

Student/Parent Handbook

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1.0 Welcome to Liberty Christian Academy (LCA)

Liberty Christian Academy is a non-denominational, Christ-centered, Bible-based Christian school. Our God-given purpose is to partner with families in raising children to become devoted followers of Jesus Christ—teaching students to live lives of dependence on God and obedience to His Word.

The Lord has faithfully brought together qualified teachers and dedicated volunteers who share a unified vision of leaving a legacy of walking with Christ. Committed to a biblical worldview, the gospel, and a genuine love for children, the LCA staff seeks to cultivate in every student a growing love for God. We pursue this by modeling Christlike character, using a biblically integrated curriculum, fostering a teachable heart that delights in learning, and encouraging students to explore God's creation and order.

Academically, LCA provides a Christian education that is independent from and free of Common Core content and agendas. We use the Bible-based Accelerated Christian Education (A.C.E.) curriculum, a proven and widely utilized program around the world. A.C.E. maintains high academic standards through an individualized, mastery-based approach. Designed to diagnose and meet the specific needs and abilities of each child, this back-to-basics system consistently produces strong achievement results.

The A.C.E. program divides traditional textbook content into manageable, goal-oriented booklets called PACEs. Each PACE integrates godly character lessons with academic instruction, and the self-instructional activities are carefully structured to develop critical thinking and mastery learning. Students progress according to their individual learning ability rather than being advanced or held back strictly by age. For example, a student placed in fifth grade in a conventional school may work in Level 4 math, Level 5 science, and Level 5 English at LCA. Students may advance more quickly in some subjects while taking additional time in others.

A distinctive feature of LCA is our participation in the A.C.E. Student Conventions. Students ages nine and older have the unique opportunity to develop their God-given gifts as they prepare to compete in a wide variety of events, including academics, athletics, arts, and platform presentations. These conventions offer meaningful experiences that leave lasting impact and value for every student who participates.

We warmly welcome you to the Liberty Christian Academy family as we embark together on an exciting educational journey—one that prepares students for a future marked by a lifelong legacy of walking with Christ.

Sincerely,

The Liberty Christian Academy Team

Packet of Accelerated Christian Education (PACE®)

Liberty Christian Academy uses the **Accelerated Christian Education (A.C.E.)** curriculum. The following overview explains how the A.C.E. system functions and how students progress through their academic work at LCA.

A.C.E. divides traditional textbook content into **bite-sized, self-instructional worktexts** called **PACEs**, with **12 PACEs per subject per level**. Each PACE serves as a unit of study and integrates Godly character-building principles into academic content. Activities, graphics, and illustrations support engagement and help develop thinking skills and mastery.

A key distinction of the A.C.E. program is its **individualized, mastery-based structure**. Students progress according to their own learning ability rather than by age or grade level. For example, a fifth-grade student may work in Level 4 math, Level 5 science, and Level 5 English, advancing more quickly in some subjects and more gradually in others.

PACE Completion

Students at LCA are given **a minimum of three weeks** to complete each PACE. If a student does not have at least three weeks remaining to complete a PACE, it will not be issued.

PACE Assessments

Each PACE includes:

- Several **Checkup** quizzes
- One **Self-Test**
- One **PACE Test**

These assessments ensure mastery before the student moves on to the next PACE.

1.1 LCA's Purpose

Our purpose is to partner with parents by providing an orthodox Christian education that prepares students for their life's journey and strengthens the family unit.

1.2 LCA's Vision

Our vision is to see children develop strong, educated minds; become devoted followers of Christ; cultivate a deep relationship with Scripture; and thrive in the world around them.

1.3 LCA's Mission

Our mission is to build an exceptional Christian educational community where students, administrators, teachers, supervisors, and volunteers experience a positive, faith-filled environment that equips them for both public and private life.

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 and 2:20–24.
- We value every human being as God's unique creation—loved by Him and therefore loved and valued by us.
- We value marriage between one man and one woman, and the family that results from that union. We believe the health of the family is foundational to civilization, providing moral strength, stability, and protection in accordance with God's plan for humanity.

- We value relationships, and our approach to unity is expressed in three guiding 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. Together, these three foundational “agencies” provide the essential principles for morality, financial responsibility, individual growth, and the development of civilization. They create an environment in which individuals can pursue worthy and meaningful goals, encourage the highest ideals of moral character and lift society upward.
- **Together, they reveal the “Hand of God” in the affairs of humanity by cultivating faith and personal responsibility—two forces that strengthen both the individual and society.**
- The Scriptures, the Constitution, and the Free Enterprise System propel mankind toward his God-given purpose and fulfillment on the earth. These three agencies foster a strong and vibrant society in which individuals are encouraged to grow, 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 are unapologetically taught as truth and are incorporated into all programs and activities at Liberty Christian Academy. Questions or instruction regarding secondary or denominational doctrines will be directed to parents.

We Believe:

1. The Bible alone is the inerrant and authoritative Word of God. (*2 Timothy 3:16*)
2. There is one God, eternally existent in three persons: Father, Son, and Holy Spirit. (*Matthew 28:19; 1 Peter 1:1–2; 1 John 5:1–12*)
3. The work of the Trinity—Father, Son, and Holy Spirit—is eternally essential and active in the daily lives of believers. (*Colossians 1:9–14*)
4. Jesus Christ is fully God and fully man, and we affirm:
 - His deity (*Colossians 2:9*)
 - His virgin birth (*Luke 1:26–35*)
 - His sinless life (*1 Peter 2:22*)
 - His miracles (*Gospels*)
 - His atoning death through His shed blood (*1 John 2:2*)
 - His bodily resurrection (*Acts 3:15*)
 - His ascension to the right hand of the Father (*Mark 16:19; Acts 1:9*)
 - His personal return in power and glory (*Acts 1:11*)
5. Salvation is needed by all people because sin separates us from God. Salvation requires belief in Jesus Christ as Lord and Savior and repentance through the work of the Holy Spirit. (*Romans 6:23; Romans 10:9–10; John 16:8*)
6. Salvation is by grace alone through faith alone. (*Ephesians 2:8–9*)
7. While works do not save, genuine faith produces good works. (*James 2:17*)
8. There will be a resurrection of both the saved and the lost—one to eternal life and the other to eternal punishment. (*Revelation 20:11–15; Matthew 25:46*)
9. The Holy Spirit indwells believers, enabling them to live godly lives and bear strong witness to the saving work of Christ. (*Galatians 5:16–20*)

10. The unity of the Spirit equips every believer with spiritual gifts so that the Church may function as one body under Jesus Christ. (*Ephesians 4:11–16*)
11. Marriage is ordained by God as the covenant union between one man and one woman. (*1 Corinthians 7:1–2; Matthew 19:4–5; Ephesians 5:31*)
12. God created humanity male and female, and this creation defines a person's gender for the duration of his or her life. (*Genesis 1:27*)

Important Note

By signing the enrollment/reenrollment contract, parents agree to support the school's presentation of these Tenets as truth.

