

# LIBERTY CHRISTIAN ACADEMY



*"Education for a Lifetime"*

## Parent / Student Handbook

Revised June, 2011

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# **WELCOME**

Liberty Christian Academy is a ministry of the Liberty Baptist Church. Our ministry is to the families of Tavares, Eustis, Mt. Dora and the surrounding region. It is our hope that if you do not have a church that you call home, that you would come and worship with us. There is a Bible study class for all ages—infant to adult.

Liberty Christian Academy's desire is to provide a quality Christian education utilizing a Bible-centered curriculum which is taught through the life and attitude of the teachers. We strive to fully train all students in the knowledge of God and to bring them into a personal relationship with Jesus Christ. The administration and faculty of Liberty Christian Academy realize the importance and solemn responsibility before God in molding the character of each child's future and will demonstrate a caring concern for each child under our care.

Our staff considers teaching a ministry to you and your children. Our prayer is that you will partner with us to help your child reach their full potential.

Dear Parents and Students,

Welcome to Liberty Christian Academy! What a joy and privilege it is to attend a Christian Academy. As a ministry of Liberty Baptist Church, our goal is to partner with you (the family), so you can place your children in an environment that is rooted in Biblical values and steeped in academic excellence. We are deeply indebted to the members of Liberty Baptist Church who have sacrificed time and finances to make this ministry possible.

Liberty Christian Academy is a place where your child will have daily encounters with people who love Jesus Christ and are dedicated to the success of your family. Our administrative team and teachers are highly educated not only in academics, but also in helping your student develop spiritually and socially. Every component of each day will challenge your child's abilities while meeting his or her needs. Through various learning opportunities, your child will see the value of integrating their faith into each course and subject that is taught. Our goal is to aid you in raising your child.

This handbook details our commitment to integrity. The principles contained in this book have been proven to be successful. Please read it thoroughly and discuss it with your student. Your cooperation will only enhance the education process.

Thank you for your trust. We are committed to serving your family's needs. My prayer is that we can help you raise and educate your family for eternity.

Serving Your Family,

Pastor Gregory Watts

*“Let no man despise thy youth; but be though an example of the believers, in word, in conversation, in charity, in spirit, in faith, in purity.” I Timothy 4:12.*

Welcome to Liberty Christian Academy! I am pleased to have you here and know that the decision to entrust your child into our care was not made lightly. I will make it my goal to keep that trust. For I believe, “And whatsoever ye do, do it heartily, as to the Lord, and not unto men” Colossians 4:23.

Liberty Christian Academy is committed to providing your child a firm foundation spiritually, academically, and emotionally. Our desire is that each student who passes through our doors will develop a solid relationship with Jesus Christ, learn to use the Bible as their guide, and demonstrate a life lived for Christ. We acknowledge that, “Even a child is known by his doings, whether his work be pure, and whether it be right.” (Proverbs 20:11)

Our strong ABeka curriculum and dedicated teachers challenge our students to succeed and excel academically and understand that God has a perfect plan and order to all things. Our commitment is to help each student maximize their potential and utilize their God given gifts and talents. Your child’s success is our greatest reward.

Sincerely,

Debra R. Zischke, M.Ed.  
LCA Administrator



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## **Liberty Christian Academy Mission Statement**

To train the whole student, academically, socially and spiritually; prepare students with a Christ-centered world-view; and develop a desire for both spiritual and intellectual growth.

### **STATEMENT OF FAITH**

Liberty Christian Academy is a ministry of the Liberty Baptist Church. The church and all of its ministries believe that the Bible is our infallible rule of faith and practice. The following articles are a summary of basic truths which are common to our Christian faith and practice.

1. **THE BIBLE:** We believe in the verbal inspiration and authority of the Scriptures. (II Tim. 3:16; II Pet. 1:21)
2. **THE ONE TRUE GOD:** We believe there is only one living and true God and that in the Godhead there are three persons, the Father, the Son and the Holy Ghost, equal and divine in every aspect. (Luke 3:22; Matt. 28:19, II Cor. 13:14)
3. **THE LORD JESUS CHRIST:** We believe in His preexistence and deity (John 1:1-3), virgin birth (John 1:14; Matt. 1:18-23), sinless life (Heb. 4:15), substitutionary death (II Cor. 5:21), bodily resurrection (Luke 24:36-43), ascension into heaven and present ministry (Heb. 4:14-16) and in His visible, personal and pre-millennial return to remove His church from the earth. (Acts 1:11; I Thes. 1:10; 4:16-17)
4. **MAN:** We believe that man was created in innocence (Gen. 1:26-28), but through voluntary transgression fell into a sinful state and that, consequently, all mankind are sinners (Gen. 3:1-24; Rom. 5:12) and the necessity of the new birth for salvation (John 3:3-5)
5. **SALVATION:** We believe salvation is wholly of grace (Eph. 2:8-9), that Christ the Lord atoned for our sins through His death on the cross (Titus 3:5-7; I Pet. 1:18-19), the condition for salvation is repentance and faith in the Lord Jesus Christ and that salvation is made free to all by the Gospel (II Pet. 3:9)
6. **MAN'S ETERNAL NATURE:** We believe in the conscious existence of the dead (Luke 16:19-31), the resurrection of the body (John 5:28-29), everlasting life of the saved (Matt. 25:23; Rev. 21:4) and the everlasting punishment of the lost (Matt. 25:46; Rev. 20:15)
7. **THE LOCAL CHURCH:** We believe in the local New Testament church whose true mission is the Great Commission (Matt. 28:19-20) and that there are two church ordinances: Baptism, immersion in water of the believer symbolizing the death, burial and new life in Christ (Rom. 6:3-5) and the Lord's Supper commemorating the dying love of Christ (I Cor. 11:23-26)

## **1.0 INTRODUCTION**

### **1.1 School History**

The Liberty Christian Academy was founded by the Liberty Baptist Church in 1984. A small group of parents and students began a daycare with an Accelerated Christian Education (ACE) program. The school went through a number of growing phases in its early years. In 1991, the school made a determination to move from the ACE program and began to incorporate a traditional classroom setting with the middle and high school being introduced to the A Beka Math and English curriculum.

Later, grades 7-12 were fully integrated into the traditional setting with the A Beka curriculum. Interscholastic athletics were added and plans for new facilities were introduced. In November 2002, the Life Center with thirteen classrooms, a gymnasium, and school offices were completed. The preschool was moved to its present location. All of the preschool is now under the same building for convenient accommodation. Plans are under way for additional space to be prepared for anticipated growth.

It is the policy of LCA to based all major decisions on the Word of God.

### **1.2 Statement of Non-discrimination**

Liberty Christian Academy does not discriminate on the basis of race, color, or ethnicity in the administration of its educational policies, admission policies, and athletic or school-administered programs.

### **1.3 Accreditation and Memberships**

Liberty Christian Academy is accredited, preschool through grade twelve, by the Florida Association of Christian Colleges and Schools (FACCS) as well as the National Council for Private School Accreditation (NCPSA). LCA is also a member of the Florida Christian Conference for the purpose of interscholastic athletic competition. Teaching and administrative staff are certified through FACCS.

## **2.0 ADMISSIONS**

### **2.1 Admissions Policy**

Students are admitted on the basis of available space, their character, scholastic record (without regard to race, color, or ethnicity) and a genuine desire by the parents to have their child/children in a Christian school. Only those children whom we feel will adjust to our particular program and whose parents agree to cooperate with the school policies will be admitted. Students entering Kindergarten must be five before September 1 and entering 1<sup>st</sup> Grade must be 6 by September 1.

## **2.2 Enrollment Procedures**

Each prospective applicant and his parent / legal guardian must do the following prior to enrollment:

1. Arrange an interview with the administration.
2. Submit copy of the previous year's report card or transcripts of grades.
3. Submit a copy of the student's birth certificate.
4. Submit a State of Florida immunization record. (Blue Card)
5. Submit a State of Florida Health record, current less than two years. (Yellow Form)
6. Submit a certified copy of court order or final judgment if parents are divorced or separated.
7. Take an entrance, placement test if necessary.
  - a. Upon parental/guardian request
  - b. Upon evaluation of prior grades and standardized testing
8. Upon acceptance, complete the Registration, Statement of Cooperation, and tuition Contract forms. Both parents/ guardians must sign all forms.
9. Pay the appropriate registration fee.

