



# **STUDENT HANDBOOK**



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# 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**

**Dr. Cheryl Cavanaugh:** Head of School  
**Mrs. Staci Yopp:** Lower School Principal  
**Mrs. Rebecca King:** Upper School Principal  
**Mr. Shawn Richmond:** Athletic Director  
**Mrs. Samantha Vega:** LEEP Director

## **School Website**

[www.liberty-academy.net](http://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).

### **VALUES STATEMENT:**

As LCA endeavors to fulfill its mission and realize its vision, our ministry is characterized by the following commitments:

1. The Scripture is recognized as the revealed Word of God and is taught as truth.
2. We strive to lead each student into a personal relationship with our Lord Jesus Christ.
3. A rigorous process of the integration of faith and learning in all academic disciplines is maintained.
4. A Christian administration and faculty model Christ in teaching and leading.
5. High academic standards are maintained with internal and external evaluation.
6. The school community exhibits love, justice, humility, and service among the administration, faculty, students, parents, and the larger community.
7. A thoroughly biblical philosophy of education should be implemented in all cultural contexts.
8. Students should learn how to process information and think initially in the context of a biblical world view.
9. The teaching of the Bible as a core subject is essential to the academic curriculum.
10. The biblical integration of every planned learning experience is crucial to effective Christian schooling.
11. The opportunity for Christian schooling should be accessible to families as a means of evangelizing, nurturing, and disciplining students for a life of service to God and society.
12. LCA should be involved in a plan of consistent evaluation and assessment for continuous improvement.
13. The teaching/learning process should reflect a Christ-like sensitivity, relevant to a diverse school community.
14. We believe that Christians must live honestly, responsibly; and we must emphasize this priority to our students.
15. LCA is committed to building the strongest possible relationship with our school families, the churches to which they belong, and the community in which we all live.

### **GOALS STATEMENT:**

1. Christ-Centered Purpose: LCA is a vision conceived in the hearts of parents in our community who saw both a tremendous need and an outstanding opportunity. LCA is a community of people who love God, who are committed to Him, and who have given themselves to the ministry of evangelism, discipleship, and education. LCA has a commitment to raise and educate children to love God and serve Him whole-heartedly.
2. Character-Building: Character is frequently a neglected quality in education. We believe that a child's

character ought to be molded by God's Word. LCA is dedicated to shaping the lives of the students by teaching them the qualities which matter most--trust in God, honesty in word and deed, respect for authority, and kindness toward others. Central to our philosophy is the belief that a strong intellect alone is inadequate to face life's demands. There must be strong character, rooted in God's Word, for a fruitful life.

3. Home-Strengthening: Home and school should not be mutually exclusive or opposing influences in a child's life. In fact, the best school is one that supports the home and reinforces the values taught there. We desire for parents to be actively involved in their children's educational experiences: assisting leaders, sponsoring clubs and participating in field trips, as well as daily overseeing academics. The school's administration and teachers do not view parents as intrusive, but as partners in the exciting privilege of providing children with the fullest, most well rounded education possible.
4. Outstanding Staff and Program: Outstanding describes the faculty and staff of LCA. We seek qualified and experienced teachers who are certified or can be certified by the Association of Christian Schools International and/or the State of North Carolina. The faculty members are exceptional both professionally and personally. Our approach to curriculum is outstanding. Our teachers are trained to add creativity, critical thinking skills, and understanding of one's learning style. LCA offers a variety of sports opportunities. Boys sports include soccer, basketball, baseball, golf, and cross-country. Girls sports include volleyball, basketball, soccer, cross-country, and cheerleading. LCA offers excellent fine arts opportunities like drama, band, and choral groups.
5. An Oasis: Sending our children into a world that exposes them to dangers unknown to previous generations is a legitimate concern of parents. An oasis is a place of refuge and refreshment. This is certainly an apt description of LCA, where girls and boys are greeted each morning with cheerful words and an encouraging spirit. LCA is a place where students are reminded of their significance, where they can relax in an atmosphere permeated with love and acceptance, and where they are spiced with the right kinds of challenges. LCA students are safe and secure, able to concentrate on the thrilling adventure of learning.
6. Life Changing: Children need a Godly, personal, and loving influence to change their lives and allow them to be all that God intends them to be. The administration and faculty desire an educational experience that affects their entire life. We want the students of LCA not only to make a living, but to make a life.
7. Lifestyle Statement-Biblical Morality Policy: The biblical and philosophical goal of LCA is to develop students into mature, Christ-like individuals who will be able to exhibit a Christ-like life. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christ-like life. Even though parents may personally believe differently, while enrolled at LCA, all students are expected to exhibit the qualities of a Christ-like life espoused and taught by the school and to refrain from certain activities and behavior. The school's biblical role is to work in conjunction with the home to mold students to be Christ-like. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christ-like life. The school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if 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. This includes, but is not necessarily limited to, participating in, supporting, or condoning sexual immorality, homosexual activity, or bisexual activity; promoting such activities; or being unable to support the moral principles of the school (Leviticus 20:13, Romans 1:27). As a parent or student, acceptance of admission means I have read the school's biblical morality policy and agree to abide by it.
8. Parent and Student Commitment: The policies and procedures contained in the student handbook constitute notice to parents and students regarding the school's expectations and requirements. Moreover, they also constitute, at a minimum, terms of an implied contract for enrollment if a student is accepted at the school.



