

# Welcome to Liberty Christian Academy

Our Mission is to **Partner** with Families to **Prepare** Godly young people of integrity and to **Provide** a quality education to help them impact their world for Christ.



## Liberty Christian Academy Parent/Student Handbook 2023-2024

Liberty Christian Academy  
402 North Service Road  
Wright City, MO 63390  
636-745-0388  
[www.lcaeagles.com](http://www.lcaeagles.com)

### **School Board**

President – Gary Schneider  
Vice President – Rebecca Bauer  
Secretary/Treasurer - Debbie Jordan  
Trustee - Butch Clark  
Trustee - Josh Dames  
Trustee - Nathan Essary  
Trustee - Chris Meyer  
Trustee – Micah Moss  
Trustee - Matt Voss

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## TABLE OF CONTENTS

<b>Educational Philosophy</b>	. . . . .	<b>4</b>
<b>Governance of the School</b>	. . . . .	<b>4</b>
<b>Clarification of Handbook Language</b>	. . . . .	<b>4</b>
<b>Tenets of Faith and Doctrine</b>	. . . . .	<b>5</b>
<b>Parental Statement of Cooperation.</b>	. . . . .	<b>7</b>
<b>Student Statement of Cooperation</b>	. . . . .	<b>9</b>
<b>Communication Guidelines</b>	. . . . .	<b>10</b>
<b>Absences</b>	. . . . .	<b>12</b>
<b>Academic Probation</b>	. . . . .	<b>14</b>
<b>Aftercare</b>	. . . . .	<b>14</b>
<b>Arrival/Dismissal</b>	. . . . .	<b>14</b>
<b>Awards</b>	. . . . .	<b>15</b>
<b>Bullying</b>	. . . . .	<b>15</b>
<b>Chain of Command</b>	. . . . .	<b>16</b>
<b>Chapel</b>	. . . . .	<b>16</b>
<b>Code of Conduct</b>	. . . . .	<b>16</b>
<b>Communication</b>	. . . . .	<b>17</b>
<b>Discipline Procedures</b>	. . . . .	<b>17</b>
<b>Dress Code Policy- During the day; After 4:00 p.m. ; Formal events</b>	. . . . .	<b>21</b>
<b>Dropping and Adding Secondary School Courses</b>	. . . . .	<b>23</b>
<b>Expected Student Outcomes (ESOs)</b>	. . . . .	<b>24</b>
<b>Extracurricular Activities</b>	. . . . .	<b>24</b>
<b>Family Educational Rights &amp; Privacy Act.</b>	. . . . .	<b>24</b>
<b>Field Trips</b>	. . . . .	<b>24</b>
<b>Food Allergies</b>	. . . . .	<b>25</b>
<b>Food Service – Snacks and Lunches</b>	. . . . .	<b>25</b>
<b>Fundraising</b>	. . . . .	<b>25</b>
<b>Grade Reports</b>	. . . . .	<b>25</b>
<b>Grading Scale</b>	. . . . .	<b>26</b>



## **EDUCATIONAL PHILOSOPHY**

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

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

## **GOVERNANCE OF THE SCHOOL**

The school is governed by a 9-member board. We are a discipleship school, educating and discipling Christian students from Christian homes.

The administrator reports directly to the board members. All other staff members report directly to the administrator.

## **CLARIFICATION OF HANDBOOK LANGUAGE**

The use of the pronouns "his/he" is for generic purposes only without any intention toward bias of any sort. LCA is an abbreviation for Liberty Christian Academy

## TENETS OF FAITH AND DOCTRINE

Liberty Christian Academy accepts the Scriptures as the revealed Will of God, the all sufficient rule of faith and practice, and for the purpose of maintaining general unity, adopts these Statements of Fundamental Truths and Doctrine. The teaching and activities of Liberty Christian Academy of East Central Missouri shall be based upon and consistent with these Fundamental Truths and Doctrine as listed below.

LCA is an interdenominational school which means our student body and staff attend different Christian churches. Bible classes and Biblical truths are the focus rather than denominational teachings or beliefs. It is not our intent to promote the doctrines of any one church or denomination. Matters of doctrinal differences or personal interpretation are to be left to the parents of the students and the churches they attend. We desire to remain united in the salvation and love of Christ while referring any other denominational questions to the wisdom of the parents.

Teachers do have the authority and the freedom to teach absolute moral principles, Christian heritage, creationism, stewardship, orderliness in science and mathematics, appreciation of the arts, and discipline in caring for God's temple.

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

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

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

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

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

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

**Section 7.** (a) For by grace we are saved through faith, that if you confess with your mouth Jesus as Lord, and believe in your heart that God raised Him from the dead, you shall be saved; for with the heart man believes, resulting in righteousness, and with the mouth he confesses, resulting in salvation" (Romans 3:24; Ephesians 2:8; Romans 10:8-10).

(b) Justification by grace through faith and regeneration by the Holy Spirit make the penitent believer a new creature in Christ (Habakkuk 2:4; Galatians 3:6-14; John 1:12-13, 3:3, 5-8; II Corinthians 5:17).

(c) The inward evidence, to the believer of his salvation, is the direct witness of the Spirit. The outward evidence to all men is a life of righteousness and true holiness. "And this is His commandment, that we believe in the name of His Son Jesus Christ, and love one another, just as He commanded us" (Romans 8:16; 1 John 3:23).

(d) Salvation is by faith in Jesus Christ and not by human works; however; our works will determine the rewards in eternity (Romans 10:9-10; Ephesians 2:8-9; Titus 3:5-7; Romans 14:20-21; II Corinthians 5:10).

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

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

**Section 10.** Morality Statement

(a) LCA believes that every person is created in the image of God. We believe God's plan for man in regards to human sexuality is expressed in a monogamous relationship between one man and one woman within the framework of Biblical marriage. This is the divinely designed relationship for the birth and rearing of children, and is a union made in the sight of God, taking priority over every other human relationship (Gen. 1:27-28; 2:18, 20, 23-24; Isa. 54:4-8; Jer. 3:14; Matt. 19:4-6; John 2:1-2; 1 Cor. 9:5). Gender differentiation and male/female uniqueness are part of a divine design that God indelibly engraved upon creation. (Genesis 2:18)

(b) LCA stands firmly upon the moral foundations of Christianity which includes, but is not limited to the Biblical definition of marriage, the attendant boundaries of sexuality and moral conduct, and the clear Biblical teaching that gender is both sacred and established by God's design. Parents or the legal guardians, who choose to enroll their children at LCA, are agreeing to support these and other basic Biblical values derived from historical Christianity.

(c) LCA is a religious institution, and therefore, reserves the right, within its sole discretion, to refuse admission of an application or discontinue enrollment of a current student. This includes, but is not necessarily limited to, sex outside of marriage, homosexual acts, bi-sexual acts; gender identity different than the birth sex; promoting of, acting of, or proclaiming of such practices; or otherwise the inability to support the moral principles of the school. (Lev. 20:13a; Romans 1:27; Matt. 19:4-6)

## **PARENTAL STATEMENT OF COOPERATION (completed at Enrollment)**

1. This Statement of Cooperation will be in effect for as long as my child(ren) attend Liberty Christian Academy whether it is in the preschool, elementary, junior, or senior high. However, this statement is updated periodically.
2. I/We will support Liberty Christian Academy's staff, faculty and board members with prayer. I/We support the Bible teaching, policies, and Statement of Faith of Liberty Christian Academy as stated in the Handbook and will not refute them openly at home or in public.
3. I/We agree to attend church regularly.
4. I/We will fulfill the full financial obligation to LCA for all applicable fees. I/We understand that the policy is to make no refunds on application or enrollment fees. Enrollment fees will be refunded only in cases where flexible tuition is insufficient to meet the family's need.
5. I/We will fulfill the 20 family service hours requirement.
6. I/We give Liberty Christian Academy permission for my child to take part in all school activities including bus trips, sports activities, and school sponsored trips away from the school premises. In addition, I will provide written permission at the time of each activity, as needed, unless stipulated otherwise with appropriate reasons in written form.
7. I/We believe that discipline is necessary for the welfare of each student as well as for the entire school. I give permission for my child's teacher and/or other agent of the school to make and enforce classroom/school regulations in a manner consistent with Christian principles and discipline as set forth in the Scriptures and as outlined in the LCA Handbook. I/We agree with the school's right to temporarily suspend or expel any student who refuses to comply with or respect its standards and guidelines or to cooperate in the educational process.
8. If it is considered necessary, parents may come to school to discipline your child for a school infraction. Corporal punishment, which is Biblical, can serve as a corrective to attitude, and or purging of spirit and emotions leading to a wholesome agreeable behavior for younger children. Due to insurance purposes, LCA personnel are not allowed to administer corporal punishment to our students.
9. I/We agree to hold the school and its agents harmless for any liability to my child or guardian or parent thereof because of any claims on behalf of my child against the school or any agent thereof because of any injury or alleged injury to my child.
10. I/We understand and believe that the Bible commands Christians to make every effort to live at peace and to resolve disputes which may arise between one another in private or within the Christian community in conformity with the Biblical injunctions of 1 Corinthians 6:1-8, Matthew 5:23-24, and Matthew 18:15-20. Therefore, the parties agree that any claim or dispute arising out of or related to this agreement including statutory claims shall be settled by Biblically based mediation.
11. I/We support the fact that Liberty Christian Academy admits students of any race, color and national or ethnic origin.
12. I/We give permission to allow access to the internet for my child under supervised conditions. This access is designed for educational purposes and LCA has taken available precautions to eliminate controversial materials. I will not hold LCA responsible for materials acquired on the network.
13. I/We give permission for LCA to use my child's photo on the school website, the school's Facebook page, brochures, yearbook, videos, etc. No personal information will be given and no pictures will be identified

with names. However, the school newspaper and the surrounding area newspapers may promote your child's achievements and identify your child by name.

