



# **Liberty Christian Academy Elementary Student Handbook**

**2023-2024**

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**2023-2024**

**LIBERTY CHRISTIAN ACADEMY  
ELEMENTARY STUDENT HANDBOOK**

**MISSION STATEMENT**

Liberty Christian Academy exists to support parents and guardians in their Biblical responsibility to nurture and train their children. Thus, LCA provides opportunities, which allow students to realize their God-given potential and to live lives that glorify God in the spiritual, academic, social, physical, and vocational realms.

**VISION STATEMENT**

“Educating for Eternity”

Liberty Christian Academy seeks to lead students to faith in Jesus Christ and to develop young men and women who adhere to a Christian worldview, prepared to participate as Godly members of home, church, and society.

**LCA CORE VALUES**

1. Commitment to scripture
2. Culture of prayer
3. Lifestyle of worship
4. Connection to community
5. Heart of serving
6. Passion for excellence

**PHILOSOPHY OF LIBERTY CHRISTIAN ACADEMY**

Liberty Christian Academy adheres to the Doctrinal Statement of Thomas Road Baptist Church and Liberty University. Teachers and administrative staff at Liberty Christian Academy must be born-again Christians who are consciously committed to Jesus Christ, knowing their lives serve as examples to those whom they teach.

Recognizing that the primary responsibility for education rests with parents (Psalm 78:5, 6), Liberty Christian Academy serves as an extension of the family to aid parents in this task. As such, the Academy adheres to Biblical principles to support parents in training and nurturing their children (Ephesians 6:1-4; Proverbs 22:6; Colossians 3:20, 21).

The philosophy of Liberty Christian Academy is based on the premise that man's ultimate purpose is to glorify God (I Corinthians 6:19, 20; 10:31). Liberty Christian Academy exists to

help each student reach his full potential by guiding him in developing spiritually, morally, personally, socially, and academically (Luke 2:52). The faculty and staff recognize that only when a student accepts Christ as Savior and yields to His Lordship can he realize his own unique potential (Romans 10:10-13).

Education and learning are Biblical imperatives (Deuteronomy 6:6, 7; Proverbs 3:1-9); therefore, all instruction at Liberty Christian Academy is Biblically based (Deuteronomy 4:2-9). The specific content grows from the following:

- (1) God's mandate at creation for mankind to have dominion over the earth (Genesis 1:1; 26-28), requiring learning in the areas of language, mathematics, the physical and natural sciences, technology, and the fine arts.
- (2) the hostile environment resulting from the fall of man (Genesis 3:9-24), intensifying his need to understand more deeply all of the curricular areas, as well as the social- and health-related sciences and the study of God's written Word.
- (3) the command for Christians to evangelize the lost and to disciple believers (Matthew 28:18-20), is to bring about God's mandate of redemption.

### **LCA HONOR CODE**

The LCA Honor Code is available on the LCA website. The Honor Code is discussed with all students and enforced at every grade level. Parents should discuss the Honor Code with their children at home. Our Elementary school students memorize and use the following phrase:

*"I will not lie, cheat or steal, nor tolerate those who do".*

### **INTRODUCTION**

The Honor Code is not only at the core of the discipline system at LCA, it is also the foundation of our school community. The Honor Code begins with a commitment by each student to personal integrity, is expanded by a refusal to condone dishonorable behavior, and is strengthened by support of appropriate consequences for those who violate the Honor Code. The system will be as successful as the members of the LCA community are willing to hold one another accountable. The desire of LCA is that its members individually and corporately strive to walk worthy of the calling to faithfully follow Christ.

### **VISION OF AN HONORABLE COMMUNITY**

An honorable community is one of mutual trust, honesty, and respect. It is a community where each individual is expected to live honorably and each individual is expected to encourage his/her peers to live honorably as well. It is a community where students do not feel compelled to keep their belongings locked up, where students do not feel the pressure from peers to lie and cheat, and where students are not ridiculed for their commitment to live honorably.

An honorable community is more than a commitment to follow a set of rules. It is a commitment to an honorable lifestyle. It is our expectation that our students' commitment to an honorable

lifestyle will far outlive their time at LCA. We trust that our students see the benefits of an honorable lifestyle and allow the principles of the Honor Code to govern all aspects of their lives.

### THE HONOR CODE ALWAYS APPLIES

Students of LCA will always assume that the Honor Code is in effect. Whether openly stated or not, the principles and policies of the Honor Code are continually applicable.

### TESTIMONY

Once a student decides to attend LCA, certain responsibilities accompany that choice. Attending LCA means that wherever a student goes, the name of LCA goes with him/her. Each student's actions will be judged as an extension of the reputation of LCA. That responsibility must be taken seriously, especially since our name does include the name of Christ. It should be that members of the LCA community would always desire to conduct themselves in a way that brings honor to the name of Christ. All individuals are responsible to conduct themselves in a way that does not dishonor what Liberty Christian Academy desires to represent. Bearing a name with honor is a vital responsibility and must be considered at all times. Hence, LCA must care what all its community members do both on and off campus since an honorable reputation is to be highly valued. *"A good name is to be more desired than great riches." Proverbs 22:1a*

### Plagiarism

Definition: literary theft, misrepresentation, and falsification. Explanations of plagiarism include, but are not limited to:

- To *plagiarize* is to steal someone's ideas or thoughts or to borrow dishonestly from another.
- To declare someone else's work as one's own.
- To *copy directly, paraphrase, or summarize* without documentation

## **ACADEMICS**

### MATHEMATICS

Mastery of math skills is essential to the development of new concepts. Parents are encouraged to work with their children at home to develop basic math facts through practice at home. A Quarterly Math Assessment Test (QMAT) is administered at the end of each quarter and represents 15% of the quarter's math grade. This year, we will be able to provide Math Support during the school day for an additional fee to students who are struggling (have an "F" or "D" in Math) in grades K-5. Mastery of math skills is essential to the development of new concepts. As part of the weekly homework, we ask parents to practice math facts a minimum of 3 times a week in grades 1-5. This weekly practice will be verified with classroom teachers throughout the year.