## 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).

## EXPECTED STUDENT OUTCOMES

Students of Liberty Christian Academy will graduate with a biblical worldview based upon clear spiritual principles, comprehensive academic thinking, and the necessary socio-behavioral development that will set them on a path in life to reflect Christ-like character and impact their environment for the Kingdom of God.

### Spiritual Formation

Mission Statement & Rationale: As a Christian school, leading students to Jesus Christ is our ultimate goal. It is our responsibility to equip our students with the ability to acquire, understand, internalize, demonstrate, and articulate Biblical principles and lead others into a relationship with Jesus.

Objectives: The students will:

- develop a personal relationship with Christ
- understand how to share the plan of salvation with others
- know who they are biblically
- value the local church and be active participants
- know how to pray
- be role models for younger children and ready to minister to others
- defend their beliefs and the Christian faith
- know right from wrong
- understand historical events and concepts from a Biblical worldview
- read and interpret God's word
- witness and be a light to the world, exhibiting characteristics of Christ in their daily life

### **Academics**

**Mission Statement & Rationale:** The privilege of educating a child is not to be taken lightly. Educators are tasked with recognizing the individual potential in all students and pushing them to their greatest limits. To excel in education, LCA will provide a rigorous curriculum and a variety of opportunities to equip students with the skills and knowledge to be prepared, successful, and competitive in life.

**Objectives:** The students will:

- demonstrate academic proficiency across content areas
- graduate with a 2.5 GPA or higher
- score a 22 composite or higher on the ACT or 520 or higher on each section of the SAT
- be accepted to at least one college or university
- receive college scholarships
- be articulate speakers and proficient writers
- have a clear plan for the year following graduation, whether military, workforce, or higher education
- be actively involved in service and leadership
- be curious lifelong learners and critical thinkers
- demonstrate perseverance in problem solving

### **Socio-Behavioral**

**Mission Statement & Rationale:** A priority at LCA is to provide a positive and supportive learning environment that promotes the well-being of the whole child for all students. It is our responsibility to develop our students into good citizens who are socially aware and understand how to successfully interact with others.

**Objectives:** The students will:

- respect authority, one another, and property
- empathize with others, be socially aware, and be willing to stand up for what is right
- develop personal responsibility
- demonstrate good stewardship in team sports and compete with excellence
- positively impact the community through their behaviors
- interact successfully with peers, authority figures, and people outside their inner circle
- form a positive view of themselves and establish emotional maturity
- lead others and serve others
- demonstrate perseverance in overcoming obstacles in successes and failures

### **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).

## **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.)

## **CODE OF CHRISTIAN CONDUCT**

Liberty Christian Academy’s Code of Conduct is grounded in the statement of faith, which establishes parameters for acceptable behavior. In light of current issues with sexual orientation and gender identity, this

code of conduct requires students to: (1) dress in conformance with one's biological sex; (2) use the restrooms, locker rooms, and changing facilities conforming with one's biological sex; and (3) abstain from all intimate sexual conduct outside the marital union of one man and one woman.

The code also addresses non-sexual behaviors such as cheating, stealing, respect for authority, and so forth. The school has the right to discipline or ask a student to withdraw for any reason. Failure to comply with expected standards of conduct will subject the student to potential disciplinary action, up to and including expulsion or dismissal.

### **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](http://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.

**Liberty Christian Academy admits students of any race, color, gender, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, athletic, and other school-administered programs.**

## **PROCEDURE FOR ENROLLMENT:**

Interested parents will be asked to follow the procedures listed below in order to enroll their children at any grade level at Liberty Christian Academy. The process is as follows:

1. Attend a required Parent Information Meeting.
2. Complete online application forms for admission. Acceptance of new students for the next school year begins upon completion of re-enrollment by our current school families during the month of February. LCA reserves the right to interviews, testing, and selective enrollment. No student has a right to acceptance. To attend LCA is a privilege, not a right. Students may be required to take an admissions test for admission. All students must provide current report cards and test scores (Stanford Achievement Test Battery, California Achievement Test, PSAT, or SAT) and complete a request for transfer of records. Students cannot be accepted until the application is completed, referral documents are received, and the interview takes place. If the grade is full and acceptance is granted, they will be placed in a waiting pool. Acceptance is based upon student academic needs, boy/girl ratio, principal recommendation, etc. In an effort to maintain a balanced boy/girl ratio, LCA reserves the right to make placement in accordance with that balance.

Note: All students must be able to consistently and independently use the restroom.

## **ADMISSIONS POLICY:**

1. Previous Dismissal from Another School: Generally, the school does not enroll students who have been dismissed from other schools or who have been in serious disciplinary trouble in a former school.

2. Parent or Guardian: LCA students must live with at least one biological, adoptive, or guardian parent except in the case of foreign exchange students.
3. Birth Certificate: A copy of the child's birth certificate must be in the school records.
4. Immunization Records: Immunization must be up to date by North Carolina law.
5. Wait Pool: A wait pool of prospective students is kept in the office. Parents will be notified as space is available. Acceptance is not based on first-come, first served. Acceptance is based upon student academic needs, boy/girl ratio, principal recommendation, etc. In an effort to maintain a balanced boy/girl ratio, gender may be the criteria for placement.
6. Transitional Kindergarten Admittance Age: Age 4 by August 31
7. Kindergarten Admittance Age: A Kindergarten student must be five by October 1. All students must be able to take care of toileting needs independently. Note: All students must be able to consistently and independently use the restroom.
8. Acceptance Policy: Students must complete the application process to be eligible for enrollment. The Academy does not provide enrollment to students whose special education, behavioral, or physical needs cannot be met by our existing programs, services, or staff.

