



STUDENT HANDBOOK

Latest Revision: 1/25/17



TABLE OF CONTENTS

TABLE OF CONTENTS.....2-4

GENERAL INFORMATION5

- School Motto
- School Colors
- Team Names
- Administrative Staff
- School Website
- School Phone Number

INTRODUCTION TO LIBERTY CHRISTIAN ACADEMY.....6-9

- Welcome
- Mission Statement
- Statement of Faith
- Core Values
- Biblical Morality Statement
- Parent Statement of Support
- Purpose of the Handbook
- Handbook Revisions

ADMISSION.....10-11

- Procedure for New Students
- Reenrollment Procedures
- New Student Enrollment
- Student Withdrawal
- Finances

GENERAL INFORMATION.....12-18

- Achievement Testing
- Arrival/Dismissal
- Attendance
- Before & After Care
- Campus Restrictions
- Cheating
- Class Parties
- Communication
- Crisis Management
- Electronic Devices
- Field Trips

Financial Information
Inclement Weather
Lunch Program
Medical and Health Care Policies
Parent-Teacher Conferences
Plagiarism
Planned or Extended Leave of Absence
Student Releases
Tardy Policy
Telephones and Messages
Transportation
Visitors
Volunteers
Withdrawal
Zero-Tolerance Policy
Car-Line Procedures & Drop-off
Dress and Appearance
Student Dress Code
Parent Dress
Dress Code Enforcement

ACADEMIC SECTION: TRANSITIONAL KINDERGARTEN19-22

Parent Guidelines
Philosophy
Goals and Values
Absences
Arrival
Behavioral Expectations
Birthdays
Child Abuse and Neglect
Clothing
Communication
Confidentiality
Contacting Your Teacher
Discipline and Behavior Management Program
Dismissal
Lost and Found
Lunch
Show and Tell Days
Specials Classes
Time-Out
What to Bring to School
How Parents Can Help Enrich the Program

ACADEMIC SECTION: KINDERGARTEN-5TH GRADE.....23-24

Educational Goals
Absences
Assessment of Students' Performance
Birthdays

Homework and Tests
Honor Rolls
Incomplete Work
Media Center
Promotion Guidelines
Report Cards

ACADEMIC SECTION: GRADES 6-12.....25-26

Educational Goals
Courses of Study
Academic Tracks at LCA
Adding and Dropping Courses
Incomplete Work
Exams
Progress Reports and Teacher Conferences
Grading Scale
Report Cards
Promotion and Graduation Guidelines
Honor Roll
Media Center

DISCIPLINE POLICY27-32

Classroom Management
Classroom Disciplinary Guidelines
Disciplinary Goals
Student Behavior
Method of Discipline
Specific Rules
Disciplinary Write-Ups

ACKNOWLEDGEMENTS33



LCA GENERAL INFORMATION

School Motto

Let your light shine before men in such a way that they may see your good works, and glorify your Father who is in heaven. Matthew 5:16 (NASB)

School Colors

Red, White, and Navy Blue

Team Names

Heat

Administrative Staff

Mrs. Cheryl Cavanaugh: Head of School & Upper School Principal

Mrs. Staci Yopp: Lower School Principal

Mr. Adam Grayson: Athletic Director & Assistant Upper School Principal

Mrs. Kelli Taylor: Office Manager

Mr. Cody Quinn: Christian Life Director

School Website

www.liberty-academy.net

School Phone Number

(910) 430-0741

WELCOME to Liberty Christian Academy! Our learning environment is designed to support children in their academic and spiritual growth, allowing them to let their light shine for the glory of God. (Matthew 5:16)

Liberty Christian Academy provides an opportunity for your child to learn in a safe environment rich in technology, Christian values, and hands on learning. LCA employs highly qualified born-again Christians who allow their lives to be Godly examples to their students. The academy will prepare students to be Godly members of society and to gain necessary skills to be ready for college. All instruction is biblically based, and Christ is the center of all curriculum and activities. LCA offers secured entry and video surveillance to ensure the safety of our children.

MISSION STATEMENT

We are providing an opportunity for every student to excel in education in an environment centered on Christ and committed to excellence. We exist to be the leader in education and to provide a positive and challenging environment where children are given the opportunity to grow intellectually and spiritually. LCA's purpose is to support parents in the biblical mandate to "train up a child in the way he should go" (Proverbs 22:6).

STATEMENT OF FAITH

LCA is a Christ-centered evangelical private Christian school that believes:

- **Scripture:** The Bible is the inspired and the only infallible authoritative Word of God.
- **Salvation:** Salvation is a free gift of God that is received by grace through faith in Jesus Christ and is for all who believe. Our ultimate goal is to provide opportunities for the student to confess Christ as Savior and Lord. (Romans 10:9-10)
- **God the Father:** We believe there is one God, the creator of heaven and earth, who exists in three persons: Father, Son, and Holy Spirit.
- **Jesus Christ:** We believe in Jesus Christ, God's only Son, who was born of the Virgin Mary, was crucified, died, and buried. On the third day He rose again and ascended into heaven. He is seated at the right hand of the Father, and He is coming again.
- **Holy Spirit:** We believe the Holy Spirit lives in believers today, enables them to live Godly lives, and convicts them of sin.
- **Worldview:** LCA believes in the Christian perspective on the total worldview. The spiritual must permeate all areas. We help the student develop a Christian worldview by integrating life, and all studies, with the Bible. (II Peter 1:3)
- **Evangelism:** We believe there is nothing more important than encouraging people to respond to the gospel of Jesus Christ. We believe the ultimate purpose in living is to know and glorify God and to attain eternal life through Jesus Christ our Lord, beginning within our own school families and then reaching beyond to the rest of the world that does not know of His love and sacrifice. (Matthew 28:16-20)

CORE VALUES

- **God's Ministry:** This ministry was God's idea, and we do not own it. We are simply the stewards of the opportunities and the resources He sends our way.
- **Support Parents:** Our mission statement states that we "support parents" in training their children. Our primary focus each and every day is simply meeting the needs of our families and friends. It is our calling.
- **Foster Relationships:** People will make a decision about who Jesus is by the way we treat them and the way we treat each other. Therefore, our responses will be personal, gracious, timely, and generous.
- **Show Integrity:** Because we live before an all-seeing God and are subject to public scrutiny, we attempt to be above reproach in the operation of this ministry by holding ourselves to the highest standards of accountability. We want to be worthy of the trust that has been placed in us by our school families.
- **Provide Excellence:** We sweat the details to provide the highest level of quality we can achieve for the glory of God and the benefit of our families.

- **Kingdom Education:** LCA must be a “signpost of God’s kingdom to the world. By existing in a secular society and by actively promoting a vision of God’s coming kingdom through its programs, the school is a witness to the fact that God is sovereign and that Christ is Redeemer and Lord” (Van Brummelen, 19).

BIBLICAL MORALITY STATEMENT

LCA believes that God’s plan for human sexuality is that it is to be expressed in a monogamous lifelong relationship between one man and one woman within the framework of biblical marriage. This is the divinely designed relationship for the birth and rearing of children and is a union made in the sight of God, and takes priority over every other human relationship. This is validated by Gen. 1:27–28; 2:18, 20, 23–24; Isa. 54:4–8; 62:5b; Jer. 3:14; Ezek. 16; Hosea 2; Mal. 2:14; Matt. 19:4–6; Mark 10:9; John 2:1–2, 11; 1 Cor. 9:5; Eph. 5:23–32; 1 Tim. 5:14; Heb. 13:4; and Rev. 19:7–8. LCA believes to follow the Scriptural teachings on marriage, we must affirm that sexual relationships outside of biblical marriage and sexual relationships between persons of the same sex are not Biblical. LCA believes gender differentiation and male/female uniqueness are part of a divine design that God indelibly engraved upon creation. Based on our biblical and theological study, there is no argument for a “third gender” among humans. LCA is a Christian school representing Jesus Christ by helping parents prepare their children spiritually, academically, physically, and socially to become His disciples. The biblical and philosophical goal of LCA is to work with families who desire themselves and their children to develop into mature, Christ-like individuals who will be able to exhibit a Christ-like life. This involves the school’s understanding and belief in what qualities exemplify moral and sexual purity based on its interpretation of Scripture.