## **2.3 Re-enrollment Procedures**

Current students may pre-enroll in February of each year. New Registration, Statement of Cooperation, and Tuition Contract forms must be completed and signed by both parents/guardians. The Registration fee must be paid. The school reserves the right to refuse re-enrollment to students with poor academic, discipline, or attendance records. Re-enrollment may also be refused to students or parents who have demonstrated disharmony regarding the purpose, objectives, standards, policies, rules or regulations of the school. In addition, students will not be re-enrolled until all financial obligations are brought current.

# **3.0 FINANCIAL POLICIES**

## **3.1 Payment Policy**

Yearly charges may be paid in one payment or 10 monthly payments. Monthly school tuition is payable at the first of each month beginning July 1 and continuing through May 1. Those enrolling after August will have their payments pro-rated over the remainder of the year. No billings will be sent. Tuition payments may be made in the office, Monday – Friday during regular business hours, or mailed to Liberty Christian Academy, 2451 Dora Avenue, Tavares, FL 32778. A \$20.00 LATE CHARGE will be added to account, not paid by the 5<sup>th</sup> of the month. Accounts delinquent after the 20<sup>th</sup> of the month will subject the student to removal from class until payment is received. Report cards will not be issued to any student whose account is not current.

## **3.2 Returned Checks**

A \$20.00 charge will be assessed returned checks. If this occurs more than one time, cash or money orders will be required.

### **3.3 Refund Policy**

The registration fee, material fee, and any tuition fees paid are non-refundable should the student cancel, withdraw, or be dismissed for any reason.

### **3.4 Materials /Textbooks Policy**

Materials /textbooks will not be provided in the event a student cancels, withdraws, or is dismissed from school. All hardback textbooks are the property of the school and must be returned without excessive wear at the end of the school year, or an additional fee will be assessed. If a textbook is lost, stolen or damaged beyond use, the student will be required to purchase another textbook. If a textbook is missing for three consecutive class days, another textbook must be purchased.

## **4.0 General Information**

### **4.1 Chapel**

All students attend a regularly scheduled chapel service each week. Students are expected to be on time, enter the sanctuary quietly and exhibit a spirit of reverence.

### **4.2 Communicable Disease**

This school desires to maintain a healthful environment by instituting controls designed to prevent the spread of communicable diseases. The term “communicable diseases” shall mean an illness which arises as a result of a specific infectious agent which may be transmitted either directly or indirectly by a susceptible host, infected person or animal to other persons.

A teacher or administration official who reasonably suspects that a student or employee has a communicable disease shall immediately notify the administration. Although this list is not exhaustive, the reportable diseases include the following: Acquired Immune Deficiency Syndrome (AIDS), AIDS Related Complex (ARC), Amebiasis, Animal Bites of Humans by a potentially rabid animal, Anthrax, Botulism, Brucellosis, Campylobacteriosis, Chancroid, Dengue, Diphtheria, Encephalitis, Giardiasis (acute), Gonorrhea, Granuloma Inguinale, Hansen’s Disease (Leprosy), Hemorrhagic Fevers, Hepatitis, Histoplasmosis, Human Immunodeficiency Virus (HIV), Legionnaire’s Disease, Leptospirosis, Lymphogranuloma Venereum, Malaria, Measles (rubeola), Meningitis, Meningococcal Disease, Mumps, Paralytic Shellfish Poisoning, Pertussis Pesticide Poisoning, Plague, Poliomyelitis, Psittacosis, Rabies, Relapsing Fever, Rocky Mountain Spotted Fever, R. Rickettsia, Rubella including congenital, Salmonellosis, Shigellosis, Smallpox, Syphilis, Tetanus, Toxoplasmosis acute, Trichinosis, Tuberculosis, Tularemia, Typhoid Fever, Typhus, Vibrio Cholera, Vibrio Infections, Yellow Fever.

Any Student or employee with a communicable disease for which immunization is required by law or is available, shall be temporarily excluded from school while ill and during recognized periods of communicability. Students and employees with a communicable disease for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances

warrant, our school may require an independent physician's examination of the student or employee to verify the diagnosis of communicable disease. This school reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

#### **4.3 Field Trips and Sports Trips**

Field trips may be taken to places of educational interest during the school year. All students are expected to participate. Students must maintain the same standards of conduct and dress as required at school. This is expected at all outside school activities and sports functions. Students are required to leave, remain, and return with the properly chaperoned school group. Chaperones must observe the school dress code.

#### **4.4 Fire /Storm/Civil Defense Drills**

Students are to move quickly from the building in a straight line without talking, running, crowding or touching each other. Upon reaching the proper distance from the building (designated by the administration), the students should turn and face the building and listen to roll call. Fire drill routes are posted in each classroom and drills are held every month.

#### **4.5 Fundraising**

Liberty Christian Academy continually works to keep the tuition rates low for the benefit of each parent. For this reason, we have annual fund-raising programs in the spring and fall. We appreciate and anticipate each child's and/or parent's participation in helping us raise the additional funds needed for the designated school projects since all families benefit from the results. Preschool and elementary students are not permitted to go door to door with LCA fundraising materials. The school receives no federal assistance other than a tax-exemption status. Neither is it endowed or supported by any other organization.

No literature or handbills of any kind are to be passed out in the school unless it has been approved by the administration. There will be no sale of items without approval from the office.

#### **4.6 Illness and Injury**

Should a student become ill, have a fever or rash, the parent will be notified to pick up the child immediately. The student will be isolated from the classroom. Should an accident occur, requiring medical attention, first aid will be administered and the parent called. In extreme situations, 911 emergency will be called. In the event the parent cannot be reached, the child will be taken to Florida Hospital –Waterman in Tavares.

#### **4.7 Locker Regulations**

Lockers are the property of Liberty Christian Academy. Each student, grades 7-12 is assigned a locker and lock. Books and belongings must be kept in the assigned locker and the locker must be kept locked at all times. Lockers will be

inspected periodically. Locker violations will result in disciplinary measures. Students are not permitted to enter another student's locker for any reason. **NOTE:** Liberty Christian Academy has the right to open a student's locker with or without consent or student presence if reasonable suspicion warrants such action.

#### **4.8 Lost and Found**

The school maintains a Lost and Found. Unclaimed articles will be given to the Central Florida Children's Home Thrift Store at announced times during the year. Students will be notified to check for any lost articles beforehand.

#### **4.9 Lunch Programs**

**4.9.1 Preschool** are provided lunch as part of their tuition and fees. A calendar will be provided for parents.

#### **4.9.2 K-5/Elementary / Junior High / Senior High**

LCA has contracted with local restaurants to provide lunches as a service to our parents. A schedule and price sheet will be provided to the parents at the beginning of each school year. A lunch order must be completed in homeroom for any purchases to be made at school. Orders placed after 9:00 a.m. may not be able to be purchased from restaurants.

#### **4.10 Medication**

It is the school's policy that no student can bring medicine, including aspirin, cough medication, etc. to school. The risk of an overdose, side-effects, or the possibility of another child taking someone else's medication requires this policy. Only medicines prescribed by a physician, including over-the-counter drugs, can be administered. The medicine must be in the original container and the parents must bring the medication to the office to fill out a medication form. Parents should not send any medication with their child or ask a teacher to administer any medication. Parents must pick up the medication from the office. The school may clean minor cuts and scratches with soap and water and put on bandages, administer ice to a bruise or cut, take a child's temperature and put on a cot if ill.

#### **4.11 Student Accident Insurance**

Full excess insurance is carried on each student. This is not a primary policy; therefore, if a student is injured at school, the claim must be submitted to the parent's insurance company first. The school insurance will pick up any covered expenses not paid by the parent's insurance. In the event the parent does not have insurance, the school insurance will pay all covered expenses.

#### **4.12 Telephone**

The office telephone is a business phone and is available only for emergencies. The office personnel will **approve** all calls made by students. Students caught with their cell phones on or in use during the school day will have them

confiscated. A parent or legal guardian is required to pick up the confiscated phones.