### **SIBLING ENROLLMENT:**

Current students who have siblings who desire to attend the next school year will go through the enrollment process as do new students except they do not have to attend a Parent Information Meeting. They will have an interview with the respective principal.

### **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: \$300 – paid following acceptance to the academy
  - b. Returning Families: \$200 – paid at the time of enrollment
3. Resource Fee: Due by May 15 (returning families) or within 10 days of acceptance to the Academy (new families)
4. Tuition: See annual tuition amounts on LCA website or within the online application or re-enrollment packet.
  - a. Pay in Full by the first day of school for 5% discount
  - b. 10 month payment plan
  - c. 11 month payment plan

5. Capital Fund Fee: Due date to be announced each academic year.
  - 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: \$750/year for 1 student, \$500/year for 2<sup>nd</sup> child, \$250/year for 3<sup>rd</sup> child with \$1500 family max
  - b. Before & After Care Fee: \$50/week
  - c. Sports Fee: \$60/sport (\$75 for cheer)
  - d. LEEP (Liberty's Educational Enrichment Program): \$500 - \$2,400 (based on LEEP Level)
  - e. Club Fees: varies
  - f. Field Trips: varies
7. Tuition: Tuition is scaled according to grade level. Report cards and transcripts will be held if accounts are past due or until the account is paid in full. Parents will be contacted by the business office if the account is past due or if two FACTS drafts are returned unpaid. Students may not attend class if accounts are more than 30 days in arrears. Extra charges such as lunch, field trips, etc. may not be permitted for any account that is thirty days or more in arrears.
8. Payment Policy: Parents are required to utilize the FACTS Tuition Management System for all payments. Tuition payments on the monthly payment plans will be required to be set up with automatic bank draft.
9. Late Fees: A late fee of \$25.00 is assessed each month if tuition payments are not paid by the due date. A returned check will result in a \$30.00 fee. A \$10.00 late fee will be assessed on all incidental billing charges (lunch, AM/PM Care, field trips, etc.) that are not paid by the due date.
10. Tuition and Fees Reimbursement: A student is considered enrolled for the entire school year. Tuition is calculated on the basis of the entire year; therefore, no reduction can be made for vacations or school holidays. Tuition is not based upon daily attendance. Should a student transfer before the end of the school year, the parents are responsible for the entire annual tuition contract. Parents may submit a request in writing to the LCA Board of Directors asking for the remaining tuition to be forgiven, but requests are not guaranteed to be granted.



# 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.-2:55 p.m. Students may be dropped off beginning at 7:40 a.m. Students not picked up by 3:15 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 and middle school 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. – 3:00 p.m. Monday through Thursday and 8:00 a.m. – 2:00 p.m. each Friday. Students arriving after 8:05 or dismissing before 3:00 should be signed in/out in the office. Lower School students may not accrue twenty (20) or more 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. Upper School students may not accrue ten (10) or more absences per class for the academic year. Students who exceed this limit may not receive credit for the course. Students should return to school with a doctor or parent note indicating the reason for excused absences. **Doctor/parent notes will only be accepted within ten days of the absence.** 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. Parents are asked to alert the school by 9:30 a.m. if a student will be absent for that school day.

1. **Examples of Excused Absences:** Absences are excused for illness, injury, death in the family, or medical or dental appointments that cannot possibly be made outside of school hours. The following absences require prior written approval, no less than one week prior to the absence:
  - marriage in the immediate family,
  - one morning in order to obtain their driver's license if the student has no test scheduled during the period of the absence,
  - educational trips of an educationally redeeming nature,
  - special situations where a student may have the opportunity to represent his church, scout troop, or civic organization
2. **Examples of Unexcused Absences:** Absences are unexcused for all of the examples listed if not requested in writing and approved in advance of the absence: oversleeping, hair appointments, shopping excursions, automobile repairs, working on a class assignment, unapproved personal trips, tardiness or truancy, parent notes without any explanation, failure to bring a note in the 10 day grace period, or suspension.
3. **Excessive absences:** When a student accrues their allowable absences, whether excused or unexcused, administration may require all subsequent absences to be accompanied by a note from a medical doctor.
4. **Extracurricular:** Students involved in athletics, fine arts, or extracurricular activities may not participate in that activity (practice, game, or event) if he is absent the day of the activity. In order to be eligible to participate, a student must be in school, having arrived at school before 11:30 a.m. or having not departed school before 11:30 a.m. More specific requirements for athletes can be found

in the LCA Athletic Handbook.

5. **Loss of Credit for the Year Due to Absences:** For high school students to receive credit in any class, total year absences may not exceed ten (10). Whether the absences are excused or unexcused does not change the credit ruling. Exceptions may be granted under unusual circumstances after parental consultation with the Principal.

## **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 3:00 - 5:30 p.m. Only full-time aftercare is available, no drop-ins. Students are considered enrolled for the entire school year. If a child leaves the aftercare program during the school year, a written request must be submitted no less than two weeks from the requested withdrawal date. The aftercare program is not available on half-days, teachers' workdays, school holidays, or summer vacation.

