

# JH/HS HANDBOOK

## GRADES 7-12

Revised June 2023



*"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. Since 1999 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 and Bob Jones University Press*.

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.

## **PHYSICAL PRIVACY AND GENDER ORIENTATION POLICY**

### **I. PURPOSE**

In light of Liberty Christian Academy's statement of faith, admission policy, and the LCA Student Handbook, and in recognition of personal physical privacy rights and the need to ensure individual safety and maintain school discipline, this policy is enacted to advise members of Liberty Christian Academy of their duties with regard to use of restrooms, locker rooms, showers, and any other Liberty Christian Academy facilities where individuals may be undressed in the presence of others.

### **II. DEFINITIONS**

Sex means the biological condition of being male or female as determined at birth.

Member of the Liberty Christian Academy community means any Liberty Christian Academy employee, volunteer, student, parent, or visitor.

### **III. SINCERELY HELD RELIGIOUS BELIEF ON SEXUALITY**

Liberty Christian Academy's sincerely held religious belief is that God wonderfully and immutably creates each person as either male or female, and that these two distinct, complementary sexes together reflect the image and nature of God (Genesis 1:26-27). Rejection of one's sex is a rejection of the image of God within that person.

### **IV. POLICY**

Notwithstanding any other policy, Liberty Christian Academy restrooms, locker rooms, and showers designated for one sex shall only be used by members of that sex.

In any other Liberty Christian Academy's facilities or settings where members of the Liberty Christian Academy community may be undressed in the presence of others (e.g. changing costumes during school theatrical productions), Liberty Christian Academy shall provide separate, private areas designated for use by members of the Liberty Christian Academy community based on their sex.

Liberty Christian Academy recognizes there may be instances where members of the Liberty Christian Academy community experience disparity between their sex and their feelings about their sex. This disparity can motivate them to behave in ways contrary to God's Word and His plan for their lives. Liberty Christian Academy encourages members of the Liberty Christian Academy community who are struggling with their sexual identity to seek help from their pastor and other trained professionals who might best assist them in clarifying and defining their sexual identity in accordance with God's Word.

Liberty Christian Academy will at all times interact with members of the Liberty Christian Academy community according to their sex. A member of the school community who wishes to express a gender other than his or her sex is understood to be rejecting the truth and the image of God within that person. Biblical Christianity requires the body of Christ to compassionately dwell in the truth and assist those we love in doing the same (Ephesians 4:15). A member of the Liberty Christian Academy community who openly and unrepentantly rejects his/her sex, either in or out of school, is rejecting the image of God within that person- behavior that dishonors the Holy Trinity and the Word of God. Such behavior constitutes a person's failure to adhere to his/her commitment to abide by the behavioral standards established by Liberty Christian Academy, which is cause for terminating his/her privilege of membership in the Liberty Christian Academy community.

To preserve the function and integrity of Liberty Christian Academy and to provide a biblical role model to members of the Liberty Christian Academy community and the community-at-large, it is imperative that all members of the Liberty Christian Academy community agree to and abide by this policy.

## **PATRIOTISM**

Liberty Christian Academy endeavors to instill within our students a love and support for our country. This includes attachment to our country's land and people, admiration for its customs and traditions, and devotion to its well-being. Quoting the pledges while facing the American flag, the Christian flag and the Bible, as well as the Liberty Code is a daily requirement of all LCA students.

## **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.

## **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.

## **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.

## **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. Tour the school facilities.
2. Submit completed application and pay registration fee.
3. An entrance test will be scheduled by the administrative office.
4. The student will be interviewed by the principal.
5. Discuss any special academic or behavioral concerns with the principal.
6. References may be checked by the administration.
7. Parents will be notified of the student's acceptance at the conclusion of the interview unless additional information is needed to finalize the decision.
8. If notification of withdrawal is not made within 3 business days of acceptance, a \$500.00 withdrawal fee will be incurred.

## REGISTRATION AND PAYMENT PROCEDURES

1. Registration and book fees must be paid before a student begins classes. **Registration and book fees are not refundable.**
2. All new students are required to take an entrance exam. The fee is \$60.00 and is not refundable.
3. The annual tuition fee is divided into eleven equal payments beginning in August and ending in June. We have contracted with FACTS Tuition Management Services to handle billing and receipt of tuition payments. The FACTS enrollment fee is \$55.00 per family per year.
4. Monthly tuition payments will be drafted from your account on either the 1<sup>st</sup> or 15<sup>th</sup> of the month through FACTS. The first payment will draft in August and the last payment will draft in June.
5. An Administrative Fee of \$150.00 per student will be billed in September. This fee covers the cost of Family Portal (SIS) access, ADT Alert System, IT expense, and a yearbook.
6. A Capital Improvement Fee of \$200.00 per student per year will be billed in January. This fee replaces mandatory fundraiser participation, making participation in small fundraisers completely voluntary.

