

Welcome to

LIBERTY CHRISTIAN ACADEMY

The Vision of Liberty Christian Academy is to produce Godly young people who make a series of right choices regardless of the crossroads they encounter.



Liberty Christian Academy Student Handbook
2009-2010

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

School Board

President-Butch Clark
Secretary-Zane Seals
Ron Burris
Rita Meyer
Randy Pietzman
Vaughn Telfer
Matt Voss

EDUCATIONAL PHILOSOPHY

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

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

VISITING the SCHOOL

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

OFFICE HOURS

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

CLARIFICATION of LANGUAGE

The use of the pronouns "his/he" is for generic purposes only without any intention toward bias of any sort.

LCA is an abbreviation for Liberty Christian Academy. The term LCA refers mainly to the school grades in this document (first through 12th grade), but can also refer to the entire complex which includes the Eagles' Nest Learning Center Childcare (infant – kindergarten), Before and After School Care, and Summer Camp.

TENETS of FAITH and DOCTRINE

Liberty Christian Academy of East Central Missouri accepts the Scriptures as the revealed Will of God, the all sufficient rule of faith and practice, and for the purpose of maintaining general unity, adopts these Statements of Fundamental Truths and Doctrine.

Section 1. The Bible, composed of the sixty-six books of the Old and New Testaments, is the inspired and inerrant Word of God and is the supreme and final authority in faith and life (Psalm 19:7; Matthew 5:17-19, 22:37-40).

Section 2. There is one true God, eternally existing in three persons: Father, Son and Holy Spirit (Genesis 1:1, 17:1; Isaiah 40:28-29; Matthew 3:16-17; I Thessalonians 1:9-10).

Section 3. Jesus Christ is truly God, truly human; the only begotten Son of God in His virgin birth, the only means of salvation in His vicarious death; was resurrected in the flesh; ascended back to and is with the Father; and will come again as promised (Psalm 16:8-10; Matthew 1:21-23; John 1:1, 14, 18; Romans 5:10-18).

Section 4. The personality of the Holy Spirit and His ministry is to reveal Christ unto men and women; to seal and equip the Christian with His fruitfulness; to glorify the Son who glorifies the Father; to comfort each Christian; and to guide each Christian into all truth (Job 33:4; Matthew 28:19; Acts 5:3-4; Ephesians 1:13; Galatians 5:22,24; John 14:16, 16:12-15).

Section 5. God created the world; all life by the word of His mouth. He formed mankind by special personal action and the universe by special operation of divine power and continues to sustain all things by the power of His word (Genesis 1:1; John 1:1-3; Colossians 1:16-17; Hebrews 1:1-3).

Section 6. Man was created good and upright, for God said "Let Us make man in Our image, after Our Likeness." But, man, by voluntary transgression, fell and his only hope of redemption is through the shed blood of Jesus Christ (Genesis 1:26-31, 3:1-7; Romans 3:23-26, 5:12-21).

Section 7.

- (a) For by grace we are saved through faith, that if you confess with your mouth Jesus as Lord, and believe in your heart that God raised Him from the dead, you shall be saved; for with the heart man believes, resulting in righteousness, and with the mouth he confesses, resulting in salvation (Romans 3:24; Ephesians 2:8; Romans 10:8-10).
- (b) Justification by grace through faith and regeneration by the Holy Spirit make the penitent believer a new creature in Christ (Habakkuk 2:4; Galatians 3:6-14; John 1:12-13, 3:3, 5-8; II Corinthians 5:17).
- (c) The inward evidence, to the believer of his salvation, is the direct witness of the Spirit. The outward evidence to all men is a life of righteousness and true holiness. "And this is His commandment, that we believe in the name of His Son Jesus Christ, and love one another, just as He commanded us" (Romans 8:16; 1 John 3:23).
- (d) Salvation is by faith in Jesus Christ and not by human works; however; our works will determine the rewards in eternity (Romans 10:9-10; Ephesians 2:8-9; Titus 3:5-7; Romans 14:20-21; II Corinthians 5:10).

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

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

The teaching and activities of Liberty Christian Academy of East Central Missouri shall be based upon and consistent with these Fundamental Truths and Doctrine. Liberty Christian Academy of East Central Missouri is an inter-denominational school and not affiliated with any particular church. It is NOT our intent to promote the doctrines of any one church or denomination. Matters of doctrinal differences or personal interpretation are to be left to the parents of the students and the churches they attend.

PLEDGES

Students at Liberty Christian Academy begin their day with pledges of allegiance to God and their country.

