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1.0 Welcome to Liberty Christian Academy (LCA)

Liberty Christian Academy is a non-denominational, Christ-centered, Bible-based, Christian academy. Our God-given purpose is to help families raise up children to be followers of Jesus Christ, teaching students to live a life of dependence on God in obedience to His Word.

The Lord has so faithfully brought together qualified professional teachers and volunteers that share the vision of leaving a legacy of walking with Christ. Committed to a Biblical worldview, the gospel, loving children, and helping them find their full purpose and destiny in Christ, the LCA staff strives to instill a growing love of God. This is accomplished through modeling Christian love, using a biblically-integrated curriculum, fostering a teachable heart that loves learning, and discovering God's creation and order.

Academically, we present a Christian education that is independent from and free of Common Core content and agendas. Liberty Christian Academy uses the Bible-based Accelerated Christian Education (ACE) curriculum, which is proven, tested, and utilized in countries all around the world. The A.C.E. educational program maintains a high academic standard, with an individualized, mastery-based approach. Uniquely designed to diagnose and fit the specific needs and capabilities of each child, our back-to-basics solid educational system has outstanding achievement results. The A.C.E. program has taken the conventional-style textbook and divided it into bite-sized, achievable booklets called PACEs. PACEs integrate Godly character-building lessons into the academic content, and self-instructional activities are carefully designed to develop thinking skills and create mastery learning. PACEs allow students to absorb subject material according to their own learning ability rather than being pushed forward or held back by age. For instance, a student placed in the fifth grade by a conventional school may be working PACEs in Level 4 math, Level 5 science, and Level 5 English in the A.C.E. program. Students may move ahead in some subject areas and proceed at a slower pace in others.

Another unique feature of LCA is our participation in the A.C.E. student conventions. Students, age 9 and up, have a rare opportunity to develop their God-given talents and gifts as they prepare to compete in a variety of different events, such as academics, sports, arts, and platform. These powerful student conventions truly offer an opportunity that has lasting impact and value for each student who participates.

We welcome you to join the Liberty Christian Academy family as we embark on an exciting educational journey toward a future of leaving a legacy of walking with Christ!

Sincerely,
The Liberty Christian Academy team

1.1 LCA's Purpose

Our purpose is to serve parents and their children by providing an orthodox Christian education that prepares students for their journey in life and strengthens the family unit.

1.2 LCA's Vision

Our vision is to see children develop keen educated minds, become followers of Christ, develop a deep relationship with the Bible, and become successful in the world around them.

1.3 LCA's Mission

Our mission is to create an exceptional educational organization in which students, our administrators, teachers, supervisors and volunteers experience a positive faith-filled environment that empowers their public and private lives.

1.4 LCA's Values

We value education that is truthful, relevant, and effective.

We value the Bible as God's inspired Word.

We value the family as God ordained and established it in Genesis 1:26-28, 2:20-24.

We value every human being as a creation of God, unique and loved by Him, therefore valued and loved by us.

We value marriage between a man and a woman and the family that results from that union. The health of the family is the foundation, moral fiber, strength and protector of civilization and serves God's plan for the human race.

We value relationships and our approach to unity is summed up in the following 3 statements:

1. In Essentials – unity
2. In Non-Essentials – liberty
3. In All Things – love

We value the Scriptures, the Constitution of the United States and the Free Enterprise System. It is through these three "agencies" that all the necessary elements and principals of morality, finance, individual growth and civilization development exist. These three "agencies" make it possible by which mankind can aspire to lofty and worthy goals by creating the necessary environment for the achievement of the highest ideals of morality and the directing of mankind upward. Together they reveal the "Hand of God" in the affairs of men by causing the individual to develop faith and personal responsibility which are two forces that keep the individual and society upwardly mobile. The Scriptures, the Constitution and the Free Enterprise System propel mankind to achieve his ultimate fulfillment on the earth. These three agencies create a muscular society in which the individual is compelled to compete and develop in Life, Liberty and the Pursuit of Happiness.

1.5 LCA's Code

"Morality is the highest virtue, Thankfulness is the highest good, Truth is the highest goal".

1.6 LCA's Statement of Faith

The following primary elements of the Christian faith will be unapologetically taught as truth and incorporated in all programs and activities. Questions and teachings about secondary and sectarian beliefs will be directed to parents.

We Believe:

1. The Bible alone to be the only inerrant, authoritative Word of God. (2 Timothy 3:16)
2. There is one God, eternally existent in three persons: Father, Son, and Holy Spirit. (Matt. 28:19, I Peter 1:1-2, I John 5:1-12)
3. In the eternal importance of the work of all three persons of the Trinity in our daily lives. (Col. 1:9-14)
4. In the deity of our Lord and Savior Jesus Christ (Col. 2:9), His virgin birth (Luke 1:26-25), His sinless life (I Peter 2:22), His miracles (Matthew, Mark, Luke, and John), His atoning death through His shed blood on the cross (I John 2:22), His bodily resurrection (Acts 3:15), His ascension to the right hand of the Father (Mark 16:19, Acts 1:9), and His personal return in power and glory. (Acts 1:11).
5. Salvation is for those separated from God through their sin, requiring belief in Jesus Christ as Lord and Savior and repentance with the help of the Holy Spirit. (Romans 6:23. Romans 10:9-10, John 16:8)
6. Salvation is by grace alone through faith. (Ephesians 2:8-9)
7. While one is not saved by works, faith without works is dead. (James 2:17)
8. In the resurrection of both the saved and the lost, the one to eternal life and the other to eternal punishment. (Revelation 20:11-15; Matthew 25:46)
9. The present ministry of the Holy Spirit, by whose indwelling the believing Christian is enabled to live a godly life and have a strong witness for the saving work of Christ. (Galatians 5:15-20)
10. The unity of the Spirit where every believer is given gifts to operate as one body of our Lord Jesus Christ. (Ephesians 4:11-16)
11. Marriage is between one man and one woman. (1 Corinthians 7:1-2; Matthew 19:4-5; Ephesians 5:31)
12. God created humans male and female, which defines a person's gender for the extent of his or her life. (Genesis 1:27)

IMPORTANT NOTE: Parents agree by signing the enrollment contract to support the school's presentation of these tenants as truth.