#### **4.13 Visitors/ School Visits**

All parents are welcomed in the school. However, when a visit is necessary, please come by the office first. No one is ever to go directly to a classroom or anywhere on campus. Please do not detain a teacher from his/her responsibilities immediately before, during or after school. Teachers are happy to arrange conferences at convenient times. Lunches, books and other student belongings must be left in the school office for delivery to the classrooms. For the safety of the students any person other than the students, staff, faculty, or administration are considered **VISITORS and must obtain a VISITOR badge from the office.** VISITORS are to observe the school dress code.

#### **4.14 No Pets**

No pets are allowed on school property unless authorization has been given in writing by the administration.

#### **4.15 Emergency Weather Conditions**

In the event of severe emergency weather conditions, we will follow the decision for public school closing. Note the local TV or radio announcements in such a situation. Should a severe weather condition occur during school hours proper emergency procedures will be taken to care for the students during that time.

## **5.0 ATTENDANCE**

### **5.1 Attendance Regulations**

The Florida State Board of Education guidelines for school attendance are clear, and we are obligated to abide by them. The school year consists of 180 days. Florida State Law requires a signed excuse by the parent or legal guardian stating a specific reason for the absence before the absence can be excused.

#### **5.1.1 Kindergarten / Elementary / Middle School/ High School**

Students absent three (3) or more consecutive days or more than five (5) days in any one semester must bring a doctor's excuse. No planned absences will be permitted if a student has accumulated ten (10) or more absences during the school year. Students absent more than nine (9) days in a semester or eighteen (18) days in a school year jeopardize receipt of credits and/or promotion.

#### **5.1.2 Middle/High School**

Florida State Law mandates 180 days of school and the minimum number of hours of attendance to receive credit for a course and promotion to the next grade or graduation. Absences will be accumulated according to individual classes missed in grades 7-12. Example: A student may come

in tardy and not be counted absent for the entire day; however, absences will be accumulated for the classes missed. Attendance will be recorded on a daily and hourly basis. Students absent more than nine hours in a semester per course or nine days during the any semester do not meet the required hours for course credit and jeopardize promotion or graduation. Please call the school office at the beginning of the school day if your child is absent due to illness or an emergency. Work must be made up for all excused absences. The student is responsible to meet with the teachers to get work assignments and arrange for makeup tests. Assignments may also be obtained through the school website: [www.lcaeagles.net](http://www.lcaeagles.net) under the homework link.

## 5.2 Excused Absences

1. Personal illness
2. Death in the *immediate* family
3. Medical or dental appointments communicated in writing in advance.

**Please note: Students leaving school before 10:00am are considered absent for a full day. Students arriving at school after 1:00pm are considered absent a full day. Students arriving after 10:00am and before 1:00pm will be considered absent a half day.**

## 5.3 Planned Absences

Our planned absence policy is:

- One planned absence per school year, not to exceed 5 school days
- The Administration should be notified in writing of your plan to take your child on a vacation or trip at least seven (7) days in advance
- All previously assigned class work is due the day the student returns
- Any tests missed **MUST** be made up within two (2) days after the student returns
  - No test will be given early before the student leaves
  - The **STUDENT** is responsible to schedule the make-up with the teacher. Failure to do so will result in a zero for that test.
- The student is responsible to make contact and find out about any assignments missed that might have been made after the student left (i.e., student may call another student to check to see if there is any assigned homework to have done upon their return.) If the student fails to do this, a zero will be given.
- Trip requests during semester or final exams or during achievement tests will not be approved.

## 5.4 Unexcused Absences

Unexcused absences are considered to be missing a ride, getting up late, running out of gas, personal difficulties, etc, **and any classwork or homework must be made up. (Tests missed for an unexcused absence will be made up the next day and the maximum grade will be no higher than an 60%.)**

## 5.5 Early Dismissal

An early dismissal will be granted for the same reasons allowable for excused absences. Parents are to present a written request in advance. The request must be approved by the administration. Parents must sign out their child if their child is leaving the premises prior to regular dismissal time, regardless of the reason. Three unexcused early releases will result in one absence. Please see **section 5.2** for our absence policy.

## 5.6 Tardiness

**5.6.1** Students who report to school after 8:00 a.m. are tardy and must report to the office for a tardy slip. An excuse written by the parent / legal guardian must state clearly the specific reason for the tardiness. Allowable reasons for excused tardies are the same as for excused absences. **Three tardies will equal one absence.** Please see **section 5.2** for our absence policy.

**5.6.2 Junior High/Senior High**—Tardiness to class during the school day will be handled by the individual teacher. Students are expected to be in their seats and ready to begin each class when the late bell rings. **One grade point will be deducted for every three unexcused tardies. Students receiving more than five (5) unexcused tardies in a nine week period may receive a suspension. Continued unexcused tardies may result in expulsion from school. Morning tardies due to illness must have a written doctor's note after the fifth tardy.**

## 5.7 School Hours

Pre-School	8:00 a.m. – 12:00 p.m. (Instructional period, lunch) 12:00 a.m. – 3:00 p.m. (Afternoon nap and recess) 3:00 p.m. – 6:00 p.m. (Daycare)
K5 -2 <sup>nd</sup> Grade	8:00 a.m. – <b>2:45 p.m.</b> (K-5 takes an afternoon rest)
3 <sup>rd</sup> -6 <sup>th</sup> Grade	8:00 a.m. – <b>2:55 p.m.</b>
7 <sup>th</sup> -12 <sup>th</sup> Grade	8:00 a.m. – <b>3:05 p.m.</b>

Latchkey:

Grades K-12      3:00 p.m. – 6:00 p.m.

### 5.7.1 Before School Drop-off

Parents may bring students as early as 7:00 a.m. with the following understanding. Teachers will have rooms open daily at 7:45 a.m. Students in Kindergarten through 12<sup>th</sup> grades arriving before 7:15 **must all** report to the school gym (Bldg. 400). Preschool students will report to the preschool building (Bldg. 100).

### 5.7.2 After-school

Any student (K3 -5<sup>th</sup> Grade) not picked up by 3:05 p.m., or (6<sup>th</sup> – 12<sup>th</sup> Grade) by 3:15 p.m. **must** go to after school care (latchkey). MS/HS students will not be permitted wait outside after 3:15 p.m. or at the

roadside waiting for a ride. The cost is \$5.00 per day for Kindergarten through grade 12 and must be included in your tuition payment. Preschool – Grade 12 must be picked up by 6:00pm. Any students picked up after 6:00 p.m. will be charged \$1.00 per minute for the first five minutes and \$2.00 per minute for every minute after the first five. Students will not be released without being signed out. **Any parent who does not sign their children out will be charged accordingly.**

**Please note: Students are not permitted to bring video games, music players or other electronic devices to after school care. Cell phones are not permitted to be used during this time. Students who have an emergency and need to contact their parents will be permitted to use the school phone located in aftercare.**

### **5.7.3 First Day**

It is best for the parent to leave the child with the teacher on the first day of school. When the parent remains in the classroom, it makes the period of adjustment more difficult for both the child and the teacher. It is also to the student's advantage for mothers not to wait on the playground with the children before the opening of school each morning. Class begins every day promptly at 8:00 a.m., so parents should time their arrival to complete any requirements in the classroom and excuse themselves by 8:00 a.m.

### **5.7.4 Authorized Student Pick Up**

All names eligible for picking up your child must be on file. If parents are divorced or separated and one parent is not allowed to see or pick up the child, we must have on file a certified copy of the court order of Final Judgment.

## **5.8 Truancy**

Continued unexcused absences with or without the parent or legal guardian's consent will result in "0" grades and possible dismissal from the school.

## **5.9 Withdrawal from School**

Withdrawals from school must be made by the parent or legal guardian through the school office. A withdrawal form must be completed and signed by the parent or legal guardian. All payments must be up to date. All books and equipment must be checked in by the student. Advance notice is necessary so the withdrawal can be submitted to the teachers for completion before the student's last day of school.

## **6.0 HOME-SCHOOL COMMUNICATION**

### **6.1 School Agenda**

The school will provide students in grades 4-12 with a planning agenda to record daily and scheduled assignments. The School Agenda will better facilitate communication between the school and home. We believe that it will benefit students by motivating them to be better organized and to increase their study skills. Teachers will post daily assignments and long term projects for the students to transfer to the School Agenda. Please review the agenda daily. Contact the teachers if you sense a need. **NOTE: If the agenda is lost, the student must purchase a new one.**

### **6.2 Orientation / Open House**

An orientation is scheduled prior to the beginning of school, and an Open House is scheduled in the spring.