## **BIBLE VERSION**

Scripture memory is also a very important part of our Bible education. Scripture memory for elementary grades will be taken from KJV, NKJV, NIV or HCSB and all students in a given classroom will memorize the same translation. In middle and high school, students will memorize from HCSB, ESV, NASB, NKJV, or AMP. Teachers will designate the translation version to be memorized and will provide print outs for the whole class.

## **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. Students caught cheating will receive a "0" on the assignment, quiz, test, or exam. Repeat offenses will incur additional consequences.

## **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.

## **CONTINUED ENROLLMENT**

The Academy reserves the right to deny re-enrollment to any student whose actions and/or attitudes demonstrate that it is not in the best interest for him/her to continue enrollment at LCA. The principals may interview students who have demonstrated through detentions, progress reports, and poor attitude a lack of interest in being at LCA to discuss their continued enrollment. A poor attitude may be reflected through a lack of compliance with the dress code, response to discipline, respect for authority, etc. After this interview, a conference with parents will be scheduled.

## **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.

## **DESIGNATED DRIVERS**

Students not going home with their parents or their usual driver should bring a note from home to their homeroom teacher.

## **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. Students who repeatedly violate the policy will require the parent to retrieve the phone from the principal and could potentially lose phone privileges. Headphones are not permitted to be worn on campus and should only be used under the direction of a teacher.

## **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 on monthly payment plans 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 5<sup>th</sup> of the month. Transportation fees are due by the 15<sup>th</sup> of each month and a \$10.00 late fee will be assessed if not paid by the 20<sup>th</sup>.

Tuition and other fees are paid through FACTS Tuition Management. FACTS will apply any returned payment fees through their system. Enrollment in the FACTS Tuition Management system is completed via the RenWeb Parent Portal during re-enrollment. The school requires that any delinquent account be brought up to date or other arrangements be made in order for a student to remain in school. In the event of extenuating circumstances, please contact our office manager to make different payment arrangements. Accounts that are sixty days past due will result in disenrollment of the student(s) until the account is current.

## **FIRE, TORNADO, AND CRISIS MANAGEMENT DRILLS**

Students are informed about fire/safety, tornado, and crisis management procedures at the beginning of the school year. Fire Safety drills are conducted monthly, tornado drills and crisis management are conducted semi-annually. LCA has a plan for natural disasters, bomb threats, and emergencies. This plan is incorporated in the Staff Handbook.

## **IMMUNIZATIONS AND PHYSICALS**

North Carolina state law requires LCA to have on file current immunization and medical records for each student. Kindergarten students must have a physical to enroll. The Tdap and meningococcal vaccinations are required before a student enters the 7th grade. A booster dose of the meningococcal vaccination is required before a student enters the 12th grade. Please keep your child's records up to date with the school office. Sports physicals are required for all athletes in competitive sports and must be on file before student tryouts or participation.

## **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

## **INCLEMENT WEATHER EARLY DISMISSALS**

In the event inclement weather necessitates the closing of school before the end of the regular school day, the administration will notify parents through the Parent Alert System. Student drivers may be dismissed earlier than the students for safety. Students arriving with a driver in the morning may leave with that driver. Parents may call the office to arrange alternate pick-ups for their children.

## **LEAVING CAMPUS DURING THE SCHOOL DAY (EARLY DISMISSALS)**

Any student in grades 6-12 who must leave early should bring a note to the front desk stating the reason for leaving, the time of dismissal, and if returning the approximate time of return. The student will be provided with a dismissal note to present to the teacher for dismissal. All students must sign out at the front desk before leaving campus. If a student becomes sick during the day, the student will be sent to the school nurse and the parent will be notified. If necessary, parents will be asked to take their child home or grant permission for their student to drive home. Students in grades 11 and 12 may leave campus during Power Hour and Lunch if they meet the requirements stated in the "Off Campus Lunch" Policy. However, students may not go to lunch with another parent and/or student. All students must sign out at the front office when leaving campus and must sign back in when returning for any reason.

Students enrolled in college classes may leave campus during that specific class period if:

- The student has above an 80 average for the most recent grading period for all college classes,
- The student drives and has a valid driving permit on file with the school,
- A signed parent permission form is on file with the school.

## **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.*

Students may not receive personal deliveries of food items from area restaurants or through ordering services, like GrubHub or DoorDash. Parents/guardians may drop off food to the front desk prior to the student's designated lunch time.

## **MEDIA CENTER**

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. The library is open at various published hours each day.

## **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 nurse or office staff. 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 100.4 °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

## **OFF CAMPUS LUNCH**

Students in the 11<sup>th</sup> and 12<sup>th</sup> grades may leave campus for power hour and lunch with signed parent permission form on file. Permission forms must be on file at the beginning of the school year for students to leave during lunch. Leaving campus for power hour/lunch is a privilege and students should be punctual in returning for the remaining academic day. If a student is required to attend Power Hour for a teacher, they must do so. If students do not return in the allotted time, unexcused tardies or absences will occur. However, students may not go to power hour/lunch with another parent and/or student. Students are not permitted to bring any food or drink back on campus for any other student and/or adult. Students must sign out in the front office and present their “Off Campus Lunch Pass” in order to leave. Students must sign back in at the front office prior to returning to class. Any violations of this policy will make the student subject to penalties which may include loss of off campus lunch privileges.