14. I/We agree to assist our student(s) in abstaining from the following areas in order that the educational process can be achieved successfully:
- a. any illegal activities
  - b. mind altering drugs, substances, alcohol, cigarettes and vaping
  - c. premarital sex
  - d. listening to inappropriate secular music
  - e. viewing, drawing, and reading of explicit sexual or violent materials
  - f. participation in cultic group activities

***Both parents must sign.***

<i>Father/ Guardian Signature</i>	<i>Date</i>	<i>Mother / Guardian Signature</i>	<i>Date</i>



**STUDENT STATEMENT OF COOPERATION** (completed at Yearly Enrollment)

1. I will support Liberty Christian Academy’s staff, faculty and board members with prayer. I support the Bible teaching, policies, and Statement of Faith of Liberty Christian Academy as stated in the Handbook and will not refute them openly at home or in public.
2. I agree to attend church regularly.
3. I will fulfill the student service hours requirement as outlined in the handbook.
4. I understand and believe that the Bible commands Christians to make every effort to live at peace and to resolve disputes which may arise between one another in private or within the Christian community in conformity with the Biblical injunctions of 1 Corinthians 6:1-8, Matthew 5:23-24, and Matthew 18:15-20. Therefore, the parties agree that any claim or dispute arising out of or related to this agreement including statutory claims shall be settled by Biblically based mediation.
5. I support the fact that Liberty Christian Academy admits students of any race, color and national or ethnic origin.
6. I agree to assist our student(s) in abstaining from the following areas in order that the educational process can be achieved successfully:
  - a. any illegal activities
  - b. mind altering drugs, substances, alcohol, cigarettes and vaping
  - c. premarital sex
  - d. listening to inappropriate secular music
  - e. viewing, drawing, and reading of explicit sexual or violent materials
  - f. participation in cultic group activities

<b>Student Names:</b>	<b>Grade:</b>	<b>Student Signatures (7th - 12th grade students must sign)</b>

## Communication Guidelines

In consideration of the Biblical admonition related to the tongue found in James 3, as a school community we will strive to keep our communication pleasing to God at all times. This is important for the health and successful operation of LCA, as well as for setting an example to our students. Therefore, it is expected that parents, teachers, school staff, board members, and students will guide their conversation according to Biblical principles and Christian convictions.

The following statement expresses a Biblical view regarding communication between members of the school community. We are asking every member of the LCA community to acknowledge and sign this agreement and to abide by these guidelines in order to protect and preserve the integrity of our school and our commitment to bring honor and glory to God on our campus as we work and learn together. These guidelines are included in our handbooks for future reference:

*"In obedience to the Word of God and in support of the LCA community, I commit myself to the goal of giving only good reports. When dealing with issues of conflict or when I am in disagreement with someone within the school community, I purpose to remain silent or privately go to the person and explain the offense that would hinder me from giving a good report. When approaching others with my concerns, I also purpose to do so with a spirit of genuine love having first examined and corrected my own attitudes and actions. Only if I am unable to resolve the issue and/or restore the relationship will I share my concerns with others according to the principles of scripture. If decisions are made that I am in disagreement with after following the commands in scripture, I will vow to support those decisions, and those making the decisions, for as long as I am a member of the LCA community. If I breach this goal, I purpose to ask forgiveness from all parties involved as an expression of my commitment to God and the ministry of LCA."*

In communicating matters of concern at LCA, the following principles are expectations of all of the members of the school community, including parents:

1. All information and communication is to be kept confidential. Speaking about matters regarding individuals who are not present during a conversation is considered gossip and unhealthy to the school community.
2. No information should be shared by anyone except with appropriate persons who have a definite and identifiable need to know and those who are directly involved.
3. No comments of a critical or derogatory nature should be expressed publicly (on or off campus with school personnel, employees, or between parents) when the content involves teachers, administration, staff, students, or parents.
4. Opinions regarding private matters involving school issues, school business, faculty or staff members, students or fellow parents should not be shared in such a manner that would create an unfavorable attitude or opinion of the school or any person within the school community.
5. The relationship between each family and LCA is a partnership where parents have entrusted the school to support their God-given role of being the primary educators of their children, thereby defending and protecting the school's policies, procedures, standards, and decisions.
6. When communication of a serious nature is necessary, an attitude of courtesy, respect, sincerity, and a willingness to be both graceful and understanding is of primary concern.
7. Matters involving critical statements made of the school, its teachers, staff, administration, or families, should be addressed directly to the Administrator. Administrative action is not possible

if concerns are not shared or if concerns have only been heard about through hearsay or gossip. Don't assume "they already know," or "they have chosen not to do anything about it."

8. When issues have been brought to the attention of the administration, the resolution is not always made to the satisfaction of everyone. This does not mean that opinions and concerns were not listened to or considered by the administration. Likewise, issues and outcomes do not always become public knowledge. All parties are expected to protect the confidentiality of every issue and person involved and to support the final decisions made by the administration.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## ABSENCES

LCA is committed to achieving excellence through academic instruction. Regular attendance and the habit of being punctual are very important life skills. While some elements of a missed classroom session can be repeated or recovered, other facets are lost forever. Therefore, it is expected that students attend and participate in all classes on a regular basis. However, some absences are inevitable and unavoidable. The purpose of the attendance policy is to ensure that students will be in class whenever possible. Attendance and tardies are recorded on the student's permanent record. No tuition refunds are made because of absences.

**If a student must be absent on a regular school day, a parent or guardian must notify the office at 636.745.0388. Messages can be left 24/7.** For your child's safety, if we do not hear from you, we will call to make sure the child is in your care.

**Students who are absent will be allowed to request homework.** Please call the school office by 10:00 AM if you would like to pick up the homework list in the office at the end of the day, or notify us and we will send it home with someone. If any books are needed, please let us know. Students who are absent are responsible for completing missed homework.

### Excused absences:

- Personal illness or other physical disablement.
- Serious illness or death in the family.
- Unusual emergency (fire, flood, etc.)
- Medical and dental appointments (preferably scheduled at the beginning or end of school day).
- Court appearances.
- Other specific instances approved by the administration (in advance whenever possible).
- College visits not to exceed 5 days in a calendar year, and limited to 11<sup>th</sup> or 12<sup>th</sup> grade students.
- Pre-Approved Absence such as Family Vacation, etc.

### Guidelines for Excused Absences:

**Daily Attendance:** A student is considered tardy if he misses 1 hour or less of the day; absent ½ day if 1 - 4 hours of the school day are missed. If more than 4 hours are missed, then the student is marked absent for the day. A student unable to participate in physical education classes due to injury, etc., must submit a dated doctor's note.

**Pre-approved:** Students must obtain a *Permission to be Absent form* from the office prior to the date of the absence. This form requires each teacher's signature. The teacher will give class assignments to the students when possible. Some assignments by nature cannot be given in advance of the absence, i.e. pop quizzes, labs, videos, etc. Arrangements to make up this work should be made between the teacher and student prior to the absence. However, not all missed work can be determined ahead of time and there likely will be work to be completed when the student returns. Work given prior to the absence is due upon return to school. It is the responsibility of the student to initiate the process of making up work. A planned class absence of longer than one week is discouraged. Parents will be asked on the Permission to Be Absent Form to assume responsibility for their child's assignment completion.

**Make-Up Work After an Absence or School Event:** Students are required to complete any missed schoolwork due to absence. Failure to complete the make-up assignments will reflect on the grade. Under

**normal** circumstances, a student is given one additional day to complete an assignment for each day of excused absence. Beginning in seventh grade, students bear the responsibility for knowing and completing their assignments on time after an absence. Work and tests assigned **before** the absence are due on the day the student returns to school. **Student athletes that are missing class due to an athletic event should turn in assignments before they leave campus.** Any other arrangements will be at the teacher's discretion.

**Long-term Projects, Book Reports, Term Papers, etc.:** These types of assignments must be turned in on the assigned date. If the student is absent, every effort should be made to have the project brought to school by someone else. Failure to do so may result in a grade reduction.

**Unexcused:** All absences not meeting the criteria of "excused absences" will be deemed "unexcused". Parental knowledge and approval of the whereabouts of a student **does not** guarantee that an absence will be excused. If the absence is without parental knowledge, the absence will be deemed truancy and the student must make up the time in detention. Regardless of the circumstances, students receiving an "unexcused absence" may be subject to a 1% grade reduction in their quarter grade for each class missed. In addition, all missed assignments must be completed. Work due the day or period of an unexcused absence may be given a "0" grade on the assignment. Tests or quizzes may be taken, but may be subject to a reduction in grade. All absences are considered unexcused until notice from the parent is received by the office.

**Excessive Absences:** Realizing the burden placed on teachers and classes in attempts to keep these students on schedule, excessive absences may result in a student's failure. **When warranted, a student may be required to submit a doctor's excuse for that absence.** After 10 absences in a semester or in an individual course, the Administrator will meet with the student and a parent to excuse, place on academic probation, and/or deny credit/lower grade. Excessive absences with merited cause due to verified illness will not cause a penalty. In these cases, the school will work on an individual basis with the family and the student.

**Please Note: Students eligible for A+ program must maintain a 95% average over all four years in high school. Refer to A+ manual for more information.**

**Tardy and Late Policy:** Tardiness is a problem that plagues many schools. While being a few minutes late can be unavoidable at times, it is important for students to develop proper habits that will enhance their dependability and job performance. There are no excused tardies at LCA, unless students are given grace due to weather or traffic conditions. Parents and students need to leave in ample time regardless of distance traveled in order to arrive at school and **be present by 7:50 AM.** If a student arrives before 8:50 AM, he/she will be considered tardy. **ALL** students who exceed 60 minutes of tardiness will be assessed additional family service hours for every 60 minutes of tardiness or fraction thereof. Parents will be given notification of any additional service hours, due to tardy minutes, every quarter.

**Secondary (7-12) Class Tardies:** A student is considered tardy to class if he enters the classroom after the bell has rung. Student attendance is recorded each class period. Students consistently late to class may receive a reduction in their grade, lunch detention, etc. at the discretion of the teacher.

## **ACADEMIC PROBATION**

If a student becomes disconnected with his/her learning process (i.e. not turning in work, not studying, failing grades), he/she may be placed on academic probation. If the student does not improve his/her grades by the next quarter, the board may determine to dismiss the student at the recommendation of the administrator. Tuition for the month, application, enrollment, and fundraising money would not be refunded.

## **AFTERCARE**

Liberty Christian Academy understands that work schedules may prevent parents from picking up their child(ren) directly after school each day. In an effort to diminish any stress this burden may cause for families who do not have a grandparent, friend, or other loved one to help in this area, LCA will provide after school care for a fee until 5:00 p.m. on a prescheduled or emergency basis. Failure to pick up your child(ren) on time will incur a late charge for every minute after 5:05 p.m.