#### **6.2.1 Orientation**

Both parents and students are **required** to attend, meet the teachers and get information concerning the events and plans for the coming year.

#### **6.2.2 Open House**

All parents, students and prospective families are encouraged to attend. This meeting will discuss the current year and future plans.

### **6.3 Parent-Teacher Conferences**

Parents or guardians wishing to have a conference with a teacher or administrator need to do so by appointment. Teachers are not permitted to hold impromptu conferences at the door of their classroom. Please call the office or send a note to the teacher in order to schedule an appointment.

### **6.4 Communication Guidelines**

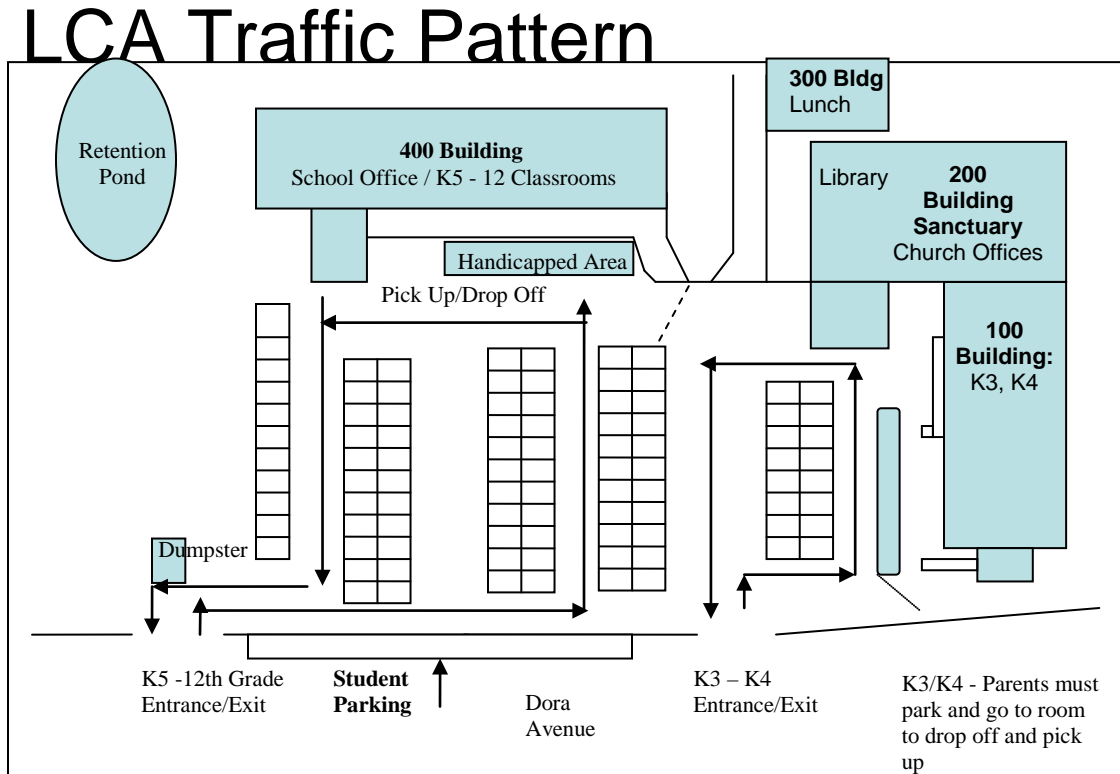
The following guidelines are provided to assist in directing your comments or questions to the proper individual:

1. Problems in the classroom (academic, discipline, communication) – Teacher first, then Principal if necessary.
2. Prearranged absences – School Office
3. Homework Assignments – Teacher first, then Principal.
4. School bill, fees, etc. – School Office

## 7.0 TRANSPORTATION

### 7.1 Parent Provided Transportation

Please follow the procedure indicated on the diagram for arrival and departure of students. If it is necessary to go to the office or take a child to class, please park in the asphalt parking areas.



### 7.2 Student Provided Transportation

Student drivers must register their vehicles in the school office. Student drivers may only drive registered vehicles on school property. The following rules must be observed.

1. **Vehicles must be registered in the school office.**
2. Parking must be in the assigned parking area.
3. Speeding, irresponsible operation of the vehicle or making excessive noise will not be tolerated. Speed limit on premises is 5 mph.
4. Students are not to enter the parking area or vehicles during the day.
5. Sitting in vehicles before, during and after school is not permitted.
6. Student drivers are not to take anyone with them when leaving school unless the parents have indicated in writing that you will be bringing home brothers and sisters.
7. Loud music, noise or horn blowing that causes disorder or confusion will not be tolerated on campus or the parking lot.

**NOTE:** Students who do not conform to the above regulations will lose their **on-campus** driving privileges.

### 7.3 School Provided Transportation

Transportation is provided for school activities and sporting events. Students are required to leave, remain and return with the properly chaperoned school group. Permission may be given by the teacher or coach in charge for a student to return home only with his /her parents. Students are expected to observe appropriate safety rules while riding in school vehicles.

## 8.0 ACADEMICS

### 8.1 Graduation Requirements

To graduate from Liberty Christian Academy, a student must accumulate a total of 24 credits in the required subject in grades nine through twelve. Florida State law mandates that students graduate with a 2.0 GPA or higher.

#### 8.1.1 Graduation Credits Needed for Grades 9-12

4 Credits	English
4 Credits	Math (Algebra I and higher for Bright Futures Scholarship)
3 Credits	Science
3 Credits	Social Studies (1-Amer. Hist. / 1-Wld Hist. / ½ Economics / ½ Am. Gov't.)
1 Credit	Fine Arts
1 Credit	Personal Fitness (PE)
9 Credits	Electives

#### 8.1.2 Diplomas: LCA offers two types which will be noted on student transcripts Technical

Must complete High School Careers Course  
Must take business and liberal arts math.

#### Traditional (College bound)

Must complete two consecutive years of foreign language  
Must complete two advanced math courses

### 8.2 Course of Study –Grades 9 -12

See administration for the course of study for your child.

### 8.3 Grading Scale

Preschool	G—Good Progress W—Working on Skill N—Needs Improvement
Kindergarten—1 <sup>st</sup> Semester	S—Satisfactory N—Needs Improvement I—Improvement Shown U—Unsatisfactory

**Kindergarten 2<sup>nd</sup> Semester  
Elementary and Secondary Grades**

<b>Letter Grade</b>	<b>Percentage</b>	<b>4 Point Scale</b>
A+	97-100	4
A	94-96	4
A-	90-93	4
B+	87-89	3
B	83-86	3
B-	80-82	3
C+	77-79	2
C	73-76	2
C-	70-72	2
D+	67-69	1
D	63-66	1
D-	60-62	1
F	0-59	0
I	Incomplete	

**8.4 Deficiency Reports**

Deficiency Reports may be sent home to point out areas of particular concern from the teacher. These are sent home with the hope that there will be adequate time for the child to make needed improvements before the end of the grading period.

**8.5 Progress Reports**

Progress reports are sent home every three weeks for grades K5-12. This report will give the parent an idea of the progress of his/her child at that point in time.

**8.6 Report Cards**

The school year is divided into four grading periods or quarters. During these grading periods students are given weekly homework, quizzes and / or tests over material covered, depending on the subject. Report cards are issued at the end of each quarter's grading period. Report cards will be mailed to the family during Christmas break and after the school year has ended. Standardized test scores will be included with the report card at the end of the year. Report cards will be held until all fees are settled. Progress reports and report cards are to be signed and returned by the second school day after receipt. Copies may be obtained if needed for an extended period. Progress reports and report cards not returned by the assigned day will result in a detention in grades 6-12.

**8.7 Honor Rolls**

Students who make honor roll for the year receive special awards. An honor roll list will be compiled each nine week period.