1.7 LCA's Educational Philosophy

1. The Bible clearly instructs parents, not the church or the state, to “bring up a child in the discipline and instruction of the Lord.” Therefore, we seek to teach and discipline in a manner consistent with the Bible and a Godly home environment, while not usurping the parents’ role in child rearing. (Ephesians 6:4)

2. God’s character and attributes are revealed not only in His Word but also in every facet of His creation. Therefore, we interrelate subjects in ways that show how this is true. (Romans 1:20)

3. Since God wants us to love Him with all our heart, soul, mind, and strength, we challenge students to be open to how God reveals Himself in His creation and to pursue knowledge of Him with a strong desire to learn. (Matthew 22:37)

4. We believe all students have the ability to learn. (Proverbs 1:2-7)

5. Students should work to their best ability as if working for the Lord (Colossians 3:23-24) and should be praised for doing so, rather than being compared to the achievement of others. It is our desire that the same is true in your relationship with your child and his/her learning.

7. We believe students should understand the different ways to learn and to respect the fact that since others may learn differently, they must participate joyfully in all ways of learning during class time.

8. Staff should view students as the Lord does, with a special heart for the young and their simplicity of faith and innocence. Therefore, we strive to accurately teach them the Word of God and how to apply it to their daily lives. (Mark 10:13-16)

1.8 Opening Exercises and Chapel

Liberty Christian Academy students start every day with prayer, the Pledge to the American Flag, Pledge to the Christian Flag, Pledge to the Bible, and a memory verse. Every Wednesday we will have a morning chapel service. Chapel will consist of prayer, our pledges followed by a time of worship, and a short devotional. Parents and family members are welcome and encouraged to attend Wednesday chapel as we see the value of joining together in the teaching of God’s Word and corporate worship. (Hebrews 10:23-25). The weekly opportunity to recite the Pledge of Allegiance to the United States of America is required by State law for private schools. All students are expected to be respectful during these times. Students are encouraged to memorize each pledge.

1.9. 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.

2.0 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.

2.1 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.

2.2 Admissions

The objective of a Christian school is to teach children how to live and to equip them for success. The Bible verse in Proverbs 22:6 admonishes adults to train up a child in THE way he SHOULD go. A private school is an extension of the home in training young people. The school staff works closely with parents to train the whole child.

Attendance at LCA is a privilege and not a right. The goal of LCA is to train youth of every ability in the highest principles of moral character, self-discipline, individual responsibility, personal integrity, and good citizenship. Our school stands without apology for high standards of morality and wisdom.

Liberty Christian Academy is designed to work with parents to train their children in following Christ. Therefore, we are geared toward families who are actively involved in a local Christian church. Enrolling families should have a strong belief and desire for the Word of God to be the firm standard for living. We are here to give your children a great education as well as a solid faith in Jesus Christ.

2.3 Admission Policy

LCA admits students of any race, color, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at this school. It does not discriminate on the basis of race, color, and national and ethnic origin in administration of its educational policies, admissions policies, athletics, and other school-administrated programs.

2.4 Admissions Procedure

1. Parents schedule a tour with the office.
2. Parents complete a tour with one of our staff.
3. At the end of the tour, an interview is scheduled with the Principal/Administrator.
4. The parents and student(s) are interviewed ensuring the admission is a good fit for both the school and the family.
5. After the interview, the family will receive an email letting them know if they have been accepted into the school.
6. Upon acceptance, a link to an online admissions form will be included to fill out.
7. An enrollment fee is paid online or by check unless other arrangements are made with the school.
8. Arrange for diagnostic and reading tests.
9. Parents must sign a tuition agreement for the school year. The agreement is located on our website under Tuition->Tuition Agreement. This tuition agreement must be signed by all

families (even if tuition is prepaid for the year) before the student may attend for their first day.

2.5 Tuition & Billing Information-Please see the website for tuition/enrollment prices and payment options:

1. There is an enrollment fee for first-time students and a re-enrollment fee for returning students. The enrollment fee follows the same discount plan as the tuition plan. The fees can be found on our website under Tuition->Pricing. Enrollment fees go toward diagnostic testing materials and curriculum. Re-enrollment fees go toward materials and curriculum. Enrollment fees are due at the time of diagnostic testing, usually held the first part of August. Re-enrollment fees are to be included with the first tuition payment. Enrollment fees paid before the start of the school year will hold your place in the school. These deposit fees are non-refundable.

2. The yearly fees listed below are broken down into 3 payment options.

2.6 Payment Options:

Monthly Payments:

Spread your tuition balance over 10 monthly installments. The monthly fees are due by the 5th or the 20th of the month. Each family has the option of choosing to make their monthly payments either by the 5th or the 20th. If the 5th is chosen, payment will need to be paid by the 5th of each month. If the 20th is chosen, payments will need to be paid by the 20th of each month. Monthly payments run from August to May.

Semi-Annual Payments:

Pay your tuition in 2 installments. The first installment (1/2 of the yearly tuition amount) will be paid August 1st and the second installment will be paid January 1st.

Payment in Full:

Pay your tuition in 1 installment. This payment will be due August 1st.

IMPORTANT NOTE: Monthly option.... A five (5) day grace period will be given. Payments received after the 5-day grace period will be charged a \$25 late payment fee. Parents are responsible for contacting the school if special arrangements need to be made. No contact will be considered failure to pay. Payments and/or late fees not received by the end of the month will be considered delinquent. Two delinquent payments in a school year or any delinquent payments or fees 60 days past due could result in your child's dismissal from the school. Grades and school records will be withheld on all delinquent accounts, whether for tuition or fees.

IMPORTANT NOTE: Accepted enrollment with a signed contract is a legally binding contract by you to pay the full tuition amount so LCA can keep its staff compensation commitments. Withdrawal (see note under Admission Policy) from LCA or expulsion from LCA does not remove or change the obligation to pay the full month's tuition amount. Records will not be released for accounts not paid in full.