1.7 LCA's Educational Philosophy

- **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 teach and discipline in ways consistent with Scripture and a godly home environment, while honoring and not replacing the parents' God-given role in raising their children. (*Ephesians 6:4*)
- **God's character and attributes are revealed not only in His Word but also throughout His creation.** For this reason, we integrate academic subjects in ways that demonstrate how all truth reflects Him. (*Romans 1:20*)
- **Because God commands us to love Him with all our heart, soul, mind, and strength,** we encourage students to be attentive to how God reveals Himself through creation and to pursue knowledge of Him with a sincere desire to learn. (*Matthew 22:37*)
- **We believe all students have the ability to learn.** (*Proverbs 1:2–7*)
- **Students should work to the best of their ability as unto the Lord** and should be encouraged for their effort rather than compared to the achievements of others. We desire that this same approach be reflected in the parent-child relationship and in support of each child's learning. (*Colossians 3:23–24*)
- **Students should understand that people learn in different ways** and should respect those differences. Because of this, they are expected to participate joyfully in all learning activities during class time.
- **Staff should view students as the Lord does—with a special heart for their youth, simplicity of faith, and innocence.** Therefore, we strive to teach them the Word of God accurately and to help them apply it to their daily lives. (*Mark 10:13–16*)

1.8 Opening Exercises and Chapel

Liberty Christian Academy students begin each day with prayer, the Pledge to the American Flag, the Pledge to the Christian Flag, the Pledge to the Bible, and a memory verse. These practices help establish a Christ-centered focus and a spirit of gratitude as students enter their school day.

Every week, LCA holds a morning chapel service. Chapel includes prayer, the pledges, a time of worship, and a short devotional. Parents and family members are warmly welcomed and encouraged to attend, as we value the blessing of joining together in the teaching of God's Word and in corporate worship (*Hebrews 10:23–25*).

The weekly recitation of 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, and they 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. Proverbs 22:6 instructs parents to "train up a child in the way he should go," and a private Christian school serves as an extension of the home in this responsibility. At Liberty Christian Academy, our staff partners closely with parents to support the growth and development of the whole child.

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

Liberty Christian Academy is designed to work alongside parents who desire to raise their children to follow Christ. For this reason, we are best suited for families who are actively involved in a local Christian church and who hold a strong commitment to the authority of God's Word as the standard for life. Our purpose is to provide students with an excellent education and a solid foundation of faith in Jesus Christ.

2.3 Admission Policy

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

2.4 Admissions Procedure

1. Parents schedule a tour with the office.
2. Parents complete a tour with a member of our staff.
3. At the conclusion of the tour, an interview is scheduled with the Principal/Administrator.
4. The parents and student(s) participate in an interview to ensure that LCA is a good fit for both the family and the school.
5. After the interview, families receive an email notifying them of their admission status.
6. Upon acceptance, arrangements will be made for the enrollment fee to be paid. Fees can be paid via a check or bill pay.
7. Diagnostic and reading tests are scheduled.
8. Parents must sign the tuition agreement for the school year. This agreement must be signed by all families— even if tuition is prepaid—before the student may attend their first day of school.

2.5 Enrollment and Re-Enrollment Fees

1. Enrollment and Re-Enrollment Fees

LCA charges an enrollment fee for first-time students and a re-enrollment fee for returning students. These fees follow the same discount structure as the tuition plan and can be found on our website under Tuition → Pricing. Enrollment fees cover diagnostic testing materials and curriculum. Re-enrollment fees cover materials and curriculum for the upcoming school year. Enrollment fees are due at the time of diagnostic testing, which is typically held in August. Re-enrollment fees must be included with the first tuition payment. Enrollment fees paid before the start of the school year will reserve a student's place. All enrollment and re-enrollment fees are non-refundable.

2. Yearly Fees and Payment Options

The yearly tuition fees listed on our website are available in three payment plans.

2.6 Payment Options:

Monthly Payments

Families may spread their tuition balance over 10 monthly installments, due either on the 5th or the 20th of each month. Each family selects one of these two due dates, and payments must be made consistently by the chosen date. Monthly payments run from August through May.

Semi-Annual Payments

Families may pay tuition in two installments:

*First installment (½ of yearly tuition): August 1

*Second installment (remaining ½): January 1

Payment in Full

Families may pay the entire yearly tuition in one installment, due August 1.

Important Note Regarding Monthly Payments

A **five-day grace period** is provided for monthly payments. Payments received after the grace period will incur a **\$25 late fee**. Parents are responsible for contacting the school if special arrangements are needed. Lack of communication 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 within a school year—or any payment or fee that becomes **60 days past due**—may result in the dismissal of the student from the school.

Grades and school records will be withheld for all delinquent accounts, whether the balance is due to tuition or fees.

Important Note

Accepted enrollment accompanied by a signed contract constitutes a **legally binding agreement** to pay the full tuition amount. This commitment enables LCA to maintain its staff compensation obligations throughout the school year.

Withdrawal from LCA (see Admission Policy) or dismissal from LCA does **not** alter or remove the obligation to pay the full month's tuition. All accounts must be paid in full before student records can be released.

2.7 Tuition Assistance

Tuition assistance may be available through scholarships or sponsorships as resources allow. Awards are granted based on the availability of funds and demonstrated family need. Liberty Christian Academy provides assistance to students of any race, color, ethnicity, or national origin.