Dean's List – All "A's"

"A" Honor Roll – All "A's" and 1 "B"

"B" Honor Roll –All "A's" and 2 or more "B's", and 1 "C"

## **8.8 Promotion**

At the end of an academic year the faculty will assess the performance and progress of the student. If the student has made satisfactory progress in all required classes and electives, he/she will be recommended for promotion to the next higher grade. High School students must have earned 7 credits to enter tenth grade, 14 credits to enter eleventh grade and at least 21 credits to enter twelfth grade and 24 for graduation. Students in 7<sup>th</sup> – 12<sup>th</sup> grade must also have a minimum of a 2.0 average for promotion to next grade and/or graduate. No credit is awarded for an F grade per any semester.

### **8.8.1 Junior High Requirements**

Florida State Education requirements mandate that any student in grades 6 – 8 who fail a core course (Math, Science, English or Social Studies) must repeat the course with a passing grade. If the course is not successfully repeated, the student will not be permitted to enter ninth grade until successful completion. A D grade or better must be achieved with at least a 2.0 overall GPA for promotion.

### **8.8.2 High School Requirements**

Failure to pass a core course will result in the student repeating the course and receiving a passing grade. Successful completion of the course is required before being promoted to the next grade or graduating. Graduation requires a 2.0 minimum GPA for 12<sup>th</sup> grade year as well as overall H.S. accumulative GPA.

## **8.9 Curriculum**

LCA strives to use only the finest academic, Christian-based curriculum. We currently use curriculum items from ABEKA and Saxon (Jr. High / High School Math). We use the King James Version of the Bible for all assignments and memory work.

## **8.10 Standardized Testing**

Liberty Christian Academy has a detailed program of testing designated to measure the student's abilities and progress. The results of testing are used to aid the teachers and administration in improving the curriculum. All students are given achievement tests in the spring of each year to measure their achievement in areas of reading, English, math, spelling, science, and social studies. The Stanford Achievement Test is used, and results are machine scored for accuracy. Reports of students testing are given out with the 4<sup>th</sup> quarter report card.

## **8.11 College Entrance Testing**

Students are required to take either the ACT or SAT by December of their senior year. Students are encouraged to take the college entrance exams (ACT or SAT) in the eleventh grade in order to have test scores available or retest if necessary. The PSAT is recommended to be taken in their sophomore and junior years to help prepare for the ACT and SAT. Test preparation and college planning questions should be directed to the guidance counselor.

## **8.12 Homework**

We believe that homework is vital to the student's development academically.

1. For reinforcement: We believe that most students require solid drilling to master material essential to their educational progress.
2. For practice: Following classroom explanation, illustration, and drill on new work, homework is given so that the material will be mastered.
3. For remedial activity: As instruction progresses, various weak points in a student's grasp of the subject become evident. Homework, following instructions, is given to overcome such difficulties.
4. For special projects: Book reports, compositions, special research assignments and projects are some of the activities that are frequently the subject of homework attention.
5. No homework is assigned on Wednesday with the exception of math in grades 7-12. Homework assignments must be completed and handed in on the day designated by the teacher. Students are required to write their assignments in the school agenda. Parents should check to see that all homework is completed and all books returned to the classroom. Often the effectiveness of class work is impaired by forgotten books.

### **8.13 Make-Up Work**

It is the responsibility of the student who has been absent to obtain the missed assignment from the teachers. Students have one day for each school day missed plus one day to turn in make-up work and to take make-up tests.

Students who have a planned absence must obtain approval from the administration at least seven days before the absence. All work must be turned in the day the student returns. All tests and quizzes must be made up within two days of returning.

Students not following the procedure will receive a "0" for the missing work. Long term assignments will be due on the scheduled date. You may call the office if the student is ill and request the make-up work from the teacher(s).

### **8.14 Incomplete Work**

Incompletes "I" will be given on a report card for those students facing long term illness or family emergency at the end of the quarter. All other missing work, not completed within the allowed time, will be entered as a "0" in the student's grades. Incomplete tests and quizzes must be made up within the allowed days (**See 8.13**).

### **8.15 Physical Education/Personal Fitness**

All students in grades 7 and 8 are required to take the physical education course. A Personal Fitness course is required in grade 9 or 10. P.E. outfits are to be purchased (see dress code). No other attire can be worn for these courses. Student's grades will be determined by participation, progress, quizzes and tests over various PE related materials and proper uniform wear.

### **8:16 Dual Enrollment**

Eleventh and twelfth grades students who are enrolled as full-time students at Liberty Christian Academy may be eligible for dual enroll at Lake-Sumter Community College. The following eligibility requirements must be met:

- Approval from LCA guidance counselor
- Placement test completion with passing scores

- Have a 3.0 unweighted grade point average
  - Maintain a minimum of at least a B in all core classes.
  - Full-time student at LCA with tuition, registration, and material fees paid to date
- All LCA dual enrolled students must take Bible at Liberty Christian Academy. Courses selected at Lake-Sumter Community College must be pre-approved by LCA's Guidance Counselor.

### **8.17 Community Service Hours**

All high school students must complete at least 20 hours of community service hours within each school calendar year (July 1 – June 30). To qualify for Bright Future's Florida Academic Scholarships, students must complete a minimum of 75 hours within any ONE school calendar year (July 1 – June 30).

## **9.0 TECHNOLOGY**

### **9.1 Computer Usage**

Liberty Christian Academy maintains a fully functional computer lab. These computers are the property of the Liberty Christian Academy and we reserve the right to inspect all activity conducted on its property.

#### **9.1.1 Appropriate Usage**

The use of school computers must be in support of education and research consistent with the educational objectives of the Liberty Christian Academy.

#### **9.1.1 Inappropriate Computer Usage**

Any student who is found to use the school computers for personal activity (i.e. e-mail, Myspace, etc.), inappropriate activities (i.e. visiting pornographic websites, threatening, obscene or abusive language, illegal activity) will be subject to suspension or possible expulsion. Parents and students must sign an Acceptable Usage Policy prior to use. (See page 30).

### **9.2 Websites and Blogs**

Any student who decides to operate a personal online website or contributes to a blog must register the website/blog with the academy administration. (Ex: myspace.com, blogger.com, etc.) The website must be registered immediately upon its creation including all passwords or key codes. Any student who creates a website or blog prior to attending the Academy must register the website/blogs as soon as he/she is accepted as a student. All websites/blogs will be monitored for content on a regular basis. Any student, including home school students found with an unregistered website/blog or website/blog material that is deemed inappropriate to the purpose and mission of the Academy will be in direct disobedience to this ruling and will be subject to immediate disciplinary action up to and including suspension or expulsion the Academy or participation in any Academy activities.

## **10.0 BULLYING AND HARASSMENT**

### **10.1 Bullying**

Bullying has become a major challenge for schools across the country. There are laws being based in each state and even on a federal level. Bullying will not be tolerated at Liberty Christian Academy.

### **10.2 Bullying Defined**

Bullying means any repeated act that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on school grounds, at any school-sponsored activity, on school-sponsored transportation, and that has the effect of:

1. Physically harming a student or damaging a student's property
2. Knowingly placing a student in reasonable fear of physical harm to the student or the student's property or;
3. Creating a hostile educational environment.

### **10.3 Harassment**

Harassment can take many forms and, unlike bullying, may be a single event. Liberty Christian Academy will not tolerate harassment of any kind. Sexual harassment may be grounds for immediate dismissal and possible legal action.

## **11.0 DISCIPLINE SYSTEM**

**All major decisions (i.e. Discipline and Doctrinal issues) are based on the Word of God to provide due process.**

### **11.1. Philosophy of Discipline**

The goal of our discipline system is to assist the students in developing a lifestyle that is consistent with God's expectations for daily living. Christ is our ultimate authority, and the teacher is the adult authority in the classroom. Discipline is the primary responsibility of the parents and students. The behavior of the students attending our school reflects our image. It is the parents' obligation, by teaching and example, to develop good behavior traits and proper attitudes toward the school.

### **11.2 Parental Involvement and Support**

#### **11.2.1 Parental Support**

Each year, parents sign a Statement of Cooperation. This agreement states that parents will support the discipline and regulations of the academy. In the case of a disagreement, parents are expected to contact the teacher, Dean of Students or Administrator with any concerns so as not to undermine the authority of the school. This may result in disciplinary action for the conduct of the student and parent.