2.7 Tuition Assistance

If scholarships or sponsorships become available for students, tuition assistance will be granted based on availability of resources and family need. LCA awards students of any race, color, ethnicity, or country of national origin. We encourage families to consider other sources of income to fund their child's education, for example, relatives, such as grandparents, uncles and aunts with an interest in their younger generation's education.

2.8 Fundraisers/Special Events

In general, preparations for each fundraiser begin about 4 weeks or more before the event. Once an event is posted or announced and if you would like to be involved, please contact the school administrator who will connect you with the coordinator for that event. We encourage parents to join in on the fun and fellowship of planning and/or volunteering to work at these special events. We encourage you to mark these dates on your calendar to attend and share the dates with your family and friends. The financial blessings do provide a substantial part of the school's funds to cover overhead expenses so please be in prayer that the Lord would use these events to bless the school financially and impact the community in ways that further Christ's Kingdom.

2.9 Lunch & Snacks

Lunch service is not provided by LCA. Parents must provide a sack lunch. Due to limited storage space, the school will be unable to supply utensils. Therefore, students should bring their own utensils (**plastic only!**). Please do not send knives or any dangerous kitchen utensils. Food that needs a sharp knife should be pre-cut at home.

In order for students to maintain a healthy, stable metabolism function throughout the day, fruit, vegetables, healthy proteins and grains are an expected part of student lunches. These are important for a healthy diet as well as a productive school day. Healthy nutrition is incredibly important. In order for kids to concentrate on their schoolwork, they need a healthy brain. What we eat contributes to our brain function. Foods high in vitamins B, C, D3, and Magnesium help improve our concentration and productivity. On the other hand, less healthy or very sweet lunches with high concentrations of sugars are common contributors to hyperactivity and mood swings. As a result, sugary, sweet snacks or other junk food type items should be kept to a minimum (we recommend only one per day). For K-5th grades, a healthy mid-morning snack is needed. **Healthy snacks include: fruit, raisins, crackers, vegetables, yogurt, etc.*

As a policy, lunch supervisors who notice an unhealthy pattern (more unhealthy items/lack of healthy items/no lunch or snack brought to school) in a student's lunch will notify the administrator, who will notify the parents of the student's eating patterns. Parents will be informed and encouraged to help their child pack a healthy, well-balanced lunch/snack.

3.0 Transportation & Drop-off/Pick-up Policies

Parents/Guardians will need to provide their own children's transportation to and from school daily. For the safety of your child(ren), only those authorized and whose name is on the pre-approved list that has been signed by the parents/guardians and is on file in the school office, will be allowed to pick up your child(ren). **Anyone NOT on the list will not be allowed to pick up your child(ren).** A signed permission slip by a parent/guardian must be on file if a student has permission to walk or bike home from school.

If a parent/guardian has made arrangements for an individual who is not on the approved pick-up list to pick up their child(ren), the parent/guardian must send written consent or call the school administrator in a timely manner in order for the school to release your child. Without this consent, LCA will not release your child(ren) to anyone not on the pre-approved list.

It is imperative for parents/guardians to promptly pick up their child(ren) after school ends from the back door of the school. Students will not be allowed to wait outside. If you are going to be late, it is very important to CALL the school office as soon as possible. Please do not email this type of information as staff will be concentrating on safely dismissing students and will not be viewing emails. Please CALL the school to inform them if you are going to be late.

3.1 School Schedule/Calendar/Daily and Weekly Events

The school schedule/calendar/daily and weekly events will be posted on the website. In general, the school day begins at 8:30am and ends at 2:45pm Monday-Thursday. Students may arrive no sooner than 8:00am. **LCA cannot guarantee supervision for students before 8:00am, therefore, LCA will not be responsible for the supervision of children dropped off before 8:00am. The school day ends at 2:45pm. Students will need to be picked up no later than 3:00pm.**

3.2 Attendance & Absences/Tardies

School attendance by minors is the legal responsibility of their parents. **Quality education requires regular student attendance.** However, we recognize that situations arise in which missing school is unavoidable. For planned absences, please contact the school office as soon as possible so that any assignments may be pre-arranged with you. For unforeseeable absences, parents will need to contact the school office via text, call or email before 8 AM if your child will be absent from school that day.

Acceptable excused absences:

- *Personal illness of the student
- *Death or serious illness of an immediate family member of the student
- *Court appearances
- *Medical, dental, or optical appointments

Unexcused absences:

- *If the school is not contacted regarding an absence, that absence will be considered unexcused.

If a student has more than three tardiness's in a quarter, parents will be contacted by the administrator to discuss a viable solution as tardiness disrupts the Learning Center which in turns disrupts student learning.

3.3 Withdrawals/Expulsions

Parents/guardians will be responsible for ½ of the month's tuition for any withdrawals/expulsions between the 1st and the 10th of the month. Parents/guardians will be responsible for the full month's tuition for any withdrawals/expulsions after the 10th of the month.

3.4 School Delays/Closures

LCA will text and /or email parents/guardians in the event of school delays, closures and/or emergencies.

LCA follows East Valley School District (EVSD) with regard to school closings, delays, or early dismissals due to inclement weather. If there will be a deviation from the EVSD closing schedule, such as for days that LCA has school and EVSD does not or vice versa, you will be notified directly via text/email. There will NOT be a separate announcement for LCA on the radio or television. In the event that school closes during the day due to unforeseen circumstances (e.g. sickness, emergencies, etc.), you will also be notified directly via text/email.

3.5 Emergency Contact & Health Information

Initially provided on your child's enrollment application, please inform the school of any changes to this information upon receiving emergency and health forms prior to the first day of school.

3.6 Illness/Injury

Should a student become sick or injured while at school, the parent/guardian will be called to come to school to get the student. Please keep "Student Emergency" form information current so that parents or other designated adults can be easily contacted should a need arise. First aid given at school is for temporary care only. No matter how minor the injury may be, parents should check the injury at home. Please notify the staff of any injury that would hinder the usual activity of the student while in school, especially participation in physical education or recess. The parent should provide written permission from a doctor if the injury requires him or her to be restricted from participation in normal school activities for more than three days.

