. **Students should not have food delivered to them from any food establishments / delivery services.** Elementary students are not to drink pop at school. No food or drink (except water bottles) is to be permitted in the classrooms. Exceptions will be made for pre-approved special events.

Throughout the entire lunch period students must remain in designated areas. Food and drink should not be taken into the hallways, classrooms or lockers. Students are expected to keep the area clean and are responsible for cleaning up after themselves; they are not to leave garbage or debris. Guests are permitted to visit during lunchtime only with administrative approval.

## **MEDICINE**

An emergency medical form is to be filled out by the parent or guardian 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) and the signed medical authorization forms are to be kept in the office. Students are not to be in the possession of any medication during the school day (even over the counter) or ask another student or teacher for any medications.

## **ORIENTATION DAY**

Parents or guardians and students are expected to attend the Orientation Open House before school starts. Important school information is given at this time, and this meeting also provides an opportunity to get acquainted with the teachers. All students in attendance on orientation day are expected to comply with the regular school dress and hair standards.

## **PARENT TEACHER CONFERENCES**

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

If a parent or guardian 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.

### **SOCIAL NETWORKING/ 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 who maintain a website, blog or other social networking site even at home must realize that the language they use or the values they express reflect on not only their personal professionalism but that of the school. Therefore any postings on such sites must be consistent with the core values of the school.

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.
- Earbuds, airpods, headphones, etc. are not to be used during the school day without direct permission from a teacher and under the teacher's supervision.

### **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 mph. Students are not permitted to drive other students without written permission from both sets of parents or guardians. 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. Student drivers must accept the responsibility for getting to school on time. Mechanical breakdown, weather conditions, and other similar incidents are not acceptable reasons for tardiness.



## **SOCIALS**

Liberty Christian Academy is not responsible for any party or social affair that is not officially sponsored or approved by the school administration. Acceptable class parties (1st-5th) are Christmas and Valentine's Day. Elementary students may participate in an Easter egg hunt. LCA does 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.

## **VISITORS**

Visitors are welcome, but because we value the class time, they are required to make an appointment to see a teacher, or an administrator, chapel, or any other school activities during the normal school day. 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 have advance permission from the Principal (at least one day in advance).
3. 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.
4. Visitors are asked to be as quiet as possible in the classroom, hallway, etc. and not disturb anyone.
5. There is to be no smoking on school property.
6. Visits should be limited to ½ hour and pre-approved through the office.

Parents or guardians who need to visit during school hours are asked to make an appointment. If you wish to talk to a teacher, you may make an appointment by requesting a conference and a time will be arranged that is convenient to both parties. Teachers cannot be called from their rooms to talk to a parent or guardian while classes are in session. If you are asking to see your son or daughter, please do not be offended if you are asked to show identification. This is a safety measure intended to protect your children.

**Please Note:** For the safety and security of our students, anyone seen on campus during school hours without a visitor badge will be told to obtain one or asked to leave.