### **11.2.2 Parental Authority In The Home**

If a student is not residing at home under the authority of the parent or legal guardian, the student will be dismissed from Liberty Christian Academy and will not be permitted to return. In order for effective discipline to be achieved, the students must be living under the authority of their parents or legal guardians.

### **11.3 Response to Discipline**

When students are disciplined, they should never confront the teacher in front of other students. If the student feels a misunderstanding exists, he / she should obey the teacher without protest and take the following steps to satisfy the matter:

1. Go to the teacher after class and ask for a time to discuss the matter privately.
2. Discuss the problem with parents and ask the parent to contact the teacher for discussion and clarification.
3. Any direct confrontation or disrespect will be sent to the Principal's office.

### **11.4 Methods of Discipline**

#### **11.4.1 Detention**

Detentions are given for excessive tardies and minor school-day infractions. Detentions are to be served on the assigned days. Detentions may be assigned for before school, lunch, after school, or Saturday mornings. Parents will be notified by email or phone call from the child's teacher. Detentions will not be assigned based on convenience. Students receiving three (3) detentions in a quarter will be referred to the Disciplinary Committee. Excessive detentions will result in either a suspension or possible expulsion.

#### **11.4.2 Office Referrals**

Students with continual classroom behavioral infractions or intentional disobedience will be given an Office Referral slip by the teacher, necessitating a conference with the Principal. Appropriate disciplinary action will be exacted.

#### **11.4.3 Probation**

Probations will be given for major offenses and accumulation of excessive detentions. No public performances representing Liberty Christian Academy, athletic events, etc., will be permitted for a specified length of time depending on the offense. For athletics, the student is retained on the team, but not allowed to participate. Students failing a course will be placed on academic probation.

#### **11.4.4 Suspensions**

The Disciplinary Committee may suspend students for a period of one to ten school days for the following unacceptable behavior:

1. Cheating or Lying
2. Fighting
3. Bullying / Harassment
4. Skipping classes or leaving campus without permission.
5. Willful disobedience in open defiance of authority.
6. Use of spoken and / or written profane or obscene language and/or gestures.

7. Repeated occurrences of misconduct.
8. An attitude not in harmony with the goals or spirit of the school.
9. A continued negative attitude and bad influence upon the other students.
10. Insufficient academic progress.
11. Committing a serious breach of conduct inside or outside of the school which has an adverse effect upon the testimony of the school.
12. Failure of the parents to comply with the disciplinary procedures of the school.
13. Other serious breaking of accepted patterns of behavior.

The following information relative to suspensions should be noted:

1. Any student being suspended will be notified in person prior to the suspension of the reasons for the suspension. When it is possible, parents will be given a verbal notification. The student and the parent will receive in writing the reasons for the suspension.
2. The student will be required to make up any homework missed during the suspension. The student may make up quizzes and tests that are missed with a **20% penalty**.
3. There are two types of suspensions, on-campus and off-campus. When serving an on-campus suspension, the student is required to accomplish a principal-directed assignment. The off-campus suspension requires that the student be kept home with the parent accepting the full responsibility of the student during the time of the suspension. The student serving the off-campus suspension is not allowed to be on campus or attend any day or evening school function during the suspension period.

#### **11.4.5 Expulsion**

The Disciplinary Committee may expel students as the result of:

1. Repeated misconduct or excessive unexcused absences.
2. Failure to respond positively to repeated efforts at correction by the school staff.
3. A serious breach of the school's accepted patterns of behavior, including the use, trafficking or possession of drugs, alcohol or tobacco, on or off campus.
4. An action that seriously harms the name of Christ and/or the school's reputation in the community, especially of an immoral nature.
5. A habitual attitude or conduct not in harmony with the goals and spirit of the school.

The purpose of the methods used by this school is thought of as disciplinary rather than punitive action. We want the students to grow and learn to live a life that is Biblically moral and acceptable. Our past experience had shown that when incidents of the aforementioned occur, no one, including the administration, teachers, students, or parents comes out the winner. It is the desire of the administration that parents partner with us and cooperate fully with us in these matters so that these difficult situations can be avoided.

1. The information relative to expulsions should be noted. The decision to expel a student is made by the Disciplinary Committee after thorough consideration of the infractions and problems leading to the expulsion. The decision is final.

2. The student and his parent shall be notified verbally and in writing as to the reasons for the expulsion.
3. Students expelled from Liberty Christian Academy lose all rights and privileges of LCA students and may not attend or participate in any activity sponsored by Liberty Christian Academy, on or off campus.

**11.5 Discipline Offenses**

Bullying / Harassment	Trash	Defacing School Property
Skipping class	Disorderly Conduct	Skipping school
Disrespect	Stealing	Dress & hair code
Talking without permission	Drugs or alcohol	Hall/Class Violation
Tardiness	Immorality/Vulgarity	Leaving grounds w/out permission
Use of Tobacco	Wearing necklace bracelet or earrings (boys)	Lying or Cheating
Pornography or lewd material	Writing/passing notes during class/chapel	Candy, food, gum
Tattoos (after registration)		

**11.6 Prohibited Articles:**

Cigarettes, lighters, alcoholic beverages, narcotics, dice, playing cards, knives, guns, explosives of any kind, radios, beepers, head phones, tape players, CD and MP3 players, tapes, CD's, other technologies, pictures and magazines or books not related to class work are not permitted on school property, or any other object that may interrupt the educational process. These articles may be confiscated and must be reclaimed by parents.

**Cell Phone Use**

**General Policy:** Students are not permitted to use a cell phone in the school building before or during school time or in after-care. After school, students may receive permission from office personnel to contact their parent for pick up information. Phones must then be put away.

Any use of a cell phone in school during school ours by a student will result in disciplinary action. If a student brings a cell phone to school, the cell phone must be secured in the student's locker and must be turned off. If a student brings a cell phone to class or the phone rings while in a student's locker, teacher will initiate disciplinary action, confiscate the phone, and deliver it to the office for parent pick up. Students whose phones have been confiscated may be asked not to bring a cell phone to school in the future.

Note: "Forgetting" to turn off the cell phone is not an excuse.

Use of a cell phone during a test for any reason (i.e. text messaging, photos, videos) will automatically be considered cheating, and appropriate academic and disciplinary action

will be taken is the sole discretion of the administration. (A zero will be given for the test or quiz.)

No taking of or other use of a cell phone photographs/videos is permitted during the school day. Particularly, no cell phone photographs/videos are permitted in the restrooms or locker room areas at any time. Violation of this prohibition is a serious discipline offense.

Because modern cell phones may also function as data storage devices, student cell phones brought to school are subject to inspection and review by school staff pursuant to the ministry's normal search & seizure policy and administrative discretion. Any contraband content or content deemed to be inappropriate is the sole discretion of the administration may be grounds for further discipline.

Parents who need to contact their child during the school day for emergency purposes should use the school's normal emergency contact process and call the main school phone number. School staff will assist parents in communicating with their child in appropriate emergency situations. Parents should not consider their child's cell phone as a means of contacting their child for any reason during the school day.

**NOTE: These guidelines were formulated after careful review of school cell phone policies across the state and the country.**

**First Offense: Phone will be confiscated for parent pick up.**

**Second Offense: One day out of school suspension**

**Third Offense: Meeting with Disciplinary Committee**

### **11.7 Physical Contact/Immorality**

Demonstrations of romantic involvement between students on school property, or during school functions, are forbidden. Hand holding, embracing or any other contact that would contribute to undue familiarity will not be tolerated. This type of behavior will result in detentions, suspension or expulsion. Behavior should be above reproach.