LCA stands firmly upon the historical truth claims and moral foundations of Christianity, including boundaries of sexuality and moral conduct, and upon the clear biblical teaching that gender is both sacred and established by God’s design. Parents or the legal guardians, who choose to enroll their children at LCA, are agreeing to support these and other basic biblical values derived from historical Christianity. Parents understand and agree that LCA will teach these principles and biblical values.

In addition, LCA urges parents to recognize their scriptural responsibility (Deuteronomy 6:1–9, Psalm 78:5, 6, Proverbs 22:6) to provide their children with a Christian education and to understand that the primary responsibility for this task rests with the parents (Ephesians 6:4). LCA was founded and continues to operate upon biblical values and the desire and commitment for Bible-believing Christian parents to enroll their children in an intentionally Christian environment. LCA will accept students who are willing to support the school’s philosophy of Christian education, student conduct requirements, and the school’s stated positions and whose parents are willing to allow their children to be educated and influenced in an intentionally Christian environment. Continued enrollment at LCA is contingent upon this same understanding and support by both the student and parents.

LCA is a religious institution providing an education in a distinct Christian environment, believing its biblical role is to work in conjunction with the home to mold students to be Christ-like. On occasions in which the atmosphere or conduct within a particular home or the activities of the student are counter to or in opposition to the biblical lifestyle the school teaches, the school reserves the right, within its sole discretion, to refuse admission of an applicant or discontinue enrollment of a current student. This includes, but is not necessarily limited to, living in, practicing, condoning, or supporting sexual immorality, including but not limited to, sex outside of marriage, homosexual acts, bisexual acts; gender identity different than the birth sex at the chromosomal level; promoting such practices; or otherwise the inability to support the moral principles of the school (Leviticus 20:13a, Romans 1:27, Matthew 19:4-6).

FINAL AUTHORITY IN MATTERS OF BELIEF 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 LCA’s faith, doctrine, practice, policy, and discipline, our Board is LCA’s final interpretive authority on the Bible’s interpretation and application.

PARENT STATEMENT OF SUPPORT

1. We will regularly and earnestly pray for LCA.
2. We will fully cooperate in the educational activities of LCA by doing our best to make Christian education effective in the lives of our children.
3. Our family will support the spiritual activities of the school (Chapel, Bible, Scripture memory, etc.).
4. We will pay all financial obligations on or before the date due. If we are ever unable to do so, we will notify the Business Office, giving a reasonable explanation for the delay and stating when payment will be made.
5. The school has full discretion in the discipline of our children in accordance with the “dress code policy” and the “discipline policy.”
6. The school reserves the right to place our children at the appropriate grade level and designate the appropriate teacher(s).
7. The school reserves the right to dismiss any student when either the parents or the student do not cooperate with the policies of the school.
8. We will volunteer for duties and responsibilities as opportunities arise and God provides the time and strength.
9. We will be faithful to attend all parent functions, as best we can. These include open houses, parent meetings, parent conferences, and/or information nights.
10. If we become dissatisfied with LCA in any way we will strive to resolve the matter with the person(s) involved privately and lovingly if possible, rather than spreading criticism and negativism (Matt. 18:15-17; 5:23-24).
11. We will seek to support and advance LCA in every area possible—spiritually, academically, physically, and financially.

PURPOSE OF THE HANDBOOK

The Parent-Student Handbook provides students, parents, and staff with a clear, concise statement of the basic policies, procedures, and philosophy of Liberty Christian Academy. Although the Handbook is not intended as a definitive statement on these subjects, it is written to answer the most frequent questions asked about the policies and procedures of the Academy. In the Handbook, no attempt has been made to explain the rationale for each policy or procedure, but it is important to realize that our policy and procedures are formulated as one way to implement our goals in Christian education as well as to provide for a safe, orderly, efficient, and consistent approach to problems. Commitment to these policies and procedures by students, parents, and staff enables the Academy to run on a smooth, orderly basis. Consistent support of them, however, will produce even more significant and lasting accomplishments for the students. We believe that Christian education involves encouraging and training students for responsible action. These policies and procedures are basic guidelines that should be viewed as one way we encourage and train students to recognize and assume responsibility for their actions. The ultimate purpose of this book assists in the “of one mind” training of children to honor God with their whole lives.

HANDBOOK REVISIONS

This handbook is available by downloading its contents from our website at www.liberty-academy.net and clicking on “LCA Life” and then clicking on “Student Handbook.” The policies of this handbook provide guidelines to be observed by parents and students. However, since the school cannot address all situations in this book, the school reserves the right to exercise its administrative prerogative in responding to situations and circumstances. The school reserves the right to interpret the written policies of this handbook as it sees fit and to revise the policies when necessary. To further our biblical values and goals, the administration shall have full discretionary authority in the implementation, interpretation, and enforcement of these policies. This handbook is not considered as a legal

contract in terms of contract law theory. The policies set forth in this handbook are subject to change at the discretion of the administration. Typically, revisions are made in the summer prior to the start of the next school year. However, if during the course of the year, it becomes evident that a policy is needed or should be changed, LCA reserves the right to make the change at the discretion of the administration. Parents should review the handbook each August for revisions, but be aware that additions or changes to this handbook can occur during the course of the year without notice. The last revision date will be posted on the first page of the handbook.

ADMISSION PROCEDURES FOR NEW STUDENTS

The admissions process to LCA begins with a tour of our campus. If a prospective family feels that LCA may be a good fit for their family, they then create an online admissions account through LCA's Admissions portal. Once all portions of the admissions application are complete, the prospective family must pay a \$30 application fee online in order to submit the application for review. Upon completion of the enrollment application, an admission interview will be scheduled. After acceptance to LCA, the student will be given an acceptance offer. The student's slot for the upcoming year is not secured until the family pays the enrollment fee.

Students are admitted to the Academy on the basis of previous school performance, personal references, personal interviews, and results of placement tests when deemed necessary. LCA reserves the right to refuse admission to anyone who would not fit into the spirit of the institution nor benefit from the education offered. The status of all students is reviewed annually.

If at any time a student or his/her parents do not demonstrate support for the school, its policies, or its biblical stand, the parents may be asked to take the child out of the school even though the child has not been an open discipline problem.

REENROLLMENT PROCEDURES

During February of each year, current parents are encouraged to reenroll for the fall. Re-enrollment will be available through the family ParentsWeb account beginning in February of each year.

NEW STUDENT ENROLLMENT

New student applications are available online on March 1 following the initial re-enrollment period for currently enrolled families.

STUDENT WITHDRAWAL

A student is not considered withdrawn until the school office has been notified by the parent, or in the case of dismissal, the parent has been notified and the parents have had an exit phone or office interview with the principal. On the basis of withdrawal, the balance of the annual tuition contract is due, unless withdrawal is due to military orders.

FINANCES

1. Application Fee:
 - a. New Families: \$30 - paid at the time of online application submittal
 - b. Returning Families: \$10 - paid at the time of online re-enrollment
2. Enrollment Fee:
 - a. New Families: \$250 – paid following acceptance to the academy
 - b. Returning Families: \$150 for re-enrollment packets completed between Feb. 1 and Apr. 30. and \$200 for enrollment packets completed on or after May 1
3. Resource Fee: Due by June 15 or within 10 days of acceptance to the Academy
4. Tuition: See annual tuition amounts on LCA website or within the online application or re-enrollment packet.
 - a. Pay in Full by Sept. 1 for 5% discount
 - b. 10 month payment plan
 - c. 11 month payment plan
5. Capital Fund Fee: Due by Dec. 1
 - a. Families with one student: \$250
 - b. Families with two students: \$300

- c. Families with three or more students: \$350
- 6. Other Fees (*if applicable*): Due at scheduled times throughout the year
 - a. Bus Fee: \$50/month for 1 student, \$25/month for each additional with \$100 family max
 - b. Before & After Care Fee: \$50/week
 - c. Sports Fee: \$75
 - d. Club Fees: varies
 - e. Field Trips: varies

GENERAL INFORMATION

ACHIEVEMENT TESTING

Grades 2-12 take a National Standardized Test in April of each academic year. Students should get a good night's rest and eat breakfast on test days. We encourage our students to perform their best, as the scores are a reflection and celebration of their academic success. However, LCA does not pressure staff or students regarding testing outcomes.

