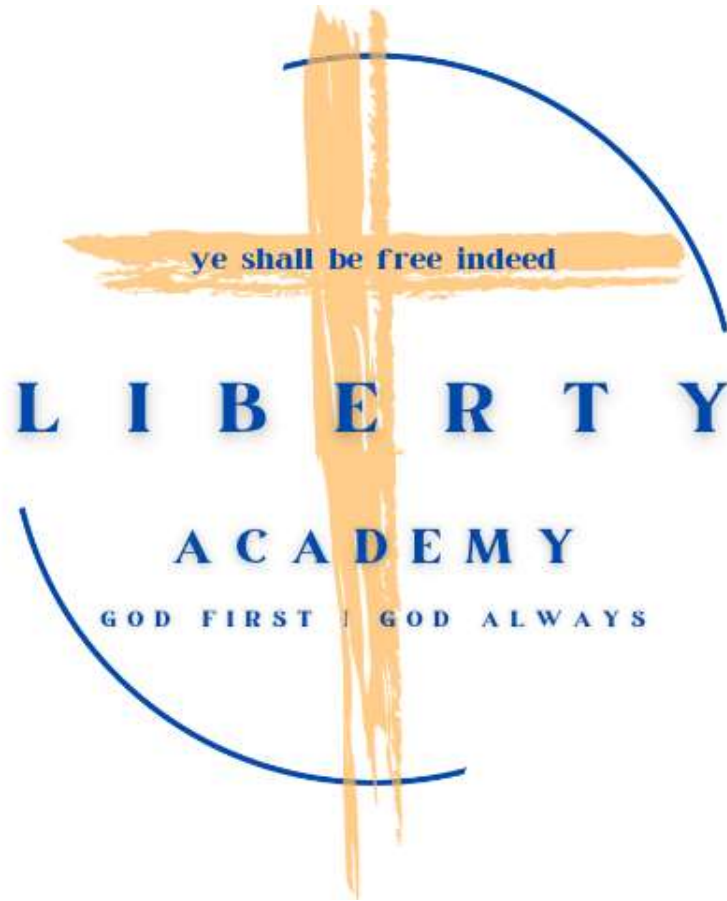


# Liberty Academy



## PARENT-STUDENT-STAFF HANDBOOK 2024

**Liberty Academy**  
An Independent Christian Micro-School

# OUR MISSION

Promoting Christian Values, Spiritual Growth and Academic Excellence in our youth

# OUR VISION

Be the premier Christian Micro-school in the Mid-Ohio Valley.

# NON-DISCRIMINATION STATEMENT

*Liberty Academy does not discriminate on the basis of race, color, national or ethnic origin. Liberty Academy admits students of any race to all rights, privileges, programs, and activities generally accorded or made available to all students.*

## Resources:

Address:

Phone Number: 304-440-4204

E-mail Address: [board@libertywv.academy](mailto:board@libertywv.academy)

Website: <http://libertywv.academy>

School Colors: Blue and Orange

School Mascot: French Bulldog

School Verse: 1 Samuel 12:26 Moreover as for me, God forbid that I should sin against the Lord in ceasing to pray for you: but I will teach you the good and the right way:

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## **Introduction**

Liberty Academy was established in 2024 out of a desire to provide a Christian based, God First approach to education. We believe that every Christian is equally loved and are prized possessions of the One true God. Every Student deserves to be treated equally, loved and respected as commanded in the word of God.

## **Statement of Faith**

We at the Liberty Academy hold the following as both the basis and the truths by which we believe and educate our students. The King James Bible (KJV) is the sole source of right and wrong, morals, ethics, rules and regulations upon which this school is founded and operates. We believe that a Christian based education must be **God First, God Centered and God honoring.**

### **1. THE WORD OF GOD**

We believe that the King James Bible (KJV) is the Word of God, plenary and verbally inspired and without error in the original manuscripts, written under the inspiration of God the Father, Jesus the Son and of the Holy Spirit. It solely has supreme authority in all matters of faith and conduct. Furthermore, we hold the King James Version of the Holy Bible as being the sole version and one true preserved Word of God; sanctioning its use as the only accepted text in all the services and activities. (II Timothy 3:16, 17; II Peter 1:19-21)

