LIBERTY
Classical Academy

2026-2027

STUDENT HANDBOOK

LIBERTYCLASSICALACADEMY.ORG

INTRODUCTION TO LIBERTY CLASSICAL ACADEMY

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MISSION STATEMENT

Liberty Classical Academy's mission is to equip students of all backgrounds to grow in wisdom, excellence, and purpose by offering an education based on the highest academic standards grounded in a strong classical tradition from a distinctively Christian world view.

LIBERTY'S MEANINGFUL PURPOSE

Liberty classically educates children to be moral leaders who impact the culture for Christ.

PHILOSOPHY

The philosophy and content of education at the Academy are founded upon the principle that it is necessary to remain faithful and obedient to the truth of God as revealed in the Scriptures. The Academy attempts to operate as an extension of the family, recognizing the God-given responsibility and authority of parents to educate their children.

LIBERTY'S BODY OF VALUES

Biblical Principles
God, Family, Country
Loving Relationships
Educational Excellence
Cultural Engagement
Courageous Leadership
Undaunted Perseverance

STATEMENT OF FAITH

We believe that there is one God, who eternally exists in three persons: Father, Son and Holy Spirit. (Genesis 1:1; Matthew 28:19; John 10:30).

We believe the Bible to be the only inspired, Word of God, without error in the original manuscripts. We believe the Supreme Authority of Scripture embraces all truth, as God is the Author of Truth. (II Timothy 3:15, II Peter 1:21; Isaiah 65:16).

We believe that creation was an act of God. (Genesis 1-2:7; John 1:30; I Corinthians 15:45-49).

We believe in the deity of the Lord Jesus Christ, in His virgin Birth, in His sinless life, in His miracles. We believe that He died in Man's place for the forgiveness of sin, that God raised Him from the dead, and that He ascended to the right hand of the Father. (John 10:30-33; Isaiah 7:14: Matthew 1:23; Luke 1:35; Hebrews 4:15, 7:26; I Corinthians 15:3; Ephesians 1:7; John 11:25; I Corinthians 15:4; Mark 16:19; Acts 1:11).

We believe that people are sinful by nature and need God's forgiveness. We believe that those who repent of their sins and profess their trust in the Lord Jesus Christ are spiritually reborn by the power of the Holy Spirit and shall be saved. (Romans 3:23; Acts 2:38; Ephesians 2:3; Psalm 51; Romans 6:23; John 3:3, 5, 16).

We believe that salvation is granted by God's grace through Jesus Christ, not as the result of works; faith that leads to salvation is demonstrated by good works (Ephesians 2:8-9; James 2:14-18; Acts 4:12).

We believe in the return of Christ; His final judgment and the bodily resurrection of both the saved and the lost. (Revelation 19:11-13; Revelation 20:11-15).

We believe in the spiritual unity of all believers in the Lord Jesus Christ. (Romans 8:9; I Corinthians 12:12-13; Galatians 3:26-28).

STATEMENT OF LIFE APPLICATIONS

STATEMENT OF LEADERSHIP

We believe in the necessity of uniquely Christian leadership to develop children into their full God-given potential, and that the leaders of any organization intending to develop children in a Christian environment must absolutely model and adhere to Biblical behavior. (1 Timothy 3:1-13)

STATEMENT OF LIFE

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life and to treat all persons equally without regard to race, ethnicity, gender or any other immutable characteristic. . (Psalm 139:13; Jeremiah 1:5)

STATEMENT OF MARRIAGE, GENDER AND SEXUALITY

We believe that God created each person, distinct as male and female, and that these complementary genders together, reflect the image and nature of God. We believe that the term "marriage" has only one meaning: the uniting of one mature natural born genetic male (a "man") and one mature natural born genetic female (a "woman"), in a single and exclusive union, as expressed in Scripture. We further believe that any form of sexual immorality is sinful and offensive to God. Therefore, all students must refrain from all immoral acts and behaviors, and comply with Biblical teaching on chastity. We believe that every person must be afforded compassion, love, kindness, respect and dignity. Hateful and harassing behavior or attitudes inconsistent with Biblical truth directed to any individual are not in accord with Scripture nor the doctrines of this organization. (Genesis 1:26-27; Matthew 19:4-6; Romans 1:26-27; I Corinthians 6:9)

ACADEMICS

ATTENDANCE POLICY*

Approved Date:
Revised Date: August 16, 2021
Objective: To create a learning environment to maximize learning potential by promoting exceptional school attendance and the prompt arrival to school and individual classes.
Scope: All students in grades K through 12

DEFINITIONS:

Absence: Any student who is not present for an entire class period or school day. Absences are divided in two types:
Excused: Any absence that is approved by both the school and the parent/guardian.
Unexcused: Any absence that is not approved by the school.

EXCUSED ABSENCES

A parent/guardian must contact the school office each day their student is absent, regardless of the student's age, to state reason for absence, except in the case of prearranged, extended absences. Examples of excused absences: Illness, Family Emergency, Religious Holiday, School-Sanctioned-Activities.

Students should be kept home during illness. Students should be considered ill if they have had any of the following symptoms within the past 24 hours:

- Oral Temperature of 100 degrees F or Higher
- Productive (mucus-producing) Cough
- Diarrhea or multiple loose stools
- Vomiting, even in small amounts, or even if the child feels "normal again"
- Unexplained rash

If a parent/guardian has good reason to believe that their child is at risk of harming him/herself or others at Liberty, the parent/guardian must keep their child home to seek the appropriate help needed for their child to safely return.

MAKE-UP FOR EXCUSED ABSENCES

Lower School: If a Lower School student has an excused absence of one or more days, his/her parent may come to pick up the work missed along with any school books necessary no earlier than 1pm on the day the student is absent. Otherwise, this process will be followed:

A. The classroom teacher will complete a "Make-Up Homework" form for the student to take home.
B. The teacher will collect and provide all missed assignments.
C. A parent or guardian must initial the form after the student completes each assignment.
D. Students are given 2 days for every day missed to complete missed assignments.
E. Completing work at recess or lunch is also an option, if the teacher feels it is necessary to "catch-up."

Middle/Upper School: If a Middle/Upper School student has an excused absence of one or more days, his/her parent may email the separate teachers for the missed assignments. Otherwise, this process will be followed:

A. Teachers will collect homework and all related materials for the student.
B. Materials may either be emailed or picked up directly from the office.
C. Students need to obtain notes from a classmate (students may use the office copy machine only if a teacher is present).
D. If a test is missed, students must arrange a time with the teacher to take the test. Tests must be taken within the allotted time.
E. Students are given two days for every day missed to complete missed assignments and tests. Any assignment that has not been completed within 3 class periods of the allotted time becomes a missing assignment

After missing two days, a family member needs to come to the school and gather necessary assignments to be completed at home.

UNEXCUSED ABSENCES / TRUANCY

Liberty Classical Academy removes itself from responsibility to a student whose absence is unexcused. Students are expected to complete any assignments that they miss; due dates will not be extended if an absence is considered unexcused. Examples of unexcused absences: leaving without permission, oversleeping, invalid exploitation based on "Excused Absence" policy detailed above.

PREARRANGED ABSENCES

A written explanation from the parent/guardian (regardless of the student's age) for the upcoming absence should be submitted to the school office at least five days prior to the student's absence. The student or parent is responsible for collecting all work and making alternate arrangements for testing prior to their absence.

EXCESSIVE ABSENCES (11-14 DAYS)

In the event the total number of excused and unexcused absences (not including school-related absences such as field trips, sporting contests, etc.) from a class in any given semester exceeds ten class periods, the student **may** receive a deduction of one letter grade in those class(es).

EXTREME ABSENCES (15+ DAYS)

In the event a student's absence from a given class exceeds 15 days (not including school related absences such as field trips, sporting contests, etc.) during one semester whether excused or unexcused, the student's parents will meet with the Division Director, and any necessary teacher(s), **to determine whether** the student will receive one of the following on his/her report card: (1) a letter grade (2) pass or fail (3) no credit (4) incomplete based on unusual circumstances.

ABSENCES DUE TO EMOTIONAL/MENTAL HEALTH

If a student misses a sgnificant amount of school due to an emotional/mental health stuation, the case for participation in/re-entry into normal school life will be assessed on a case by case basis by administration.

