Liberty Christian Academy Elementary Student Handbook

2026-2027

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LIBERTY CHRISTIAN ACADEMY
ELEMENTARY STUDENT HANDBOOK

MISSION STATEMENT

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

VISION STATEMENT

"Educating for Eternity"

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

LCA CORE VALUES

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

PHILOSOPHY OF LIBERTY CHRISTIAN ACADEMY

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

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

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

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

specific content grows from the following:

(1) God's mandate at creation for mankind to have dominion over the earth (Genesis 1:1; 26-28), requiring learning in the areas of language, mathematics, the physical and natural sciences, technology, and the fine arts.

(2) the hostile environment resulting from the fall of man (Genesis 3:9-24), intensifying his need to understand more deeply all of the curricular areas, as well as the social- and health-related sciences and the study of God's written Word.

(3) the command for Christians to evangelize the lost and to disciple believers (Matthew 28:18-20), is to bring about God's mandate of redemption.

LCA HONOR CODE

"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 but 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*

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 go 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.

<u>DEALING WITH SUSPECTED HONOR CODE VIOLATIONS</u>

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.

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, suspension, and if severe and repeated, may result in a recommendation to the Head of Schools for dismissal.

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.

Our Elementary school students memorize and use the following phrase:

"I will not lie, cheat or steal."

ACADEMICS

MATHEMATICS
Mastery of math skills is essential to the development of new concepts. **Because mastery of math skills is essential to the development of new concepts, we ask parents to practice math facts a minimum of 3 times a week in grades 1-5.** A Math Assessment Test is administered at the twice a year and represents 10% of the quarter's math grade. We will provide Math Support during the school day for an additional fee to students who are struggling (have an "F" or "D" in Math) in grades 1-5.

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

WRITING
Although not all writings are formerly graded, all students are expected to write frequently, regularly and in all academic areas. A Writing Skills Assessment Test (WSAT) is administered

at the end of each semester for grades 1-3. Grades 4 and 5 will have the Writing Skills Assessment Test administered at the end of the second semester.

HOMEWORK

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

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

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

GRADING AND WEIGHTING OF GRADES

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

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

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

LATE WORK POLICY

Students must turn in assignments on the date and at the time due. If a student fails to turn an assignment in when it is due, a "MISSING" (for missing work) will be recorded in FACTS(RenWeb) for that assignment. Parents who have an active FACTS 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 at school for any amount of time the day a project is due, the project must be turned in on time, or it will be considered late.

MISSING WORK DUE TO ABSENCE FROM SCHOOL

Students may be given up to two days to make up work missed for each day of absence with a maximum of five days to complete and turn in all make up work. Parents should check Google Classroom for missing work. After five school days, the missing assignment may be assigned a grade of zero.

*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.

EXTRA CREDIT

Extra credit is not offered in the elementary school.

RETENTION

Students who are clearly not ready for promotion to the next grade level may be retained. The final decision is based on academic, physical, emotional, and developmental readiness for the next grade level. Failure in any two academic subjects or failure in one subject with Ds in two or more additional subjects may automatically be considered cause for retention. The student who is at risk of retention after the first semester may receive a retention letter from the elementary principal. Also, another retention letter will go home to the parents of any student who is at risk of retention, at the end of the 3rd quarter.

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).

ARRIVAL AND DISMISSAL FOR ELEMENTARY

ARRIVAL

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

DISMISSAL

If there is a change in your child's pick-up plans, please contact the elementary office by 2:30. **Students may not be checked out after 2:45 without parental notification of an emergency**.

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

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

ATTENDANCE AND ABSENCES

LCA operates on an academic calendar that meets state requirements. All LCA students are expected to be in attendance from 8:15 A.M. - 3:17 P.M. each school day. Students arriving after 8:15 or dismissing before 3:17 should be signed in/out in the Elementary office by the elementary secretary or administrator. 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. Missing a day of school may impact a student's academics which could play a role in retention.

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, and approved LCA school-related trips. Other absences will be considered unexcused.

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 conference may be held with the parents/guardians to determine next steps.

***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 Elementary Office within 48 hours of the absence. Any absence not directly related to a school activity will be counted as an absence on a student's attendance record for the semester.

