

Welcome to Liberty Christian Academy

Our Vision is to **Partner** with Families to **Prepare** Godly young people of integrity and to **Provide** a quality education to help them impact their world for Christ.



Liberty Christian Academy Parent/Student Handbook 2016-2017

Liberty Christian Academy
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Wright City, MO 63390
636-745-0388
www.lcaeagles.com

School Board

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EDUCATIONAL PHILOSOPHY

The entire education process is seen as a means used by the Holy Spirit to bring our students into fellowship with God, to develop a Christian mind-set academically and to train them in Godly living, so they can fulfill God's total purpose for their lives personally and vocationally (Prov. 22:6).

The authority for such an education comes both from God's command that children be taught to love God and place Him first in their lives (Mark 12:30), and from the fact that parents are responsible for the total education and training of their children (Deut. 6). At the parent's request, Liberty Christian Academy becomes a partner with the parents and their churches in providing this education. As noted in Ecclesiastes 4:12, a cord of three strands (family, church, and school) is not quickly broken. By enrolling your child(ren) in a Christian school, you combine the Christian values and influences from all three entities to form a strong cord.

GOVERNANCE OF THE SCHOOL

The school is governed by a board consisting of 12 members voted on by parents, faculty, staff and partners of Liberty Christian Academy. We are a discipleship school, educating and discipling Christian students from Christian homes.

The administrator reports directly to the board members. All other staff members report directly to the administrator. An organizational chart is located in the Appendix.

CLARIFICATION OF HANDBOOK LANGUAGE

The use of the pronouns "his/he" is for generic purposes only without any intention toward bias of any sort. LCA is an abbreviation for Liberty Christian Academy

TENETS OF FAITH AND DOCTRINE

Liberty Christian Academy accepts the Scriptures as the revealed Will of God, the all sufficient rule of faith and practice, and for the purpose of maintaining general unity, adopts these Statements of Fundamental Truths and Doctrine. The teaching and activities of Liberty Christian Academy of East Central Missouri shall be based upon and consistent with these Fundamental Truths and Doctrine as listed below.

LCA is an interdenominational school which means our student body and staff attend different Christian churches. Bible classes and Biblical truths are the focus rather than denominational teachings or beliefs. It is not our intent to promote the doctrines of any one church or denomination. Matters of doctrinal differences or personal interpretation are to be left to the parents of the students and the churches they attend. We desire to remain united in the salvation and love of Christ while referring any other denominational questions to the wisdom of the parents.

Teachers do have the authority and the freedom to teach absolute moral principles, Christian heritage, creationism, stewardship, orderliness in science and mathematics, appreciation of the arts, and discipline in caring for God's temple.

- Section 1.** The Bible, composed of the sixty-six books of the Old and New Testaments, is the inspired and inerrant Word of God and is the supreme and final authority in faith and life (Psalm 19:7; Matthew 5:17-19, 22:37-40).
- Section 2.** There is one true God, eternally existing in three persons: Father, Son and Holy Spirit (Genesis 1:1, 17:1; Isaiah 40:28-29; Matthew 3:16-17; I Thessalonians 1:9-10).
- Section 3.** Jesus Christ is truly God, truly human; the only begotten Son of God in His virgin birth, the only means of salvation in His vicarious death; was resurrected in the flesh; ascended back to and is with the Father; and will come again as promised (Psalm 16:8-10; Matthew 1:21-23; John 1:1, 14, 18; Romans 5:10-18).
- Section 4.** The personality of the Holy Spirit and His ministry is to reveal Christ unto men and women; to seal and equip the Christian with His fruitfulness; to glorify the Son who glorifies the Father; to comfort each Christian; and to guide each Christian into all truth (Job 33:4; Matthew 28:19; Acts 5:3-4; Ephesians 1:13; Galatians 5:22,24; John 14:16, 16:12-15).
- Section 5.** God created the world and all life by the word of His mouth. He formed mankind by special personal action and the universe by special operation of divine power and continues to sustain all things by the power of His word (Genesis 1:1; John 1:1-3; Colossians 1:16-17; Hebrews 1:1-3).
- Section 6.** Man was created good and upright, for God said "Let Us make man in Our image, after Our Likeness." But, man, by voluntary transgression, fell and his only hope of redemption is through the shed blood of Jesus Christ (Genesis 1:26-31, 3:1-7; Romans 3:23-26, 5:12-21).
- Section 7.** (a) For by grace we are saved through faith, that if you confess with your mouth Jesus as Lord, and believe in your heart that God raised Him from the dead, you shall be saved; for with the heart man believes, resulting in righteousness, and with the mouth he confesses, resulting in salvation" (Romans 3:24; Ephesians 2:8; Romans 10:8-10).
(b) Justification by grace through faith and regeneration by the Holy Spirit make the penitent believer a new creature in Christ (Habakkuk 2:4; Galatians 3:6-14; John 1:12-13, 3:3, 5-8; II Corinthians 5:17).
(c) The inward evidence, to the believer of his salvation, is the direct witness of the Spirit. The outward evidence to all men is a life of righteousness and true holiness. "And this is His commandment, that we believe in the name of His Son Jesus Christ, and love one another, just as He commanded us" (Romans 8:16; 1 John 3:23).
(d) Salvation is by faith in Jesus Christ and not by human works; however; our works will

determine the rewards in eternity (Romans 10:9-10; Ephesians 2:8-9; Titus 3:5-7; Romans 14:20-21; II Corinthians 5:10).

Section 8. God's plan for believers is to follow Jesus into maturity and reach out to others with the good news of Jesus Christ as they are led and equipped by the Holy Spirit (Matthew 28:15-18; Ephesians 4; Acts 1:8).

Section 9. The Scriptures plainly teach the bodily resurrection of the just and the unjust, the everlasting and conscious suffering of the lost (those who reject Jesus as the Christ) and the everlasting happiness of the saved (those who accept Jesus as the Christ) (Job 19:25-27; Matthew 22:30-32; Mark 16:1-8; I Thessalonians 4:13-17).

Section 10. Morality Statement

- (a) LCA believes that every person is created in the image of God. We believe God's plan for man in regards to human sexuality is expressed in a monogamous 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, taking priority over every other human relationship (Gen. 1:27-28; 2:18, 20, 23-24; Isa. 54:4-8; Jer. 3:14; Matt. 19:4-6; John 2:1-2; 1 Cor. 9:5). Gender differentiation and male/female uniqueness are part of a divine design that God indelibly engraved upon creation. (Genesis 2:18)
- (b) LCA stands firmly upon the moral foundations of Christianity which includes, but is not limited to the Biblical definition of marriage, the attendant boundaries of sexuality and moral conduct, and 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.
- (c) LCA is a religious institution, and therefore, reserves the right, within its sole discretion, to refuse admission of an application or discontinue enrollment of a current student. This includes, but is not necessarily limited to, sex outside of marriage, homosexual acts, bi-sexual acts; gender identity different than the birth sex; promoting such practices; or otherwise the inability to support the moral principles of the school. (Lev. 20:13a; Romans 1:27; Matt. 19:4-6)

PARENTAL STATEMENT OF COOPERATION (completed at Yearly Enrollment)

1. This Statement of Cooperation will be in effect for as long as my child(ren) attend Liberty Christian Academy whether it is in the preschool, elementary, junior, or senior high. However, this statement is updated on a yearly basis at enrollment.
2. I /We will support Liberty Christian Academy's staff, faculty and board members with prayer. I/We support the Bible teaching, policies, and Statement of Faith of Liberty Christian Academy as stated in the Handbook and will not refute them openly at home or in public.
3. I/We agree to attend church regularly.
4. I/We will fulfill the full financial obligation to LCA for all applicable fees. I/We understand that the policy is to make no refunds on application or enrollment fees. Enrollment fees will be refunded only in cases where flexible tuition is insufficient to meet the family's need.
5. I/We will fulfill the 20 family service hours requirement.
6. I/We give Liberty Christian Academy permission for my child to take part in all school activities including bus trips, sports activities, and school sponsored trips away from the school premises. In addition, I will provide written permission at the time of each activity, as needed, unless stipulated otherwise with appropriate reasons in written form.
7. I/We believe that discipline is necessary for the welfare of each student as well as for the entire school. I give permission for my child's teacher and/or other agent of the school to make and enforce classroom/school regulations in a manner consistent with Christian principles and discipline as set forth in the Scriptures and as outlined in the LCA Handbook. I/We agree with the school's right to temporarily suspend or expel any student who refuses to comply with or respect its standards and guidelines or to cooperate in the educational process.
8. If it is considered necessary, parents may come to school to discipline your child for a school infraction. Corporal punishment, which is Biblical, can serve as a corrective to attitude, and or purging of spirit and emotions leading to a wholesome agreeable behavior for younger children. Due to insurance purposes, LCA personnel are not allowed to administer corporal punishment to our students.
9. I/We agree to hold the school and its agents harmless for any liability to my child or guardian or parent thereof because of any claims on behalf of my child against the school or any agent thereof because of any injury or alleged injury to my child.
10. I/We understand and believe that the Bible commands Christians to make every effort to live at peace and to resolve disputes which may arise between one another in private or within the Christian community in conformity with the Biblical injunctions of 1 Corinthians 6:1-8, Matthew 5:23-24, and Matthew 18:15-20. Therefore, the parties agree that any claim or dispute arising out of or related to this agreement including statutory claims shall be settled by Biblically based mediation.
11. I/We support the fact that Liberty Christian Academy admits students of any race, color and national or ethnic origin.
12. I/We give permission to allow access to the internet for my child under supervised conditions. This access is designed for educational purposes and LCA has taken available precautions to eliminate controversial materials. I will not hold LCA responsible for materials acquired on the network.
13. I/We give permission for LCA to use my child's photo on the school website, the school's Facebook page, brochures, yearbook, videos, etc. No personal information will be given and no pictures will be identified with names. However, the school newspaper and the surrounding area newspapers may promote your child's achievements and identify your child by name.