We encourage families to consider additional sources of support when planning for their child's education. Relatives—such as grandparents, aunts, and uncles—often take great interest in investing in the spiritual and academic development of the next generation and may be willing to help contribute toward tuition.

2.8 Fundraisers and Special Events

Preparations for each fundraiser generally begin four or more weeks before the event. Once an event is posted or announced, parents who wish to participate are encouraged to contact the school administrator, who will connect them with the event coordinator.

We warmly encourage parents to join in the fellowship and enjoyment of planning and volunteering at these special events. Families are asked to mark these dates on their calendars, attend when possible, and share the information with friends and relatives.

Fundraisers provide a meaningful portion of the school's financial support and help cover essential operating expenses. We ask our school community to be in prayer that the Lord will use these events to bless LCA financially and to impact our community in ways that further Christ's Kingdom.

2.9 Lunch & Snacks

Liberty Christian Academy does not provide lunch service. Parents must send a packed lunch with their child each day. Due to limited storage and supply capacity, the school cannot provide utensils; therefore, students must bring their own **plastic utensils**. Please do not send knives or any sharp/dangerous kitchen tools. Any food requiring cutting should be prepared at home before being packed.

To support healthy metabolism and sustained focus throughout the school day, student lunches should include **fruit, vegetables, healthy proteins, and whole grains**. These foods contribute to strong brain function and improved concentration. Nutrients such as vitamins B, C, D3, and magnesium play an important role in cognitive performance.

Highly sugary or processed foods often contribute to hyperactivity, difficulty concentrating, and mood swings. For this reason, sweet snacks and junk-food items should be kept to a minimum, and **candy should not be sent** as part of lunch or snack.

Students need a **healthy mid-morning snack**. Acceptable healthy snacks include fruit, crackers, vegetables, yogurt, and similar items.

As part of our nutrition policy, lunch supervisors will notify the administrator if a student consistently brings lunches or snacks that lack healthy items, include excessive unhealthy items, or if a student repeatedly arrives without lunch or snack. The administrator will then contact the

parents to discuss the child's eating patterns and encourage support in providing a healthy, well-balanced lunch and snack each day.

3.0 Transportation & Drop-Off/Pick-Up Policies

Parents/guardians are responsible for providing transportation for their children to and from school each day. For the safety of all students, **only individuals listed on the pre-approved pick-up form**, signed by the parent/guardian and kept on file in the school office, may pick up a child. Anyone **not** listed on the approved pick-up form will not be permitted to take a student from school.

If a parent/guardian needs someone **not** on the approved list to pick up their child, the parent/guardian must provide **written consent** or **call the school administrator** in advance. Without this direct authorization, LCA will not release a student to anyone outside the pre-approved list.

Parents/guardians must pick up their children promptly at dismissal. **Students will not be allowed to wait outside or remain unsupervised at any time—during drop-off or pick-up.** In the morning, parents must remain on campus until a staff member is present to receive their child; students may not be left unattended before school begins.

If you anticipate being late for pick-up, it is essential to **call the school office immediately**. Email should not be used for this purpose, as staff will be focused on safely dismissing students and may not be checking messages at that time. Calling ensures the school is aware and can keep your child safe until you arrive.

3.1 School Schedule, Calendar, and Daily/Weekly Events

The school schedule, annual calendar, and all daily and weekly events will be posted on the LCA website. Hard copies are issued every fall.

School Hours

- **Grades 6–12:** 8:00 a.m. – 3:00 p.m.
- **Grades 1–5:** 8:15 a.m. – 3:00 p.m.

Students in all grades may arrive **no earlier than 7:50 a.m.** LCA cannot guarantee supervision before this time, and students may not be dropped off unless an LCA staff member is present at the door.

Arrival and Tardy Policy

- **Grades 6–12:** Students must be in class by **8:00 a.m.** Arrival after 8:00 a.m. is considered tardy.
- **Grades 1–5:** Students must be in class by **8:15 a.m.** Arrival after 8:15 a.m. is considered tardy.

Dismissal

The school day ends at **3:00 p.m.** for all grades. Students must be picked up promptly at dismissal, as they may not wait outside or remain unsupervised at any time.

3.2 Attendance, Absences, and Tardies

Regular attendance is essential for a quality education, and parents/guardians are legally responsible for ensuring their child's daily school attendance. All absences and tardies are recorded in the student's permanent record.

For planned absences, parents should contact the school office as early as possible so that assignments can be arranged in advance. For unexpected absences or tardies, parents must notify the school office by 8:00 a.m. via text, phone call, or email.

Excused Absences and Tardies

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

Unexcused Absences and Tardies

- Any absence or tardy for which the school has not been contacted by the parent/guardian
- Excessive tardiness disrupts the reverent atmosphere of Opening Exercises and interrupts the learning environment that follows. If a student develops a pattern of frequent tardies, the administrator will contact the parents to discuss a solution that supports both the student's learning and the school's expectations.

3.3 Withdrawals/Dismissals

Parents/guardians are responsible for **half of the month's tuition** for any withdrawal or dismissal occurring between the **1st and the 10th** of the month. For withdrawals or dismissals occurring **after the 10th**, parents/guardians are responsible for the **full month's tuition**.

3.4 School Delays and Closures

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

LCA usually follows the East Valley School District (EVSD) when making decisions regarding inclement weather or emergency-related closures, delays, or early dismissals. However, depending on the circumstances, LCA may choose to follow EVSD or operate on a different schedule. If LCA's schedule differs from EVSD—for example, on days when EVSD is closed but LCA remains open, or vice versa—parents will be notified directly by text/email. There will not be a separate radio or television announcement for LCA.

If school must close during the day due to unforeseen circumstances (such as illness outbreaks or emergencies), parents/guardians will be notified immediately by text/email.

3.5 Emergency Contact and Health Information

Emergency contact and health information is initially provided on your child's enrollment application. Prior to the first day of school, parents/guardians will receive updated emergency and health forms. Please review these forms carefully and notify the school of any changes so that all information on file remains accurate and current.

