

ELEMENTARY HANDBOOK

K3-6TH GRADE

Revised July 2011



*"Where the Spirit of the Lord is,
there is Liberty..."*
2 Cor. 3:17

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WELCOME TO LIBERTY CHRISTIAN ACADEMY

Thank you for your interest in Liberty Christian Academy. Liberty Christian Academy is a ministry of Stoney Point Baptist Church. Through the leadership and vision of the church, the school was established in 1999. For ten years our school has provided a quality Christian education for students in our community. Our school is registered with the NC Division of Non-Public Education and the Association of Christian Schools International. We have adopted texts from *A Beka Books*, *Bob Jones University Press*, and *Purposeful Design (ACSI)*.

MISSION & PURPOSE STATEMENT

The mission of LCA is to lead students into a relationship with Jesus Christ and to make disciples, while educating and equipping them with the knowledge, skills, and attitudes necessary for effective Christian service. Our goal is to assist the home and the church in teaching students the Word of God and the skills and knowledge necessary to live a productive Christian life.

HANDBOOK PURPOSE

The purpose of this handbook is to inform you of the policies of Liberty Christian Academy. The policies we have established are the result of much thought and experience through the years. It is important that our school parents understand these policies and help us make sure they are followed. We believe each rule we have is pleasing to the Lord and important to the development and safety of our children. Certainly a volume this small cannot answer all of the questions you may have. If you have further questions, please feel free to contact us.

OUR PHILOSOPHY

We believe a proper education begins with a clear understanding of the Bible. A Christian education is not complete unless it is brought about by the combined efforts of the home, church, and school. Liberty Christian Academy was established to help support the efforts of parents and their church. We strive to provide a quality academic program, which is taught in light of God's Word. A controlled classroom setting is achieved by teaching students that they are responsible for their own actions and requiring that they act in a self-disciplined manner.

STATEMENT OF FAITH

- We believe that the Bible, both the Old and New Testaments, was given by inspiration of God, is inerrant, and our only rule in matters of faith and practice.
- We believe in divine creation; that man was created by the direct act of God and in His image.

- We believe that Adam and Eve, in yielding to the temptation of Satan, became fallen creatures.
- We believe that all men are born in sin and are in need of redemption.
- We believe in the incarnation, the Virgin Birth, and the Deity of our Lord and Savior, Jesus Christ.
- We believe in His vicarious and substitutionary atonement for the sins of mankind by the shedding of His blood on the cross.
- We believe in the resurrection of His body from the tomb, His ascension to Heaven, and that He is personally coming again.
- We believe in His power to save men from sin.
- We believe in the necessity of the New Birth, and this New Birth is through regeneration by the Holy Spirit.
- We believe that salvation is by grace, through faith in the atoning blood of our Lord and Savior, Jesus Christ.
- We believe that this creed is a sufficient basis for Christian fellowship and that all born-again men and women who sincerely accept this creed should be separated from the world of apostasy and sin and should live together in peace, and that it is their Christian duty to promote harmony among the members of the Body of Christ, and also work together to get the Gospel to as many people as possible in the shortest time possible.

ADMISSIONS

Liberty Christian Academy admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

Enrollment Procedures:

1. Review all printed material.
2. Tour the school facilities.
3. Contact the LCA office to schedule a placement test *(Please see Financial Facts Sheet for details)*
4. Student will be interviewed.
5. Discuss any special academic or behavioral concerns with the principal.
6. Character references will be checked by the administration.
7. Parents will be notified of student's acceptance by mail.

ATTENDANCE

Regular attendance is essential for your child to receive a quality education. Students should only be absent in the event of an emergency. The following guidelines have been set in reference to absences. The following situations will be considered emergencies:

- a. Illness of the student.
- b. Death in the family.
- c. Serious illness in the immediate family.
- d. Necessary out-of-town trips (prior notice required).

If a student is absent one or more days, he must bring a written excuse from home stating the reason for the absence. The student will be charged with an unexcused absence if the office does not receive an acceptable note within two days after he returns. If no excuse slip is turned in, the student's parents will be notified.

If a student is absent for any reason other than an emergency, that absence will be considered unexcused. Work missed during an unexcused absence cannot be made up. More than twenty-six (26) days absent in one year may result in the student receiving failing grades for the entire year.

If a student begins to feel ill at school, his or her temperature will be taken. The student's parents will be contacted to pick up the child if the student has a temperature above normal or is vomiting.