1. If a student misses a significant amount of school due to an emotional/mental health situation, the case for particiation in/re-entry ito normal school life will be assessed on a case by case basis by administration.
   a. If the situation required withdrawal from school that resulted in the student being hospitalized and/or admitted into a mental health care facility...
      i. The parent(s)/guardian(s) of the child will need to present a Release Form from the medical/mental health professional the stuedent worked with confirming the child is not a risk to themselves or to others.
      ii. The appropriate Director will need to work with the medical/mental health professional in order to ascertain a healthy and realistic "re-entry plan" for the student to enter back into normal school life.
   b. If the situation has resulted in a pattern of missing class or inability to partcipate in the school's program according to normal expectations...
      i. The parent(s)/guardian(s) of the child will need to present a written note from a Medical/Mental health professional confriming the child's mental/emotional state prevents them from normal participation in school functions
      ii. The course of action will be determined on a case by case basis by either the appropriate division Director or primary teacher(s) involved.
2. If a parent/guardian has good reason to beieve that their child is at risk of harming him/herself or others at Liberty, parents/guardians must either:
   a. Inform the school ahead of time, before sending their student to school
   b. Keep their child home to seek the appropriate help needed for their child to safely return

LATE ARRIVAL/EARLY DISMISSAL SIGN IN – SIGN OUT

1. Requires verbal or written permission from a parent/guardian.
2. Students must check out in the office prior to leaving.
3. Students must check in to the office prior to entering the classroom after class has begun.
4. Students will not be allowed to sign themselves out of school unless arrangements are made with the Division Director and parent/guardian, with the exception of 11th and 12th graders who are allowed under certain circumstances to leave campus during lunch. Please see Division Director for conditions.
5. Students of any age may not leave the school building with anyone other than the parent/guardian, unless the office has verbal or written permission from the parent/guardian.
6. Signing out at lunch time is limited to the parent/guardian physically coming to the school office to sign the student out, and physically coming to the school office to sign the student in upon return.

TARDY POLICY

Revised Date: June 17, 2015
Objective: To ensure all students are working to their highest potential in each class.
Scope: All students in grades K through 12
Definitions: The security doors will be open from 7:50-8:00am. The doors will be locked daily at 8:00am and tardy slips given to students arriving after that time.

GUIDELINES:

LOWER SCHOOL (K-5) TARDY POLICY

Students are considered tardy if they are not in their classrooms ready to go to Salve Deus.
After 3 tardies per quarter, the teacher will discuss the situation with the parents.

MIDDLE/UPPER SCHOOL (6-12) TARDY POLICY

This policy pertains to any student not in his/her desk for a given class at the designed start time. This includes house and assembly.

Students must have their materials in their 1st hour classroom before assembly. Classroom teachers will record each incidence of tardiness in RenWeb and give copies of the tardy slip to the main office. The total number of times a student is tardy will be reported to parents/guardians on quarterly grade reports.

PENALTIES

Excused Tardies: Even excessive excused tardies negatively impact a student's educational experience. Therefore, 7 TE in one quarter will result in a detention. This resets at the beginning of each quarter.

Unexcused Tardies: Penalties for unexcused tardies will be served each quarter as they accumulate at a prearranged time. Service/work time will be supervised by staff. The penalties will be assigned as follows:

The penalties will be assigned as follows:

1-4 Infractions: Warning from the school office
5-6 Infractions: 30 minutes of service/work time
7-8 Infractions: 1 hour of service/work time
9+ Infractions: 2 hours of service/work time + a mandatory parent/student meeting with the M or US Director

*Service may include, but is not limited to, cleaning or repair of the school building. Failure to report for service will result in a $100 fine unless there is a family emergency or alternate arrangements are made in advance. Late arrivals/early departures will be prorated. No shows will be fined and rescheduled. Subsequent no shows will result in additional fines.

GRADING POLICY

Revised Date: August 3, 2016
Objective: To ensure consistency in grading and to accurately measure and communicate each student's academic progress.

GRADING POLICY FOR LOWER SCHOOL

KINDERGARTEN

Students are graded using +, S, or - in the various learning categories.

GRADES 1-5

Students are given a single percentage grade in each major subject area.

Additionally, students are given a +, S, - in the various learning categories within each subject.

Generally speaking, letter grades are not given; however, the percentages below are representative of the basic letter categories, as shown.

Teachers are required to notify a parent if a student has failed a major test, quiz, or project.

If letter grades are given, the following designations will be used:

100 – 97.5%	A+
97.4 – 92.5%	A
92.4 – 89.5%	A-
89.4 – 87.5%	B+
87.4 – 82.5%	B
82.4 – 79.5%	B-
79.4 – 77.5%	C+
77.4 – 72.5%	C
72.4 – 69.5%	C-
69.4% and Below	F
Incomplete	I

GRADING POLICY FOR MIDDLE AND UPPER SCHOOL

Students are given letter grades of A, B, C, D and F. Anything below 60% (D-) is considered an F. Teachers are required to notify a parent if a student has failed a major test, quiz or project. As a rule, students are not allowed to retake tests. At the teacher's discretion, however, there may be exceptions to this rule, but only on a class-wide basis, rather than an individual basis. Quarter and Semester grades may be weighted to ensure that no more than 40% of any given course grade comes from tests and quizzes with the exception of math.

In middle and upper school math, the grading is as follows:

- Math Courses before Algebra 1: Notes are 15% | Assignments are 45 % | Assessments are 40%
- Algebra 1 and Geometry: Notes are 10% | Assignments are 45 % | Assessments are 45%
- Courses beyond Geometry: Assignments 50% | Assessments 50%

UPPER SCHOOL

Finals are 20% of the semester grade.

Students take comprehensive exams in Science, History, English and Math.

A study period is provided for all students prior to each test.

The study period is optional for junior and senior students.

When letter grades are given, the following designations will be used:

		4.0 Scale	5.0 Scale
100 – 98%	A+	4.0	5.0
97 – 93%	A	4.0	5.0
92 – 90%	A-	3.7	4.7
89 – 88%	B+	3.3	4.3
87– 83%	B	3.0	4.0
82 – 80%	B-	2.7	3.7
79 – 78%	C+	2.3	3.3
77 – 73%	C	2.0	3.0
72 – 70%	C-	1.7	2.7
69 – 68%	D+	1.3	2.3
67 – 63%	D	1.0	2.0
62 – 60%	D-	0.7	1.7
Below 60%	F	0.0	0.0
Incomplete	I		

Excused – Item not included in grade calculation Incomplete – Calculated as 0

GRADE POINT AVERAGE

GPA is based on both an unweighted 4.0 scale and a weighted 5.0 scale (weighted by class credits).

Please see the unweighted and weighted GPA scale above.

HONOR ROLL

A. Middle School students with the following GPA's for the year will be recognized at year end.

3.33 - 3.66	Cum Laude
3.67-3.99	Magna Laude
4.0 +	Summa Cum Laude

B. Upper School students with the following GPA's for the year will be recognized at year end (based on Weighted GPA)

3.8-4.10	Cum Laude
4.11-4.49	Magna Laude
4.5+	Summa Cum Laude

C. Students who are receiving an incomplete (I) at the end of the quarter in any given class are not eligible to be placed on the Honor Roll.

SENIORS

Seniors with the following cumulative GPA's will graduate with honors (based on weighted GPA's):

3.8-4.10	Cum Laude
4.11-4.49	Magna Cum Laude
4.5+	Summa Cum Laude

Valedictorian and Salutatorian Titles: The students with the top 2 cumulative GPA's will be awarded the honor of these titles. In order to receive these rankings, students must have attended Liberty Classical Academy for at least three of four Upper School years. Valedictorian and Salutatorian will be determined at the culmination of the third academic quarter senior year.

CLASS CREDITS/GRADUATION REQUIREMENTS

Please refer to Liberty's Graduation Requirements document for courses and descriptions. *Upper school students are required to complete 40 volunteer hours prior to graduation.

ACADEMIC PROBATION

Approved Date:
Revised Date: June 17, 2015
Objective: To ensure all students are working to their highest potential in each class.
Scope: All students in grades 6 through 12
Definitions:

GUIDELINES

A. If a child receives two F's (quarter or semester) in a year or is consistently performing below grade level, to the detriment of the class, the child will be placed on academic probation.
B. A meeting will be scheduled with the parents/guardian, Director and teachers to develop an Academic Improvement Plan.
C. If an US student fails a semester class, a credit recovery may be offered either online (at the family's expense) or through the teacher depending on the subject. A fee will accompany the work to compensate the teacher.
D. Academic probation will end when all components of the Academic Improvement Plan have been successfully completed.
E. If the student does not demonstrate clear improvement as outlined in the Academic Improvement Plan, he or she may be un-enrolled by the school for the upcoming academic school year.

ACADEMIC HONESTY POLICY

Approved Date:
Revised Date: August 17, 2022
Objective:
Scope:

Academic dishonesty is defined as the following:

A. Using another student's homework , test, quiz, project, or workbook as one's own work.
B. Altering or filling in information during the grading process to make corrections whether it concerns the student's own paper or someone else's.
C. Obtaining or providing test or quiz questions or information in advance through unauthorized means.
D. Giving information either orally, electronically, or by intentionally allowing another studet to copy their material
E. Receiving assessment or assignment answers either audibly, by copying from another student, by looking at any source containing information, or by any other means, except with direct permission from the teacher who is giving the assessment or assignment
F. Possession of any unauthorized materials during an assessment or assignment.

G. Plagiarism: knowingly submitting work as your own that in actuality was either fully or partially produced by another source, including individuals, the Internet, books, artificial intelligence (AI), or any verbal or printed word.

a. For guidance on how to properly cite a source, the student should refer to the required MLA handbook

b. Theses will get run through the AI detection software; major papers are randomized for selection

If academic dishonesty is suspected, the student will meet with the division director. If academic dishonesty is determined to have occurred, the student(s) will receive a zero for the assignment in which academic dishonesty was committed. The student's parents will be contacted and given the details of the visit.