14. I/We agree to assist our student(s) in abstaining from the following areas in order that the educational process can be achieved successfully:

- a. mind altering drugs, substances, alcohol and cigarettes
- b. premarital sex
- c. listening to inappropriate secular music
- d. viewing, drawing, and reading of explicit sexual or violent materials
- e. participation in cultic group activities

Both parents must sign.

<i>Father/ Guardian Signature</i>	<i>Date</i>	<i>Mother / Guardian Signature</i>	<i>Date</i>

STUDENT STATEMENT OF COOPERATION (completed at Yearly Enrollment)

1. I /We will support Liberty Christian Academy’s staff, faculty and board members with prayer. I/We support the Bible teaching, policies, and Statement of Faith of Liberty Christian Academy as stated in the Handbook and will not refute them openly at home or in public.
2. I/We agree to attend church regularly.
3. I will fulfill the student service hours requirement as outlined in the handbook.
4. I understand and believe that the Bible commands Christians to make every effort to live at peace and to resolve disputes which may arise between one another in private or within the Christian community in conformity with the Biblical injunctions of 1 Corinthians 6:1-8, Matthew 5:23-24, and Matthew 18:15-20. Therefore, the parties agree that any claim or dispute arising out of or related to this agreement including statutory claims shall be settled by Biblically based mediation.
5. I support the fact that Liberty Christian Academy admits students of any race, color and national or ethnic origin.
6. I agree to assist our student(s) in abstaining from the following areas in order that the educational process can be achieved successfully:
 - a. mind altering drugs, substances, alcohol and cigarettes
 - b. premarital sex
 - c. listening to inappropriate secular music
 - d. viewing, drawing, and reading of explicit sexual or violent materials
 - e. participation in cultic group activities

<i>Student Names:</i>	<i>Grade:</i>	<i>Student Signatures (7th - 12th grade students must sign)</i>

Communication Guidelines

In consideration of the Biblical admonition related to the tongue found in James 3, as a school community we will strive to keep our communication pleasing to God at all times. This is important for the health and successful operation of LCA, as well as for setting an example to our students. Therefore, it is expected that parents, teachers, school staff, board members, and students will guide their conversation according to Biblical principles and Christian convictions.

The following statement expresses a Biblical view regarding communication between members of the school community. We are asking every member of the LCA community to acknowledge and sign this agreement and to abide by these guidelines in order to protect and preserve the integrity of our school and our commitment to bring honor and glory to God on our campus as we work and learn together. These guidelines are included in our handbooks for future reference:

"In obedience to the Word of God and in support of the LCA community, I commit myself to the goal of giving only good reports. When dealing with issues of conflict or when I am in disagreement with someone within the school community, I purpose to remain silent or privately go to the person and explain the offense that would hinder me from giving a good report. When approaching others with my concerns, I also purpose to do so with a spirit of genuine love having first examined and corrected my own attitudes and actions. Only if I am unable to resolve the issue and/or restore the relationship will I share my concerns with others according to the principles of scripture. If decisions are made that I am in disagreement with after following the commands in scripture, I will vow to support those decisions, and those making the decisions, for as long as I am a member of the LCA community. If I breach this goal, I purpose to ask forgiveness from all parties involved as an expression of my commitment to God and the ministry of LCA."

In communicating matters of concern at LCA, the following principles are expectations of all of the members of the school community, including parents:

1. All information and communication is to be kept confidential. Speaking about matters regarding individuals who are not present during a conversation is considered gossip and unhealthy to the school community.
2. No information should be shared by anyone except with appropriate persons who have a definite and identifiable need to know and those who are directly involved.
3. No comments of a critical or derogatory nature should be expressed publicly (on or off campus with school personnel, employees, or between parents) when the content involves teachers, administration, staff, students, or parents.
4. Opinions regarding private matters involving school issues, school business, faculty or staff members, students or fellow parents should not be shared in such a manner that would create an unfavorable attitude or opinion of the school or any person within the school community.
5. The relationship between each family and LCA is a partnership where parents have entrusted the school to support their God-given role of being the primary educators of their children, thereby defending and protecting the school's policies, procedures, standards, and decisions.
6. When communication of a serious nature is necessary, an attitude of courtesy, respect, sincerity, and a willingness to be both graceful and understanding is of primary concern.
7. Matters involving critical statements made of the school, its teachers, staff, administration, or families, should be addressed directly to the

Administrator. Administrative action is not possible if concerns are not shared or if concerns have only been heard about through hearsay or gossip. Don't assume "they already know," or "they have chosen not to do anything about it."

8. When issues have been brought to the attention of the administration, the resolution is not always made to the satisfaction of everyone. This does not mean that opinions and concerns were not listened to or considered by the administration. Likewise, issues do not always become public knowledge. All parties are expected to protect the confidentiality of every issue and person involved and to support the final decisions made by the administration.

Signature: _____ Date: _____

ABSENCES

LCA is committed to achieving excellence through academic instruction. Regular attendance and the habit of being punctual are very important life skills. While some elements of a missed classroom session can be repeated or recovered, other facets are lost forever. Therefore, it is expected that students attend and participate in all classes on a regular basis. However, some absences are inevitable and unavoidable. The purpose of the attendance policy is to ensure that students will be in class whenever possible. Attendance and tardies are recorded on the student's permanent record. No tuition refunds are made because of absences.

If a student must be absent on a regular school day, a parent or guardian must notify the office at 636.745.0388. Messages can be left 24/7. For your child's safety, if we do not hear from you, we will call to make sure the child is in your care.

Students who are absent will be allowed to request homework. Please call the school office by 10:00 AM if you would like to pick up the homework list in the office at the end of the day, or notify us and we will send it home with someone. If any books are needed, please let us know. Students who are absent are responsible for completing missed homework

Excused absences:

- Personal illness or other physical disablement.
- Serious illness or death in the family.
- Unusual emergency (fire, flood, etc.)
- Medical and dental appointments (preferably scheduled at the beginning or end of school day).
- Court appearances.
- Other specific instances approved by the administration (in advance whenever possible).
- College visits not to exceed 5 days in a calendar year, and limited to 11th or 12th grade students.
- Pre-Approved Absence such as Family Vacation, etc.

Guidelines for Excused Absences:

Elementary Classes: A student is considered tardy if he misses 1 hour or less of the day; absent ½ day if 1 - 4 hours of the school day are missed. If more than 4 hours are missed, then the student is marked absent for the day. A student unable to participate in physical education classes due to injury, etc., must submit a dated doctor's note.

Secondary (7-12) School Classes: A student is considered tardy to class if he enters the classroom after the bell has rung. Student attendance is recorded each class period. Students consistently late to class may receive a reduction in their grade, detention, etc. at the discretion of the teacher.

Pre-approved: Students must obtain a *Permission to be Absent form* from the office prior to the date of the absence. This form requires each teacher's signature. The teacher will give class assignments to the students when possible. Some assignments by nature cannot be given in advance of the absence, i.e. pop quizzes, labs, videos, etc. Arrangements to make up this work should be made between the teacher and student prior to the absence. However, not all missed work can be determined ahead of time and there likely will be work to be completed when the student returns. Work given prior to the absence is due upon return to school. It is the responsibility of the student to initiate the process of making up work. A planned class absence of longer than

one week is discouraged. Parents will be asked on the Permission to Be Absent Form to assume responsibility for their child's assignment completion.