TARDINESS

One of the character traits we desire to teach our students is promptness. For this reason, the following guidelines have been set in reference to tardiness:

1. A student is considered late for school if he is not in his classroom by 8:15 a.m. If he arrives after 8:15, he must report to the office.
2. Each student will be excused for being late two times per nine-week grading period. Each time the student is late beyond these excused tardies, the tardy will be unexcused regardless of the reason.
3. For every three unexcused tardies for school, one absence will be added to the student's record. This figure will be used in regard to the 26 days maximum absence, but will not be used to figure perfect attendance.

ARRIVAL OF STUDENTS

Students may be dropped off at the LCA gymnasium for before care beginning at 7:30 a.m. Students must go directly to the designated location. This is the only area that is supervised until school begins. We cannot assume responsibility for children left before 7:30 or who are not in the designated room. Students dropped off between 7:30 and 8:00 a.m. will be charged for before care (see Financial Facts Sheet for more info.). Students dropped off after 8:05 a.m. may go to the restroom, their classroom, or the office. They must be in the classroom by 8:15 or they will be counted tardy.

DEPARTURE OF STUDENTS

In an effort to make our parking lot safe, we have developed a plan for parents to pick up their children in the afternoon. A site plan of our school with designated pickup and parking areas is provided at the end of this handbook. Please follow the guidelines listed below.

1. Students in K3-K4 may be picked up beginning at 11:20 a.m.
2. Students in K-5 may be picked up beginning at 2:30 p.m.
3. Students in 1st and 2nd grades may be picked up beginning at 2:40 p.m.
4. Students in 3rd and 4th grades may be picked up beginning at 2:50 p.m.
5. Students in 5th and 6th grades may be picked up beginning at 3:05 p.m.

If you arrive before the designated time for pick up, wait in the line of traffic until the students are dismissed unless your child is in fourth grade or above. Parents of students in upper elementary should not enter until 3:05 pm. Though the line may move slowly at first, it will begin to move quickly as all the students are dismissed from school. **DO NOT INSTRUCT YOUR CHILD TO MEET YOU ANYWHERE OTHER THAN THE PICK UP POINT.** Junior and senior high school students who have a brother or sister in the elementary school can be picked up in their designated place when they are dismissed.

If you park instead of waiting in the pick-up line you must accompany your child from the waiting area to the car. Students will not be allowed to go to a parked car unless accompanied by the person responsible for picking them up. Park only in lined, designated spaces. Do not park in the traffic line.

Each of our staff members is assigned an area of supervision during pick up time. Please do not distract staff members during this time. If you need to speak with one of our staff members, you may call the office to set an appointment.

Students left after 3:30 p.m. will be charged for late stay.

If a student must leave school early, the parent must come to the school office and sign out the student. Be careful not to distract the teacher or students when picking up a student early. Prior arrangements should be made for obtaining work that will be missed while the student is absent. Parents, be advised that smoking is prohibited on school property.

DRESS CODE

GIRLS- Girls must wear the LCA school uniform each day. The school uniform is khaki knee-length or full-length skirts or slacks and the uniform polo. Polo shirts can be purchased from

the school office or online at www.landsend.com. There are several options in our uniform program. Girls may wear jewelry but it should not be excessive or distracting. Girls may wear pierced earrings; however, piercing is limited to two per ear. Inner ear piercings or body piercings are not allowed. Tattoos are not allowed. Only feminine hairstyles are permitted for girls. If hair dyes are used, the color must be a natural hair color (pink, blue, green, etc. hair colors are not allowed). Girls may wear casual, dress, or athletic shoes with their school uniform. Flip-flops or any beach type shoe may not be worn.

BOYS- Boys must wear the LCA school uniform each day. The school uniform is khaki pants and the uniform polo. Polo shirts can be purchased from the school office or online at www.landsend.com. There are several options in our uniform program. A belt must be worn and shirts must be tucked in at all times. Boys may wear either dress or casual or athletic shoes with the school uniform. Flip-flops or beach-type shoes may not be worn. Socks must be worn and laces must be tied. Boys may not wear necklaces to school. Piercings are not allowed while a student is in school or at any school-related functions. Tattoos are not allowed. Boys' hair should not touch the eyebrows or the collar even when it is not combed. Extreme hairstyles are not permitted at LCA.

When special non-uniform days are announced girls and boys may wear jeans and a casual top or appropriate t-shirt. Girls, capri pants and modest tops are permitted for special activities as announced in chapel. Jeans should not be excessively tight or have rips/holes in them.