## 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. Fundraising is used occasionally for special projects or school groups.

## DELINQUENT ACCOUNTS

1. Tuition payments are due on either the 1st or the 15th of the month but must be received by the 15th of each month or a \$25.00 late fee will be assessed.
2. A fee will be charged for any returned checks or failed drafts.
3. Accounts that are 30 days behind because of either unpaid tuition or fees will have the Parents' Family Portal access turned off and the parents will receive a letter or email notification of delinquency from the Finance Office.
4. Accounts that are 60 days behind will result in the student being withdrawn from class/school until the account is made current.
5. Report cards, transcripts, and diplomas are held in the office if tuition/fees are delinquent.
6. Failure to comply with the agreed payment plan will result in a child's removal from school.
7. Parents will not be allowed to re-enroll their students until their account is current.

## WITHDRAWALS

1. Withdrawals must be conducted through the school office. Those withdrawing from the school will be charged tuition until a school withdrawal form has officially been submitted to the school office.
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. **An early withdrawal fee of \$500 will be assessed to any student's account if the student is withdrawn from June 10th-May 1st.** Those receiving military orders will not be charged a withdrawal fee.

## 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.

## PUBLICATIONS

Each Sunday evening parents receive a mass email alerting them to important upcoming weekly events.

## ATTENDANCE

Liberty Christian Academy complies with the state compulsory attendance law (G.S. 115C378). This law states that students under the age of 17 must maintain school enrollment in similar fashion to their public school counterparts. **Ten unexcused absences within any school year can result in prosecution by the local district attorney.**

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/Healthcare 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/she 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 email 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 60 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 for two days he has two days to make up missed work.

**More than eleven (11) days absent in one semester in any class will result in the student not receiving credit for that class for the semester.** When a student does not receive credit, he/she must take the course again.

If a student is absent for three or more class periods, he/she will be counted absent for the day. If he/she is absent for one or two class periods, it will count as a half day absence.

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 family day, a notification of absence must be filled out one week in advance of the planned absence.



## **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 PARENT ALERT message will also be sent to notify parents via cell phone.

## **STUDENT SICKNESS**

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 100°F or is vomiting. The student will not be allowed to return to school until he/she has been fever free for 24 hours or 24 hours from the last time he/she vomited.

## **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:

**Acquired Immune Deficiency Syndrome (AIDS)**

**AIDS Related Complex**

**Anthrax**

**Botulism**

**Chancroid**

**COVID19**

**Diphtheria**

**Encephalitis**

**Foot and Mouth Disease**

**Gonorrhea**

**Head Lice**

**Hepatitis**

**Human Immunodeficiency**

**Legionnaires Disease**

**Malaria**

**Measles**

**Meningitis**

**Mersa**

**Mononucleosis**

**Mumps**

**Rubella**

**Salmonellosis**

**Smallpox**

**Staph Infection**

**Strep Infection**

**Syphilis**

**Tetanus**

**Toxoplasmosis**

**Trichinosis**

**Tuberculosis**

**Typhoid Fever**

**Typhus**

**Vibrio Cholerae**

**Yellow Fever**

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 readmission to school.

## 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/she is not in his classroom by 8:15 a.m.
2. If a student arrives at school after 8:15 a.m., he/she must report to the front desk to sign in and give reason for tardiness.
3. **An accumulation of five unexcused tardies (i.e., late, overslept, etc.) will result in one hour of detention.**

## ARRIVAL OF STUDENTS

Students may be dropped off at the gymnasium for before care beginning at 7:00 a.m. 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.

## DEPARTURE OF STUDENTS

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 2:45 p.m.
3. Students in 1<sup>st</sup> and 2<sup>nd</sup> grades may be picked up beginning at 2:55 p.m.
4. Students in 3<sup>rd</sup> and 4<sup>th</sup> grades may be picked up beginning at 3:05 p.m.
5. Students in 5<sup>th</sup> and 6<sup>th</sup> grades may be picked up beginning at 3:15 p.m.
6. Students in 7<sup>th</sup> – 12<sup>th</sup> grades may be picked up beginning at 3:30 p.m.

