



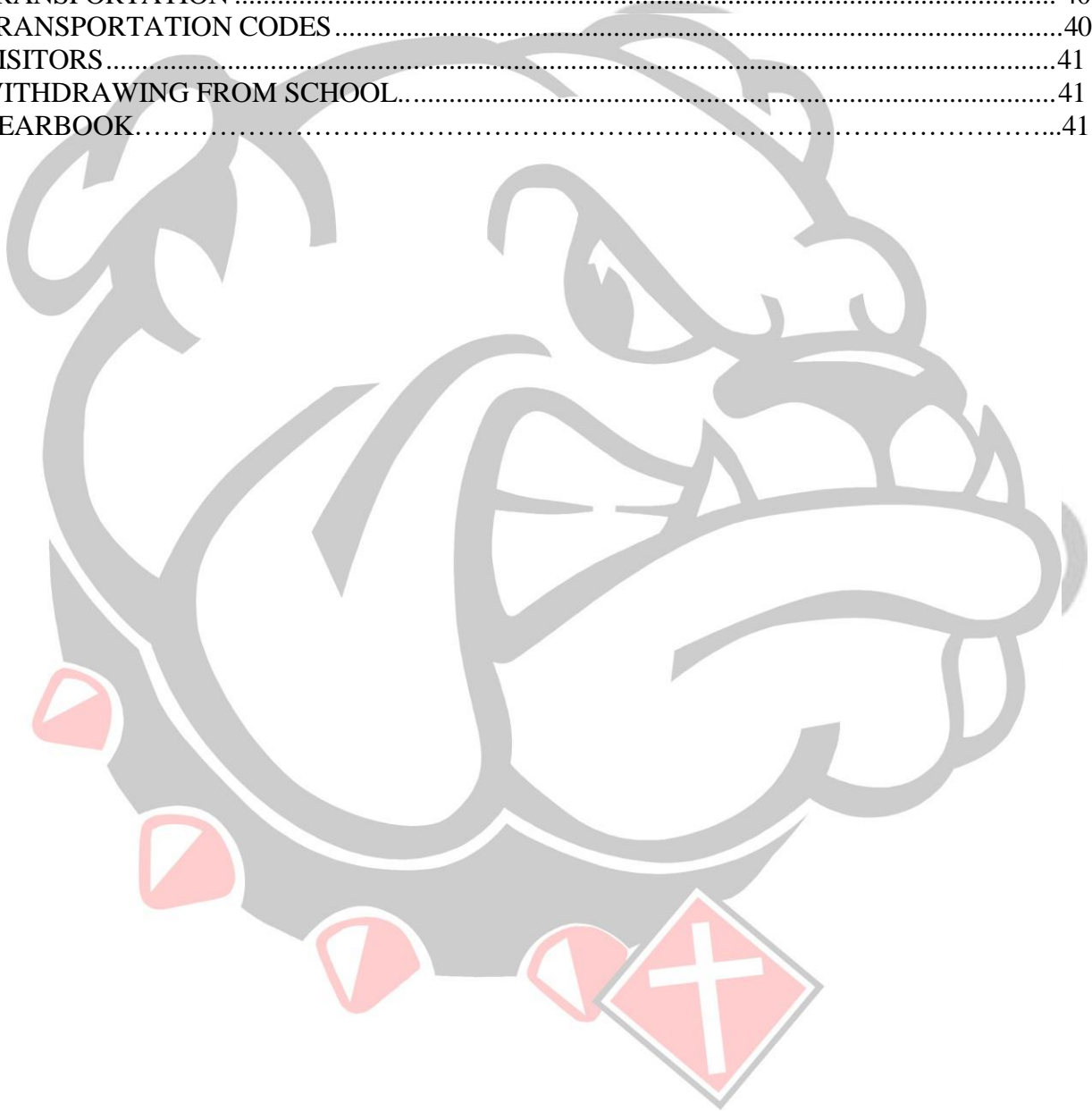
Liberty Christian Academy High School Student Handbook

2025 - 2026

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2025 - 2026

**LIBERTY CHRISTIAN ACADEMY
HIGH SCHOOL STUDENT HANDBOOK**

MISSION STATEMENT

Liberty Christian Academy (LCA) 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”

LCA 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

LCA adheres to the Doctrinal Statement of Thomas Road Baptist Church and Liberty University. Teachers and administrative staff at LCA 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), LCA serves as an extension of the family to aid parents in this task. As such, the Academy adheres to Biblical principles of child rearing and discipline (Ephesians 6:1-4; Proverbs 22:6; Colossians 3:20, 21).

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

"Out of a desire to honor God, I commit to a lifestyle which reflects trust, honesty, and respect for my peers, authority, and all property. I acknowledge this lifestyle does not condone lying, cheating, stealing, or other dishonorable acts. Committing to this code demonstrates my respect for Liberty Christian Academy as we strive to glorify God and love others."

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.

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

VACATION / SUMMER / OUTSIDE OF INSTRUCTIONAL SCHOOL HOURS

All students are expected to live above reproach and to maintain a strong Christian testimony while out of school, on vacation, or on summer breaks. Any behavior occurring during these times that would normally be considered a major infraction of LCA policy may result in a disciplinary disposition or jeopardize a person's status as a student.

STUDENT INVOLVEMENT

The Honor Code is intended to work for the students, not against them. It is structured to encourage them to live with integrity. The effectiveness of the Honor Code is directly proportional to the level of student ownership. Ultimately, the strength of the Honor Code rests with our students' commitment to follow it and their commitment to hold each other accountable.

HONOR CODE VIOLATIONS

The following is a list of the most common Honor Code violations, including specific examples of dishonorable behavior. Violation of the Honor Code on or off campus may have consequences.

Lying

Definition: Any action, appearance, or statement, which an individual knows, or should know, to be untrue, given with intention to deceive. Examples of lying include, but are not limited to:

- Making a false statement in an attempt to gain an unfair advantage.
- Giving false excuses and explanations for being absent or tardy.
- Bending the truth or pretending not to understand information that one is expected to know.
- Lying by omission.
- Leaving out pertinent information in order to gain an unfair advantage or to protect others.
- Receiving permission from a teacher to go one place and going someplace else.
- Forgery.

Stealing

Definition: Taking or attempting to take property, whether physical or intellectual, without right or permission. Examples of stealing include, but are not limited to:

- Taking something without permission of the owner even if the intention is to return whatever is taken.
- Borrowing something without permission even if the intention is to return whatever is borrowed.
- Finding something and making little or no effort to locate the rightful owner.
- Unauthorized removal of academic materials from a teacher.

Academic Misconduct

Academic misconduct is using or attempting to use unauthorized assistance or advantage in academic work that is submitted as one's own individual efforts or the giving of such assistance to others. Students should not complete academic work in a manner that compromises originality and authenticity.

Academic misconduct can be described through four primary categories:

- Plagiarism
 - Stealing another's thoughts or ideas
 - Copying directly from another source
 - Improperly citing sources
 - Submitting work that was not entirely completed by the student
- Cheating
 - Using unauthorized aides of any kind to create content for coursework
 - Copying assignments from another student
 - Using any kind of artificial intelligence (AI)
 - Using paraphrasing software to modify content
 - Using translation sites or software for world language classes
 - Using notes or a textbook during assessments
 - Viewing another student's paper during an assessment or assignment
 - Using a calculator when instructed not to
 - Instead of reading an original book or literary work, reading a condensed version, seeing the film, using Spark Notes or Cliff's Notes or other study notes, reading an English version of a work assigned in Spanish or French
 - Accessing other students' classes, assignments, or Google Drive
- Collusion
 - Completing work for another student
 - Working with other students on any assignment intended to be an individual effort
- Confidentiality
 - Giving or receiving information about an assessment prior to starting the assessment, including specific questions
 - Sharing digital credentials or log-in information with other students

Any academic misconduct incidents should be reported to the administration for a thorough review of all information. An allegation of academic misconduct must be proven by a

preponderance of the evidence, or a determination of what is more likely than not to have occurred.