SYSTEM OF DISCIPLINE

When a student's behavior is not satisfactory, the school will employ the appropriate means for corrective measures. The following illustrates steps that may be used to achieve the proper behavior and attitude of a student:

1. Verbal warning given to the student regarding improper actions.
2. Correspondence with the parents in writing. Notes must be signed by the parents and returned to the staff member issuing the correspondence. If a note is not returned, the student will be penalized.
3. Demerits given by the teacher.
4. Parent/teacher/principal conference, with or without the student.
5. Suspension up to three days as prescribed by the principal.
6. Expulsion.

The demerit system is a guide for discipline at Liberty Christian Academy. Demerit marks are given for disturbances or broken rules. Accumulation of demerits will result in the following disciplinary action:

5 demerits	= 60 minutes detention
10 demerits	= 120 minutes detention
25 demerits	= 1-day suspension
40 demerits	= 3-day suspension
60 demerits	= Expulsion

After sixty demerits, the student will be denied continued enrollment at LCA. Detentions are served on Wednesday unless otherwise announced. There will be no exceptions to this rule. Teachers in the school are assigned to detention duty on a rotational basis.

AREAS OF OFFENSE

A positive and constructive relationship between the school, student, and parents is necessary to accomplish the school's Christian and educational mission. **The school reserves the right to expel a student if the school reasonably concludes that this relationship has been broken by the action of the student and/or the parents.**

The following actions or behavior will be cause for the student to receive appropriate discipline:

1. Disrespect or insolence to the teacher or another in authority. Children are to use "Sir" or "Ma'am" when addressing adults.
2. Talking out without permission, interrupting the teacher, or talking during study time.
3. Writing or passing notes, throwing objects indoors, playing with irrelevant objects, chewing gum, eating in class, etc.
4. While attending a class, doing homework that is due for another class or being unprepared for class.
5. Horseplay, fighting, excessive noise, disorderly conduct in restrooms, playing with audio/visual or other special equipment, throwing trash, or destroying school property.
6. Leaving the school grounds without permission.
7. Using, or the personal involvement in the use of alcohol, non-medicinal drugs, or tobacco will be grounds for dismissal.
8. Displaying an attitude of opposition to the basic principles and purposes of the school or which restricts the spiritual or academic atmosphere of the school.
9. LCA will not tolerate foul, slang, or abusive language, using the Lord's name in vain, or off-color remarks.
10. LCA will not tolerate questionable material and inappropriate involvement on social internet sites and chat rooms.

CLASSIFICATION OF VIOLATIONS

CLASS I VIOLATIONS (1-5 DEMERITS)

Behaviors that do not significantly violate the rights of others, and do not appear chronic.

- **DRESS CODE VIOLATION**
- **LYING**
- **FALSIFYING DOCUMENTS**
- **CHEWING GUM**
- **TALKING WITHOUT PERMISSION**
- **PASSING NOTES**
- **DISRUPTING CLASS**
- **INAPPROPRIATE LANGUAGE**
- **HORSEPLAY**
- **BAD ATTITUDE**
- **ETC.**

CLASS II VIOLATIONS (10-25 DEMERITS)

Behaviors that significantly violate the rights of others or put others at risk of harm.

- **FIGHTING**
- **DISRESPECT**
- **BULLYING**
- **STEALING**
- **CHEATING**
- **HAZING**
- **PROPERTY DAMAGE**
- **HARASSMENT**
- **ETC.**

CLASS III VIOLATIONS (25- EXPULSION)

-Behaviors that significantly violate the rights of others or put others at risk of harm, and violate LCA policies, or North Carolina policies or laws.

- **POSSESSION OF CONTROLLED SUBSTANCES**
- **POSSESSION OF A WEAPON**
- **POSSESSION AND DISTRIBUTION OF PORNOGRAPHIC MATERIAL**
- **BOMB THREATS**
- **TAMPERING WITH THE FIRE ALARM**
- **ETC.**

When misconduct occurs, corrective measures will be used to help the student change his/her behavior and attitude. Examples of typical corrective measures are student/teacher conference, detention after school, student/administrator conference, and parent/teacher conference. Students can be suspended or expelled for excessive accumulation of detentions. Actions that threaten or harm another individual's ability to function rightly and safely will require further corrective measures. Therefore, students may be suspended or expelled for lying, stealing, disrespect, cursing, cheating, vandalism, or other social misconduct. Although this list of infractions is not exhaustive, it represents behavior that is not acceptable.