Please note no After Care is provided on half days or early dismissal due to emergencies or weather. However, After Care **will be** provided on the monthly Wednesday noon dismissal for Professional Development. Please see After Care agreement for information regarding late fees for late pickup.

## **ARRIVAL & DISMISSAL**

Parents will be responsible for providing transportation to and from school. **For safety reasons, elementary students are not permitted to walk to or from school.** School starts at **7:50 AM.** and ends at **2:55 PM.** **Early dismissal will be at NOON unless otherwise posted.**

In the morning, students may be dropped off no earlier than 7:30 AM. Drivers enter through the lower parking lot so that their vehicle is facing the highway. At this time of day, the upper lot is for exiting only or parking to enter the building. If your student needs assistance exiting, please park your vehicle as to not hold back the line. Please be cautious of other children.

All students enter through the gym doors. Preschool students will meet their classroom teacher upon entering and participate in the opening ceremonies. Students will be considered tardy after 7:50 AM.

At dismissal, students exit via the gym doors. Similar to the morning procedure, drivers pick up their child by entering via the lower parking lot so that their vehicle is facing the highway. Students are dismissed at 2:55 PM. Please be cautious of other children.

Students not picked up by 3:05 PM will automatically be sent to After-Care at the parent's expense, unless other arrangements have been made.

Please inform the office (note or call) if your child will be going home by any means other than normal.

Once the student has arrived at school, he/she is not allowed to leave the building or school grounds without permission.

## **AWARDS**

**Honor Roll** is issued quarterly based upon report card grades and posted in the local newspapers. Honor Roll recipients are required to have no D's or F's in their average.

**Eagle Honor Roll** - Students, grades 1 - 8, earning 95% average or greater; 9<sup>th</sup>-12<sup>th</sup> 3.8 or above GPA

**Silver Medallion Honor Roll** - Students, grades 1 - 8, earning 90 to 94% average; 9<sup>th</sup>-12<sup>th</sup> 3.6-3.7 GPA

**Bronze Medallion Honor Roll** – Students, grades 1–12, earning 85 to 89% average; 9<sup>th</sup>-12<sup>th</sup> 3.4-3.5 GPA

### **End of Year Academic**

The achievements of the students are recognized at the end of each year, grades Kindergarten through 12<sup>th</sup>. Students are recognized for attendance, attitude, academic and athletic achievements. Some of the academic awards are listed below.

### **Eagle Awards (Grades K – 2; Grades 3 – 6; and Grades 7 – 12)**

At the end of the year, the faculty nominates and votes for 3 students to receive an Eagle Award. These students demonstrate the mission and purpose of LCA through strength of character, commitment to God's Word and diligence in academics. To be chosen for an Eagle award is the highest honor bestowed upon a student at Liberty Christian Academy.

### **Athletic Awards**

An Athletic Ceremony is held to recognize the male and female athletes on the various sports teams. The Athletic Director, along with the coaches, recognize the students' athletic achievements and participation in volleyball, basketball, baseball, and soccer.

## **BULLYING**

Bullying is the intentional action by an individual or a group of individuals to inflict physical, emotional or mental suffering on another individual or group of individuals. LCA is committed to maintaining a learning and working environment free of any form of bullying or intimidation by students at any school function, whether on or off campus. Communication can be by any means including telephone, writing, cyberbullying or via electronic communications with the intent to bully. It can include physical, emotional or mental harm with or without physical contact. Students who bully are subject to discipline measures that range from a warning to expulsion, depending upon the age of the child and the severity of the behavior.

Staff is required to report any instance of bullying of which the employee has first-hand knowledge.

## CHAIN of COMMAND

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

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

Student	Parent	Athlete
Teacher	Teacher	Coach
Administrator	Administrator	Athletic Director
School Board	School Board	Administrator

## CHAPEL

Students at Liberty Christian Academy are required to attend chapel services each week. Upper grades are typically asked to take notes for the chapel service. Seniors are required to prepare and lead Senior Reflections each month scheduled. High school students interested in being part of the worship band/team should notify the office of their interest.

## CHAPERONES (see VOLUNTEERS)

## CODE OF CONDUCT

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

**Respect:** Act in such a way that you demonstrate proper respect for God, school authorities, school rules and policies, school property, the feelings and right of other students, and yourself.

**Honesty:** Be honest in all school situations, including the taking of tests, the completion of homework, and in the interrelationships that are a part of daily school life.

**Integrity:** Use language and display character that are properly moral and Christ-like.



**Cooperation:** Cooperate with the faculty and staff in achieving the goals of LCA regarding conduct, performance, and attitude.

**Effort:** Use the gifts God has given you to the best of your ability in accordance with God's will for your life and proper stewardship.

Since Liberty Christian Academy respects the name of our Lord and Savior and is dedicated to His honor and glory, all of us must represent our school with behavior and attitudes that are pleasing to Christ and further the cause of His kingdom. Our conduct and speech should always align with God's directive to "Love Him above all, and love our neighbor as ourselves." Our conduct will be a major factor in making LCA a "light" in the Wright City community and beyond.

*Hebrews 13:17 – Obey your leaders and submit to their authority. They keep watch over you as men who must give an account. Obey them so that their work will be a joy, not a burden, for that would be of no advantage to you.*

## COMMUNICATION

Parents receive communication, "Friday Facts," on a weekly basis via e-mail. Attachments are located at the bottom of this communication. A "One Call Now" automated phone system is also utilized to inform parents of urgent information or to refer to their e-mail for updated communication. In addition, parents have access to "School Insight" which allows parents to email teachers, check on their child's academic grades, homework, etc.

## DISCIPLINE PROCEDURES

Student misconduct at LCA is divided into three categories: **severe**, with automatic consequences, **major**, and **minor**. Students who violate standards in any of these categories will be subject to discipline as deemed appropriate by staff and the administration.

### Teacher Responsibility

Students will be informed of each class' rules at the beginning of the school year. Individual teachers will handle inappropriate behavior in their own classrooms. It is expected that **most** disciplinary problems will be resolved between the student and the teacher. For minor offenses, teachers may reprimand, assign work, give detention, or refer to the office.

### **Minor:**

These may result in reprimand, work assignment, detention, referral, suspension (administration only), or other forms of disciplinary action. These infractions include, but are not limited to the following:

- Chronic annoyance to classmates
- Chronic lack of class materials/unprepared for class
- Dress code violation
- Excessive talking
- Excessive tardiness to school or class
- Horseplay
- Lack of cooperation

- Leaving class without permission
- Lying
- Mischief
- Public display of affection
- Physical conduct such as touching, poking, pinching, patting, bumping, brushing, impeding or blocking movement
- Restless, inattentive
- Rudeness and discourtesy
- Inappropriate use of technology, including taking and posting pictures or videos without permission (see Technology policy)

Chronic minor offenses can turn into major offenses, if warranted.

#### Administration Responsibility

For severe and major offenses, students automatically will be referred to the office. Students are encouraged to pray and ask to be forgiven. Scriptures are often related to the incident as a goal of God's standard for our living.

#### **Major:**

The following are considered major infractions and are subject to disciplinary action, which may include the following: detention, suspension, exclusion from school sponsored activities, or separation from school. Major infractions include but are not limited to the following:

- Cheating (consequences will include a "0" grade which cannot be dropped)
- Disruption or inciting disruption of a Chapel or school program
- Endangering the health and safety of others
- Forgery
- Insubordination
- Leaving campus without permission
- Plagiarism
- Possessing and/or use of dangerous or potentially dangerous items such as guns, knives.
- Profane or obscene language or actions including provocative language and obscene communications
- Reckless driving or excessive speed on school property
- Truancy/skipping class
- Willful destruction or defacement of school or private property on school premises

#### **Severe:**

The following are considered severe infractions and are subject to automatic mandatory disciplinary action, which may include the following: suspension, exclusion from school sponsored activities, or separation from school. Severe infractions include but are not limited to the following:

- Bullying: any systematic or chronic conduct that physically, emotionally or mentally harms a student or creates an intimidating or hostile environment that interferes with a student's educational opportunities.

- Cyber bullying: profanity, vulgar language, obscene gestures, sexual misconduct which includes any communication on computer or social networks (i.e. emails, Facebook, Twitter, Snapchat, etc.)
- Fighting, assaulting another student/staff member
- Hazing
- Pre-marital sex
- Possessing, using, selling, or distributing tobacco (including vaping), alcoholic products, or illegal drugs of any kind.
- Racial or ethnic slurs, discrimination, intimidating others, or engaging in hate acts/remarks and all other verbal or physical conduct of a racial, ethnic, or otherwise offensive nature.
- Sexual harassment: unwelcome sexual advances and all other verbal (e.g. sexually offensive jokes, innuendoes, and other sexually oriented statements or behavior) or physical conduct of a sexual or otherwise offensive nature.
- Sexting
- Theft
- Repeated major offenses

Although LCA recognizes that we have no direct control of the students when away from the school, any violations of accepted behavior of LCA students shall be considered serious. The testimony, which the students give forth, for or against, the Lord Jesus Christ when out in public is also the testimony which is reflected upon LCA. Therefore, students are expected to behave in an appropriate manner and strive to be a good example of Christian men and women to the community both on and off campus. The school administration reserves the right to impose discipline for off-campus/non-school standards violations.

**DETENTION:** Detention will be conferred upon a student as a penalty for routine offenses and should be given at the time of the offense. This is often used as a third step in repeated offensive behavior. Routine offenses for inappropriate behaviors convey the message of lack of self-control, rebellion or defiance. Detention is not for the convenience of the student.

Detentions may be served during lunch, before or after school and are often served in the office. When a student serves an office detention, he will be expected to stay seated for the designated time period - not talking, sleeping, eating, drinking, or causing any kind of a disturbance. Student cell phones are to be turned off and given to the administrator while serving detention.

It is not uncommon to have a “working” detention which includes cleaning the building, bathrooms, etc. The administrator will, as often as possible, match the offense to the age of the child and the discipline (i.e. disobeys a teacher – stays after school and does something nice for the teacher during detention). Students who are assigned detention must serve it on the day and time it is scheduled or it will result in further penalties.

