

# JH/HS HANDBOOK

GRADES 7-12

Revised July 2016



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

**Liberty Christian Academy**

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## **WELCOME TO LIBERTY CHRISTIAN ACADEMY**

Thank you for your interest in Liberty Christian Academy. For ten years our school has provided a quality Christian education for students in our community. Our school is a registered with the NC Division on 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)*.

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.

### **MISSION & PURPOSE STATEMENT**

The mission of LCA is to lead students into a relationship with Jesus Christ, while educating and equipping them with the knowledge, skills, and attitude 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 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. 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 situations will be considered excused:

1. Illness of the student.
2. Death in the family
3. Serious illness in the immediate family
4. Doctor/Dentist appointments (a note from the doctor/dentist is required)
5. Necessary out-of-town trips including college visits or family days (Notification of planned absence forms must be completed and filed in the school office one week before leaving. Juniors and seniors are allowed 3 excused absences for college trips. These absences will not count for the 11 day absence limit.)

If a student is absent one or more days, he must bring a written excuse from home and turn in to the school office, or a parent must send an email to the school office ([libertychristian@yahoo.com](mailto:libertychristian@yahoo.com)) stating the reason for the absence. The student will be charged with an unexcused absence if the high school office does not receive an acceptable note or e-mail within two days after he/she returns.

If a student is absent for any reason other than an excused absence, the absence will be considered unexcused. A maximum grade of 69 will be awarded to students making up work as a result of unexcused absence or suspension. In order to receive full credit, students with an excused absence will have the number of days absent to make up any missed work. For example, if a student is absent two days he has two days to make up missed work.

More than eleven (11) days absent in one semester will result in the student not receiving credit for the semester. When a student does not receive credit, he must take the course again. 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 and he/she may not return to school for 24hrs. Students may not leave campus during the school day without permission from parents and school administration. All students must be signed-out at the high school receptionist desk. If a student needs a planned absence, a notification of absence must be filled out one week in advance of the planned absence.

## 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.
2. Each student will be excused for being late two times per nine-week grading period for each class. Each time the student is late beyond these excused tardies, the tardy will be unexcused regardless of the reason.

## **CHURCH ATTENDANCE**

Every family connected with LCA is strongly encouraged to become a part of a local church and attend regularly. We teach our students the importance of God in their lives and encourage them to be active in a Bible-believing church. If you are not already active in another church, we would be delighted to see you become part of Stoney Point Baptist Church.

## **A.M. ARRIVAL OF STUDENTS**

Students arriving before 8:00 a.m. must be dropped off at the gymnasium. Students arriving after 8:00 a.m. may be dropped off at the high school building where they may go to the restroom, their classroom, or the office. They must be in the classroom by the 8:15 a.m. bell or they will be counted tardy.

## **APPEARANCE AND UNIFORM CODE**

**LADIES** - Ladies must wear the LCA school uniform each day. The school uniform is Khaki or black knee-length or full-length uniform skirts or slacks and the uniform polo. Polo shirts can be purchased from the school office or online at [www.lcknights.com](http://www.lcknights.com). Ladies not in uniform without approval of administration will be sent home to change into proper uniform attire. There are several options in our uniform program. Ladies may wear jewelry but it should not be excessive or distracting. Ladies may wear earrings; however, earrings must be limited to two per ear. Inner ear piercings, facial 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, beach-type shoes, or high heels may not be worn.

**MEN**- Men must wear the LCA school uniform each day. The school uniform is Khaki or black uniform pants and the uniform polo. Polo shirts can be purchased from the school office or online at [www.lcknights.com](http://www.lcknights.com). Men not in uniform without approval of administration will be sent home to change into proper uniform attire. There are several options in our uniform program. A belt must be worn and shirts must be kept neat at all times. Men may wear dress, 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 kept 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. Men's hair should not touch the eyebrows or the collar even when it is

not combed. Hair should not come past the middle of the ear. Extreme hairstyles are not permitted at LCA. Men must be clean-shaven each school day. Facial hair is not permitted for students at LCA.

When special non-uniform days are announced men and ladies may wear jeans and a casual/appropriate t-shirt. (*Ladies*) 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.

## **DISCIPLINARY MEANS**

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:

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

Teachers in the school are assigned to detention duty on a rotational basis. Demerits will start on a clean slate at the beginning of the spring semester.

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.

## **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. Students are to use “Sir” or “Ma’am” in addressing adults.
2. Talking out without recognition, 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 restrict the spiritual or academic atmosphere of the school.
9. LCA adheres to a no touch policy. Holding hands, embracing, kissing, or any other form of intimate contact is prohibited.
10. LCA will not tolerate foul, slang, or abusive language, using the Lord’s name in vain, or off-color remarks.
11. Leaving campus without permission from parents and school administration.
12. LCA will not tolerate questionable material and inappropriate involvement on social internet sites and chat rooms.