BEHAVIORAL PROBATION

If a student receives 30 or more demerits in a semester, he/she will be placed on Behavioral Probation and strictly monitored for the remainder of the semester. Any student on Behavioral Probation will be given specific guidelines to which he/she must abide or be dismissed from LCA. The student's behavior will be taken into consideration regarding re-enrollment to the Academy.

The Academy has adopted a "zero-tolerance" policy toward violence, fighting, or threats of any kind. This includes possession of anything that could be used as a weapon. Suspension and/or expulsion can be administered for violating the safety of others.

WEAPONS POLICY

Weapons such as knives, guns, pocketknives, sharp objects, or any other form of weaponry may not be brought to campus. Any form of weaponry brought to school will be collected by the school administration.

Liberty Christian Academy strictly prohibits and shall not tolerate the possession of weapons by any unauthorized person on its property or in its buildings or at school-sponsored activities, and the school shall not tolerate the presence of weapons in lockers or in any other place on its property. The school condemns the use of weapons or the threat of the use of weapons or replicas thereof by any person on its property, in its buildings or at school-sponsored activities. The school adopts the weapons definitions outlined in the *Gun-Free Schools Act of 1994* (20USC §8921; 18 USC §921(a)(4-5). A copy of these definitions is available in the school office.

PARENT/TEACHER MEETINGS

1. Dates for the Parent/Teacher Meetings are listed in the school calendar.
2. A representative from each family should be present at every mandatory meeting.
3. If a program will be presented during the meeting in which students are required to participate, students should be present.

CONTACTING YOUR CHILD'S TEACHER

It is not uncommon for parents to have questions or concerns arise during the school year. All of our teachers are willing to talk with you about your child's progress. In order for your correspondence to be most productive, we have established the following procedures for contacting your child's teacher:

1. Refrain from calling the teacher at home if the teacher has not distributed his or her home number. If a phone conversation is necessary, call the school office and leave a message with the secretary. The teacher will return your call as soon as possible.

2. If a conference is necessary, contact the teacher by phone, letter or email. Please do not disturb classes to talk with a teacher. Either the parent or the teacher may request the presence of the school principal in such conferences.
3. Do not discuss problems your child may be having in front of other students or adults. Conversations of this type should be conducted in private. Refrain from discussing school problems at church or social activities.
4. If you feel your concerns have not been fully addressed after communicating with the teacher, please contact the school principal through the office.

HOMEWORK

We believe that homework is an important part of your child's education. Incomplete homework will lower a student's grade on his report card. No homework will be given on Wednesdays in an effort to encourage church attendance.

The following steps will help your child receive better grades:

1. Make sure your child keeps current with his homework planner.
2. Check Headmaster frequently to make sure you are aware of your child's progress.
3. Set aside time for study each evening.
4. **DO NOT DO YOUR CHILD'S HOMEWORK.**
5. Check to make sure that your child's homework is completed each night.
6. A student may be given a detention or sent to the office if excessive HW assignments are not completed.

TEXTBOOK USE

Some textbooks are the property of the school. Rental of these books is included in the textbook fee. If a rental textbook is damaged or lost, the replacement cost will be charged to the student's account. Workbooks will become the property of the student at the end of the school year. If a workbook is damaged or lost during the school year, the replacement cost will be charged to the student's account.

HONOR STUDENTS

Report cards are issued every nine weeks. During a special chapel we recognize those students who have excelled academically. Students who receive all A's on their report cards are placed on the Principal's List. Students with all A's or B's are placed on the Honor Roll. These students receive an award in chapel and are publicly recognized.

GRADING SCALE

- A - 100-94**
- B - 93-85**
- C - 84-75**
- D - 74-65**
- F - 64-below**

FIELD TRIPS

Field trips are an important part of our curriculum. They are carefully planned to enhance learning in the classroom. All students are required to attend scheduled field trips. Permission slips and specific information regarding trips is distributed within ten days of any trip.

WITHDRAWALS

1. Withdrawals must be conducted through the school office. Those withdrawing from the school will be charged tuition until the office is notified by the parent or guardian that the student is withdrawing.
2. If a student is withdrawn any time during a month, no refund of any part of the monthly payment will be made.
3. All rental books must be turned in at the time of withdrawal. A parent will be charged for any books that are not turned in at that time.
4. Report cards and/or student records cannot be released until all accounts are paid in full.
5. A withdrawal fee of \$500 will be assessed to any student's account if the student is withdrawn from June 1st-May 1st. Those receiving military orders will not be charged a withdrawal fee.