**SUSPENSION IN-SCHOOL:** A student may be suspended in-school (ISS) for a period of time for repeated or serious infractions regarding school rules and policies. Class work will be completed before re-entry to the classroom. The student will receive a “0” for all classwork assigned for the day—however, tests and quizzes will be taken without penalty. Students in ISS are not allowed to join other students during the day, nor during athletic events on the corresponding day(s).

**SUSPENSION OUT-OF-SCHOOL:** A student may be suspended out-of-school (OSS) for a period of time up to ten (10) school days for repeated or severe infractions regarding school rules and policies. All class work is required to be completed and ready to be handed in before re-admission. The student will receive a “0” for all classwork assigned for the day—however, tests and quizzes will be taken without penalty. Students on suspension will not be allowed to be on campus during the prescribed suspension except when accompanied by a parent for purpose of picking up assignments. Days in suspension will be treated as unexcused absences.

**PROBATION:** A student, who has been enrolled at LCA and consistently displays behavior or an attitude that is in opposition to the standards and requirements of LCA, can be placed on disciplinary probation. The following conditions will define this probation procedure:

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

This status is not the same as a student who is enrolled on a probationary status or placed on Academic probation during the school year. **All** newly enrolled students are placed on a 90-day probation to ensure a positive transition to LCA. Students enrolled as such, may participate in all activities and have the same privileges as other LCA students. However, if they do not make an easy transition to LCA, he/she would have to withdraw at the recommendation of the administrator. Tuition for the month, application, enrollment, and fundraising money would not be refunded.

**SEPARATION FROM SCHOOL:** Students who do not respond to corrective measures of probation and continue to exhibit negative behavior and/or attitudes, or who are involved in very serious misconduct could be recommended by the school administration for separation from school. If separation from school is recommended, the following procedure will be in effect:

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

- B. All separations from school will be the final decision of the School Board of Liberty Christian Academy.

It must be understood that any student who is removed from LCA through Separation has in fact separated himself by defying the rules of the school and choosing to live outside the guidelines and rules by which the school is established for the benefit of all enrolled.

## **DRESS CODE POLICY – during the day; after dismissal; formal events**

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

Dress code violations will be addressed upon arrival to school or any school-sponsored event (Homecoming, field trips, etc.). Students are to be in acceptable dress upon entering the building. LCA staff will send all students who are either out of dress code or thought to be out of dress code to the office. The administrative staff will determine whether the student is in dress code or not. Students in dress code will be sent back to class. Every attempt will be made to correct the problem of students not in dress code before sending them back to class. In addition, an email will be sent home to parents informing them of the reason(s) their child was not in dress code.

Students who remain at school after completing their daily schedule must remain in dress code until end of school dismissal either 3:00 PM or noon. This applies mainly to seniors who may complete their scheduled day earlier than others. If there are any questions regarding articles of clothing, hairstyle, or jewelry, students should check with the administrator before they are worn. In all cases where there is a question, the final authority to interpret the dress code is the administrator.

**Due to the impact of changing style upon the dress code, LCA reserves the right to draft certain language to implement the dress code during the school year.**

## **Daily Dress Code 2022-2023 7:30 AM – 3:00 PM**

### **Boys’ and Girls’ tops:**

- Long/short-sleeve polo with LCA logo
- Spirit wear shirts, jackets, hoodies and sweatshirts all with LCA logo
- Previously acquired (sports, fundraisers, etc.) LCA logo shirts ok in current school colors
- Shirts/sweatshirts from tournaments, conferences, etc. are **NOT** in dress code and should only be worn during AHED days.
- Outer jackets, without a school logo, may be worn as long as an approved LCA logo shirt is visible underneath.

Color options: black, gray, maroon

**Boys' Bottoms:**

*Loose or comfortable fit.*

- Pants, flat front or pleats, includes cargo style and joggers
- Sweat/athletic pants – may have stripes, but no large logos or print across bottom or down leg
- Shorts, no higher than 3” above the knee, flat front or pleats, includes cargo and athletic shorts in approved colors.

Color options: black, tan khaki and gray.

**Should be clean with NO holes or frays.**

**Girls' Bottoms:**

*Loose or comfortable fit, NO leggings.*

- Skirt/shorts, no higher than 3 “ above the knee, tights, or leggings may be worn underneath
- Side pleat burgundy and gray plaid skirt or jumper (Land’s End)
- Shorts no higher than 3 “ above the knee, includes cargo and athletic shorts in approved colors.
- Pants, Capri pants, flat front or pleats, includes cargo
- Sweat/athletic pants – may have stripes, but no large logos or print across bottom or down leg

Color options: black, tan khaki and gray.

**Should be clean with NO holes or frays.**

**Shoes must be worn at all times:**

Closed-toed shoes (boots, tennis shoes, dress shoes, etc.), as well as sandals/slides (no beach flip-flops) may be worn by both boys and girls, without a color restriction.

Pre-school/Kindergarten Exception: no flip-flops or open heel shoes; prefer shoes with back strap for safety

**Please note:** Students must wear appropriate closed toed shoes when playing in the gym. ie: before school, after school, and recess, etc.

**PE Dress Code:**

- PE Classes for K-4<sup>th</sup> Grades: Tennis shoes
- PE Classes for 6<sup>th</sup>- 12<sup>th</sup> Grades & Sports Programs: tennis shoes, black or maroon shorts no more than 3” above the knee; plain gray or LCA spirit t-shirt

**Hair/Body Art for Boys:**

Hair out of eyes, trimmed, well-groomed hair

Not Acceptable: Unnatural hair colors, pony or hair tails, hats or hoods, sunglasses, earrings; any visible tattoos must be covered

### **Hair/Body Art for Girls:**

Hair out of eyes, trimmed, well-groomed hair

Not Acceptable: Unnatural hair colors, hats or hoods, sunglasses; any visible tattoos must be covered

## **AFTER HOURS DRESS CODE (AHED)**

Jeans, athletic wear, & appropriate t-shirts are permissible while on LCA campus after dismissal on days when school is in session, and anytime when school is not in session during the school year. Clothing should remain modest, not be tight fitting and no undergarments should be exposed. Leggings only can be worn under appropriate length skirts, dresses, shorts, etc. and not alone under a top. Sleeveless tops should be 3” for secondary (7<sup>th</sup>-12<sup>th</sup>) and 2” for elementary students. Clothing must not advertise cults, secular artists/groups, alcoholic beverages, tobacco, or other drug products, nor inappropriate, obscene or suggestive slogans. “Daily dress code” short and skirt length still applies. **Jeans/Pants with holes or frays are allowed if material is underneath and no skin is showing.**

**This exception also applies to off-campus school sponsored events (field trips, athletic events, state tournaments, etc.) unless otherwise announced. Modesty requirements are still in effect.**

**AHED days** (After Hours Early Dress) are every Friday or as announced for \$1 donation to Senior Missions trip. Participation in Spirit Days is also strongly encouraged.

## **DRESS CODE FOR FORMAL EVENTS**

Formal events are defined as school-sponsored events at which formal attire is required such as coronation, homecoming, graduation, banquets, etc.

### **Young Ladies: MODESTY is the standard.**

Spaghetti straps or strapless dresses are permitted as long as it is worn with a jacket, shrug, etc. The bust should be fully covered and cut above the bust line with no cleavage visible whether standing or bending over. An open back to the bra line is acceptable; the midriff must be covered and cut-outs exposing skin are **not** appropriate. No see-through or sheer material unless there is an underlay. Constant adjusting of the dress is unacceptable.

Dress length/slits are to be no shorter than 3” from the top of the knee.

**Young Men:** Shirt and tie with dress code pants; no shorts, jeans, athletic wear or cargo pants; a non-athletic shoe is preferred, however, if tennis shoes are worn they must be clean. All items need to be pressed/ironed.

Students not in compliance will not be allowed to attend the formal event. Any money collected will be forfeited.

## **DROPPING AND ADDING SECONDARY COURSES**

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

## **EXPECTED STUDENT OUTCOMES (ESOs)**

<b><u>C</u>reative</b> ➡	Critical Thinker, Problem Solver, Communicator, Logical	(Daniel 1:17)
<b><u>H</u>umble</b> ➡	Respectful, Teachable, Grateful, Team Player	(Philippians 2:3)
<b><u>R</u>esilient</b> ➡	Lifelong Learner, Perseverance, Adaptable, Disciplined	(Colossians 1:11)
<b><u>I</u>ntegrity</b> ➡	Moral, Just, Stewardship, Excellence	(Psalm 41:12)
<b><u>S</u>ervant</b> ➡	Global Thinker, Compassionate, Mission Minded, Calling	(1 Corinthians 9:19)
<b><u>T</u>ruthful</b> ➡	Discernment, God's Lens, Identity, Boldness	(2 Timothy 2:15)

## **EXTRACURRICULAR ACTIVITIES**

A variety of activities are provided for LCA students outside of the regular learning curricula. Art Clubs, Class Parties and Field Trips are some of the opportunities for elementary students. For secondary students there are Clubs, Student Council, Volleyball, Basketball, Baseball, Soccer and Drama Performances.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974**

The Family Education Rights and Privacy Act of 1974 grants parents and students 18 years of age the following rights:

1. To inspect and review official school records and data directly related to your child/the student.
2. To a hearing to challenge the content of your child/the student's records for the purpose of correcting or deleting inaccurate, misleading or otherwise inappropriate data contained there.
3. To give or withhold written consent before personally identifiable records are released to certain persons or agencies.
4. To be notified when records directly related to your child/student are subpoenaed by a court or otherwise.
5. To register complaints with the Department of Health Education and Welfare if you believe your rights, as enumerated above, are being violated.

LCA may disclose directory information without permission. Directory information includes (1) student name (2) address (3) photograph or other likeness (4) date and place of birth, and (5) grade level. Any parent or eligible student refusing to have any or all of the designated directory information disclosed must file written notification to this effect with the administrator. In the event a notification of refusal is not filed, LCA assumes that neither a parent of a student or an eligible student objects to the release of the directory information designated.

**Note:** All LCA records are withheld if there is any outstanding debt.

## **FIELD TRIPS**

Various classes take trips to interesting and educational places in the area from time to time as a vital part of the instructional program. Parents will be notified beforehand. Small fees may be charged to cover expenses. Written permission from a parent or guardian is required before a student will be allowed to attend. Verbal permission will not be acceptable without office authorization. It is recommended that



students wear LCA spirit-wear for these events. If your child requires a safety seat, please be sure to leave it with the teacher on the day of the trip.