DEALING WITH SUSPECTED HONOR CODE VIOLATIONS

If a student suspects a classmate has committed an Honor Code violation, he/she has several options:

1. Discuss the potential violation with the student and give the student an opportunity to turn himself/herself into the administration. *
2. Go to an administrator or a teacher with the suspected violation.

*If the violations are true and the violator makes any type of threat, the student being threatened should report the violator to the administration.

Based upon the principles established in Galatians 6: "If another Christian is overcome by some sin, you who are Godly should gently and humbly help that person back onto the right path", this conversation is best handled with an attitude of care and concern for the suspected violator and not with an attitude of harshness or reprisal. In an honorable community, students have a responsibility to "help each other back on the right path." This policy does not leave room for students to discuss (gossip about) suspected violations among themselves. Gossip falls under the category of "other dishonorable behaviors" and is an Honor Code violation itself.

If a member of the faculty or staff suspects an Honor Code violation, after discussing the incident with the student, he/she is obligated to turn in the violation to the administration. Once an Honor Code violation has been reported, the administration will investigate and may assign disciplinary consequences to fit the violation and the student.

Honor code violations occurring in Dual Enrollment classes will be handled in conjunction with the Liberty University Student Conduct Office.

MATTHEW 18 PRINCIPLE

Students at LCA should strive to implement self-discipline in peer relationships by following the Matthew 18 principle. This principle states:

- If another believer offends you, go and tell them of the offense privately. Don't share it with others (Matthew 18:15).
- If he/she will not heed, take one or two persons with you to establish every word before witnesses (Matthew 18:16).
- If he/she refuse to make amends, explain the situation to the person who is in authority over you for counselor intervention (Matthew 18:17a).

SELF-REPORT OPTION

In the early stages of adulthood, mistakes will often be made, and as a result, students are encouraged to find restoration when this occurs. If the mistake is a violation of LCA's Honor Code, students have the option to begin the restoration process through the assistance of a staff member by a self-report. Proverbs 28:13 states, "He who conceals his transgressions will not prosper, but he who confesses and forsakes them will find compassion."

SELF-REPORT PROCEDURE

A student has the option of self-reporting by doing the following:

- The student must voluntarily approach and self-report to any LCA faculty member or administrator within 48 hours of an offense.
- It is then the responsibility of the faculty member to whom the offense was reported to accompany the student to the appropriate administrator as soon as practical. If an administrator has prior knowledge of the incident and is investigating, it may not be considered a self-report.
- If deemed a self-report, the appropriate administrator will work with the student in setting the necessary boundaries and accountability measures in place to foster an environment for growth. This plan could include reprimands or discipline. Students will not be allowed to self-report the same behavior more than once.

NOTE: Violations of criminal law may carry dispositions up to and including dismissal even with a self-report.

CONSEQUENCES FOR HONOR CODE VIOLATIONS

The seriousness and nature of an Honor Code violation as well as the student's previous behavior, in large part, determines the consequences. Consequences for Honor Code violations may include the following: reduction of assignment grade, lunch/after school detention(s), Saturday/after school workday, probation/removal from leadership, suspension, and if severe and repeated, may result in a recommendation to the Head of Schools for dismissal.

ASSESSMENTS

Any time a student is taking an assessment of any kind, the student will physically write the following sentence at the top of their paper:

"I have neither given nor received any information on this assessment."

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.

ACADEMICS

ACADEMIC GUIDELINES

LCA is dedicated to maintaining high academic standards within the framework of a comprehensive, bible-based academic program. The school believes in and is dedicated to preparing young people to be able to serve Christ in all areas of life.

COURSE SCHEDULING/CHANGES

Scheduling begins in the spring when course requests are sent home with the students. They should be returned with parental approval of the course request. Once parents and guidance approve the requests, students will register for the classes online. If the Guidance Office is not notified of any further changes, this becomes the student's schedule. Any change after the published schedule change date may result in a rescheduling fee.

Schedule changes must be completed during the first two weeks of school and approval will be based on: unusual circumstances, class size/balance, availability, etc. Changes after the first two weeks will incur a \$50 fee. Parents who would like to request a schedule change for their child must complete a Drop/Add Course Request Form that is available in the guidance office and on the LCA website (guidance homepage). Students must remain in the class until administration notifies them that their schedule has been changed. Credit will not be given for any class dropped. After the second week of the school year, a learning lab may be added in lieu of a course dropped. Students can enroll in only one learning lab each school year, unless approved by administration. Students may not drop a course after the end of the first semester.

CLASS LOAD

LCA enrolls full-time students on campus and part-time students through the Home School Support Program. Full time students in grades 9 through 11 must be enrolled in a minimum of seven classes [only one of which may be a learning lab]. Seniors may be granted late arrival or early release if they have met all their graduation requirements.

****SEE COURSE DESCRIPTION GUIDE FOR COURSE OF STUDY, ELECTIVE COURSES, AND PREREQUISITES FOR TAKING ADVANCED COURSES**

CLASS RANK

Class rank, final GPA, and four year academic awards are figured using a 4.0 scale for regular classes, a 4.5 scale for Honors classes, and a 5.0 scale for Dual Enrollment and AP classes. Grade point average is figured by dividing the total number of quality points earned by the total number of courses taken for graduation credit. The average is divided out to five decimal places and rounded back to four decimal places. Valedictorian and salutatorian status is granted to the seniors graduating first or second in the class based upon class rank using final grades for all graduation credit courses, at the end of 3rd quarter, and a minimum attendance of two full years at the Academy. When students transfer to LCA with AP classes, they will be “normed” to what is offered at LCA. AP classes taken as freshman and sophomores will be scaled as 4.5.

CLASS STANDING

For class standing the student...

- 9th - should have successfully completed 8th grade.
- 10th - should have accumulated a minimum of 7 credits.
- 11th - should have accumulated a minimum of 13 credits.
- 12th - should have accumulated a minimum of 19 credits and have a tentative plan to graduate in the immediate year.

Students who do not successfully complete the amount of credits for their current school year may be required to attend summer school, complete online courses or repeat their current grade.

ADVANCED PLACEMENT (AP) COURSES

AP courses are considered to be advanced level coursework designed to prepare students for the rigor of a college level curriculum and have weighted grades (e.g. A = 5.0, B = 4.0, C = 3.0, D = 2.0, F = 0). By offering AP courses, students are eligible to earn college credits in high school. Students take the AP exam following the class (the AP exam is taken at the parent's expense). College credit is dependent upon the score required by the respective college or university. AP courses are offered in Art, Biology, Calculus, Chemistry, Government, Psychology, and Spanish.

DUAL ENROLLMENT COURSES THROUGH LIBERTY UNIVERSITY

Dual Enrollment courses are considered to be advanced level coursework designed to prepare students for the rigor of a college level curriculum and have weighted grades (e.g. A = 5.0, B = 4.0, C = 3.0, D= 2.0, F = 0). By offering dual enrollment courses, students are eligible to earn college credits in high school. Course requirements and textbooks for these dual credit courses are set by Liberty University and LCA staff jointly. Dual Enrollment courses are offered in Bible, English, U.S. History, Pre- Calculus, Education, and Information Technology.

*Note: students may not take more than 24 credits of Dual Enrollment classes.

VOCATIONAL COURSES THROUGH VIRGINIA TECHNICAL INSTITUTE (VTI)

Liberty Christian Academy and Virginia Technical Institute have partnered together to bring a credentialed vocational program to LCA. Students are able to take CORE and Carpentry and have the opportunity to earn National Center for Construction Education and Research (NCCER) credentials that are internationally recognized in the construction industry. Students receive certification for these courses through VTI and can be transferred to Liberty University as elective credits. Students must present their NCCER card and credentials to Liberty University when registering for courses to receive the credits. These courses have weighted grades (e.g. A = 5.0, B = 4.0, C = 3.0, D= 2.0, F = 0).