## **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.

## **READMISSION**

Any student dismissed from the Academy, or allowed to withdraw, will not be allowed to apply for readmission for at least one calendar year. Requests for readmission should be made in writing to the LCA Board of Directors. The Academy reserves the right to deny readmission.

## **SERVICE ANIMALS**

The board will make reasonable accommodations for qualified persons with disabilities. A qualified individual with a disability may be accompanied by his or her service animal on school property unless the animal is properly excluded as set forth in the full policy that can be found in the LEEP Handbook. Pets and therapy animals are not considered service animals and therefore are not covered by this regulation. The Head of School shall establish any necessary administrative regulations for the use of service animals on school property.

## **SOLICITATION**

Solicitation is prohibited at LCA. This policy will include selling of any item, distribution of political or religious materials, and the circulation of petitions.

## **STUDENT DRIVERS**

Driving on campus is a privilege and should be regarded with the utmost responsibility. Speed limit is 10 mile per hour. Student drivers must register their cars. Registration forms are only available to students with a valid North Carolina driver's license. Juniors and seniors must sign a liability waiver for off-campus lunch. Registration forms and off-campus liability waivers are available in the school office. Students may not leave campus until the waiver is on file in the office. All student drivers must have a parking permit which is clearly visible on the windshield. Students will park in assigned parking spaces. Any student driver will begin accumulating tardy notes for each period including first period when arriving late. Reports by staff, parents, or neighbors of excessive speed or careless driving will result in disciplinary action. It is the responsibility of parents and students to abide by the rules and regulations regarding the NC Level 2 Limited Provisional License. Violations may result in loss of driving/parking privileges.

## **STUDENT RECORDS:**

Student records are confidential and will not be released to anyone or another school without the written permission of the parents and the administration.

## **STUDENT RELEASES**

Students in Grades TK – 5<sup>th</sup> 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. Students in Upper School who are tardy for class three or more times will receive detention.

## **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.

## **TEXTBOOKS AND SUPPLIES**

1. Textbooks and supplementary books will be provided to each student. It must be emphasized that these books are the property of LCA and must be taken care of properly, including appropriate protective

covering. Deliberate mutilation or defacing, or loss of any of these materials will result in full replacement price being assessed to the parents or legal guardian. Students may retain possession of “consumable” books.

2. Supplies are not furnished by the Academy. Students are required to provide their own pencils, pens, paper, notebooks, and other such supplies and materials that may be required from time to time for individual teachers. Some classes may require the purchase of calculators, novels, art materials, etc.

## **TRANSPORTATION**

LCA provides bussing to and from three locations in Onslow County: Southwest (Bethel Assembly), Catalyst Church on Gum Branch Road, 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 \$750 per year for the first student in the family, \$500 for the second student, and \$250 for the third student. (*Max of \$1,500 per family*).

## **VIDEOS AND MOVIES**

LCA policy for videos and movies in the classroom or extracurricular activities is as follows:

1. Elementary classes will show only G-rated movies.
2. Grades 6-8 may show G-rated or PG-rated movies for the Middle School, but it must be free of profanity.
3. Grades 9-12 will show only G-rated or PG-rated movies.
4. Exceptions to the PG rating with administrative approval may be made for high school if deemed instructional and appropriate unless the Lord’s name is used in vain.

## **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 8:00 a.m., parents should park and walk students into the building. A parent or guardian should sign students in at the front desk of the elementary building.

## **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 3:00 and will end at 3:15 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 by the Principal. 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. The outer layers of clothing must be in compliance with the dress code policies that are outlined below. NOTE: Standards of dress for special activities such as field trips will be prescribed by the teacher in charge.

### **Lower School Uniforms (TK – 5th Grades)**

Pants/shorts: Khaki or navy only. Girls may choose to 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 tight or form-fitting.

Shirts: Any solid color polo or school logo shirts, which may be purchased from the school store. T-shirts must say “Liberty” or “Liberty Christian Academy.” Solid color button-up shirts are acceptable, but they must not have stripes or designs, and they must be buttoned.

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

Shoes: Flip-flops and athletic slides are not permitted. Shoes or sandals that pose safety concerns could be prohibited by the classroom teacher. 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 the 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: Bookbags should appropriately align with the spirit of LCA.

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

- Tank tops, sleeveless tops, or see-through tops
- Swim suits or board shorts
- Visible body piercing or tattoos (Girls may have earrings, boys may not.)
- 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 (male or female)
- Hats, caps, toboggans, bandannas, visors, or sunglasses may not be worn inside any school building
- Shorts, skirts, and dresses which are excessively short (more than 3” above knee) or form fitting (i.e. yoga pants)
- Shorts or pants with writing across the seat
- Tops and shirts with exposed midriff

**Upper School Uniforms (6<sup>th</sup> – 12<sup>th</sup> Grades)**

Pants/shorts: Any color of pants or shorts are permitted, including jeans. 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 tight or form-fitting and must be free of all holes (no skin showing - full patches will be permitted).

Shirts: Any solid color polo or school logo shirts, which may be purchased from the school store. T-shirts must say “Liberty” or “Liberty Christian Academy.” Solid color button-up shirts are acceptable, but they must not have stripes or designs, and they must be buttoned.