3.7 Illness/Conditions Not Permitted at School

We believe that parents are the first line of defense when it comes to illness of their child(ren) and potentially spreading the illness to others. Please be very considerate of the health of the other students and staff as you make the decision of whether or not to send your child to school in the event of illness. The student himself/herself and the rest of the students and staff are benefitted by an ill student staying home to rest and recuperate. Students are expected to remain at home or will be sent home when they exhibit the following physical conditions: Any communicable disease, such as chickenpox, pink eye, strep throat, flu, head lice, or ringworm, should be treated or in remission before returning to school. (This list is not exhaustive, but these are the more common diseases that require medical treatment). **Fever:** Temperature must be below 100° for 24 hours without a fever-reducing medication before returning to school. **Pink Eye:** Student may return to school when the redness/pinkness of the eye disappears or upon a doctor's written consent. The student should remain at home or will be sent home if conditions such as a significant runny nose, cough, sore throat, consistent sneezing, significant stomachache, vomiting, earache, or headache are evident. Please consider your child's ability to control symptoms by covering their cough or remembering to use hand sanitizer after blowing their nose. This will also be considered when a decision is made to contact a parent to arrange pick up of an ill student. Hand sanitizer and tissues are available in every

student office and other places throughout the school. Thank you for your understanding and concern for the health of all the students and staff of LCA.

3.8 Hygiene

Since growing in stature is part of our mission statement, healthy personal hygiene as well as being well-groomed are both evidence of that growth in stature. We, at LCA, consider hygiene as part of healthy, responsible living that shows respect to others and themselves. Therefore, we teach these concepts in class and throughout the school day. As a result, we seek to uphold standards of hygiene and grooming that will keep students healthy, present a good witness for themselves, the school, as well as prepare them for the expectations of a future employer. Related to this, parents with students who begin to show signs of puberty need to respond to the changing needs of their children's personal hygiene, such as more frequent bathing, washing one's face, use of deodorant, etc. To be specific, LCA holds the following hygiene expectations. LCA students need to be:

1. Showering regularly.
2. Clean smelling.
3. Visibly cleaning, brushing, and/or combing hair. Regular haircuts must keep students within the hairstyle guidelines found in the Dress Code section.
4. Clean shaven as it applies for boys. Style guidelines found in Dress Code section.
5. Wearing clean clothes, shoes, socks, and undergarments. NOTE: Clothes worn during Physical Education are susceptible to greater odor due to high-intensity activity and therefore, students must bring in a fresh pair of Phy. Ed. clothes weekly.
6. Brushing teeth regularly.
7. Using deodorant for students entering or in puberty.
8. Washing hands regularly when using the restroom. In addition, no drawing on oneself, particularly hands, with pens/markers is permitted.

If a student needs to be made aware that their hygiene needs improving, but it is not a serious situation, the student will be expected to improve the next day. If it is a significant situation, parents will be contacted to pick up the student so that they can take care of the issue and return to school. After an incident, parents are expected to make sure the student's grooming is appropriate for school life, until the student can show personal responsibility. As a special note, head lice is a common but very contagious occurrence in school children. Hence, regular showering is very important, though contact with a carrier is most often the cause. Head lice are tiny insects in the hair and on the scalp which usually cause itching. Therefore, intense itching is a sign that head lice may be present. Nits are lice eggs that look like small oval white specks that are attached to the hair and are the visible indication that lice are present. Each family should inspect their children periodically for any signs of head lice. If any signs of lice or nits are found, the student should be treated immediately and thoroughly. This will prevent others from being infested and help to prevent a head lice epidemic. Consult a professional if in doubt about the findings. Students may return to school when successfully treated for head lice and ALL nits manually removed.

3.9 Medication

It is best to have medications and treatments administered at home. No medication, including aspirin or cough drops, is to be kept in a student's possession (only exception: asthma inhalers). Any medication or treatment (over-the-counter or prescription) to be administered at school must be supplied by the parent and be accompanied by the proper form. A Medication Request form with instructions for administering medication must be completed, signed by the parent, and submitted to the school administrator in order to grant permission to give a student medication. All such

medications must be in the original prescription bottle, properly labeled with the student's name, dosage and time.

4.0 Visitor Policy

If volunteering, pre-arrangements will need to be made with the school office. All parents and visitors must sign in at the school's office upon arrival and wear a visitor's badge, lanyard, or name tag provided by LCA staff throughout their stay. Visits should not disrupt instruction, testing, or other activities. The lunch period is "closed", meaning that students may not leave campus unless accompanied by a parent. If parents would like to join their student for lunch for a special occasion, they will need to contact the school office in advance.

4.1 Volunteering

LCA staff and leadership appreciate and strongly encourage volunteering. However, to ensure the safety of our students, regular volunteers interacting with students need to complete a volunteer application. Volunteers are subject to background checks.

4.2 Parent-Teacher Communication

Email is the best way to communicate with your child's teacher. If you prefer to call or text, please direct your calls to the main office at 208-797-0768. It is helpful to leave a message that includes your question/concern and the best phone number and time you can be reached.

4.3 Dress Code

The purpose of the dress code is intended to protect the hearts, minds, and eyes of our students and staff during their day together. When it comes to the subject of modest clothing, the first question we should ask ourselves is, what am I trying to accomplish by what I wear? Above all, modesty is ultimately a reflection of the heart. Our outer appearance should reflect the inner reality of our relationship with Jesus Christ and our desire to honor Him.

Our dress code's purpose is also intended:

- To help students focus on learning
- To encourage virtues like humility, simplicity, and respect for others
- To discourage pride, materialism, and sensuality
- To remind students of the seriousness of scholarly work. The dress code begins the process of learning to honor guidelines for work attire that may be different from your own preferences. Research shows that higher standards of dress increases achievement.
- To help create a sense of community and unity on campus
- To develop a modest way of life

It is the responsibility of our staff to maintain an edifying learning environment that supports LCA's mission, vision and philosophy of education, therefore, parental support is important in helping their child(ren) understand the principles behind the dress code.

4.4 General Requirements:

Boys Dress Code:

- Clothing should be clean and in good repair. **No holes or fraying.**
- Appearance is to be modest and neat.
- Nice jeans and solid-colored pants are acceptable. Khakis are acceptable.
- Solid-colored polo shirts are permitted. Inappropriate logos, pictures or signage are not to be worn on clothing. Logos may not reflect non-Christian values.