3.6 Illness and Injury

If a student becomes ill or injured during the school day, the parent/guardian will be contacted to come and pick up the student. It is important that all **Student Emergency Form** information remain current so parents or designated adults can be reached promptly when needed.

First aid provided at school is intended for **temporary care only**. Regardless of how minor an injury may appear; parents should examine the injury at home.

Parents should notify the school if an injury will limit a student's participation in normal school activities, including physical education or recess. If a student must be restricted from these activities for **more than three days**, written documentation from a physician is required.

3.7 Illness and Conditions Not Permitted at School

Parents/guardians are the first line of defense in preventing illness from spreading within the school community. We ask families to be considerate of the health of other students and staff when deciding whether a child should attend school while experiencing symptoms of illness. It benefits everyone when an ill student stays home to rest and recover.

Students must remain at home—or will be sent home—when exhibiting any of the following conditions:

Communicable Diseases

Students may not attend school with any communicable illness, including but not limited to:

- Chickenpox
- Pink eye
- Strep throat
- Influenza
- Head lice
- Ringworm
- Contagious rashes or viruses
- RSV

Students may return once the condition has been treated, is no longer contagious, or is in remission. A doctor's note may be required in certain cases.

Fever

A student must be fever-free for 24 hours without the use of fever-reducing medication before returning to school. A fever is defined as a temperature of 100°F or higher.

Other Symptoms Requiring Absence

Students should remain at home—or will be sent home—if they exhibit symptoms such as:

- Runny nose with green or yellow discharge
- Disruptive or persistent cough
- Sore throat
- Persistent sneezing
- Vomiting or diarrhea
- Significant stomachache that interferes with the student's comfort, focus, or learning
- Significant earache that interferes with the student's comfort, focus, or learning
- Significant headache that interferes with the student's comfort, focus, or learning

Symptom Control and Hygiene

Parents should consider whether their child is able to manage symptoms appropriately, such as covering coughs or using hand sanitizer after blowing their nose. This ability will be taken into account when determining whether a student should be sent home.

Hand sanitizer and tissues are available in every student office and throughout the school.

Thank you for your understanding and for helping us maintain a healthy environment for all students and staff at LCA.

3.8 Hygiene

Since growing in stature is part of our mission statement, healthy personal hygiene as well as being well-groomed are evidence of that growth in stature. We, at LCA, consider hygiene as part of healthy, responsible living that shows respect to others and ourselves. 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. 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 is notified that their hygiene needs improvement and the concern is minor, the student will be expected to correct the issue by the next day. If the concern is significant, parents will be contacted to pick up the student so the issue can be addressed before returning to school. After an incident, parents are expected to ensure that the student's grooming remains appropriate for school life until the student demonstrates personal responsibility.

Head lice are a common but highly contagious occurrence among school-age children. Regular showering is important, though contact with a carrier is most often the cause. Head lice are tiny insects that live in the hair and on the scalp and typically cause itching. Intense itching may indicate the presence of lice. Nits, which are lice eggs, appear as small oval white specks attached to the hair and are a visible sign of infestation.

Families should inspect their children periodically for any signs of head lice. If lice or nits are found, the school should be contacted immediately, and the student should be treated

thoroughly and without delay. Prompt treatment helps prevent the spread of lice and reduces the risk of a school-wide outbreak. If there is uncertainty about the findings, parents should consult a professional.

Students may return to school once they have been successfully treated for head lice and all nits have been manually removed.

3.9 Medication

Whenever possible, medications and treatments should be administered at home. Students may not keep any medication in their possession—including over-the-counter items such as aspirin, cough drops, etc. The **only exception** is for asthma inhalers, which may be carried by the student with parent and administrator approval.

Any medication—prescription or over-the-counter—that must be administered at school must be supplied by the parent/guardian and accompanied by a completed **Medication Request Form**. This form must include clear instructions for administration and be signed by the parent/guardian before the school can dispense the medication.

All medications must be provided in their **original container**, properly labeled with the student's name, dosage, and administration time.

4.0 Visitor Policy

Parents/guardians and visitors who plan to volunteer must make **pre-arrangements** with the school office prior to their visit. All visitors are required to **sign in at the school office upon arrival** and wear a visitor badge, lanyard, or name tag provided by LCA staff for the duration of their stay.

Visits should be conducted in a manner that **does not disrupt instruction, testing, or other school activities**.

The lunch period is **closed**, meaning students may not leave campus during lunch unless accompanied by a parent/guardian. Parents who wish to join their child for lunch on a special occasion must contact the school office in advance to make arrangements.

4.1 Volunteering

LCA staff and leadership deeply appreciate and encourage parent involvement. To ensure the safety and well-being of all students, **regular volunteers who interact with students must complete a volunteer application**. All volunteers are subject to a **background check** as part of the approval process.

4.2 Parent–Teacher–Administration Communication

Email or text is the most effective way to communicate with your child's teacher or with LCA administration. All calls or texts should be directed to the main office at **208-797-0768**. When leaving a message, please include your question or concern along with the best phone number and time to reach you.

Questions or concerns that are **sensitive in nature**, or that may lead to misunderstanding or conflict, must be addressed through a **face-to-face meeting or a phone call**. These matters will

not be handled through text or email. We ask parents to respect this policy, as it helps us maintain clear, healthy, and constructive communication with our school families.

4.3 Dress Code

At LCA, we strive to cultivate an environment that supports academic focus, character formation, and Christian discipleship. A thoughtful dress code helps us maintain an atmosphere that is appropriate, respectful, and free from unnecessary competition or distraction. It is also our desire to safeguard the hearts, minds, and eyes of our students and staff as we learn and grow together each day.

Modesty begins with the heart. When considering clothing choices, we encourage students to reflect on a simple question: *What am I seeking to communicate by what I wear?* Our outward appearance should reflect the inward reality of our relationship with Jesus Christ and our desire to honor Him in all things.