### READING

Mastery of reading skills is essential to learning in all academic areas. Because of this, parents are encouraged to read to their children and listen to them read to develop a love and habit of reading during the school year and over the summer. A reading assessment will be administered at the beginning and end of each school year in grades K-5. Students may be invited to participate in a reading intervention program based on those results and/or teacher assessments.

## WRITING

The ability to write clearly and expressively is extremely important. The Elementary School has adopted a program of writing called “6+1” at all grade levels. Although not all writings are formerly graded, all students are expected to write frequently, regularly and in all academic areas. A Writing Skills Assessment Test (WSAT) is administered at the end of each semester for grades 1-3. Grades 4 and 5 will have the Writing Skills Assessment Test administered at the end of the second semester. This test is also scored by the “6+1” system and represents 15% of the quarter’s English grade.

## HOMEWORK

Homework is an integral part of academic instruction and is a valuable tool for teaching responsibility. LCA’s homework policy is based on three important principles: (1) All assigned work should be completed and turned in, if required. (2) Every student is expected to complete every assignment. (3) Homework should not be assigned as “busywork.” To merit the assignment, that assigned work must meet at least one of the following criteria:

1. Review of the class lessons to assess understanding of the material taught.
2. Preparations for a test or quiz.
3. Preparation for material to be covered in the next day’s class.
4. Special class projects.

Parental support of daily homework is expected. All parents should keep informed of homework expectations by checking FACTS for weekly letters, daily assignment notes, checking students’ agendas and talking with their children.

## PRACTICUM STUDENTS

LU education majors earn practicum credit for serving as academic coaches in Elementary classrooms. Coaches are assigned to help teachers/students in many capacities. Background checks are required for all practicum students.

## GRADING AND WEIGHTING OF GRADES

A total points system of grading is used in grades 1-5. Each assignment is given a point value. The student’s grade is reported as a number of points earned, over the number of points possible. Total points earned in each subject area are divided by total points possible at the end of the grading period. At the end of the grading period, a weighted grading system will be used to determine the student’s percent grade. Assessments will be worth 75% of the student’s grade and Classwork/Homework will be worth 25% of the student’s grade. No single grade may count for more than 15% of the total nine-week grade.

The resulting percentage is converted to a letter grade, according to the following scale:

|          |   |
|----------|---|
| 90 – 100 | A |
| 80 – 89  | B |
| 70 – 79  | C |
| 60 – 69  | D |
| Below 60 | F |

### LATE WORK POLICY

Students must turn in assignments on the date and at the time due. If a student fails to turn an assignment in when it is due, a grade of missing will be recorded in FACTS that day. The zero grade will have a footnote explaining that the assignment was not turned in when due and grades will be exported to FACTS on the date the assignment was due. Students who fail to turn in assignments when due will have five school days or until the end of the current grading period (quarter), whichever is less, to turn in a late assignment for up to 75% of the original point value. Projects will result in a 15% grade deduction per day late. After five school days, the missing assignment may be assigned a grade of “zero”.

Projects turned in late will receive a 15% deduction per day. If a student is present in any class period the day a project is due, the project must be turned in on time or it will be considered late

### MISSING WORK DUE TO ABSENCE FROM SCHOOL

Students may be given up to two days to make up work missed for each day of absence with a maximum of five days to complete and turn in all make up work. Parents should communicate with the teacher concerning the work that needs to be made up.

\*A student who misses an assessment on the day of absence will be expected to make it up the day they return to class, unless required notes or information for the assessment were given during the absence (class review for the assessment does not count as required information). If information such as notes were missed, the student will have up to two days for each day missed to make up the assessment. week to complete and turn in all make up work. Parents should communicate with the teacher to make arrangements to pick up or receive the work.

### PLANNED ABSENCES FROM SCHOOL

Planned absences, which are approved by the principal prior to the absence, will be counted toward the student's total accumulated absences. Parents/ guardians should submit a completed planned absence form to the Elementary Office at least two weeks prior to the absence.

Sometimes families choose to take extended vacations during the school year. The following steps should be taken to ensure your child is ready to be absent from school:

1. Submit a completed Planned Absence Notification Form
2. Follow Google Classroom for work missed
3. Have all work completed and ready to turn in when your child returns to school. Any late work will receive a late penalty in FACTS.

\* Make-up work will not be given out to be completed before the planned absence.

\* Any missed assessments, including the QMAT, will be completed once the student returns to school.

### EXTRA CREDIT

Extra credit is not offered in the elementary school.

### RETENTION

Students who are clearly not ready for promotion to the next grade level may be retained. The final decision is based on academic, physical, emotional, and developmental readiness for the next grade level. Failure in any two academic subjects or failure in one subject with Ds in two or

more additional subjects may automatically be considered cause for retention. The student who is at risk of retention after the first semester may receive a retention letter from the elementary principal. Also, another retention letter will go home to the parents of any student who is at risk of retention, at the end of the 3<sup>rd</sup> quarter.