Pledge to the American Flag

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

Pledge to the Christian Flag

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

Pledge to the Bible

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

LUNCH, SNACKS and BEVERAGES

Students are to bring their lunch each day along with all utensils needed (containers to heat soup, spoons, plates, napkins, and cups. From time to time, a class or school club, etc. will sponsor a hot lunch for a reasonable price. These lunches are pre-ordered.

DROPPING and ADDING COURSES (*Secondary Students Only*)

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

TEXTBOOKS

In case of loss of any furnished textbooks, students will be charged for the total price of replacement. Hard cover books are the property of LCA and damage will be assessed accordingly. Students are encouraged to use book covers for protection of their furnished books. Students are NOT permitted to tear apart any books, school or personally owned.

BEFORE and AFTER SCHOOL CARE

Parents will be responsible for providing transportation to and from school. **For safety reasons, elementary students are not permitted to walk to or from school.** School starts at 7:50 a.m. and ends at 3:00 p.m. Please do not bring your child to school earlier than 20 minutes before the beginning of the school day. Students arriving between 7:30 a.m. and 7:40 a.m. must sit in the gym with limited supervision. A teacher is assigned duty in the gym, beginning at 7:40 a.m. If arriving before 7:30 a.m., the child must be enrolled in the Eagles' Nest Before School Care Program.

The school day ends at 3:00 p.m. By 3:15, students must be:

1. Picked up (**your child will need to bring a note if going home by any means other than usual**)
2. Receiving teacher tutoring or helping a teacher
3. Beginning athletic practice with a coach
4. Serving a detention under supervision of a teacher/administrator
5. In after-school care, **prior arrangements must be made** (745-0388). *Liberty Christian Academy provides before and after school care.*
6. When a child is not picked up by the 3:15, he/she will be taken to the office for your pick-up.

STUDENT DRIVERS and STUDENT PARKING

Students who drive to school are to park in the areas designated for student parking immediately upon arriving on campus in the morning. Once cars have been parked, they may not be moved during the school day without the permission of a teacher and the Administrator. There is to be no loitering in the parking lot. The parking lot is considered school property. Students are requested to leave the parking lot upon arrival to school and not return to their cars until they are ready to leave campus at the end of the day. Extreme caution is to be exercised at all times when driving in the parking lot. Drive slowly (five M.P.H.) and carefully. Always give pedestrians the right-of-way. Students who are in violation of the parking policies or drive dangerously on the school grounds will receive a discipline referral for the first incident and for subsequent incidents will lose their driving privileges for a specified period, or withdrawal of all driving privileges while on campus, as determined by the administration. This will result in a loss of any applicable fees.

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SCHOOL CLOSING ANNOUNCEMENTS

Adverse weather conditions and other emergencies may make it necessary to cancel classes or to send students home early. Whenever it is necessary to close school, notice will be communicated to the local KWRE 730 AM radio station as well as channels 2, 4 and 5 from St. Louis. Announcements will be posted to the school website @ www.lcaeagles.com. If adverse weather conditions develop early in the day which causes early dismissal, you will receive a phone call from the staff. **Please make arrangements ahead of time to have your child/ren picked up in these weather related or emergency situations.**

CHAPEL

Students at LCA are required monthly to attend formal chapel services. Please refer to the next section for information on chapel attire.

CHAPEL DRESS

All students are required to wear dress clothes on chapel days.

Boys: Collared button down dress shirts, polo's, sweaters or turtle necks and dress pants or shorts (no denim)

Girls: Dresses, dress pants, shorts, split skirts, skirts, and blouses, dress shirts, or polo's (see code on skirts & shorts above). *Nice denim skirts or dresses will be allowed.*

No t-shirts, hoodies, sweatshirts or sweat pants.

FIELD TRIPS

The various classes take trips to interesting and educational places in the area from time to time as a vital part of the instructional program. Parents will be notified beforehand. Fees may be charged to cover expenses. Students will not be allowed to go without written permission from a parent or guardian. Verbal permission will not be granted without a signed Field Trip Permission and Waiver form *and* director approval.

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences are scheduled during the school year (please refer to current school calendar). Notices will be sent home for scheduling. Parents are encouraged to call the school to talk with a teacher and/or arrange for a conference any time there is a concern or a conference is desired.

