

Liberty Christian Academy Middle School Student Handbook

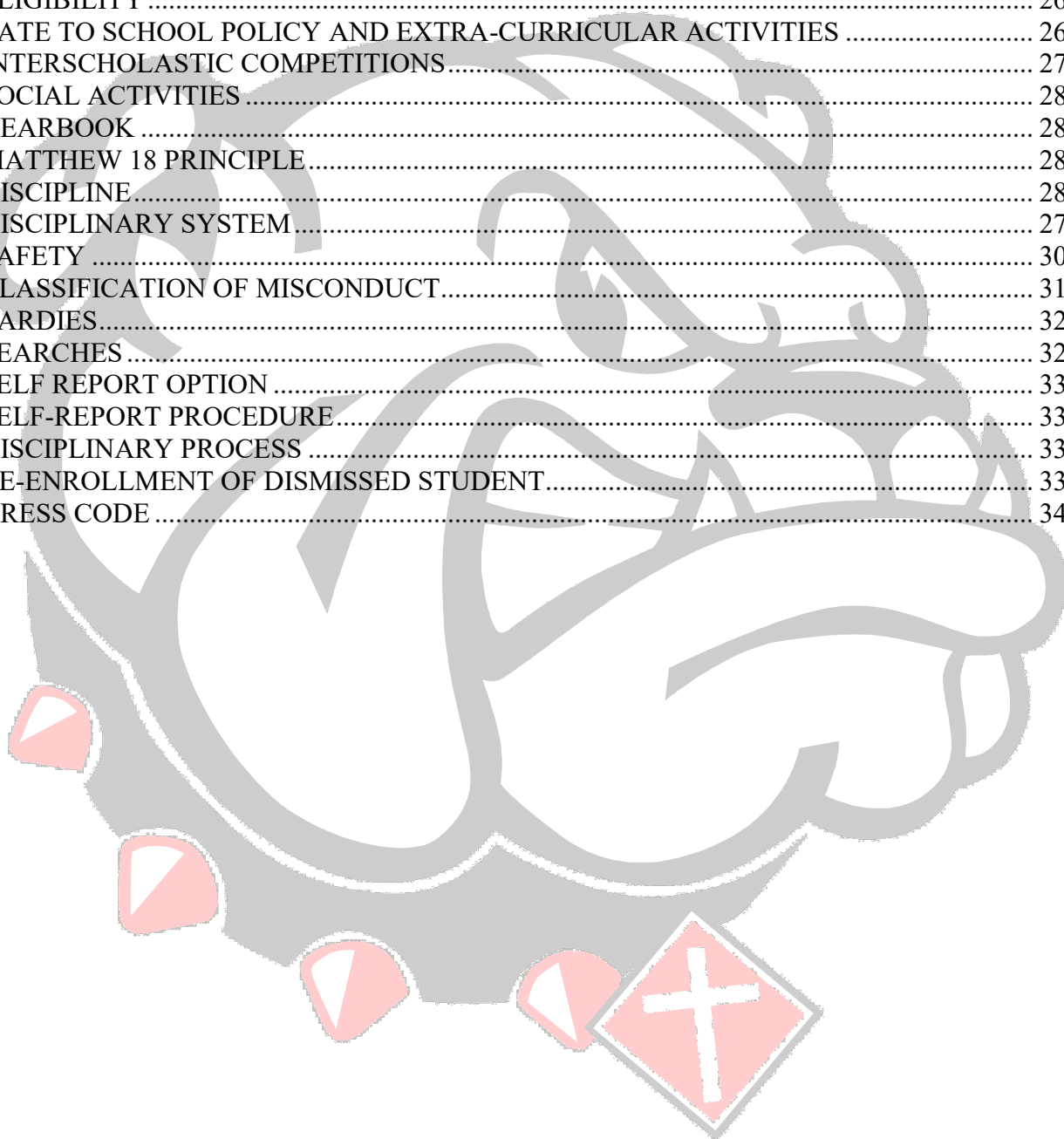
2025 - 2026



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2025-2026

**LIBERTY CHRISTIAN ACADEMY
MIDDLE SCHOOL STUDENT HANDBOOK**

MISSION STATEMENT

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

VISION STATEMENT
“Educating for Eternity”