ARRIVAL/DISMISSAL

The attendance day is 8:00 A.M.-2:45 p.m. Students may be dropped off beginning at 7:40 a.m. Students not picked up by 3:05 p.m. will be sent to the after care room. Each time a student is sent to after school care, a charge will be added to the student's account. Elementary students may not remain on campus after dismissal without adult supervision. Any elementary student who is found unsupervised on campus after 3:05 will be sent to the afterschool room. Early check out must occur before 2:30 p.m. as teachers and children are preparing for departure at that time.

ATTENDANCE

All LCA students are expected to be in attendance from 8:00 a.m. - 2:45 p.m. Monday through Thursday and 8:00 a.m. – 1:45 p.m. each Friday. Students arriving after 8:05 or dismissing before 2:45 should be signed in/out in the office. Students may not miss twenty (20) or more unexcused absences per year. Students who exceed this limit may not be promoted to the next grade, and will be considered failed for the academic year. Students should return to school with a doctor or parent note indicating the reason for excused absences. If a student is close to the absence limit, parents should meet with school administration to discuss other options to avoid school failure. Parents should also limit early check-outs from school, as this affects instructional time.

BEFORE & AFTER CARE

Students may take advantage of wrap-around childcare services for a fee of \$50.00 per week. Before school hours are from 7:00 - 8:00 a.m. and after school hours are 2:45 - 5:30 p.m.

CAMPUS RESTRICTIONS

The use of tobacco, tobacco products (including electronic cigarettes), alcohol, and/or illegal drugs is prohibited at all times while on LCA property or within any of LCA facilities. No person may use tobacco products, alcohol, or illegal drugs in a personal vehicle while located on LCA property.

CHEATING

Cheating is giving aid to a student or receiving any form of aid regardless of the source without the consent of the teacher. Assistance in daily lesson work is not considered cheating as long as the student actually does the work. The line between lesson "assistance" and cheating is drawn at the point of providing actual answers to questions. Quizzes and tests must be completed without the aid of any notes or other forms of written information and without information provided by human sources. Students may receive help to clarify word meaning if a student does not understand a question, but prompts that would guide the student to the correct answers are inappropriate. Parents are responsible to monitor student work to assist teachers in verifying student submission integrity.

CLASS PARTIES

Food brought in for parties must be commercially prepared and packaged. Homemade foods are not permitted due to allergies and a lack of nutrition information. For birthday parties, no party favors or balloons are allowed. When planning to send in treats, please let your child's teacher know at least two days in advance. Do not send in treats with nuts due to allergies.

COMMUNICATION

Open communication is essential in building a partnership between school and home. Our teaching and administrative staff will be available through notes, email, or by scheduling a conference at the school. All LCA families will create a ParentsWeb account that gives parents access to their child's grades, schedules, behavior notes, and announcements. Parents can also download the free *Renweb Home app* to access their account from Android or iPhone. Parents should utilize email as a primary method of direct communication with teachers.

CRISIS MANAGEMENT

LCA has developed a comprehensive Crisis Management Plan that is available for parent inspection. Faculty and staff are trained annually in its use, and students are drilled in evacuation, severe weather, and lock-down procedures. All public entrances to the academy buildings are locked and monitored during the school day.

ELECTRONIC DEVICES

Elementary and middle school students are not permitted to use cell phones or other electronic devices (cell phones, tablets, personal computers) during the school day, unless specifically authorized by the teacher for a special event. High School students are permitted to have electronic devices during the school day, but they are **not** authorized for use in the classroom. High school students may use their devices between class periods, but they may not use them in the classroom *unless specifically authorized by the teacher*. If a student is found using a cell phone during class time without permission, the phone will be taken to the principal's office and returned at the end of the day.

FIELD TRIPS

Parent support is welcomed and encouraged. Please let your child's teacher know if you are interested in being a chaperone for class field trips. Volunteer chaperones are assigned by teachers to supervise groups of students. In order to provide adequate supervision, chaperones may not bring additional children.

FINANCIAL INFORMATION

Tuition is due by the first of each month. A late fee of \$25.00 will be added to a student's account if payment is received after the 5th of the month. In the event of extenuating circumstances, please contact our office manager to make different payment arrangements. If payment is not received, the student may not be allowed to continue attending Liberty Christian Academy.

INCLEMENT WEATHER

On days when conditions make transporting students to and from school unsafe, we will announce closings or delays on the LCA website, through text messaging, email notifications, and on the following TV/radio stations:

- WITN Channel 7
- WNCT Channel 9
- WCTI Channel 12

LUNCH PROGRAM

Hot meals are available to all students on a daily basis from an outside vendor for \$5.00 per day. Parents must pre-order lunches through ParentsWeb. Students are allowed to bring bag lunches if they choose not to participate in the lunch program. Microwaves are available for student use. Beverages, snacks, and frozen items are available for purchase. Students may purchase these items and have the cost billed to their student account. *Families that accrue an unpaid balance of \$75.00 or more for lunches will not be permitted to continue ordering until payment arrangements are made.*

MEDICAL AND HEALTH CARE POLICIES

For the well-being and health consideration of all our students and staff, parents are asked to keep home any student with fevers and contagious illnesses. Upon return, students need a signed note from the parent stating the reason for missing school or a doctor's note stating they are clear to return to school. In order to return to the program your child must take any prescribed antibiotics and be free from fever, vomiting, flu symptoms, diarrhea, colored nasal discharge, persistent cough, strep throat, or pinkeye for a full **24 hours** (without the use of medication like Motrin, Aspirin, Tylenol, etc.) and be able to participate comfortably in all program activities including going outside. It is very important and in your advantage to keep your child home, away from the group, when ill. We are aware of working family demands, but need your cooperation in order to keep illnesses down, especially during the winter, so students and staff can be fully involved within the program.

All medications (prescription or over-the-counter) must be stored and administered by the school office. The parent must furnish the medication and provide a note indicating the date, dosage, and time to be administered. Medications must be in the original packaging in a labeled zip-lock bag with instructions.

Emergency information is required on the student application. If there is a change in this information, the parent is responsible for notifying the school office in writing. Please make sure your emergency contact has written permission to obtain medical treatment for your child when you are not present.

If your child becomes ill at school, you will be notified immediately. If your child has any of the following conditions or symptoms you will be called to pick up your child from the program within one hour of notification. Your child will also be kept separate from the group in order to keep illnesses from spreading further.

- Colds accompanied by colored nasal discharge
- Uncontrollable productive cough
- Fever greater than 100.5 °F
- Vomiting and/or diarrhea
- Pink eye, pinworms, or other infestations
- Strep throat, or mouth sores that are open
- Scabies, head lice
- Unknown body rashes
- Any illness disabling child from participating fully
- Contagious childhood diseases, such as chicken pox, mumps, or impetigo

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are scheduled for all students twice each year. Parents should feel free to schedule additional conferences whenever needed. Parents are asked not to discuss the specifics of your child's program with the teacher at arrival or dismissal times. We ask that all parents exit the classroom by 8:00 each morning.

PLAGIARISM

Whether intentional or not, plagiarism is submitting work that is not the student's own thoughts and opinions, but has originated from another source and is not properly documented.

Examples of plagiarism: (this is not a comprehensive list)

- Copying from the internet or books
- Having someone else write your paper
- Sharing answers
- Rearranging someone else's words

- Downloading internet papers
- Copying another student's work: part or all

LCA is committed to ensuring that students are properly equipped to follow accepted guidelines of research, to properly cite sources used, and receive appropriate feedback and consequences when they fail to do so.