FUNDRAISING

LCA is endeavoring to keep tuition rates low for the benefit of each parent. Tuition fees basically cover the personnel costs. Enrollment fees pay for your child's books and other instructional materials. For that reason, we have to operate annual fundraising programs and anticipate each child and/or parent's participation in helping us raise the additional funds needed for the designated school projects. The school receives no Federal assistance other than a tax-exempt status. Although several fundraising opportunities are provided, they are OPTIONAL; however, parents are responsible for paying the fundraising fee which helps to meet some of the remaining operating expenses (electric, heat, phone, etc.).

GRADE CARDS

Grade reports will be issued on a quarterly basis, approximately every nine weeks. Report cards are held if tuition or fees are not current.

GRADING SCALE for CORE ACADEMIC SUBJECTS

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

90-100	A	4.00 pts.
80-89	B	3.00 pts.
70-79	C	2.00 pts.
60-69	D	1.00 pts.
Below 60	F	0.00pts.

All GPA work is based upon this scale for grades 9-12 and to determine the student's rank within each class. Dual enrollment college courses approved by the administration receive the following GPA: A= 4 pts; B = 3 pts; C = 2 pts; D= 1 pt.

CREDIT REQUIREMENTS for GRADUATION from LCA:

English	*4	Credits (2 grammar with writing & 2 literature)
Math	*3	Credits
Social Science	*3	Credits (1 US History, ½ Am Govt. including Constitution)

Science	*3	Credits
Health	*½	Credit
Personal Finance	*½	Credit
Fine Arts	*1	Credit
Practical Arts	*1	Credit
Bible	4	Credits
Physical Education	*1	Credit
Electives	3	Credits

Total credits necessary for graduation: 25

NOTE: After 2010, 26 credits are required for graduation and provides one additional elective.

*Credits also required by the State of Mi

College Prep Diploma:

English	4	Credits (2 grammar with writing & 2 literature)
Math	4	Credits (2 Algebra, 1 Geometry, 1 Trigonometry)
Social Science	3	Credits (1 US History, ½ Am Govt. including Constitution)
Science	3	Credits
Health	½	Credit
Personal Finance	½	Credit
Fine Arts	1	Credit
Practical Arts	1	Credit
Bible	4	Credits
Physical Education	1	Credit
Foreign Language	2	Credits
Electives	2	Credit

Total necessary for graduation: 26.

GRADE LEVELS in HIGH SCHOOL

In order to be considered a 10th grader, a student must have at least 6 credits. An 11th grader must have 12 credits, and a 12th grader must have 18 credits.

ACHIEVEMENT TESTS

Grades K-7 will take the Stanford Achievement Test (SAT) in the Spring. Additional tests given are: Grade 8-Explore, Grade 9/10 Plan, Grade 11-PSAT, and in October, Grades 11-12 are encouraged to take the ACT and/or the SAT at their own expense. ACT scores need to be forwarded to LCA by student/parent.

AWARDS

Honor Roll is issued quarterly based upon report card grades and posted in the local newspapers.

Eagle High Honors: Students, grades 1- 12, earning straight "A's" in all subjects (95% & above)

Silver Medallion Honor Roll: Students, grades 1 - 12, earning all "A's" and "B's" (90 – 94% avg)

Bronze Medallion Honor Roll: Students, grades 1 – 12, earning B average in all subjects

EAGLE AWARD

At the end of the year, the faculty nominates and votes for students to receive the Eagle Award. These students demonstrate the mission and purpose of LCA through strength of character, commitment to God's word and diligence in academics. To be chosen for these awards is the highest honor bestowed upon a student at LCA. Students that most exemplify the student standards of conduct (refer to the Student Standard of Conduct section) are strong candidates for the Eagle Award.

Eagle Award (grades 7 – 12): Student's name is added to a plaque that is displayed year round and their achievement is recognized in the yearbook.

Junior Eagle Award (grades 3-6) and Eaglet Award (grades K5-2): Students are awarded certificates and recognized in the yearbook.

ACADEMIC AWARDS RECOGNITION NIGHT

At the end of the school year we honor our excellent students where friends and family are invited to formally recognize students for their achievement in areas such as Six Flags Read to Succeed, Perfect Attendance, Most Improved, and Honor Roll. The grand finale is the announcement of the Eagle Award winners.