HOMEWORK POLICY

Revised Date: June 17, 2015
Objective: To define appropriate time for work to be completed outside of school.
Scope: All students in grades K through 12
Definitions:
Homework: Any assignment or research done outside of the classroom setting.

GUIDELINES:

1. LCA assigns homework to its students for many reasons. The primary reasons are: students often need extra practice in specific, new concepts, skills, or facts. In certain subjects (i.e. math), there is not enough time in a school day to complete the practice necessary for mastery. Therefore, after reasonable in-class time is spent on the material, the teacher may assign homework to allow for the necessary practice.

2. Repeated, short periods of practice or study of new information is often a more effective way to learn than one long period study.

3. Homework may be assigned to students who, having been given adequate time to complete an assignment in class, did not use the time wisely.

4. Homework allows students to learn good study habits and time management skills.

5. Since LCA recognizes that parental involvement is critical to a child's education, homework can be used as an opportunity for parents/guardians to actively assist their child in his or her studies. This also keeps the parents/guardians informed as to the current topics of study.

GUIDELINES FOR THE QUANTITY OF HOMEWORK:

1. Since homework, by its nature, takes time at home, it will not be assigned due to the teacher's poor planning or in place of an assignment that could have been completed in school.

2. The time required for homework will vary by grade and student. The table below contains "average" times for average students with good study habits. Some students will require more or less time than the amounts listed.

3. In Kindergarten through fifth grade, a weekly Homework Assignment Sheet will be used. In grades sixth and above, a student-owned assignment book (or planner) will be used.

4. Normally, homework will be reduced or eliminated over weekends for the lower school only. For all grades normally, the only homework that will be assigned over vacation periods is the reading of books.

5. Teachers will coordinate their assignments in order the achieve the average homework per night as seen in chart.

6. Parents with students who have excessive late or missing homework assignments will be contacted by their teachers.

AVERAGE HOMEWORK PER NIGHT:

Kindergarten: 0-10 minutes per night
Grades 1-2: 10-20 minutes per night

Grades 3-4: 20-30 minutes per night
Grades 5-6: 30-60 minutes per night
Grades 7-8: 60-90 minutes per night
Grades 9-12: 1 1/2 to 3 hours per night

Homework is to be turned in at the beginning of class, or sent via email to arrive to the teacher before the beginning of class.

CURSIVE WRITING REQUIREMENT

Students are taught cursive writing in 2nd grade and are required to use it in all subjects from 3rd through 8th grade unless stated otherwise on a Student Success Plan.
Students will not be allowed to do homework on computers in the Lower School or Middle School unless stated otherwise on a Student Success Plan. (some 8th grade papers may be typed at the discretion of the teacher).

ELECTRONIC POLICY FOR SUBMITTING UPPER SCHOOL HOMEWORK

A printed copy of all homework must be submitted to the teacher. Teachers may choose to accept an electronic copy of the homework.

LATE ASSIGNMENT POLICY

Approved Date:
Revised Date: August 4, 2014
Objective: To encourage students to submit any late assignments at the earliest possible date, allowing the student to receive the maximum amount of points on any assignment that is not turned in by the due date.
Scope: All students in grades 6 through 12
Definitions: Late assignments are defined as any homework assignment turned in after the specified due date.

GUIDELINES:

DEDUCTIONS FOR LATE ASSIGNMENTS:

10% of the student's score will be taken off of assignments turned in 1 class period late.

20% of the student's score will be taken off of assignments turned in 2 class periods late.

30% of the student's score will be taken off of assignments turned in 3 class periods late.

When an assignment has not been turned in within 3 class periods it becomes incomplete, and students will only receive 50% of their overall score for the assignment.

Parents with students who have excessive late or missing homework assignments will be contacted by their teachers.

If work is not turned in by the end of the quarter, it will be considered a missing assignment and the student will receive an incomplete until the assignment is turned in.

Students will have 2 weeks following the last day of quarters 1-3 and one week following the last day of quarter 4 to turn in all missing assignments (this does not apply to junior or senior students).

Assignments turned in during this time period will be worth no more than 50%.

If assignments are not turned in the student will receive a zero on the assignment.

LEARNING DISABILITIES POLICY

Revised Date: June 17, 2015
Objective: Liberty Classical Academy is committed to ensuring that it is equipped to provide excellence in education to all of the enrolled students.
Scope: All students applying for admission to LCA as well as those already admitted to LCA
Definitions: Learning disabilities are divided into two sections:

Moderate to Severe Learning Disability: Any condition requiring a separate classroom, program, and/or staff in order to provide the educational services (i.e. Down's syndrome, deaf/mute, blind).

Mild Learning Disability: Any condition that does not require a separate classroom, program, and/or staff in order to provide the education services (i.e. hyperactivity, attention deficit syndrome, dyslexia).

GUIDELINES

Children with a severe learning disability will not be admitted to LCA due to the lack of adequate staff, funding, and facilities.

Children who have been diagnosed as having a mild learning disability are required to meet the same admission requirements, academic standards (see Academic Probation Policy), and discipline requirements (see Discipline Policy) as all other students in their grade level.

If a student requires help from the learning specialist(s) on staff, they may be invited to make recommendations on the following:

A. Accommodations that can or cannot be implemented at Liberty
B. Long-term success of the student at Liberty
C. Further assessment testing (inside or outside of Liberty)
D. Continued enrollment
E. Dismissal based upon the individual needs of the student either at quarter, semester, or year end

PARENT/TEACHER COMMUNICATION

Approved Date:
Revised Date: June 17, 2015
Objective: Because children's success in school is directly related to parental or guardian involvement in his/her education, Liberty Classical Academy encourages and supports interaction between the home and the school.
Scope: All Liberty Classical Academy families

GUIDELINES

TEACHER COMMUNICATION

1. Direct personal communication between parents and teachers is encouraged.
2. Whenever possible, parents should first direct questions to the teacher rather than the Headmaster or other staff.
3. Messages for teachers may be left in the school office. Please keep in mind that in general, teachers are not immediately available but will call you back as promptly as possible.

DAILY HOMEWORK ASSIGNMENT SHEET (GRADES K-5)

1. Comments from the day are recorded along with any homework assignments.
2. Parents should check the student's work and initial the sheet each night, indicating that the student has completed the required work. Students must receive 90% of their signatures to be eligible for non- uniform day.
3. Weekly Classroom Updates highlighting events in the classroom will be provided in a format and scheduled at the teacher's discretion.

DAILY HOMEWORK ASSIGNMENT NOTEBOOK (GRADES 6-12)

1. Every 6-10th grade student is required to record homework assignments for each class in their school provided assignment notebook and secure the teacher's signature, which indicates that the student correctly understands the assignment.
2. Parents should check the student's work and initial the notebook each night, indicating that the student has completed the required work. 6-10th grade students must show no missing assignments at the end of each quarter to be eligible for the quarter's earned non-uniform day, as long as the teachers have the late work graded and entered into Renweb three days before the scheduled non-uniform day.
3. Juniors and seniors are not required to get signatures, but are expected use some type of organizational planner to maintain a high level of homework organization on a daily basis. Junior and seniors with no missing assignments at quarter end will be eligible for non-uniform day.

LOWER SCHOOL REPORTING TOOLS AND CONFERENCES

1. Parents of students in grades K-5 will be notified if their student receives a score below 70% on any given test or if he/she is missing any assignments in any given class.
2. Mid-Quarter Reports are emailed to all students in grades 4-12. Mid-Quarter Reports are printed and sent home with students in grades K-3.
3. Report Cards are generated for all students after each school quarter.
4. Conferences are scheduled and held after 1st quarter and during 3rd quarter.
5. Parents/Guardians are encouraged to schedule individual conferences with teachers at any other time.

MIDDLE/UPPER SCHOOL REPORTING TOOLS & CONFERENCES

1. Parents of students in grades 6-12 will be notified if their student receives a score below 70% on any given test.
3. Mid-Quarter Reports are emailed to all students in grades 4-12.
4. Report Cards are generated for all students after each school quarter.
5. Conferences are scheduled and held after 1st quarter and during 3rd quarter.
6. Parents/Guardians are encouraged to schedule individual conferences with teachers at any other time.

CONTINUOUS ENROLLMENT POLICY

Approved Date:
Revised Date: June 17, 2016
Objective: To clarify reasons for which continuous enrollment may be temporarily withheld or denied.
Scope: All students in grades K through 12

GUIDELINES

Students will be allowed to remain enrolled for the upcoming academic year if they have demonstrated passing grades in all subject areas or if they are implementing an Academic Improvement Plan* successfully.

Families are also required to be current with tuition payments and any other fee payments.

*Students with learning disabilities, please refer to the Learning Disabilities Policy for more information.