**CLASSIFICATION OF VIOLATIONS**

<b>CLASS I VIOLATIONS (1-5 DEMERITS)</b>	
Behaviors that do not significantly violate the rights of others, and do not appear chronic.	
<ul style="list-style-type: none"><li>• <b>DRESS CODE VIOLATION</b></li><li>• <b>LYING</b></li><li>• <b>FALSIFYING DOCUMENTS</b></li><li>• <b>CHEWING GUM</b></li><li>• <b>TALKING WITHOUT PERMISSION</b></li><li>• <b>SLEEPING IN CLASS</b></li><li>• <b>DISRUPTING CLASS</b></li><li>• <b>INAPPROPRIATE LANGUAGE</b></li><li>• <b>HORSEPLAY</b></li><li>• <b>BAD ATTITUDE</b></li><li>• <b>USE OF CELL PHONE DURING SCHOOL HOURS</b></li><li>• <b>TAMPERING WITH ANOTHER STUDENT’S PROPERTY</b></li><li>• <b>DIRECT DISOBEDIENCE</b></li></ul>	<ul style="list-style-type: none"><li>- <b>DRESS CODE VIOLATION</b></li><li>- <b>UNPREPARED FOR CLASS</b></li></ul>

<b>CLASS II VIOLATIONS (10-25 DEMERITS)</b>
Behaviors that significantly violate the rights of others or put others at risk of harm.
<ul style="list-style-type: none"> <li>• <b>FIGHTING</b></li> <li>• <b>DISRESPECT</b></li> <li>• <b>BULLYING (VERBAL OR WRITTEN)</b></li> <li>• <b>STEALING</b></li> <li>• <b>HAZING</b></li> <li>• <b>INAPPROPRIATE BEHAVIOR</b></li> <li>• <b>CHEATING</b></li> <li>• <b>PROPERTY DAMAGE</b></li> <li>• <b>VIOLATION OF THE “HANDS OFF” POLICY</b></li> <li>• <b>HARASSMENT</b></li> <li>• <b>ETC.</b></li> </ul>
<b>CLASS III VIOLATIONS (25- EXPULSION)</b>
-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.
<ul style="list-style-type: none"> <li>• <b>POSSESSION OF CONTROLLED SUBSTANCES</b></li> <li>• <b>POSSESSION OF A WEAPON</b></li> <li>• <b>POSSESSION AND DISTRIBUTION OF PORNOGRAPHIC MATERIAL</b></li> <li>• <b>BOMB THREATS</b></li> <li>• <b>TAMPERING WITH THE FIRE ALARM</b></li> <li>• <b>SEXUAL MISCONDUCT</b></li> <li>• <b>ETC.</b></li> </ul>

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 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.*

### **SUSPENSIONS/EXPULSION**

Students will receive a maximum grade of 69% for work made up as a result of suspension. Any student expelled from LCA or any other school may not re-apply for one year. At that time an individual assessment will be made to determine readmission.

### **WEDNESDAY DETENTIONS**

Detentions will be served on designated Wednesday’s beginning at 3:30 PM. All students serving detentions will also be fined \$10 for every hour spent in detention. Tardiness to detention will result in additional time in detention at the student’s expense. Since detentions are not intended to be convenient, students who fail to attend their assigned detention will have their original detention time doubled. Exceptions can only be made when parents request, at least one day prior to detention, and the administration approves the reason for rescheduling detention times. Students will work on educational tasks during detention.

### **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. Weapon violations will be submitted to the discipline committee for appropriate action.

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.

## **SENIOR PRIVILEGES**

Seniors who have fulfilled their credit requirements and are on course for graduating on time will be allowed periodically to leave campus for lunch with permission from their parents. Senior privilege is immediately lost upon receiving 15 or more demerits. Senior privileges may be taken away by the administration for disciplinary or academic reasons. Seniors may also lose senior privileges for abusing school policies and procedures. Students must sign out when leaving the school campus during school hours.

## **PARENT/TEACHER MEETINGS**

Dates for the Parent/Teacher Meetings are listed in the school calendar. A representative from each family should contact the school office to schedule an appointment. 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. Homework can be given on Wednesdays but should not be excessive in order 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. Students in 9<sup>th</sup>-12<sup>th</sup> grades who maintain a GPA of 3.25-3.74 will be placed on the Dean's List for the quarter. Students who maintain a GPA of 3.75-4.00 will be placed on the Principal's List for the quarter. Graduating seniors who maintain a 3.25 GPA or higher during their high school years will wear honor cords during the LCA graduation ceremony to recognize his/her accomplishment.