ATHLETIC DEPARTMENT

Philosophy of the Athletic Program at LCA

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

Player Eligibility

Participants for any sports program will be chosen from qualified individuals. These individuals will be full or part-time students of LCA. All eligibility requirements of the Missouri Christian School Athletic Association are followed. All students participating in athletic programs must obtain an athletic physical, to be kept on file in the office. LCA requires that students maintain a minimum overall average of 70% in all subjects. Each athlete will be considered on a case by case basis. If an athlete receives three or more behavior detentions, the consequence will be a missed game. If an athlete receives six behavior detentions, the athlete will be off the team. Additional discipline may be administered by coaches as needed. All athletes must be in attendance a minimum of ½ day on the day of the game in order to participate. Depending upon severity, an athlete can be eliminated from a game as determined by the coach or for the season, determined by the coach with administration.

Cheerleader Eligibility

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

Pep (Eagle) Club

Students not involved in a sport will be encouraged to be part of the pep (Eagle) club. Shirts and hats bearing the school colors and mascot will be worn.

Athletic Fee Structure & Deposits

The fee structure is set up based upon the cost of operation for any given program. These fees are determined by the school board based on recommendations of the athletic director and school administrator and are non-refundable in the event that a player quits or is dismissed for disciplinary reasons.

NOTE: LCA students will need to turn in all uniforms and playbooks to their coach. The coach will then turn in a release form to the office. The office will not release grade cards, test scores or transcripts until the coach has turned in the release form and all fees are current.

ELIGIBILITY REQUIREMENTS - All Extracurricular Activities

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

LOST and FOUND

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

TELEPHONE USE

School telephones are not available for personal phone calls. In cases of emergency, a school official will contact the child's parent or guardian. Use of cell phones is NOT permitted during school hours and will be confiscated if being used. Cell phones can only be retrieved by the parent coming to the office and paying a \$15.00 fee.

CLASSIFICATION of ABSENCES

LCA is committed to achieving excellence through academic instruction. While some elements of a missed classroom session can be repeated or recovered, other facets are lost forever.

Therefore, it is expected that students attend and participate in all classes on a regular basis. However, some absences are inevitable and unavoidable. The purpose of the attendance policy is to ensure that students will be in class whenever possible.

Excused: If a student must be absent on a regular school day, a parent must notify the office before 10 am.

1. Personal illness or other physical disablement.
2. Serious illness or death in the family.
3. Unusual emergency (fire, flood, etc.)
4. Medical and dental appointments (preferably scheduled at the beginning or end of school day).
5. Court appearances.
6. Other specific instances approved by the administration (in advance whenever possible).
7. Administration has the right to determine the validity of the absence.

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

Unexcused: All absences not meeting the criteria of "excused absences" will be deemed "unexcused". If the absence is without parental knowledge, the absence will be deemed truancy and the student must make up the time in detention. Regardless of the circumstances, students receiving an "unexcused absence" will receive a 1% grade reduction in their quarter grade for each class missed. All absences are considered unexcused until notice in writing from the parent is received by the office. An extended absence for more than 3 days counts as one absence.

Pre-approved: Students must obtain a *Permission to be Absent* slip prior to the date of the absence. This slip requires each teacher's signature. The teacher will give class assignments to the students. Make up work is to be completed within one day for each day absent in order to receive credit for the assignment. It is the responsibility of the student to initiate the process of making up work.

College Visits: College visits (approved by the administrator) shall not exceed 5 days in a calendar year, and will be limited to students in 11th or 12th grade.

Excessive Absences: Realizing the burden placed on teachers and classes in attempts to keep these students on schedule, excessive absences may result in the student's failure. Any student

who misses more than 3 days in a row is required to submit a doctor's excuse for that absence. Any more than 10 absences per semester for any reason (including doctor, dental visits, college visits, etc.) of a particular class will result in a loss of credit for that class. Special or unusual cases may modify this policy, but must be approved by the Board.

Doctor and dentist appointments should be scheduled at the beginning or the end of the day, if possible. If a student is dismissed and returns within a reasonable amount of time, the student will not be considered absent. No tuition refunds are made because of absences.

Tardy and Late Policy: Tardiness is a problem that plagues many schools. While being a few minutes late can be unavoidable at times, it is important for students to develop proper habits that will enhance their dependability and job performance. There are no excused tardies at LCA, unless students are given grace due to weather or traffic conditions. Students need to leave ample time regardless of distance traveled in order to arrive at school and be in class by 8 am. If a student arrives before the end of the 3rd hour, he/she will be considered tardy. Three accumulated tardies per quarter will result in parental notification.