PLANNED ABSENCES FROM SCHOOL

Planned absences, which are approved by the principal prior to the absence, will be counted toward the student's total accumulated absences and are not considered excused absences. Parents/ guardians should submit a completed planned absence form to the Elementary Office at least two weeks prior to the absence.

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

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

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

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

BIRTHDAYS

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

BUILDING AND GROUNDS

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

1. Pick up trash and place it in trash cans.
2. Protect the shrubbery and lawn. Please keep off the grass.
3. Help keep the property in good repair by never defacing or damaging it; report anything that is broken or lost to the resource officer, teacher, or high school office personnel.
4. Any damage done to the school facilities, caused by improper behavior, may be repaired at the student's expense.

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

CAFETERIA

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

CELL PHONE / SMART WATCH/EARBUDS

Cell phones, smart watches, and earbuds should be silent and placed in the student's backpack in their locker during school hours.

CHAPEL

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

CRISIS MANAGEMENT

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

DELIVERING ITEMS

Items dropped off to students during the school day should be left with the receptionist at the main entrance. The items will be delivered to students as quickly as possible. Parents are not allowed to drop items off directly to students during the school day. **There is no guarantee that items will be delivered at a certain time to the student.**

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.

Teachers handle general classroom problems according to school guidelines. Parents will be contacted if problematic behavior exists. 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.

In general, minor disciplinary problems will result in measures such as walking during recess, silent lunch, written assignments, etc. Serious problems may result in office referral. Acts such as physical aggression, dishonesty (cheating, stealing, etc.), and flagrant disrespect may result in suspension or expulsion.

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

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

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/her 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.

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 number of days. 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. If a student earns a second suspension in the same year, the student may be dismissed from 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. 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 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, suspension, 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 the School Resource Officer.

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 the School Resource Officer.

SEARCHES

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

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, occasional classroom 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, disrespect, student mistreatment, inappropriate behavior on school buses or at an activity, being out of class without permission, accumulation of 5 or more tardies, etc.

Major Infractions: These include but are not limited to:

Continued classroom disruption, inappropriate behavior on school buses or at an activity, simulated weapons, disorderly conduct, continued disrespect to faculty and staff, destruction or defacing property, leaving campus without permission, skipping class, skipping school, profane language or gestures, fighting, lying, inappropriate language, cheating, stealing, late, forgery, bringing a weapon on campus or to a school activity, or threatening bodily harm to a peer or faculty/staff member.

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

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.

DISCLAIMER

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

DRESS CODE FOR ELEMENTARY STUDENTS

The following guidelines for male and female students have been prepared in a desire to promote Christian modesty and neatness. In a school as large as LCA, not everyone will agree on what constitutes "modesty" or "neatness." Given such a wide variety of views, it is necessary to establish rules for dress that will apply to all students. What follows does not imply that those who disagree with these rules are sinful or wrong. These are simply the guidelines that LCA

believes are essential to promote a healthy, positive, spirited environment. Questions regarding interpretation of the dress code should be addressed to the elementary administration.

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

Uniforms may be purchased from the following vendors.

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

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

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

DRESS CODE FOR BOYS IN GRADES 1-5

PANTS

- Must be khaki, navy blue, or grey in color.
- 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, capris, and sweatpants or athletic style pants.**

*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, & grey and these must be similar in style, material, and fit as the uniform shorts purchased through Lands' End.
- **Athletic-style shorts are not permitted.**

TOPS

- Must have LCA crest unless a special day is announced.
- Any type of shirt (other than the LCA school uniform shirt) is not allowed.
- Bottom button on polo shirts must be buttoned at all times.
- Oxford shirts may only have the top button unbuttoned.
- A uniform shirt must be worn under all outerwear if it does not have the LCA shield or is

not LCA-approved outerwear.

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.

HATS, CAPS, SWEATBANDS, ANY HEADWEAR, AND SUNGLASSES

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

BODY PIERCINGS OR EARRINGS

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

HAIR

- **Hair must be neat in appearance - above the eyebrows, not over the collar, and no longer than the middle of the ears.**
- Hair must be natural in color and style with no faddish styles such as mohawks. Boys may not dye their hair in a faddish way: i.e., bright blond.
- No hair implements – including beads, rubber bands, headbands, extensions, etc.