STUDENT RECORDS

Approved Date:
Revised Date: June 26, 2017
Objective: To outline confidentiality policy and allow families to un-enroll their student from Liberty's program and to obtain student transcripts and records in the event of a transfer or school closure.
Scope: All students in grades K through 12

STUDENT RECORD CONFIDENTIALITY

Student records are considered permanent in nature reflecting important information needed by the school while also providing a snapshot of the student's overall behavior and academic progress. All student records will be kept up to date by the registrar, nurse, and admissions personnel. Since these are permanent records, most files are in digital format retained in FACTS SIS. Also, since these records are confidential in nature, only authorized personnel may request to view students' files for purposes of reviewing report cards from previous years, achievement testing results, summaries of education screening, etc. Students' records include:

- Application
- Report Cards, Test Scores, Attendance Records, and complete transcript of courses, grades and credits earned through the current grade.
- Discipline Records
- Health & Immunization Records
- If Applicable, Student Success Plans
- Medical Information Form
- Parental Emergency Medical Authorization Form

STUDENT RECORDS FOR TRANSFER

GUIDELINES

For families to request student transcripts or records for leaving LCA:

Student accounts must be up to date and paid in full prior to requesting student records

Current student contract obligations are reconciled

Unenrollment form must be completed by the parent and submitted to the Finance Director

Assuming the above requirements are met, LCA will send records within one week following the school's approval. Families must provide a written request to the designated administrator containing:

- The name and address of the school to which records are to be sent
- The address to which the student's copy of his/her records are to be sent, if applicable
- The years your student(s) attended Liberty Classical Academy

STUDENT RECORDS UPON SCHOOL CLOSING

Approved Date:
Revised Date: November 4, 2009
Objective: To allow families to obtain student transcripts and records in the event of the school's closure. Scope: All students in grades K through 12
Definitions: Policy is required for accreditation purposes.

GUIDELINES

For families to request student transcripts or records for leaving LCA:

A. Upon determination that Liberty will be closing, families will be notified of the following:

   a. Date of Official Closure
   b. Name and contact information of the appropriate district that will maintain academic records after the school's closing and that upon written request will:
      - Send copies of student records to the school institution designated by each family
      - Give each family a copy of their students' records
   c. Date on which student transcripts and records will no longer be available and which district records will be kept

B. Should families need the transcripts or records of their student(s) after the date of official closure, they should contact the appropriate district.

TEACHER REQUEST POLICY (LOWER SCHOOL ONLY)

Approved Date:
Revised Date: July 31, 2018
Objective: To provide an avenue for parents who have legitimate academic or behavioral concerns to request a Lower School classroom teacher.
Scope: All students in grades K through 5

GUIDELINES

Requests must be made ONLY via an official hard copy, typed letter with a well-documented academic or behavioral reason for the request. Liberty strongly values the input of parents regarding their children and we will do our best to accommodate requests for legitimate academic or behavioral reasons while recognizing the needs of the other students, as well. Final decisions will be made by the administration while considering the parent's request and the well-being of the other students and teachers. While we cannot guarantee a parental request for a particular teacher, parents may make an official request in writing for a teacher based on well documented academic or behavioral reasons.

STUDENT LIFE

STUDENT DISCIPLINE

Revised Date: August 1, 2017
Objective: To reach the heart of the child and produce a self-disciplined individual.
Scope: All students in grades K through 12

GUIDELINES

LCA views discipline as an important part of schooling, but contrary to the narrow definition typically used, discipline involves much more than punishment. It involves training children to be "disciplined," to become "disciples" of Christ. At times this process involves punishment, the primary focus of this policy, but in the larger sense, discipline is taught during many school activities.

PUNISHMENT

Whenever possible, punishment is to be a private matter; only when private methods have failed is public action appropriate. (Matt 18:15-17).

It is vital for parents and guardians and students to realize that maintaining an orderly and Christ-like atmosphere in the school and the classroom is critical to the learning process and mission of Liberty. As in all other areas of education at LCA, love and forgiveness are integral parts of the discipline of a student.

Students are expected to conduct themselves in accord with LCA's Body of Values (see page 2) and Statement of Life Applications (see page 4) while at LCA and in officially sanctioned LCA functions. Conduct outside of these circumstances is disruptive to LCA carrying out its mission and will be disciplined at the discretion of the Headmaster, including potential removal from student leadership, suspension, expulsion, or withdrawal.

With this in mind, the following guidelines will be implemented at Liberty:

LOWER SCHOOL

At the Lower School the discipline system that we use is the "stop light". The light system has three different colors: green, yellow, red.

The students all start the day with a green light which means they are following classroom guidelines.

A yellow light is given for not following the classroom guidelines. This is simply a warning.

If another inappropriate behavior happens, a student will receive a red light and a behavior report will be sent home to be signed by parent/guardian. Red lights will be recorded with the Director. If repeated red light reports occur, the student will be subject to disciplinary action by the LS Director (such as loss of recess).

*For a severe infraction or continuous misbehavior a student may be given an immediate red light report (see protocol above).

MIDDLE/UPPER SCHOOL

For Middle/Upper School students, the discipline system is divided into 3 forms and slips will be marked with a C for Correction, B for Behavior, and T for Tardy infractions.

Correction: for outside class discipline (such as running in the hallway, dress code violations, etc.) A correction slip is filled out and stapled to the student's assignment notebook.

Behavior: Used with the 3 strikes policy for in-class discipline. For a student's first infraction, his/her name is written on the board. At the second infraction, a check is placed by the student's name and a behavior slip is filled out and issued to the student. The third infraction will result in the student being sent to the office.

Tardies: for arriving late to class or assembly. When a student comes late to class or assembly, he/she is marked as tardy in RenWeb and given a tardy slip. **[Please refer to the *Tardy Policy* on page 7]**

For every 5 behavior, correction, or tardy slips a student receives, (s)he must serve a 30-minute detention. Students receiving 2 detentions for any reason in one year will require a meeting with the M or US Director. 6 + infractions results in a mandatory parent/student meeting with the M or US Director. Failure to report for service will result in a $100 fine and rescheduling unless there is a family emergency or alternate arrangements are made in advance. Late arrivals/early departures will be prorated. No shows will be fined and rescheduled. Subsequent no shows will result in additional fines.

Effectively, this is a 2-Tier system:

Tier 1: 5 CBT slips - 5 CBT slips result in the student having detention. On detention days, if the student ordered hot lunch, it will be brought to the student in the detention classroom via a designated lunchroom aide/volunteer.

Tier 2: 6+ CBT slips - When a student receives more than 5 CBT slips in one quarter, each additional slip will result in an additional detention and a fine of $10 to be paid in cash on the day his/her detention is served.

OFFICE VISITS

Official Office Visits are part of our disciplinary process. The following behaviors at school or school related events will automatically necessitate correction from the Division Director (versus the teacher).

Blatant disrespect shown to any staff member or property

Dishonesty in any situation while at school, including lying, cheating, and stealing

Rebellion, i.e. outright disobedience in response to instructions

Fighting, i.e. striking in anger with the intention to harm another student

Obscene, vulgar or profane language

Use of pornography

Use or possession of an illegal substance

Truancy (students who have 10 or more absences without sufficient reason)

Verbal, physical, or sexual misconduct

Religious practices that are disruptive or disrespectful to others

Possession of weapons

INFRACTIONS:

A third official office visit will be followed by a meeting with the student's parents and guardians.

Should the student require a fourth official office visit, a 1 to 2 day suspension will be imposed on the student.

After five official office visits, the case will be brought before the board, and a decision regarding expulsion will be made.

UNOFFICIAL OFFICE VISITS

The following behaviors are examples that may result in an unofficial office visit.

Distracting classmates, i.e. talking during a lesson
Coming to class unprepared
Speaking out of turn in class; Disruptive behavior

The Division Director may exercise discretion to administer unofficial office visits for the purpose of training students as needed.

During each unofficial office visit the Division Director will determine the nature of the punishment. The Division Director may require restitution, forfeiture of free time or recess, light cleaning work, detention or other measures consistent with biblical guidelines that may be appropriate.

If for any of the above or other reasons a student receives punishment from the Division Director, the following will be observed:

The student's parents or guardians will be contacted and given the details of the visit.

The parents and guardians' assistance and support in averting further problems will be sought.

The Division Director will make a note of each occasion when the parents and guardians are contacted after an office visit, and enter that record in the student's file.

After the second unofficial office visit during each academic year for related behavior the Division Director will discuss with parents an appropriate behavior improvement plan that will be documented.

SUSPENSION

IN-SCHOOL SUSPENSION

Students may be removed from their classes where behavioral problems are chronic or very disruptive.

In-school suspension can last anywhere from 1 class period to an entire school day.

Students will not be given credit for any tests, quizzes or projects missed due to in-school suspension. In addition, students must complete any work they miss.

Leaving the school grounds without permission and truancy are examples of reasons a student could receive in-school suspension.

OUT-OF-SCHOOL SUSPENSION

A student in out-of-school suspension is not allowed on the school campus or at any school sponsored events during their suspension.

Homework and tests that are missed will be counted as zeros.

Students will be given a 1 to 2 days out-of-school suspension after receiving a fourth Official Office Visit.

EXPULSION

The LCA Board realizes that expelling a student from school is a very serious matter and should always be carefully dealt with on a case-by-case basis.

Forgiveness and restitution are fundamental to our total discipline policy.

Should a student and his/her parent and guardians not be able to eliminate behavioral problems by their fifth Official Office Visit, the student may be expelled at the discretion of the Board.

The Board will consult with the Headmaster and Director and will consider recommendations by these persons in consid-ering expulsion.