HEALTH/SICKNESS POLICY

Your child should remain home if he exhibits any of the following symptoms:

- A fever of 100.4 degrees or higher within the last 24 hours.
- A contagious condition such as chicken pox or strep throat. Let your doctor decide when it is safe to let your child return to school.
- Diarrhea, nausea or vomiting
- Thick, yellow & green nasal secretions or mucous.
- Eye drainage of any type that has not been checked by a doctor to rule out infection
- Unidentified skin rash
- Persistent headache or body aches.
- Excessive sleepiness, tiredness, or irritability, even if caused by medication.

To help keep down the spread of illness, if your child goes home with any of the above symptom, please keep them home 24 hours after all symptoms are gone.

Medication to be administered at LCA

Do not allow your child to bring any non prescription or prescription medication to school. Parents must bring all medications directly to the office. All medicines must be kept and administered at the office. **LCA will not administer the first dosage of any medication due to possible allergic reaction.**

If a student needs an over the counter medication to be administered during the school day, a *Permission to Administer Over the Counter Medication Form* must be on file school office. **This form is available on the website under LCA Enrollment Forms.** No staff member will be allowed to administer any medications without parental authorization.

If a student needs a *Prescribed medication*, a *Permission to Administer Prescription Medication* must be on file for the specific medication. All medications must be brought to the office by a

parent or guardian into the office in the original prescription bottle, clearly marked with contents, directions for administration, and the child's name. By law, we cannot accept medications that are in bags or containers that are not commercially identified. Each parent is responsible to purchase and provide any medication they wish for their child to receive. This includes items such as Tums, Tylenol, etc.

CHAIN of COMMAND

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

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

<u>Student</u>	<u>Parent</u>	<u>Athlete</u>
Teacher	Teacher	Coach
Administrator	Administrator	Athletic Director
School Board	School Board	Administrator

STUDENT STANDARD of CONDUCT

LCA emphasizes spirituality throughout our program. Not only is there Bible verse memorization, daily devotion, and prayer, but the entire curricula, philosophy, and approach are centered on Christ and the Bible. We strive to be sure that every teacher and staff member is a Christian who cares about the individual student. Through their love, prayers, concern, and willingness to go the extra mile, LCA students will grow spiritually and academically. Regular church attendance is expected.

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

STUDENTS are expected to:

- **Conduct themselves as respectable young ladies and gentlemen.**

- To maintain biblical Christ-like standards and attitudes of honesty, courtesy, morality, integrity, and kindness.
- Faithfully complete classroom and homework assignments and cooperate with all school policies.
- Students that most exemplify these standards are strong candidates for the Eagle Award.

DAILY DRESS CODE

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

- Dress code violations will be addressed upon arrival to school or any school-sponsored event. Students will not be admitted into class when out of dress code. If parents cannot be reached, an alternate set of clothing, provided by the administrative office, will be given to the student to wear for the remainder of the day. After two dress code violations, the student will be sent home and will receive an unexcused absence for the day.**
- Only shirts, which are meant to be worn out and look nice, may be worn this way. T-shirts that look like undergarments (regardless of color) and T-shirts that are faded, stretched, stained, or oversized are not permitted. *No sleeveless shirts or tank tops for Jr. & Sr. high boys.*
- Dress pants, casual pants, jeans, Capri’s and shorts are permitted. Pants with oversized pant legs are not permitted. The administration reserves the right to prohibit pants/jeans of unusual style or fad as the need arises. *No clothing that contains holes or exposes undergarments will be allowed. No extreme low rise pants for boys or girls.*
- Girls’ dresses, skirts and split skirts must be a length of no more than 4” above the knee when kneeling on the floor. Slits in girls’ skirts/dresses must be no more than 4” above the knee. The same regulation applies for shorts worn by secondary students, both boys and girls. Shorts worn by elementary students may not exceed mid thigh.
- Traditional style dress shoes, casual, or sneakers must be worn at all times. While students are permitted to wear sandals and clogs, we recommend that parents of elementary students consider purchasing shoes with back straps for safety reasons. *No flip-flops or shower type shoes.* Only gym shoes are permitted on the gym floor.