### **2. THE TRINITY**

We believe that there is only one true and living God, eternally existing in three persons; that these are co-equal in every divine perfection, and that they execute distinct but harmonious offices in the work of creation, providence, and redemption. (John 4:26, 8:51-58, 9:35-38; Ephesians 4:6; Hebrews 1:8, Acts 5:3,4, I John 5:7, Matthew 28:19, Luke 3:21,22, II Corinthians 13:14)

### **3. GOD THE FATHER**

We believe in God the Father, an infinite, sovereign, personal spirit, perfect in holiness, wisdom, power and love. We believe that He concerns Himself mercifully in the affairs of men, and that He saves from sin and death all who come to Him through Jesus Christ (Exodus 20:2,3; I Corinthians 8:6; Revelation 4:11)

### **4. JESUS CHRIST**

We believe in Jesus Christ, God's only begotten Son, conceived by the Holy Spirit. We believe in His virgin birth, sinless life, miracles and teachings. We believe in His substitutionary atoning death, bodily resurrection, ascension into heaven, perpetual intercession for His people as our High Priest and personal visible return to earth. (Genesis 3:15; Isaiah 7:14; Luke 1:35; John 1:14, 3:16, 20:27; Hebrews 1:8, 2:14, 17; Ephesians 2:8; Acts 15:11, 1:9-11; Romans 3:24,25; Matthew 18:11, 28:6, 7; Philippians 2:7,8; I John 4:10; I Corinthians 15:3; Revelation 3:21; I Timothy 2:5)

## **5.THE HOLY SPIRIT**

We believe that the Holy Spirit is a divine person, equal with God the Father and God the Son and of the same nature; that He was active in the creation; that in His relation to the unbelieving world He restrains the evil one until God's purpose is fulfilled; that He convicts of sin, of righteousness, and of judgment; that He bears witness to the truth of the gospel in preaching and testimony; that He is the agent in the new birth; that He seals, endues, indwells, guides, teaches, witnesses, sanctifies and helps the believer. (John 14:16,17,26, 16:8-11, 1:33; Matthew 28:19; Hebrews 9:14, 2:4; Luke 1:35, 24:49; Genesis 1:1-3; Acts 5:30-32, 11:16; Ephesians 1:13, 14; Mark 1:8; Romans 8:14, 8:16,26,27, 15:19; I Corinthians 13:8)

## **6.REGENERATION**

We believe that all men are sinners by nature and by choice and are, therefore, under condemnation. We believe that those who repent of their sins and trust in Jesus Christ as personal Savior are permanently, fully and wholly regenerated by the Holy Spirit. (II Peter 1:4, John 3, 17:21, 1:13; Ephesians 1:1-12; Romans 3)

## **7.THE CHURCH**

We believe in the unity of all true believers in the Church which is the Body of Christ, and that all believers, both Jews and Gentiles, are added to this Church by the baptism of the Holy Spirit at the moment of Salvation. We believe that this body of believers (the Church) is manifested through the local church which is a congregation of immersed believers associated by covenant of faith and fellowship of the gospel; observing the ordinances of Christ; governed by His laws; exercising the gifts, rights and privileges invested in them by His Word; and that it's officers and pastors and deacons, whose qualifications, claims and duties are clearly defined in Scripture. We believe the true mission of the church is the faithful witnessing of Christ to all men as we have opportunity. We hold that the local church has the absolute right of self-government free from the interference of any hierarchy of individuals or organizations; that the one and only superintendent is Christ through the Holy Spirit; that it is scriptural for true churches to cooperate with each other in contending for the faith and for the furtherance of the gospel; that each local church is the sole judge of the measure and method of it's cooperation; and that on all matters of membership, of policy, of government, of discipline, of benevolence, the will of the church is final. (Ephesians 3:1-6, 1:22, 23, 4:11, 5:23, 24; I Corinthians 12:12; Acts 20:17-28, 15:13-18; I Timothy 3:1-7; Colossians 1:18)