In accordance with the ministry's statement of faith and in recognition of Biblical commands, no immoral conduct will be tolerated. The Bible strictly forbids such conduct which includes immoral actions as well as advocating for sinful behavior. The following will not be tolerated in any form and will constitute grounds for expulsion: any actions or identifying statements concerning fornication, adultery, homosexuality, lesbianism, bisexuality, or pornography. (Gen. 2:24; Gen. 19:5, 13; Gen. 26:8-9; Lev. 18:1-30; Rom.1:26-29; I Cor. 5:1;6:9; I Thes. 4:1-8; Heb.13:4)

## **12.0 APPEARANCE AND DRESS STANDARDS**

### **12.1 Dress Code and Uniforms**

Liberty Christian Academy maintains that appropriate dress and appearance influence positive learning and citizenship. The purpose of the dress code is to help create a good learning environment while the students are at school. All appearance requirements are

based upon common sense, modest, and appropriate Christian attire. Tattoos, excessive piercing, and any piercing other than the ears are prohibited. (Note: any tattoos received after registering with LCA will result in disciplinary action up to expulsion.) Any tattoos prior to attendance at LCA must be covered while attending school or any school sponsored activity. In all cases the administration will make the final determination on what is appropriate and acceptable. During special events, programs, field trips, non-uniform attire might be authorized. In these cases, the administration will issue specific requirements and guidance.

**NOTE:** Students will be sent to the office and parents called to correct any infractions. Repeated infractions may result in disciplinary action up to and including suspension.

Clothing regulations, personal appearance, and social conduct regulations will be applicable to all school related activities. **All students' shirts (1<sup>st</sup>-12<sup>th</sup> grade) must be tucked in when they arrive at school and while they are on school property.** Students are not permitted to change out of uniform unless permission is granted from the administration. A dress code violation will be sent home with each incident. A detention will be given after the third violation in grades 6 -12 during a nine week period. Any extreme hairstyle, jewelry or makeup that causes a distraction to the learning environment will not be allowed. A regular boy's haircut is required for all boys (off the collar, off the ears and out of the eyes). Young men must be clean shaven. LCA reserves the right to create any dress code deemed necessary to produce a wholesome learning environment. The following guidelines will assist in maintaining the proper dress code.

**7<sup>th</sup> – 12<sup>th</sup> Grade Boys:** Navy, black, or khaki uniform dress slacks purchased from local stores. No cargo pockets or “baggies”. Polo style, collard navy, green, white, yellow, or light blue shirts. Shirts must be tucked. Belts, socks, and dress shoes or sneakers must be worn. (No slippers or sandals.)

**Chapel:** White oxford uniform shirt, may be long or short sleeves, dark colored tie, black slacks, belt, dark socks, dress shoes or sneakers. Undershirts must be solid white.

**All slacks must be loose fitting, nothing form fitting.**

**7<sup>th</sup> – 12<sup>th</sup> Grade Girls:** Navy, black. or khaki uniform dress slacks, skirt (**must be knee length or longer**), capris, or skort, purchased from local stores. Polo style, collard navy, green, white, yellow, or light blue shirts. Shirts must be tucked. Belts, socks or stockings, and dress shoes or sneakers must be worn. (No slippers or sandals.)

**Chapel:** White oxford uniform shirt, may be long or short sleeves, tie, black skirt, belt, socks or stockings dress shoes or sneakers. Undershirts must be solid white.

**All slacks and skirts must be loose fitting, nothing form fitting.**

**1<sup>st</sup> – 6<sup>th</sup> Grade Boys:** Navy, black, or khaki uniform dress slacks or shorts purchased from local stores. No cargo pockets or “baggies”. Polo style, collard navy, green, white, yellow, or light blue shirts. Shirts must be tucked. Belts, socks, and dress shoes or sneakers must be worn.

**1<sup>st</sup> – 6<sup>th</sup> Grade Girls:** Navy, black, or khaki uniform dress slacks, skirt (**must be knee length or longer**), shorts, capris, or skort, purchased from local stores. Polo style, collard navy, green, white, yellow, or light blue shirts. Shirts must be tucked. Belts, socks or tights, and dress shoes or sneakers must be worn.

**5<sup>th</sup> – 12<sup>th</sup> Grade PE Uniform: Lose fitting black shorts (must be knee length or longer), gray t-shirt, socks, and sneakers. MS/HS students will also need a combination lock for gym locker use while participating in PE class.**

**Approved outerwear:** Plain white, gray, or black sweaters, plain black, white, or gray non-hooded sweatshirts. (no monograms, logos, etc.) Coats and jackets may not be worn during school hours (anything that zips, with pockets will be considered a jacket.)

On cold days, students may wear a **solid** colored undershirt (short or long sleeved). Girls may also wear solid colored leggings when wearing skirts.

Please make sure that all clothing items are labeled with your child's last name and grade

### **12.1.1 Preschool and Kindergarten**

Uniform dress is optional for the preschool and kindergarten. Liberty Christian Academy does request that clothing be appropriate and neat. A regular boy's haircut is required for all boys in preschool and kindergarten (off the collar, off the ears and out of the eyes). Casual or dress shoes may be worn. No sandals, boots, flip flops or open toed shoes may be worn.

### **12.1.2 P.E. Uniforms**

P.E. Uniforms are required for Grades 7-12 or if enrolled in a regular, organized P.E. class. Sneakers are a required part of the P.E. uniform. In the event of cold weather dark green or grey warm up pants and approved sweatshirts or jackets may be worn **over** the P. E. uniform.

### **12.1.3 Hats**

While appropriate for sporting events, outside activities, and coming to school, hats are totally inappropriate during school. No student may wear a hat during school hours, 7:45 a.m. -3:15 p.m., and never while inside a building.

## **12.2 Social Conduct**

All students should conduct themselves in a Christ-like manner as a living testimony: Living a life in fulfillment of the school's Bible verse: *"Let no man despise thy youth; but be thou an example of the believers, in word, in conversation, in charity, in spirit, in faith, in purity."* I Timothy 4:12

## **13.0 STUDENT ACTIVITIES**

### **13.1 Academic Awards Program**

Students are challenged to do their very best. Awards are given in the following areas: Dean's List, "A" Honor Roll, "B" Honor Roll, Perfect Attendance, Most Outstanding and Most Improved in each subject, and Citizenship. Special programs are planned for presentation of the awards.

## **13.2 Athletics**

A variety of interscholastic sports are provided for students in 7<sup>th</sup> through 12<sup>th</sup> grade. Boy's sports include soccer, basketball, and baseball. Girls' sports include volleyball, basketball, and softball. Team members are expected to attend all scheduled practices and games and to display exemplary sportsmanship. Poor school conduct, academic performance, sportsmanship, or attitude may result in suspension or dismissal from the team. Athletes must ride in team vehicles to and from games unless given permission by the coach to ride home from the game with parents. Students must be signed out by their parents from the coach. Athletic competition is a struggle in contest form. Athletics promises an opportunity to grow and succeed, but does not always promise guaranteed playing time. The rewards are not always public, but most times result in individual growth.

## **13.3 Graduation**

Juniors and seniors are required to attend all graduation practices and services and all activities on the last day of school.

### **13.3.1 Valedictorian/Salutatorian**

Each year LCA will select a valedictorian and salutatorian from the senior class based on the two highest grade averages.

### **13.3.2 Senior Class Ranking**

The method of determining senior class ranking will utilize the 4 point scale found in section 8.3.

## **13.4 High School Trip**

A week-long trip is planned prior to graduation in the spring. All seniors are expected to participate. Any student who has served two or more suspensions will not be eligible to go on the trip. In addition, if any student is failing a class he or she may not be eligible to go on the trip.

## **13.5 Sports Banquet**

Students receive recognition and various awards at the yearly sports dinner in the spring.

## **13.6 Extracurricular Dress**

Dress for all extracurricular activities should reflect modesty. Bare shoulders, open shirts or extremely tight fitting clothes or revealing shorts, skirts, or dresses may disqualify a student from that activity. The activity will dictate the appropriate attire. Parents and students must keep in mind that their attire must reflect the standards of Liberty Christian Academy.

**Homecoming Banquet:** Boys are required to wear a suit or sport coat, shirt, tie and dress pants with dress shoes. Girls are required to wear a dress or skirt and blouse. Clothing must cover shoulders, backs and cover to the knees. A wrap or shawl must be worn over the dress if it does not meet dress code. The wrap must remain on throughout the activity.

## **ACCEPTABLE USE POLICY**

### **Computers, Network, and the Internet**

1. Liberty Christian Academy is pleased to be able to offer students access to our computer network and the Internet. All students must obtain parental permission as verified by the signatures below.
2. The intended purpose of the Liberty Christian Academy network and access to the Internet is to promote educational research and enhance learning. While the school's intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. It is the school's position that the benefits to students in the form of information resources and opportunities for collaboration exceed the potential disadvantages. Access to the Internet enables students to explore thousands of libraries, databases and bulletin boards, while exchanging messages with Internet users throughout the world.
3. It is in the interest of providing clear guidelines for the use of the Liberty Christian Academy network and the Internet by parents, students, and staff that we have developed the following Acceptable Use Policy.