- E. Skin-tight apparel (tops/shorts/pants/skirts) and low-cut tops are not permitted. For girls, all tops must have at least 3" shoulder straps, and must be long enough so midriffs will not show when arms are raised. Any style of clothing that causes a student to continually adjust it to remain modest should not be worn.
- F. Clothing must not advertise secular musical artists/groups, alcoholic beverages, tobacco or other drug products, or inappropriate, obscene or suggestive slogans. *No clothing that may represent cults, gothic or undefinable designs are allowed.*
- G. Hair must be clean, neatly groomed and natural colors. Hair must be out of the eyes. No pony/hair tails for boys.
- H. The wearing of earrings and makeup is a statement and distinction of our female students only. *Body piercing, tattooing or branding, by male or female, is not permitted. No large or bulky chain necklaces or leather collars or bracelets. No fake earrings, etc. are allowed for boys.*
- I. Hats, head coverings and sunglasses may not be worn during school except for special pre-announced "spirit days."
- J. If there are any questions regarding articles of clothing, hairstyle, or jewelry, students should check with the administration before they are worn. In all cases where there is a question, the final authority to interpret the dress code is with the administration.
- K. Due to the impact of changing style upon the dress code, LCA reserves the right to draft certain language to implement the dress code during the school year. The intent behind the scriptural definition of modesty is "drawing attention to the eyes of the one seen" by the observer as in contrast to drawing attention to other body parts.
- L. The dress code is in effect for all school events.
- M. The athletic department may further define the dress code for athletes.

CHAPEL DRESS

All students are required to wear dress clothes on chapel days.

Boys: Collared button down dress shirts, polo's, sweaters or turtle necks and dress pants or shorts (no denim)

Girls: Dresses, dress pants, shorts, split skirts, skirts, and blouses, dress shirts, or polo's (see code on skirts & shorts above). *Nice denim skirts or dresses will be allowed.*

No t-shirts, hoodies, sweatshirts or sweat pants.

SCHOOL RULES

Since Liberty Christian Academy respects the name of our Lord and Savior and is dedicated to His honor and glory, all of us must represent our school with behavior and attitudes that are

pleasing to Christ and further the cause of His kingdom. Our conduct and speech should always seek to follow God's directive to "love Him above all, and love our neighbor as ourselves". Our conduct will be a major factor in making LCA a "light" in the Wright City community. *Please keep in mind that rules cover all grade levels, from kindergarten through twelfth grade and some listed below may seem unnecessary to list for a kindergartner but are needed for the senior high school.*

These rules apply to LCA property, school hours, and school functions...

1. Students must respect the authority of all teachers and staff, and the rights and property of others.
2. All student organizations that meet in the school must have an authorized sponsor, approved by the Administration, present with them.
3. Movement in the corridors, between classes or during classes, must be done quietly and in an orderly fashion to proceed deliberately to the next class without loitering. Students are not allowed to leave campus for any reason, including going to fast food restaurants or convenience stores.
4. Radios, MP3, iPods, CD and tape players, and other electronic devices are not allowed to be in use during school unless requested or approved by a teacher for classroom academic purposes only. Any such item without approval will be confiscated and retained in the office and must be claimed by the student's parents.
5. Students are not allowed to bring energy drinks, or consume them while at school.
6. Any student who is found using or possessing tobacco or alcoholic products, or illegal drugs of any kind will be immediately suspended with an unexcused absence and subject to expulsion from the school.
7. Any student, who is observed to be under the influence of any mind/behavior altering substance, will be taken to the administrator for further observation. The parents/guardians shall be contacted if it is determined that the suspicion is sufficiently founded and suspension with an unexcused absence shall occur with the student released into the parent's/ guardian's custody.
8. There is a general rule regarding public display of affection, "Hands Off"! All cases of sexual misconduct on LCA property and during school hours and functions may result in immediate review by the Administrator.
9. Fighting at school may result in a suspension for the first offense. A second fighting offense may result in expulsion from the school.

10. Detention is not for the convenience of the student. Therefore, students who are assigned detention must serve it on the day and time it is scheduled or it will result in further penalties.
11. Eating must not take place in the halls or in the classrooms without permission. NO chewing of gum during school hours.
12. Upon arrival students are to go directly to the designated devotional meeting place.
13. Dancing (parties or other social events whether as modern solo or as couples) is not permitted at the school or any school sponsored activities.
14. Certain areas of the school, including the janitorial closets, the maintenance room, faculty lounge, kitchen teachers' desks, files, computers and the storage areas, are off limits to students at all times, except by permission of staff.
15. No student shall have on his person, or in his locker, or upon the premises, any flammable or explosive substance, fireworks, cigarette lighter, fire arms, knives of any size, or any archery or crossbow gear that is strung and in a firing ready condition. Under the supervision of a teacher certain science projects may require a number of these items and may be brought to the science room with the scrutiny and carefully written guidelines of the teacher. The student(s) who may have permission must have it in written form with the teacher's signature affixed to it and must report first to the office with the item(s) prior to proceeding to any other area of the building.
16. The gym is off limits unless students are under adult supervision.
17. Permission must be given by a staff member for students to access any school computers.
18. No loitering outside of buildings or in parking lot before or after school.
19. The following are considered major violations and are subject to severe disciplinary action, which may include: detention, suspension, exclusion from school sponsored activities or expulsion from school:
 - Insubordination
 - Willful harm to another person
 - Willful destruction of school or private property
 - Defacement of school or private property on school premises
 - Profane or obscene language or actions
 - Truancy
 - Theft
 - Sale or distribution of tobacco products
 - Possession or use of fireworks, explosives
 - Use or possession of any weapon or dangerous self-defense item
 - Disruption or inciting disruption of a chapel or school program