### ACCREDITATION

Liberty Christian Academy is accredited by the Association of Christian Schools International (ACSI) and Cognia. LCA is recognized by the Virginia State Department of Education as an accredited school through the Virginia Council for Private Education (VCPE).

### ARRIVAL AND DISMISSAL FOR ELEMENTARY

The elementary school day begins at 8:15 a.m., and students are dismissed at 3:17 p.m. Students may enter the classroom at 8:00 a.m. each morning. Students who arrive before 8:00 a.m. must report to the Bulldog Fitness Club (Fit Club) in the main gym and may not wait in the elementary hallways. Fit Club runs from 7:30 - 8:00 a.m. each school day. Students who need to arrive before 7:30 must be registered for the Elementary Early Room which opens at 7:00 a.m. Students may not go to Main Street or Lion and the Lamb without adult supervision.

### DISMISSAL

If there is a change in your child's pick-up plans, please contact the Elementary office by 2:30. Students may not be allowed to check out after 2:45 without parental notification of a medical appointment or emergency.

Students not picked up by 3:30 P.M. will be sent to the after-school room. Each time a student is sent to after-school care; a charge of twenty dollars (\$20.00) may be added to the student's account. Elementary students may not remain on campus after dismissal without adult supervision. Any elementary student who is found unsupervised on campus after 3:30 will be sent to the after-school room and a charge will be added to the account. So teachers can prepare their students for dismissal, parents must wait in the outside courtyard until the bell rings at 3:17.

Students in Grades K – 5 will be released only to adults or older siblings (sixth grade or above) listed on the Dismissal Form and only at the classroom or the Elementary Office. Students will not be released to other individuals unless authorized in writing by the parent. Authorized individuals who are not known by the teacher may be asked to show photo identification card.

### ATTENDANCE AND ABSENCES

Whenever any student fails to report to school on a regular scheduled school day and no notification regarding the student's absence has been received by school personnel, a reasonable effort to notify the parent or guardian by telephone shall be made by school personnel. To assist school personnel in implementing this policy, parents or guardians are encouraged to contact the school if their child is going to be absent from school. The attendance clerk will attempt to notify the parent(s)/guardian(s) via telephone when their child is not at school.



Planned absences, which are approved by the principal prior to the absence, will be counted toward the student's total accumulated absences. A student should bring his specific request in writing to the office for approval a minimum of one week in advance.

For the health of all students, individuals who are absent from school due to illness should not return to school until they have been free of fever (without medication), diarrhea, and vomiting for twenty-four hours.

In keeping with state attendance policies, a student who misses 9 or more days during the semester except for hospitalization, documented illnesses by a physician, funerals, approved school-related trips may not receive academic credit for the classes missed. A parental note will be accepted as an excused absence for up to three absences per semester for medical reasons. The parental note must be submitted to the Elementary School Office within 48 hours of the absence. Any absence not directly related to a school activity will be counted as an absence on a student's attendance record for the semester.

- Parents of students who have attendance problems will be notified in writing when the student has 3 and 6 unexcused absences.
- When a student reaches 8 unexcused absences, LCA administration will contact the parents to meet and sign an attendance contract.

### **BIRTHDAYS**

Student birthday celebrations should be simple and limited to the scheduled lunch. This should be coordinated with the student's teacher in advance. Invitations to birthday parties (or any off-campus event) should not be passed out at school unless all boys or all girls in the class are included. Birthday parties are a special time for children but can be a difficult time for the food-allergic child. If you send baked goods, please be careful about the ingredients. It would be especially helpful if you could let your child's teacher know a few days ahead of when you would like to celebrate your child's birthday, so that the food-allergic child can provide his/her own safe treat.

### **BUILDING AND GROUNDS**

All school property was provided through the sacrificial gifts and labor of many parents and friends and belongs to the Lord. He gave it to us to use for Him. Realizing this, it is of utmost importance that we work together to keep the property in good condition. All students should observe the following rules:

1. Pick up trash and place it in trash cans.
2. Protect the shrubbery and lawn. Please keep off the grass.
3. Help keep the property in good repair by never defacing or damaging it; report anything that is broken or lost to the resource officer, teacher, or high school office personnel.

4. Any damage done to the school facilities, caused by improper behavior, may be repaired at the student's expense.
5. Students who willfully damage, deface, or destroy school property may face appropriate disciplinary action and repairs may be made at the student's expense.
6. Students are not to be in locker rooms or gymnasium without permission.
7. Skateboards, skates, and the like are not permitted on school property and may be confiscated by school personnel.

### **CAFETERIA**

Students who misuse the cafeteria in any way (playing with food, excessive noise, etc.) may lose cafeteria privileges. Students are expected to stay in their seats and may not bring food or drink back to classrooms. Parents may visit their child in the elementary cafeteria for birthdays only by signing in at the cafeteria, providing a proper ID if asked, and wearing a visitor's tag. Students cannot be dismissed from school from the cafeteria; it must be done in the elementary office.

### **CHAPEL**

Chapel is normally held each Thursday at approximately 8:30 am in the Thomas Road Baptist Church Worship Center. Chapel is a time for worship and praise; thus students are asked to enter chapel in reverence for the God whom we serve. During chapel, there is time for student participation in songs. Special speakers are invited to speak throughout the year. Students are expected to demonstrate courtesy and respect by giving their undivided attention to the speaker during the message.

### **CRISIS MANAGEMENT**

Crisis management plans of action have been developed by the Academy administration and approved by the School Board in order to provide for the safety of our students in the event of a crisis. The plans will be followed by each member of the Academy and staff upon notification of a crisis situation by the Academy's Head of Schools or his designee. Evacuation drills, severe weather drills, and lock downs are practiced periodically throughout the school year.