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

Shoes: Flip-flops and athletic slides are not permitted. 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 the LCA dress code, including no inappropriate language, no spaghetti straps, no sleeveless tops, no holes in jeans, no athletic shorts/pants, and no pajama pants. Leggings may only be worn under a top that is no more than 3 inches above the knees.

Bookbags: Bookbags should appropriately align with the spirit of LCA.

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

- Tank tops, sleeveless tops, or see-through tops
- Swim suits or board shorts
- Visible body piercing or tattoos (Girls may have earrings, boys may not.)
- 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 (male or female)
- Hats, caps, toboggans, bandannas, visors, or sunglasses may not be worn inside any school building
- Shorts, skirts, and dresses which are excessively short (more than 3” above knee) or form fitting (i.e. yoga pants)
- Shorts or pants with writing across the seat
- Tops and shirts with exposed 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 will be documented in RenWeb.
- Second violation: Parents will be notified by phone regarding the violations. Violation will be documented in RenWeb.
- Third violation: The Principal will meet with the parents and the student to discuss the student’s compliance with the dress code. Continued repeat offenses will result in Saturday School (\$30 for 3 hour Saturday detention).

**PARENT DRESS**

While on campus, parents should wear appropriate attire that adheres to the spirit of the LCA 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. If birthday party invitations are brought to school, they must be for the whole class or all of the same sex, leaving no one out.

## **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 – 5<sup>TH</sup> 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)."
3. Students' grades in grades 1-2 are determined by Tests (50%) and Quizzes, Classwork, and Homework (50%) except Reading which is 40% oral and 60% comprehension. Students' grades in grades 3-5 are determined by Daily Quizzes, Classwork, and Homework (40%, minimum of 6 grades), and Tests, Projects, and Papers (60%, minimum of 3 grades).

## 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. If birthday party invitations are brought to school, they must be for the whole class or all of the same sex, leaving no one out.

## 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 – 5<sup>th</sup> 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 – 5<sup>th</sup> 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.

## **STUDENT TECHNOLOGY RESPONSIBLE USE POLICY**

Elementary classes have a weekly computer elective and frequent access to ChromeBooks in the classroom (K-5<sup>th</sup> Grade). Upper School students will have opportunities for computer use in the computer lab as well as in the classroom. Middle and high school usage is for classwork, computer classes, and research in academic classes. All students in grades 4-12 are required to sign and submit a Digital Citizenship Policy form to the school.

LCA websites are monitored administratively. Students should notify within 24 hours the respective teacher or staff member if an inappropriate website is accessed. The use of the internet and computer equipment within LCA is a privilege. LCA reserves the right to monitor and review any material on any machine at anytime in order for the school to determine any inappropriate use of computer resources. Computer users are responsible for the security of their files and passwords. Sharing of any usernames or passwords to anyone other than parents (guardians) is not permissible and may result in the restriction of account privileges. Computer users

will be held accountable for any activity under their account. Any security problems should be reported immediately to the school/site administrator.

Internet users may encounter material that is controversial which the user or administrator may consider inappropriate or offensive. The school has taken precautions to restrict access to inappropriate materials through a filtering and monitoring system. However, it is impossible on a global Internet, to control access to all data that a user may discover. It is the user's responsibility not to initiate access to such material. Any site or material that is deemed controversial should be reported immediately to the appropriate administrator. LCA expressly disclaims any obligation to discover all violations of inappropriate Internet access. The filtering software may not at any time be disabled when students are using the Internet if such disabling will cease to protect against access to inappropriate materials. Authorized staff may temporarily or permanently unblock access to sites containing appropriate material if the filtering software has inappropriately blocked access to such sites.

Any user violating this policy or applicable state and federal laws will receive disciplinary action and can be restricted from Internet use. Computer infractions may result in detention, Saturday school, suspension, withdrawal and/or referral to legal authorities dependent on the gravity of the offense. Determination of the discipline is at the discretion of the administration. Any violation in which a user willfully abuses the Internet privilege by immoral or malicious activities will result in a suspension or withdrawal. If the student is suspended, the restriction of Internet privileges will be determined by the administration. Penalties will carry over to the next school year if applicable in the restrictions given.

## **INTERNET AND PUBLIC DOMAINS**

Postings on social websites like Facebook, Twitter, Instagrams, Snapchats, and TikTok that are in the opinion of the administration inappropriate will result in disciplinary action. If a student's personal Internet expression includes a threatening message to another student, a violent website, inappropriate comments about the school or staff, sexting, bullying, or inappropriate pictures and/or language, students will face school discipline and if applicable the proper authorities will be notified. Any pornographic, profane, or morally questionable material submitted online will result in school discipline, up to and including dismissal.

# 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 two curriculum tracks for high school students. The College Preparatory Track is academically demanding and prepares 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 20 units that include 4 units of English, 3 units of math (Alg. I required) and 2 units of science (Biology required) 2 units of history (World History and American history required), and 9 units of electives. General track students cannot take honors or AP classes.
2. The college-preparatory track requires 25 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. 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 2<sup>nd</sup> week of the first quarter of the course with the approval of the principal. Seniors must enroll in four classes to be eligible for graduation.

#### 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.

## **EARLY GRADUATION**

Believing that the senior year is of the utmost importance in the final preparation for college, LCA does not permit early graduation. With the school's graduation requirements, the social dimensions of students, and the maturation process of life in general, LCA desires to encourage young people to experience their senior year.