HONORS CLASSES

Honors classes are based on a 4.5 GPA scale. Some Honors courses have a prerequisite requirement. Honors courses at Liberty Christian Academy are offered in English, World History II, Biology, Chemistry, Human Anatomy and Physiology, Algebra I, Algebra II, Geometry, Advanced Math, French IV, and Spanish IV.

EXTRA CREDIT

- a. If offered, extra credit will only be offered at the beginning of each quarter and be available to all students.
- b. Extra credit will always be “higher order thinking” and will not include any type of busy work.
- c. Extra credit can only improve a grade by 2 percent.

GRADING SYSTEM

Academic grades are reported to parents every nine weeks using a percent scale. Yearly averages and academic awards are calculated by averaging nine week and semester exam grades. The grading scale is as follows:

		<u>Regular</u>	<u>Honors</u>	<u>Dual Credit</u>
A	90 -100	4.0	4.5	5.0
B	80 - 89	3.0	3.5	4.0
C	70 - 79	2.0	2.5	3.0
D	60 - 69	1.0	1.5	2.0
F	Below 60	0.0	0.0	0.0

Teachers use a total points basis for calculating grade averages. Each assignment, test, project, or other gradable item is assigned a point value. 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. The number of points that can be earned in a grading period may vary. Teachers have the latitude to assign point values as they deem appropriate for the work required. No single grade may count for more than 15% of the total nine-week grade.

At the conclusion of each quarter, report cards are posted on RenWeb. If a student, parent, or guardian questions a grade on the report card, that question should be presented to the teacher or guidance office for clarification/correction. Unchallenged grades become the grade of record at the end of each semester.

GRADUATION REQUIREMENTS

Liberty Christian Academy offers two diplomas - General Education and Advanced Studies.

Standard Diploma

Bible - 4 credits or 1 for each
year of attendance at LCA
English - 4 credits
History - 3 credits
Math - 3 credits (one must be taken Jr or Sr Year)
Science - 3 credits (one must be taken Jr or Sr Year)
Math or Science - 1 credit
Must be taken in Jr. or Sr. year
Health & PE - 2 credits
Electives - 5 credits
Fine or Practical Arts - 1 credit
Economics/Personal Finance - 1 credit

Total 26 credits

Advanced Studies Diploma

Bible - 4 credits or 1 for each year of
attendance at LCA
English - 4 credits
History - 4 credits
Math - 4 credits: Alg. I and Geometry
(Alg. II, Advanced Math, College Math 128, Calculus)
Science - 4 credits: Earth Science &
Biology, (Chemistry, Physics, or Advanced Biology)
Health & PE - 2 credits
World Language - 3 credits in one
language or 2 credits in two languages
Electives - 1 credits
Fine or Practical Arts - 2 credits
Economics/Personal Finance - 1 credit

Total 29 credits

While enrolled as a student at LCA, all subjects required for graduation must be taken at the Academy, unless given administrative permission in an approved school program. Students who fail a course required for graduation may be given permission to take the course in an approved summer school program. The grade and quality point assigned from the course failed and the grade and quality point earned in Summer School /approved online course will be averaged independently of each other when computing GPA and class rank.

HOMEWORK PHILOSOPHY

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.

HONORS/ACADEMIC RECOGNITION

Students who achieve an honors level GPA the first three quarters of the current school year are awarded a certificate at the end of the school year. The certificates noting special achievement are as follows:

Highest Honors: 3.7 and above

High Honors: 3.3 - 3.699

Academic Achievement Award - Student(s) with the highest academic average for the 1st three quarters in the various academic areas.

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, an "MIS" (for missing work) will be recorded in RenWeb for that assignment. The zero grade will have a footnote explaining that the assignment was not turned in when due and grades will be exported to RenWeb on the date the assignment was due. Parents who have an active RenWeb account will receive an automatic notification that new grades have been posted for their student. 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. 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 5 days.

*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 was given during the absence (class review for the assessment does not count as required information). If information such as notes was missed, the student will have up to two days for each day missed to make up the assessment. If a student is absent on a day prior to the assessment but did not miss any new content, the student will be expected to complete the assessment as scheduled.

REPEAT COURSES

A student who fails a core course may repeat that specific course in Summer School, an approved online course or during the next school year. The grade (along with the quality point) from the course being repeated, and the repeated course grade (along with the quality point) earned will both be reflected on the transcript and averaged independently of each other when computing cumulative GPA and class rank.

SENIOR HONORS PROGRAM

The Senior Honors Program at LCA is an educational enrichment program developed in partnership with Liberty University. Students who apply and who are selected for this program have the opportunity to take college courses at Liberty University for college credit during their senior year of high school. Students entering this highly selective program should meet the following admissions procedures and they should adhere to all of the program stipulations.

STUDENT QUALIFICATIONS:

1. The student should be a rising, registered senior who has attended LCA for a minimum of one full year.
2. The student should have maintained a cumulative GPA of 3.0 or higher for the three previous high school years (grades 9-11).
3. The student should be approved by the Senior Honors Program Acceptance Committee composed of the principal, guidance counselor, and a core class teacher. Criteria to be evaluated by the committee includes the following:
 - a. The student has demonstrated the ability to think in the abstract and to reason logically in previous courses.
 - b. The student has shown a strong work ethic in class requirements.
 - c. Scores on standardized tests.
 - d. School attendance records.
 - e. School discipline records.

PROGRAM STIPULATIONS

1. The student must complete the Senior Honors Program Application form and return it to the LCA Guidance Office.
2. Upon approval from LCA, the student will complete the Resident Special Student Application. The student will submit this form, along with the Senior Honors Program Application, to the Admissions Office of Liberty University for approval.
3. Honors program students must take a minimum of five courses at LCA.
4. A student may not take a college course that is offered as an LCA high school course to gain additional LCA credits.
5. LCA courses will receive scheduling priority.
6. The student must maintain a minimum GPA of 3.0 or higher at LCA to remain in the Honors Program for the next semester.
7. All transportation must be provided by the student's family. If you would like to obtain a parking decal at Liberty University, please contact lupd@liberty.edu.
8. Students who are off campus for the purpose of taking a course at Liberty University are not under the legal jurisdiction of LCA.
9. Students must sign out in the high school office before leaving campus to attend LU classes.
10. The cost of tuition and books for the Senior Honors Program is not included in the LCA tuition payment.
11. By special arrangement, LU tuition costs for students in the Senior Honors

Program are one-third the cost of regular LU students. Textbooks and application fees are in addition to the tuition.

CREDIT:

Senior Honors courses taken at LU will not be accepted for elective high school credit and will not be used in figuring the student's final grade point average or class rank.

COURSE REGISTRATION:

Students must meet the criteria set by LCA Guidance and permission must be granted by LCA in order for students to take courses at Liberty University. Payment of tuition and purchasing of textbooks is the responsibility of the student.

ACCREDITATION

LCA is accredited by the Association of Christian Schools International (ACSI) and Cognia (formerly AdvancEd/Southern Association of Colleges and Schools - SACS). It is recognized by the Virginia State Department of Education as an accredited school through the Virginia Council for Private Education (VCPE).

AFTER SCHOOL ACTIVITIES

Students remaining after school for athletics, remediation, tutoring, club activities, and other necessary reasons must report to their coach, teacher, or sponsor no later than 3:30 PM (or earlier if the practice or the event requires).

ATTENDANCE PROCEDURES

LCA operates on an academic calendar that meets state requirements. The school is in session between the hours of 8:15 a.m. and 3:07 p.m. Students are expected to be in attendance when the school is officially open. Any student who leaves school without permission during the school day may be referred for disciplinary action. If a student has permission to leave campus, they must sign out in the high school office. Students are not permitted to sign out of class to get food. Upon their return, students should sign in at the high school office. After school, students should leave the LCA building unless they are under the direct supervision of school personnel, attending the after school program, or attending supervised extra-curricular activities.

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 and are considered unexcused 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.