(Please refer to the last page of the handbook for the traffic flow chart.) **Students not picked up within 10 minutes of their class dismissal time will be sent to aftercare and will be charged accordingly.**

If a student must leave school early, the parent must come to the school office and sign out the student. Students are responsible for obtaining work that will be missed while he/she is absent.

**Smoking is prohibited on school property.**

## POSSESSION OF AN UNAUTHORIZED TECHNOLOGY DEVICE

Items that interfere with the learning environment of Liberty Christian Academy are prohibited. Students may not carry cell phones or electronic games, or wear watches that have phone access, or headsets, earphones, Air Pods, or any other wearable technologies that possess audio recording, photography, video recording, or communication ability on their person (pocket or purse) or use them during school hours. Cell phones must be turned off before entering the school building before the school day begins and remain off until school is dismissed for the day. Students must put their cell phones/electronic devices in their lockers and may only use them after the school day has ended. The use of these devices is also prohibited in Before/After Care. Any student who violates this policy in any way during the day will have the device confiscated. Liberty Christian Academy is not responsible for confiscated items.

## 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. Uniform polo shirts must be purchased from the school office. For ladies, midriffs must not show at any time (whether bending over, sitting down, or lifting their hands above the head). Ladies not in uniform without approval of administration will be sent home to change into proper uniform attire and demerit(s) will be issued. 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. Students are not allowed to get a tattoo while attending LCA. Existing tattoos must be covered at all times. Students may not mark on themselves or other students. 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, sandals, beach-type shoes, Crocs, open-toed 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. Shorts are not allowed. Polo shirts must be purchased from the school office. Men not in uniform without approval of administration will be sent home to change into proper uniform attire and demerit(s) will be issued. 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, and Crocs may not be worn. Socks must be worn, and laces must be kept tied. Any necklace that is worn must be tucked in the shirt at all times. Piercings (ear, brow, nose, tongue, etc.) are not allowed while a student is in school or at any school-related functions. Students are not allowed to get a tattoo while attending LCA. Existing tattoos must be covered at all times. Students may not mark on themselves or other students. 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. No braids, dreadlocks, man buns, designs, or faddish haircuts will be allowed. Men must be clean-shaven each school day. Facial hair is not permitted for students at LCA.

**ALL STUDENTS** – Only LCA sweatshirts and LCA jackets are allowed to be worn during school. Hoods on hooded sweatshirts are not to be worn up in the school buildings.

**When special non-uniform days are announced men and ladies may only 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.**

## LCA MERIT SYSTEM

1. The Merit System aims to encourage students to attain the high standard of behavior expected of them.
2. The Merit System will help monitor individual student's conduct and help students make good decisions.
3. Merits encourage positive and responsible behavior while Demerits discourage inappropriate behavior.

## 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. Detention.
5. Parent/teacher/principal conference, with or without the student.
6. Suspension up to three days as prescribed by the principal.
7. In-school suspension.
8. 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>=</b>	<b>1 hour of detention</b>
<b>10 demerits</b>	<b>=</b>	<b>2 hours of detention</b>
<b>25 demerits</b>	<b>=</b>	<b>1-day in-school suspension</b>
<b>40 demerits</b>	<b>=</b>	<b>3-day suspension</b>
<b>60 demerits</b>	<b>=</b>	<b>Expulsion</b>

Teachers in the school are assigned to detention duty on a rotational basis. Detentions are served on Wednesday unless otherwise announced.

After sixty demerits, the student will be denied continued enrollment at LCA. There will be no exceptions to this rule.

When a student is dismissed from class due to discipline issues, the following will take place:

1. A zero will be given on all schoolwork for the remainder of the missed class period.
2. Five demerits will be issued, resulting in one hour of detention.
3. Parents will be contacted to pick up the student (beginning with the second violation) and zeros will be given for all missed classes.

## WEDNESDAY DETENTIONS

Detentions will be served on designated Wednesdays beginning at 3:40 p.m. 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 may work on educational tasks or be given light cleaning duties during detention.

## IN-SCHOOL SUSPENSION

On the day of the assigned ISS, the student must be signed in at the main office no later than 8:15 and picked up no later than 3:30. The ISS fee of \$75.00 must be paid when the student is signed in. The student must bring his/her snack and lunch as he/she will not be interacting with other students in common areas. The student may not sign in to before care or after care or participate in any extracurricular activities that day. The student will complete assignments given by his/her teachers for which they will receive a maximum grade of 60%. The \$75.00 ISS fee covers the expense of compensating the ISS overseer.