Make –Up Work After an Absence or School Event: Students are required to complete any missed schoolwork due to absence. Failure to complete the make-up assignments will reflect on the grade. Under **normal** circumstances, a student is given one additional day to complete an assignment for each day of excused absence. Beginning in seventh grade, students bear the responsibility for knowing and completing their assignments on time after an absence. Work and tests assigned **before** the absence are due on the day the student returns to school. Student athletes that are missing class due to an athletic event should turn in assignments **before** they leave campus. Any other arrangements will be at the teacher's discretion.

Long-term Projects, Book Reports, Term Papers, etc.: These types of assignments must be turned in on the assigned date. If the student is absent, every effort should be made to have the project brought to school by someone else. Failure to do so may result in a grade reduction.

Unexcused: All absences not meeting the criteria of "excused absences" will be deemed "unexcused". Parental knowledge and approval of the whereabouts of a student **does not** guarantee that an absence will be excused. If the absence is without parental knowledge, the absence will be deemed truancy and the student must make up the time in detention. Regardless of the circumstances, students receiving an "unexcused absence" will receive a 1% grade reduction in their quarter grade for each class missed. In addition, all missed assignments must be completed. Work due the day or period of an unexcused absence will be given a "0" grade on the assignment, test or quiz. All absences are considered unexcused until notice from the parent is received by the office.

Excessive Absences: Realizing the burden placed on teachers and classes in attempts to keep these students on schedule, excessive absences may result in a student's failure. **Any student who misses more than 3 days in a row** is required to submit a doctor's excuse for that absence. **After 10 absences in a semester or in an individual course, the Administrator will meet with the student and a parent to excuse, place on academic probation, and/or deny credit/lower grade. Excessive absences with merited cause that are verified for that illness will not cause a penalty. In these cases, the school will work on an individual basis with the family and the student.**

Tardy and Late Policy: Tardiness is a problem that plagues many schools. While being a few minutes late can be unavoidable at times, it is important for students to develop proper habits that will enhance their dependability and job performance. There are no excused tardies at LCA, unless students are given grace due to weather or traffic conditions. Parents and students need to leave in ample time regardless of distance traveled in order to arrive at school and **be present by 7:50 AM**. If a student arrives before 8:50 AM, he/she will be considered tardy. **ALL** students who exceed 60 minutes of tardiness will be assessed additional family service hours for every 60 minutes of tardiness or fraction thereof. Parents will be given notification of any additional service hours, due to tardy minutes, every quarter.

ACADEMIC PROBATION

If a student becomes disconnected with his/her learning process (i.e. not turning in work, not studying, failing grades), he/she will be placed on academic probation. If the student does not improve his/her grades by the next quarter, the board may determine to dismiss the student at the recommendation of the administrator. Tuition for the month, application, enrollment, and fundraising money would not be refunded.

AWARDS

Honor Roll is issued quarterly based upon report card grades and posted in the local newspapers. Honor Roll recipients are required to have no D's or F's in their average. Semester Honor Rolls are listed in the local newspaper.

Eagle Honor Roll - Students, grades 1 - 8, earning 95% average or greater; 9th-12th 3.8 or above GPA

Silver Medallion Honor Roll - Students, grades 1 - 8, earning 90 to 94% average; 9th-12th 3.6-3.7 GPA

Bronze Medallion Honor Roll – Students, grades 1–12, earning 85 to 89% average; 9th-12th 3.4-3.5 GPA

End of the Year Academic/Athletic Ceremony Awards:

The achievements of the students are recognized at the end of each year, grades Kindergarten through 12th. Students are recognized for attendance, attitude, academic and athletic achievements. Some of the academic awards are listed below.

Eagle Awards (Grades K – 2; Grades 3 – 6; and Grades 7 – 12)

At the end of the year, the faculty nominates and votes for 3 students to receive an Eagle Award. These students demonstrate the mission and purpose of LCA through strength of character, commitment to God's Word and diligence in academics. To be chosen for an Eagle award is the highest honor bestowed upon a student at Liberty Christian Academy.

Athletic Awards

In early May, an Athletic Banquet is held to recognize the male and female athletes on the various sports teams. The Athletic Director, along with the coaches, recognize the students' athletic achievements and participation in volleyball, basketball, baseball, and cheerleading.

BULLYING

Bullying is the intentional action by an individual or a group of individuals to inflict physical, emotional or mental suffering on another individual or group of individuals. LCA is committed to maintaining a learning and working environment free of any form of bullying or intimidation by students at any school function, whether on or off campus. Communication can be by any means including telephone, writing, cyberbullying or via electronic communications with the intent to bully. It can include physical, emotional or mental harm with or without physical contact. Students who bully are subject to discipline measures that range from a warning to expulsion, depending upon the age of the child and the severity of the behavior.

Staff is required to report any instance of bullying of which the employee has first-hand knowledge.

CHAIN of COMMAND

The school has developed a very simple, but very important chain of command and appeal, which helps us fulfill the Biblical principles of Matthew 5:23 and 18:15. Any question or complaint should be handled at the level of occurrence.

If, for example, a parent has a complaint with the classroom teacher about their child, then the parent should go to the teacher to settle the issue. If satisfaction is not gained, then and only then, go to the next higher authority. A few procedural examples are listed below:

Student	Parent	Athlete
Teacher	Teacher	Coach
Administrator	Administrator	Athletic Director
School Board	School Board	Administrator

CHAPEL

Students at Liberty Christian Academy are required to attend chapel services each week. Upper grades are typically asked to take notes for the chapel service. Seniors are required to prepare and lead Senior Reflections each month scheduled. High school students interested in being part of the worship band/team should notify the office of their interest.

COMMUNICATION

Parents receive communication on a weekly basis via e-mail “Friday Facts.” Attachments are located at the bottom of this communication. A “One Call Now” automated phone system is also utilized to inform parents of urgent information or to refer to their e-mail for updated communication. In addition, parents have access to “TeacherEase” which allows parents to email teachers, check on their child’s academic grades, homework, etc.

CODE OF CONDUCT

The purpose of our rules and personal regulations is to help the student body attain spiritual growth and personal character training. We believe that the heart of character training is obedience, which will eventually cultivate an inner self-discipline and is essential to the emotional, physical, social, and spiritual well-being of the student. The teacher is the authority in the classroom; discipline is administered firmly and fairly. To obey, to do right, and to love God and country are attitudes we strive to instill in each student, thus equipping the student for his role in God’s plan for his life and his proper place in society. Since we at LCA recognize the importance and place of discipline in the development of a student, we have set down these regulations to be consistently and uniformly enforced. These regulations are necessary to promote the desired atmosphere at LCA; therefore, without reservation, the school requires that each student adopt the following general rules as personal standards of living within the community of LCA.

Respect: Act in such a way that you demonstrate proper respect for God, school authorities, school rules and policies, school property, the feelings and right of other students, and yourself.

Honesty: Be honest in all school situations, including the taking of test, the completion of homework, and in the interrelationships that are a part of daily school life.

Integrity: Use language and display character that are properly moral and Christ-like.

Cooperation: Cooperate with the faculty and staff in achieving the goals of LCA regarding conduct, performance, and attitude.

Effort: Use the gifts God has given you to the best of your ability in accordance with God's will for your life and proper stewardship.

Since Liberty Christian Academy respects the name of our Lord and Savior and is dedicated to His honor and glory, all of us must represent our school with behavior and attitudes that are pleasing to Christ and further the cause of His kingdom. Our conduct and speech should always align with God's directive to "Love Him above all, and love our neighbor as ourselves." Our conduct will be a major factor in making LCA a "light" in the Wright City community and beyond.

Hebrews 13:17 – Obey your leaders and submit to their authority. They keep watch over you as men who must give an account. Obey them so that their work will be a joy, not a burden, for that would be of no advantage to you.

DISCIPLINE PROCEDURES

Student misconduct at LCA is divided into two categories: major, which is considered serious, and minor, which is less serious but still inappropriate and unacceptable. Students who violate standards in either category will be subject to discipline as deemed appropriate by staff and the administration.

Teacher Responsibility

Students will be informed of each class's rules at the beginning of the school year. Individual teachers will handle inappropriate behavior in their own classrooms. It is expected that **most** disciplinary problems will be resolved between the student and the teacher. For minor offenses, teachers may reprimand, assign work, give detention, or refer to the office.