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

LCA CORE VALUES

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

PHILOSOPHY OF LIBERTY CHRISTIAN ACADEMY

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

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

The philosophy of Liberty Christian Academy is based on the premise that man's ultimate purpose is to glorify God (I Corinthians 6:19, 20; 10:31). Liberty Christian Academy exists to help each student reach his full potential by guiding him in developing spiritually, morally, personally, socially, and academically (Luke 2:52). The faculty and staff recognize that only when a student accepts Christ as Savior and yields to His Lordship can he realize his own unique potential (Romans 10:10-13).

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

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

LCA HONOR CODE

"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 Liberty Christian Academy, 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 Liberty Christian Academy community are willing to hold one another accountable. The desire of Liberty Christian Academy 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 student's commitment to an honorable lifestyle will far outlive their time at Liberty Christian Academy. 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 Liberty Christian Academy, certain responsibilities accompany that choice. Attending Liberty Christian Academy means that wherever a student goes, the name of Liberty Christian Academy goes with him/her. Each student's actions will be judged as an extension of the reputation of Liberty Christian Academy. That responsibility must be taken seriously, especially since our name does include the name of Christ. It should be that members of the Liberty Christian Academy 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, Liberty Christian Academy 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*

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 in to 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 student.

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 and administrative lunch detention(s), Saturday workday, probation/removal from leadership, suspension, and if severe and repeated, may result in 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.

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).

ADMISSION TO LIBERTY CHRISTIAN ACADEMY

Attending Liberty Christian Academy is a privilege not a right. When a student is accepted to attend Liberty Christian Academy, the student agrees to abide by the standards and policies set forth by the school.

A student is enrolled at Liberty Christian Academy by his/her parents or legal guardians. The school regards the parents as having authority over their child with the school providing the academic and spiritual support for the child's development.

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.

In compliance with Virginia Law, students may not be considered enrolled nor permitted to attend until a certified copy of the student's birth record and social security card (or affidavit explaining inability to present a certified copy) and a complete school entrance physical (to include verification of required immunization) have been received.

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 the school both on and off campus. If the testimony of the student is detrimental at any time to Liberty Christian Academy, the student may forfeit the privilege of being a student.

DISCLAIMER

The Academy reserves the right to deny admittance, dismiss, or ban any student or parent deemed detrimental to the population at LCA or its surrounding buildings

STATEMENT OF POLICY ON NONDISCRIMINATION

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 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 employ teachers, nor does it admit or retain students, who are engaged in homosexual or bi-sexual practices, or have a transgender or transsexual lifestyle.

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.

STATEMENT OF 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 Academy 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, dismissal, placement in the LCA FLEX Program, or possible withdrawal. To this end, the Academy has adopted a policy governing racial discrimination or harassment, which applies to all members of the Academy 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. 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 Academy student who commits racial discrimination or harassment is subject to disciplinary action. This action may include detention, Saturday workday, suspension, dismissal, placement in the LCA FLEX Program, or possible withdrawal. Conversely, since the Academy 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.

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 want 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.) 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.
- 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 subject to trespassing laws.

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 e-mail the teacher or call the middle school office at (434)592-5498 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 administration.

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. All belongings should be placed inside the locker. 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.**

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.

BUILDING AND GROUNDS

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

1. Pick up trash and place it in trash cans.
2. Protect the shrubbery and lawn. Please keep off the grass.
3. Help keep the property in good repair by never defacing or damaging it; report anything that is broken or lost to the resource officer, teacher, or middle school office personnel.
4. Any damage done to the school facilities, caused by improper behavior, may be repaired at the student's expense.
5. Students who willfully damage, deface, or destroy school property may face appropriate disciplinary action and repairs may be made at the student's expense.
6. Students are not to be in locker rooms or gymnasium without permission.
7. Skateboards, skates, and the like are not permitted on school property.

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.

CAFETERIA

A hot lunch program is available to students. Menus and prices are displayed in the cafeteria and on the LCA website.