### **DELIVERING ITEMS**

Items dropped off to students during the school day should be left with the receptionist at the main entrance. The items will be delivered to students as quickly as possible. Parents are not allowed to drop items off directly to students during the school day.

### **DISCIPLINE**

A discipline plan will be discussed with students and sent home for at the beginning of each year. This plan will be strictly followed. Teachers handle general classroom problems according to school guidelines. Parents will be called if problematic behavior exists.

In general, minor disciplinary problems will result in measures such as walking during recess, silent lunch, written assignments, etc. Serious problems may result in office referral. Acts such

as physical aggression, dishonesty (cheating, stealing, etc.), and flagrant disrespect may result in suspension or expulsion.

LCA is regarded as a state-accredited school; therefore, LCA recognizes discipline decisions that other school districts impose on their students. Students desiring to transfer to LCA must complete their discipline requirements before applying to the Academy.

All new students are placed on probation for the first quarter they attend LCA. As long as a student is enrolled in the Academy, the student represents this school both on and off campus. If the testimony of the student is detrimental at any time to Liberty Christian Academy, the student may forfeit the privilege of being a student.

### **DISCLAIMER**

The Academy reserves the right to deny admittance, dismiss, or ban any student or parent deemed detrimental to the environment, community, and/or the population of LCA.

### **DRESS CODE FOR ELEMENTARY STUDENTS**

The following guidelines for male and female students have been prepared in a desire to promote Christian modesty and neatness. In a school as large as LCA, not everyone will agree on what constitutes “modesty” or “neatness.” Given such a wide variety of views, it is necessary to establish rules for dress that will apply to all students. What follows does not imply that those who disagree with these rules are sinful or wrong. These are simply the guidelines that LCA believes are essential to promote a healthy, positive, spirited environment. Questions regarding interpretation of the dress code should be addressed to the elementary administration.

Students and parents are expected to be familiar with and support the published dress code. Parents of students in obvious violation of the dress code may be called. Elementary students in grades 1-5 are expected to wear the approved school uniform for all normal school activities.

Uniforms may be purchased from the following vendors.

Anything that the LCA faculty and staff deem unfitting, unhygienic, offensive, ambiguous, or not upholding a good Christian testimony (1 Cor 8:13) will be removed.

**Cotton Connection:** 416 Main Street, Lynchburg, VA 24504, (434) 528-1416

**High Peak Sportswear:** 2323 Memorial Avenue, Suite 17, Lynchburg, VA 24501, (434) 846-5223 and 924 Main Street, Lynchburg, VA 24504, (434) 847-5035

**Lands' End:** Lands' End provides embroidered and non-embroidered items (pants, capris, shorts, and skirts). Please note that pants may be purchased anywhere as long as they meet LCA regulations. Visit [www.landsend.com/school](http://www.landsend.com/school) and use the LCA preferred school number (9001-3150-9) to view approved uniforms. You may also call Lands' End at 1-800-469-2222. Please understand, you must purchase uniforms that are approved by LCA.

## **DRESS CODE FOR BOYS**

### **PANTS**

- Must be khaki, navy blue, or grey in color.
- Must be properly sized and be worn around the waist.
- Cargo pants are permitted
- Must not be frayed, have holes, or writing.
- Pants that cannot be worn include jeans or jean look-a-likes, corduroys, joggers, and capris.

### **SHORTS**

- Male students are permitted to wear shorts. Shorts should fit modestly and may not be higher than 2 inches above the top of the knee when standing.
- Cargo shorts are permitted.
- Approved colors are khaki, navy blue, & grey and these must be similar in style, material, and fit as the uniform shorts purchased through Lands' End.
- Athletic-style shorts are not permitted.

### **TOPS**

- Must have LCA crest unless a special day is announced.
- Any type of shirt (other than the LCA school uniform shirt) is not allowed. This includes shirts that might be worn over the LCA shirt to include short or long sleeve T-shirt, short or long sleeve button downs, lined or unlined flannel shirts, etc.
- A uniform shirt must be worn under all outerwear if it does not have the LCA shield or is not LCA approved outerwear

### **OUTERWEAR**

- All students may wear LCA outerwear during the school day.
- If the outerwear is not LCA approved, it must be taken off and put in the locker until the student goes outside or leaves school.
- If the outerwear is not LCA approved and is taken off during the day, then the school uniform shirt is required.

### **HATS, CAPS, SWEATBEADS, ANY HEADWEAR, AND SUNGLASSES**

- None of the above may be worn in the building unless approved by administration for certain dress-up days.

### **BODY PIERCINGS OR EARRINGS**

- Body piercings are prohibited including earrings. This includes clear or any other kind of posts

### **HAIR**

- Hair must be neat in appearance - above the eyebrows, not over the collar, and no longer than the middle of the ears.
- Hair must be natural in color and style with no faddish styles such as mohawks.  
Boys may not dye their hair in a faddish way: i.e. bright blond.

- No hair implements – rubber bands, headbands.

### SHOES

- Athletic shoes (tennis shoes only), dress shoes, and closed-toed Crocs are permitted. Flip flops, sandals/slides, and slippers may not be worn.

### DRESS FOR ATHLETIC EVENTS

- Students are asked to wear modest attire to athletic/extracurricular events. Undergarments should not be visible. Shorts should be of appropriate length. Students are encouraged to wear bulldog apparel.