Minor:

These may result in reprimand, work assignment, detention, referral, suspension (administration only), or other forms of disciplinary action. These infractions include, but are not limited to the following:

- Chronic annoyance to classmates
- Chronic lack of class materials/unprepared for class
- **Dress code violation**
- Excessive talking
- Excessive tardiness to school or class
- Horseplay
- Lack of cooperation

- Leaving class without permission
- Lying
- Mischief
- Public display of affection
- Physical conduct such as touching, poking, pinching, patting, bumping, brushing, impeding or blocking movement
- Restless, inattentive
- Rudeness and discourtesy
- Inappropriate use of technology, including taking and posting pictures or videos without permission

Chronic minor offenses can turn into major offenses, if warranted.

Administration Responsibility

For major offenses, students will be sent to the office. Students are encouraged to pray and ask to be forgiven. Scriptures are often related to the incident as a goal of God's standard for our living.

Major:

The following are considered major infractions and are subject to severe disciplinary action, which may include the following: detention, suspension, exclusion from school sponsored activity, or separation from school. Major infractions include but are not limited to the following:

- Bullying: meaning any systematic or chronic conduct that physically, emotionally or mentally harms a student or creates an intimidating or hostile environment that interferes with a student's educational opportunities.
- Cheating (consequences will include a "0" grade which cannot be dropped)
- Cyber bullying, profanity, vulgar language, obscene gestures, sexual misconduct: this includes any communication on computer networks (i.e. emails, Facebook, Twitter, Snapshot, etc.)
- Disruption or inciting disruption of a Chapel or school program
- Endangering the health and safety of others
- Fighting, assaulting another student/staff member
- Forgery
- Insubordination
- Leaving campus without permission
- Plagiarism
- Possessing, using, selling, or distributing tobacco, alcoholic products, or illegal drugs of any kind.
- Possessing and/or use of dangerous or potentially dangerous items such as guns, knives.
- Profane or obscene language or actions including provocative language and obscene communications
- Racial or ethnic slurs, discrimination, hazing, intimidating others, or engaging in hate acts/remarks and all other verbal or physical conduct of a racial, ethnic, or otherwise offensive nature.
- Reckless driving or excessive speed on school property

- Sexual harassment: meaning unwelcome sexual advances and all other verbal (e.g. sexually offensive jokes, innuendoes, and other sexually oriented statements or behavior) or physical conduct of a sexual or otherwise offensive nature.
- Theft
- Truancy/skipping class
- Willful destruction or defacement of school or private property on school premises

Although LCA recognizes that we have no direct control of the students when away from the school, any violations of accepted behavior of LCA students shall be considered serious. The testimony, which the students give forth, for or against, the Lord Jesus Christ when out in public is also the testimony which is reflected upon LCA. The school administration reserves the right to impose discipline for off-campus/non-school standards violations.

DETENTION: Detention will be conferred upon a student as a penalty for routine offenses and should be given at the time of the offense. This is often used as a third step in repeated offensive behavior. Routine offenses for inappropriate behaviors convey the message of rebellion or defiance. **Detention is not for the convenience of the student.**

Detentions may be served during lunch, before or after school and are often served in the office. When a student serves an office detention, he will be expected to stay seated for the designated time period - not talking, sleeping, eating, drinking, chewing gum, or causing any kind of a disturbance.

It is not uncommon to have a “working” detention which includes cleaning the building, bathrooms, etc. The administrator will, as often as possible, match the offense to the age of the child and the discipline (e.g. disobeys a teacher – stays after school and does something nice for the teacher during detention). Students who are assigned detention must serve it on the day and time it is scheduled or it will result in further penalties.

SUSPENSION IN-SCHOOL: A student may be suspended in-school (ISS) for a period of time for repeated or serious infractions regarding school rules and policies. Class work will be completed before re-entry to the classroom. Students in ISS are not allowed to join other students during the day, nor during athletic events on the corresponding day(s).

SUSPENSION OUT-OF-SCHOOL: A student may be suspended out-of-school (OSS) for a period of time up to ten (10) school days for repeated or serious infractions regarding school rules and policies. All class work is required to be completed and ready to be handed in before re-admission. Students on suspension will not be allowed to be on campus during the prescribed suspension except when accompanied by a parent for purpose of picking up assignments. Days in suspension will be treated as unexcused absences.

PROBATION: A student who has been enrolled at LCA and consistently displays behavior or an attitude that is in opposition to the standards and requirements of LCA can be placed on disciplinary probation. The following conditions will define this probation procedure:

- A. Students will be placed on disciplinary probation at the discretion of the school administration after careful evaluation, prayer, a consensus agreement, and consultation with parents.
- B. The probation period will be for the duration of nine (9) weeks.

- C. Students on probation and their parents must sign a performance contract that details the behavior and attitudes that must be improved.
- D. Students on probation will not be able to represent LCA as a member of any extra-curricular team, activity or group.
- E. The administration will decide as to a student's removal from a probationary status at the end of 9 weeks.
- F. Students who remain on the probation list for two successive probationary periods may be expelled.

This status is not the same as a student who is enrolled on a probationary status. Students enrolled as such, may participate in all activities and have the same privileges as the other LCA students. However, if they do not make an easy transition to LCA, he/she would have to withdraw at the recommendation of the administrator. Tuition for the month, application, enrollment, and fundraising money would not be refunded.

SEPARATION FROM SCHOOL: Students who do not respond to corrective measures of probation and continue to exhibit negative behavior and/or attitudes, or who are involved in very serious misconduct could be recommended by the school administration for expulsion. If expulsion is recommended, the following procedure will be in effect:

- A. Parents may request in writing a hearing before the school board. This hearing should take place within ten (10) school days. Such a hearing should proceed as follows:
 - i. The Administrator will present the case to the board. (Documents such as report cards, progress-reports, discipline referrals, plus any other relevant information will be available). The student and his/her parents will not be present at this interview.
 - ii. The parents and the student will then be invited to present any information that they would like, in writing or in person, before the board's final decision.
 - iii. The school board will consider in private, all of the facts that were presented and will decide to the best of its ability what final actions will be fair to the student, to the other students at LCA, and to all who are concerned about our school and its future.
- B. All separations from school will be the final decision of the School Board of Liberty Christian Academy.
 - i. It must be understood that any student who is removed from LCA through Separation has in fact separated himself by defying the rules of the school and choosing to live outside the guidelines and rules by which the school is established for the benefit of all enrolled.

DRESS CODE POLICY – during the day; after 4:00 p.m.; formal events

Students at LCA are encouraged to present a personal appearance that is God glorifying as defined by the scriptural principles of modesty and consistent with the goals and standards of our school. We believe that the Scriptures make a definite distinction between the genders. Whether in dress, conduct or general appearance, students are expected to present themselves in a manner pleasing to God; "Seek first the kingdom of God and His righteousness" (Matthew 6:33 and 2 Thess. 1:11,12). Therefore, these principles are to be coupled with modesty, moderation, cleanliness, neatness, personal safety and appropriateness to serve as guidelines for making choices regarding dress and appearance.

Dress code violations will be addressed upon arrival to school or any school-sponsored event (Homecoming, field trips, etc). Students are to be in acceptable dress upon entering the building. LCA staff will send all students who are either out of dress code or thought to be out of dress code to the office. The administrative staff will determine whether the student is in dress code or not. Students in dress code will be sent back to class. **Students not in dress code will not be sent back to class until the problem is resolved. In addition, an email will be sent home to parents informing them of the reason(s) their child was not in dress code.**

Students who remain at school after completing their daily schedule must remain in dress code until 4:00 p.m. This applies mainly to seniors who may complete their scheduled day earlier than others. If there are any questions regarding articles of clothing, hairstyle, or jewelry, students should check with the administrator before they are worn. In all cases where there is a question, the final authority to interpret the dress code is with the administrator.

Due to the impact of changing style upon the dress code, LCA reserves the right to draft certain language to implement the dress code during the school year.

Daily Dress Code 2016-2017

7:30 a.m. – 4:00 p.m.

Boys' and Girls' tops:

- Long/short-sleeve polo with LCA logo
- Spirit wear shirts (previously acquired LCA shirts ok in current school colors), jackets, hoodies and sweatshirts all with LCA logo

Color options: black, gray, maroon

Boy's Bottoms:

Loose or comfortable fit, no stretch material.

- Pants, flat front or pleats, includes cargo style – no denim
- Shorts, (to the top of the knee) flat front or pleats, includes cargo – no denim

Color options: black or tan khaki

Girl's Bottoms:

Loose or comfortable fit, no stretch material.