- Shoes are to be worn at all times. **Neon- bright-colored shoes or laces are not permitted.** Shoes that light up, roller wheels or multi-colored shoes are not permitted. Shoes may have only two colors max and those colors will need to be subdued. **(Base colors such as black, white, gray, brown. Pastel colors are best for accent colors).**
- Closed toe/closed heel shoes are to be worn during the school day. Footwear such as sandals, flip flops, crocs, or any other variation of open toe/open heel footwear is not permitted.
- Plain-colored belts are to be worn if needed.
- Solid-colored socks are to be worn. **Neon- bright colored socks are not permitted.**
- Hats or hoods may not be worn in the classroom or inside the building. Outside is permitted.
- **Hair has to be clean, neatly trimmed and brushed/combed. Hair fads, colors and styles are not permitted.**
- Body piercings are not permitted.
- All clothing must fit properly. Excessively loose or tight/form fitting clothing is not acceptable.

Girls Dress Code:

- Clothing should be clean and in good repair. **No holes or fraying.**
- Appearance is to be modest and neat.
- Unnatural hair colors are not permitted. **Hair has to be clean, neat and brushed/combed.**
- Hair accessories should follow the rules about color for other clothing.
- Solid-color polo shirts or blouses are allowed. Inappropriate logos, pictures or signage are not to be worn on clothing. Logos may not reflect non-Christian values.
- Minimal jewelry is allowed. One pair of earrings is permitted along with one other piece of jewelry in the form of a bracelet or necklace (as long as they do not become a distraction).
- Body piercings are not permitted.
- Shorts or leggings are to be worn under skirts and dresses.
- Nice jeans and solid-colored pants are acceptable. Khakis are acceptable.
- Plain belts of a coordinating color are required if clothing has belt loops.
- Shoes are to be worn at all times. Closed toe/closed heel shoes are to be worn during the school day. Footwear such as sandals, flip flops, crocs, or any other variation of open toe/open heel footwear is not permitted. Shoes may not have a heel higher than 1". **Neon-bright colored shoes or laces are not permitted.** Shoes that light up, roller wheels or multi-colored shoes are not permitted. Shoes may have only two colors max and those colors will need to be subdued. **(Base colors such as black, white, gray, brown. Pastel colors are best for accent colors).**
- Solid colored socks are to be worn. To accompany dresses, skirts and shorts, solid-colored stockings, or tights are allowed, but no neon colors.
- Hats or hoods may not be worn in the classroom or in the building. Outside is permitted.
- Makeup is not permitted in grades 1-5.
- All clothing must fit properly. Excessively loose or tight/form fitting clothing is not permitted.
- Leggings/stretch pants may only be worn with long tops that cover the gluteus maximus **at all times** without needing to be pulled down. **Mid-thigh is the best length.**

Dress Down Days

Girls

- Skirts, shorts, dresses, or jumpers are to reach at least 2" above the knee. Shorts or leggings are to be worn under skirts or dresses.
- T-shirts may not have pictures, logos or messages that reflect non-Christian values.
- Spaghetti straps or tank tops are not permitted without a covering. Shirts/blouses may not be see- through.

Boys

- T-shirts may not have pictures, logos or messages that reflect non-Christian values.
- Tank tops are not permitted.
- Gym shorts are not permitted.

Dress Code Nonobservance

The following procedures will be administered to students when the dress code is not followed: 5th level and down:

- 1st incident: parent contact
- 2nd incident: parent contact and parent will be asked to bring a change of clothes
- 3rd incident: student is sent home

6th level and up:

- 1st incident: verbal warning to student from teacher and/or administrator
- 2nd incident: parent contact and parent will be asked to bring a change of clothes
- 3rd incident: student is sent home

4.6 PHYSICAL EDUCATION:

5th level and down: For physical education, parents of elementary students should try to make sure that students are wearing clothing and shoes that promote physical movement during PE days. Thus, skirts, dresses and dress shoes should be avoided on PE days. You will be notified of your child(ren)'s schedule so that you can plan ahead.

6th level and up: All students will have a school dress code for physical education class. The dress code will consist of a LCA t-shirt and athletic pants. This attire is to be worn on the days students are scheduled for P.E.

4.7 School Supply List

1st – 5th Grade:

- 1 King James Version of the Bible
- 1 backpack
- 1 lunchbox/bag
- 2 boxes of tissues
- 1 dozen #2 pencils (preferably Ticonderoga brand)
- 1 pencil box
- 4 pink erasers
- 2 spiral notebooks
- 1 12-inch ruler
- 1 24-count box of crayons or colored pencils
- 1 hand-held pencil sharpener (no batteries)
- 2 blue or black pens (Red or green pens are not allowed)
- 1 personal hand sanitizer

4.8 Parent-Teacher Conferences

Parents are welcome to make an appointment with their child(ren)'s teacher or the administrator at any time. However, official Parent-Teacher conferences will be held twice a year. You will be

notified in advance of the date and time. Please communicate early if you need to modify the time or date of the scheduled conference.

4.9 Parent Involvement

These are ways that you can be involved in your child(ren)'s education.

1. Pray for your child(ren), LCA, and yourselves as parents/guardians.
2. Schedule uninterrupted time for homework.
3. Review and discuss work sent home with your child(ren).
4. Read papers sent home by teachers and administrators as well as emails and newsletters.
5. Give homework help.
6. Communicate with your child(ren)'s teacher early about any concerns you may have.
7. Other ways we encouraged you to be involved in your child(ren)'s education.
 - Contact your child's teacher about visiting their class.
 - Share your vocation with a class.
 - Accompany a class on a field trip.
 - Help in class with special activities/projects/celebrations.
 - Request feedback from the teacher on your impressions of your child(ren)'s progress.
 - Request a special meeting with the teacher.

5.0 Missed Assignments

If it is expected that your child(ren) will be missing more than one day of school, please notify his/her teacher and the school office so that arrangements can be made to pick up missed assignments.