FINANCIAL INFORMATION

The school's operating expenses are funded through tuition, fund-raising, and gifts from the members of Stoney Point Baptist Church and friends of our school. Tuition is used primarily to pay the teachers and cover regular operating expenses. Fund-raising is used occasionally for special projects or school groups.

TUITION ASSISTANCE

LCA has a tuition assistance program to assist needy families each year. The LCA Tuition Assistance Program is available to needy families on a first-come, first-served basis. Applications to the program are available during the months of March and April. Applications

should be turned in to the school office no later than the last Friday in April. Approvals will be made by the LCA school board on a “need” basis. Participants are required to regularly support the school fund-raising projects on a consistent basis.

The following policies apply to the Tuition Assistance Program:

1. Financial assistance is available for students in kindergarten through twelfth grade.
2. Financial assistance for tuition only. Registration, curriculum, after care, and other fees must be paid in full.
3. An applicant for financial assistance may not be awarded more than half of the total tuition cost.
4. Funds are dispersed equitably based on need. Those seeking financial assistance must disclose financial information to the school’s designee for evaluation.

HEALTH AND ACCIDENT INSURANCE

Liberty Christian Academy is not financially liable for accidents that may occur at the school. Parents must provide insurance for their children.

REGISTRATION AND PAYMENT PROCEDURES

1. Registration and curriculum fees must be paid before a student begins classes. Once paid, the registration fee is not refundable for any reason. The book fees are not refundable after August 15.
2. The tuition fee for the entire year will be charged to the FACTS account at the time of registration. Students who are enrolled late in the year or are withdrawn early will be charged only for the days they are enrolled in Liberty Christian Academy.
3. Annual tuition may be paid in eleven equal payments beginning August 5th or 20th. We have contracted with FACTS Tuition Management Services to handle billing and receipt of tuition payments. If two monthly tuition payments are late you will be required to have payments automatically deducted from your bank account.

PUBLICATIONS

Each Wednesday a brief newsletter will be posted on the school’s website. In addition, teachers send home a packet of each student’s weekly quizzes/tests for the previous week. This packet must be signed and returned to your child’s teacher no later than Friday. Other memos are sent as needed from the office and the classroom teachers. You may visit the school’s web site at www.lcknights.com.

TELEPHONE USE

If a student needs to make a call, he must come to the school office. Other phones are not for student use. Only necessary calls will be allowed. If a student brings a mobile phone to school it must be turned off during class time. Students may only use mobile phones when given permission by a school authority.

EMERGENCY SCHOOL CLOSURES

Should it become necessary to dismiss school early due to inclement weather or other disasters, parents will be notified immediately by phone to come and pick up their children. Notification of emergency closure will be supplied to local television stations WTVD ABC channel 11 and WRAL CBS channel 5. A mass- messaging system will be used to notify parents via cell phones/email.

COMMUNICABLE DISEASES POLICY

Liberty Christian Academy desires to maintain a healthy school environment by instituting controls designed to prevent the spread of communicable diseases. The term “communicable diseases” shall mean an illness which arises as a result of a specific infectious agent which could be transmitted either directly or indirectly by a susceptible host, infected person, or animal to other persons. A teacher or administrative official who reasonably suspects that a student or employee has a communicable disease shall immediately notify the school principal. The reportable diseases include the following:

Acquired Immune Deficiency Syndrome

(AIDS)

Meningitis

Mumps

Anthrax

Smallpox

Diphtheria

Toxoplasmosis

Hepatitis

Tularemia

Typhoid Fever

Measles

Aids Related Complex

Salmonellosis

Chancroid

Tetanus

Gonorrhea

Tuberculosis

Typhus

Malaria

Yellow Fever

Rubella

Botulism

Syphilis

Encephalitis

Trichinosis

Human Immunodeficiency

Virus Legionnaire's Disease

Vibro Cholera

Head Lice

Any student or employee with a communicable disease will be temporarily excluded from school while ill and during recognized periods of communicability.

ASBESTOS MANAGEMENT PLAN

All of our school buildings have been inspected for asbestos in accordance with the Asbestos Hazard Emergency Response Act (AHERA) regulations. Our management plan is available in the office for your review. Our school does not contain any materials that contain asbestos.

SUMMER SCHOOL/RETENTION

Students (1st-6th Grades) will be retained in the present grade if he/she receives two “F’s” on his/her year end report card (yearly average) in two or more of the following areas: Reading, Phonics/English, or Numbers/Arithmetic. A student who is required to attend summer school, and does not, will be retained.

**This handbook may be amended during the school year if the need arises.*

DISMISSAL LOCATIONS