- In research papers, students may use direct quotes and put information in their own words. Citing sources is expected.
- High school students are required to utilize MLA formatting and citation style.
- All projects that require research and source citation must have a works cited page in order for students to receive credit. These reports also require the use of in-text citation called "parenthetical documentation" (MLA citation style). Reports that do not comply will be returned to the student for resubmission before any grading takes place.

PLANNED OR EXTENDED LEAVES OF ABSENCE

If, for any reason, a parent feels his or her student will need to miss an extended period of time or accrue excessive absences throughout the school year, the parent will need to meet with school administration and the student's teachers to establish a *Modified Attendance Plan*. The attendance plan will establish the reasons for the absences and a plan to ensure the student will still attend enough class time and complete enough at home work to stay on track. The plan must include a note from doctors or other documents explaining the extended absence. A Modified Attendance Plan will specify limits for absences. Once an agreement has been signed by a parent, it is considered binding unless a new agreement is established.

STUDENT RELEASES

Students in Grades TK – 5th will be released only to adults or older siblings (16 or older) listed on the pick-up forms. Students will not be released to other individuals unless authorized in writing by the parent. Authorized individuals who are not known by the teacher will be asked to show photo identification card.

TARDY POLICY

Late arrivals to school present a disruption to the entire class and should be avoided whenever possible. Students are considered tardy if they are not in their assigned place by 8:05 A.M. Three tardies result in one unexcused absence.

TELEPHONES AND MESSAGES

Office telephones are not for student use except in the case of emergencies. Cell phones should remain out of sight at all times to minimize distraction during instruction. Parents will be notified when cell phones become an issue and will be asked to keep them at home. If a student is found using a cell phone or personal device in class, the administration reserves the right to take the cell phone and hold it until the end of the day.

TRANSPORTATION

LCA provides bussing to and from three locations in Onslow County: New Beginnings Child Care at Carolina Forest, New Beginnings Child Care at Southwest, and Centerview Baptist Church on Piney Green Road. In Duplin County, LCA picks up in Beulaville and Kenansville. Parents interested in transportation should call the office to be added to the roster on a first come, first serve basis. LCA charges a bus fee of \$50 per student per month for the first student in the family, and \$25 for each additional student. (*Max of \$100 per family*).

VISITORS

Parents are encouraged to visit their child's classroom. We ask that you schedule your visit with your child's teacher, sign in *and* out through the front desk, and display the Visitor's Pass at all times on your left or right chest. Visitor passes must be worn at all times in the building, even when eating lunch with students, and returned to the front desk when signing out. Visiting is encouraged during lunch times so as not to distract class instruction.

Visitation during recess is discouraged. Classroom visitation will be limited to individuals who are on the student's emergency contact or pick-up list in RenWeb.

VOLUNTEERS

We expect our parents to take an active role in support of their child's learning. There are numerous opportunities for parents to volunteer their time and services. If you wish to serve in any capacity, you can fill out an application and meet with school administration. A limited number of volunteer opportunities will be published through the LCA website, and parents may apply to be considered to fill those volunteer positions. Volunteers are required to complete a volunteer application and obtain a background check prior to being considered for a position.

WITHDRAWAL

If a student withdraws early from Liberty Christian Academy, parents still remain financially responsible for the *full year's tuition*, regardless of the form of payment. Transcripts will be sent when all obligations to the Academy have been satisfied. If semester work is incomplete, the student transcript will include semester exit grades determined by averaging completed unit percentages. Incomplete units will not be recognized in the exit average. Acknowledgement of the percentage of work completed within the semester will be provided in the transcript comment section. As an integral part of the *personal* withdrawal process, parents are asked to complete and submit the Academy Withdrawal Form.

Liberty Christian Academy is committed to serving the unique needs of military families in our community. As such, withdrawal from school due to military PCS (Permanent change of station) or deployment orders will result in a pro-rated annual tuition for only the time the student attended.

ZERO-TOLERANCE POLICY

Violence or threats of violence will not be tolerated. Students who are physically aggressive toward others, who make verbal threats, or bring weapons to school may be suspended or dismissed depending upon the specific circumstances involved.

CAR-LINE PROCEDURES & DROP-OFF SYSTEM

1. Drop-off begins at 7:40 a.m. at the rear of the auditorium.
2. Seating should be arranged so lower school students can exit the car on the left side and upper school students can exit to the right.
3. Students are expected to report directly to their classroom upon arrival at school each day.
4. After 8:05 a.m., parents should park and walk students into the building. A parent or guardian should sign students in at the front desk of their respective school.

Pick-up System

1. You will receive a pick up card for display in your vehicle.
2. Display the card each time you enter the pickup line.
3. Please do not call or signal students to come to your car. It is extremely important that students wait where told until directed by LCA personnel.
4. Please be prepared to drive around and re-enter the traffic circle if directed.

5. Please do not use cell phone while moving in line.
6. Car pick-up will begin at 2:45 and will end at 3:05 each day.

DRESS AND APPEARANCE

Students and parents are expected to be familiar with and support the published dress code. The dress code will be strictly enforced. Parents of students in obvious violation of the dress code will be called. Repeat offenders will not be admitted to class until violations have been corrected.

STUDENT DRESS CODE

Student attire should always be clean and neat. Clothing must not be disruptive to the teaching-learning process. An authorized faculty member will determine if attire is disruptive or inappropriate or whether it violates the spirit of this code. Students in violation will be handled at the Principal's discretion. Students who attend school or school functions wearing non-dress code attire will be required to change clothes before attending class or the school function. NOTE: Standards of dress for special activities such as field trips will be prescribed by the teacher in charge.

Uniforms

Pants/shorts: Khaki or navy (Uniform style). Girls may wear khaki or navy skirts. Length of shorts or skirts must be below the fingertip of one's extended arm and hand but no more than 3 inches above the knee. Pants should not be form-fitting.

Shirts: Any solid color polo or school logo shirts, which may be purchased from the school store. Solid color button-up shirts are acceptable, but they must not have stripes or designs.

Dresses: Girls may wear solid color polo dresses. Uniform dresses are permitted in khaki or navy.

Shoes: Extravagant colored shoes are discouraged. Flip-flops and crocks are not permitted. Sandals *with backs* may be worn. Light-up shoes are not allowed. On physical education days, students must wear athletic-type shoes in order to participate.

Jackets: Non-uniform outer garments (coats, jackets, sweaters) may be worn to and from school but may not be worn in the building. LCA school logo jackets or any solid color jacket, sweater, or sweatshirt are acceptable in the building.

Friday Dress: Students may wear non-uniform clothes on Fridays. However, clothes must conform to the spirit of LCA dress code, including no inappropriate language, no spaghetti straps, no sleeveless tops, no holes above the knees, no athletic shorts, no pajama pants, and leggings can only be worn under a top that is no more than 3 inches above the knees.

Bookbags: Elementary grades (k-5) are permitted to have appropriately themed book bags. Students in grades 6 - 12 should have solid or multicolored book bags, without themed logos.

The following are not permitted for school nor school-sponsored activities:

- Tank tops and sleeveless tops
- Swim suits or board shorts
- Visible body piercing or tattoos (Girls may have earrings).

- Sagging pants or pants belted below the hipline
- Clothing which displays logos promoting the use of tobacco, alcohol, or drugs
- Clothing with obscene or suggestive print or which degrades another group of people, exposed underclothing
- Hats, caps, toboggans, bandannas, visors, or sunglasses may not be worn inside any school building
- Shorts, skirts, and dresses which are excessively short or form fitting (i.e. yoga pants)
- Shorts or pants with writing across the seat
- Tops and shirts must fully cover the midriff

DRESS CODE ENFORCEMENT

Enforcing standards of dress will be the responsibility of all faculty members and the Principal. Students who attend school or school functions dressed inappropriately will be required to change clothes before attending class or the school function.

- First violation: Student will be given a clear verbal warning. Violation must be corrected before the child can attend class or school function.
- Second violation: Parents will be notified by phone regarding the violations, and the student will sign a write up sheet for the offense.
- Third violation: The Principal will meet with the parents and the student to discuss the student's compliance with the dress code. A one-day suspension may result from this meeting.

PARENT DRESS

While on campus, parents should wear appropriate attire that adheres to the spirit of the dress code.