1. All drinks (except water) should be consumed in the cafeteria.
2. Each student is responsible to be on time to lunch and keep their area clean.
3. 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.
4. Students are to remain in the cafeteria during the entire lunch period unless granted permission to leave by a faculty member on duty.
5. Students are required to sign-out in order to go to the restroom. Upon return, students must sign-in. Students may not be permitted to go to the library during their lunch period.
6. All students should leave the cafeteria when dismissed and go straight to their next designated class.

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 must sit in their assigned section of the auditorium, unless granted permission from their teacher to sit with their parent. Students are encouraged to support peers who perform or speak in chapel with attentive behavior, respectful silence, and words of encouragement following the service. Students are to remain seated until dismissed. No one is to leave the service unless the teacher grants permission. Students are not permitted to sign out for chapel except in the case of a doctor's appointment (note required).

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

Parents and guardians are always welcome at LCA chapels. Times for these services will vary and may be found on the LCA Chapel webpage. Students are expected to demonstrate respect during chapel services.

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 3:30PM (or earlier if the practice or the event requires).

MOVIE/MUSIC CODE

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

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. Social Media (i.e. Website, X, Facebook)
2. WSET-TV Channel 13
3. RenWeb (FACTS Family Portal)
4. Direct Texts

HEALTH AND MEDICAL INFORMATION

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 taken directly to the nurse's office in the original container containing the

necessary dispensing information. A form for this information can be obtained from the nurse's office.

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

Emotional support / service animals are not allowed at LCA.

VACATION / SUMMER / OUTSIDE OF SCHOOL HOURS

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

TRANSPORTATION

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

TRANSPORTATION CODES

ROUTES / FIELD TRIPS / EXTRACURRICULAR ACTIVITIES

The following rules will be observed on the bus:

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

The following procedure will be followed when misconduct occurs:

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

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.

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 not claimed within a reasonable amount of time will be turned over to the administration for disposal. Students should take any articles found to the main office. The school is not responsible for any loss which a student may incur, but a reasonable effort will be made to find the missing article.

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

WITHDRAWAL 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 Enrollment Management Office.
- Ensure that all books are returned to the appropriate classroom teachers.
- Ensure that the school-issued i-Pad, case, and charger (8th grade) are returned to the IT Dept.
- Pay all outstanding fines and fees.
- Return the withdrawal form completely filled out to the Office of Student Accounts.

ACADEMIC GUIDELINES

Liberty Christian Academy is dedicated to maintaining high academic standards within the framework of a comprehensive academic program. The school believes in and is dedicated to preparing young people to be able to serve Christ in all areas of life.

Liberty Christian Academy believes that a Christian atmosphere is of prime importance to all of its students. Therefore, Christ is presented in all classes, and the Bible is the basis from which all instruction generates. It is the policy of Liberty Christian Academy to hold all curriculum materials against the Bible, the Word of God, for measurement. Historical facts are reported as such, and all

opinion/interpretation/editorializing must stand the scrutiny of God and His Word.

All teachers realize (aside from the Bible) that there is no infallible material, and as such, they must use discretion at all times in the utilization of such material. It has never been the practice of Liberty Christian Academy to support or perpetuate any principles not set forth in the Bible. Therefore, information and principles in compliance with the Bible are taught, and notions which conflict with Scripture are challenged and designated as error.

THE ACADEMIC PROGRAM

SIXTH, SEVENTH, AND EIGHTH GRADE

CURRICULUM

The curriculum consists of Bible, Language Arts (reading, study skills, spelling, speaking, writing, grammar, and listening skills), Mathematics (basic mathematics through algebra), Social Sciences (western hemisphere history and geography, world history, and civics), Science (life science and physical science), Fine Arts (art, band, and choir), Physical Education, and seventh and eighth grade Health. The extended curriculum includes courses offered in an exploratory format which are designed to allow students to find special gifts, talents, and aptitudes which could be developed throughout the remainder of their educational program.