### **DRESS CODE FOR GIRLS**

#### PANTS

- Must be khaki, navy blue, or grey in color.
- Must be properly sized, without frays or holes, and be worn around the waist
- Pants that should be avoided include joggers, jeans or jean look-a-likes, jeggings that are too tight, pants with fake pockets, tights, corduroys, and sateen style/material.
- Cargo pants are permitted.

#### SHORTS

- **Shorts should fit modestly and may not be higher than 2 inches above the top of the knee when standing.** Approved colors are khaki, navy blue, & grey and these must be similar in style, material, and fit as the uniform shorts purchased through Lands' End.
- Cargo shorts are permitted.
- Athletic-style shorts are not permitted.

#### SKIRTS AND JUMPERS

- Must be khaki, navy blue, grey, or plaid in color.
- Must be properly sized and modest.
- **Must not be higher than two inches from the top of the knee when standing**
- Uniform skirts are to be worn around the waist.

#### TOPS

- Must have LCA crest unless a special day is announced.
- Any type of shirt (other than the LCA school uniform shirt) is not allowed. This includes shirts that might be worn over the LCA shirt to include short or long sleeve T-shirt, short or long sleeve button downs, lined or unlined flannel shirts, etc.
- A uniform shirt must be worn under all outerwear if it does not have the LCA shield or is not LCA approved outerwear

#### OUTERWEAR

- All students may wear LCA outerwear during the school day.
- If the outerwear is not LCA approved, it must be taken off and put in the locker until the student leaves school.

- If the outerwear is not LCA approved and is taken off during the day, then the school uniform shirt is required.

#### HATS, CAPS, SWEATBDS, ANY HEADWEAR, AND SUNGLASSES

- None of the above may be worn in the building unless approved by administration for certain dress-up days.

#### HAIR

- Must be kept clean and neat at all times.
- Hair must be natural in color and style. The following styles are not permitted: painted hair, wide stripes, etc.

#### SHOES

- Athletic shoes (tennis shoes only), dress shoes, and closed-toed Crocs are permitted. Flip flops, sandals, or slides without a heel strap, and slippers may not be worn for the safety of students playing in the gym or playground.

#### PIERCINGS AND EARRINGS

- Earrings are the only piercings permitted for girls.

#### DRESS FOR ATHLETIC EVENTS

- Students are asked to wear modest attire to athletic/extracurricular events. Low-cut shirts, spaghetti straps, and crop tops should not be worn. Shorts should be of appropriate length. Students are encouraged to wear bulldog apparel.

*\*Should parents have any questions regarding pants or shorts, parents are welcome to check with the administration for approval.*

### **EARLY DISMISSAL**

Children who need to be dismissed early need to be picked up no later than 2:45 pm. If you want to pick your child up early for an appointment, please let your child's teacher and the elementary office know no later than 2:30 pm. Upon arrival, you will go to the receptionist at the front of LCA, and she will let us know that you are here. We will walk your child out to meet you.

### **FIELD TRIPS**

Each grade level will participate in one field trip (sometimes in-house) within the school year. In order to participate in the field trip, students must report to school as normal and ride the LCA bus to the site. Parents may not bring students to the field trip unless prior approval is given. Younger siblings may not attend field trips.

### **GUIDANCE**

In attempting to meet the divergent needs of our students, LCA offers a variety of guidance services. This is available when a student encounters problems that he feels he cannot solve

either by himself or with the assistance of parents, teachers, and friends. This (may would include personal, emotional, spiritual, and crisis help.

## **HEALTH AND MEDICAL INFORMATION**

Parents must disclose any new health concerns and issues of the Student with LCA in accordance with LCA policies, and update the same as promptly and reasonably practical~~le~~ with any subsequent health concerns and issues arising after Parent's initial disclosures. Parent authorizes LCA to share all health information provided to LCA within its staff and as reasonably necessary, consistent with LCA policies and as permitted by law.

It is important that throughout the school year the nurse's office be informed of additional shots or boosters your child receives to maintain current records. If your child has any chronic health problem, notify the nurse's office so that in the event of an emergency, she will be aware of any existing problem or treatment need. Health and medical records for all students are maintained in the nurse's office in a locked file.

Students must take any medication directly to the nurse upon entering school grounds. The student must also have a note from a parent to carry prescription or non-prescription medication with them to school that day. This includes aspirin or Tylenol. If a student needs to take medication of any type during school hours, the medication must be dispensed by the nurse or designated school personnel. All medications should be sent to the nurse's office in the original container containing the necessary dispensing information. A form for this information can be obtained from the nurse's office.

Students should remain home if they have a temperature of 100 degrees or higher. All students must be fever-free without taking medication (Tylenol or Ibuprofen) for 24 hours before returning to school. Students must also be free of vomiting and diarrhea for a full 24 hours before returning to attend classes. Parents, please help us eliminate the spread of illnesses by keeping your child at home for an adequate length of time.

Emotional support animals are not allowed at LCA.

## **HONOR ROLL**

The elementary Honor Roll is for 3<sup>rd</sup> – 5<sup>th</sup> grade students. The two rolls are:

- All A Honor Roll: Student has 90% or higher in all subjects for the quarter
- A Average Honor Roll: Student grade average for the quarter is 90% or higher, with no quarter grade below 80%.

## **INCLEMENT WEATHER**

Decisions concerning the closing of school due to inclement weather or other emergency situations will be made by the Head of Schools or his designee and will be announced through the following means:

1. Twitter: LCAbulldogs
2. WSET-TV Channel 13
3. WSLS-TV Channel 10
4. Direct Texts
5. WDBJ
6. Email Blast will be sent

### **LETTERS FROM THE ADMINISTRATION**

Issues which involve all Academy families will be addressed by letters and emails from the Principal or Head of School and this information is generally included on FACTS.