### **LOCKER USE**

High school students will be assigned a locker at the beginning of the year. The student is responsible for keeping the locker clean and locked. Tape and stickers may not be used on or in the lockers. Students may use magnets to hold pictures and other items. No writing is allowed in the locker or on the door. Lockers are subject to search at any time by school administration.

### **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 1<sup>st</sup>-May 1<sup>st</sup>. 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 needed families each year. The LCA Tuition Assistance Program is available to needed 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 5<sup>th</sup> or 20<sup>th</sup>. 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 Sunday evening parents receive a mass phone call alerting them to important upcoming weekly events. In addition, 7<sup>th</sup> and 8<sup>th</sup> grade 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 homeroom 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](http://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 and secured in his or her school locker during school hours. Students may only use mobile phones when given permission by a school authority. Any student violating this policy will have his or her phone confiscated by school officials.

## **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 NBC channel 5. A TYCO INTEGRATED ALERT message will also be sent to notify parents via cell phone.

## **COMMUNICABLE DISEASES**

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:

*See next page:*

*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  
Foot and Mouth Disease  
Mersa  
Strep Infection  
Staph Infection  
Mononucleosis*

Any student or employee with a communicable disease may be temporarily excluded from school while ill and during recognized periods of communicability. A doctor's note will be required for re-admission to school.

### **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.

### **FIELD TRIPS**

Field trips are an important part of our curriculum. They have been carefully planned to enhance the learning in the classroom. All students are encouraged to attend scheduled field trips including the overnight retreat. Permission slips and money for the field trips must be turned in before the field trip. Students are required to attend field trips.

### **EARLY RELEASE WORK POLICY**

Some 11<sup>th</sup> and 12<sup>th</sup> grade students are allowed to miss afternoon electives in order to go to work when special permission is granted by the administration. Students and parents must realize that all required school events and classes take priority over work. An early work release form can be obtained in the school office and must be filed and approved before September 1<sup>st</sup>. It is the responsibility of students to notify employers of required school events.

### **STUDENT DRIVERS**

A student driver form must be obtained from the school office, filled out, and returned to the office before the student will be allowed to drive to school. Student vehicles must be parked in the designated parking spaces closest to the JH/HS building. Students may not go to their car during school hours without permission from the high school administration. Students may not leave campus without permission from parents and the high school administration. Students may not ride to and from school with another student without permission from both sets of parents and notification of the arrangement to the school office. Vehicles driven by students and parents that are parked in the school parking lot may not have objectionable bumper stickers or other questionable signs on them. Vehicles are subject to search by the administration at any time while on school campus.

### **RELEASE OF STUDENT RECORDS**

Student records will be released in accordance with all state and federal laws. Records may not be released if there is an outstanding balance on a student's account. Records, including quarterly grade reports, will not be released to non-custodial parents without the consent of all

custodial parents or guardians.

## **NONDISCRIMINATORY POLICY**

LCA does not discriminate on the basis of race, color, or national origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic administered programs.

## **GRADUATION REQUIREMENTS TYPES OF DIPLOMAS**

A high school diploma will be awarded to students who

- (1) earn 26 units of credit,
- (2) make passing scores on all sub-tests of the Proficiency Testing (PSAT, Terra Nova Testing, etc.)
- (3) have satisfactory records of attendance and conduct.

Diplomas are awarded in a graduation ceremony. A student will not be allowed to participate in the ceremony if the student has compromised the testimony of the school in the opinion of the administration even though all academic criteria had been completed. This includes but is not limited to actions or behavior a student may exhibit on a class trip or in general preparation for the close of the school year.

A valedictorian will be honored every year at commencement. The valedictorian will have the highest cumulative grade point average for seven semesters through the first semester of the senior year.

A salutatorian will be honored each year if the two highest GPAs are 3.5 or higher. The Salutatorian will have the second highest cumulative grade point average for seven semesters through the first semester of the senior year.

## **COLLEGE-BOUND DIPLOMA COURSES**

The following may be adopted for college-bound students as an alternative to the general diploma. If adopted as an alternative to the general diploma, the college-bound diploma must include the following required credits for graduation beginning with those students entering the freshman class.

- 3½ Credits- Community Group/Biblical Worldview
- ½ Credit- Speech
- 4 Credits- Language I, II, III, and IV
- 3 Credits- Biology w/lab, Chemistry w/lab, Physical Science

- 4 Credits- Algebra I, Geometry, Algebra II, Trigonometry or Advanced Math
- 1 Credit - Microsoft Office 2007
- 4 Credits- American History, World History, World Geography, Economics/Gov.
- 1 Credit- Physical Education
- 1 Credit- Health Education
- 2 Credits- Spanish I, Spanish II\*\*
- 1 Credit- Electives

**Total- 25 Credits**

\*One year of Bible for each year enrolled at Liberty Christian Academy

\*\*Must be in the same language in two consecutive years

**GRADE POINT AVERAGE**

GPA is based upon all the credited courses a student is taking, accumulating each semester in the 9th-12th grades.