The purposes of our dress code include:

- Supporting a focused learning environment by minimizing distractions.
- Encouraging virtues such as humility, simplicity, and respect for others.
- Discouraging attitudes rooted in pride, materialism, or sensuality.
- Reinforcing the seriousness of scholarly work, including learning to follow guidelines that may differ from personal preferences. Research consistently shows that higher standards of dress contribute to higher achievement.
- Fostering unity and community among students on campus.
- Developing lifelong habits of modesty and thoughtful presentation.

Our staff is responsible for maintaining an edifying learning environment that aligns with LCA's mission, vision, and philosophy of education. We ask for parental partnership in helping students understand both the expectations and the biblical principles that guide our dress code.

4.4 Dress Code Requirements

1. All clothing must fit properly.
2. All clothing must be solid colors without patterns or prints. This includes socks.
3. Excessively loose or tight/form-fitting clothing is not acceptable.
4. Bottoms that are not sufficiently loose must be worn with a top that covers the hips.
5. All clothing must be modest, clean, neat, and in good repair. No holes or fraying, including coats and jackets.
6. Logos, emblems, or writing on clothing are not permitted (e.g., Nike, Columbia, Levi's, Adidas). *Shoes are the exception, as finding footwear without brand markings can be difficult.*
7. T-shirts are not permitted.
8. Hats and hoods may be worn outside only.

Dress Code Guidelines

1. LCA School Apparel

Students may wear LCA logo t-shirts and sweatshirts. A link to the school e-store will be provided via email once available. **Picture samples of approved clothing and shoes are available at the school office upon request.**

2. Tops (All Students)

Only collared polo shirts, short or long sleeve, in solid colors (no prints). Approved colors:

- Burgundy
- Black
- Navy Blue
- White
- Light Blue

3. Bottoms (All Students)

Must be neat and free of holes or fraying.

a. Khakis (Chino-style pants)

b. Chino Pants

- Acceptable colors: Khaki, Black, Dark Green, Navy
- c. Weatherproof Vintage Youth Tech Pants
- Acceptable colors: Khaki, Black, Dark Green, Navy
- d. Corduroy Pants
- Acceptable colors: Black, Brown, Dark Green, Navy

4. Dresses and Skirts

- Solid colors: Burgundy, Navy Blue, Light Blue, Black, or White
- Low-cut dresses and spaghetti straps are not permitted
- Must be worn with leggings or shorts underneath
- Length must be below the knee or just above the knee

5. Shorts

- Solid colors: Khaki, Navy Blue, or Black
- Must be neat, without holes or fraying
- Length must be no shorter than just above the knee
- Sport shorts, compression shorts, spandex shorts, bike shorts, and legging shorts are not permitted

6. Socks

- Socks must be worn
- Solid colors only: Black, White, Dark Brown, or Navy

7. Shoes

- Closed-toe and heel shoes are required for safety
- Tennis shoes or similar styles in Black, White, Brown, Dark Green, or a mixture of these colors
- The following are not permitted:
 - Sandals
 - Flip-flops
 - Crocs
 - Open-toe or open-heel shoes
 - Light-up shoes
 - Shoes with roller wheels
 - Shoes with heels higher than 1 inch

8. Hair

- Hair must be clean, neatly trimmed, and brushed/combed
- Hair dyes, highlights, and fad haircuts/styles are not permitted

9. Jewelry

- Girls may wear small post earrings or small hoop earrings only
- Rings and necklaces are not permitted
- Body piercings are not permitted

10. **Makeup...Girls**

- Grades 1–6: Makeup is not permitted
- Grades 7–12: A small amount of non-smudged mascara and clear lip gloss only

11. **Nails**

- Long fingernails, natural or artificial, are not permitted
- Only clear nail polish is allowed
- Girls in grades 8–12 may wear a micro-French manicure (white tips only)

“Steps for Addressing Dress Code Concerns”

The following procedures will be followed when the dress code is not observed:

- 1st incident: Verbal reminder from the teacher and/or administrator
- 2nd incident: Parent contact
- 3rd incident: Parent will be asked to bring a change of clothes; a demerit will be issued
- 4th incident: Student will be sent home; a second demerit will be issued

Persistent failure to observe the dress code may result in dismissal.

4.7 School Supply Lists

Grades 1 and Up

Students in first grade and above should bring the following items to school:

- 1 King James Version Bible (*Teachers may reference the NLT when explaining verses.*)
- 1 backpack, preferably without logos
- 1 lunchbox
- 2 packs of **cubed**-style tissues (**4-pack size**)
- 1 dozen #2 pencils (*Students in 3rd grade and up may use mechanical pencils.*)
- 1 pencil box
- 2 pink erasers
- 1 box of 24 crayons or colored pencils
- 1 reusable, spill-proof water bottle
- 3 small spiral notebooks (*Math, English, and Word Building*)

4.8 Parent–Teacher Conferences

Parents are welcome to schedule an appointment with their child’s teacher or the administrator at any time throughout the school year. In addition to these optional meetings, LCA holds official Parent–Teacher Conferences twice a year. Families will receive advance notice of their scheduled date and time. If you need to adjust your conference time, please communicate with the school as early as possible so we can accommodate the change and ensure every family receives adequate time for discussion.

4.9 Parent Involvement

Parents play an essential role in supporting their child(ren)’s academic, spiritual, and personal growth. Below are meaningful ways you can be involved in your child(ren)’s education at LCA:

1. Pray regularly for your child(ren), for LCA, and for yourselves as parents/guardians.
2. Provide uninterrupted time for homework to help establish strong study habits.
3. Review and discuss completed work that is sent home.
4. Read all communication from teachers and administrators, including papers, emails, and newsletters.
5. Offer homework support when needed.
6. Communicate early with your child(ren)’s teacher regarding any concerns or questions.

In addition, we encourage parents to participate in school life through the following opportunities:

1. Contact your child's teacher if you would like to visit the classroom.
2. Share your vocation or expertise with a class.
3. Accompany a class on field trips as a chaperone.
4. Assist with special activities, projects, or celebrations in the classroom.
5. Request feedback from your child(ren)'s teacher about their progress or areas of growth

5.0 Missed Assignments

If your child(ren) will be absent for more than one day, please notify both the classroom teacher and the school office so arrangements can be made for missed assignments to be picked up. Encouraging your child(ren) to complete missed work promptly helps them stay on track academically and maintain steady progress. Please note that teachers cannot be held responsible for work missed due to student absences. Families play an important role in ensuring that assignments are completed in a timely manner.