- Skirt (to the top of the knee), may wear shorts, tights, or leggings underneath
- Side pleat burgundy and gray plaid skirt (Land's End)
- Bermuda shorts (to the top of the knee)
- Capri pants, flat front or pleats, includes cargo – no denim
- Pants, flat front or pleats, includes cargo – no denim

Color options: black or tan khaki

PE Dress Code:

- PE Classes for K-4th Grades: Tennis shoes designated for **gym only** (not street shoes)
- PE Classes for 5th- 12th Grades & Sports Programs: Designated tennis shoes (not street shoes); black or maroon shorts no more than 3” above the knee; plain gray or LCA spirit t-shirt

Hair/Body Art for Boys:

Hair out of eyes, trimmed, well-groomed hair

Not Acceptable: Unnatural hair colors, pony or hair tails, hats or hoods, sunglasses, earrings; visible tattoos must be covered

Hair/Body Art for Girls:

Hair out of eyes, trimmed, well-groomed hair; ponytails, hairpieces

Not Acceptable: Unnatural hair colors, hats or hoods, sunglasses, earrings; visible tattoos must be covered

AFTER HOURS DRESS CODE

Jeans, athletic wear, & appropriate t-shirts are permissible while on LCA campus after 4:00 p.m. on days when school is in session, and anytime when school is not in session during the school year. This exception also applies to off-campus school sponsored events unless otherwise announced. Modesty requirements are still in effect. Clothing must not advertise cults, secular artists/groups, alcoholic beverages, tobacco, or other drug products, or inappropriate, obscene or suggestive slogans.

AHED days (After Hours Early Dress) are every Friday and for \$1 donation after-hours dress code applies. Participation in Spirit Days is also strongly encouraged.

DRESS CODE FOR FORMAL EVENTS

Formal events are defined as school-sponsored events at which formal attire is required such as coronation, homecoming, graduation, banquets, etc.

Young Ladies: MODESTY is the standard.

Spaghetti straps or strapless dresses are permitted as long as it is worn with a jacket, shrug, etc. The bust should be fully covered and cut above the bust line with no cleavage visible whether standing or bending over. An open back to the bra line is acceptable; the midriff must be covered and cut-outs exposing skin are not appropriate. No see-through or sheer material unless there is an underlay. Constant adjusting of the dress is unacceptable.

Dress length/slits are to be no shorter than 3” from the top of the knee.

Young Men: Shirt and tie with dress code pants; no shorts, jeans, athletic wear or cargo pants; a non-athletic shoe is preferred, however, if tennis shoes are worn they must be clean. All items need to be pressed/ironed.

Students not in compliance will not be allowed to attend the formal event. Any money collected will be forfeited.

Homecoming Attire

Prior Approval of Homecoming Dresses Required (at least 3 school days prior to the formal event)

Young Ladies:

Administrative approval must occur prior to the event for homecoming dresses. Dresses must be brought to the office and modeled for authorized school staff. Homecoming Female Guest must have her dress approved by visiting the school with her dress or sending a photo via an LCA student or e-mail (office@lcaeagles.com) at least 3 days prior to the event. If there are questions about the dress after seeing the photo, the guest will have to come to LCA to model the dress. Students not in compliance will not be allowed to attend the formal event. Any money collected will be forfeited.

DROPPING AND ADDING MIDDLE/HIGH SCHOOL COURSES

Permission from the administrator, teacher and parent is required for students to drop or add a course after enrollment. There are no refunds on class fees if the course is dropped.

DROPPING OFF STUDENTS IN THE MORNING

In the morning students may be dropped off as early as 7:30 AM. Drivers enter through the lower parking lot so that their vehicle is facing the highway. At this time of day, the upper lot is for exiting only or parking to enter the building. All students enter through the gym doors. Preschool students will meet their classroom teacher upon entering and participate in the opening ceremonies. Students will be considered tardy after 7:50 AM. Please be cautious of other children being dropped off.

Students are not allowed to leave the building or school grounds after they are dropped off.

EXTRACURRICULAR ACTIVITIES

A variety of activities are provided for LCA students outside of the regular learning curricula. Bible Clubs, Art Clubs, Cheerleading, Class Parties and Field Trips are some of the opportunities for elementary students. For middle school and high school students there are Clubs, Student Council, Fellowship of Christian Athletes, Volleyball, Basketball, and Drama Performances.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

The Family Education Rights and Privacy Act of 1974 grants parents and students 18 years of age the following rights:

1. To inspect and review official school records and data directly related to your child/the student.
2. To a hearing to challenge the content of your child/the student's records for the purpose of correcting or deleting inaccurate, misleading or otherwise inappropriate data contained there.
3. To give or withhold written consent before personally identifiable records are released to certain persons or agencies.
4. To be notified when records directly related to your child/student are subpoenaed by a court or otherwise.
5. To register complaints with the Department of Health Education and Welfare if you believe your rights, as enumerated above, are being violated.

LCA may disclose directory information without permission. Directory information includes (1) student name (2) address (3) photograph or other likeness (4) date and place of birth, and (5) grade level. Any parent or eligible student refusing to have any or all of the designated directory information disclosed must file written notification to this effect with the administrator. In the event a notification of refusal is not filed, LCA assumes that neither a parent of a student or an eligible student objects to the release of the directory information designated.

Note: All LCA records are withheld if there is any outstanding debt.

FIELD TRIPS

The various classes take trips to interesting and educational places in the area from time to time as a vital part of the instructional program. Parents will be notified beforehand. Small fees may be charged to cover expenses. Written permission from a parent or guardian is required before a student will be allowed to attend. Verbal permission will not be acceptable without office authorization. It is recommended that students wear LCA spirit-wear for these events. If your child requires a safety seat, please be sure to leave it with the teacher on the day of the trip.

Field trips are taken to enhance the educational curriculum or social growth. Consequently, field trips are mandatory. However, if a parent does not allow a student to attend the trip, then the student must come to school and will be given work to do.

All chaperones/volunteers on field trips or working on campus, etc., are expected to lead by example by following the after-school, or summer dress guidelines (see dress code). Parents/volunteers driving students other than their own children must provide the office with a driver's license and proof of insurance. Chaperones for any field trip will be required to fill out a Preapproved Volunteer Form and Background check. Because the main role of a chaperone is to supervise your child and other students, siblings are not permitted to attend field trips.

FOOD ALLERGIES

If your child has food allergies, you may want to keep acceptable "treats" for him/her to use for parties, special days, etc. in the classroom to avoid disappointments. The kitchen staff will try to

keep some acceptable, non-perishable items for emergencies but will need information on acceptable items.

FOOD SERVICE – Snacks and Lunches

Students have the option to purchase or bring their lunch. Hot lunch is available Monday - Thursday for \$3.00 and is pre-ordered by the month. The monthly lunch menu and account balances are available online at teacherease.com. Each family will have a lunch account to which they may deposit funds at any time through the office.

A soda machine is located in the cafeteria for the use of 7th-12th grade students at lunch only. We prefer that students do not bring or purchase energy drinks for school. Elementary students are not permitted to purchase soda during the school day. Students may purchase soda after school hours and during athletic/social events, with all proceeds benefiting the athletic department.

A snack cart, with various food items for purchase, is available in the cafeteria during morning breaks. Milk can be purchased by the glass. Water is always available.

As an act of stewardship and service, students are required to participate in a rotating schedule to clean up after their class at lunch and break-time. Tables should be wiped off and the floor under the table swept.

FUNDRAISING

Liberty Christian Academy is endeavoring to keep low tuition rates for the benefit of each parent. For that reason, we operate annual fundraising programs and anticipate each child and/or parent's participation in helping us raise the additional funds needed for the designated school projects, scholarship funds and charitable projects. The school receives no Federal assistance other than a tax-exempt status, and no regular church financial support.

Tuition fees basically cover the personnel costs. Enrollment fees pay for your child's books and other instructional materials. Fundraising activities help to pay the monthly bills and also assist funding the Flexible Tuition Program.

GRADE REPORTS

Grade reports will be issued on a nine-week basis. Grades will be available electronically on teacherease.com using your log-in and password.

Preschool, Kindergarten and Elementary Special classes utilize a letter-based marking system rating student performance.

GRADING SCALE

The following is the grading system in use for grades 1-12:

90-100	A	4.00 pts.
80-89	B	3.00 pts.

70-79	C	2.00 pts.
60-69	D	1.00 pts.
Below 60	F	0.00 pts.

All Grade Point Average (GPA) work is based upon this scale for grades 9-12 and rank within the graduating senior class. Dual enrollment college courses must have prior administrative approval and are assessed by the following scale: A= 5 pts; B = 4 pts; C = 3 pts; D= 2 pts.

Seniors graduating with a 3.6 GPA or higher will receive honor cords, signifying their outstanding academic achievement.