## **TRANSFER OF CREDIT**

LCA reserves the right to receive credits from other institutions in accordance with its own grading policies. LCA is on a 4.0 weighted scale. (1) Home school students: Home school students who transfer will not be given honors or AP credit for any course unless taken at an accredited institution or community college. Consideration can be given based on the rigor of their home school program, the credentials of their teachers, records of grades and hours attended, testing and approval by the Department Head, and final administrative approval. (2) Transfer from another school: Students transferring from schools with + and – letter grades will transfer credits to the 4.0 weighted scale of LCA. Therefore, a B+, B, or B- has the same weight in their cumulative GPA. (3) Valedictorian and Salutatorian: No senior may receive the honor of Valedictorian or Salutatorian unless they have attended LCA their junior and senior year. Courses taken during the 8th grade year are not reflected on the high school transcript or GPA of the high school student.

## CAREER AND COLLEGE PROMISE (CCP)

Eligible students have the option to enroll in college courses. Students in 11<sup>th</sup> and 12<sup>th</sup> grades can submit an application to administration at LCA for CCP through James Sprunt Community College for review and approval before enrolling in a course. It is the student's responsibility to submit all required paperwork to administration prior to the stated deadlines. Students who enroll in classes at JSCC must abide by all college rules with regards to communication, grading, absences, etc. (See <https://jamesprunt.edu/> for more details.) It is the responsibility of the student to complete all required assignments and communicate with professors as LCA staff is not permitted to do so. At the end of each semester, students and parents must complete a College Course Credit Form. Final grades for the courses taken will be transferred to the LCA transcript upon receipt of the College Course Credit Form.

9<sup>th</sup> and 10<sup>th</sup> grade Eligibility:

- Must have taken and passed Algebra 1
- College Placement Test
- Class performance, teacher recommendation, and principal discretion will also be taken into consideration.

## 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.

## VALEDICTORIAN AND SALUTATORIAN

The students with the top cumulative Grade Point Averages (for Grades 9-12) are honored as Class Valedictorians (highest GPA) and Salutatorians (second highest GPA). Cumulative grade point averages are as they stand, not rounded. A student must attend LCA their junior and senior year to be eligible for Valedictorian or Salutatorian. Those receiving this distinction may be asked to give a speech at Graduation at the discretion of the administration. Size of class and/or time restraints may impact their inclusion in the ceremony. The purpose of this speech is to challenge their classmates to seek God's will and success for the future. All speeches must be approved by administration. Students are reminded that this graduation speech is about the class and not the individual; it is not a time to bring attention to the speaker. It is a time to honor God, their parents, family, faculty, and friends who have invested and sacrificed in their lives. Inappropriate behavior, gestures, or words will result in appropriate disciplinary action.

**GRADE POINT AVERAGE:** Grade points are assigned to each letter grade that a student receives for a course. The sum of these grade points divided by the number of courses completed gives a student's grade point average. The actual number of grade points assigned to a letter grade is determined by the type of course in which the grade was received. Grade points awarded for grades in Honors courses are higher than those awarded for grades in standard College-Preparatory courses. The following chart outlines how grade points are assigned:

Letter Grade	General & College Prep	Honors
A	4	5
B	3	4
C	2	3
D	1	2
F	0	0

## **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.

## **LOCKER GUIDELINES:**

Students in grades 6-12 will be assigned a locker. These lockers are for the personal use of students and should be kept locked at all times. The Academy retains the right of access to all lockers at any time for any reason (see Search and Seizure under Discipline). Periodic locker inspection may be held at any time. Lockers may not be decorated outside and may only have non-glue stickers or magnetic pictures frames, etc. Students are expected to take care of their lockers. Students should not store any books or personal items outside their lockers. Lockers should not be shared. Lockers cannot be switched by students without administrative approval. Students should not share locker combinations with other students.

## **SEX EDUCATION**

Liberty Christian Academy believes that the parents are responsible for the teaching of sex education. Although, matters of boy and girl relationships are covered in Bible, science classes, and special chapel services, the teaching of sex education as a class is the primary responsibility of the parents.

## **STUDENT TECHNOLOGY RESPONSIBLE USE POLICY**

Elementary classes have a weekly computer elective and frequent access to ChromeBooks in the classroom (K-5<sup>th</sup> Grade). Upper School students will have opportunities for computer use in the computer lab as well as in the classroom. Middle and high school usage is for classwork, computer classes, and research in academic classes. All students in grades 4-12 are required to sign and submit a Digital Citizenship Policy form to the school.

LCA websites are monitored administratively. Students should notify within 24 hours the respective teacher or staff member if an inappropriate website is accessed. The use of the internet and computer equipment within LCA is a privilege. LCA reserves the right to monitor and review any material on any machine at anytime in order for the school to determine any inappropriate use of computer resources. Computer users are responsible for the security of their files and passwords. Sharing of any usernames or passwords to anyone other than parents (guardians) is not permissible and may result in the restriction of account privileges. Computer users will be held accountable for any activity under their account. Any security problems should be reported immediately to the school/site administrator.