Mathematics

Seventh Grade

Seventh Grade mathematics provides an opportunity for students to solidify basic mathematics skills. Honors Pre-Algebra is also available for students who qualify. Students who wish to enroll in Honors Pre-Algebra or Pre-Algebra must select it on their course request and meet all of the following qualifications:

1. have earned a grade of 90% or higher in sixth grade mathematics.
2. scored 80% or higher on the Math 6 final exam
3. be recommended by the current math teacher based upon the student's interest and his or her desire to work in an academically challenging environment as demonstrated by overall attitude and behavior.

To remain in Honors Pre-Algebra, a grade of 80% or higher must be maintained each quarter. *If a student fails to meet these requirements, the student may be placed in Basic Math 7 for the remainder of the school year.*

Students who did not qualify for Honors Pre-Algebra may still be able to earn acceptance into Algebra I by working independently and earning a minimum score of 80% on the Algebra I readiness test at the end of the summer.

Eighth Grade

In eighth grade, students study Pre-Algebra, Honors Pre-Algebra, Algebra 1, or Honors Algebra I based on their level of proficiency. To be enrolled in Honors Algebra I, a student must submit an application and meet all of the following qualifications:

1. successfully complete Honors Pre-Algebra with a grade of 80% or better, or, successfully complete Pre-Algebra with a grade of 85% or better.
2. score 80% or higher on the Pre-Algebra or Honors Pre-Algebra final exam administered at the end of the seventh grade year.
3. be recommended by the current math teacher based upon the student's interest and his or her desire to work in an academically challenging environment as demonstrated by overall attitude and behavior.

To remain in Honors Algebra I, a grade of 80% or higher must be maintained each quarter.

If a student fails to meet these requirements, the student may be placed in Pre-Algebra for the remainder of the school year.

Honors English

Honors English is offered to returning students beginning in the seventh grade. Students in grade six or seven who wish to enroll in Honors English 7 or 8 for the following school year must select it on their course request *and* meet all of the following qualifications:

1. A minimum overall average of 90% in English 6, 85% in regular English 7 or 80% in Honors English 7.
2. Written recommendation by the current English teacher based upon the student's interest and proficiency in reading, writing, and his/her desire to work in an academically challenging environment as demonstrated by overall attitude and behavior.
3. Standardized achievement test scores on the most recent test must be in the 80th percentile or higher in areas relating to English and reading.

Class Standing

For class standing, the student . . .

- 6th – must have successfully completed 5th grade
- 7th – must have successfully completed 6th grade
- 8th – must have successfully completed 7th grade

Please Note: Students who do not successfully complete Math or English for their current school year may be required to attend summer school at LCA or an approved summer school program (LU Online Academy). If this requirement is not met, the student may be required to repeat the entire grade. Students who fail math and English, or fail three or more core courses may be retained. Recommendations will be made to the parents of students who fail one or more core courses.

Extra Credit

Extra credit is offered at the discretion of the teacher with the following guidelines:

- 1) if offered, extra credit will only be offered at the beginning of each quarter and is available to all students.
- 2) if offered, it must be turned in no later than two weeks remaining in the quarter
- 3) if offered extra credit can improve a student's grade by a maximum of two percentage points

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 will 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.

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 will be recorded in RenWeb for that assignment. 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 five school 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 were 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.

COURSE REQUESTS

Scheduling begins in the spring when course request forms are sent home with the students. They must be returned with a parent signature verifying their requests. Student schedules will become available at the "Meet and Greet" prior to the beginning of the new school year.

SCHEDULE CHANGES

Scheduling begins in the spring when course requests are sent home with the students. They should be returned with parental approval of the courses requested. Once parents and administration approve the requests, students will be registered for classes. If the Middle School Office is not notified of any further changes, this becomes the student's schedule. Any change after the published

schedule change dates may result in a rescheduling fee.

With proper prior approval, a student may drop or change a course by having the administration issue a drop/add slip which must be signed by the parent and administration before the course is officially changed. The student must remain in the class until administration notifies them that their schedule has been changed. Credit will not be given for any class dropped. Changes may be requested within the first two weeks of the school year, and approval will be based on: unusual circumstances, class size/balance, availability, etc. Changes after the first two weeks may incur a \$50 fee.

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:

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

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 administration. Unchallenged grades become the grade of record at the end of each semester.