## **8. THE THINGS TO COME**

We believe in that "Blessed Hope" the personal, imminent, pretribulation and premillennial coming of the Lord Jesus Christ for His redeemed ones and His subsequent return to earth, with His saints, to establish His millennial Kingdom. We believe in the resurrection of the body, the final judgment, the eternal felicity of the righteous and the endless suffering of the wicked. (I Thessalonians 4:13-18; I Corinthians 15:42-44, 51-54; Philippians 3:20-21; Revelation 3:10, 20:1-4, 6; 20:14, 15; Daniel 9:25-27; Matthew 24:29-31, 25:34-41; Luke 1:30-33, 16:25; Isaiah 9:6, 7, 11:1-9; Acts 2:29, 30; John 8:21)

## **Statement of Philosophy and Purpose**

Our purpose is to provide a Christ centered, God First education and **create** effective leaders of Godly Character, who will **integrate** academic achievement and biblical truths to **influence** their society for the glory of God.

## **Statement of Non-Discrimination**

Liberty Academy will not discriminate on the basis of race, color, national or ethnic origin. Liberty Academy admits students of any race to all rights, privileges, programs, and activities generally accorded or made available to all students. We only teach and allow the practice of Christian values based on the King James Bible.

## **Objectives of Liberty Academy**

The ultimate purpose of education at Liberty academy is the glorification of God and the promoting of the Gospel of Jesus Christ. We do this through the following foundational objectives:

- Provide students with an educational environment that will foster opportunity to become well-balanced, Christ-like persons through proper cognitive, physical, and social development.
- Encourage students in the development of wholesome Christian attitudes and values by example and by design.
- Broaden the students' world view through a Christ-centered curriculum that recognizes all truth is from God.
- Instill in students a sense of responsibility for their own continued spiritual and intellectual growth.
- Lead students to a saving knowledge of Jesus Christ (Matt. 16:26).
- Train students to know and to do the will of God (Ps. 16:8; Matt. 26:39).
- Convince students to stand firm for Biblical principles (Ps. 119:46; Prov. 1:10).
- Teach students self-discipline through submission to God and all other authority (Rom. 13:1; Heb. 13:7; Ps. 40:8).

## **Goals of Liberty Academy**

- To teach students that the King James Bible is the inerrant word of God, and the only reliable guide for living.
- To teach students that Jesus Christ is the only hope of salvation, and that each person must be born again by the Spirit of God to enter into fellowship with God.
- To teach students that truth must be based on Biblical truth to achieve true understanding and wisdom.
- To teach students to think biblically, clearly, analytically, logically, and critically.
- To teach students to express themselves in a godly, accurate and clear manner, both orally and in writing.
- To teach students to exhibit Christian graces such as love, honesty, kindness, and courtesy towards others.
- To teach students to fulfill personal responsibilities.
- To teach students to appreciate American heritage and become productive citizens.
- To teach students to recognize their God-given abilities and to use those skills in a God-glorifying way.



- To teach students to exercise constructive leadership.
- To teach students to appreciate the fine arts and express their creative skills.
- To teach students to exercise discernment and discretion in wholesome physical and mental recreation.
- To teach students study techniques to prepare them for a lifetime of progressive learning.
- To teach students to share the gospel through evangelism and missions worldwide.

## **Our Parent's Code**

Our parents play a vital part in the education of our students. An emphasis is placed on the importance of parents cooperating with the academy for the holistic education of the child. We believe that the following code, when subscribed to by all parents, will make Liberty a school that would truly honor the Lord and produce the finest education possible.

1. I will pray regularly for the students, teachers and administration.
2. I will cooperate fully in the educational function of Liberty Academy, doing my best to make Christian education effective in the life of each of my children, that they may love and serve the Lord Jesus Christ for all their lives.
3. I will pay all my financial obligations to the school on or before the date they are due. If I am ever unable to pay on time, I will notify the school in advance, giving reasonable explanation for the delay and stating when the payment can be made.
4. I will support the school through prayer and as directed by the Holy Spirit.
5. I will assume volunteer duties and responsibilities as opportunities arise and as God provides the strength and time.
6. I will attend periodic meetings and parents' functions of the school.
7. If I become dissatisfied with Liberty Academy in any respect, I will try to resolve the matter with the person or persons involved rather than seeking to spread criticism or hold a negative attitude in my heart. I will not criticize the school before my children. I will follow the Biblical guidelines found in Matthew 18.
8. I will seek the advancement of Liberty Academy in all areas: spiritually, academically, and physically.
9. As a Liberty Academy parent, I recognize it is my privilege and responsibility to strive diligently to observe the above as God enables me by the power of His Holy Spirit.