Absences are excused for hospitalization, documented illnesses by a physician, funerals, approved school-related trips, approved mission trips, school approved job shadowing, or up to two (2) documented college visits or two college showcases.

In keeping with state attendance policies, eight (8) unexcused absences are allowed each semester from a class without penalty. Parents/guardians will be notified via email when their student has accumulated four unexcused absences from a class. A conference will be held with the parents and administration upon the 6th unexcused absence, and an Attendance Contract will be implemented. Parents/guardians will be notified when a student reaches eight (8) unexcused absences. Students will be penalized for each unexcused absence after eight (8) with one point subtracted from their semester average for each unexcused absence.

(9th absence=1 point, 10th absence= one additional point, etc.). Failure to comply with the Attendance Contract or upon the 13th absence, a student may receive no credit for the course for that semester and may be required to move to online for credit recovery.

A student who reaches a total of 25 absences, excused or unexcused, may be required to move to online in FLEX.

*Continued enrollment for the following year may be impacted by excessive absences.

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 High School Office within 48 hours of the absence. Attendance records will be finalized at the end of each quarter and no documentation will not be accepted beyond the close of the quarter. Any absence not directly related to a school activity will be counted as an absence on a student's attendance record for the semester.

EARLY DISMISSALS

Students may leave early if they have a signed note, email, or phone call from parent/guardian. Early dismissal notes should be submitted by 8:15 am in the High School Office.

- Students who need to leave early for appointments or illness must check out through the attendance office or nurse's office. *Students cannot just call/text home and leave.*
- Seniors are permitted to sign out for lunch and go to Main Street during lunchtime as part of senior privilege provided a note is on file in the high school office. If a student receives 3 or more tardies to their class after lunch, sign out privileges may be revoked.
- Seniors signing out for lunch to go off campus must provide a parent note or phone call

that day. Text messages are not accepted as parent permission. If a student receives 3 or more tardies to their class after lunch, sign out privileges may be revoked.

- Students in grades nine through eleven are expected to eat in the cafeterias, and are not permitted to sign out for lunch unless going to lunch with their parent/guardian.

TARDIES

Students who are tardy to first period must report directly to the attendance office to sign in and receive an admittance slip. Tardy fees are assessed for students who are late to school five time(including zero period and second-period late arrival) and will receive a charge of \$15. A student who is tardy 10 times will receive a charge of \$30. A student who is tardy 15 times will receive a charge of \$45, and so on. A student is considered tardy if they miss less than the first 15 minutes of class. A student missing 15 minutes or more of a class will be considered absent.

When a student is tardy to a class, the student will receive a warning for the first offense. For every 5 cumulative tardies, the student may receive an office referral which may result in morning/lunch detention, Saturday Workday, or additional disciplinary action.

A student who accumulates 15 tardies to a class in a semester may be required to complete the class online or in FLEX.

*Continued enrollment for the following year may be impacted by excessive tardies to class.

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:

- Pick up trash and place it in trash cans.
- Protect the shrubbery and lawn. Please keep off the grass.
- 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.
- Any damage done to the school facilities, caused by improper behavior, may be repaired at the student's expense.
- Students who willfully damage, deface, or destroy school property may face appropriate disciplinary action and repairs may be made at the student's expense.
- Students are not to be in locker rooms or gymnasium without permission.
- Skateboards, skates, and the like are not permitted on school property and may be confiscated by school personnel.

CAFETERIA

A hot lunch program is available to students. Menus and prices are displayed in the cafeteria and on the LCA website. Each student is responsible to be on time to lunch and keep their area clean.

- Upon entering the cafeteria, students purchasing their lunch are to go to the end of a serving line. Students must not enter a serving line ahead of students already in line. Students are to leave all bags in the dining area.
- Students are to remain in the cafeteria during the entire lunch period, unless granted permission to leave by a faculty member on duty.
- Students may not be permitted to go to the library during their lunch period.
- All students should leave the cafeteria when dismissed and go straight to their next designated class.

➤ **CELL PHONE / EARBUD / HEADPHONE POLICY**

Students will be allowed to use their cell phones during lunch and between classes.

- Phones should be silent and placed in the cell phone nursery during classes (bell-to-bell no cell). Smart watches must be silenced and may not be used during classes. Smart watches must be silenced and put away during assessments.
 - Headphones/Earbuds are prohibited unless special approval is given by a classroom teacher.
 - Headphones/Earbuds are prohibited in the hallways between 8:15am-3:07pm.
 - Students may not use their speakerphone in the hallway.
- *Cell phone violations will result in the cell phone being turned into the office for the remainder of the day, along with administrative consequences which may include cell phone probation, lunch detentions, workdays, or suspensions.

CELL PHONE/iPAD USER AGREEMENT

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 a 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.

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.

GUIDELINES

Students who are in possession of cell phones/iPads must adhere to the Student Handbook, Acceptable Use Policy, iPad Handbook Policies and contracts, and all Board Policies, particularly Internet Acceptable Use.

GUIDELINE INFRACTIONS

The following are considered more serious offenses/infractions and will be referred directly to the administration to be reviewed:

- 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.

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.
- LCA is authorized to collect and examine any device that is suspected of causing technology problems or was the source of an attack or virus infection.
- Cell phones/iPads should be charged prior to school and run on battery power while at school.

Students are prohibited from:

- Bringing any device on the premises that infects the network with anything designed to damage, alter, destroy, or provide access to unauthorized data or information.
- Processing or accessing information on school property related to “hacking”, altering, or bypassing network security policies.
- Printing from cell phones at school.
- Using personal iPads or laptops without permission from administration.

LOST, STOLEN, OR DAMAGED DEVICES

Each user is responsible for his/her own cell phone and should use it responsibly and appropriately. LCA takes no responsibility for stolen, lost, or damaged cell phones, including lost or corrupted data on those devices. While school employees will help students identify how to keep personal devices secure, students will have the final responsibility for securing their cell phones

USAGE CHARGES

LCA is not responsible for any possible device charges (i.e. apps a student downloads during class) to your account that might be incurred during approved school-related use.

****** School administration may view the contents of any device believed to be used in an inappropriate manner that violates the school Honor Code. If the cell phone is locked or password protected, the student may be required to unlock the device at the request of a school administrator.

NETWORK CONSIDERATIONS

Users should strive to maintain appropriate bandwidth for school-related work and communications. All users will use the LCA wireless network to access the internet. LCA does not guarantee connectivity or the quality of the connection with personal devices. LCA is not

responsible for maintaining or troubleshooting student electronic devices.

Any violation deemed unethical may result in the loss of network and/or cell phone privileges as well as other disciplinary action. During the course of the school year, additional rules regarding the use of personal devices may be added or modified.

CHAPEL

Chapel is an important part of the school's program, and is normally held each Thursday at approximately 9:55 a.m. 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, testimonies, and special music. Special speakers are invited to speak throughout the year. Students are encouraged to pray for the speaker and the effect of the message on the hearts of unsaved peers prior to the beginning of the service. Students are expected to demonstrate courtesy and respect by giving their undivided attention to the speaker during the message. Students are not permitted to sign out for chapel except in the case of a doctor's appointment (note required). Parents are welcome to attend. Students must sit in their assigned section of the auditorium, unless granted permission from their teacher to sit with their parent. Students are to remain seated until dismissed. No one is to leave the service unless the teacher grants permission.

Students will be required to keep a chapel journal. Instructions for completing the journal will be given in class by the Bible teachers.

CHRISTIAN SERVICE

LCA desires for its students to live out James 1:22 and James 2:17. Therefore, LCA has a Christian service requirement in order to graduate or be promoted to the next grade level. LCA accomplishes this by requiring students in grades 9 – 12 to perform a minimum of 20 hours of Christian service per year. Any student who has not completed these hours will not receive their transcripts until the hours are successfully completed. Christian service hours will be submitted through the "MobileServe" website (MobileServe.org) or App. Please see the LCA website for information regarding this process.