ACADEMIC SECTION: TRANSITIONAL KINDERGARTEN

TK PARENT GUIDELINES:

You are a very important part of the school and of your child's education. A mutual understanding and respect between parents and teachers is essential in establishing cooperative home and school relationships. This should ensure enriched experiences for your child. We want to provide an atmosphere that will encourage your child to grow spiritually, physically, emotionally, socially, and academically. Through positive learning experiences, we hope to prepare your child for later learning and living.

We invite you to attend school functions, feel free to serve in the school, attend parent-teacher conferences or request conferences if there are concerns, and give your comments and suggestions.

PHILOSOPHY OF TRANSITIONAL KINDERGARTEN

LCA's Transitional Kindergarten program strives to maintain a balance of child-initiated play with teacher-directed activities to provide a well-rounded developmental experience. Children will be encouraged to understand and interact with God's Word and His world. Children will be encouraged to learn academically and socially through activities that engage their minds and hearts. We incorporate activities and experiences to enhance skill development critical for success in kindergarten and beyond, including: language development, reading readiness, writing readiness, math skills, thinking and listening.

GOALS AND VALUES

For Children:

- Provide a loving and safe atmosphere where children can grow to their potential academically and socially.
- Provide an environment that helps children to learn about and feel secure in their role as a student.
- Provide meaningful, Bible-based opportunities for children to explore their role as a family member and friend.
- Promote understanding through discussion that children are wonderfully and individually created by God for His purposes.
- Facilitate confidence and independence at school.
- Encourage the use of a child's unique learning style to reach age appropriate goals.

For Parents:

- Become a supportive team with the parent to help each child reach their God designed potential.

For the Community:

- Teach and demonstrate Biblical principles that help the students learn their role in society and make an impact for God's Kingdom.
- Provide opportunities to serve others with the purpose of expressing God's love in various ways.

ABSENCES

Regular attendance is encouraged; however, if your child is ill, if you are planning a vacation or if you know in advance when your child will not be attending school, kindly inform your child's teacher.

ARRIVAL

The teacher will be in the classroom ready to receive your child with a special morning welcome. If dropping off your child in the classroom rather than utilizing the drop-off lane, quick transitions make the separation experience easier. Please refrain from conferencing with the teacher at drop-off time, as this is a time where student supervision is necessary.

BEHAVIORAL EXPECTATIONS

In keeping with the philosophy of the school to provide a safe environment conducive to learning for our students and staff, we recognize that there may be a disruptive behavior that would hinder the learning process. We also recognize that any behavior that causes harm to self or others is likewise unacceptable and needs to be corrected. Should repeated unacceptable behavior arise, a meeting with the teacher, parents, and school administrator will take place to initiate a plan of action to correct the behavior. After a designated period of time from the initiation of the plan, the expectation is that there will be a change in behavior. Any time a severe behavioral infraction occurs, the child will be excused from the class until a meeting with the teacher, parents, and the administrator can be arranged. If the child is found not to be developmentally ready for preschool, the administration reserves the right to excuse the child from the program.

BIRTHDAYS

All birthday celebrations should be arranged in advance with the teacher. If invitations or goodie bags are brought to school, they must be provided for the whole class. In order to avoid hurt feelings when planning a home birthday party please follow these suggestions: try to schedule a party on a weekend or at a time that does not involve picking up children from school, and please send invitations by mail if you will not be inviting everyone in the class.

CHILD ABUSE AND NEGLECT

If at any time a teacher, principal, or other LCA employee reasonably suspects that a child has been abused or neglected by the parent or guardian, it will be reported to the appropriate authorities.

CLOTHING

Students in Transitional Kindergarten adhere to LCA's uniform policy (*see General Information section*). Please label all items with names. Please keep a change of clothing appropriate for the season including socks and underwear in a zip lock bag in your child's backpack at all times. Students must wear tennis shoes on PE days. Girls need to have shorts or biker shorts under their dresses or skirts.

COMMUNICATION

Correspondence between the school and home will occur via weekly folders, monthly calendars, memos/letters, and email. Please contact us if you have any concerns about your child. We appreciate being advised of any changes in your child's home situation, any crisis, or any other circumstance that may affect your child.

CONFIDENTIALITY

Parents are asked to refrain from discussing their child or any other child in public. Please ask the teacher or director for a conference. The protection and confidentiality of each child and family is important to us.

CONTACTING YOUR TEACHER

Please feel free to email or call your child's teacher with any information or questions. Your call or email will be returned as soon as possible.

DISCIPLINE AND BEHAVIOR MANAGEMENT PROGRAM

Each child is a gift from the Lord. In discipline, the focus will be on what the child has done and how to correct it in the future NOT on the child as an individual. There will be NO physical means used as discipline. If re-direction does not work, then a short, supervised time-out period will be used.

We

1. DO praise, reward, and encourage the children.
2. DO reason with and set limits for the children.
3. DO model appropriate behavior for the children.
4. DO modify the classroom environment to attempt to prevent problems before they occur.
5. DO listen to the children.
6. Do provide alternatives for inappropriate behavior.
7. DO provide the children with natural and logical consequences of their behaviors.
8. DO treat the children as people and respect their needs, desires, and feelings.
9. DO ignore minor misbehavior.
10. DO explain things to the children on their levels.
11. DO use short, supervised periods of "time-out."
12. DO stay consistent in our behavior management program.

We

1. DO NOT spank, shake, bite, pinch, push, pull, slap, or otherwise physically punish the children.
2. DO NOT make fun of, yell at, threaten, make sarcastic remarks about, use profanity, or otherwise verbally abuse the children.
3. DO NOT shame or punish the children when bathroom accidents occur.
4. DO NOT deny food or rest as punishment.
5. DO NOT leave the children alone, unattended, or without supervision.
6. DO NOT allow discipline of children by children.
7. DO NOT criticize, make fun of, or otherwise belittle children's parents, families, or ethnic groups.

DISMISSAL

Your child will be brought out to the auditorium to follow school-wide pick-up procedures. It will not be necessary to come into the building. Please remain in your car placing your school issued nametag in the driver's window. Please remove the tag after the child has been brought to your car. Please be prompt in picking up your child.

LOST AND FOUND

Students are encouraged to have all personal belongings labeled. If an item is lost or misplaced, students are to check with their teacher. Items not claimed will be donated to charity.

LUNCH

In preparation for Kindergarten, students need to practice eating as independently as possible. With this in mind, parents should prepare lunches that are easily manipulated by the children (i.e. oranges peeled, fruit already cut

or fruit cups drained and placed in a baggie, cheese sticks opened, etc.). Drinks should be in spill-proof, leak-proof containers and anything else that spills easily should be avoided. Please send nutritious lunches, remembering **no gum** is allowed at school. Include an ice pack to keep refrigerated items cool. Please inform us of any food allergies during orientation. Partially eaten food will be returned home in the lunch box so parents will be aware of what the child has eaten. Sharing food between students will not be allowed.

SHOW AND TELL DAYS

Some classes may have show and tell days. We ask that live animals/pets not be used for show and tell. Play guns and other weapons are not permitted at school. Please refrain from allowing your children to bring in toys unless it is a show and tell day.

SPECIALS CLASSES

Students will attend specials classes daily. These classes consist of Music, Art, computer, PE, Library and Spanish.

TIME-OUT

Time-out is the removal of a child for a short period of time (3 to 5 minutes) from a situation in which the child is misbehaving and has not responded to other discipline techniques. The time-out space (usually a chair) is located away from the classroom activity but within the teacher's sight. During "time-out," the child has a chance to think about the misbehavior which led to his/her removal from the group. After a brief interval of no more than 5 minutes, the teacher discusses the incident and appropriate behavior with the child. When the child returns to the group, the incident is over and the child is treated with the same affection and respect shown the other children. If further action is needed, parents will be notified by the teacher.