ANNUAL ACADEMIC AWARDS

The following awards are given at the awards assembly each spring:

Honors Certificate - Students who have an average of 90 – 92.9 for the 1st three quarters.

High Honors Certificate - Students who have an average of 93 – 96.9 for the 1st three quarters.

Highest Honors Certificate - Students who have an average of 97 or higher for the 1st three quarters.

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

SEMESTER EXAMS

Semester exams are required of all students. Sixth grade students will be tested in Math and English first semester and Math, English, and Science second semester. Seventh grade students will be tested in Math, English, Life Science, and Civics during first semester exams. Students in grade eight will be tested in each course taken.

The following policies will apply to exams:

1. Comprehensive examinations are worth 10% of the semester grade.
2. Exam periods will be one hour and fifty minutes in length.
3. Students will not be allowed to leave the room during the exam time except in the case of an emergency.
4. Students must take their exams in the assigned exam periods. Conflicts will be resolved by administration.
5. 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.

EXAM EXEMPTIONS

Eighth grade students enrolled in classes that crossover with high school students (ie: Honors Algebra I, Algebra 1, Spanish 1, Spanish II, French 1, etc.) may be exempt from final exams. 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 five 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 five unexcused tardies to the class for the entire year.
- The student must be clear of textbooks, library fines, and any financial obligations to be exempt.
- If a student has a major discipline referral (Saturday 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 the day 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.

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.

RENWEB (FACTS Family Portal)/GOOGLE CLASSROOM

RenWeb (FACTS Family Portal) is a web-based home/school communication program offered by Liberty Christian Academy. 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 are encouraged to monitor their child's RenWeb (FACTS Family Portal) site. These accounts are created and sent to families when students are enrolled.

TEXTBOOKS

Students rent their textbooks or e-books 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 kept in good condition, free from marks. The student may be required to 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.

GUIDANCE

In attempting to meet the divergent needs of our students, Liberty Christian Academy 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 would include personal, emotional, spiritual, and crisis help.

Academic Guidance:

This is a cooperative effort on the part of the student, parent, teacher, and counselor: (1) to determine what level of performance should be expected of the student; (2) to assess his readiness for a new learning experience; (3) to enable the student and his teachers to determine whether or not the student is making satisfactory progress; (4) to enable the student and teachers to identify, diagnose, and treat learning problems; and (5) to identify exceptional students and thus attempt to accommodate them.

The Iowa Achievement Test is used at Liberty Christian Academy.

LIBRARY POLICIES

1. The use of the library is a privilege for all Liberty Christian Academy 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, and disrespect for library staff.
2. 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 at all times.

3. 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.
4. 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.
5. Borrowed materials should be properly taken care of and returned promptly so that others may use them.
6. 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.
7. Students must properly check out any material before taking it from the library. No one is allowed to check out material for someone else.
8. Students must have a pass for entering and leaving the library during school hours.
9. 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.

TECHNOLOGY / CELL PHONES

Students may not bring electronic devices (radios, video games, laptops, DVD players, MP3 players, i-pods) to school unless they have prior permission. Students in sixth and seventh grades may request approval by administration to use laptops, tablets, and reading devices for educational purposes. Students requesting to use their laptops, tablets, and reading devices must adhere to the technology acceptable use policy. The technology acceptable use policy may be found on the LCA website. This policy will be discussed with students periodically throughout the year and applies to every grade level. Students should assume the technology acceptable use policy is in affect at all times. Only LCA devices may be used in school unless personal devices are approved for academic reasons by administration and IT personnel.

Students may not have cellular phones (seen or heard) between the hours of 8:00 and 3:07. During classes, students may not have cell phones on them. They are to be placed in their locker, bookbag or cell phone nursery. Smartwatches must be silenced and placed in the cell phone nursery during assessments and must not be used for communication purposes during the school day. If a cell phone/smartwatch rings during the day, or is a disruption to the school environment, school personnel may confiscate the cell phone. 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. A parent/guardian may be required to make arrangements to pick up the cell phone from the school. Additional violations may result in further consequences. Parents are asked to contact their child through the middle school office phone and not through their child's cell phone.