Christian service hours are due by the **second Friday in May**. Students who earn 25 hours of Christian service for each year in high school earn a silver chord to be worn for graduation. Christian service hours submitted after the second Friday in May will only count toward the 20 hour graduation requirement.

CLASSROOM ATTENDANCE

- Students are given five minutes between classes. Students not in the classroom when the tardy bell rings are considered tardy to class.

- If a teacher/staff member detains a student, the teacher will issue a tardy pass for the next class and the tardy will be excused.
- If a student skips a class, disciplinary action may be taken.
- Any student who misses 15 minutes or more of class without a pass will be deemed absent for that period.

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.

DISCIPLINE

As we work together to develop consistent Godly character, it is important that we remember that God expects us to be consistent in all we do. We cannot display positive character traits and exemplary conduct during the time we are in school and then live something entirely different when we are away from school. LCA students may be held accountable for actions to include behavior on social media. LCA students are viewed as LCA students 24 hours a day 365 days a year and will be held accountable for all actions. Students who are involved in any violation of the public or civil law may be subject to discipline.

Discipline may be provided by any adult staff member, with the primary disciplinary officer(s) being the administration. This may include, but is not limited to, detentions, workdays, probation, loss of leadership position, additional community service hours, in-school suspension, out-of-school suspension, recommendation for the LCA FLEX Program, student asked to withdraw, dismissal, etc.

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.

DISCIPLINARY SYSTEM

Teachers handle general classroom problems according to school guidelines. Parents will be called if problematic behavior exists. Problems that continue may result in teachers assigning

morning/after school detention. The morning/after school detentions are arranged at the teacher's convenience.

Teachers refer more serious problems to the administration.

PROCESS

- A) Teacher Expectations – students are instructed by their teachers concerning the guidelines they are expected to follow in the classroom.
- B) Teacher Warning – students are given warnings when they do not follow the expected guidelines. The students may be spoken to privately when they have violated the guidelines. Note: some behavior may not warrant a warning
- C) Administration Correction –
 - 1. Verbal/Written correction – instructing the students as to what is expected of them.
 - 2. Lunch detention – assigned by the administration for minor infractions and matters regarding school discipline. Lunch detentions are served during “A” or “B” lunch. Lunch detentions are typically assigned in two consecutive day increments. Detentions are not assigned based on convenience for the student. They are to help deter improper behavior. Any missed lunch detention may result in an additional lunch detention or a Saturday workday. A second skipped lunch detention may result in further discipline. Students must pack their lunch when assigned a lunch detention. After three administrative detentions, students may be assigned a Saturday workday for any further offenses.
 - 3. After-school detention – Students assigned an after-school detention report to the high school office by 3:15 pm. They will be dismissed at 4:00 pm.
 - 4. After-school workday- Students assigned an after-school workday report to the high school office at 3:15 pm. They will be dismissed at 4:30 pm.
 - 5. Saturday workday – A Saturday workday is held on a scheduled Saturday from 8:00am-12:00pm on the LCA campus. Students may be assigned a Saturday workday for multiple minor infractions or one major infraction. After two Saturday workdays, students may be suspended from school for any further offenses. Additionally, a fine of \$20 will be added to the student’s school bill per assigned Saturday workday in order to staff the workday.
 - 6. Community service hours –Students may be assigned additional community service hours. It is the student’s responsibility complete the required hours within the given timeline.
 - 7. Probation - The purpose of probation is to provide an opportunity for a student to correct specific problems. Problem areas will be clearly communicated to both the student and his parents. Specific guidelines for improvement will be presented in writing. To assist in this process, there may be a weekly conference with the student. Probation will last as

long as administration deems necessary. Student activities may be limited, and all positions of trust and responsibility may be relinquished for a time determined by administration.

At the end of the probationary period, the faculty and administration will evaluate the student's progress. If the student has not met the required probation stipulations, he/she may be subject to additional discipline.

A student may not be placed on probation for a second time in one school year. Such behavior may constitute a recommendation to the Head of Schools for review. Students violating probation may be recommended for dismissal.

8. In-School Suspension-Students assigned an in-school suspension will report to the high school office at 8:15 pm. They will complete their school work in the FLEX classroom. Students with in-school suspension will be dismissed at the end of the school day.
9. Suspension - Suspensions are administered for major infractions. On matters of this nature, the student will be notified of the offense and given opportunity to explain his/her actions. When a suspension becomes necessary, the parent will be contacted by phone or in person followed by notice in writing. A parent conference with an administrator may be required before the student may return to classes. A student who has been suspended will not be allowed to attend school for the designated amount of days. When assigned a suspension, a student may not participate in any extra-curricular activities or any activities sponsored by the school until the student returns to school. A student placed on suspension is not permitted on school property without administrative permission. However, students may attend any/all church functions on campus. If school is closed due to inclement weather during the suspension period, the suspension will be in effect for the next scheduled school day. All work and tests missed during the suspension period must be made up within two days and will be granted up to full credit. A suspension carries an academic penalty of a one (1) point deduction for each day of suspension (up to 2) from the student's quarter grade at the end of the current marking period in each class. In addition to suspension, the student could forfeit his/her right to hold or run for a position of leadership. If a student earns a second suspension in the same year, the student may be assigned to the LCA FLEX Program or be dismissed from the Academy.

**Any student who participates in an extra-curricular activity and is assigned a disciplinary action may forfeit the opportunity to participate in the extra-curricular activity.*

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 verbally, written, via the phone, social media, or communicated by any other means, utilizing the Behavioral Threat Assessment Management (BTAM) process. After the process is completed, the BTAM team will report to administration. Administration will determine the appropriate level of response, which may include school discipline and reporting the incident to the resource officer. The School Resource Officer may refer the incident to other law enforcement official agencies. Students may be placed in a homebound program or in the LCA FLEX Program until all legal investigations and/or professional evaluations are completed. At the conclusion of investigations by the administration, the School Resource Officer, and any other law enforcement agencies involved, the student may receive disciplinary action including but not limited to: placed on probation, suspended, recommended for the LCA FLEX Program, 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.

The possession and/or use of illegal drugs and/or look alike drugs are prohibited. Random drug testing and/or search may be administered periodically and may include K9 searches. Students may also be selected for testing based on reasonable suspicion of use or possession. Methods of testing include hair follicle, breath, urine, or blood. LCA currently uses a hair follicle test but may select other options. The cost of required drug testing may be the responsibility of the parent. Students possessing and/or using illegal drugs and/or look alike drugs will be subject to discipline. Any student failing to submit to a drug test may be dismissed from LCA. The possession and/or use of prescription or non-prescription drugs is prohibited unless under the direct supervision of the school nurse. 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. There must be a written request on file in the nurse's office from the parent or physician. All medications should be taken immediately and directly to the nurse's office once the student enters school grounds. Medicine should stay in the original container with a parental note containing the necessary dispensing information. (A form for this information can be obtained from the nurse's office.) The unauthorized distribution, possession, and/or use by students of nonprescription drugs or medication may result in disciplinary action.

Because of the adverse effect of the use of alcoholic beverages and tobacco products on our Christian testimony and our physical well-being, the school has taken a strong stand against their use. Student use or possession of any of the above while enrolled in LCA may be subject to disciplinary action.

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.

CLASSIFICATION OF MISCONDUCT

*Misconduct may incur disciplinary measures per the discretion of LCA administration.

Minor Infractions: These include but are not limited to:

Dress code violations, class disruption, failure to follow guidelines and regulations including the Acceptable Use Policy, unauthorized use of cell phones, unauthorized use of electronic device during school hours, sleeping in class or chapel, missing a detention, being out of class without a pass, accumulation of 5 or more tardies, loitering in the parking lot, failure to sign in or out of school, unsafe driving practices.