It is important to encourage your child(ren) to complete missed assignments in a timely manner so that they can successfully continue their academic growth. Please understand, the teacher cannot be held responsible for the missed work of students.

5.1 Homework Policy

It is important for students and parents to understand that ALL homework assignments are expected to be completed, whether on time or late. In general, homework will only be assigned if a student does not complete his/her daily set PACEs goals. The assigned PACE pages that are not finished at school will be sent home as homework and is expected to be returned completed the next day. It is imperative that students stay on top of their set goals so they can complete their PACEs on time. Unfinished homework may result in the student receiving demerits, losing recess (in order to complete assignments), a call home, or parent-student-teacher meetings. If a student refuses to cooperate in relation to completing homework assignments, and the parents are unable to rectify the situation, this may result in expulsion.

5.2 DISCIPLINE

LCA is committed to the philosophy and principles of Christian education. Student conduct which works against LCA's philosophy will not be condoned. The guidelines listed in this book are based on Christian principles, appropriate standards of conduct, and common sense. Guidelines provide boundaries for security and freedom. We expect that our students respond with positive attitudes and appropriate conduct. The goal of discipline is to train a child so he becomes a more self-disciplined adult, requiring less supervision as he matures. He, then as a self-disciplined adult, assumes the role of training the next generation. Liberty Christian Academy exists to assist parents in their God-given responsibilities. Therefore, LCA seeks not to assume the task which God gives to parents, but only to serve as the parents' appointed and authorized

representatives in the child training process, in a limited way. In formulating a philosophy of education and discipline, LCA has attempted to align itself as closely as possible with the Bible's instructions to parents in order to provide the utmost consistency for the child between training to be taught at home and training received at LCA. Attendance at Liberty Christian Academy is a privilege and not a right. However, it is our heart's desire to partner with families in the nurturing of the student(s). At times, as situations require more drastic action, the Academy reserves the right and at its sole discretion can dismiss a student from attendance at LCA. In addition, the Academy reserves the right to deny re-admission to any student whose actions demonstrate that it is not in the school's best interest to allow re-admission. The best interest of the student, the student body, and the staff must all be taken into consideration in matters of a more serious nature.

5.3 Student Expectations

1. No talking in class. Students should raise their flags if they have a question or concern.
2. Students must have permission to leave their seats.
3. Students must keep their hands, feet, and other things to themselves.
4. Students must be kind in what they say to others and to their teachers.
5. Students must accept and obey any instruction or discipline from all teachers and staff.
6. Students shall respect the authority of all adults and the rights and property of others.
7. Movement in the hallways, whether between classes or during classes, must be done quietly and in an orderly fashion.
8. Any student leaving a room during class time must have permission from their teacher.
9. Students may not make disrespectful noises or disruptions during school at any time.

In addition, certain student behavior cannot be tolerated and will result in action by the teacher and/or the administration. The following serve as examples but are not limited to include:

1. Use of physical force or verbal intimidation toward staff, administration, or students.
2. Leaving school property without permission.
3. Defacing any property of the school or another student's property (damage caused by the student will be paid for by the student or parent).
4. Bringing to school any article that distracts another (i.e. cell phones, cameras, games, iPods, fidget devices, etc.) unless special arrangements have been made with the administrator.
Anything causing a distraction will not be allowed.
5. Being disrespectful toward fellow students, teachers or staff in attitude, words, or actions
6. Noisy, distracting interruptions such as emotional outbursts, bodily noises, and any other annoying sounds.
7. Using profanity or vulgarity.
8. Lying, cheating, or stealing.
9. Inappropriate public display of affection, such as kissing, hand holding, embracing, etc.
10. Involvement or the impression of involvement in immoral activities or activities that are contrary to the philosophy of LCA.
11. Obscene body language.
12. Chewing gum/eating candy at school (at times this can be regulated by teacher discretion).
13. Possession on their person, in their locker, in their backpack, or in their cars of any kind of weapon, fireworks, drugs, drug paraphernalia, cigarettes, alcohol, or pornography.
15. Blatant disrespect or defiance.
16. Misbehavior during transportation to or from school activities will not be tolerated.
17. Entering the building before 8:20am except with permission and supervision by a teacher. Students arriving between at 8:00am and 8:20am will participate in morning recess unless

there is inclement weather.

18. Attendance at school functions on days of suspension. For continued suspensions, permission to attend activities or hold positions can be revoked for the remainder of the school year at the discretion of the administrator.

19. Student use or entrance into staff offices, work areas not intended for student use, all parking lots and roadways during school hours, and construction areas. Some activities may be allowed for specific purposes with special permission and staff supervision.

5.4 Method of Discipline

Students deserve to be treated fairly and reasonably. Discipline will be based on evaluation of the circumstances for each case. It is our belief that discipline must address attitudes of the heart, teach submission to authority without challenge, without excuse or delay, and lead students toward Christ-like behavior. Factors that will be considered are the seriousness of the offense, the student's age, frequency of misbehavior, and the student's attitude. Parents are asked and encouraged to foster the responsibility of their children and respect of those in authority by supporting the disciplinary actions taken by LCA staff.

5.5 General Parent Expectations

1. Parents are encouraged to dress modestly and appropriately at all on-campus and school-related events and field trips.
2. Parents are encouraged to be respectful of school staff and students and display Christ-like behavior through edifying speech.
3. Parents are asked to trust the judgment of LCA staff. However, we understand there may be times when a disagreement over the way an LCA policy was enforced or student behavior disciplined. In this event, all situations related to student discipline and any school-related concerns must be voiced only to those concerned, following the Matthew 18 principle.
4. Finally, parents are responsible to know and adhere to all school policies.