SHOES

- Athletic shoes (tennis shoes only), dress shoes, and closed-toed Crocs with heal straps are permitted.
- **Flip flops, sandals/slides with no heal strap, and slippers may not be worn.**
- **Tennis shoes must be worn when in P.E. class.**

DRESS FOR ATHLETIC EVENTS

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

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.

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

DRESS CODE FOR GIRLS IN GRADES 1-5

PANTS

- Must be khaki, navy blue, or grey in color.
- *Must be properly sized, without frays or holes, and be worn around the waist.*
- **Pants that should be avoided include jeans or jeans look-a-likes, jeggings (pants with fake pockets), leggings, tights, lounge, sweatpants, or aerie-style trouser/lounge pants.**

- Cargo pants, joggers, and corduroys are permitted.
- **Skorts must be khaki, navy blue, or grey in color, no more than 2" above the knee, and purchased from an approved vendor**.

*Before purchasing or wearing questionable pants, parents are encouraged to check with the administration for approval.

SHORTS

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

SKIRTS AND JUMPERS

- Must be khaki, navy blue, grey, or plaid in color.
    - **The plaid skirts and jumpers must be the same as those for LCA that you see on the Land's End website.**
- Must be properly sized and modest.
- **Must not be higher than two inches from the top of the knee when standing.**
- Uniform skirts are to be worn around the waist.

TOPS

- Must have LCA crest unless a special day is announced.
- **Any type of shirt (other than the LCA school uniform shirt) is not allowed.**
- Bottom button on polo shirts must be buttoned at all times.
- Oxford shirts may only have the top button unbuttoned.
- A uniform shirt must be worn under all outerwear if it does not have the LCA shield or is not LCA-approved outerwear.

OUTERWEAR

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

HATS, CAPS, SWEATBANDS, ANY HEADWEAR, AND SUNGLASSES

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

HAIR

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

SHOES

- Athletic shoes (tennis shoes only), dress shoes, and closed-toed Crocs with heal straps are permitted.
- **Flip flops, sandals/slides with no heal strap, and slippers may not be worn.**
- **Tennis shoes must be worn when in P.E. class.**

PIERCINGS AND EARRINGS

- Earrings are the only piercings permitted for girls.

DRESS FOR ATHLETIC EVENTS

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

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

FIELD TRIPS

Each grade level will participate in one field trip within the school year. In order to participate in the field trip, students must report to school as normal and ride the LCA bus to the site. **Parents may not drive their students to the field trip unless prior approval is given.** Younger siblings may not attend field trips. Students must pick up all their trash as they leave the bus upon returning from 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 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.

HEALTH AND MEDICAL INFORMATION

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

HONOR ROLL

The elementary Honor Roll is for 3rd – 5th grade students. The two honor rolls are:

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

INCLEMENT WEATHER

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

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

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 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 may not put any writing on the lockers, including the inside. Any locker malfunction should be reported to the classroom teacher. 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. Students are not allowed to change or share lockers. School personnel may conduct periodic inspections of all lockers. Should a student violate the locker policy, the student may lose the privilege of having a school issued locker.

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

LOST AND FOUND

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

PARENT–TEACHER CONFERENCES

Parents may feel free to schedule conferences whenever needed. Parents are asked not to discuss the specifics of your child's program with the teacher at arrival or dismissal times. We ask that all parents exit the classroom by 8:15 each morning and do not enter the building until the 3:17 bell rings each afternoon.

PARENT VISITATION

We welcome our parents! All parents/guardians must always remember to check in 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 elementary office at (434)832-2057 and leave a message with the 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.

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.

FACTS (RENWEB) AND GOOGLE CLASSROOM

FACTS (RenWeb) is a computer-based home/school communication system used by Liberty Christian Academy. Parents and students have the opportunity to look up homework assignments, check grades in each class, read school/class news, and e-mail teachers. It is important that parents monitor their child's FACTS account. These accounts are created and sent to families when students are enrolled. Report cards are sent via FACTS.

Assignments and other class information can be found on the student's Google Classroom. Teachers will use Google Classroom to post the Week at a Glance and assignments. Some classes will post weekly or monthly letters with information also.