5.1 Homework Policy

It is important for both students and parents to understand that **all homework assignments are expected to be completed**, whether they are turned in on time or late.

In most cases, homework is assigned only when a student does not complete his or her daily PACE goals during the school day or when a student is working on a fast track to complete gap PACEs. Any PACE pages not finished at school will be sent home as homework and must be returned completed the following day.

Staying current with daily goals is essential for students to finish their PACEs on schedule. When homework is not completed, the following consequences may occur:

- **Demerits**
- **Loss of recess to complete unfinished assignments** — This helps prevent students from falling behind or becoming overwhelmed, since unfinished homework adds to the next day's academic goals.
- **Parent contact** for repeated or excessive unfinished homework
- **Parent–student–teacher meetings** if concerns persist

If a student **persistently** refuses to complete homework and parents are unable to resolve the issue at home, the situation may warrant further administrative action, including possible dismissal.

5.2 Discipline — Summary

Liberty Christian Academy is committed to a biblical philosophy of education and discipline. Students are expected to demonstrate conduct that supports LCA's mission, values, and learning environment. Our guidelines provide healthy boundaries that promote both safety and freedom.

Discipline at LCA aims to train students toward self-discipline and maturity. The Academy partners with parents—who hold the primary, God-given responsibility for child training—by reinforcing consistent expectations between home and school.

Attendance at LCA is a privilege. While our desire is to nurture and support every student, the Academy reserves the right to dismiss or deny re-admission when a student's conduct is not in the best interest of the school community. In all decisions, the well-being of the individual student, the student body, and the staff is carefully considered.

5.3 Student Expectations

Students are expected to conduct themselves in a manner that supports a safe, respectful, and orderly learning environment. The following expectations apply throughout the school day and during all school activities:

General Conduct

1. Students must be kind and respectful in their words, actions, and attitudes toward peers, teachers, staff, and all adults.
2. Students must respect school property and the property of others.
3. Students must adhere to instructions from all teachers and staff.
4. Students must keep their hands, feet, and objects to themselves.
5. Disruptive noises, emotional outbursts, or any deliberate distracting behavior are not permitted.
6. Students may not bring toys, trading cards, or similar distracting items to school.
7. Students may not bring or possess weapons, fireworks, drugs, drug paraphernalia, cigarettes, alcohol, or pornography.
8. Students are expected to uphold honesty, integrity, and respect, avoiding behaviors such as lying, cheating, stealing, or defiance.
9. Inappropriate public displays of affection (kissing, hand-holding, embracing, etc.) are not allowed.
10. Students may not leave school property without permission.

Learning Center Expectations

The Learning Center is a quiet zone; talking is not permitted during PACE work. Students should raise their flags if they have a question or concern.

1. Students must ask permission to leave their seats or the Learning Center.
2. Students may not use staff offices, work areas, parking lots, roadways, or construction areas unless given permission and supervision.

Movement and Transitions

1. Movement in hallways must be quiet and orderly.
2. Students may not enter the building before 7:50 a.m. unless supervised by a teacher. Students arriving between 7:50 and 8:10 a.m. will participate in morning recess unless weather prevents it.
3. Misbehavior during transportation to or from school activities will not be tolerated.

Restroom Conduct

Students are expected to use the restroom appropriately and respectfully. Restroom visits should be brief—students must enter, take care of their personal needs, and exit promptly. Misconduct in the restroom, including playing, lingering, misuse of paper products and or soap, or **locking stall doors as a prank**, will not be tolerated. Such behavior disrupts others, misuses school facilities, and violates LCA's expectations for responsible conduct.

Behavior Expectations Requiring Intervention

The following behaviors cannot be tolerated and will result in action by the teacher and/or administration. These examples are not exhaustive:

1. Physical force, verbal intimidation, or practical jokes that result in harm.
2. Defacing or damaging property (parents may be responsible for repair costs).
3. Bringing distracting items such as cell phones, cameras, games, iPods, fidget devices, toys, etc., unless special arrangements are made with the administrator.
4. Profanity, vulgarity, or obscene body language.
5. Involvement—or the appearance of involvement—in immoral activities or activities contrary to the philosophy of LCA.
6. Chewing gum or eating candy at school (unless permitted by the teacher).
7. Attendance at school functions on days of suspension is not allowed; continued suspensions may result in dismissal.

5.4 Method of Discipline

Students deserve to be treated fairly, respectfully, and consistently. Discipline at LCA is based on a careful evaluation of each situation. We believe that effective discipline addresses the attitudes of the heart, teaches respect for authority without challenge, excuse, or delay, and guides students toward Christ-like behavior.

When determining appropriate disciplinary action, the following factors will be considered:

- The seriousness of the offense
- The student's age and maturity
- The frequency or pattern of misbehavior
- The student's attitude and responsiveness

Parents play a vital role in reinforcing responsibility and respect for authority. We ask parents to support the disciplinary actions taken by LCA staff so that students receive consistent guidance both at home and at school. LCA is committed to maintaining close communication with parents regarding disciplinary matters to ensure partnership, clarity, and shared expectations.

5.5 General Parent Expectations

1. Parents are encouraged to dress modestly and appropriately at all on-campus events, school-related activities, and field trips.
2. Parents are expected to demonstrate respect toward school staff and students, modeling Christ-like behavior through gracious and edifying speech.
3. Parents are asked to trust the judgment of LCA staff. We recognize that disagreements may occasionally arise regarding the enforcement of school policies or disciplinary actions. In such cases, concerns should be addressed directly and privately with those involved, following the Matthew 18 principle. These matters must be addressed **in person or by phone**. LCA does not resolve conflicts through email or text communication.
4. Parents are responsible to know and adhere to all school policies outlined in this handbook and in official school communications.