5.6 Misunderstandings/Conflict Resolution

Often, problems are due to miscommunication. The faculty and staff of LCA are committed to resolving conflicts by the pattern expressed in Matthew 18:15-17, and in the spirit of Galatians 6:1. Forgiveness and restoration are the goals of conflict resolution. When a problem or misunderstanding arises, the parent or student is encouraged to first go to the teacher or individual directly involved with the situation. If the problem is not resolved at that level, then the school principal/administrator may meet with the parent and teacher or individual. And finally, if this does not resolve the situation, the matter may be brought before the school board. **It is LCA's policy that all conflicts be addressed either in person or with a phone call. No conflicts will be addressed via email or text.**

5.7 Bullying & Harassment

LCA strives to provide a safe, secure, and respectful learning environment for everyone in the school buildings, on school grounds, and at school-sponsored activities. Therefore, bullying and harassing behavior will not be tolerated in any LCA buildings, property, and educational environments so that there is no disruption to the learning environment and learning process. Should a student experience bullying or harassment, staff will strive to take action to protect the student. As a result, a student found bullying or harassing another will be disciplined by staff and/or escorted by staff to the school administrator. Incidents and/or reports of bullying will be reported to the school administrator to protect the safety of all students. An incident report will be filled out by

any staff who observed the behavior or the student reporting the behavior or both as applicable. Harassment, sexual or otherwise, is prohibited. An individual responsible for harassing behavior, whether bullying or otherwise, is subject to discretionary disciplinary action by LCA administration, including but not limited to, notifying parents, meeting with administration, meeting with parents, suspension, expulsion, and reporting to law enforcement authorities as needed. Disciplinary action will be taken based on the results of investigation of the report. Students are also intended to be protected from any bullying or harassment by LCA staff in this policy. LCA desires that students act in a loving manner toward students and staff and vice versa as Paul describe in Galatians 5:22-23 as love, joy, peace, patience, kindness, goodness, gentleness, long-suffering, and self-control. We seek to implement a clear framework for dealing with bullying and harassment incidents in order to protect the students and help the instigator learn how to relate in a way that is loving and respectful to others. The Bible directs us in this way: *“My command is this: Love each other as I have loved you.”* John 15:12

Bullying occurs when a person or group is intimidated, frightened, excluded, or hurt by a pattern of behaviors directed at them by others. (Greg Griffiths, *“Bullying in Schools-the Hidden Curriculum”* (2003). Harassment is unwanted physical contact, gestures, or verbal exchanges, whether sexual or otherwise.

Our policy is based on the motto that bullying and harassment are “not OK at LCA.” LCA recognizes that not all behaviors should be considered bullying, harassment, or willful violation of this policy. However, those that are found to be so after investigation will be subject to disciplinary action. First, behaviors need to be assessed by the authority figures in the school.

5.8 Electronic Communications & Technology Policy

Time will be spent to help students become comfortable technology users for learning and for use in real-life situations. For example, students will use online programs to facilitate learning and to meet the different learning styles of students. They will also use technology to publish their own writing and express their learning in various ways, such as graphing, to express collected data, etc. All students and parents must read, sign, return, and abide by the Electronic Communications Agreement. By signing that you and your child have read this handbook together, you are also agreeing to the responsibilities set forth regarding the use of technology at LCA. The Electronic Communications Policy at LCA is intended to provide employees and students with guidance concerning use of the school’s electronic communication systems so that the professional and personal use of technology represents the Godly character and reputation of LCA and its staff. This type of electronic usage includes, but is not limited to its computer systems, access to the Internet, email, and telephone/wireless systems. This policy applies whether those systems are accessed from LCA’s premises or from off site. This policy also places limited restrictions on the use by students of certain devices that they may own. If abuse of the electronic communication systems is observed, then disciplinary actions will be handled by the teacher, administrator, and/or school board as deemed necessary. LCA provides Internet access and e-mail to its older students for educational purposes. Computers and other related equipment and devices, like all other office equipment that is provided by the school, are the property of LCA. Students should not consider any of their email, Internet usage, or telephone calls made on the school’s equipment or systems to be private or confidential. All such usage may be monitored or inspected at any time by LCA. We do utilize a strong content filter and strive to protect minor children from inappropriate material that may be found while using the network. Even with those safeguards in place, LCA staff cannot 100% guarantee that everything will be filtered. Safe Internet usage will be taught and is a skill and

responsibility that students are expected to utilize as they use the Internet in a God-honoring way for its intended academic purposes. Safe utilization of the Internet for homework and take-home projects is the responsibility of the parents. The use of online chat rooms, wikis, blogs, forums, social media, and other tools will be under teacher supervised settings and used for valid instructional purposes within the educational settings. Finally, students with severe violations will be reported by the supervising staff member to the administrator by filling out an Incident Report Form. Any student responsible for a breach in LCA's electronic communications policy is subject to disciplinary action.

5.9 Unacceptable Use of Technology

It is impossible to completely define unacceptable use of technology. However, for the purpose of illustration, some examples are:

- Sending or displaying offensive messages or pictures
- Using offensive or obscene language
- Damaging equipment or networks
- Violating copyright laws
- Using others' passwords
- Trespassing in others' folders, work, or files
- Unauthorized access such as hacking
- Intentionally wasting resources
- Circumventing the content filter by any means
- Regularly employing the technology for commercial or political purposes; and
- Any form of harassment using electronic devices, commonly known as "cyber bullying" by students, staff, or third parties is prohibited and will not be tolerated in the school.

"Cyber bullying" is the use of any electronic communication device to convey a message in any form (text, image, audio or video) that defames, intimidates, harasses, or is otherwise intended to harm, insult or humiliate another in a deliberate, repeated, or hostile and unwanted manner under a person's true or false identity. In addition, any communication of this form on or off site which disrupts or prevents a safe and positive educational and working environment for an individual or group of students may also be considered cyber bullying and, therefore, under the disciplinary rule of LCA. Finally, unacceptable use of technology may also be unlawful and subject to prosecution based on its severity and legal implications. Again, the heart of LCA is to use technology as a tool for learning, expression of learning, and communication. Thank you for respecting others and abiding by LCA's expectations in this area.