Internet users may encounter material that is controversial which the user or administrator may consider inappropriate or offensive. The school has taken precautions to restrict access to inappropriate materials through a filtering and monitoring system. However, it is impossible on a global Internet, to control access to all data that a user may discover. It is the user's responsibility not to initiate access to such material. Any site or material that is deemed controversial should be reported immediately to the appropriate administrator. LCA expressly disclaims any obligation to discover all violations of inappropriate Internet access. The filtering software may not at any time be disabled when students are using the Internet if such disabling will cease to protect against access to inappropriate materials. Authorized staff may temporarily or permanently unblock access to sites containing appropriate material if the filtering software has inappropriately blocked access to such sites.

Any user violating this policy or applicable state and federal laws will receive disciplinary action and can be

restricted from Internet use. Computer infractions may result in detention, Saturday school, suspension, withdrawal and/or referral to legal authorities dependent on the gravity of the offense. Determination of the discipline is at the discretion of the administration. Any violation in which a user willfully abuses the Internet privilege by immoral or malicious activities will result in a suspension or withdrawal. If the student is suspended, the restriction of Internet privileges will be determined by the administration. Penalties will carry over to the next school year if applicable in the restrictions given.

### **INTERNET AND PUBLIC DOMAINS**

Postings on social websites like Facebook, Twitter, Instagrams, Snapchats, and TikTok that are in the opinion of the administration inappropriate will result in disciplinary action. If a student's personal Internet expression includes a threatening message to another student, a violent website, inappropriate comments about the school or staff, sexting, bullying, or inappropriate pictures and/or language, students will face school discipline and if applicable the proper authorities will be notified. Any pornographic, profane, or morally questionable material submitted online will result in school discipline, up to and including dismissal.

# DISCIPLINE POLICY

*“Do not be misled. Bad company corrupts good character.” 1 Cor. 15:33*

*“Discipline yourself for the purpose of godliness...” 1 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 3<sup>rd</sup> through 12<sup>th</sup> 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;"><b>Level 1 Misbehavior</b></p> <ul style="list-style-type: none"> <li>• Hallway and bathroom violations or disturbances</li> <li>• Unintentional misuse or damage of property</li> <li>• Eating and drinking in prohibited areas</li> <li>• Tardiness (late to class)</li> <li>• Disrupting the learning environment</li> <li>• Writing and passing notes in class</li> <li>• Throwing objects in school (i.e. rocks, dirt, trash)</li> <li>• Any other minor disturbances that prevent order in and out of the classroom</li> </ul>	<p style="text-align: center;"><b>Level 1 Consequence</b></p> <ul style="list-style-type: none"> <li>• Loss of privileges such as recess minutes</li> <li>• Isolation from other students</li> <li>• Additional work</li> <li>• Replacement of property</li> <li>• Parental notification</li> <li>• <b>3 violations per class period per quarter will result in Lunch Detention (30 min.)</b></li> <li>• Recurring Level 1 offenses will result in a Level 2 consequence</li> </ul>
<p style="text-align: center;"><b>Level 2 Misbehavior</b></p> <ul style="list-style-type: none"> <li>• Multiple instances of Level I Offenses</li> <li>• Lying</li> <li>• Slander</li> <li>• Cheating</li> <li>• Plagiarism</li> <li>• Stealing</li> <li>• Physical aggression or horseplay</li> <li>• Disrespect to staff or students</li> <li>• Deliberate disrespect or damage of property</li> <li>• Direct disobedience</li> <li>• Habitually late, incomplete, or missing assignments (not completing homework)</li> <li>• Habitual tardiness</li> <li>• Obscenity, profanity, vulgarity</li> <li>• Excessive absences</li> <li>• Truancy</li> </ul>	<p style="text-align: center;"><b>Level 2 Consequence</b></p> <ul style="list-style-type: none"> <li>• Referral to administration</li> <li>• Parents notification via RenWeb</li> <li>• Removal from the class</li> <li>• Replacement of property</li> <li>• Loss of privileges (including extracurricular activities such as LU trip, field trips, athletics and arts programs, events, field trips, etc.)</li> <li>• Saturday detention with \$30 fee</li> <li>• Probation</li> <li>• In or out of school suspension</li> <li>• <b>3 violations per class period per quarter will result in Lunch Detention (1 hour)</b></li> <li>• Recurring Level II offenses will result in more severe consequences, which may include expulsion.</li> </ul>

Level 3 Misbehavior	Level 3 Consequence
<ul style="list-style-type: none"> <li>• Defacing school property</li> <li>• Viewing, possession, or distribution of inappropriate images or language</li> <li>• Sending or distributing texts, messages, and photos which include sexually explicit language, profanity, or inappropriate content</li> <li>• Leaving campus without permission</li> <li>• Fighting and other excessive physical abuse</li> <li>• Participation in immoral or illegal activities</li> <li>• Possession or use of tobacco, marijuana, alcohol, drugs, or any related paraphernalia</li> <li>• Possession of any weapon or explosive</li> <li>• Sexual harassment or misconduct</li> <li>• Frequent and repeated violation of Category II rules</li> <li>• Bullying</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Automatic Saturday detention with \$30 fee, plus possible additional consequence</b></li> <li>• Immediate suspension</li> <li>• Immediate expulsion</li> <li>• Notification of parents and proper authorities</li> <li>• Loss of privileges</li> <li>• Replacement of property</li> <li>• Probation</li> <li>• In or out of school suspension</li> </ul>

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 in person or via social media, email, text, or any other technological domains. 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: \_\_\_\_\_