5.6 Misunderstandings / Conflict Resolution

Misunderstandings often arise from simple miscommunication. The faculty and staff of LCA are committed to resolving concerns in a manner that is respectful, clear, and Christ-honoring. When a problem or misunderstanding occurs, parents or students are encouraged to speak directly with the school administrator. All conflicts must be addressed **in person or by phone**. LCA does not resolve conflicts through email or text communication.

5.7 Bullying & Harassment

Liberty Christian Academy is committed to providing a safe, secure, and respectful learning environment for all students—within school buildings, on school grounds, and at school-sponsored activities. While LCA cannot guarantee that bullying or harassment will never occur, we can guarantee that any such matters will be addressed promptly and appropriately. Bullying and harassment will not be tolerated in any LCA environment.

When a student reports or experiences bullying or harassment, staff will take prompt action to protect the student. Any student found engaging in bullying or harassing behavior will be disciplined by staff and/or escorted to the school administrator. All incidents or reports will be communicated to the administrator to ensure the safety of every student.

When applicable, an incident report will be completed by the staff member who observed the behavior, the student reporting the behavior, or both, as appropriate. **Harassment—sexual or otherwise—is strictly prohibited.** Individuals responsible for bullying or harassing behavior are subject to disciplinary action at the discretion of LCA administration, which may include parent notification, administrative meetings, suspension, dismissal, or reporting to law enforcement when necessary. Disciplinary decisions will be based on the results of a thorough investigation.

This policy also protects students from bullying or harassment by LCA staff. Our desire is that students and staff interact in a manner that reflects the fruit of the Spirit described in Galatians 5:22–23: love, joy, peace, patience, kindness, goodness, gentleness, long-suffering, and self-control. We aim to provide a clear framework for addressing bullying and harassment in order to protect students and help those who engage in such behavior learn to relate to others in a loving and respectful way. As Scripture teaches: *“My command is this: Love each other as I have loved you.”* — John 15:12

Definitions

- **Bullying:** A pattern of behaviors in which a person or group intimidates, frightens, excludes, or harms another individual. (*Greg Griffiths, “Bullying in Schools—the Hidden Curriculum,” 2003*)
- **Harassment:** Unwanted physical contact, gestures, or verbal exchanges, whether sexual or otherwise.

LCA recognizes that not all inappropriate behaviors constitute bullying or harassment. However, behaviors determined—after investigation—to fall within these definitions will result in disciplinary action. All reported behaviors will first be assessed by the appropriate authority figures within the school.

5.8 Electronic Communications & Technology Policy

This document serves as Liberty Christian Academy's official **Electronic Communications & Technology Policy**. LCA is committed to helping students become confident, responsible, and discerning users of technology for both academic and real-life application. Students will use online programs to support instruction, meet diverse learning needs, publish writing, and demonstrate understanding through various digital tools such as graphing and data representation.

All students and parents must read and abide by the **Electronic Communications Agreement**. By signing that you and your child have reviewed this handbook together, you also agree to the responsibilities outlined regarding technology use at LCA.

This policy provides guidance for employees and students in using the school's electronic communication systems in a manner that reflects the Godly character and reputation of LCA and its staff. These systems include, but are not limited to, computer networks, Internet access, email, and telephone/wireless systems. The policy applies whether these systems are accessed on campus or off site. It also places limited restrictions on students' use of personal devices.

If misuse of electronic communication systems is observed, disciplinary action will be taken by the teacher, administrator, and/or school board as deemed necessary.

LCA provides Internet access and email to older students for educational purposes. All computers, devices, and related equipment are the property of LCA. Students should not expect privacy or confidentiality regarding email, Internet usage, or telephone calls made on school systems. All usage may be monitored or inspected at any time.

LCA utilizes a strong content filter and strives to protect students from inappropriate material. However, no filter can guarantee complete protection. Safe Internet usage will be taught at school, and students are expected to use the Internet responsibly and, in a God, -honoring manner for academic purposes. Safe Internet use at home for homework or projects is the responsibility of parents.

Online chat rooms, wikis, blogs, forums, social media, and similar tools will be used only under teacher supervision and only for valid instructional purposes.

Students who commit violations will be reported to the administrator through an Incident Report Form. Any student responsible for breaching LCA's Electronic Communications & Technology Policy is subject to disciplinary action and or dismissal.

5.9 Unacceptable Use of Technology

It is not possible to list every form of unacceptable technology use. However, the following examples illustrate behaviors that violate LCA's Electronic Communications & Technology Policy:

- Sending or displaying offensive messages or pictures
- Using offensive, obscene, or inappropriate language
- Damaging equipment, software, or networks
- Violating copyright laws
- Using another person's password
- Accessing, modifying, or viewing another person's folders, work, or files

- Unauthorized access, including hacking
- Intentionally wasting or misusing technological resources
- Attempting to bypass or disable the school's content filter
- Using school technology for commercial or political purposes
- Any form of electronic harassment ("cyber bullying") by students, staff, or third parties

Cyber bullying

Cyber bullying is defined as the use of any electronic communication device to convey a message—whether text, image, audio, or video—that defames, intimidates, harasses, harms, insults, or humiliates another person in a deliberate, repeated, hostile, or unwanted manner, whether under a true or false identity. Any such communication, whether occurring on or off campus, that disrupts or interferes with a safe and positive educational or working environment may be considered cyber bullying and will fall under LCA's disciplinary guidelines.

Unacceptable use of technology may also be unlawful and subject to legal consequences depending on the severity of the offense.

LCA's goal is to ensure that technology is used as a tool for learning, expression, and communication. Thank you for respecting others and upholding LCA's expectations in this important 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 work, plagiarism, and the theft or alteration of academic materials violate biblical principles and undermine a student's academic growth.

The following behaviors are considered unacceptable and will result in appropriate action:

- Intentional PACE scoring violations are a form of cheating that seriously undermine the integrity of the evaluation process, call into question a student's honesty and character, and ultimately hinder the student's own learning.
- Copying another student's homework, quiz, test, or other assignment without express permission from the teacher
- Using or allowing another student to misrepresent or fabricate work as one's own (except in approved group projects where work is shared)
- Unauthorized possession, distribution, or use of test or quiz materials in advance
- Using or displaying notes, "cheat sheets," or any information device not permitted under the prescribed test conditions
- Seeking to obtain answers during a test or quiz through visual, auditory, written, electronic, or verbal means
- **Plagiarism in any form**, including copying text, ideas, or work without proper acknowledgment. Plagiarism carries severe academic consequences and may result in failure of a course or project.