## 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. The student's behavior will be taken into consideration regarding re-enrollment to the Academy.

## EXPULSION

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.

## 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:

- Disrespect or insolence to the teacher or another in authority. Students are to use "Sir" or "Ma'am" in addressing adults.
- Talking out without recognition, interrupting the teacher, or talking during study time.
- Writing or passing notes, throwing objects indoors, playing with irrelevant objects, chewing gum, eating in class, etc.
- While attending a class, doing homework that is due for another class or being unprepared for class.
- Horseplay, fighting, excessive noise, disorderly conduct in restrooms, playing with audio/visual or other special equipment, throwing trash, or destroying school property.
- Using or the personal involvement in the use of alcohol, non-medicinal drugs, or tobacco will be grounds for dismissal.
- 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.
- LCA adheres to a no touch policy. Holding hands, embracing, kissing, or any other form of intimate contact is prohibited. (This includes all school related activities.)
- LCA will not tolerate foul, slang, or abusive language, using the Lord's name in vain, or off-color remarks.
- Leaving campus without permission from parents and school administration.
- LCA will not tolerate questionable material and inappropriate involvement on social internet sites and chat rooms.
- **Information posted on the internet is public information and can be used as valid evidence of participation in activities that are punishable whether on or off campus.**

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.

## **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**
- **Sleeping in class**
- **Disrupting class**
- **Inappropriate language**
- **Horseplay**
- **Bad attitude**
- **Use of cell phone during school hours (3 demerits 1<sup>st</sup> time; 5 demerits 2<sup>nd</sup> time)**
- **Tampering with another student's property**
- **Direct disobedience**
- **Unprepared for class**
- **Skipping class**
- **Plagiarism**
- **Leaving campus without written permission from parents and administration**
- **Eating/drinking in class and hallways**
- **Using elevator without permission**

### **CLASS II VIOLATIONS (10-25 DEMERITS)**

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

- **Fighting**
- **Disrespect**
- **Bullying (verbal or written)**
- **Stealing**
- **Hazing**
- **Inappropriate behavior**
- **Cheating**
- **Property damage**
- **Violation of the "hands off" policy**
- **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**
- **Sexual misconduct**
- **Etc.**

*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.*

## **WEAPONS POLICY**

Weapons such as knives, guns, pocket knives, sharp objects, or any other form of weaponry may not be brought to campus. Any form of weapons brought to school will be collected by the school administration and appropriate disciplinary action will be taken.

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).

## **PARENT/TEACHER MEETINGS**

1. Dates for the Parent/Teacher Conferences are listed on the school calendar.
2. A representative from each family should be present at every mandatory meeting.
3. Appointments should be scheduled through the school office.
4. 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/texting the teacher during school hours. 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 you email the teacher, please understand that you may not receive a response until after school as they are busy with classroom instruction.
3. 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.
4. 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.
5. 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/her homework planner.
2. Check the Family Portal 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 demerits or detention if excessive homework assignments are not completed.
7. Homework that is one (1) day late will receive a score no higher than 50%.
8. Homework that is more than one (1) day late will result in an automatic zero (0%).

## **PLAGIARISM**

Plagiarism is defined by the American College Dictionary as "copying or imitating the language, ideas, and thoughts of another author and passing off the same as one's original work." To be more specific, it involves the copying of someone else's writing without giving proper credit to the original author. Whenever you use someone else's words, thoughts, or organization of thoughts, you must give them credit. The proper way to give credit for information obtained from someone else's writing is with a notation. **Plagiarism is cheating.** Students found to plagiarize will be given a "0" for the assignment and will have to redo it to receive course credit. In addition, they will receive 5 demerits and one hour of detention.

## **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.



## LOCKER USE

Junior High and 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.

## 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.

## 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.

## 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.

Field trips are a privilege for students, so those who abuse it due to inappropriate or unacceptable school behavior will remain at home and miss the trip. Parents will be notified before the field trip is taken should a student lose this privilege.

**The school administration does not allow siblings on class field trips due to disruptions to the learning process and the possibility of becoming a safety supervision issue.**

Field trips are dependent on class/parent support, and availability of transportation. Students must be in good behavioral standing to attend.

## PARENT VOLUNTEERS

All volunteers are expected to meet school dress guidelines when volunteering in the classroom.

## **SOCIALS**

Liberty Christian Academy will not be responsible for any party or social event that is not officially sponsored or approved by the school administration.