- Forgery
- Reckless driving or excessive speed on school property
- Endangering health and safety of others
- Plagiarism - "submitting work as your own when it is not"
- Cheating - (consequences will include a "0" grade)
- Lying (deliberate and premeditated)
- Any other unseemly or unacceptable behavior
- Fighting
- Intimidation
- Threats
- Leaving class without permission
- Spreading rumors
- Name calling
- Provocative language
- Obscene communication
- Inappropriate Use of technology
- Horseplay, not intended to be violent in nature, but exceeding acceptable levels

Although we at LCA recognize that we have no direct control of the students when away from the school, any violations of accepted behavior of LCA students shall be considered serious. The testimony, which the students give forth for, or against, the Lord Jesus Christ when out in public is also the testimony, which is reflected upon LCA.

1 Timothy 4:12 exhorts: "Let no man despise thy youth; but be thou an example of the believer, in word, in conversation, in charity, in spirit, in faith, in purity."

DISCIPLINE PROCEDURES

The Administrator, faculty, parents, and students are responsible for maintaining a well-disciplined school without a personal bias. Disciplinary actions are always administered in a spirit of love and concern for the well being of the student. **These procedures have first importance to the secondary grades (7-12) of our school.**

Elementary teachers use instruments of communication, which are pertinent to their grade's age level and consistent with these principles of discipline.

The school and the home must be parallel in disciplinary outlook for the moral training to be effective. Only a philosophy and practice based on the revealed Word of God is acceptable. Some guidelines as we build toward such an outlook are:

- The responsibility and authority to discipline comes from God (Ephesians 6:1-4).
- Discipline has moral content. The foundation is our amenability to God and the revelation of His standard of righteous conduct. It is both positive and negative. Disobedience is the core of sin (I Peter 1:6; I John 3:4).
- Christian love is at the heart of all discipline. Tough love (correction and chastening) is an essential part of discipline. Firmness minus love becomes harsh; whereas love without firmness is sentimentality. Both errors produce rather than solve problems (Proverbs 3:11-12).

- All discipline is designed to show the student his sinful will, lead him to trust Christ, and to become a self-disciplined person who wants to do God's will (Galatians 3:19-24).

Step 1: Individual Teachers: Teachers for the most part will handle inappropriate behavior in their own classrooms. Classroom rules and penalties for non-compliance will vary from class to class, but students will be informed of these rules and penalties in each class at the beginning of the school year.

Step 2: A **Disciplinary Referral** may be the next instrument sent home to alert the parents/guardians to any of the following behavior or attitudes being exhibited by their students: Discipline will be dealt out at the administrator's discretion.

- Annoyance to classmates
- Lack of class materials
- Lack of cooperation
- Rudeness and discourtesy
- Restless, inattentive
- Excessive talking
- Mischief
- Excessive Tardiness
- Dress Code Violation

These are to be signed by one of the parents keeping the white copy at home and the remainder returned to the school office.

Procedures carried out prior to the written Referral are indicated on the form.

Step 3: DETENTION: Detention will be conferred upon a student as a penalty for routine offenses and should be given at the time of the offense. This is used as third step in repeated offensive behavior. Routine offenses for such behavior as listed on the Disciplinary Referral convey the message of rebellion or defiance.

When a student serves his detention, he will be expected to stay seated for the designated time period - not talking, sleeping, eating, drinking, chewing gum, or causing any kind of a disturbance. Students in upper grades may be required to be here before/after school and be given an assigned task to complete during detention or given physical activity.

Number of Detentions	Action Taken by School
at 3, at 5, at 7	Warning letter sent to parents
at 4, at 6, at 8	1 day Suspension, 2 day Suspension, 3 day Suspension

A detention notification will need to be signed by a parent or guardian and returned to school the following day. Students who are assigned detention must serve it on the day and time it is scheduled or it will result in further penalties.