## **PARENTAL INVOLVEMENT**

It is no secret that children enjoy optimal academic success when parents and teachers cooperate in the educational endeavor. Liberty Academy believes strongly in the home–school partnership. We look forward to our partnership and ask you to be involved with us in your child’s schooling in the following manner:

### Prayer

Pray for your child(ren) and for the students, faculty and staff at Liberty Academy.

### Communication

We encourage you to stay in regular communication with your children’s teachers. Conversations at the close of the school day, Google Chat and Google classroom is our official method of communication. Parents are expected to attend and participate and engage in meetings with the teachers to discuss their children's progress, attendance and behavior.

### Participation

There will be frequent opportunities for parents to participate in school activities. We will often be soliciting your help in assisting with special projects or events, in chaperoning students on field trips, and in supporting us in fund–raising activities. All visitors to the school, during the school day, must stop by the main office to sign in. Parents are expected to take an active role in ensuring homework and assignments are completed and turned in on time.

Please feel free to make suggestions or share ideas with teachers and the administration on ways we can improve our school. Email the school administration at [board@libertywv.academy](mailto:board@libertywv.academy).

Please stay involved in your children’s school life. We also want to encourage parents to be consistent in your church attendance. It is important for children to see their parents setting the example in this area of life.

## ***Admission and Enrollment Procedures & Requirements***

### **1. Tour**

- All new (or returning students) may schedule a tour of the school.

### **2. Apply**

- Due to the changing requirements for various grants and requirements, please contact the school for current admissions requirements.

### **3. Entrance Exam/Observation**

***If your child will be attending Pre-school (Pre-K1 to Pre-K4), please follow these steps:***

- All new students will take a placement exam to determine (and record) their academic levels in English Language Arts(ELA) and Math.
- All students will take a progress exam 2-3 times per year to measure and monitor progress.

- The results of all placement and progress tests will be shared with the parents and used to tailor supplemental learning tasks (lessons) to address problem areas.

Our Admissions Team will review all the applicant's information and notify the parents with the status of the child's admission, via email or telephone. Admission will be determined based on student aptitude, records and information provided, and availability of classroom space. If a student qualifies for admission in a class with no openings, they will be placed on a waiting list. As openings occur, students will be contacted in the order in which they appear on the list.

Upon receiving a letter of acceptance, parents will be asked to contact the school and complete the admissions forms.

### **Transfer Students**

Transfer students are required to complete all admission and enrollment procedures and provide records of schools previously attended.

### **Withdrawal Procedures**

- Notify the administration of the date of withdrawal in writing.
- Make certain that financial account is up to date.
- Return all school property.
- Complete the withdrawal form.
- Note: The Jackson Board of Education will be notified of all withdrawals or termination of attendance.

### **Waiting List**

All classes are capped based on room sizes, and student-teacher ratios. Once a grade level fills, if anyone is interested in being put on a waiting list, they must complete and submit an application in the case of an opening. Siblings of students who are already enrolled will be given priority on the waiting list.

### **Student Records**

The School must be able to contact you in case of illness or emergency that can take place during the school day. Any changes in phone number, employment number or address, are vital pieces of information that must be always kept current. This includes names of any person who is permitted to pick-up the student. Records will primarily be stored in the cloud (Google Drive is our primary storage). By applying or inquiring with the school serves as the consent to store all information in the cloud.

### **Family Rights and Privacy at 20 USC S. 1232G**

Personal records and information will not be released to anyone other than the student's parents, The Board or Department of Education, Health care providers should a medical need arise, or other entities as required by WV state or US Federal Laws.

A written request for release of records must be made through the business office with at least a

48-hour notice.