WHAT TO BRING TO SCHOOL

- Appropriate **dress for the weather of the day**, including sweaters, coats, rain gear, etc. when applicable (please label clothing).
- A complete change of clothes appropriate for the season. Be sure to restock regularly especially as seasons change or your child grows.
- A **labeled lunch box or lunch bag**, complete with daily lunch, drink, napkin, and any utensils.
- Daily or weekly folders that need to be returned to the teacher.

HOW PARENTS CAN HELP ENRICH THE PROGRAM

You can greatly help your child by being aware of the subjects he or she is currently learning. You can supplement our teaching by simply talking to your child. Asking him or her questions regarding the units of study or themes to be presented by the teacher is very beneficial. Point out items in the home that can be used in school. If the subject is particularly interesting to you and you feel you would like to participate in any of our classes, please contact the teacher. Your talents would be of great benefit to us. We continue to collect, build, and create as our program takes shape, expands, and grows. We welcome your donations, suggestions, and ideas!

ACADEMIC SECTION: KINDERGARTEN – 5TH GRADE

EDUCATIONAL GOALS

1. Academic excellence in a Christ-centered environment;
2. Spiritual/character development in a caring, loving environment;
3. Enrichment of lives emphasizing creativity.

ABSENCES

Regular attendance is encouraged; however, if your child is ill, if you are planning a vacation or if you know in advance when your child will not be attending school, kindly inform your child's teacher.

ASSESSMENT OF STUDENTS' PERFORMANCE

1. Kindergarten: Students in Kindergarten receive report cards every nine weeks. Progress is assessed using the following scale: "Above Average (A)," "Satisfactory (S)," "Needs Improvement (N)."
2. Grades 1-5: The academic performance of students in grades 1 - 5 in core subjects (e.g., language arts, math, science, Bible, etc.) are assessed using the following scale: A (100-90), B (89-80), C (79-70), D (69-60), F (59-0). Performance of elementary students (grades 1-5) in enrichment courses (e.g., art, choir, band, etc.) is assessed using the following scale: "Above Average (A)," "Satisfactory (S)," "Needs Improvement (N)."

BIRTHDAYS

All birthday celebrations should be arranged in advance with the teacher. If invitations or goodie bags are brought to school, they must be provided for the whole class. In order to avoid hurt feelings when planning a home birthday party please follow these suggestions: try to schedule a party on a weekend or at a time that does not involve picking up children from school. Please send invitations by mail if you will not be inviting everyone in the class.

HOMEWORK AND TESTS

General guidelines for homework are available from individual teachers. Time spent on assignments may vary depending upon the student's academic strengths and motivational level. Elementary teachers may provide class calendars to facilitate communication regarding assignments, tests, quizzes, and special school functions.

HONOR ROLLS

Students who have A's in all of their courses are placed on the A Honor Roll. Students who make A's and B's in all of their courses are placed on the A/B Honor Roll. During the end of the year Awards Assembly, students who have received A's in all of their courses each quarter receive a recognition certificate for the A Honor Roll. Likewise, students with A's and B's in all courses for each quarter receive a certificate of recognition.

INCOMPLETE WORK

Students must complete any assignments that are missed due to absences within time frames established by the school. For each day of absence, two days are allowed for the completion of assignments. If long-term assignments are due, the two-day allotment may be exempted. For instance: A book report was assigned at the beginning of the quarter. If a student were absent the day before its due date, the student would be responsible for

the report upon return or no later than the next day. Extensions may be granted in extenuating circumstances. Submitting late assignments may result in a deduction of points from the assignment grade. Course work that is incomplete at the end of a semester may receive a grade of "I" for Incomplete. All such grades must be converted to a regular grade during the first week of the new reporting period or within 1 week of the end of the school year. Grades not converted will automatically be recorded as "F." The administration may grant exceptions in extenuating circumstances.

MEDIA CENTER

Students in Kindergarten – 5th grades visit the media center on a regular basis as a class. Families are encouraged to support the media center through donations of books, periodicals, videotapes, audio-tapes, and other educational materials. All media center books must be checked out and returned according to procedure. Fines may be charged for overdue books. Lost or damaged books must be paid in full. Students will not be given a final report card unless all media center fines are paid. A parent or guardian must accompany students in Kindergarten – 5th grades to the media center after school.

PROMOTION GUIDELINES

Students must pass all major academic subjects before being promoted to the next grade level. Major subjects include English, math, science, literature, and social studies. If a student makes more than 2 F's or 3 D's in major subjects for the yearly average, the student is required to repeat the grade.

REPORT CARDS

Report cards can be accessed through RenWeb quarterly. All outstanding tuition and fees must be paid before a student's final report card is issued. Students leaving the school during the school year for any reason must have all tuition, fees, and fines paid through the month they withdraw prior to report cards being distributed or having permanent records transferred to another institution.

ACADEMIC SECTION: MIDDLE SCHOOL-HIGH SCHOOL GRADES 6-12

“A wise man will hear, and will increase learning; and a man of understanding shall attain unto wise counsels: To understand a proverb, and the interpretation; the words of the wise, and their dark sayings ... fools hate knowledge.” Proverbs 1:5 - 6, 7b

EDUCATIONAL GOALS

1. Academic excellence in a Christ-centered environment;
2. Spiritual and character development in a caring, loving environment;
3. Enrichment of students' lives with an emphasis on instilling creativity.

COURSES OF STUDY

LCA offers three curriculum tracks for high school students. The Honors Track and the College Preparatory Tracks are academically demanding and prepare students for acceptance into four-year colleges. The General Track is designed to meet the needs of students who plan to attend technical, junior or community colleges. Students in the General track do not enroll in Advanced Placement and Honors classes.

ACADEMIC TRACKS AT LCA

1. The general track requires 21 units that include 4 units of English, either 2 units of math (Alg. I required) and 3 units of science (Biology or H. Biology required) or 3 units of math and 2 units of science (same requirements), 2 units of history (World History and American history required), and 10 units of electives. General track students cannot take honors or AP classes.
2. The college-preparatory track requires 24 units that include 4 units of English, 4 units of math (Alg. I, Geometry, Algebra II, and any math beyond Alg. II), 4 units of history, 3 units of science, 2 units of foreign language, and 8 electives.
3. The honors track requires 25 units that include 4 units of English (3 honors and/or AP courses), 4 units of math (3 honors and/or AP courses), 4 units of history (3 honors and/or AP courses), 4 units of science (3 honors and/or AP courses), 2 units of foreign language, and 7 electives.
4. One year of Bible is required for each year at LCA (grades 9-12). Example: If a student transfers to LCA his junior year in the honors track, 2 units of Bible is required for graduation plus 4 electives for his total of 6 units.

ADDING AND DROPPING COURSES

A high school course may be dropped without penalty until the end of the 2nd week of the first quarter of the course with the approval of the principal.

INCOMPLETE WORK

Students must complete any assignments that are missed due to absences within time frames established by the school. For each day of absence, two days are allowed for the completion of assignments. If long-term assignments are due, the two-day allotment may be exempted. For instance: A book report was assigned at the beginning of the quarter. If a student were absent the day before its due date, the student would be responsible for the report upon return or no later than the next day. Extensions may be granted in extenuating circumstances. Submitting late assignments may result in a deduction of points from the assignment grade. Course work that is incomplete at the end of a semester may receive a grade of "I" for Incomplete. All such grades must be converted to a regular grade during the first week of the new reporting period or within one week of the end of the school

year. Grades not converted will automatically be recorded as "F." The administration may grant exceptions in extenuating circumstances.

EXAMS

Students in grades 9-12 are required to take semester exams for core classes. Semester exams constitute 20% of the student's final grade.

PROGRESS REPORTS AND TEACHER CONFERENCES

Parents are informed of their students' progress in a variety of ways. This includes (1) ParentsWeb, (2) email correspondence, and (3) requested parent-teacher conferences. A parent should check their student's grades regularly on ParentsWeb. Parents should note their student's progress at the mid-point of each quarter as stated on the school calendar. Parents may request a conference with a teacher by email or by calling the teacher.

GRADING SCALE

Students in grades 6-12 are evaluated each quarter in scholarship. The following grading scale is used to evaluate scholarship performance and to assign letter grades for course work in all classes. The grading scale is as follows: A (100-90), B (89-80), C (79-70), D (69-60), F (59-0).