Major Infractions: These include but are not limited to:

Disrespect, student mistreatment, inappropriate behavior on school buses or at an activity, continued classroom disruption, misbehavior in Detention or Saturday Workday, violation of the Technology Acceptable Use Policy, simulated weapons, disorderly conduct, disrespect to faculty and staff, destruction or defacing property, leaving campus without permission, skipping class, skipping school, profane language or gestures, tobacco usage, CBD products, vaping, fighting, lying, cheating, stealing, plagiarism, forgery, gambling, harassment, alcohol usage, sexual or racial harassment, pornography, indecent exposure, inappropriate display of affection, production/possession/distribution of obscene or anti-Christian literature/pictures, setting off smoke bombs or stink bombs on campus, bringing a weapon or explosive device on campus or to a school activity, threatening bodily harm to a peer or faculty/staff member, possession or use of illegal drugs or alcohol on or off campus or at a school activity, possession of drug paraphernalia- inappropriate sexual conduct, distribution/ possession/ consumption of prescription or non-prescription drugs, misdemeanor crime.

As Christians we are commanded to "flee from all sexual immorality" (I Cor. 6:18-20). Because of the destructive nature of all sexual immorality and its consequences, students who are found to be involved in such practices may be subject to disciplinary action.

*With major infractions, students may receive disciplinary consequences and/or be placed on probation and forfeit any leadership role.

Although administration attempts to list all possible infractions, it is impossible to note every possible scenario/situation. Each situation will be dealt with on an individual basis with the disposition for the situation being left to the discretion of the administration.

DISCIPLINARY PROCESS

Serious violations of LCA's handbook and Honor Code will be handled in accordance with the following processes:

- Verbal or written notice of the infraction/violation.
- An opportunity to hear the evidence and an opportunity to present his/her side of the

- story.
- Notification of the action to be taken in cases of suspension or dismissal.
 - An opportunity to appeal the disciplinary disposition if any of the above (notice, opportunity) were not provided to the student.
 - Academic or disciplinary appeals must be made within 48 hours of the given disciplinary disposition.

A thorough investigation will be conducted and decisions will be made in accordance with the sanctions set forth in the Handbook/Honor Code. Appeals to the Head of Schools may or may not be granted, contingent upon the case.

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

The following guidelines for male and female students have been prepared in a desire to promote Christian modesty, a positive environment, and school spirit. In a school as large as LCA, not everyone will agree on what constitutes modesty. 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 school culture. Questions regarding interpretation of the dress code should be addressed to the high school administration.

Liberty Christian Academy students are expected to wear the approved school uniform while on campus during regular school hours. Uniforms may be purchased from the following vendors, with outerwear also being available through the LCA Athletic Dept.

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). Please note that pants may be purchased anywhere as long as they meet LCA regulations. Visit 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.

If a student is deemed out of dress code they may be required to change, be sent home to change, or be disciplined. The LCA Administration deems what is appropriate regarding all uniform options. Administrators will not debate with students regarding what is appropriate or inappropriate. Discipline is based on the number of times asked, the situation, and the attitude of

the student's response when addressed. Students not adhering to the LCA dress code may not attend class until the acceptable attire has been provided. Dress that promotes other high schools is not permitted. 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.

MALE DRESS CODE GUIDELINES

PANTS

- Must be khaki, navy blue, or gray in color and these must be similar in style, material, and fit as the uniform pants purchased through Lands' End.
- Must be properly sized and be worn around the waist.
- Cargo pants and joggers, and corduroys are permitted
- Must not be frayed, have holes or writing.
- Pants that cannot be worn include jeans or jean look-a-likes, and capris.
- Before purchasing or wearing questionable pants, parents are encouraged to check with the administration for approval.

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, & gray 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
- Bottom button on polo shirts must be buttoned at all times.
- Oxford shirts may only have the top button unbuttoned.
- Any type of shirt (other than the LCA school uniform shirt) is not allowed
- On game days, teams may wear administration approved, uniform tops. All athletes on the respective team must wear the same team gear on game day.
- School uniform shirts must be worn under bulldog outerwear that has zippers. They are not required for sweatshirts, however, if the outerwear is taken off during the day, a school uniform shirt is required.

HATS, CAPS, ANY HEADWEAR, AND SUNGLASSES

- None of the above may be worn in the building.

BODY PIERCINGS

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

COATS AND JACKETS (OUTERWEAR)

- Only bulldog apparel outerwear may be worn during the school day. Students may still wear outerwear that is not bulldog apparel to school but will need to put it in their locker during the school day. Please note: Anything that the LCA faculty and staff deem unprofessional, offensive ambiguous, or not upholding a good Christian testimony should not be worn to school

(1 Cor 8:13).

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. Men may not dye their hair in a faddish way: i.e. bright blond.
- No hair implements – beads, rubber bands, head bands, extensions, etc.
- Facial hair must be short, well-groomed, and neat in appearance.
- Sideburns must be no longer than the bottom of the ear.

SHOES

- Athletic shoes (tennis shoes only), dress shoes, Birkenstock-style sandals, and closed-toed Crocs are permitted. Flip flops, athletic slides, and slippers/bedroom shoes may not be worn. Any shoes with laces must be tied.

FEMALE DRESS CODE GUIDELINES

PANTS and CAPRIS PANTS

- Must be khaki, navy blue, or gray in color and these must be similar in style, material, and fit as the uniform pants purchased through Lands' End.
- Cargo pants, cargo capris, joggers, and corduroys are permitted.
- Must be properly sized and modest.
- Pants that should be avoided include jeans or jeans look-a-likes, jeggings (pants with fake pockets), leggings, tights, lounge, or sweatpants.
- Cargo pant capris are permitted (no military cargo pants are allowed).

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

SKIRTS

- Skirts are not permitted.

TOPS

- Must have LCA crest
- Bottom button on polo shirts must be buttoned at all times.
- Oxford shirts may only have the top button unbuttoned.
- Any type of shirt (other than the LCA school uniform shirt) is not allowed.
- On game days, teams may wear administration approved, uniform tops. All athletes on the respective team must wear the same team gear on game day.
- School uniform shirts must be worn under bulldog outerwear that has zippers. They are not required for sweatshirts, however, if the outerwear is taken off during the day, a school uniform shirt is required.

HATS, CAPS, AND SUNGLASSES

- None of the above may be worn in the building (this includes beanies and bandanas).

BODY PIERCINGS

- Earrings and a single nose ring (small stud only...no hoops or septum rings) are the only piercings permitted for girls.

COATS AND JACKETS (OUTERWEAR)

- Only bulldog apparel outerwear may be worn during the school day. Students may still wear outerwear that is not bulldog apparel to school, but will need to put it in their locker during the school day.
- Please note: Anything that the LCA faculty and staff deem unprofessional, offensive, ambiguous, or not upholding a good Christian testimony (1 Cor 8:13) should not be worn to school.

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

- Must be tied if there are laces. Dress sandals and closed-toed crocs are allowed. Athletic sandals (slides) or bedroom shoes/slippers may not be worn.

DRESS FOR ATHLETIC EVENTS

Men

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

Women

- 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.

DRESS FOR FORMAL OCCASIONS

Men

- Suit or tuxedo

Women

- Formal or semi-formal dresses must be modest in neck, back, length of slit, style, length, and with midriff covered beyond sheer material. Should there be any questions regarding the appropriateness of the dress, the dean of women is available for assistance and will follow up with concerns.

EXAM EXEMPTIONS

To be exempt from final exams is a privilege, not a right. Any student may be rewarded with exemptions from their final exams if the following criteria are met for the school year:

- The student may not accumulate more than 5 unexcused absences from the class for the entire year.
- The student must earn a final average of 90% or higher for the first semester and a 90% or higher in each of the third and fourth quarters of the course.
- The student may not accumulate more than 5 unexcused tardies to the class for the entire year.
- If a student has a major discipline referral (workday or higher) the student may not be eligible for exam exemption in any course.

*Attendance records, to include absences and tardies, will not be retroactively changed (see 48-hour policy under attendance).

*Students who enroll in LCA after the beginning of the year are eligible for exam exemptions provided they meet the criteria for the time attended.

Students will be notified by each teacher of their exemption status prior to the first day of final exams. Absences will be counted through that day.