**One credit classes**

**A=4 points**

**B=3 points**

**C=2 points**

**D=1 point**

**F=0 points**

**GRADING SCALE**

**93-100 A**

**85-92 B**

**75-84 C**

**65-74 D**

**0-64 F**

GPA is then figured on the total points for each class divided by the number of credits the student has taken over the course of their high school career.

**EXPLANATION OF COURSE CREDIT**

1. Earned credit is based on a semester-to-semester basis. Credit is given after completion of a semester.
2. Any failed courses must be made up in summer school. Courses taken at other institutions for summer school credit must be approved by LCA administration.
3. Bible credit must be earned every semester a student is enrolled in high school at LCA.

4. Requirements for class designation is the following:

- Sophomore – 6 units of credit, one of which must be English
- Junior – 12 units of credit
- Senior – 18 units of credit

## **DUAL ENROLLMENT COURSES**

Dual Enrollment Courses are periodically offered in English, Mathematics, Computer and electives. Students who take dual enrollment courses must meet qualifications at LCA and for the college administering dual credit. Dual enrollment may take place off campus, or online. Students are required to pay additional fees for college credit.

## **HONORS CLASSES**

The LCA Honors Program offers two opportunities for students wanting an additional academic challenge. The guidelines are as follows:

### **I. Concurrent Enrollment – Online Instruction**

- a. Qualified LCA students may take online courses through Sandhills Community College, which will allow them to earn high school and college credit at the same time.
- b. This concurrent course track is available to juniors and seniors whose initial eligibility is based on their Preliminary SAT (PSAT) scores, LCA GPA, and the completion of placement testing through SCC.
- c. Due to the rigorous coursework involved with some SCC concurrent classes, we have decided to implement the following parameters for concurrent enrollment classes effective August 1, 2013:
  - i. Concurrent enrollment for qualifying juniors will be limited to one (1) concurrent enrollment class per semester. Any additional concurrent coursework must be approved by the LCA Administration and the LCA Honors Committee.
  - ii. Summer coursework for rising seniors is also available through SCC for qualifying students. The students and their parents will be solely responsible for coursework registration at SCC.
  - iii. Seniors who qualify for concurrent enrollment will be allowed to take up to two (2) concurrent classes through SCC per semester.

### **II. Honors Classes**

- a. Honors classes are not offered separately from, but rather in conjunction with, the college-preparatory classes. Participation in Honors Classes is only open to students with an (A or B average) from the previous year's grade-level class and with approval of the high school principal.

- b. **Honors-level classes are currently being offered in the following subjects:**
  - i. **English (I, II, III, and IV)**
  - ii. **History (World History, U.S. History, and Government/Economics)**
  - iii. **Geometry, Algebra II, Advanced Math, Trigonometry (90% average or higher is required)**
- c. Students will be required to read two books per quarter for each honors class (excluding math). The assignment for each book is in addition to the daily work from the grade-level class.
- d. Honors students will also be required to attend scheduled after-school seminars/workshops (generally one per quarter).
- e. Honors English is a year-long course. The assessment for the course is based on a Pass/Not Pass system. Turning in late or substandard work will result in the student's removal from the Honors Class.
- f. Students who successfully complete an Honors Class will have one extra quality point calculated in their grade point averages.
- g. Failure to complete an Honors Class one year does not prevent the student from taking the course again the following year.

### **GRADUATION FEE**

A \$100 Graduation fee will be placed on the senior account for graduation fees and services. Fees and services include the record keeping, college transcript requests, diplomas, and reception expenses.

### **DROP/ADD COURSES**

Students may opt to drop or add a course from their course load at the beginning of a semester. Students may fill out a drop/add slip no later than 5 class periods of instruction. The slips will be reviewed by the administration to accommodate the student's schedule. LCA reserves the right to decline a drop/add request.

### **SAT AND ACT TESTS**

College-bound students are required to take the SAT or ACT test before graduating from high school. Information will be posted on the high school hallways. These tests are college entrance examinations that are pre-requisites for college. The ACT consists of a Social Studies, Science, Mathematics, and English section. The SAT consists of Critical Reading, Math, and Writing. To register for these tests, go to [www.ACT.org](http://www.ACT.org). or [www.satcollegeboard.com/home](http://www.satcollegeboard.com/home). LCA does not offer these tests on campus.

## PSAT TESTING

Each year in the fall, LCA conducts the PSAT testing for all sophomores and juniors. This test is required and costs \$40. The test is usually conducted in October during the school day.

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

# DISMISSAL LOCATIONS