GRADUATION & END OF YEAR CHECK OUT

Diplomas, grades, test scores, transcripts or awards will not be released until the following items, if applicable, have been paid or taken care of in the manner described in the handbook or with notification throughout the year:

- Tuition, fees (including graduation) and other charges paid in full
- Textbook replacement or damage fees, paid in full
- Athletic release form
- Any outstanding detentions served
- Any items such as unpaid photos that need to be returned
- Library books returned and fines paid
- Service hours completed
- Graduation photo submitted (seniors only)

GYM USAGE

LCA students (**Junior & Seniors only**) and LCA graduates may use the gym at their own risk during non-school hours. Students and graduates are to inform the office ahead of time and/or sign the usage record. Visitors to LCA during non-school hours must be accompanied by an adult.

HEALTH/SICKNESS POLICY

Your child should stay home if he or she has any of the following symptoms:

- A fever of 99.5 degrees or higher within the last 12 hours, especially when combined with other symptoms.
- A fever that recurs as medication wears off.
- Nausea, vomiting, or diarrhea.
- Persistent headache or body aches.
- Unidentified skin rash.
- Excessive sleepiness, tiredness, or irritability, even if caused by medication.
- Loss of appetite for more than a day.
- An excessively runny nose or eyes that show sign of infection.

24-Hour Rule: To help keep down the spread of illness, if your child goes home with fever, vomiting, or diarrhea, please keep them home 24 hours after all symptoms are gone.

Also, keep your child at home if he or she has a contagious condition such as chicken pox or strep throat. Let your doctor decide when it is safe to let your child return to school. A sick child needs

more care than we can provide in our school setting. Keeping your child at home is not only the best thing for him or her, but also shows consideration for the other children in the classroom. Let's work together to keep all of our students as healthy as possible.

Medication to be administered at School:

LCA will not administer the first dosage of any medication due to possible allergic reaction. By law, we cannot accept medications that are in bags or containers that are not commercially identified.

A *Permission to Administer Medication Form* is available through teacherease.com under "Communicate" in Digital Lockers as well as in the Appendix of this Handbook.

If a student needs medication to be administered during the school day, a *Permission to Administer Medication Form* must be presented with the medication in the school office. No staff member will be allowed to administer any medications without parental authorization. **Non-prescription drugs** (*Tylenol, Tums, etc.*) will not be given unless the parent has given permission in writing. **Prescribed drugs** must have written permission by the parent and the physician. All medicines must be kept and administered at the nurse's office. All medications must be sent into the office in the original prescription bottle, clearly marked with contents, directions for administration, and the child's name. Each parent is responsible to bring to the office (do not send in with a student) any medication, prescription or non-prescription. This includes items such as *Tums, Tylenol, etc.* Medications in the office should be picked-up by parents by the last day of school. Any remaining medication will be safely disposed.

Students are not permitted to keep over the counter medications in their lockers, purses or gym bags for personal use or distribution to other students. Exceptions (e.g. inhalers) must be approved through the office.

LOCKERS

All lockers are the property of LCA. Having a locker is a privilege and therefore abuses can lead to losing your locker. Be mindful of the pictures that you post in the lockers. It is not acceptable to take things out/or put things in other students' lockers without their permission. LCA staff has the right to search the lockers and their content. Because our school gym is rented to outside groups, you may have a lock on your locker. If you do so, the combination and/or key to the lock must be turned into the office. The tops of the lockers need to be maintained in a neat and orderly manner.

LOST and FOUND

In order that the student locker area, gymnasium, and hallways may be clean, tidy, and pleasing to the sight, all books, papers, school supplies, and athletic equipment left by students, located in the areas noted above, will be removed at the end of the day by the staff. These items will be placed in the lost and found, usually at the gym entrance. Valuable items will be brought to the office.

MOVIE/FILM/VIDEO SELECTIONS

Movies are shown occasionally to support educational or Christian values and must be appropriate for the age level. **The teacher will fully preview all film/video materials** prior to classroom use.

Movies which are PG, PG-13 or above must be **pre-approved** by administration and parents (K-8), parents notified (9-12) before being shown. Educational movies directly related to the curriculum need only administrative approval.

NONDISCRIMINATION AND STUDENT RIGHTS

It is the policy of LCA to maintain a learning environment that is free from harassment due to an individual's race, color, gender, national origin, age, ethnicity, disability, religion, or perceived sexual orientation. LCA prohibits any oral, written, graphic or physical conduct related to an individual's race, color, national origin, etc.

It shall be a violation of school policy for any student, teacher, administrator, or other school personnel of LCA to harass or unlawfully discriminate against another employee, volunteer, student, parent, etc. in the aforementioned areas.

It shall also be a violation of school policy for any staff to tolerate such harassment or discrimination and by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of LCA. This policy also applies to board members, volunteers, contractors or persons subject to the supervision and control of LCA.

Administration will act promptly and take appropriate action to protect individuals from further harassment or discrimination; and if necessary, promptly and appropriately discipline any student, teacher, administrator, or others as listed above who are found to have violated this policy.

LCA prohibits retaliation against any person who files a complaint of discrimination or harassment, and further prohibits retaliation against persons who participate in related proceedings or investigations.

LCA is committed to maintaining a Christian learning and working environment free of any form of bullying or intimidation between students, staff and students, staff, etc. whether at school or any school sponsored event.

OFFICE HOURS

During the school year, the office is open 7:30 a.m. – 4:00 p.m., Monday through Friday. The office is open during the summer but with limited hours in July.

PARENT INVOLVEMENT

Parents are encouraged to volunteer and be a part of their child's learning. Parents may help on a routine basis with day to day operations, cleaning, office assistants, teacher assistants, cafeteria, fundraising, and student activities. They often assist with classroom parties and field trips. Workdays are regularly scheduled for maintenance issues. We are very blessed with parents who are actively involved with LCA and consistently donate hours above their required service hours.

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences are scheduled two times during the school year (please refer to current school calendar). Notices will be sent home for scheduling. The spring conference will include the student in grades 3 – 12. Parents should feel free at other times to call the school and arrange for a conference when there is a need or desire.

PICKING UP STUDENTS AT DISMISSAL

At dismissal, students exit via the gym doors. Similar to the morning procedure, drivers pick up their child by entering via the lower parking lot so that their vehicle is facing the highway. Students are dismissed at 2:55 p.m. Be cautious of other children being picked up.

PLEDGES – Morning Opening Ceremony

Students at Liberty Christian Academy begin their day with pledges to the American & Christian flags and the Bible, followed by corporate prayer. Each class participates leading pledges/prayer throughout the year.

Pledge to the American Flag

I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation under God, indivisible, with liberty, and justice for all.

Pledge to the Christian Flag

I pledge allegiance to the Christian Flag and to the Savior for whose Kingdom it stands. One Savior, crucified, risen and coming again, with life and liberty for all who believe.

Pledge to the Bible

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its words in my heart; that I might not sin against God.

SCHOOL CLOSING ANNOUNCEMENTS

Adverse weather conditions and other emergencies may make it necessary to cancel classes or to send students home early. Whenever it is necessary to close school, notice will be communicated to channels 2, 4 and 5 in St. Louis. A “One Call Now” phone call will also be sent by 6:00 AM on the morning of the closing or by 8 PM the night before, if possible. If adverse weather conditions develop early in the day which causes early dismissal, you will receive a “OneCall Now” from the office.

Please make arrangements ahead of time to have your child/ren picked up, as quickly as possible, in these weather related or emergency situations.

SCHOOL SCHEDULE

Parents will be responsible for providing transportation to and from school. **For safety reasons, elementary students are not permitted to walk to or from school.** School starts at **7:50 AM**, and ends at **2:55 PM**. Please do not bring your child to school before 7:30 AM. Following the school day, at 3:00 PM students must be:

1. On their way home (your child will need to bring a note if going home by any means other than usual)
2. In tutoring class with a teacher
3. Beginning athletic practice with a coach
4. Serving a detention under supervision of a teacher/administrator
5. In after-school Explorers. (Prior arrangements must be made through the office at 745-0388).
(LCA provides a fee-based after-school program “Explorers” on an as needed basis.)

When a child is not picked up by the usual time, then he will be taken to the office to await pick-up.

SERVICE HOURS

As an example of stewardship each family is required to perform 20 Service Hours on campus per school year. Specific service hour opportunities can be obtained from the school office or are communicated by the office as needed. Only items listed on the form or in office communications count towards service hours unless otherwise approved. There are ample opportunities to fulfill this goal. Each quarter a “Campus Projects” day is scheduled as well as large fundraisers throughout the year and everyday opportunities on campus. Items such as class parties and field trips, however, may not be used as service hours. Athletic hours of service also are NOT counted toward service hours, but are a part of your responsibility as a parent of an athlete. Please contact the school office with any questions. A service hour log sheet is included in your enrollment packet. You may also obtain a copy from the office, if necessary. Uncompleted service hours are billed to your account at \$15.00/hour after May 15.