A student who meets the exemption requirements for a class may choose to take the exam regardless of his/her grade in a particular class. However, if he/she takes the exam, the grade will be counted and averaged with the semester grades in order to determine the final course grade. A student taking an AP course who does not take the AP exam will be required to take the final exam for the course. A student taking a dual enrollment course will take final exams in accordance with course guidelines and scheduling established between LCA and Liberty University.

Parents have the option of choosing not to have their child exempt from final exam(s). If a parent chooses this option, then they must inform the school in writing.

EXAM POLICY

Semester exams are required for all students in grades 9 – 12. Therefore, exams will be administered in all high school courses at the end of the first semester and at the end of the year. Only seniors who meet the senior exam exemption requirements will be exempt from final exams. The following policies will apply to exams:

- Comprehensive examinations are worth 10% of the semester grade.
- Exam periods will be approximately one hour and fifty minutes in length.
- Students will not be allowed to leave the room during the exam time except in the case of an emergency.
- Students must take their exams in the assigned exam periods. Conflicts will be resolved by administration.

- Personal conflicts that require an exam to be taken at a time other than the scheduled exam period must be approved by administration. A \$50.00 fee will be assessed for each approved make-up exam.

EXTRA-CURRICULAR ACTIVITIES

Along with academic excellence, LCA strives to provide additional activities for student growth and enrichment. Any student involved in the school's extra-curricular activities is expected to be an example of this school and, more importantly, of Jesus Christ.

EXTRA-CURRICULAR ELIGIBILITY

Students wishing to participate in academic and non-academic extra-curricular activities must meet the following criteria (i.e. student government, drama, athletics, etc.):

- Per the VHSL handbook, bylaw 25A-5-1, students must have passed 5 courses (5 credits) based on their previous semester grades in order to be eligible to participate in VHSL activities.
- The athletic office will monitor and contact all student athletes with a D or F and make the appropriate decision on participation.
- Students cannot run for or be appointed to a position of leadership if suspended from school within one full semester prior to the election or appointment.
- Students suspended from school during their term of office or leadership position forfeit the position for the remainder of their term.
- All participants are expected to exhibit attitude and behavior which supports the stated goals and expectations for LCA students. If the administration or the coach/sponsor determines that a participant is not exhibiting a positive attitude and/or behavior, that participant may either be removed from the activity or placed on probation, with subsequent dismissal if improvement does not occur.
- Students must be re-enrolled for the next academic year to run for class/student government offices or to participate in school sponsored summer activities.

EXTRA-CURRICULAR ACTIVITIES AND LATE TO SCHOOL POLICY

- Students involved in extracurricular activities that return to LCA at 11:00 pm or later may be allowed to come to school late the following day. The leader of the extra-curricular activity should contact the principal or athletic director to confirm an excused late arrival for the next day.
- When a student is given the permission to come to school late (see #1), the student must be on time for their 3rd period class in order to participate in the extra-curricular activities for that given day.
- Students must be in on time for 3rd period in order to participate in any extra-curricular events for that given day (marching band practices and performances, athletic practices, games, banquets, programs, play practices and performances, or other such activities).

Dental/doctor appointments are exceptions. The administration will make the decision when questions arise. Students who leave school due to illness may not participate in after-school activities that day.

FIELD TRIPS

A Parent/Guardian Field Trip Permission Form must be on file for each student attending a field trip. Students must meet eligibility requirements for attending individual field trips and must obey instructions from sponsors and chaperones while on a field trip. The Honor Code is in effect during all field trips. Students must pick up all their trash as they leave the bus upon returning from a field trip. Students are responsible to tell all their teachers when they plan to be out of class for a field trip. Students are responsible to make up any work missed in their classes due to being on a field trip.

GUIDANCE

In attempting to meet the divergent needs of our students, LCA offers a variety of guidance services.

Personal Counseling:

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 include personal, emotional, spiritual, and crisis help.

Academic Guidance:

This is a cooperative effort on the part of the student, parent, teacher, and counselor:

- to determine what level of performance should be expected of the student.
- to assess his readiness for a new learning experience.
- to enable the student and his teachers to determine whether or not the student is making satisfactory progress.
- to enable the student and teachers to identify, diagnose, and treat learning problems.
- to identify exceptional students and thus attempt to accommodate them.

Career Development:

Both educational planning and vocational planning are continuing processes. Thus, in all aspects of these areas, we attempt to listen to the interest of the student, exhibit respect, encourage, and provide information to assist the student in finding answers to specific questions.

HALLWAYS

Students are allowed to be out of the classroom during class, with permission from the classroom teacher, and should have a properly completed and signed pass in their possession. Students in

the hallway should behave in an appropriate manner that is conducive to a constructive learning environment. The use of Phones and iPads is prohibited in the hallway during instructional time.

HEALTH AND MEDICAL INFORMATION

Parents must disclose any new health concerns and issues of the student with LCA in accordance with LCA policies, 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.

Service and emotional support animals are not allowed at LCA.

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. LCA Social Media (i.e: Websites, X, Facebook)
2. WSET-TV Channel 13.
3. Direct Texts
4. RenWeb

INTERSCHOLASTIC COMPETITIONS

The athletic program at LCA offers 9 – 12th grade students the opportunity to participate in many different sports. The primary objective of athletics at LCA is to bring glory to Christ both on and off the court or field.

LCA is a member of the Virginia High School League (VHSL) for athletics. LCA is a member of the Seminole district, and Region 3C.

ATHLETIC TEAMS:

Fall: J.V. & Varsity Boys – Football
J.V. & Varsity Boys and Girls - Cross Country
J.V. & Varsity Girls - Volleyball
Varsity - Golf

Winter: J.V. & Varsity Boys - Basketball
Varsity Boys - Wrestling
J.V. & Varsity Girls - Basketball
J.V. & Varsity Boys and Girls - Indoor Track
Varsity – Swimming

Spring: J.V. & Varsity Boys - Baseball
Varsity Boys – Tennis
Varsity Girls - Tennis
J.V. & Varsity Girls - Softball
J.V. & Varsity Boys - Soccer
J.V. & Varsity Girls - Soccer
J.V & Varsity Boys and Girls - Outdoor Track

Cheerleading: Cheerleading is an extension of the athletic program with the purpose of providing enthusiastic support of our athletic teams. J.V. and Varsity squads cheer throughout the fall and winter sports season. Tryouts for cheerleading are held in the spring for the next year.

Theatre: Theatre competes in VHSL competition. Tryouts for theatre are held in the fall, winter, spring for the next year.

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.
- The library will be open from 8:00 a.m. to 4:00 p.m. daily unless otherwise posted. School dress is required in the library.

- Books may be checked out for a period of two weeks. Students may check out no more than three books at a time, unless given special permission by the library staff. Books must be brought back to the library for renewal. 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.
- Reference books and periodicals may be checked out overnight with permission from the library staff. Current issues of magazines are to be left in the library.
- 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 must have a pass for entering and leaving the library during school hours.
- 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. Students are expected to place a lock on their lockers. Students are to keep lockers locked at all times. 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 unless it is locked. 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

A “Lost and Found” department is maintained in the Office of Student Accounts area. Articles may be claimed with proper identification. Articles that are not claimed within a reasonable time will be given to Goodwill. Students should turn in 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.

MOVIE/MUSIC CODE

Philosophy, tastes, and personal convictions concerning movies/music vary greatly among Christians. LCA encourages a Christ-honoring view of movies/music.

NATIONAL HONOR SOCIETY / BETA CLUB

The purpose of the National Honor Society (NHS) and BETA Club is to create enthusiasm for scholarship, to encourage young people to lead by serving others, promote leadership, and to develop character in the students of secondary schools. Information about the NHS & Beta Club may be requested from the high school office or the faculty advisor.