6.0 Academic Integrity

Liberty Christian Academy strives to teach students the importance of personal and academic integrity: "He [God] stores up sound wisdom for the upright; He is a shield to those who walk in integrity." Proverbs 2:7 Cheating, falsifying, plagiarism, and theft or alteration of academic materials rob the child of God, of academic integrity, and will not be tolerated. Cheating is defined as obtaining, attempting to obtain, aiding another to obtain credit for work, or any improvement of evaluation of performance by any dishonest or deceptive means. Examples of cheating or academic dishonesty include but are not limited to:

- Copying another student's homework, quiz, test or other paper without express permission from the teacher
- Using or allowing another student to misrepresent or fabricate work as one's own, unless part of a group project when work is shared

- Unauthorized possession, distribution or use of test or quiz materials in advance, using or displaying notes, "cheat sheets," or any other information device inappropriate to the prescribed test conditions
- Seeking to deceitfully obtain, collaborate, or secure answers during a test or quiz from any outside source, whether through visual, auditory, written, electronic, or verbal means.
- Plagiarism in any form. Plagiarism carries severe academic consequences that can result in the failure of a course.

In general, discipline of issues of academic integrity remains at the discretion of the teacher. Concerned parents should contact the student's teacher. However, we encourage parents to respect the observation and investigation by the teacher.

6.1 Drugs and Alcohol

Liberty Christian Academy will not tolerate the buying, selling, possession, or any transfer of drugs and/or alcohol. Issues related to drug use, possession, and/or transfer will result in dismissal of the offending student or students. Consumption of drugs or alcohol is neither compatible nor permissible within the wholesome Christian environment we provide at LCA. Although consumption is an expulsion offense, individual situations will be evaluated case by case with an attempt to find the best solution for the individual and the student body as a whole. Situations that warrant restoration will be given due consideration by the respective administrator. The administration of the Academy reserves the right (as per the safety of that student or any other student) to require drug testing with the understanding that confidentiality will be maintained. If the parents and/or student refuse to submit to the test, or refuse to submit the test results to LCA, then the student's privilege to attend the Academy will be revoked.

6.2 Guns and Weapons

Liberty Christian Academy does not allow guns, knives, weapons, or their facsimile (fake representations of weapons) on campus by students. The prohibition includes firearms and dangerous weapons in students' vehicles on school property. Weapons will be confiscated immediately and the student in possession of the weapon will be escorted by a staff member to the office. A student in possession of a weapon is subject to discretionary disciplinary action, including but not limited to notifying parents, meeting with parents, suspension, expulsion, and reporting to law enforcement authorities. Violation of this policy may result in the immediate dismissal of the participating student or students with the exception of a facsimile, which may result in suspension or dismissal at the discretion of the administration.

6.3 Search and Seizure

To maintain order and discipline in the Academy and to protect the safety and welfare of students and personnel, school authorities may request a search of a student, student lockers, or student automobiles and may seize illegal, unauthorized, or contraband materials discovered in the search. LCA reserves the right to invite the Spokane County Sheriff's Department, and other police Departments if needed, and/or appropriate narcotics search group to visit at any time during the school year to search for drugs. Any weapons, alcohol, drugs or drug paraphernalia found in lockers, cars or other items under the student's control will constitute possession. The following policies apply:

1. Personal Searches: A student and/or personal effects (e.g., purse, backpack, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. Students may be asked to empty their

pockets, pocketbooks, wallets, backpacks, etc. without the parent's permission or the student's permission. Enrollment of the child constitutes parental consent to such searches. If the student refuses and the school feels a personal search of the student's person or belongings is required (as per the safety of that student or any other students), then the parents will be notified and must come to school to perform the search. If the parents fail to come to the Academy to perform the search in a reasonable time (one hour) and/or the student refuses to empty his/ her pockets or remove from his/her person what is suspected, then the student's privilege to attend this Academy will be revoked. Please understand that LCA views unwillingness to bear testimony to one's own innocence not only as insubordinate behavior but also cause for staff and administration to have a concern of trust and safety of other students and staff.

2. Locker Searches: Student lockers or any other storage spaces are Academy property and remain at all times under the control of the Academy; however, students are expected to assume full responsibility for the security of their lockers. The Academy exercises exclusive control over school property, and students should not expect privacy regarding items placed in school property because school property is subject to search at any time by Academy officials. Students are responsible for whatever is contained in desks and lockers issued to them by the school. Periodic general inspections of lockers may be conducted by school authorities without notice, without student consent, without parental consent, and without a search warrant.

3. Seizure of Illegal Materials: If a search yields illegal or contraband materials, such findings shall be turned over to the proper legal authorities.

6.4 Dismissals

Liberty Christian Academy reserves the right of suspension or dismissal at any time during the school year at the discretion of the respective administration. Any pupil who persistently neglects work who fails to meet academic standards, who exercises poor citizenship, who continues to be uncooperative, or whose parents fail to cooperate, may be dismissed from the school. Dismissal will be administered by the respective administrator with the advice and approval of the school board. Appeal of a dismissal may be made in writing to the administrator within three days of the dismissal. A student may not attend classes during request for an appeal. A student who has lost the privilege to attend LCA is not permitted to attend school related events.

6.5 School Information

Liberty Christian Academy is located at 4506 N. Harvard Road, Otis Orchards, WA, in the Spokane Baptist Church facility. The school office is open from 8am to 3:00pm but is open by appointment between school sessions. Appointments can be made by contacting us at 208-797-0768 or by emailing us at info@laspokane.org. Please leave a detailed message regarding your questions and when it is best to reach you. Your call or email will be returned as soon as possible. During school hours, the easiest method of communication is by phone.

6.6 In Closing

There are many ways to partner with us that not only include enrollment, but also volunteering, financial support, prayer partnership, student sponsorship, and sharing the mission and vision of LCA with others. Please make a point to contact us to get together to discuss how you could be a part of what God is doing in our area! Thank you for taking time to read about us! Continue to look for updates about school events at lca.academy.com

Sincerely,
The Liberty Christian Academy School Staff

6.7 Handbook Acknowledgement

As Parents/Guardians we have been provided full and free access to the LCA Student Handbook, either online or a printed copy in its entirety. We have read and/or reviewed and/or discussed the handbook as parents and with our enrolled child(ren) in an age-appropriate manner. We fully understand its content and our responsibilities and as an enrolled family we agree to support the staff and administration of LCA.

Please complete this form and return it to the school office.

Student Name (Print):

Student Signature:

Parent/Guardian Name (Print):

Father _____

Mother _____

Parent/Guardian Signature:

Father _____ Mother _____