High School Student Service Hours – Each 9-12th grade student is required to record and submit Christian Service Project log sheets for 20 hours of community/ church service, with 10 of these hours served on the LCA campus. Each 7-8th grade student is required to record and submit Christian Service Project log sheets for 10 hours of community/ church service, with 5 of these hours served on the LCA campus. Hours served on campus DO NOT apply to the family service hours until the student requirement has been fulfilled. The student form is returned to the Volunteer Coordinator’s mailbox in the office. Additional copies may be obtained from the office, if necessary.

SEXUAL & OTHER HARASSMENT

Harassment of any nature is strictly prohibited. “Harassment” is defined as any such behavior that (a) has the purpose or effect of creating an intimidating, hostile or offensive working environment; (b) has the purpose or effect of unreasonably interfering with an individual’s work performance; or (c) otherwise adversely affects an individual’s employment opportunities. Harassing conduct includes, but is not limited to: slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through email).

Sexual harassment may include a range of subtle and not so subtle behaviors including but not limited to the following: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual’s body; insulting or obscene comments or gestures; and other physical, verbal or visual conduct of a sexual nature.

It doesn't matter how these words or actions are intended. For legal purposes, in most instances, whether or not an action is regarded as Sexual Harassment is determined by the recipient or any observer of the action. Sexual harassment has no place in the Christian workplace where people believe in fairness and respect for each other.

Reporting Incidents of Harrassment

LCA encourages employees to report incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. If you believe you are being subjected to harassing conduct, you are encouraged to advise the offender that his or her behavior is unwelcome and request that the behavior stop and/or report the incident to the Administrator. If it concerns harassment by the Administrator, then report to the Assistant Administrator, who will inform the School Board President. LCA strongly urges the prompt reporting of complaints or concerns so that quick and constructive action can be taken.

Investigation

Reports and allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include interviews with the parties involved and other staff witnesses. Confidentiality will be maintained throughout the process. Anyone found to be engaging in sexual or other harassment will be subject to disciplinary action up to and including unpaid suspension, termination, and police notification. There will be no retaliation against or adverse treatment of any student who reports a complaint or a concern.

SUSPECTED CHILD ABUSE AND NEGLECT

According to Missouri Public Laws, Sections 210.110 to 210.189, when staff have reasonable cause to suspect that a child has been or may be subjected to abuse or neglect, he or she is to report this to the Administrator and is required by law to report such suspicions to the Missouri Division of Family and Children's Services immediately. Any staff member can alert DFS through a hot line call (800.392.3738) since all are mandated reporters, and must notify the administrator immediately.

All staff, board members and approved volunteers who work with students individually must have a clear background check.

STUDENT ACCESS TO OFFICES & STAFF ROOM

Unless on school business, no student is allowed in the administrative office/staff room without requesting permission of a school official.

STUDENT STANDARD OF CONDUCT

The purpose of our rules and personal regulations is to help the student body attain spiritual growth and personal character training. We believe that the heart of character training is obedience, which will eventually cultivate an inner self-discipline and is essential to the emotional, physical, social, and spiritual well-being of the student. The teacher is the authority in the classroom; discipline is administered firmly and fairly. To obey, to do right, and to love God and country are attitudes we strive to instill in each student, thus equipping the student for his role in God's plan for his life and

his proper place in society. Since we at LCA recognize the importance and place of discipline in the development of a student, we have set down these regulations to be consistently and uniformly enforced. These regulations are necessary to promote the desired atmosphere at LCA; therefore, without reservation, the school requires that each student adopt the following general rules as personal standards of living within the community of LCA.

Respect: Act in such a way that you demonstrate proper respect for God, school authorities, school rules and policies, school property, the feelings and right of other students, and yourself.

Honesty: Be honest in all school situations, including the taking of test, the completion of homework, and in the interrelationships that are a part of daily school life.

Integrity: Use language and display character that are properly moral and Christ-like.

Cooperation: Cooperate with the faculty and staff in achieving the goals of LCA regarding conduct, performance, and attitude.

Effort: Use the gifts God has given you to the best of your ability in accordance with God's will for your life and proper stewardship.

Since Liberty Christian Academy respects the name of our Lord and Savior and is dedicated to His honor and glory, all of us must represent our school with behavior and attitudes that are pleasing to Christ and further the cause of His kingdom. Our conduct and speech should always align with God's directive to "Love Him above all, and love our neighbor as ourselves." Our conduct will be a major factor in making LCA a "light" in the Wright City community and beyond.

Hebrews 13:17 – Obey your leaders and submit to their authority. They keep watch over you as men who must give an account. Obey them so that their work will be a joy, not a burden, for that would be of no advantage to you.

STUDENT DRIVERS AND STUDENT PARKING

Students who drive a car to school must give the office a copy of their driver's license and vehicle make and model information. Students who drive to school are to park in the area designated for student parking immediately upon arriving on campus in the morning. The student parking is located on the east side of the building on the lower parking lot. Once cars have been parked, they may not be moved during the school day without the permission of a teacher **or** the Administrator. There is to be no loitering in the parking lot. The parking lot is considered school property. Students are requested to leave the parking lot upon arrival at school and not return to their cars until they are ready to leave campus at the end of the day unless special permission is obtained. Extreme caution is to be exercised at all times when driving in the parking lot. Drive slowly (five M.P.H.) and carefully. Always give pedestrians the right-of-way. Students who are in violation of the parking policies or drive dangerously on the school grounds will receive a discipline referral for the first incident and for subsequent incidents will lose their privilege of driving to school for a specified period determined by the administration.

TECHNOLOGY/ELECTRONIC POLICY

We believe in the importance of students to have reasonable access to electronic-based research tools and master skills for their application to learning, problem solving, and presentation of learning. With the educational opportunity comes responsibility. Part of our responsibility in preparing students for the future is to teach them to use wisely the tools they will utilize as adults.

Students may access computers, copiers, internet, electronic equipment such as video projectors, Smartboard, etc. with staff permission. Students are to use the equipment with care and follow acceptable use procedures. Computers in the technology lab must display the LCA logo as the desktop wallpaper.

The internet home page is the www.lcaeagles.com website. At no time are students allowed to go to Facebook, YouTube, Chat Rooms or Message Boards, or inappropriate sites. Under supervision and direction of the teacher, the student may be allowed to access You Tube, and educational games.

Student use of these devices is a privilege, not a right. Students are not allowed to download any shareware or freeware programs from the internet. Students cannot bring software from home with the intent of loading it onto the school's computers. Students in middle school/high school are responsible for citing sources and giving credit to authors during the research/writing process.

Students who bring electronic equipment of any type to school are responsible for any damage, theft, etc. to it. There is no sharing of ear buds due to health reasons. Personal laptops, Kindles, Notebook Computers, I-Pods, MP3 players, etc. are not to be shared and are not allowed to be used from bell to bell (7:50 to 2:55). Teachers may designate certain times of use but never during lunch or morning breaks.

Misuse of any kind will result in loss of computer or electronic privileges and possible grade reduction. Depending on the severity, disciplinary action may also be taken including suspension or expulsion from LCA, and notification of authorities.

TELEPHONE/CELL PHONE USE

School telephones are generally not available for personal phone calls. Use of cell phones and other electronic devices by students is not permitted during school hours (bell to bell). Students in 7th-12th grades will be allowed monitored usage of cell phones and other electronic devices during lunch only. The taking pictures of other students and/or posting on social media during school hours is not permitted, including during lunch. Teachers may also allow exceptions to this rule for classroom purposes.

Please refrain from contacting your child either by texting or calling during the school day. Important messages can be delivered through the office and is the preferred delivery method. Students receiving a text in class find it very difficult to ignore. Cell phones used without permission will be confiscated and sent to the office where they may be picked up after payment of an assessed fee.

Students bring items to school at their own risk and LCA is not responsible for lost or stolen devices. Students in 7th – 12th grades who choose to bring a cell phone on campus are required to leave it in their lockers or place it in the "Phone Basket" in each classroom attended.

TEXTBOOKS

Students will be charged for the total replacement cost for any lost textbook. Non-consumable books are the property of LCA and damage will be assessed accordingly. Students are encouraged to use book covers for protection of their furnished books. Books should be returned at the end of the year, free of marks other than designated by the teacher. Students are NOT permitted to tear apart any books, school or personally owned.

VISITING THE SCHOOL

We welcome your visits to the school. All persons entering the school during the school day are required to report to the office to be issued a visitor pass before contacting any faculty members or students. No loitering outside classrooms or in hallways is permitted. Lunches, homework, books, and other items must be left in the office for delivery to students. These procedures will eliminate unnecessary interruptions in the classroom. If remaining at school for more than one hour, during school hours, please park in the lower parking lot behind the church next door.