- Students may not use cell phones/iPads to “bully” or to post derogatory statements about students, faculty, or staff via text message or social media.
- Cell phones/iPads may not be used to assist any student on assignments, quizzes, or tests without teacher approval.

- Students may not use cellphones/iPads to take, or post pictures/videos of a person/people on campus without the approval of the teacher and all participating students.
- Cell phones/iPads may not be used to view any content that would be considered inappropriate or anti-Christian. Students may not play violent/killing games on campus.
- Headphones/Earbuds are prohibited unless special approval is given by a classroom teacher.
- Headphones/Earbuds are prohibited in the hallways between 8:00am-3:07pm.

ATTENDANCE PROCEDURES

1. Liberty Christian Academy operates on an academic calendar that meets state requirements.
2. The school is in session between the hours of 8:15 a.m. and 3:07 p.m.
3. Students are expected to be in attendance when the school is officially open.
4. Students should exit campus after school unless they are under the direct supervision of school personnel, attending the after-school program, or attending supervised extra-curricular activities.
5. According to state law, whenever any pupil 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.
6. In keeping with state attendance policies, eight unexcused absences are allowed each semester from a class without penalty. Parents/guardians will be notified via email when their student has accumulated 4 unexcused absences from a class. Upon 6 unexcused absences, a conference will be held with the parents and administration and an attendance contract will be implemented. Parents/guardians will be notified when a student reaches 8 unexcused absences. Students will be penalized for each unexcused absence after 8, with one point subtracted from their semester average for each unexcused absence.

9th absence = 1 point

10th absence = 2 points

11th absence = 3 points

12th absence = 4 points

Failure to comply with the Attendance Contract or upon the 13th absence, a student may not receive credit for the course for that semester and may be required to move to online for credit recovery. Continued enrollment for the following year may be impacted by excessive absences.

7. A student who reaches a total of 25 absences, excused or unexcused, may be required to move to online in FLEX.
8. Absences are excused for hospitalization, documented illnesses by a physician, funerals, approved school-related trips, or approved missions trips.
9. 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 Middle School Office within 48 hours of the absence. Attendance records will be finalized at the end of each quarter and no documentation will 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.

10. Middle school students are not permitted to sign out for lunch, unless going to lunch with a parent and are expected to eat in the cafeteria.
11. A student who leaves early for any reason must have a note on file in the Middle School Office at the time of his/her checkout. This note should include the student's name, date, time of dismissal, and parent signature (Forged notes for early dismissals may result in disciplinary action). A student who leaves school early must be checked out by a parent/guardian. To receive an early dismissal from the attendance office, students must meet the following requirements:
 - a. Proper documentation provided by a parent (parent note/e-mail/phone call)
 - b. Early dismissal notes should be submitted by 8:15 am in the Middle School Office.
 - c. Be checked out by a parent/guardian at the time of leaving.
12. If a student has permission to leave campus, they must sign out in the Middle School Office. Upon their return, students should sign in at the Middle School Office.
13. Planned absences, which are approved by the principal prior to the absence, will be counted toward the student's total accumulated absences. A student should bring his specific request in writing to the office for approval a minimum of one week in advance.
14. For the health of all students, individuals who are absent from school due to illness should not return to school until they have been fever free (without medication) , diarrhea, and vomiting for twenty-four hours.

ATTENDANCE AT SCHOOL ACTIVITIES

A student must report to school by third period in order to participate in any extra-curricular activities: 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.

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

CLASSROOM ATTENDANCE

1. Students are given five minutes between classes. Students not in the classroom when the tardy bell rings are considered tardy to class.
2. 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.
3. If the student is tardy without a pass to class, the tardy is unexcused and reported to the office.
4. If a student skips a class, disciplinary action may be taken.
5. Any student who misses 15 minutes or more of class without a pass will be deemed absent for that period.

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.

EXTRA-CURRICULAR ACTIVITIES

Along with academic excellence, Liberty Christian Academy 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.