PARENT VISITATION

We welcome our parents! All parents/guardians must always remember to check in with their ID at the front desk when visiting the school and obtain a visitor's badge before going anywhere on campus. Should parents/guardians want to schedule a conference with a teacher, they should email the teacher or call the high school office at (434)832-2007 and leave a message with a secretary requesting that the specified teacher return their telephone call. Before visiting a classroom or a teacher during the regular school day, parents/guardians are to receive prior permission by the teacher and/or the administration.

PARTICIPATION IN AND ATTENDANCE AT SCHOOL ACTIVITIES

A student must report to school by third period in order to participate in any extra-curricular activities to include: marching band practices and performances, athletic practices, games, banquets, programs, play practices and performances, or other such activities. Dental/doctor appointments are exceptions. The administration will make the decision when questions arise. Students who leave school due to illness may not participate in after school activities that day.

While attending athletic contests, students are to conduct themselves as representatives of Jesus Christ and model citizens of LCA. Those that violate these rules are subject to disciplinary action.

RENWEB / GOOGLE CLASSROOM

RenWeb (FACTS Family Portal) is a web-based school/home communication program offered by LCA. Parents and students will have the opportunity to check on the status of grades in each class, read school/class news, and email teachers. Assignments and other class information can be found on the student's Google Classroom. Parents/guardians are encouraged to monitor their child's RenWeb site. These accounts are created and sent to families when students are enrolled.

RE-ENROLLMENT OF DISMISSED STUDENT

If a formerly dismissed student wants to re-enroll, they must petition for re-enrollment. The administration will stipulate the steps for re-enrollment in writing.

SENIOR PRIVILEGES

Seniors at LCA have many privileges which include but are not limited to: late arrival/early release, outside lunch (may eat on Main Street but may not go down to cars). Students may have these privileges revoked for disciplinary infractions per administrative discretion.

SENIOR RELEASE

Students are required to attend school a minimum of six periods per day. Senior release will be based upon credits needed for graduation. Seniors in good academic standing may be considered for late arrival or early release. Students may not remain on campus if early release is granted; they are expected to leave the building

SOCIAL ACTIVITIES

Some of the social activities for the year include the following: Homecoming, Winter Festival, and The Junior-Senior Banquet.

STATEMENT OF POLICY ON NON-DISCRIMINATION

LCA 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.

LCA 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.

Reporting & Investigation Procedure

- Report the incident to administration. This includes the administration or Guidance Department. An investigator will be assigned.
- The administration will review the racial discrimination/harassment policy with the complainant. The administration will conduct a thorough investigation.
- Complainant (anyone who may be the victim of racial discrimination or harassment) must decide if he/she wants to pursue a formal complaint, which may result in disciplinary action. Even if complainant does not wish to pursue the incident, sufficient evidence may dictate an official report and disciplinary action.
- The administration will examine the results of the investigation and determine the best course of action.

Any LCA student who commits racial discrimination or harassment is subject to disciplinary action. This action may include detention, Saturday workday, suspension, placement in the LCA FLEX Program, withdrawal, or dismissal. Conversely, since LCA takes such charges seriously, where the results of an investigation reveal an investigation of racial discrimination or harassment to be frivolous or groundless, the individual having made such a complaint may be subject to the same disciplinary action.

STATEMENT OF POLICY ON SEXUAL HARASSMENT

LCA is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect, an environment that is free from all forms of intimidation, exploitation and harassment, including sexual harassment. The school is prepared to take action to prevent and correct any violations of this policy, including, but not limited to, disciplinary actions.

STUDENT AUTOMOBILE AND PARKING GUIDELINES

- Students with valid driver's licenses are permitted to drive to school.
- Students must register their vehicles and purchase a parking decal from the school resource officer. Decals should be displayed on the front windshield while on school campus.
- The speed limit is 5 mph at all times. Students must observe all traffic regulations and park only in those areas designated for student parking above the LCA stadium or Jason Brown Complex. Students may not park in the LU Club Sports parking lot.
- Buses are to be given the right-of-way at all times.
- Students are not permitted to go to their cars during the school day without office permission.
- Students are to enter the school immediately after parking their vehicle. Loitering is not permitted in the parking lots.
- Once on school grounds, students may only leave the LCA campus after they have checked out in the school office with the appropriate personnel.
- Students are to park their vehicles properly in the parking spaces. Any vehicle blocking the access lanes or parked improperly may be towed away at the student's expense.
- Students who violate these guidelines may lose their school driving privileges.

STUDENT GOVERNMENT

The Student Government is an important part of LCA's overall program. The officers and representatives seek to promote the programs and spirit of the school through this leadership role. Suggestions from students are readily considered by the Student Government. Activities sponsored by the school Student Government include the annual Homecoming activities, Winter Festival activities, leadership training for class officers, and other periodic school socials.

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.

TELEPHONES AND MESSAGES

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

Items should be dropped off with the main receptionist. Students are able to pick up delivered items between classes only and are expected to be on time to their next class.

The use of food delivery services such as Door Dash, Grub Hub, etc. are not permitted during the school day.

TEXTBOOKS

Students rent their textbooks or eBooks from LCA. These are included as part of the program fee. Additional workbooks and some consumable textbooks are purchased from the school. The classroom teacher may issue textbooks to students. Books should be handled with care, covered, and be kept in good condition, free from marks. The student may be required pay for books that are stolen, damaged beyond repair, or lost. Students are encouraged not to loan books or leave them lying around.

Lost textbooks must be replaced by the student according to the following scale:

New book	- 100%	2 years old	- 60%
1 year old	- 80%	3-5 years old	- 50%

Damaged textbooks may result in a damage charge based upon the age of the book and the amount of damage assessed.

Students taking Dual Enrollment courses are required to purchase their own textbook. By purchasing Dual Enrollment textbooks, the student will be able to write and highlight in the books, keep them as resources, or resell them.

TRANSPORTATION

Students riding school vehicles are expected to obey all transportation codes as outlined in this handbook. Ten minutes is allowed after the last period 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 with younger children, being courteous, obeying bus regulations, and being helpful to the driver. Should a student not follow the school vehicle rules, the student will be referred to the administration for appropriate disciplinary action.

TRANSPORTATION CODES

The following rules will be observed on the bus:

- Talking should be in quiet tones.
- Nothing is to be thrown on the bus or out of the bus windows.
- The windows are to be kept closed unless the driver grants permission to open them.
- The emergency door is to be used only in case of emergency.
- Those riding the bus are to pick up any litter on the bus upon arrival at school.
- All LCA rules are to be observed at all times while students are on the bus.
- Students are to remain in their seats and not move around on the bus.
- For field trips and extracurricular activities, students are expected to ride the transportation provided by the school.

- Any exceptions to the above rules must be approved by administration or administrative designee.

The following procedure may be followed when misconduct occurs:

- 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.
- Students may have riding privileges suspended or revoked.
- Bus fees may not be refunded when riding privileges are revoked.

VISITORS

LCA is a closed campus (parking lot included). All visitors must check in with their ID at the front desk upon entering the school to receive a badge that must be worn on their person (chest area) to remain on campus and must leave the school grounds when instructed to do so by a school administrator, faculty member, or staff member. Visitors are expected to abide by all LCA rules including dress regulations. Students who would like to shadow an LCA student must have prior permission granted by the Director of Academy Relations in advance. (Permission to visit classes is limited to those who are in the application process and are sincerely interested in attending LCA in the near future.) The LCA Administration reserves the right to disallow any student from shadowing on the LCA campus.

- Visitation at LCA by students not enrolled at LCA is not permitted, except for school-sponsored athletic events, fine arts programs, or if they are shadowing another LCA student and have been pre-approved by the school.
- Visitation by students from other schools during exam days is not permitted.
- Alumni are welcome to visit the Office of Student Accounts or Office of Admissions, but they are asked to visit school staff after school hours (8:15am – 3:07pm) in order to preserve instructional time.
- Unauthorized visitors in the buildings or on school grounds will be asked to leave or be subject to trespassing laws.

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. Any 10 – 12th grade student who wishes to be part of the

yearbook staff should apply to the faculty advisor the spring before the school year begins. 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.