## **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.

## **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.

## **GRADE POINT AVERAGE**

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

## **GRADING SCALE**

<b>90-100</b>	<b>A</b>
<b>80-89</b>	<b>B</b>
<b>70-79</b>	<b>C</b>
<b>60-69</b>	<b>D</b>
<b>0-59</b>	<b>F</b>

## **HONORS PROGRAM**

- 1) 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 average from the previous year's grade-level class and with approval of the high school principal and Honors Committee.
- 2) Honors level classes are currently being offered in the following subjects:
  - a) English (II, III, and IV)
  - b) History (U.S. History I & II, Civics)
  - c) Geometry, Algebra II, Precalculus
  - d) Biology, Chemistry

- 3) Students will be required to complete one project for each honors class (excluding math). The assigned projects are in addition to the daily work from the grade-level class.
- 4) Honors students may be required to attend scheduled after-school seminars/workshops.
- 5) Turning in 3 late assignments or substandard work (this includes required reading) will result in the student being removed from the Honors Class.
- 6) Students who successfully complete an Honors Class will have one extra quality point calculated in their grade point average.
- 7) Failure to complete an Honors Class one year does not prevent the student from taking the course again the following year, based on approval of the Honors Committee.
- 8) All Tests/Projects/Papers/Quizzes will be counted twice.
- 9) Discipline and class attendance will be seriously considered for a student's acceptance into the honors program.

### **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 – 9 units of credit, one of which must be English
  - Junior – 18 units of credit
  - Senior – 27 units of credit

### **7th and 8th GRADE RETENTION POLICY**

Students who fail any subject in 7th or 8th grade will be required to successfully complete that subject during summer school. The entire cost of summer school is the sole responsibility of the parents. Students who fail more than two subjects will need to repeat that grade.

### **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.

### **EXAM EXEMPTION POLICY**

- 9<sup>th</sup>-12<sup>th</sup> grade students may be exempt from taking exams in classes if they meet the following requirements:
- A 95% yearly average in the course
  - No more than 4 unexcused absences for the semester
  - No more than 5 unexcused tardies for the semester
  - No more than 5 demerits for the semester

## 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 prerequisites 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 <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. *Ninth Grade is optional.* The test is usually conducted in October during the school day.

## 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 may be required to pay additional fees for college credit.

### Concurrent Enrollment – Online Instruction

- 1) Qualified LCA students may take online courses through Sandhills Community College or Fayetteville Technical Community College, which will allow them to earn high school and college credit at the same time.
- 2) 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 or FTCC.
- 3) Due to the rigorous coursework involved with some SCC and FTCC concurrent classes, we have decided to implement the following parameters for concurrent enrollment classes effective August 1, 2013:
  - a) 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.
  - b) Summer coursework for rising seniors is also available through SCC and FTCC for qualifying students. The students and their parents will be solely responsible for coursework registration at SCC or FTCC.
  - c) Seniors who qualify for concurrent enrollment will be allowed to take up to two (2) concurrent classes through SCC or FTCC per semester.
- 4) Students will earn one extra quality point calculated in the grade point average for college-level courses.
- 5) College courses will count on high school transcripts as an elective.

## GRADUATION REQUIREMENTS

A high school diploma will be awarded to students who

1. earn 32 units of credit,
2. make passing scores on all subtests of the Proficiency Testing (PSAT, Terra Nova Testing, Iowa Test of Basic Skills, 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 have 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.

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.

A student graduating from LCA must be a student in good standing and has earned a total of 32 credits. **If a student does not pass a class with 60%, the class must be re-taken and successfully passed.**

- 3½ Credits - Bible/Biblical Worldview\*
- ½ Credit - Speech
- 4 Credits - English I, II, III, and IV
- 3 Credits - Biology w/lab, Chemistry w/lab, Physical Science
- 4 Credits - Algebra I, Geometry, Algebra II, Precalculus
- 1 Credit - Microsoft Office
- 4 Credits - American History I & II, World History, Civics
- 1 Credit - Physical Education
- 1 Credit - Health Education
- 1 Credit - Intro to Sociology
- 1 Credit - Intro to Psychology
- 1 Credit - Economics and Personal Finance
- 1 Credit - Keyboarding
- 2 Credits - Spanish I, Spanish II\*\*
- 4 Credits - Electives

**Total - 32 Credits**

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

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

## GRADUATION FEE

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

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

# DISMISSAL LOCATION