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.):

1. Students must have passed 5 courses based on their previous semester grades in order to be eligible to participate in VHSL activities.
2. The athletic office will monitor and contact all students with a D or F, and make the appropriate decision on participation.
3. Students failing to correct their academic status within the two-week time will be declared "ineligible" until the next report card. If the student's subsequent report card or interim check indicates the requirements for eligibility have been satisfied, the student will be removed from ineligibility. Students remaining "ineligible" after consecutively serving an "Academic Probation" and a period of ineligibility will be removed from the team. Ineligible students may not travel with the team nor participate in games.
4. 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.
5. Students suspended from school during their term of office or leadership position forfeit the position for the remainder of their term.
6. 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.
7. 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.

LATE TO SCHOOL POLICY AND EXTRA-CURRICULAR ACTIVITIES

1. 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.
2. 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.
3. 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.

INTERSCHOLASTIC COMPETITIONS

The athletic program at Liberty Christian Academy offers 6th - 12th grade students the opportunity to participate in many different sports. The primary objective of athletics at Liberty Christian Academy is to bring glory to Christ both on and off the court or field.

Liberty Christian Academy 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:	M.S., J.V. & Varsity Boys - Football M.S., J.V. & Varsity Boys and Girls - Cross Country M.S., J.V. & Varsity Girls - Volleyball Varsity - Golf
Winter:	M.S., J.V. & Varsity Boys - Basketball M.S., J.V. & Varsity Girls - Basketball M.S., JV, & Varsity Boys and Girls - Indoor Track Varsity - Swimming Varsity Boys – Wrestling
Spring:	M.S., J.V. & Varsity Boys - Baseball J.V. & Varsity Girls - Softball M.S., JV, and Varsity Boys - Soccer M.S., J.V. & Varsity Girls - Soccer M.S., JV, and Varsity Boys and Girls - Outdoor Track Varsity Girls and Varsity Boys - Tennis

**Sixth grade students may be asked to participate in preliminary tryouts in order to be permitted to participate in tryouts for Middle School teams.*

Cheerleading: Cheerleading is an extension of the athletic program with the purpose of providing enthusiastic support of our athletic teams. M.S., 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.

SOCIAL ACTIVITIES

Some of the social activities for the year include the following: Homecoming, Winter Festival, school plays, dinner theater, band and choir concerts, and more.

YEARBOOK

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

MATTHEW 18 PRINCIPLE

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

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

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 Assistant Principal or Principal. This may include, but is not limited administrative lunch detentions, Saturday workday, probation, loss of leadership position, additional community service hours, out-of-school suspension, recommendation for LCA FLEX Program, student asked to withdraw, dismissal, etc.

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

DISCLAIMER

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

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 after school or lunch detentions. These 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 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 will report to the middle school office at 3:15 pm. They will be dismissed at 4:00 pm.
 - 3. After school workday- Students assigned an after school workday report to the middle school office at 3:15 pm. They will be dismissed at 4:30 pm.
 - 4. 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.
 - 5. 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.
 - 6. In-School Suspension-Students assigned an in-school suspension will report to the

middle school office at 8:15 am. 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.

7. 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 two, 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.*

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.

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. The Threat Assessment Management (TAM) Team may conduct a threat assessment evaluation when necessary. After the process is completed, the TAM team will report their findings to the administration. Administration will determine the appropriate level of response, which may include school discipline and reporting the incident to the School Resource Officer. The School Resource Officer may refer the incident to

other law enforcement 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 is 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 any other method at its option. 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.

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.

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.

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/Juuling, 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.

*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.

TARDIES

Students who are tardy to first period must report directly to the Middle School Office to sign in and receive an admittance slip. The accumulation of five tardies to school or any class may result in the assignment of an administrative detention, Saturday workday, or additional disciplinary action. Tardy fees are assessed for students who are late to school five times (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. Tardies and fines will reset each quarter. A student is considered tardy if the student misses less than the first 15 minutes of class. A student missing 15 minutes or more of a class will be considered absent.

*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.

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.

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 self-report to any Liberty Christian Academy 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.

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.

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.

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, and skorts). 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

- 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, 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 (1 Cor 8:13) should not be worn to school.

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

- 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.

**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 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.

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

Attendance at Liberty Christian Academy 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.