### **LIBRARY POLICIES**

The use of the library is a privilege for all LCA students; however, this privilege may be forfeited if the student misuses the library. Misuse is defined as unnecessary or excessive noise, wasting time, destruction or loss of library materials, or disrespect for library staff. School dress is required in the library. Books may be checked out for a period of two weeks. A fine of 10 cents per day may be charged on overdue materials. This fine should be paid before any other materials may be checked out. Library obligations will be applied to FACTS if not cleared prior to final exams. Students may be charged the full replacement cost, minimum \$10, for lost or damaged books. Students may be charged the retail value for lost or damaged periodicals. Borrowed materials should be properly taken care of and returned promptly. Students must properly check out any material before taking it from the library. No one is allowed to check out material for someone else. Students are not allowed to have food or drinks in the library. The library is not to be used as a thoroughfare or for visiting with friends.

### **LOCKERS**

Each student is assigned a locker. Each student is responsible for keeping his assigned locker clean and neat, inside and out. Students may not put any writing on the lockers including the inside. Any locker malfunction should be reported to the office. Students should not keep money or other valuables in their lockers. Students are not allowed to change or share lockers. School personnel may conduct periodic inspections of all lockers. Should a student violate the locker policy, the student may lose the privilege of having a school issued locker.

**\*\*The school and/or staff will not be held responsible for any items damaged, destroyed, or stolen.**

### **LOST AND FOUND**

All student items, especially outer garments such as coats, jackets, and water bottles should be marked with the student's name. Articles with proper identification will be returned to students if not picked up. Articles not claimed within a reasonable amount of time will be turned over to the administration for disposal. Students should take any articles found to the main office. The school is not responsible for any loss, which a student may incur, but a reasonable effort will be made to find the missing article.



The staff strongly recommends that all clothing, especially outer garments such as coats and jackets, be marked with the student's name. Gym clothing and tennis shoes should have proper identification markings.

### **PARENT-TEACHER CONFERENCES**

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 8:15 each morning and do not enter the classroom until the teacher opens the door at 3:17 each afternoon.

### **RENWEB/FACTS AND GOOGLE CLASSROOM**

FACTS is a computer-based home/school communication system used by Liberty Christian Academy. Teachers update FACTS accounts once a week. Parents and students have the opportunity to look up homework assignments, check grades in each class, read school/class news, and e-mail teachers. It is important that parents monitor their child's FACTS account. Report cards are sent via FACTS. If you need assistance with FACTS, please email [LCARenWeb@liberty.edu](mailto:LCARenWeb@liberty.edu)

Teachers will use Google Classroom to post the Week at a Glance and assignments. Some classes will post weekly or monthly letters with information also.

### **SAFETY**

We believe that Christian students should avoid practices which cause the loss of sensitivity to the spiritual needs of the world and of the Christian's physical, mental, or spiritual well-being (Rom. 12:1-2). Students who know of any information that negatively impacts the safety, order, and discipline of the school and fail to report such to school authorities may be disciplined accordingly. LCA will not tolerate any conduct that negatively impacts the safety, order, and discipline of the school. Concerns will be investigated by the administration and may be reported to the School Resource Officer.

LCA will assess all threats (statements or gestures), whether given seriously or in jest, whether presented orally, written, via the phone, social media, or communicated by any other means. Students making threatening statements or gestures are subject to discipline as directed by administration. All incidents that detail a threat will be reported to the School Resource Officer. The School Resource Officer may refer the incident to other law enforcement official agencies. Students may be placed in a homebound program until all legal investigations and/or professional evaluations are completed. At the conclusion of investigations by the administration, the student may receive disciplinary action including but not limited to: placed on probation, suspended, or dismissed from the Academy.

Furthermore, any student who receives such threats, or hears of such threats being made, is obligated to immediately report the incident to an appropriate school official. Students who are proved to know of any threatening statements or gestures and fail to report such to the school authorities may be deemed in violation of this policy and may be subject to discipline.

Possession of a weapon (gun, knife, air rifle, B.B. gun etc.) while on campus or while attending an extra-curricular activity may result in disciplinary action. Incidents involving weapons will be reported to School Resource Officer.

### **SEARCHES**

When there is “reasonable suspicion,” school authorities have the right to search book bags, lockers, cars, pocketbooks, etc. without a search warrant. Dogs may be used to detect any contraband on school property. Contraband items may be seized by school authorities and may be turned over to the appropriate authorities. Discipline may result for possession of contraband or other inappropriate items. Any student failing to submit to a search may result in disciplinary action or be dismissed from LCA.

### **SPIRITUAL PROGRAM**

The spiritual development of every student is of the highest importance at Liberty Christian Academy. We hold weekly chapels with our students every Tuesday with a variety of school staff and guests sharing a series of messages throughout the year, and the High School Praise team will provide worship for each chapel. We also have a number of invited speakers come and share with our students their spiritual insights and encouragements. Parents are always welcome to attend!

Spiritual education is accomplished through daily Bible instruction, weekly chapel services, scripture memorization and the integration of Biblical principles and content with instruction in the academic areas. We encourage our students to exercise Christian charity through a program of practical community service opportunities. We view each discipline situation as an opportunity for spiritual growth. We believe in teaching by example – conducting ourselves in a manner consistent with the teachings of Scripture. We emphasize again, however, that spiritual education is a parental responsibility. We cannot do it for you but can only support you as you labor to train up your child “in the way he should go” (Prov. 22:6). Each parent is expected to be active in prayer, church attendance, family devotions and living a Godly lifestyle in the eyes of your child.