Step 4: SUSPENSION: A student may be suspended for a period of time up to ten (10) school days for repeated or serious infractions regarding school rules and policies.

All class work is required to be completed and ready to be handed in before re-admission. Student on suspension will not be allowed to be on campus during the prescribed suspension except when accompanied by a parent for purpose of picking up assignments. Days in suspension will be treated as unexcused absences.

Step 5: PROBATION: A student who consistently displays behavior or an attitude that is in opposition to the standards and requirements of LCA could be placed on disciplinary probation. The following conditions will define any probation procedure:

- A. Students will be placed on disciplinary probation at the discretion of the school administration and teachers after careful evaluation, prayer, a consensus agreement, and consultation with parents.
- B. The probation period will be for the duration of nine (9) weeks.
- C. Students on probation and their parents must sign a performance contract that details the behavior and attitudes that must be improved.
- D. Students on probation will not be able to represent LCA as a member of any extra-curricular team, activity or group.
- E. The administration and faculty will decide as to a student's removal from a probationary status at the end of 9 weeks.
- F. Students who remain on the probation list for two successive probationary periods may be expelled.

Step 6: EXPULSION: Students who do not respond to corrective measures of probation and continuing to exhibit negative behavior and/or attitudes, or who are involved in very serious misconduct could be recommended by the school administration for expulsion. If expulsion is recommended, the following procedure will be in effect:

- A. Parents may request in writing a hearing before the school board. This hearing should take place within ten (10) school days. Such a hearing should proceed as follows:
 - 1. The Administrator will present the case to the board. (Documents such as report cards, progress-reports, discipline referrals, plus any other relevant information will be available). The student and his/her parents will not be present at this interview.
 - 2. The parents and the student will then be invited to present any information that they would like in writing or in person before the board's final decision.
 - 3. The school board will consider in private, all of the facts that were presented and will decide to the best of its ability what final actions will

be fair to the student, to the other students at LCA, and to all who are concerned about our school and its future.

B. All expulsions will be the final decision of the School Board of Liberty Christian Academy. It must be understood that any student who is removed from LCA through Expulsion has in fact expelled themselves by defying the rules of the school and choosing to live outside the guidelines and rules by which the school is established for the benefit of all enrolled.

YEAR END CHECK OUT LIST

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

1. Tuition and other charges and fees paid in full
2. Textbook replacement or damage fees, paid in full
3. Athletic release form
4. Any outstanding detentions served
5. Library books and fines.

Parental Statement of Cooperation

This statement of Cooperation will be in effect for as long as my child(ren) listed (or others to be enrolled) attend Liberty Christian Academy (LCA) whether it be in the elementary, junior, or senior high during the 2009 - 2010 school year.

I / We will support the school by completing a yearly PAL (People Advancing Liberty) application form and completing 20 service hours per family. I / We realize my child(ren) will benefit most from Christian education by supporting the school in various ways (e.g. reading with children, helping with activities, committees, etc.) Field trips and parties do not count towards service hours.

I / We will support the school's staff, faculty, and board members with prayer.

Liberty Christian Academy admits students of any race, color, and national or ethnic origin.

I / We support the Bible teaching and policies of LCA as stated in the Handbook and will not refute them openly at home or in public.

I / We will fulfill the full financial obligation to the school for this year in application, enrollment, tuition, lab, athletic, and graduation fees, if applicable. I / We understand that the school policy is to make no refunds on application or enrollment fees. I / We will also fulfill the 20 service hours requirement and the \$500 per child yearly fundraising requirement.

I / We give the school permission for my child(ren) to take part in all school activities including bus trips, sports activities, and school sponsored trips away from the school premises unless stipulated otherwise with appropriate reasons in written forms.

I / We give LCA permission to photograph my child (ren) during class / activity times for use in the school yearbook, website, brochures, or any other LCA publication.

I / We believe that discipline is necessary for the welfare of each student as well as for the entire school. I give permission for my child's teacher and/or other agent of the school to make and enforce classroom regulations in a manner consistent with Christian principles and discipline as set forth in the Scriptures.

I / We agree with the school's right to temporarily suspend or expel any student who refuses to comply with or respect its standards and guidelines or to cooperate in the educational process.

I / We agree to hold the school and its agents harmless for any liability to my child, guardian or parent thereof because of any claims on behalf of my child against LCA or any agent thereof because of any injury or alleged injury to my child.