REPORT CARDS

Report cards can be accessed through RenWeb quarterly. All outstanding tuition and fees must be paid before a student's final report card is issued. Students leaving the school during the school year for any reason must have all tuition, fees, and fines paid through the month they withdraw prior to report cards being distributed or permanent records being transferred to another institution.

PROMOTION AND GRADUATION GUIDELINES

Students must pass all major subjects (i.e., English, math, social studies, and science) before being promoted to the next grade level. No more than 2 subjects that are failed during a school year may be made up in summer school. If a student in grades 6-8 makes more than 2 F's in major subjects, the student is required to repeat the grade. Additionally, students must have successfully acquired the number of course credits necessary in order to move up to the next grade level or to graduate.

HONOR ROLLS

Students who have A's in all of their courses are placed on the A Honor Roll (A's each quarter, each semester, and yearly). Students who make A's and B's in all of their courses are placed on the A/B Honor Roll (A's and B's each quarter, each semester, and yearly). During End of Year Awards Assembly, students with all A's or A's and B's will receive a certificate of recognition.

MEDIA CENTER

The school media center is available for student use after school in accordance with the library schedule or teacher-directed use during the school day.

DISCIPLINE POLICY

“Do not be misled. Bad company corrupts good character.” I Cor. 15:33

“Discipline yourself for the purpose of godliness...” I Tim 4:7

“No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it.” Heb. 12:11

The Bible clearly indicates that parents are responsible for the discipline (that is, training or instruction) of their children. Liberty Christian Academy exists to assist parents in their God-given responsibilities. Therefore, LCA seeks not to assume the task that God gives to parents, but only to serve as the parents' appointed and authorized representatives in the child training process, in a limited way. In formulating a philosophy of education and discipline, the Academy has attempted to align itself as closely as possible with the Bible's instructions to parents so as to provide the utmost consistency for the child between training to be taught at home and training received at the Academy. In that same spirit, the Academy likewise assumes parents will direct and discipline their children accordingly. If parents have chosen to follow a different course in directing and disciplining their children, then parents and students should realize that LCA may not be the choice in education that suits their needs. Discipline may be correctly viewed as both a process and a product. God expects parents or other authorities to discipline children so as to produce a child who consistently becomes a more self-disciplined adult, requiring less supervision as he/she matures. He/she, then as a self-disciplined adult assumes the role of training the next generation. The school's philosophy of education and discipline exists to serve and further this ultimate spiritual goal. God-given responsibilities in the discipline process exist not only for parents and teachers; they exist likewise for students. Students are to respond to Academy faculty and staff members with appropriate respect and courtesy. Any failure to maintain a biblical attitude of respect and obedience toward Academy authority that manifests itself in improper behavior or violated standards will result in disciplinary action appropriate for the violation. The Academy expects that parents will support the administration in such disciplinary action by encouraging obedience and respectfulness to the action of the Academy. Only while operating within the above philosophy of discipline can the educational process reach its maximum potential. LCA is committed to the philosophy and principles of Christian education. Student conduct that works against Academy philosophy will not be condoned. The guidelines listed in this book are based on Christian principles, appropriate standards of conduct, and common sense. Guidelines provide boundaries for security and freedom. We trust that our students would respond with positive attitudes and conduct.

Classroom Management

Teachers in the classroom are primarily responsible for management of their classroom. Teachers are given the ability to oversee discipline in the classroom, and communicate with parents about discipline issues with their student. It is up to the teacher to determine if an infraction can be handled through in classroom discipline or if the student should be referred, via a write-up, to administration. In-class consequences that may be assigned by the teacher include, but are not limited to: loss of privileges (loss of recess time), isolation from other students, and additional work (i.e. an essay on the consequences of the misbehavior). Recurring violations will result in a write-up with administrative referral.

CLASSROOM DISCIPLINARY GUIDELINES

1. No talking in class without being recognized (raise your hand).
2. Do not leave your seat without permission.
3. Keep your hands, feet, and other things to yourself.
4. Be kind in what you say to others and to your teacher.
5. Accept and obey any instruction or discipline from a teacher.

6. Do not sit on desktops and tables in the facility as a matter of stewardship.
7. Do not prop outside doors open as a matter of security.

Conversations held within the classroom and on campus are not to infringe on the rights of others. Such conversations are to relate constructively to the time and place. During classroom discussion, all students should listen attentively and respectfully to the contributions of others. Conversations should be positive, constructive, and respectful. Foul, dirty, or suggestive language, drawing, or stories, gossip, misuse of God's name or spiritually meaningful terms, suggestive sign language, degrading names, putting others down by telling them to shut up or get lost, etc., even if done in fun, are examples of conduct which are not acceptable and can result in immediate disciplinary action. This includes electronic and digital communication (e.g., blog sites, email, Facebook, Twitter, etc.).

DISCIPLINARY GOALS

1. Respect authority- Someone has said, "Consequently, he who rebels against authority is rebelling against what God has instituted and those who do will bring judgment on themselves." (Rom. 13:2)
2. Use time wisely- "Teach us to number our days, that we may gain a heart of wisdom." (Ps. 90:12)
3. Be considerate of others- "Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen. Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you." (Eph. 4:29, 32)

STUDENT BEHAVIOR

To accomplish these goals, certain behavior by students cannot be tolerated and will result in action by the administration and/or the teacher. Examples are:

1. Use of physical force or verbal intimidation
2. Leaving school property without permission
3. Defacing any property of the school or another student (damage caused by the student will be paid for by the student)
4. Bringing to class any article that distracts another
5. Being disrespectful toward fellow students, teachers, or staff, in attitude, words, or actions
6. Using or sharing crude, profane, or vulgar language whether verbally, written, in social media, music, videos, etc.
7. Lying, cheating, stealing, plagiarism, vandalism, or bullying
8. Inappropriate public display of affection such as kissing, hand holding, embracing, etc.
9. Involvement or the impression of involvement in immoral activities or activities that are contrary to the philosophy of Liberty Christian Academy
10. Obscene body language
11. Possession on their person, in their locker, or in their cars of any kind of weapon, fireworks, drugs, drug paraphernalia, cigarettes, alcohol, or pornography
12. Blatant disrespect resulting in the student being asked to leave the classroom or a school activity.

The Academy maintains the right to remove any student from its enrollment if the Academy feels that the parent(s) are not in harmony with the philosophy of the Academy. The Academy will cooperate with the home and in the nurturing of the student(s). The Academy reserves the right to remove the student(s) from their enrollment if at any time, and at the Academy's sole discretion, it can no longer assist the family in the nurturing of their children.

METHOD OF DISCIPLINE

1. TK-Grade 5: Students in Transitional Kindergarten through third grade will be treated fairly and reasonably. Discipline will be based on careful evaluation of the circumstances for each case. The

teacher will determine the disciplinary action based on the seriousness of the offense, the student's age, frequency of misbehavior, the student's attitude, and parental support. The principal may, at his/her discretion, circumvent the evaluation process due to the gravity of the offense. The use of LCA's write-up process within RENWEB will be utilized to record behavior infractions and to communicate the misbehavior, as well as the consequence, with the parent or guardian.

2. **Grade 6-12:** LCA utilizes a write-up process within the RENWEB student information system with a 3-step discipline process. Write-ups will include explanation of the offense and consequences. In general, minor disciplinary problems will result in loss of privileges. Serious or repeat offenses will result in administrative referral. LCA reserves the right to utilize in-school suspension or out of school suspension for severe or repeated offenses. Students in in-school suspension will be separated from their normal classroom setting, but will still be required to complete work under the supervision of an LCA staff member or administrator. If a student receives 5 demerits in a single quarter, that student's parents will be contacted and be required to meet with administration.