### **STATEMENT OF POLICY ON NONDISCRIMINATION**

Liberty Christian Academy operates in accordance with the Civil Rights Act of 1964 and section 504 of the Rehabilitation Act of 1973. Both of these Acts, as amended, prohibit discrimination on the basis of the applicant’s age, race, color, sex, national or ethnic origin, or physical handicap.

Liberty Christian Academy is a private religious-oriented institution of higher education. We reserve the right to select all employees by specific religious preference who can contribute to the stated religious objectives of the organization. This position is taken under the authority granted within the provisions of Public Law 92-261 (Equal Opportunity Act of 1972), Section 702, 703 (e) and Title 41, chapter 60, Subpart 60-50.

No person shall be denied enrollment, be excluded from participation in, be denied the benefit of, or subject to discrimination in, any LCA program or activity on the basis of sex, race, color, national origin, or ethnic group. As a Christian ministry birthed by Thomas Road Baptist Church with the same Doctrinal Statement, LCA adheres to Biblical teaching regarding homosexual practices and transgender lifestyles. LCA does not admit or retain students who are engaged in homosexual or bi-sexual practices or have a transgender or transsexual lifestyle.

## **STATEMENT OF POLICY ON RACIAL HARASSMENT**

First and foremost, we are to treat each other with love and respect (Eph. 4:32, James 2:1, I Cor. 13). ALL members of the LCA community are encouraged to reflect upon the issue of discrimination and harassment as it might affect the lives and conduct of others. Further, anyone who may be the victim of racial discrimination or harassment should be aware of the procedure for reporting such incidents.

LCA asserts that all members of the Academy community are entitled to and shall be afforded an environment devoid of overt or subtle racism. Therefore, members of the Academy community will not tolerate racial discrimination or harassment in any form. Sanctions may include detention, Saturday workday, suspension, placement in the LCA FLEX program, withdrawal, or dismissal. To this end, LCA has adopted a policy governing racial discrimination or harassment, which applies to all members of the LCA community.

Behavior that constitutes racial discrimination or harassment is prohibited by [Title VII of the 1964 Civil Rights Act](#). This includes, but is not limited to racial/ethnic slurs, coarse jesting with racial/ethnic overtones and other forms of communication resulting in disparagement or intimidation.

## **TARDIES**

### **TARDIES**

Students who are tardy to first period must report directly to the attendance office to sign in and receive an admittance slip. Tardies to school or any class may result in a warning, a letter sent home, or an office referral. An incremental fine will be assessed to students for every five tardies accumulated to school each quarter. Tardies and fines will reset each quarter.

## **TECHNOLOGY USE**

### **TECHNOLOGY ACCEPTABLE USE POLICY**

The technology acceptable use policy may be found on the LCA website. This policy will be discussed with all students periodically throughout the year and applies at every grade level. Students should assume the technology acceptable use policy is in affect at all times. Only LCA devices may be used in school unless personal devices are approved for academic reasons by administration and IT personnel.

### **PURPOSE**

LCA uses instructional technology as one way of enhancing our mission to teach the skills, knowledge and behaviors students will need as responsible citizens in the global community. Technology is tool that can help students learn collaboration, communication, creativity, and critical thinking in a variety of ways throughout the school day. Students in possession of a cell phone/iPad must comply with the Cell Phone Policy/LCA Acceptable Use Agreement.

Cell phones should be off and out of sight in the student's backpack for the entirety of the school day. If phones are on, out, or sounding, the phone will be turned in to Elementary administration.

## CYBER SAFETY

We will review cyber-safety rules with students and will reinforce appropriate cell phone/iPad behaviors. In addition to the rules outlined in these guidelines, students will be expected to comply with all class and school rules while using such devices. The use of a cell phone/iPad is not a right but a privilege. When abused, privileges may be withdrawn.

## SMART WATCHES

Students who wear smart watches, such as an Apple Watch, may only use it to tell the time. Students who use the watch to text, call, use apps, or more, will lose the privilege of wearing the device at school.

### **Students and Parents/Guardians acknowledge that:**

Students who access websites that are prohibited by the LCA Acceptable Use Agreement or Student Handbook will be subject to discipline.

## **TELEPHONES/CELL PHONES**

Office telephones are for student use in case of emergencies. Parents are encouraged to only call the school in cases of an emergency.

Students may not bring electronic devices (radios, video games, laptops, DVD players, MP3 players, i-pods) to school unless they have prior permission. Students in fourth and fifth grades will be assigned an iPad to use but it must stay at school. The technology acceptable use policy may be found on the LCA website. This policy will be discussed with students periodically throughout the year and applies to every grade level. Students should assume the technology acceptable use policy is in affect at all times. Only LCA devices may be used in school unless personal devices are approved for academic reasons by administration and IT personnel.

Students may not have cellular phones (seen or heard) between the hours of 8:00 and 3:07 or in After Care. If a cell phone rings during the day, or is a disruption to the school environment, school personnel may confiscate the cell phone. A parent/guardian may be required to make arrangements to pick up the cell phone from the school. Additional violations may result in further consequences. Parents are asked to contact their child through the elementary school office phone and not through their child's cell phone.