SPIRITUAL PROGRAM

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

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

STATEMENT OF POLICY ON BULLYING/CYBERBULLYING/HAZING

LCA operates in accordance with Virginia Law 22.1-279.6:1. The school prohibits bullying, cyberbullying, and hazing. Confirmed instances of bullying shall be reported to the parent of any involved student within 24 hours of confirmation. No student who reports, witnesses, or seeks help regarding bullying or cyberbullying shall be subject to retaliation, intimidation, or adverse treatment for doing so. The school will train staff in conduct management and will enforce the code in a manner designed to reduce bias and harassment.

Reporting & Investigation Procedure

- Students, parents, or staff should report all suspected instances to the administration or Guidance Department. Reporting will be kept confidential where feasible.
- The administration will conduct a thorough investigation.
- The administration will examine the results of the investigation and determine the best course of action, to include timely communication with parties involved.

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 suspension, 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 Counselor. 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 suspension, 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.

TARDIES

Students who are tardy unexcused to school must report directly to the elementary office to sign in and receive an admittance slip. Tardy fees are assessed for students who are late to school five times unexcused (including zero period and second-period late arrival) and will receive a charge of $15. A student who is unexcused tardy 10 times will receive a charge of $30. A student who is unexcused tardy 15 times will receive a charge of $45, and so on.

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

TECHNOLOGY ACCEPTABLE USE

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.

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

Major Infractions and Discipline include:
Disrespect, student mistreatment (bullying/cyberbullying/hazing), inappropriate behavior on school buses or at an activity, continued classroom disruption, misbehavior in Aftercare, violation of the Technology Acceptable Use Policy, retaliation toward those reporting infractions and/or witnesses.

TECHNOLOGY USE

PURPOSE

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

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

CYBER SAFETY

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

EARBUDS AND HEADPHONES

Students may not use earbuds or headphones during the school day unless permission is given by the teacher.

SMART GLASSES
Smart glasses are not permitted during school.

SMART WATCHES
Students may not wear Smart Watches during the school day. They must put it in their backpack, and the backpack should be in their locker. Students who use the watch to text, call, use apps, or more will lose the privilege of having the device at school.

*Violations will result in the device being turned into the office for the remainder of the day and may result in additional consequences.

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.

Students may not bring electronic devices (radios, video games, laptops, DVD players, MP3 players, i-pods, etc.) to school unless they have prior permission. Parents may request approval by administration to use laptops, tablets, and reading devices for educational purposes in their accommodations. Students who will 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.

TELEPHONES/MESSAGES/DELIVERY OF ITEMS

Office telephones are for student use in case of emergencies. Parents are encouraged to only call the school in cases of an emergency. We ask that parents, guardians, or other family members refrain from calling or texting a student during school hours.

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 from LCA unless they are consumable. These are included as part of the program fee. The classroom teacher may issue textbooks to students. Books should be handled with care and be 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.

TRANSPORTATION

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

TRANSPORTATION CODES

ROUTES/FIELD TRIPS/EXTRACURRICULAR ACTIVITIES:

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

The following procedure may be followed when misconduct occurs:

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

CAR LINE PROCEDURES

If you wish to use our pick-up system:

1. Use the Elementary dismissal form to indicate a car line dismissal.
2. A visor card may be picked up at Meet & Greet, and you are asked to display it on the passenger side visor each time you enter the pick-up line.
3. Please do not call or signal students to come to your car. It is extremely important that students wait where told until directed by LCA personnel.
4. The first car in line should pull to the indicated point. All drivers should pull as far forward as possible and as close as possible to the vehicle in front of them.
5. Please be prepared to drive around and re-enter the traffic circle or park if directed.
6. Please **do not use a cell phone** while moving in line.
7. Please do not leave your vehicle if in the car line.

Morning Drop Off:

1. Adult supervision is provided from 7:45 AM – 8:15 AM only in car line.
2. Seating should be arranged so students can exit your car on the right.

VISITORS

Procedure:

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

VOLUNTEERS

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

WEEKLY ASSIGNMENT FOLDERS

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

WITHDRAWING FROM SCHOOL

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

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

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 support parents in their biblical responsibility to nurture and train their children.

YEARBOOK

The yearbook is released at the end of the school year. Each full-time student will receive a copy of the yearbook.

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