In the event that the Board elects not to expel a student, the Board will work with the student, the student's parents, and the Headmaster or Director to implement a written plan to deal with the behaviors at issue. The plan will include clear goals and actions to address the behaviors.

ANTI-BULLYING POLICY

Liberty Classical Academy believes that the Bible provides guidelines for relationships. In John 15:12 Jesus states, "My command is this: Love each other as I have loved you." It is our goal to instill biblical principles/values and create an environment in our school that reflects this principle. However, we understand that from time to time, conflict can occur to include bullying. Therefore, Liberty Classical Academy adopts the following policy in regards to bullying when it happens at school.

Bullying is defined as any repeated, intentional, aggressive behavior displaying physical, verbal, written, abusive treatment to negatively affect others.

• Bullying occurs when a person or group is intentionally intimidated, frightened, excluded, or hurt by a pattern of behaviors directed at them by others (Bullying in Schools – The Hidden Curriculum, Greg Griffiths, 2003).

Although bullying can't be prevented 100 percent of the time, it is never acceptable. Any teacher or student who believes this policy has been violated by another person should immediately report the violation to the director. If a student is accused of bullying, the director will investigate the seriousness and credibility of the accusation and determine what further action needs to take place. LCA will handle each incident in accordance with our BOVs and will take the appropriate disciplinary action in accordance with our discipline policy.

STUDENT DRIVING POLICY

Approved Date:
Revised Date: June 17, 2015
Objective: To create a safe and orderly means of transportation for students who are of the legal driving age.
Scope: All students 16 years of age or older who hold a valid driver's license.

GUIDELINES

Students must submit a completed Parking Permit Application to the office at least 3 days prior to driving to school.

Parking Permit Applications must include the following information to be considered complete:

1. Driver's License Number
2. Vehicle Information
3. Insurance Information
4. Student Signature
5. Parent Signature

STUDENT DRIVERS MUST COMPLY WITH THE FOLLOWING RULES AND REGULATIONS:

All vehicles driven to school must be on file in the school office, and students must display Liberty parking sticker and pay the fee associated.

Any vehicle changes or additions during the school year must be immediately reported to the office.

The school is NOT responsible for vehicles or their contents while they are parked on school property.

Any vehicle parked illegally in fire lanes or handicapped areas may be ticketed or towed; the student will be responsible for all fees.

Students are not allowed to go to their car during the school day without administrative approval.

Juniors and Seniors may leave during lunch with school and parental approval, and must be in good academic and behavioral standing before consideration. Student drivers may only sign out for appointments if parents have prearranged the dismissal by emailing or phoning the attendance line.

In case of an accident in the parking lot or on school grounds, students are expected to exchange insurance and license information with the other party. They must also inform the Upper School Director to determine if privileges should be suspended due to the accident.

Driving to school privileges may be suspended or revoked under the following circumstances:

1. The rules above are not obeyed
2. Excessive tardiness or absences occur
3. Other behavioral and/or driving violations
4. Any unsafe driving practices observed during student arrival or dismissal time

EXTRACURRICULAR ACTIVITIES POLICY

Approved Date:
Revised Date: August 3, 2016
Objective: Provide experiences that will help develop students spiritually, emotionally, intellectually, physically and socially.
Scope: Any student who competes in interscholastic athletics or is a member of a group that is sponsored by the school, e.g., student government, worship team, etc.

GUIDELINES

Scholastic achievement should be the primary concern of any student participating in extracurricular activities.

REQUIRED FEES AND DOCUMENTATION:

- Students may not participate in any activities, practices, or contests until all fees are paid in full.
- Students may not participate in any activities, practices, or contests until registration and waiver forms have been submitted.
- Beginning in 7th grade, students participating in sports must submit a sports qualifying physical. Each physical is valid for 3 years.
- As a disciplinary measure, the school has the right to limit eligible students' participation in extracurricular activities. Students must maintain a C- or above grade in all their subjects, while carrying a minimum semester GPA of 2.0. Students will be suspended for one meeting/contest for receiving one or more failing grade(s) below a C- but will otherwise participate as usual provided they satisfy the minimum GPA requirement. The timing of the suspension is determined by the athletic director and/or M/US Director. The intent is to handle the suspension with immediacy, but also giving students, parents, and coach-es/team leaders adequate notice.
- Eligibility is determined based on the most recent quarter or midterm grades. Students may also be restricted from participation in accordance with the Discipline Policy.
- Students must attend at least 4 full periods of school and have an excused absence for the hours missed to participate in any athletic contests/practices and extracurricular group activities on that day.

ATHLETIC UNIFORM INFORMATION:

- All uniform items provided by the school must be washed and returned no later than 2 weeks after the end of the season.
- The student must pay replacement costs for any uniform items that are lost or damaged to be considered eligible for participation in any extracurricular activities.

ATHLETIC TEAM FORMATION POLICY

Objective: To establish a uniform process and set of criteria for Liberty Classical Academy's athletic team formation that ensures each player is given a fair and just opportunity to demonstrate his/her ability.
Scope: Grades 3-12

General Assessment Guidelines

The times for player evaluations will be determined by the respective athletic director prior to the start of the season. Per MSHSL rules, high school evaluations can be held no earlier than the first official day of the season as determined by the MSHSL. If assessments are necessary, there will be at least two rounds at the high school level, and one at the middle and lower school level. The organization and structure of these sessions will be left to the discretion of our athletic directors, coaches, and sport coordinators.

For assessments, Liberty will provide a group of evaluators with knowledge and experience in the select sport. In the middle school, players names will not be provided to the evaluators, instead, numbers will be randomly assigned to each player. We will ensure there are multiple evaluators in place to make the process fair and balanced for each age division.

Assessments will be closed to everyone who is not registered and/or authorized by Liberty's athletic directors. Players will be notified of their placement via email from the respective Athletic Director (possibly along with a coach). Liberty Classical Academy has the right to limit or expand the number of teams per age division based on the number of players trying out.

MIDDLE AND HIGH SCHOOL ASSESSMENTS

At the middle and high school level, team placements are determined through skill-based assessments. Players will be evaluated and placed on the team that best matches their current skill level. When filling roster spots, *Liberty students will be prioritized over homeschool or co-op players of an equivalent skill level*; however, if a homeschool or co-op student demonstrates a higher level of play, he/she will be placed accordingly. We will make every effort to ensure there are multiple Liberty students on each team.

A 7th or 8th grade player may be invited to try out for the high school team if the coaches, athletic directors, and parents all agree this would be beneficial to the player and overall program. The player must demonstrate the appropriate maturity, ability, skill level, size, strength, etc. to be considered.

LOWER SCHOOL ASSESSMENTS

At the lower school level, teams are balanced rather than skill-based. The number of player registrations will determine the number of teams we field and if assessments are necessary. For the purpose of balancing teams, assessments may be held at the lower school level. In the case of a highly skilled player in the lower school who is seeking greater competition, that player may be moved up if the player's family, evaluators, athletic director and coaches all agree.

UNIFORM AND DRESS CODE POLICY

Approved Date:
Revised Date: July 31, 2018
Objective: Liberty Classical Academy is a workplace for students as well as for teachers. Students should dress in such a way as to demonstrate their respect for the school. Students attending LCA are expected to wear uniforms with a cheerful and respectful attitude.
Scope: All students in grades K through 12
Definitions: The Uniform and Dress Code Policy is listed below. To be in compliance is to follow the procedures listed.

GUIDELINES

The Uniform and Dress Code Policy is in place to assure all students represent LCA in their appearance showing respect for LCA and Christian values. Compliance is mandatory for all students enrolled at LCA.

GENERAL PRINCIPLES

1. Neatness: Shirts must always be tucked into pants, shorts or skirts. Shoes must be tied. Clothing must be in good condition without excessive wear, wrinkles, or holes/tears. Clothing must be appropriately sized for the student.

2. Cleanliness: Uniforms must be neat and clean. Students must wash regularly and keep their hair neatly combed.

3. Modesty: Uniforms must be worn in a modest manner, not too tight or too loose. Reasonable standards of modesty must be adhered to for jumper length. **Waistband must fit at waist, and not be folded or rolled over**. Girls in grades K-5 must have shorts, bike shorts, leggings, or tights under their jumpers. Girls in grades 4 -5 must wear a t-shirt, sports bra, or bra under their shirts. No tops of stretchy, clingy fabric should be worn. No short skirts, short shorts, or spandex shorts are allowed. Skirts must be mid-thigh length. No undergarments should be visible.

SPECIAL ATTIRE EVENTS/DAYS

1. As the school determines, events like P.E. and field trips may call for other clothing options.

2. Special days may be scheduled such as non-uniform days, dress-up days or spirit week, during which other clothing is allowed. Students may wear flip-flops on non-uniform days.

3. On such days, students are expected to observe standards of dress code and grooming as outlined in this policy that emphasize neatness and respect of Christian values.

4. Students wearing unacceptable clothing/attire on non-uniform days will be asked to wait in the office until their parents can bring proper clothing or be given the opportunity to change into shorts the school keeps on-hand. Shorts must have at least a 5" inseam and no spandex shorts allowed.