SPECIFIC RULES

1. Students are expected to represent LCA in a positive manner even when they are not on school grounds and/or attending school functions or extracurricular activities. Students and parents acknowledge and understand that students are subject to discipline for conduct occurring off-campus or during non-school hours, including weekends, holidays, and summers. LCA reserves the right to suspend or dismiss a student for misconduct on or off the school campus 24/7, and without regard for whether the form of misconduct is identified specifically herein, and without regard for whether it is specified as improper off campus. While the Academy has no control over student activity off campus which is not Academy sponsored, and does not supervise student conduct off campus during an activity which is not Academy sponsored, misconduct during such activity may come to the attention of school authorities and may result in the administration of discipline, including suspension or dismissal.
2. School property shall be protected. Defacing or damaging Academy property which is malicious or careless in nature, and which results in destruction or damage will result in both appropriate disciplinary action, and the replacement of such property by the student and/or his parents or legal guardian as deemed by the Academy.
3. Conduct and attitude shall be respectful. Disruptions in class, unruly behavior, or repeated violations of prescribed Academy policy will not be allowed.
4. Respect for authority is expected of each student for any staff member at any time either in or out of school. Any student who is disrespectful to a staff member or other student will be subject to disciplinary action that may include suspension or dismissal.
5. Physical expressions of affection (inappropriate hugging, holding hands, kissing, embracing, flirtatious tickling, etc.) are not permitted at school or any school activity on or off campus. In the interests of being a positive role model, exercising self-control and fostering a Godly witness is expected. Physical expressions of affection deemed inappropriate will result in the administration of discipline including suspension or dismissal.
6. LCA reserves the right to invite the Onslow County Narcotics Team, or an appropriate narcotics search group, to visit at any time during the school year to search for drugs. It also reserves the right to search any property, including automobiles, brought onto Academy premises. Any alcohol, drugs, drug paraphernalia, or other items found in lockers, cars, or under the student's control will constitute possession.
7. **Bullying:** It is the policy of the Liberty Christian Academy to maintain a safe learning and working environment that is free from bullying. Students, staff, and the school community are expected to conduct themselves in a respectful, Christian manner, and demonstrate a level of respect and dignity towards others. We prohibit all forms of bullying. Bullying is harmful behavior initiated by one or more students and directed toward another student or students.

Examples of Bullying:

1. Verbal: name calling, put downs, racist remarks, teasing, threats, spreading rumors, sending inappropriate (violent, sexual, malicious, etc.) notes or pictures in any medium (magazine, over a cell phone or internet, etc.)
2. Physical: pushing, hitting, shoving, biting, hair pulling, scratching, spitting, tripping, damaging or stealing the victim's property, locking a person in a room, making mean faces or rude gestures, initiating or forcing inappropriate touching
3. Social: ostracism or exclusion, ignoring, being unfriendly, alienating
4. Psychological: acts that instill a sense of fear or anxiety
5. Miscellaneous: Any act that insults or demeans an individual in such a way as to cause distress, reluctance to attend school, a decline in work standards, or problem behaviors

Students in the 3rd through 12th grades and their parents will be required to sign the "No Bullying Pledge" located at the end of this handbook.

DISCIPLINARY WRITE-UPS

Write-ups will be utilized when an infraction occurs that cannot be handled in the classroom alone. Faculty and staff members will use their discretion to determine when a write-up is needed. Write-ups are intended for instances when a more serious infraction has taken place, or when many minor infractions have been occurring with no improvement in the student's behavior.

Level I problems involve classroom/hallway behaviors and attitudes that require resolution by a teacher, but may involve parents and administration. A RenWeb notification will be issued, and parents will be notified. Appropriate consequences for Level I violations are found in the following chart.

Level II violations include activities and attitudes that show a lack of respect for authority or peers. Level II violations will result in a formal disciplinary write-up, office referral, and parent contact. Appropriate consequences for Level II violations are found in the following chart.

Level III misbehaviors include unlawful acts, activities that seriously threaten the safety of the student or others, acts that show gross lack of respect for authority or property, or acts that violate Biblical and moral codes of conduct. This also includes any act of disobedience. All Level III violations will result in a formal disciplinary write-up, administration referral, and call to parents. Appropriate consequences for Level III violations are found in the following chart.

| | |
|--|--|
| <p style="text-align: center;">Level 1 Misbehavior</p> <ul style="list-style-type: none"> • Hallway and bathroom violations or disturbances • Unintentional misuse or damage of property • Eating and drinking in prohibited areas • Tardiness (late to class) • Disrupting the learning environment • Writing and passing notes in class • Throwing objects in school (i.e. rocks, dirt, trash) • Any other minor disturbances that prevent order in and out of the classroom | <p style="text-align: center;">Level 1 Consequence</p> <ul style="list-style-type: none"> • Loss of privileges such as recess minutes • Isolation from other students • Additional work • Replacement of property • Parental notification • Friday School • Recurring violations will result in more severe consequences as outlined in Level II |
| <p style="text-align: center;">Level 2 Misbehavior</p> <ul style="list-style-type: none"> • Multiple instances of Level I Offenses • Lying • Slander • Cheating • Plagiarism • Stealing • Physical aggression or horseplay • Disrespect to staff or students • Deliberate disrespect or damage of property • Direct disobedience • Habitually late, incomplete, or missing assignments (not completing homework) • Habitual tardiness • Obscenity, profanity, vulgarity • Excessive absences • Truancy | <p style="text-align: center;">Level 2 Consequence</p> <ul style="list-style-type: none"> • Write-up • Referral to administration • Parents notification via RenWeb • Friday School Detention • Removal from the class • Replacement of property • Loss of privileges (including extracurricular activities such as LU trip, field trips, athletics and arts programs, events, field trips, etc.) • Saturday detention with fee • Probation • In or out of school suspension • Recurring Level II offenses will result in more severe consequences, which may include expulsion. |

| Level 3 Misbehavior | Level 3 Consequence |
|--|--|
| <ul style="list-style-type: none"> • Defacing school property • Viewing, possession, or distribution of inappropriate images or language • Sending or distributing texts, messages, and photos which include sexually explicit language, profanity, or inappropriate content • Leaving campus without permission • Fighting and other excessive physical abuse • Participation in immoral or illegal activities • Possession or use of tobacco, marijuana, alcohol, drugs, or any related paraphernalia • Possession of any weapon or explosive • Sexual harassment or misconduct • Frequent and repeated violation of Category II rules • Bullying | <ul style="list-style-type: none"> • Write-up • Immediate suspension • Immediate expulsion • Notification of parents and proper authorities • Loss of privileges • Friday School Detention • Replacement of property • Saturday detention with fee • Probation • In or out of school suspension. |

The LCA School Board reserves the right to review every disciplinary action and impose a more severe disciplinary action whenever necessary.

ACKNOWLEDGEMENTS

I have read the policies herein, and I agree to support the school's policies, philosophy of Christian education, student conduct requirements, and the school's stated positions, on social issues.

LCA Honor Code

Out of a desire to honor God, I commit to a lifestyle that reflects trust, honesty, and respect for my peers, authority, and all property. I acknowledge this lifestyle does not condone lying, cheating, stealing, or other dishonorable acts. I will not post anything on social media that dishonors God or is in conflict with the school policies. Committing to this code demonstrates my respect for Liberty Christian Academy as we strive to glorify God and to love others.

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____

LCA No Bullying Pledge *(to be signed by all students grades 3-12)*

We believe it is the equal right of everyone to enjoy LCA and to have the confidence that it is a place where all will feel safe, secure, and accepted, regardless of color, race, gender, popularity, athletic ability, intelligence, religion, and nationality.

Bullying can be pushing, shoving, hitting and spitting, as well as name calling, picking on, making fun of, laughing at, and excluding someone. Bullying causes pain and stress to victims and is never justified or excusable as "kids being kids," "just teasing," or any other rationalization. The victim is never responsible for being a target of bullying.

As a student, I pledge to:

1. Know and understand LCA's No Bullying Policies.
2. Show positive behavior and be sensitive to others.
3. Treat all students, teachers, and staff members with respect.
4. Not bully my peers, in any way, or join in when others do.
5. Talk with my parents about my feelings about school, friendships, and classmates.
6. Tell my parents and/or teachers if any bullying has occurred.

By signing below, we, the parents and student, agree to stand by the above pledges and to do our part in preventing bullying at Liberty Christian Academy.

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____