To release records to someone other than the student's parents, the school must receive written consent from the student's parents requesting release of records. The written consent must include the reason for release and the name of the person or organization receiving the records. If the records are required to be released due to a judicial order or subpoena, parents will be notified.

## **Financial Information**

### *Description of Tuition and Fees*

Tuition is annual and broken down into 10 monthly installments for preschool, and 11 monthly installments for Elementary and Middle School. Please note all fees are non-refundable and must be honored by the due date to secure your child's placement. The school does not reimburse tuition or fees due to holidays, family vacations, absences due to illness, or weather-related school closures.

### *Enrollment Fee*

- This fee is paid online and due upon a completed and submitted enrollment/re enrollment packet.

### *Curriculum Fee*

- This fee is due on or before August 31<sup>st</sup> of enrollment year.

### *Activity Fee*

- This fee will be based on the events and activities on a per year basis. These fees are used to pay for admissions and associated fees for field trips or other school related activities.

### *Graduation Fee*

- Parents are responsible for the purchase of graduation materials such as cap and gown.

## **Financial Policies**

- Account balances are due between 1<sup>st</sup> and 5<sup>th</sup> of every month. A late charge of \$50 will be applied if the balance is not paid within those days.
- Checks returned by a bank due to insufficient funds will incur a \$30 fee.
- If a payment is not received by the 10<sup>th</sup> of the month, students will be placed on financial suspension and will not be able to return to class until the account is current. Financial suspension penalties include: a hold on student report cards and/or transcripts, ineligibility to sit for exams, participation in extracurricular activities, and exclusion from end of year programs and/or graduation/promotion ceremonies.
- Full tuition is charged until a student is officially withdrawn from school. Any portion of the month is considered a month.

- All fees are non-refundable and must be paid by the due date.
- A statement will be emailed the 20<sup>th</sup> of each month. This statement includes tuition charges, before and after school care, lunch, and any other applicable monthly charges.
- Extracurricular activities fees must be paid by the deadline and may not be added to account balances.

### **General Information**

The school office hours are Monday-Friday from 8:00am to 4:00pm, except on holidays.

### **Hours for School Day**

Full Day Schedule 8:30am - 3:00pm

Half-Day Schedule 8:30am - 12:00pm

Early Dismissal is every Wednesday for all grades at 2:00pm.

### **Dismissal General Information**

- Students must be picked up by 3:15PM by an authorized person
- School starts at 8:30 a.m., after which time the doors are to be closed and locked. Students who arrive after this time are considered late.

Students will not be permitted to leave campus alone for any reason. If a weather emergency or any lock down procedure occurs before dismissal and extends past the end of the school day, students will NOT be dismissed until the weather emergency or lock down has been terminated.

No students will be authorized to get into a taxi, Uber or any other form of transportation without an authorized adult being present. Written consent must be provided to authorize the student. If a student is being picked up by another parent, written consent to authorize, must be provided ahead of time to the school office. As a protection for your child, we cannot accept a telephone call as a satisfactory way of requesting early dismissal.

Students will only be dismissed to a parent, legal guardian, or an authorized person listed on the child's emergency contact form. Any student being signed out.

Any violations of these policies are considered a breach of security and could result in legal action or termination.

### **Dismissal Procedures**

#### *Early Release*

The early release of students causes disruption to the academic performance of all students and may create safety and security concerns. No students shall be released within the **final hour** of the school day unless there is an emergency, sickness, or is authorized by the Principal or Principal's designee. If a parent is picking up their child early, the parent is required to sign them out in the Sign Out Log located in the main office.

## School Lunches

Liberty Academy does not have a hot lunch program and parents are responsible for providing lunch for their students.

Students may not bring the following:

- Glass bottles of any kind, sodas, and canned puddings, fruit, etc. with metal tops are not allowed.
- Students should not have candy or gum packed in their lunch.
- Students will **not** have access to microwave ovens unless medically needed. Therefore, all foods brought from home that require pre-heating will have to be prepared at home and brought in a thermos container (no glass vacuum-ware). We apologize for any inconvenience.
- Lunches brought from home must be in a lunch box. No paper or plastic bags allowed except for field trips.
- Food delivery services to students or parents' dropping off lunch from outside restaurants must be pre-approved by the school.
- Elementary and middle school students may only eat or drink in classrooms with the teacher's permission or during parties approved by the administration. Students with medical conditions (such as diabetes or anemia), which may require that they eat or drink at certain times, must inform administration.
- Students are not permitted to bring, possess or consume "Energy Drinks", coffee of any type.