Visitors, volunteers, individual students and families who are entering/ exiting the building after the school day begins are to enter and exit through the northeast doors. These are the doors across from the gym.

VISITORS

Former students, alumni, or student friends are not permitted to interrupt classes. Visitors may join current students during lunch. Student guests who want to attend classes must get prior approval from Administration. Staff may visit with visitors during their plan/lunch time or before/after school hours.

ATHLETIC PROGRAM

Philosophy of the Athletic Program at LCA

The purpose of the athletic department for Liberty Christian Academy is to provide an avenue for developing Christian character through organized athletic competition. The program will also strive to promote the image of the school in the community through excellence in the sports program and a positive Christian witness.

Eligibility Requirements - All Athletic Extracurricular Activities

All secondary students (grades 7-12) wishing to be involved in extra-curricular activities must maintain a minimum of a "70%" average without any "F"s. Extra-curricular activities include all sports, cheerleading, academic competitions, fairs, clubs, etc. All ineligible students must attend all practices so that they can return to normal status when they bring their grade(s) up to the minimum required for full participation. Exceptions must be approved by the administrator and athletic director.

Player Eligibility

Participants for any sports program will be chosen from qualified individuals. These individuals will be full, part time or homeschooled students of Liberty Christian Academy. All eligibility requirements of the Missouri Christian School Athletic Association must also be adhered to. LCA requires that students maintain an overall average of 70% in all subjects with no "F" grades. Each athlete will be considered on a case by case basis.

All athletes must be in attendance a minimum of ½ day or 3 ½ hours on the day of the game in order to participate. If an athlete receives **3 or more behavior detentions**, the consequence will be **a missed game**. If an athlete receives **6 behavior detentions**, **the athlete will be off the team**. Additional discipline may be administered by coaches as needed. Depending upon severity, an athlete can be eliminated from a game as determined by the coach or for the season, determined by the coach with administration.

Students/athletes remaining at school for a game will go to the cafeteria for a study hall. Volunteer parents provide meals on a rotating basis for the athletes. When the coach approves, students may leave the cafeteria for the gym, van, etc.

Cheerleader Eligibility

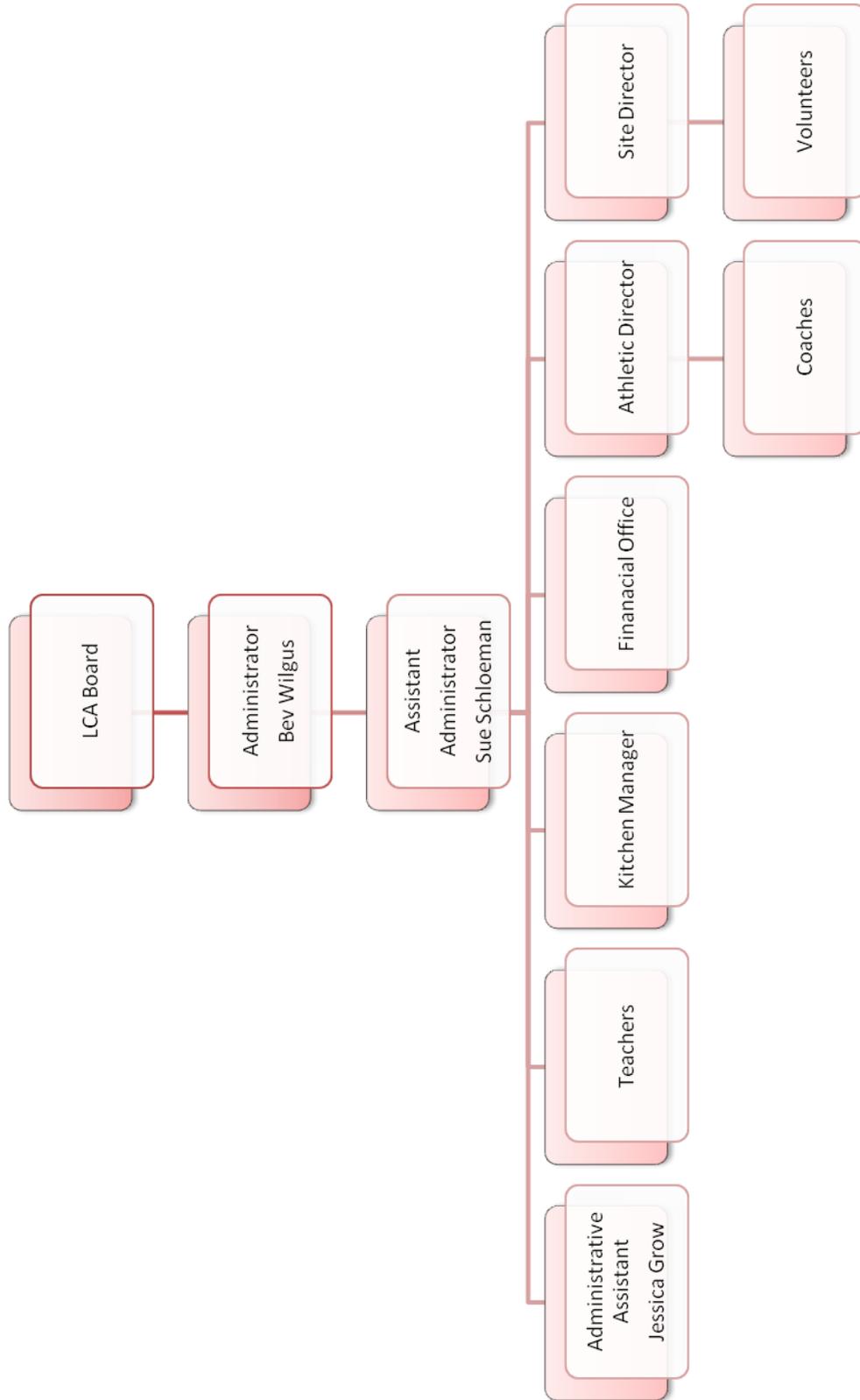
Participants will be chosen from full or part time students of LCA. All eligibility requirements that pertain to athletes will apply to cheerleaders.

Athletic Fee Structure & Deposits

The fee structure is set up based upon the cost of operation for any given program. These fees are determined by the school board based on recommendations of the athletic director and school administrator and are non-refundable in the event that a player quits or is dismissed for disciplinary reasons. LCA athletes will need to turn in all uniforms and playbooks to their coach. The coach will then turn in a release form to the office. The office will not release grade cards, test scores or transcripts if athletic uniforms have not been cleaned and returned.

APPENDIX:

Organizational Chart



LIBERTY CHRISTIAN ACADEMY

**Permission to be Absent
Elementary School**

Date of Request: _____ Teacher: _____

Parents please complete the following section:

Student: _____

Date(s) & Day(s) of Request: _____

Reason for Request: _____

Parent/Guardian Signature & Date: _____

=====

Students please have the following completed:

The signature of my teacher indicates that I have received my homework assignments.

Teacher's Signature & Date: _____

=====

By signing below, I am responsible to get all homework assignments prior to leaving. I must make up work based on a schedule of one-day make up time per day missed, not to exceed one week. Work not made up at the end of time allotted may be given a grade of zero. **Pre-assigned HOMEWORK needs to be turned in prior to absence.**

Student's Signature & Date: _____

Administrator's Signature: _____

Date Approved: _____

LIBERTY CHRISTIAN ACADEMY

**Permission to be Absent
Middle/High School**

Date of Request: _____

Parents please complete the following section:

Student: _____

Date(s) & Day(s) of Request:

Reason for Request: _____

Parent/Guardian Signature & Date: _____

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Students please have the following completed:

The signature(s) of my teacher(s) indicate that I have notified my teacher of my absence.

Teacher's Signature & Date: **1st Hr.** _____

Teacher's Signature & Date: **2nd Hr.** _____

Teacher's Signature & Date: **3rd Hr.** _____

Teacher's Signature & Date: **4th Hr.** _____

Teacher's Signature & Date: **5th Hr.** _____

Teacher's Signature & Date: **6th Hr.** _____

Teacher's Signature & Date: **7th Hr.** _____

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By signing below, I am responsible to get all homework assignments prior to leaving. I must make up work based on a schedule of one-day make up time per day missed, not to exceed one week. Work not made up at the end of the time allotted may be given a grade of zero.

Pre-assigned HOMEWORK needs to be turned in prior to absence.

Student's Signature & Date: _____

Administrator's Signature & Approved Date: _____