UNIFORM GUIDELINES

1. All upper body uniform items must have the official school logo on the left chest.

2. Hats: Students are not allowed to wear hats while in the school building.

3. Shorts: Students are allowed to wear uniform shorts when the weather is warm, reasonable standards of modesty must be adhered to for short length (at discretion of the school). Parents will be contacted if students are wearing uniforms deemed immodest. Shorts must have at least a 5" inseam and no spandex shorts allowed.

4. Belts: A belt must be worn with pants or shorts. Exception: For bathroom efficiency, K – 1st grade students do not need

a belt provided their pants fit appropriately. Belts may be black, navy or dark brown. No cloth belts (Other than the school plaid from sanctioned vendors), or belts with embellishments or rivets are allowed.

5. Shoes: Students may wear black or brown dress shoes. Students should not have stripes, or embellishments on shoes worn with the dress uniforms. They are to be dark colors only. Tennis shoes can be worn; white, black, and blue colors are preferred (Excessively bright or distracting colors are discouraged), and no lights are permitted on shoes. Shoes must be clean, in good condition, without holes or a lot of scuffs. Boots, sandals and flip-flops are not allowed. A sandal is considered any shoe with an open back or toe, with or without a strap. Tennis shoes with non-marking soles are required for physical education.

6. Socks/tights: Boys may wear matching white, dark blue or black socks. Girls in K-5 may wear matching white anklets or tights with jumper, or dark blue socks with pants. When the weather is cold, Lower and Middle School girls may also wear navy, white or black leggings under their jumper or skirt. Upper School girls may wear white, navy or black tights for warmth on cold days.

7. Hair: Boys and girls must have clean, neat, and well-groomed hair that does not fall into or cover the eyes. Hair must be cut above the eyebrows or pulled back neatly. Only natural hair colorants are not allowed. Girls may wear headbands, scrunchies, ribbons or ties in their hair. The items should match the uniform.

8. Makeup: Middle school girls may wear makeup if modestly applied. Lower school girls may not wear makeup. Lip balm and uncolored lip-gloss is permitted. Girls may wear light colored, neatly applied nail polish.

9. Jewelry: Boys may not wear earrings or gauges. Girls may wear earrings only; no gauges. Boys and girls may wear no other jewelry on the face (nose, eyebrow, lip, tongue, etc.). Any kind of distracting jewelry is not allowed. Smart watches are not allowed.

10. Tattoos: Tattoos inconsistent with our Body of Values are highly discouraged and must remain covered at all times, at all school events and functions including athletic events.

11. Only plain, white t-shirts may be worn under uniform shirts.

ENFORCEMENT

1. Faculty will determine and address violations directly related to uniform policy
   a. The Division Director will address uniform policy violations as needed, and other dress code policy violations
2. Students not complying with the Uniform and Dress Code Policy will be required to rectify their appearance as quickly as possible.
3. Students in 6-12 will also be given a correction slip for each violation. (See Discipline Policy)
4. Non-compliance in the Uniform and Dress Code Policy will be subject to disciplinary action.

SPIRIT WEAR

Spirit Wear Days at Liberty are days set aside that bring the entire community together to celebrate who we are as a school. These are days filled with Liberty spirit, fun and passion. We request that students wear Liberty attire with the Liberty logo to unify our school spirit. Families can purchase Liberty spirit wear attire from our website or in the Main Office. If students do not have Liberty logoed attire they can wear their regular school uniform clothes.

Spirit wear is not allowed as part of the school uniform.

LOWER SCHOOL UNIFORM AND DRESS CODE POLICY

Boys may wear:

1. Navy Pants or Shorts*
2. White or Green Polo Shirt with official school logo (Short or Long Sleeves)**
3. White Oxford with official school logo (Short or Long Sleeves)
4. White or Green Turtleneck with official school logo
5. Navy Sweater, Cardigan or Vest with official school logo***
6. Only plain, white t-shirts may be worn under uniform shirts.
7. Uniform-approved, quarter-zip sweatshirt with official school logo
8. Tennis shoes or regular shoes may be worn but must be mostly white, black or blue in color. No crocs, clogs, or open-backed shoes allowed.

Girls may wear:

1. Plaid Jumper - Classic Navy/Evergreen. Plaid type on file at Land's End and Donald's
2. Navy Pants or Shorts*
3. White Blouse with Peter-Pan Collar (Worn with Jumper Only)
4. White Oxford, White or Green Polo, long or short sleeve with official school logo (Worn with Pants or Shorts Only)**
5. White or Green Turtleneck with official school logo (Worn with Pants or Shorts Only)**
6. Navy Sweater, Cardigan or Vest with official school logo***
7. Girls in grades 4-5 must wear a t-shirt, sports bra, or bra under all shirts worn with pants and shorts.
8. Uniform-approved, quarter-zip sweatshirt with official school logo
9. Tennis shoes or regular shoes may be worn but must be mostly white, black or blue in color. No crocs, clogs, or open backed shoes allowed.

Faculty will determine and address violations directly related to uniform policy. The Division Director will address uniform policy violations as needed, and other dress code policy violations.

Students not complying with the Uniform and Dress Code Policy will be required to rectify their appearance as quickly as possible.

DRESS UNIFORM FOR SPECIAL OCCASIONS

Whenever a special occasion calls for dress uniform attire, students should dress according to the following:

BOYS:

Blue dress pants, white, long sleeve oxford or dress shirt with the official school logo, solid navy blue tie, black, brown, or navy belt, and black or brown dress shoes. No Tennis Shoes. Students should not have stripes, or embellishments on shoes worn with the dress uniforms, they are to be solid dark colors only.

GIRLS:

Plaid jumper, white, long sleeve, button-down blouse with Peter-Pan collar, white tights, and black dress shoes. Students should not have stripes, or embellishments on shoes worn with the dress uniforms, they are to be solid dark colors only. No Tennis Shoes or boots.

It is expected that students remain in their dress uniform throughout the course of the special event (including reception).

MIDDLE SCHOOL UNIFORM AND DRESS CODE POLICY

Boys may wear:

1. Navy Pants or Shorts*

2. White or Green Polo Shirt with the official school logo- Short or Long Sleeves**
3. White Oxford with the official school logo - Short or Long Sleeves
4. White or Green Turtleneck with the official school logo**
5. Navy Sweater, Cardigan, or Vest with the official school logo***
6. Only plain, white t-shirts may be worn under uniform shirts
7. Uniform-approved, quarter-zip sweatshirt with official school logo
8. Tennis shoes or regular shoes may be worn but must be mostly white, black or blue in color. No crocs, clogs, or open-backed shoes allowed.

Girls may wear:

1. Plaid Skirt - Classic Navy/Evergreen (Plaid type on file at Land's End or Donald's)
2. Navy Pants or Shorts*
3. White Oxford or White Polo Shirt with the official school logo- Short or Long Sleeves**
4. Green Polo with the official school logo- Short or Long Sleeves, with Pants or Shorts Only**
5. White or Green Turtleneck with the official school logo, with Pants or Shorts Only**
6. Navy Sweater, Cardigan, or Vest with the official school logo***
7. Girls in grades 6-8 must wear a t-shirt, sports bra, or bra under all shirts.
8. Uniform-approved, quarter-zip sweatshirt with official school logo
9. Tennis shoes or regular shoes may be worn but must be mostly white, black or blue in color. No crocs, clogs, or open backed shoes allowed.

DRESS UNIFORM FOR SPECIAL OCCASIONS

Whenever a special occasion calls for dress uniform attire, students should dress according to the following:

BOYS:

Navy blue dress pants, white, long sleeve, oxford or dress shirt with the official school logo, solid navy blue tie, black, brown, or navy belt, and black or brown dress shoes. No Tennis Shoes.

GIRLS:

Plaid skirt, white, long sleeve, button-down oxford with the official school logo, white knee socks, and black or brown dress shoes. No Tennis Shoes.

It is expected that students remain in their dress uniform throughout the course of the special event (including reception).

UPPER SCHOOL UNIFORM AND DRESS CODE POLICY

***TOMMY HILFIGER IS THE SOLE PROVIDER OF LIBERTY'S UPPER SCHOOL UNIFORMS; PLEASE DO NO USE ALTERNATE SUPPLIERS.**

Boys may wear:

1. Designated Khaki Pant Options from Tommy Hilfiger
2. White Oxford Shirt with the official school logo- Short or Long Sleeves
3. Matching Dark Socks
4. Dress Shoes - Black, Brown or Navy, solid in color with no stripes or shapes in other colors
5. Navy Sweater with the official school logo- Pullover or V-Neck
6. Uniform-approved, quarter-zip sweatshirt with official school logo

Girls may wear:

1. Custom Navy Houndstooth Skirt or Skort from Tommy Hilfiger; Khaki Ponte Skort from Tommy Hilfiger
2. Khaki Pants (Sateen or Twill Straight Leg) from Tommy Hilfiger
3. White Oxford Shirt with the official school logo- Short, Long, or 3/4 Sleeves
4. Navy Sweater - Pullover, Cardigan, or Vest with the official school logo (optional for daily wear)
5. Dress Shoes - Black, Brown or Navy, solid in color with no stripes or shapes in other colors
6. Socks – Matching dark socks with pants, White socks with skirt
7. T-shirt, sports bra, or bra must be worn under all shirts
8. Uniform-approved, quarter-zip sweatshirt with official school logo

DRESS UNIFORM FOR SPECIAL OCCASIONS

Whenever a special occasion calls for dress uniform attire, students should dress according to the following:

BOYS

Khaki dress pants, white, long sleeve oxford with the official school logo, striped navy and gold tie, navy blazer w/school logo, black or navy belt and black, brown, or navy dress shoes. No Tennis Shoes.