Since field trips are taken to enhance the educational curriculum or social growth, they are considered required for students.

(see Volunteers/Chaperones policy)

## **FOOD ALLERGIES**

If your child has food allergies, you may want to keep acceptable “treats” for him/her to use for parties, special days, etc. in the classroom to avoid disappointments. The kitchen staff will try to keep some acceptable, non-perishable items for emergencies but will need information on acceptable items.

## **FOOD SERVICE – Snacks and Lunches**

Students have the option to purchase or bring their lunch. Hot lunch is available Monday - Friday for \$4.00. The monthly lunch menu is available on School Insight. Account balances are available through your individual FACTS account.

A soda machine is located in the cafeteria for the use of 7<sup>th</sup>-12<sup>th</sup> grade students at lunch only. Elementary students are not permitted to purchase soda during the school day. Students may purchase soda after school hours and during athletic/social events, with all proceeds benefiting the athletic department. Energy drinks are **strongly discouraged** on school campus.

As an act of stewardship and service, students are required to participate in a rotating schedule to clean up after their class at lunch and break-time. Tables should be wiped off and the floor under the table swept.

## **FUNDRAISING**

Liberty Christian Academy is endeavoring to keep low tuition rates for the benefit of each parent. For that reason, we operate annual fundraising programs and anticipate each child and/or parent’s participation in helping us raise the additional funds needed for the designated school projects, scholarship funds and charitable projects. The school receives no Federal assistance other than a tax-exempt status, and no regular church financial support.

Tuition fees basically cover the personnel costs. Enrollment fees pay for your child’s books and other instructional materials. Fundraising activities help to pay the monthly bills and also assist funding the Flexible Tuition Program.

## **GRADE REPORTS**

Grade reports will be issued on a nine-week basis. Grades will be available electronically on School Insight using your log-in and password.

Preschool, Kindergarten and Elementary Special classes utilize a letter-based (E, S, N) marking system rating student performance.

## **GRADING SCALE**

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

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

All Grade Point Average (GPA) work is based upon this scale for grades 9-12 and rank within the graduating senior class. Dual enrollment college courses must have prior administrative approval and are assessed by the following scale: A= 5 pts; B = 4 pts; C = 3 pts; D= 2 pts.

Seniors graduating with a 3.6 GPA or higher will receive honor cords, signifying their outstanding academic achievement.

## **GRADUATION & END OF YEAR CHECK OUT**

Diplomas, grades, test scores, transcripts or awards will not be released until the following items, if applicable, have been paid or addressed in the manner described in the handbook or with notification throughout the year:

- Tuition, fees (including graduation) and other charges paid in full
- Textbook replacement or damage fees, paid in full
- Athletic release form
- Any outstanding detentions served
- Library books returned and fines paid
- Service hours completed
- Graduation photo submitted (seniors only)

### **CREDIT REQUIREMENTS FOR GRADUATION FROM LCA:**

LCA currently requires one additional math credit and four Bible credits to graduate, which is not standard for the State of MO. Consequently, we meet or exceed MO requirements for graduation in all areas.

English	4	Credits
Math	4	Credits
Social Science	3	Credits
Science	3	Credits
Health	.5	Credit
Personal Finance	.5	Credit
Fine Arts	1	Credit
Practical Arts	1	Credit
Bible	4	Credits
Physical Education	1	Credit

Foreign Language	2	Credits
Electives	2	Credits
Total for graduation-	26	Credits

Students typically take seven (7) classes per day. Consequently, they earn 7 credits per year. In their senior year, if students remain on track, they can enroll in 5 to 7 classes for a credit total of 26 to 28. If they only take 5 classes in their senior year, their school day ends at 12:40 p.m. Often students then enroll in college classes or obtain work. In order to be considered a 10th grader, a student must have at least 6 credits. An 11th grader must have a minimum of 12 credits, and a 12th grader must have 18 credits.

## **GYM USAGE**

All students using the gym after normal school hours must have an adult (i.e. coach, parent, etc.) present at all times. All gym usage must be approved/scheduled by administration or Athletic Director. For liability purposes, **NO** student may be allowed in the gym alone.

## **HAZING**

Hazing falls under the “Severe” disciplinary category, subject to suspension/separation from school, as well as suspension/exclusion from activities/athletic participation, and as such is expressly prohibited at LCA.

Hazing is defined as willful conduct directed at another student, whether occurring on or off school property, for purposes of initiation or admission to any school-related activity or athletic team.

## **HEALTH/SICKNESS POLICY**

Your child should stay home if he or she has any of the following symptoms:

- A fever of 100 degrees or higher within the last 24 hours, especially when combined with other symptoms.
- A fever that recurs as medication wears off.
- Nausea, vomiting, or diarrhea.
- Persistent headache or body aches.
- Unidentified skin rash.
- Excessive sleepiness, tiredness, or irritability, even if caused by medication.
- Loss of appetite for more than a day.
- An excessively runny nose or eyes that show sign of infection.

**24-Hour Rule: To help keep down the spread of illness, if your child goes home with fever, vomiting, or diarrhea, please keep them home 24 hours after all symptoms are gone.**

Also, keep your child at home if he or she has a contagious condition such as chicken pox or strep throat. Let your doctor decide when it is safe to let your child return to school. A sick child needs more care than we can provide in our school setting. Keeping your child at home is not only the best thing for him or her, but also shows consideration for the other children in the classroom. Let’s work together to keep all of our students as healthy as possible.

### **Medication to be administered at School:**

**LCA will not administer the first dosage of any medication due to possible allergic reaction.** By law, we cannot accept medications that are in bags or containers that are not commercially identified.

**A *Permission to Administer Medication Form* is available through School Insight under “Communicate” in Digital Lockers as well as in the Appendix of this Handbook.**

If a student needs medication to be administered during the school day, a *Permission to Administer Medication Form* must be presented with the medication in the school office. No staff member will be allowed to administer any medications without parental authorization. **Non-prescription drugs** (*Tylenol, Tums*, etc.) will not be given unless the parent has given permission in writing. **Prescribed drugs** must have written permission by the parent and the physician. All medicines must be kept and administered at the nurse’s office. All medications must be sent into the office in the original prescription bottle, clearly marked with contents, directions for administration, and the child’s name. Each parent is responsible to bring to the office (do not send in with a student) any medication, prescription or non-prescription. This includes items such as *Tums, Tylenol*, etc. Medications in the office should be picked-up by parents by the last day of school. Any remaining medication will be disposed safely.

Students are not permitted to keep over the counter medications in their lockers, purses or gym bags for personal use or distribution to other students. Exceptions (e.g. inhalers) must be approved through the office.

## **HOME GAMES**

High School students who leave campus at dismissal time may NOT return until the gate opens for a game. If 7th – 12th athletes remain on campus under coach or his/her designee, they must report to the cafeteria with homework, supplies, book, etc.

No one except staff is allowed past the ramp doors, Great Room, or downstairs. Only parents/staff working the concessions may be in the kitchen or concession storage area. Classrooms and offices are closed to students.

Elementary students attending games are NOT allowed to play or “hang out” in the hallways without an adult supervising. Parents are expected to monitor their children at the games.

Students and visitors are not allowed to be on the court “practicing” before games, during half-time, between games, or after games. The Athletic Director and Administrators want no one, except the team members to be on the court.

## **LOCKERS**

All lockers are the property of LCA. Having a locker is a privilege and therefore abuses can lead to losing your locker. Be mindful of the pictures that you post in the lockers. It is not acceptable to take things out/or put things in other students’ lockers without their permission. LCA staff has the right to search the lockers and their contents at any time. Because our school gym/facilities is rented to outside groups, you may have a lock on your locker. If you do so, the combination and/or key to the lock must be turned into the office. The tops of the lockers need to be maintained in a neat and orderly manner at all times.

## **LOST and FOUND**

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

## **MOVIE/FILM/VIDEO SELECTIONS**

Movies are shown occasionally to support educational or Christian values and must be appropriate for the age level. **The teacher will fully preview all film/video materials** prior to classroom use. Movies which are PG, PG-13 or above must be **pre-approved** by administration and parents (preK-6), parents notified (7-12) before being shown. Educational movies directly related to the curriculum need only administrative approval.

## **NONDISCRIMINATION AND STUDENT RIGHTS**

It is the policy of LCA to maintain a learning environment that is free from harassment due to an individual's race, color, gender, national origin, age, ethnicity, disability, or religion. Furthermore, LCA prohibits any oral, written, graphic or physical conduct related to an individual's race, color, national origin, etc.

It shall be a violation of school policy for any student, teacher, administrator, or other school personnel of LCA to harass or unlawfully discriminate against another employee, volunteer, student, parent, etc. in the aforementioned areas.

It shall also be a violation of school policy for any staff to tolerate such harassment or discrimination and by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of LCA. This policy also applies to board members, volunteers, contractors or persons subject to the supervision and control of LCA.

Administration will act promptly and take appropriate action to protect individuals from further harassment or discrimination; and if necessary, promptly and appropriately discipline any student, teacher, administrator, or others as listed above who are found to have violated this policy.

LCA prohibits retaliation against any person who files a complaint of discrimination or harassment, and further prohibits retaliation against persons who participate in related proceedings or investigations.

LCA is committed to maintaining a Christian learning and working environment free of any form of bullying or intimidation between students, staff and students, staff, etc. whether at school or any school sponsored event.

## **OFFICE HOURS**

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

## **PARENT-TEACHER CONFERENCES**

Parent-Teacher Conferences are scheduled two times during the school year (please refer to current school calendar). Notices will be sent home for scheduling. The fall conference will student led in grades 4 – 12. Spring conferences in grades 7-12 will be mandatory for students receiving a “D” or lower in any class, and optional for 7-12 students receiving passing grades.

Parents may request a conference with the teacher at other times throughout the year if desired.

## **PLEDGES – Morning Opening Ceremony**

Students at Liberty Christian Academy begin their day with pledges to the American & Christian flags and the Bible, followed by corporate prayer. Each class participates leading pledges/prayer throughout the year.