- Students may not use cell phones/iPads to “bully” or to post derogatory statements about students, faculty, or staff via text message or social media.
- Cell phones/iPads may not be used to assist any student on assignments, quizzes, or tests without teacher approval.
- Students may not use cellphones/iPads to take, or post pictures/videos of a person/people on campus without the approval of the teacher and all participating students.
- Cell phones/iPads may not be used to view any content that would be considered inappropriate or anti-Christian. Students may not play violent/killing games on campus.

## **TRANSPORTATION**

Students riding school vehicles are expected to obey all transportation codes as outlined in this handbook. Ten minutes is allowed after-school is dismissed for boarding the buses. Students shall not behave in a disruptive or distracting manner while riding school vehicles. School vehicle transportation is a privilege that may be withdrawn due to inappropriate behavior. The driver is in complete charge; students must comply with the requests of the driver. Student cooperation is expected in helping the driver, being courteous, obeying bus regulations, and being helpful to the driver. Should a student not follow the school vehicle rules, the student may be referred to the administration for appropriate disciplinary action.

### **TRANSPORTATION CODES**

#### **ROUTES/FIELD TRIPS/EXTRACURRICULAR ACTIVITIES:**

The following rules will be observed on the bus:

1. Talking should be in quiet tones.
2. Nothing is to be thrown on the bus or out of the bus windows.
3. The windows are to be kept closed unless the driver grants permission to open them.
4. The emergency door is to be used only in case of emergency.
5. Those riding the bus are to pick up any litter on the bus upon arrival at school.
6. All Liberty Christian Academy rules are to be observed at all times while students are on the bus.
7. Students are to remain in their seats and not move around on the bus.
8. For field trips and extracurricular activities, students are expected to ride the transportation provided by the school.
9. Any exceptions to the above rules must be approved by administration or administrative designee.

The following procedure may be followed when misconduct occurs:

1. The bus driver will fill out the School Bus Incident Report and Discipline Form and submit it to the appropriate office. The administrator of that office will address the situation.
2. Students may have riding privileges suspended or revoked.
3. Bus fees may not be refunded when riding privileges are revoked.

### **CAR LINE PROCEDURES**

If you wish to use our pick-up system:

1. Use the Elementary dismissal form to indicate a car line dismissal.
2. A visor card may be picked up at Meet & Greet and you are asked to display it on the passenger side visor each time you enter the pick-up 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. The first car in line should pull to the indicated point. All drivers should pull as far forward as possible and as close as possible to the vehicle in front of them.
5. Please be prepared to drive around and re-enter the traffic circle or park if directed.
6. Please **do not use a cell phone** while moving in line.
7. Please do not leave your vehicle if in the car line.
8. Car pick-up will begin at 3:17.

#### Morning Drop Off:

1. Adult supervision is provided from 7:45 AM – 8:15 AM only in car line.
2. Seating should be arranged so students can exit your car on the right.
3. For diagrams on student pick up and drop off, please go to <http://www.lcabulldogs.com/index.cfm?PID=30454>

### VISITORS

#### Procedure:

1. LCA is a closed campus from 8:15-3:17.
2. All persons must have an appointment before checking in through the front desk of the school and receive a badge to remain on campus. You must bring a driver's license or proper identification when checking in at the registration desk. The visitor's badge should be worn in plain sight while on campus.
3. The front desk personnel will maintain a visitor log and visitor IDs for use by all persons visiting the school.
4. Students may not bring guests to school with them for the day or during a given time period. An exception to this policy may be made by the respective school principal. Students who want to shadow an LCA student must contact the Office of Academy Relations. Students who are shadowing through the Office of Academy Relations should report to the secure lobby to receive a visitor's badge and then report to the respective school office. Visitors to classes are expected to abide by all LCA rules including dress regulations.
5. Visitor policies do not apply to normal drop off or pick up routines.
6. Parents and friends are always welcome at LCA chapels. Students are expected to demonstrate respect during chapel services and guests are requested to do the same.

### VOLUNTEERS

There are numerous opportunities for parents to volunteer their time and services. If you wish to serve in any capacity, be sure to inform your child's teacher or call the elementary school office at 832-2057. Volunteers who work on a regular basis are required to complete a volunteer application and complete a background check with LCA and check in at the receptionist desk with proper ID and information.

## **WEEKLY ASSIGNMENT FOLDERS**

Teachers will send home a folder containing all graded assignments collected during the previous week. Please sign and return this folder to indicate receipt and discuss the contents with your child.

## **WITHDRAWING FROM SCHOOL**

A parent/guardian who wishes to transfer his or her child to another school must take the following steps:

- Obtain a withdrawal form from the Office of student accounts.
- Ensure that all books are returned to the appropriate classroom teachers.
- Ensure that the school issued iPad, case, and charger are returned to the IT department.
- Pay all outstanding fines and fees.
- Return the withdrawal form completely filled out to the Office of Student Accounts.

## **YEARBOOK**

The yearbook, *Retrospect*, is released at the end of the school year. Each full-time student will receive a copy of the yearbook. Part-time students or students who enroll after the first semester will need to purchase a yearbook through the Office of Student Accounts if they wish to have one.

***\*\*The administration reserves the right to change or amend this handbook as it deems necessary.***

Attendance at LCA is a privilege and not a right. Privileges may be forfeited by any student who does not conform to the standards of the school. Students and parents are responsible to adhere to all policies and procedures set forth in this handbook, based on student enrollment and parent/guardian signature on the school contract. The school may withdraw a student at any time who, in the opinion of the school, demonstrates an attitude that is detrimental to the spirit of the institution, regardless of whether or not he/she conforms to the specific rules and regulations. LCA is committed to supporting parents in their biblical responsibility to nurture and train their children.