In matters of academic integrity, disciplinary decisions are made at the discretion of the teacher and, when appropriate, the administration. Parents with concerns should contact the student's teacher or the administration directly. We ask parents to honor LCA's professional judgment, observation, and thorough investigation in all academic honesty situations.

6.1 Drugs and Alcohol

Liberty Christian Academy maintains a zero-tolerance policy regarding the buying, selling, possession, or transfer of drugs or alcohol. Any involvement in these activities will result in dismissal of the student or students involved.

The use or consumption of drugs or alcohol is incompatible with the wholesome Christian environment we strive to provide at LCA. Although consumption is considered an expulsion-level offense, each situation will be evaluated individually to determine the most appropriate response for both the student and the school community. When circumstances warrant restoration, the administration will give thoughtful consideration to those options.

For the safety and well-being of all students, the administration reserves the right to require drug testing. Confidentiality will be maintained throughout the process. **If a parent refuses to allow their student to be tested, or if the student themselves refuses to participate in required testing or to provide the results, the student's privilege to attend the Academy will be revoked.**

6.2 Guns and Weapons

Liberty Christian Academy strictly prohibits students from bringing guns, knives, weapons, or any facsimile (a fake or look-alike representation of a weapon) onto campus. This prohibition includes firearms or dangerous weapons kept in students' vehicles while on school property.

Any weapon or facsimile will be confiscated immediately, and the student in possession will be escorted by a staff member to the office. A student found in possession of a weapon is subject to disciplinary action at the discretion of the administration. Such action may include notifying parents, holding a parent meeting, suspension, expulsion, or reporting the incident to law enforcement authorities.

Violation of this policy may result in the immediate dismissal of the student or students involved. Possession of a facsimile weapon may result in suspension or dismissal, depending on the circumstances and at the discretion of the administration.

6.3 Search and Seizure

LCA reserves the right to invite the Spokane County Sheriff's Department, other law enforcement agencies, and/or appropriate narcotics search teams to conduct searches for drugs, weapons, or any dangerous or harmful items at any time, whether during the school year or at school-sponsored events held outside the regular school calendar.

Any weapons, alcohol, drugs, or drug paraphernalia found in lockers, offices, vehicles, or any items under a student's control will constitute possession. The following policies apply:

1. Personal Searches

A student and/or the student's personal effects (e.g., purse, backpack, wallet, etc.) may be searched whenever a school authority has reasonable suspicion that the student is in possession of illegal or unauthorized materials. Students may be asked to empty their pockets, pocketbooks, wallets, backpacks, and similar items without parental or student permission. Enrollment at LCA constitutes parental consent for such searches.

If a student refuses to comply and the school determines that a personal search is necessary for the safety of the student or others, parents will be notified and must come to the Academy to conduct the search. If parents fail to arrive within a reasonable time (one hour), and/or if the student continues to refuse to empty pockets or remove suspected items, the student's privilege to attend the Academy will be revoked.

LCA views unwillingness to demonstrate one's innocence as insubordinate behavior and as a cause for concern regarding trust and the safety of other students and staff.

2. Locker/Office Searches

Student lockers and other storage spaces are LCA's property and remain under the control of the school at all times. While students are expected to maintain the security of their lockers and offices, they should not expect privacy regarding items stored in school property. Lockers and offices may be searched at any time by LCA officials without notice, without student or parental consent, and without a search warrant. Students are responsible for all items found in lockers or offices assigned to them.

3. Seizure of Illegal Materials

If a search yields illegal or contraband materials, those items will be turned over to the appropriate legal authorities.

6.4 Suspension and Dismissal

Liberty Christian Academy reserves the right to suspend or dismiss a student at any time during the school year at the discretion of the administration. A student may be dismissed if he or she persistently neglects academic responsibilities, persistently fails to meet academic standards, persistently demonstrates poor citizenship, remains uncooperative, or if the parents fail to cooperate with the policies and expectations of the Academy.

Dismissal will be administered by the respective administrator. A student who has lost the privilege to attend LCA is not permitted to participate in or attend any school-related events.

6.4b Disenrollment

1. If, after enrollment, and after reasonable instructional methods and varied support approaches have been implemented, a student is still unable to adjust academically or socially to LCA's learning environment, the administration may determine that continued enrollment is not in the best interest of the student or the school. In such cases, the student would be disenrolled. Additionally, if a student demonstrates ongoing, unacceptable behavior that does not improve despite appropriate interventions, the student will be disenrolled.

2. Parent confidence in the ACE system and LCA's administration and teachers is very important. If after sincere communication with parents to resolve issues, and issues remain unresolved, and LCA's administration determines that the parents do not have confidence in the ACE system or the school, the student will be disenrolled.

6.5 School Information

Liberty Christian Academy is located at 4506 N. Harvard Road, Otis Orchards, WA, within the Spokane Baptist Church facility. The school office is open Monday–Thursday from 8:00 a.m. to 3:00 p.m. and is available by appointment between school sessions. On Fridays, administration phone hours are 9:00 a.m. to 3:00 p.m. Appointments may be scheduled by calling 208-797-0768 or emailing lca@lcasepokane.org.

Please leave a detailed message that includes your question and the best time to reach you. Your call or email will be returned as soon as possible. During school hours, the most efficient method of communication is by phone.

6.6 Partnership and Closing Remarks

There are many ways to partner with us that extend beyond enrollment, including volunteering, financial support, prayer partnership, student sponsorship, and sharing the mission and vision of LCA with others. We encourage you to contact us so we can meet together and discuss how you might be part of what God is doing in our area.

Thank you for taking the time to read about us.

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 commit to reading and discussing the handbook as parents and with our enrolled child(ren). As an enrolled family, we agree to support the staff and administration of LCA.

Parent/Guardian Name (Print):

Father: _____

Mother: _____

Parent/Guardian Signatures:

Father: _____

Mother: _____