### **Pledge to the American Flag**

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

### **Pledge to the Christian Flag**

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

### **Pledge to the Bible**

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

## **SCHOOL CLOSING ANNOUNCEMENTS**

Adverse weather conditions and other emergencies may make it necessary to cancel classes or to send students home early. Whenever it is necessary to close school, notice will be communicated to channels 2, 4 and 5 in St. Louis. A “One Call Now” phone call also will be sent the morning of the closing or by 8 PM the night before, if possible. If adverse weather conditions develop early in the day which causes early dismissal, you will receive a “One Call Now” from the office.

**Please make arrangements ahead of time to have your child/ren picked up, as quickly as possible, in these weather related or emergency situations.**

## **SERVICE HOURS**

As an example of stewardship each family is required to perform 20 Service Hours on campus per school year. Specific service hour opportunities can be obtained from the school office or are communicated by the office as needed. Only items listed on the form or in office communications count towards service hours unless otherwise approved. There are ample opportunities to fulfill this goal. Throughout the year, parents may participate in “Campus Projects” days, as well as large fundraisers, and everyday opportunities on campus. Items such as class parties and field trips, however, may not be used as service

hours. Service hours required of athletic parents are NOT counted toward family service hours, but are a part of your responsibility as a parent of an athlete. Please contact the school office with any questions. A service hour log sheet is included in your enrollment packet. You also may obtain a copy from the office, if necessary. Uncompleted service hours are billed to your account at \$15.00/hour after May 15<sup>th</sup>.

**High School Student Service Hours** – Each 9-12<sup>th</sup> grade student is required to record and submit Christian Service Project log sheets for 20 hours of community/ church service, with 10 of these hours served on the LCA campus. Each 7-8<sup>th</sup> grade student is required to record and submit Christian Service Project log sheets for 10 hours of community/ church service, with 5 of these hours served on the LCA campus. Hours served on campus DO NOT apply to the family service hours until the student requirement has been fulfilled. The student form is returned to the office. Additional copies may be obtained from the office, if necessary.

## **SEXUAL & OTHER HARASSMENT**

*Let no corrupting talk come out of your mouths, but only such as is good for building up, as fits the occasion, that it may give grace to those who hear. – Ephesians 4:29 (ESV)*

*Show proper respect to everyone.... – 1 Peter 2:17 (NIV)*

Liberty Christian Academy expects that all relationships among persons in the working environment will be professional and free of bias, prejudice, and harassment. To keep this commitment, to honor God, and to comply with the federal law, LCA will strive to ensure the workplace is free of harassment and will not tolerate harassment of any kind, of any individual, and by anyone-including supervisors, coworkers, vendors, or clients of the school and its affiliates.

Harassment in employment is strictly prohibited, both in the workplace and off school premises, including at social activities and ministries conducted or sponsored by the school.

“Harassment” is defined as any such behavior that (a) has the purpose or effect of creating an intimidating, hostile or offensive working environment; (b) has the purpose or effect of unreasonably interfering with an individual’s work performance; or (c) otherwise adversely affects an individual’s employment opportunities. Harassing conduct includes, but is not limited to: slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through email).

Sexual harassment may include a range of subtle and not so subtle behaviors including but not limited to the following: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual’s body; insulting or obscene comments or gestures; and other physical, verbal or visual conduct of a sexual nature.

It doesn’t matter how these words or actions are intended. For legal purposes, in most instances, whether or not an action is regarded as Sexual Harassment is determined by the recipient or any observer of the action. Sexual harassment has no place in the Christian workplace where people believe in fairness and respect for each other.

### *Reporting Incidents of Harassment*

LCA encourages employees to report incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. If you believe you are being subjected to harassing conduct, you are encouraged to advise the offender that his or her behavior is unwelcome and request that the behavior stop and/or report the incident to the Administrator. If it concerns harassment by the Administrator, then report to the Assistant Administrator, who will inform the School Board President. LCA strongly urges the prompt reporting of complaints or concerns so that quick and constructive action can be taken.

### *Investigation*

Reports and allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include interviews with the parties involved and other staff witnesses. Confidentiality will be maintained throughout the process. Anyone found to be engaging in sexual or other harassment will be subject to disciplinary action up to and including unpaid suspension, termination, and police notification. There will be no retaliation against or adverse treatment of any student who reports a complaint or a concern.

## **STUDENT ACCESS TO OFFICES & STAFF ROOM**

Unless on school business, no student is allowed in the administrative office/staff room without requesting permission of a school official.

## **STUDENT DRIVERS AND STUDENT PARKING**

Students who drive a car to school must register with the office (give a copy of their driver's license and vehicle make and model information). Students who drive to school are to park in the area designated for student parking immediately upon arriving on campus in the morning. The student parking is located on the east side of the building on the lower parking lot. Once cars have been parked, they may not be moved during the school day without the permission of a teacher **or** the Administrator. There is to be no loitering in the parking lot. The parking lot is considered school property.

Students are requested to leave the parking lot upon arrival at school and not return to their cars until they are ready to leave campus at the end of the day unless special permission is obtained. Extreme caution is to be exercised at all times when driving in the parking lot. Drive slowly (five M.P.H.) and carefully. Always give pedestrians the right-of-way. Students who are in violation of the parking policies or drive dangerously on the school grounds will receive a discipline referral for the first incident and for subsequent incidents will lose their privilege of driving to school for a specified period determined by the administration.

## **SUSPECTED CHILD ABUSE AND NEGLECT**

According to Missouri Public Laws, Sections 210.110 to 210.189, when staff have reasonable cause to suspect that a child has been or may be subjected to abuse or neglect, he or she is to report this to the Administrator and is required by law to report such suspicions to the Missouri Division of Family and Children's Services immediately. Any staff member can alert DFS through a hot line call (800.392.3738) since all are mandated reporters, and must notify the administrator immediately.



All staff, board members and approved volunteers who work with students individually must have a clear background check.

## **TECHNOLOGY**

### *ELECTRONIC POLICY*

We believe in the importance of students to have reasonable access to electronic-based research tools and master skills for their application to learning, problem solving, and presentation of learning. With the educational opportunity comes responsibility. Part of our responsibility in preparing students for the future is to teach them to use wisely the tools they will utilize as adults.

Students may access computers, copiers, internet, electronic equipment such as video projectors, etc. with staff permission. Students are to use the equipment with care and follow acceptable use procedures. Computers in the technology lab must display the LCA logo as the desktop wallpaper.

The internet home page is the [www.lcaeagles.com](http://www.lcaeagles.com) website. At no time are students allowed to go to Chat Rooms or Message Boards, or inappropriate sites. Under supervision and direction of the teacher, the student may be allowed to access YouTube, Facebook and educational games.

Student use of these devices is a privilege, not a right. Students are not allowed to download any shareware or freeware programs from the internet onto school computers. Students cannot bring software from home with the intent of loading it onto the school's computers. Students are responsible for citing sources and giving credit to authors during the research/writing process.

Students who bring electronic equipment of any type to school are responsible for any damage, theft, etc. to it. There is no sharing of ear buds due to health reasons. Personal laptops, Kindles, Notebook Computers, I-Pods, MP3 players, etc. are not to be shared and are not allowed to be used from bell to bell (7:50 to 2:55) without Teacher's permission.

Misuse of any kind will result in loss of computer or electronic privileges and possible grade reduction. Depending on the severity, disciplinary action may also be taken including suspension or expulsion from LCA, and notification of authorities.

### *CELL PHONE POLICY*

Cell phones have become a way of life, a technological convenience that has impacted all of our lives in one way or another. However, in the school environment, cell phones have become a distraction and source of frequent interruption. The use of cell phones during class takes away from the valuable time needed for instructional and most importantly, student learning. We do recognize that cell phones can be a safety/security tool; however, they can also be a detriment in the event of a building emergency and our protocol to manage such emergencies in a safe and effective manner. Please refrain from contacting your child either by texting or calling during the school day, unless it is during lunch from 12:40 p.m.-1:10 p.m. important messages can be delivered through the office and is the preferred delivery method. Students receiving a text in class find it very difficult to ignore. Smartwatches may be worn on campus, but may NOT be connected to the internet or have the capability to make calls or send text messages. If a student misuses a smartwatch, earbuds, or any other electronic device during school hours, the same consequences

as a cell phone will be put into place—including the fact that the student would not be able to wear the watch to school any longer.

Rules that students MUST abide by:

1. The use of cell phones and other electronic devices by students is not permitted during school hours (morning tardy bell to dismissal bell).\*\*\***See exception below**
2. Students may use cell phones **ONLY** during lunch or for teacher directed educational purposes
  - a. The taking pictures of other students and/or posting on social media during school hours is not permitted, including during lunch.
  - b. While talking or texting on the phone, school rules about appropriate language and subject matter must be adhered to at all times.
3. Except during lunch, cell phones must be **turned off** and stored in each teacher’s “Cell Phone Pocket Chart” or approved designated area located in each classroom for the entire class period. At the end of each hour, the student will collect his/her cell phone from the pocket and then store it in the continuing class’s “Cell Phone Pocket Chart” continuing on until the dismissal bell rings..
4. If a student needs to communicate with his/her parent(s) during the school day, the student may come to the front office and use the LCA phone. If there is an emergency that would require the student to contact a family member, the student will need teacher permission to call from his/her cell phone.

**\*\*\*LCA is not responsible for any lost, stolen, or damaged electronic devices that are brought into the building.**

**\*\*\*If a student is found using a cell phone without permission, the following consequences will apply:**

**First Offense:** Cell phone will immediately be taken and brought to the school administrator. The student may retrieve their phone at the end of their school day. Parents will be notified of the offense.

**Second Offense:** Cell phone will immediately be taken and brought to the school administrator. In order to retrieve the phone at the end of the school day, the student will first have to pay a \$15 fee. Parents will be notified of the offense.

**Third Offense:** Cell phone will immediately be taken and brought to the school administrator, and In order to retrieve the phone, the parent will have to come to the school to get it at the end of the school day.

**Recurring Offense:** If the student continues to disobey the rules above and has already been disciplined three times, the student will be required to leave his/her device with the administrator every morning until the administrator feels that restoration is complete. This could be for a month, quarter, or semester and is at the discretion of the administrator and is dependent on the number of prior offenses. Parents will be notified about any recurring offenses regarding their student.