### **Liberty Christian Academy Rights and Responsibilities**

1. Liberty Christian Academy reserves the right to monitor all activity on the Network.
2. Liberty Christian Academy reserves the right to block any material on the Internet.
3. Security on the Network is a high priority. The Administrator or designee shall establish procedures which will maximize the computer system security.
4. No warranties are made or given with respect to any service, any information, or any software contained within the Network.
5. Opinions, advice, services, and all other information expressed by students, staff, information providers, service providers, or other third party personnel on the Network provided by Liberty Christian Academy are those of the individual and do not represent the position of the Liberty Christian Academy.
6. Accounts which are inactive for more than 30 days may be removed by Liberty Christian Academy along with the user's files without prior notice.
7. School staff is responsible for supervising student use of the Network and the Internet.

### **Rules for Network Access**

1. The use of a network account must be in support of education and research consistent with the educational objectives of the Liberty Christian Academy Board of Directors and staff.
2. Transmission of any material in violation of U.S., State, or Local regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.
3. Use for product advertisement, political lobbying, or personal financial or material gain is prohibited.
4. Use for commercial activities by for-profit institutions is prohibited.
5. Be polite when communicating with others via network resources. Do not write or send threatening or abusive messages to others.

6. Use appropriate language. Use of obscene or degrading language is prohibited.
7. It is recommended that the user not reveal their personal address or phone number. Distributing the address or phone number of another person is prohibited.
8. Network resources, information, and electronic mail are not guaranteed to be private. Persons operating the system have access to all network resources. Any items containing inappropriate material or relating to illegal activities will be reported to the appropriate authorities.
9. Do not use the network in a manner that would disrupt the use of the network by others. This includes, but is not limited to, sending mass e-mail messages, attempting to infect the system with a computer virus, attempting to “crash the system”, intentionally wasting network resources, modifying computer settings or screens without administrative authorization, or annoying other users in any fashion.
10. Accessing any account other than the one assigned to you is prohibited. This includes, but is not limited to; guessing or stealing another user’s account access. Certain “public” accounts allow access to resources such as the school’s library. These “public” accounts are considered open to all users.
11. Allowing another user to gain access to your account is prohibited. Do not give anyone your password.
12. Use of the network to facilitate plagiarism is prohibited. No use shall misrepresent another person’s work as their own, or allow their work to be misrepresented as belonging to someone else.

### **Rules for Student Use of Internet and E-mail**

1. Student behavior on school computer networks is governed by the behavioral expectations which appear in the Student Code of Conduct. In conjunction with these behavioral expectations, students may use the Internet only for approved school-related activities.
2. Inappropriate use includes, but may not be limited to:
  - a) Revealing their own personal information, such as addresses, telephone numbers, users names, passwords, etc., or that of other students;
  - b) Using another’s password and/or trespass in another’s folder(s), work, and/or file(s);
  - c) Accessing e-mail accounts or chat lines without permission and supervision;
  - d) Attempting to gain access to unauthorized resources or entities;
  - e) Posting anonymous messages;
  - f) Downloading or installing software, such as games, applications, etc., for personal use;
  - g) Using unauthorized CD’s or discs brought from home;
  - h) Unauthorized use of resources, such as copy paper, printer toner, etc.;
  - i) Accessing, sending, or displaying sites that provide material which does not conform with acceptable school use, such as pornography, obscenity, etc;
  - j) Violate copyright laws;
  - k) Vandalizing computers, computer software, computer systems, data, and/or the computer network;
  - l) Use the network for non-school related purposes, such as commercial ventures, to set up personal web pages, advertising, etc.

3. The administration and staff reserves the right to review students' files and communications to maintain system integrity and ensure that users are using the system within the authority provided by the Liberty Christian Academy.
4. Teachers and other staff members will make every attempt to monitor and guide students toward appropriate materials and the use of the system. It is understood that access to the computer networks at the Liberty Christian Academy is a privilege, not a right. Failure to abide by the rules in this document could result in the revocation of access privileges, disciplinary action, or legal action, as deemed appropriate. Parents/guardians or perpetrators may be billed for damages to equipment. Illegal activities will be referred to the appropriate law enforcement agency.

**RETURN THIS PAGE TO THE SCHOOL**

**Confirmation – Acceptable Use Policy  
Computers/Network/Internet**

**Parent/Guardian Section**

As a parent or guardian of a student at Liberty Christian Academy. I have read the above information about the appropriate use of computers at the school and understand this agreement will be kept on file at the school.

I release the Liberty Christian Academy and its personnel from any and all claims and damages of any nature arising from my child's use of, or inability to use, the school network or the Internet, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

I understand that from time-to-time the school may wish to publish examples of student projects, photographs of students, and other work on an Internet accessible World Wide Web server.

I give permission for \_\_\_\_\_ to access, produce, and communicate information on the Internet. I understand and agree that the misuse of this privilege by my child will terminate their access to the Network and the Internet.

My child's work can be published on the Internet  Yes  No

My child's photograph can be published on the Internet  Yes  No

Parent Name \_\_\_\_\_ Parent Signature \_\_\_\_\_

**Student Section**

I have read the Liberty Christian Academy Acceptable Use Policy. I agree to follow the rules contained in this policy. I understand and agree that misuse of this privilege will terminate my access to the Network and the Internet and may result in disciplinary action in accordance with the Student Code of Conduct.

Student Name \_\_\_\_\_ Student Signature \_\_\_\_\_  
Grade \_\_\_\_\_

**Staff Section**

I have read the Liberty Christian Academy Acceptable Use Policy. I agree to follow the rules contained in this policy. I understand my responsibilities and agree that misuse will terminate my access to the Network and the Internet and may result in disciplinary action.

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

*Liberty Christian Academy*  
2451 Dora Avenue, Tavares, FL 32778 (352) 343-0061

**LIBERTY CHRISTIAN ACADEMY STATEMENT OF COOPERATION  
2011-2012**

I have read, understand and agree to abide by the Liberty Christian Academy's policies and principles that are set forth in the Parent/Student Handbook, Tuition Contract, and this document. I believe that discipline is necessary for the welfare of each student and proper conduct of the school. I give my permission for LCA to enforce for my child(ren) those classroom and school regulations in a manner consistent with Christian principles and discipline as set forth in the Scriptures, understanding that LCA is a non-corporal punishment school. I agree to hold LCA and its agents harmless for liability in cases of any actual or alleged injury to my child in cases of normal, routine school sponsored and supervised activities for all things which the school has no control. I further agree to pay all legal fees (attorney, court, damages or other costs) incurred by LCA arising from any legal action brought against the school or its agents or employees for which the school is found not to be at fault.

I will fully cooperate with LCA in the education of my child, and adherence to all school plans, policies, and regulations. I agree to work personally with the teachers, administration and any others identified to quickly resolve any issues or problems. Problems with academics or the classroom will be taken to the teacher first for immediate resolution, then to the principal and finally to the administrator. I will not undermine the school, its employees or programs and will be careful not to make negative comments. I also give permission for my child's photograph and name to be placed in the school yearbook, used in the school's website, and used in advertisement.

I understand that all registration and material fees are non-refundable and that I am responsible for tuition payments as outlined in my tuition contract.

I agree to provide to LCA, as needed, copies of my child's birth certificate, current immunization and health records, and other educational documents requested.

Should my material status or key personal information change I will notify the school with all new information to assure that our records are maintained in a current status. I understand this State of Cooperation will remain in effect for as long as my child(ren) attend LCA.

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

\_\_\_\_\_ Student Signature & Date

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

**Liberty Christian Academy does not discriminate on the basis of race, color or ethnicity.  
Sign and Return to LCA Office**

*Liberty Christian Academy*  
2451 Dora Avenue, Tavares, FL 32778 (352) 343-0061

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*Parent Copy*

**Liberty Christian Academy does not discriminate on the basis of race, color or ethnicity.**

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