## *Cafeteria Rules*

- A relaxing atmosphere with normal conversation is allowed. No loud talking or rowdiness is expected. Students should speak to those students who are seated at the same table.
- If the lunchroom becomes too loud, students may be asked to have a silent lunch.
- Students are also expected use appropriate table manners and keep the cafeteria tables and floor clean. Failure to abide by this expectation can result in cafeteria cleanup duty.
- Students will be expected to conduct themselves in an orderly manner while going to, in, and returning from the lunchroom. This includes showing respect to their peers as well as all school authority/personnel. Students who do not comply will be subject to disciplinary action, including but not limited to detention, lowered conduct grade, suspension or expulsion.
- The student should conduct himself/herself as though he/she were in a classroom and stay seated until lunch dismissal.
- Students are required to eat lunch in the cafeteria (area) unless approved by administration otherwise to eat in another designated area.
- Each person is to clean up his/her own trash from the table and the floor.
  
- Parents **MUST** notify the teacher and the school office if their child has any allergies, both verbally and in writing.
- If a child is on a special diet, food must be prepared from home, and parents must provide

a written note to the office about the diet. A copy will be given to the teacher for the safety of the child.

### **Immunizations**

Students attending Liberty Academy must meet all the State of West Virginia requirements in order to attend class. Parents shall ensure their children meet the State Requirements for immunization. **Liberty Academy will not validate or monitor the immunization status of students.**

### **Head Lice**

Please note that health regulations require that when a child has head lice, that child should not return to school until appropriate treatment has been completed and the child is nit free.

- If a child is found to have head lice, the child will be removed from the classroom. The parent(s) will be notified to come pick up their child and have the lice properly treated.
- The child must be nit free, provide a doctor's note or certificate of clearance, or be cleared by school staff before returning to school.
- The student will need to be picked up within an hour of the time the parent was contacted to avoid charges.
- All parents of that particular class will also be notified that there has been a case of lice in the classroom, but all privacy policies will be respected.
- No student will be allowed back in school after being sent home with head lice without first being rechecked by the office.

### **Communicable Diseases**

Any student or employee with a communicable disease for which an immunization is required by law or is available, will be temporarily excluded from school while ill and during the contagious period. Students and employees with communicable diseases for which an immunization is not available will be excluded from school while ill. A doctor's note may be required to verify the student is not contagious. It is the responsibility of the parents to report any communicable disease that their student may have so that appropriate measures may be taken.

Liberty Academy reserves the right to make all final decisions necessary in order to control the spread of communicable diseases in the school. A staff member who suspects that a student has a communicable disease will immediately inform the principal. The reported diseases include the following:

Acquired Immune Deficiency Syndrome (AIDS)  
AIDS Related Complex (ARC)  
Amebiasis  
Animal bite  
Plague  
Poliomyelitis  
Psittacosis  
Rabies

Mumps  
Paralytic Shellfish Poisoning  
Parvovirus B19 (Fifth)  
Pertussis (whooping cough)  
Pesticide Poisoning (by a potentially rabid animal)  
Anthrax  
Botulism  
Brucellosis  
Campylobacteriosis

Relapsing Fever	Chancroid
R. Rickettsia	Chicken Pox
Rocky Mt. Spotted Fever	Dengue
Rubella including congenital	Diphtheria
Salmonellosis	Encephalitis
Schistosomiasis	Giardiasis (acute)
Shigellosis	Gonorrhea
Smallpox	Granuloma Inguinale
Syphilis	Hansen's disease (Leprosy)
Tetanus	Hemorrhagic Fevers
Toxoplasmosis (acute)	Hepatitis
Trichinosis	Histoplasmosis
Tuberculosis	Human Immunodeficiency Virus (HIV)
Tularemia	Legionnaire's
Typhoid Fever	Leptospirosis
Typhus	Lymphogranuloma Venereum
Vibrio Cholera	Malaria
Vibrio Infections	Measles (Rubeola)
Meningitis	Yellow Fever
Meningococcal Disease	