## *SOCIAL MEDIA AND ELECTRONIC COMMUNICATIONS*

Postings of students on social networking, Internet sites or through other means of communications, (i.e. text messaging or posting pictures) which engage in inappropriate behavior (such as drinking, smoking, sexual actions, etc.), using inappropriate language, or promoting illicit activity are prohibited. Using social networking sites at any time to disparage or be disrespectful to members of the LCA community may be subject to disciplinary actions. Students are expected to cooperate in investigations by providing access to such sites. The school reserves the right to randomly check all social media and electronic communications.

## **TEXTBOOKS**

Students will be charged for the total replacement cost for any lost textbook. Non-consumable books are the property of LCA and damage will be assessed accordingly. Students are encouraged to use book covers for protection of their furnished books. Books should be returned at the end of the year, free of marks other than designated by the teacher. Students are NOT permitted to tear apart any books, school or personally owned.

## **VISITING THE SCHOOL**

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

Visitors, volunteers, individual students and families who are entering/ exiting the building after the school day begins are to enter and exit through the northeast doors. These are the doors across from the gym.

## **VISITORS**

Former students, alumni, or student friends are not permitted to interrupt classes. Visitors may join current students during lunch. Student guests who want to attend classes must get prior approval from Administration. Staff may visit with visitors during their plan/lunch time or before/after school hours.

## **VOLUNTEERS/CHAPERONES**

LCA families are encouraged to volunteer and be a part of their child's learning. In order to ensure the safety of our students, volunteers must undergo a background check and complete necessary volunteer forms.

Volunteers may help on a routine basis with day to day operations, cleaning, office assistants, teacher assistants, cafeteria, fundraising, and student activities. In addition, workdays are regularly scheduled for maintenance issues.

All volunteers on field trips or working on campus, etc., are expected to lead by example by following the after-school (AHED) dress guidelines (see dress code). Volunteers driving students other than their own children must provide the office with a copy of their driver's license and proof of insurance. Only pre-approved volunteers may act as chaperones. Because the main role of a chaperone is to supervise your child and other students, siblings are not permitted to attend field trips.

All chaperones should be either a coach, parent or staff member for all overnight trips (i.e. tournaments). The Administrator or Athletic Director will meet with the chaperones to go over the expectations/rules prior to the trip. A packet of information will be given to the chaperones prior to the trip or upon arrival at the destination. In times of extenuating circumstances (i.e. chaperone backs out at the last minute) a non-parent or non-staff member may fill in with administrative approval.

Due to the time commitment involved, sometimes students may be in a room without a chaperone if all other options have been exhausted, with parental, and administrative/Athletic Director approval.

## **ATHLETIC HANDBOOK**

### **PHILOSOPHY**

The athletic department of Liberty Christian Academy is dedicated to enriching the lives of its student-athletes through sports and leadership. LCA athletic teams continue to prove that hard work and dedication translates to success. Beyond athletic achievement, the focal point of the program is seeing our student-athletes represent the character of Christ. As we compete throughout the state, we want everyone watching to witness our children who play with passion and purpose.

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

We have expectations at LCA that rival those of larger schools. We do not use our school size as an excuse, but as an opportunity for our students to play a sport they love with people they respect.

Our student athletes not only excel in competition, but also and more importantly in the classroom. We have athletes that have attended Indiana Wesleyan, College of the Ozarks, Oklahoma Wesleyan, Lindenwood University, Missouri Baptist, Missouri State, Rhema and Missouri University.

Liberty Christian Academy is a member of the Metro Athletic Conference (MAC) and Missouri Christian Schools Athletic Association (MCSAA) and a MSHSAA affiliate.

### **POLICY AND REFERENCE GUIDE**

The purpose of this manual is a small reference guide for student-athletes and parents concerning the policies that govern the athletic program at LCA.

The coach of the team is primarily responsible for compliance by his/her squad members to the rules, regulations and policies governing athletics at Liberty Christian Academy. The Athletic Director will administer these rules and regulations as they regulate to inter squad and coach relationships.

Interscholastic athletics is a voluntary program. Students are not obligated to participate and participation is not required for graduation. Thus, competition in high school athletics is a privilege and not a right. Accompanying this privilege is the responsibility to behave in a manner, both on and off campus that is consistent with Christian values and policies of LCA. It is also an expectation that parents/guardians of each student follow these same standards of conduct. When a student does not meet these standards, the student may be suspended for a time and/or removed from the activity, per review from the Director of Athletics. When a parent does not meet these standards, the parent may be prohibited from attending games/events; and in extreme cases their child may be removed from an activity.

Please be cognizant that the Metro Athletic Conference (MAC) and the Missouri Christian Schools Athletic Association (MCSAA) are the governing body for its member schools. The rules and regulations set forth from these organizations are included with all rules of the school and policies of each sport. Issues of eligibility due to grades, transfer status and/or age are handled by Liberty Christian Academy and the Metro Athletic Conference.

## **PRESEASON MEETING GOALS**

1. Introduce students, their parents, coaches, and athletic trainers.
2. Provide information about activities, insurance, physicals, program philosophy, eligibility, etc.
3. Provide information on state high school athletic association, school and team rules.
4. Provide specific guidelines, rules and consequences of rule violations.
5. Provide information concerning practice, game and tournament schedules.
6. Promote importance of ongoing honest communication.
7. Review ethics and sportsmanship.
8. Clarify there is severe punishment for tobacco, alcohol, drugs, and inappropriate behavior (this is their only warning).

## **PARENT/COACH RELATIONSHIP**

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to children. As parents, when your child becomes involved in our program, you have a right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's program. The athletic department will provide an informational packet at the beginning of each sport, at a required parents' meeting, so you are fully informed of the season expectations.

## **COMMUNICATION YOU SHOULD EXPECT FROM THE COACH**

1. Philosophy of the coach.
2. Expectations the coach has for the season.
3. Locations and times of all practices and contests
4. Team requirements, i.e., fees, special equipment, off season conditioning.
5. Procedure should your child be injured during participation of the sport.

## **COMMUNICATION COACHES EXPECT FROM PARENTS**

1. Concerns expressed directly to the coach
2. Notification of any scheduling conflicts well in advance
3. Specific concerns regarding a coach's philosophy and/or expectations
4. Medical or physical limitations of your child

## **APPROPRIATE CONCERNS TO DISCUSS WITH COACHES**

1. The treatment of your child, mentally and physically
2. Ways to help your child improve

3. Concerns about your child's behavior
4. Concerns about your child's grades/studying habits

It is very difficult to accept your child not playing as much as you may hope. Coaches are professionals. They make judgement decisions based on what they believe to be best for all students involved. As you have seen from the list above, certain things can be and should be discussed with your child's coach. Other things must be left to the discretion of the coach.

### **ISSUES NOT APPROPRIATE TO DISCUSS WITH COACHES**

1. Playing time
2. Team strategy
3. Play calling
4. Other student-athletes

There are situations that may require a conference between the coach and the parent. These are to be encouraged. It is important that both parties involved have a clear understanding of the other position. When these conferences are necessary, the following procedure should be followed to help promote a resolution to the issue.

### **IF YOU HAVE A CONCERN TO DISCUSS WITH A COACH, PLEASE FOLLOW THESE PROCEDURES**

1. Call and schedule an appointment
2. If the coach cannot be reached, call the Athletic Director. He/She will schedule the meeting for you.
3. Please do not attempt to confront a coach before, during, or after a contest or practice. These can be emotional times for both parent and the coach. Meetings of this nature do not promote resolution.

### **WHAT CAN A PARENT DO IF THE MEETING WITH THE COACH DOES NOT PROVIDE A SATISFACTORY RESOLUTION?**

1. Call and set up an appointment with the Athletic Director to discuss the situation.
2. At this meeting the appropriate next step can be determined.
3. Every effort should be made to resolve the problem before addressing your concerns with Administration and the School Board Athletic Liaison.

### **SPORTSMANSHIP**

As members of the LCA program, students, coaches and parents are expected to demonstrate proper respect for each other, opponents, opposing coaches, teachers, officials and spectators. Student athletes and coaches are expected to exhibit the highest level of conduct, both on and off the fields, as they are at all times representatives of God, their team, school, and community.

**Coach or athlete ejections come with sanctions from the Metro Athletic Conference. The Athletic Director is the only person allowed to appeal suspensions. (See MAC constitution)**

## **REQUIREMENTS TO PARTICIPATE IN ATHLETICS:**

A new physical must be obtained yearly which must be completed and returned prior to the first official day of practice. Students must maintain a minimum of 75% average with no failing grades.

## **ELIGIBILITY OF TRANSFER STUDENTS IN THE MAC:**

Any student that plays a sport at another MAC school is not eligible to play until they have received clearance from the MAC and Liberty Christian Academy Athletic Department.

## **ACADEMIC ELIGIBILITY**

Students must maintain a minimum of 75% average with no failing grades. Grades will be monitored throughout the season, at Progress Report and end of the quarter Report Cards. If a student fails to maintain academic eligibility at these check points, they will be suspended from further practices until their grades meet the minimum academic requirements. Students are still required to attend all home games, fully dressed, and supporting their team but are NOT eligible to travel for road games. Students may regain eligibility any time their course average meets the minimum requirements. Exceptions must be approved by the administrator and Director of Athletics. The goal is to give students an incentive to remain eligible and not to punish them. Academics will always be our top priority at LCA.

As for behavior, "Unsatisfactory conduct" is not tolerated, whether it is in the classroom or in competition. The Administrator, Athletic Director, and Athletic Board Liaison all have the right to suspend or terminate a player's involvement in a sport for repeated instances.

## **INJURY PROTOCOL**

Students under a doctor's care for injuries on or off the field, including concussions (see concussion protocol) will not be able to play or practice, unless released by the physician.

## **ALCOHOL, TOBACCO, OR DRUGS**

Liberty Christian Academy has a zero-tolerance policy for alcohol, tobacco, or drugs.

## **DUE PROCESS FOR ACADEMIC, ALCOHOL/DRUGS, & TOBACCO**

Any student-athlete disciplined for not meeting academic and/or conduct standards, or a violation of either the alcohol/drug or tobacco policies may appeal their disciplinary action to the Director of Athletics/Athletic Board Liaison and Administration through due process. A parent should submit a request for an appeal with supporting materials to the Athletic Office. The Director of Athletics and/or the Board Liaison in conjunction with Administration will review the information submitted and render a ruling in a timely manner, not to exceed 48 hours in the school week.