GIRLS

Custom Navy Houndstooth Skirt/Skort, white, long sleeve oxford blouse, white knee-high stockings, fitted navy blazer and black, brown, or navy dress shoes. No Tennis Shoes.

It is expected that students remain in their dress uniform throughout the course of the special event (including reception).

***Effective for the 2026-27 School Year: Only the approved Tommy Hilfiger items for both daily and dress uniform in the upper school may be worn. Items from Lands' End and Donald's may not be worn as part of the daily or dress uniform in the upper school beyond the 2025-26 school year.**

ALLERGY AND SUGAR GUIDELINES

ALLERGY GUIDELINES

1. The parents of children with food allergies should:
   a. At the beginning of the school year, meet with the classroom teacher and nurse on site to discuss known allergies, history, treatment, and any adjustments within the classroom that may be necessary.
   b. Provide the school with medications as necessary.
   c. If possible, volunteer to help with classroom events where food may be served.
2. The classroom teachers should:
   a. Work with parents of students with allergies and the nurse on site to develop an individual plan for managing the allergies.
   b. Notify all classroom parents of the specific allergens, as well as any adjustments that need to be met.
   c. Instruct all substitutes about the allergies within the class.
   d. Talk to the entire class about food allergies, signs of a reaction, importance of not sharing foods, importance of washing hands, what not to bring into the classroom, etc.
   e. Follow Liberty's Sugar Guidelines which limits the students' exposure to potential allergens.
   f. When planning a fieldtrip, ask about any food being served and notify the parents of students with allergies as needed.
3. All classroom parents should:
   a. Help protect all students in the class by following any guidelines that the teacher gives (Mark 12:31).
4. The nurse on site should:
   a. Work with parents of students with allergies and the teachers to develop an individual plan for managing the allergies.
   b. Notify all teachers and staff about students with allergies.
   c. Train all teachers and staff of the signs of an allergic reaction and in using EpiPens and similar devices.
5. The lunchroom coordinator should:
   a. Work with the nurse on site and teachers to understand all food allergies within the student body and make precautions within the lunchroom as necessary.
   b. Designate a table within the lunchroom as the Allergy-Free Table by placing a sign on it each day. Wash the table carefully.
6. Liberty Classical Academy may:
   a. Provide sweets such as cookies and/or bars in conjunction with school events in order to honor the students' hard work and provide a warm community environment.

SUGAR GUIDELINES

1. Teachers will not use candy to regularly incentivize academic or behavioral outcomes or achievements.
2. Traditionally, peppermints are given to students during standardized testing week due to the research demonstrating an increased ability to focus and concentrate.
3. Sweets are acceptable on special occasions such as birthdays or planned party days.
4. Snack Shack is a fundraiser for the senior class trip. Therefore, we will continue to make snacks available, some of which contain sugar. Parents are responsible for deciding whether they want to purchase sweet snacks for their children.
5. Periodic fundraisers that include items such as baked goods, candy canes, etc. are available for purchase by the students. Parents may decide whether to have their children purchase these items and they are responsible for any money children may bring to school for purchase.
6. Sweets such as cookies and or bars are frequently served in conjunction with school events in order to honor the students hard work and provide a warm community environment.

SOCIAL MEDIA PAGE GUIDELINES

It is Liberty Classical Academy's desire to communicate in an effective manner, providing parents and students with necessary information that is both accurate and timely. We are committed to maintaining important standards for all Liberty social media communications. Because of this, parents are discouraged from creating separate Facebook or other social media groups or pages for Liberty groups or classrooms, as they need to be maintained, updated, etc. School communications (standards, policies, announcements, news items, teacher letters, etc.) MAY NOT be uploaded into a group or shared on any unofficial Liberty Classical social media page.

POLICIES & PROCEDURES

TECHNOLOGY POLICY

Approved Date:
Revised Date: August 16, 2021

Objective: To facilitate safe, ethical and innovative ways to communicate and share resources.
Scope: All students in grades K through 12

GUIDELINES

Students are discouraged from bringing electronics or other valuable personal property to school. The school is not responsible for any lost or stolen personal property.

SCHOOL PHONES

1. Students are required to make all personal phone calls in the school office with the permission and presence of a staff member.
2. Students will not be allowed to use the office phone without giving an appropriate reason.
3. Phone calls should be made before or after school or during passing time.
4. Personal phone calls made during passing time do not justify tardiness.

MESSAGES

Only when there is an emergency requiring the immediate attention of a student will messages be accepted and delivered to the student by the office.

Classes will not be interrupted (other than lunch or between classes) to deliver messages regarding transportation, personal appointments, work schedules, family errands, etc.

CELL PHONES & SMARTWATCHES

Cell phones and smartwatches are to be in a student's backpack or locker and must remain off during the entirety of the school day, including prior to first period (from 7:50-8:00 a.m.), during passing time, and in the bathroom. If a student is found using his/her cellphone during the school day, or if it is found on a student's body, staff and faculty will take the cellphone or smartwatch from the student and it may only be picked up by the student's parent during school office hours, or released to the student for a payment of $25 to FACTS, or released following a 48-hour hold.

No smartwatches may be worn during school hours

Lower school students (K-5) are only allowed to use cell phones in the office, before school, or after school.
Middle and Upper School students may use cell phones before and after school only. If they must make a call during the school day they must go to the office to make the call.

Students who violate these rules will have their cell phones or smartwatches confiscated and they may only be picked up by the student's parent during school office hours, or released to the student for a payment of $25 charged to the FACTS account, or released following a 48-hour hold.

COMPUTER USE

Computers must be used for academic purposes only.

Any student found to be using their personal computer for nonacademic purposes will have the computer confiscated and brought to the office for pick up by a parent only. A correction slip will also be issued.

Any student found to be using a school computer for nonacademic purposes will lose the privilege of school computer usage and will be issued a correction slip.

a. Students will be given access to computers to learn basic applications and keyboarding.
b. Students may only use computers when a teacher is present.
c. Preschool through 8th grade students are not allowed to bring laptops, iPads or other tablets from home.

d. Middle School students are allowed to use school computers for keyboarding class only, unless with the teacher during class research.
e. Upper School students must obtain computer lab permission from a teacher in order to use a school computer for research purposes.
f. Any inappropriate use of computers will result in disciplinary action against the student.
g. Earbuds/headphones are not allowed during the school day for students in grades K-8.
h. Earbuds/headphones are allowed for students in grades 9-12 during work time at the discretion of the classroom teacher with the following limitations:
   i. Headphones/earbuds are not allowed in the hallways.
   ii. Headphones/earbuds may not be used with cell phones or smartwatches
   iii. Computers/earbuds may not be used during lunch or recess time.

INTERNET USE

Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to copyrighted, threatening or obscene material.

Students who are suspected of plagiarism must meet with the appropriate faculty or staff member as per the discipline policy. Disciplinary measures may include termination of internet use.

Vandalism will result in the cancellation of privileges. Vandalism is any deliberate attempt to harm or destroy data or hardware through the downloading, uploading, creation and/or modification of computer viruses.

Remote access of any personal computer is prohibited without prior consent from the IT department.

PERSONAL ELECTRONIC DEVICES

Use of cell phones, radios, gaming devices, smart device (including smartwatches), MP3 players (iPods), iPads, Nooks, Kindles, headphones, etc. is prohibited during regular school hours, including lunch. Any of these items found in school without proper authorization will be confiscated and may only be picked up by the parent during school office hours.

LATE PICK-UP & EXTENDED DAY POLICY

LOWER SCHOOL LATE PICK-UP POLICY

Revised Date: August 16, 2021
Objective: Ensure safety of all students after school hours.
Scope: All students in Preschool through grade 5
Location: Lower School pickup is on the west side of the building only

GUIDELINES

School ends at 3:05pm at the Hugo Campus and 3:15 pm at the White Bear Lake Campus

K-5 students who are on school property after 3:35 pm without a parent or guardian present are required to check into the Extended Day Care Program and fees will be assessed based on the times listed below.

The Extended Day Program runs from 12:00 pm to 5:30 pm every day that school is in session.

Childcare is offered at Contracted and Drop-in rates from 12:00 pm to 5:30 pm for Preschool and Kindergarten students, with billing being on a per day basis, regardless of time of pickup before 3:10 pm.

Contracted and Drop-in care is offered from 3:35 pm to 5:30 pm for all K-5 students signed into aftercare, with billing being in 30 min. increments. Thus, a Preschool or Kindergarten student who stays until 5:30 pm would be billed for one day from 12:00 pm to 3:15 pm and for five 30-minute increments.

A late charge of $10/half-hour per student will be assessed for students not picked up by 5:30 pm.
Families who contract for full-time aftercare will qualify for a 10% discount each billing period given their account is in good financial standing.