## **INDIVIDUAL COACH STANDARDS AND RULES**

The athlete must abide by any additional rules set by an individual coach for their particular sport. These expectations, approved by the Director of Athletics, are told to the student athlete at the beginning of each season.



## **EARLY DISMISSAL**

Students leaving school early for ATHLETIC EVENTS must:

1. Be responsible for any work, lecture material, or assignments given after the early dismissal.
2. Inform your teacher before class starts that you will be leaving early and ask for the day's assignment.
3. Submit any assignments due for the classes you will be missing before leaving early.
4. If you know that you are going to have a test on the day of early dismissal, contact the teacher as early as possible to see if different arrangements can be made.
5. Uniforms should be in the locker room at the time of early dismissal. You should NOT go to your car at this time.
6. We expect you to display proper behavior leaving the classroom, hallways, and locker rooms.

## **ATTENDANCE REQUIREMENT**

If a student misses class on the day of a practice or game without being excused, the student shall not be considered eligible on that date. Doctor's appointments, must be pre-approved by the Administrator or Athletic Director for eligibility that day. There will be zero tolerance for unexcused absences.

Athletic participation requires commitment from coaches, student athletes and parents. If an athlete misses three unexcused practices, during a season, we have the right to remove the athlete from the team. Athletes must also recognize that being late to practice is unacceptable. Frequent tardiness is grounds for reduced playing time and eventual removal from the team.

## **TRANSPORTATION**

We do not always have a volunteer to drive a bus to athletic events. Coaches, athletes, managers and statisticians will travel to and from games in transportation provided by the school when possible.

1. Coaches are to discuss their transportation policy with athletes and parents before the first game. Cars and vans may be used in certain circumstances.
2. Athletes are required to check the bus for personal items and team equipment before exiting the bus. No one is dismissed until vehicle is clean from trash.
3. All team members are expected to ride with the team **TO and FROM** contests. Parents may drive their child home after a contest, but confirmation of that is required from the parent in writing not the student.
4. Students are not permitted to drive to games.

## **ATHLETIC FEES & FUNDRAISING**

1. Athletic fees will be \$225 per varsity sport; \$150 per JV sport; Jr. High TBD
2. Parents have option to pay the fee of \$225 or can pay \$75 a month (x3) through facts billing  
Billing Cycles:  
Fall Sports—August, September, October  
Winter Sports---November, December, January  
Spring Sports---March, April, May

## **PRACTICE (There is a section on this in Butch's version)**

### **UNIFORMS AND EQUIPMENT**

Athletes are issued uniforms and equipment for each team from the athletic office. All equipment and uniforms must be returned to the athletic office within seven days of the last game/competition. A student will be charged for the replacement/damage cost of unusable or unreturned uniforms and grades will not be released until all obligations are met.

### **SENIOR NIGHT**

During your son or daughter's sport season, his/her coach will organize a night honoring senior players and parents. Seniors suspended from school or the team at the time of senior night may not participate.

### **ATHLETIC AWARDS**

The student, to be considered for an athletic letter, must have displayed good sportsmanship in competition and have been regular in attendance at practices and games. Awards will be presented at our athletic awards banquet after each sport.

\*\*Since research indicates a student involved in extra-curricular activities has a greater chance for success during adulthood, these programs have been established. Many of the character traits required to be a successful participant are exactly those that will promote success after high school.

## **Missing Butch's contact information on this version.**

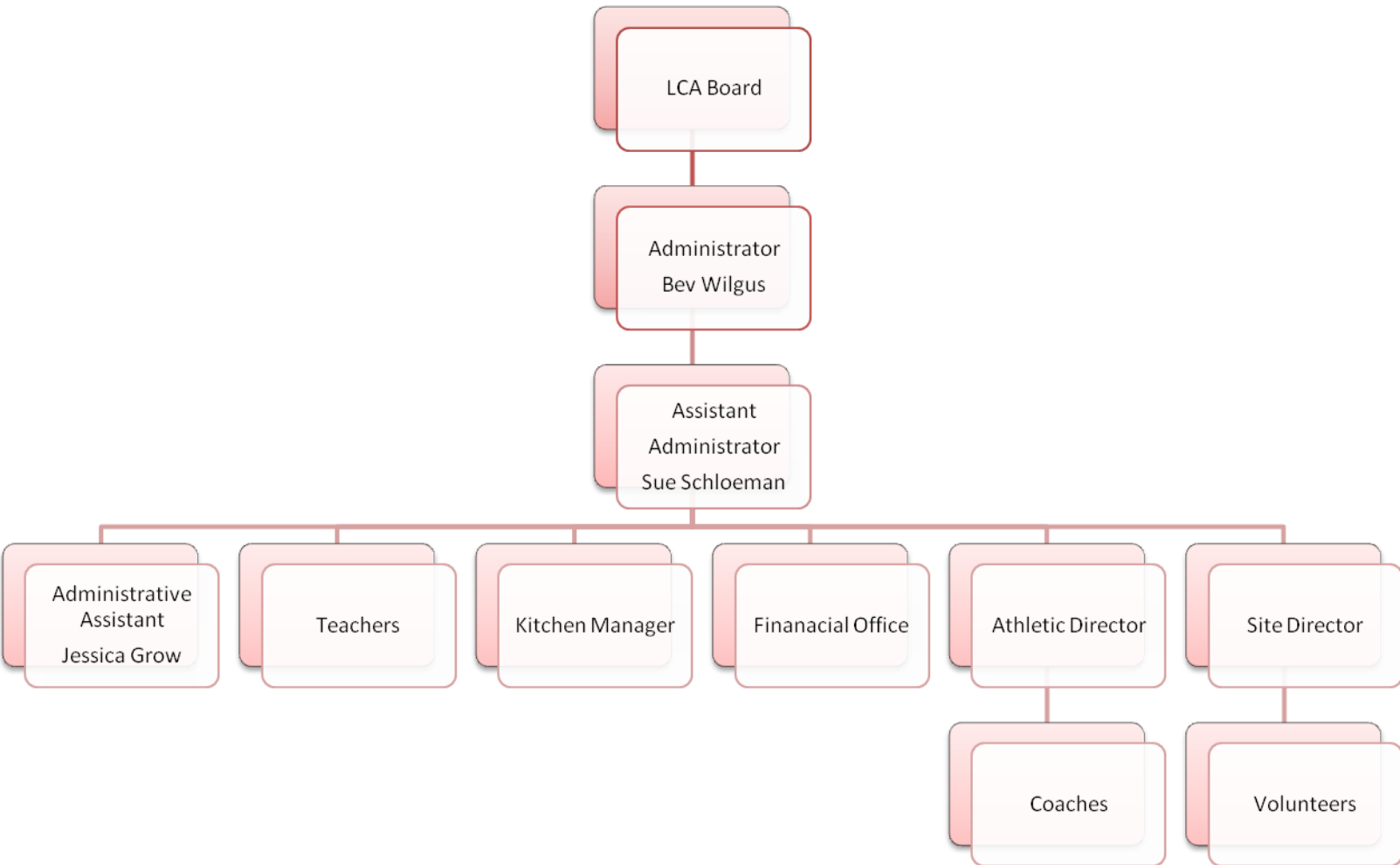
### **APPENDIX:**

Organizational Chart

Permission to be Absent

Permission to Administer Medication Form

## Organizational Chart



LIBERTY CHRISTIAN ACADEMY  
**Permission to be Absent**  
**Elementary School**

Date of Request: \_\_\_\_\_ Teacher: \_\_\_\_\_

***Parents please complete the following section:***

Student: \_\_\_\_\_

Date(s) & Day(s) of Request: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

Parent/Guardian Signature & Date: \_\_\_\_\_

=====

***Students please have the following completed:***

The signature of my teacher indicates that I have received my homework assignments.

Teacher's Signature & Date: \_\_\_\_\_

=====

By signing below, I am responsible to get all homework assignments prior to leaving. I must turn in all work when I return. Work not made up at the end of time allotted may be given a grade of zero, unless other arrangements have been made with the teacher.

Student's Signature & Date: \_\_\_\_\_

Administrator's Signature: \_\_\_\_\_

Date Approved: \_\_\_\_\_

LIBERTY CHRISTIAN ACADEMY

**Permission to be Absent  
Secondary**

Date of Request: \_\_\_\_\_

***Parents please complete the following section:***

Student: \_\_\_\_\_

Date(s) & Day(s) of Request:

\_\_\_\_\_

Reason for Request: \_\_\_\_\_

\_\_\_\_\_

Parent/Guardian Signature & Date: \_\_\_\_\_

++++  
***Students please have the following completed:***

The signature(s) of my teacher(s) indicate that I have received my homework assignments.

Teacher's Signature & Date: **1<sup>st</sup> Hr.** \_\_\_\_\_

Teacher's Signature & Date: **2<sup>nd</sup> Hr.** \_\_\_\_\_

Teacher's Signature & Date: **3<sup>rd</sup> Hr.** \_\_\_\_\_

Teacher's Signature & Date: **4<sup>th</sup> Hr.** \_\_\_\_\_

Teacher's Signature & Date: **5<sup>th</sup> Hr.** \_\_\_\_\_

Teacher's Signature & Date: **6<sup>th</sup> Hr.** \_\_\_\_\_

Teacher's Signature & Date: **7<sup>th</sup> Hr.** \_\_\_\_\_

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By signing below, I am responsible to get all homework assignments prior to leaving. I must turn in all work when I return. Work not made up at the end of the time allotted may be given a grade of zero, unless other arrangements have been made with the teacher.

Student's Signature & Date: \_\_\_\_\_

Administrator's Signature & Approved Date: \_\_\_\_\_

## Liberty Christian Academy

### Permission to Administer Medication Form

Date: \_\_\_\_\_ Child's Name: \_\_\_\_\_

Please administer the following medication(s) to my child as indicated below:

<b>Medication</b> <i>(Please indicate if refrigeration is necessary)</i>	<b>Date to Start</b>	<b>Date to End</b>	<b>Time to Be Given</b>	<b>Dosage</b>	<b>Special Instructions</b> <i>(example, "take with food")</i>

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

### Medication Administration Log

<b>Date</b>	<b>Time</b>	<b>Signature</b>