All fees are payable to Liberty Classical Academy, which reserves the right to deny a student Extended Day services if pay- ments are delinquent.

MIDDLE/UPPER SCHOOL LATE PICK-UP POLICY

Revised Date: August 26, 2021
Objective: Ensure safety of all students after school hours.
Scope: All students in grades 6 through 12
Location: Middle/Upper School pickup is on the east side of the building only

GUIDELINES

All students must be picked up by 3:35 pm.

Middle School Students who are on school property after 3:35 pm may wait quietly for pickup at the front of the building (by the couches). If they are found not where they are supposed to be or are acting inappropriately, they will be sent to Af- tercare and the parents will be invoiced.

All fees are payable to Liberty Classical Academy, which reserves the right to deny a student Extended Day services if pay - ments are delinquent.

MEDICATION ADMINISTRATION POLICY

Approved Date: July 16, 2024
Revised Date: July 17, 2024
Objective: Liberty Classical Academy is committed to the safety of all our students and will follow strict guidelines, in accor - dance with Minnesota Law, when administering medication at school.
Scope: All students in grades K through 12
Definitions: Prescription medication: Any medication requiring a physician's prescription. Non-prescription medication : Any medication available over the counter.

GUIDELINES

Authorized school personnel will dispense all medication, both prescription and non-prescription, from the school office . Prescription Medications (see office for proper forms):

- Medication must be in the original pharmacy-issued container with the student's name and prescription details on the label.
- Parents/Guardians must bring all medications to the school office with a physician-completed authorization form, specifying the name of the medication, amount and time(s) to be given and reason for its use.
- Medication will only be administered according to the directions on the prescription's label or with a doctor's written prescription.
- Any student requiring medication for asthma or respiratory disorders must have a physician's treatment plan on file with the school office.
- Students may assume responsibility for maintaining and administering their own medication for disorders similar to asthma with request from the parents and physician and approval of the school office.

NON-PRESCRIPTION MEDICATIONS (SEE OFFICE FOR PROPER FORMS)

- Medication must be in the original container labeled with the student's name and correct dose.
- Medication must be kept in the nurse's office, not in a student's locker or backpack.
- An over-the-counter medication permission slip must be submitted to the office at the beginning of each school year for each student in order for them to receive over-the-counter medications

- Medication will only be administered in accordance with the directions printed on package or with a doctor's written instruction.
- Parental permission may be given for upper school students to carry and self administer certain non-prescription medications with signed parental permission. This priviledge will be revoked if the medication is taken outside of the printed directions on the packaging, or if the medication is shared with another student.

UNDER NO CIRCUMSTANCES WILL MEDICATION BE ADMINISTERED OUTSIDE THE ABOVE GUIDELINES.

In the case of a medical emergency while at school, emergency services will be contacted immediately, followed by the student's parent(s).

IMMUNIZATION DOCUMENTATION TRACKING

GUIDELINES

Parents should turn in all immunization documentation prior to the first day of school. Any student who is missing documentation on the first day of school will receive a reminder email from the school nurse.

Parents will receive a second email and/or phone call from the school nurse for any student who is still missing documentation, or who has not communicated plans to get the documentation, by September 30th.

Any student who is still missing documentation on November 1st, will not be allowed to attend school until the proper paperwork is submitted.

PARENT/GUARDIAN INVOLVEMENT POLICY

Revised Date: June 17, 2015
Objective: To encourage all parents/guardians to be involved in their children's education and in Liberty Classical Academy as a whole.
Scope: All parents/guardians of LCA students

GUIDELINES

OPPORTUNITIES FOR INVOLVEMENT:

1. Attend parent-teacher conferences
2. Review report cards and midterm RenWeb reports
3. Stay abreast of what and how your child is doing by reading all teacher notes and student papers that are sent home
4. Promptly inform your child's teacher of any situation (at home or otherwise) that may affect the student's mood or ability to work to his or her fullest potential. (i.e. death or separation in the family)
5. Attend all school productions, plays and concerts in which your child is involved
7. Prioritize attendance at Education in Society Series presentations (there are two each year)
8. Volunteer*

*Families receiving tuition assistance must fulfill 40 hours of volunteer work and participate in the Scholarship Drive.

ADDITIONAL OPPORTUNITIES FOR INVOLVEMENT:

1. Visit the school and classroom and offer your assistance to the office or teachers
2. Assist as a chaperone on field trips
3. Offer any special talents you may have
4. If appropriate, invite the class to your place of employment as a field trip
5. Share your experiences, trips, vacations, as they may relate to an area of study in a class
6. Share your testimony and/or talents in chapel
7. Volunteer your help for a fundraising event
8. Offer your assistance to serve on committees

TUITION AND FEE DELINQUENCY POLICY

Approved Date:
Revised Date: July 12, 2011
Objective: For budgeting and accounting purposes it is vital that all accounts be kept current.
Scope: All students in grades K through 12

DEFINITIONS

Current: All agreed-upon tuition and fees must not fall more than 30 days behind the scheduled due date.
Agreed upon: Tuition must be paid according to the tuition contract for the current academic year. In cases of extreme hardship special arrangements for payment may be made at the discretion of the Headmaster.

GUIDELINES

To receive any or all of the following items all LCA accounts must be current.

Release of Records/Transcripts: Without final payment of any outstanding tuition and/or fees, LCA will not release any student records, report cards, or transcripts.

Report Cards: For students to receive report cards throughout the academic year, their account must be current.
Continued enrollment: For individual students to remain enrolled for the upcoming academic year, the balance of their tuition and fees must be current.

LATE PAYMENT CHARGE

1. Late payments of tuition will be assessed a late charge of 1/4% per month after the due dates set forth in the Tuition Costs and Payments schedule.
2. Payments of fees received later than 30 days after the invoice date will be assessed a late charge of 5% per month.
3. Any applicable bank charges will be billed to the check writer for any dishonored check at the banks prevailing rate at the time the check is returned to LCA.
4. If more than 2 checks issued are returned by a bank, credit union or other financial institution, all subsequent payments will only be accepted in the form of cash, money order or cashiers check.

TUITION PAYMENT POLICY

1. Option A: Full Payment
2. Option B*: Two Thirds/One Third (July and November)
3. Option C*: Monthly payments through an automatic withdrawal by a company called FACTS. A 6% amortized interest charge will be applied to all tuitions paid within Option C. All payments must be received by June. Please understand that this will include a $46/year FACTS service charge to start the account

   a. Ten Monthly Payments (July to April)
   b. Twelve Monthly Payments (July to June) If 12 month payments do not begin in July, they will automatically default to the number of months between starting payments and a June end date, as we cannot allow payments for one school year to continue into the next.

   *LCA reserves the right to refuse payment options B or C if timely payments have not been made in the past.

LIBERTY
Classical Academy

Tuition Fee Requirement for Late Opt-Out Notice

Amendment to Continuous Enrollment Contract

	Period Timeframe of Notice			Family Pays
Opt-Out Period - Contract Release	March 1	-	March 31	$0
Opt-Out Period Expired	April 1	-	May 31	25% of Tuition & Curriculum Fee
Opt-Out Period Expired	June 1	-	July 31	50% of Tuition & Curriculum Fee
Opt-Out Period Expired	August 1	-	10th day of School	75% of Tuition & Curriculum Fee
Opt-Out Period Expired	After 10th day of School			100% of Tuition & Curriculum Fee

MANDATORY REPORTING OF CHILD ABUSE

Liberty Classical Academy believes all children are created in the image of God and therefore precious. We have the responsibility to protect our students and mandatorily report child abuse according to Sec. 260E.06 of the MN Statutes. As a mandatory reporter, if our staff suspects a child has been abused, they will make an oral report to Minnesota's Department of Human Services within 24 hours of becoming aware of the situation. Any additional paperwork requested by the department will be completed within 48 hours. If a child is in imminent danger, immediately contact law enforcement, then contact the Department of Human Services.

DEFINITION OF CHILD ABUSE

Physical Abuse

Physical abuse includes hitting, shaking, kicking, punching, scalding, suffocating and other ways of inflicting pain or injury to a child. It also includes giving a child harmful substances, such as drugs, alcohol or poison. If a parent or care giver reports non-existent symptoms of illness in a child, or deliberately causes illnesses in a child, this is also a form of physical abuse.

Sexual Abuse

Sexual abuse is when a child or young person is pressured, forced or tricked into taking part in any kind of sexual activity with an adult or young person. This can include kissing, touching the young person's genitals or breasts, intercourse or oral sex. Encouraging a child to look at pornographic magazines, videos or sexual acts is also sexual abuse. Sexual abuse also includes child prostitution and bestiality.

Neglect

Neglect is the persistent lack of appropriate care of children, including love, stimulation, safety, nourishment, warmth, education, and medical attention. It can also include the presence of illegal drugs in a child's body as a direct and foreseeable consequence of the acts or omissions of the person responsible for the care of the child. Illegal drugs are defined as heroin, amphetamine, methamphetamine, other illegal drugs (including marijuana), or combinations or derivatives of illegal drugs which were not prescribed by a health practitioner.