### **Sick Policy**

When a child is not feeling well, exhibits chills, has a fever of over 100 degrees, any communicable diseases, red or swollen joints, constant coughing caused by virus, heavy nasal discharge, diarrhea, nausea vomiting, earache, skin rash or sores, inflamed or swollen eyes, or sore throat, he/she should remain at home until he/she is no longer contagious.

If your child has a fever or diarrhea, and is vomiting during the night, please do not bring your child to school the following day. Students must be Fever free for at least 24 hours without medication before returning to school.

**A doctor's note is required to return to school if the child has been out of school for more than 3 days.**

Liberty Academy offers care for minor injuries & scrapes. In case of an emergency, the school will call 911 and then contact the parent. First aid will be administered based on our capabilities. However, no medical treatment or medication will be given. If a student visits the office due to illness and is unable to return to class, parents will be contacted, and arrangements will be made for him/her to go home. The student(s) must be picked up within an hour of the time the parent was contacted. In case of surgery, fractures, or prolonged illness, a note from the physician should be presented to the school regarding any limitation of activities or special consideration.

Some students have medical conditions such as diabetes, asthma, allergies, seizures, etc., which might necessitate special attention during school hours. It is essential that this information be kept on file at the school. If a student has an EpiPen it must be kept in the classroom by the teacher in case of an emergency. +



### **Administering Medicine**

No staff member is to administer any medication unless it is authorized by the parent. Parents will need to provide consent to the main office. If there is a fever above 101 degrees, ONLY Tylenol will be administered by the office staff or teacher and this is to be documented. Students are not permitted to administer medications to themselves or others.

### **Website & Google Classroom**

The school website and Google Classroom(s) are a vital source of information and resources. The school calendar and weekly announcements are posted. Many important documents, such as the monthly calendar of events, student assignments and parent handbook are posted. As part of the enrollment/re-enrollment process, each parent must read the parent handbook and acknowledge by signature upon submitting the enrollment/re-enrollment packet. Parents must also acknowledge **consent and approve or deny** consent to use photographs in school publications and social media accounts operated by Liberty Academy.

### **Lost and found**

Students and parents are encouraged to mark all personal items that are brought to school including each piece of clothing. A lost and found items will be held by the school and parents are responsible for contacting the school to see if an item has been found or turned in. At the end of each quarter those items not claimed will be given away.

### **Chapel**

Traditionally, Liberty academy shares responsibilities with the parents for character development. Part of this responsibility is expressed through Chapel, which occurs once a week. All students are expected to be present for Chapel. Liberty is committed to proclaiming God's Word through these weekly chapel services and to transforming lives through the work of the Holy Spirit. Chapel services provide an opportunity for corporate worship and praise through prayer, singing, testimonies, special music, and Biblical teaching. Services are designed to minister to the student body and to encourage personal growth and service to God. Visiting pastors, guest speakers, musical groups, drama groups, faculty, and students(with the board's approval) may have an opportunity to speak in chapel throughout the school year.

### **School Closures**

Please refer to the annual calendar for specific dates of school closures and events. Event dates are subject to change, and school closures due to natural disasters are subject to be rescheduled.

### **School Closures due to Natural Disasters**

In case of emergencies such as flooding, snow storms, disasters, etc., information will be made available via email, social media or through Google Chat. Unless otherwise indicated, Liberty academy will observe the same closures as Jackson County WV Public Schools. If an emergency requires early dismissal, the usual dismissal procedures will be followed. In the event of emergencies, all students who remain after the early dismissal will be under supervision in the

school office until picked up.

### **Field Trips**

Teachers plan field trips from time to time during the school year and will notify parents with an explanation of the field trip. Any student who is on disciplinary or academic probation is subject to be excluded from participating in field trips. All students attending must have a signed liability release permission form from their parents in order to participate in field trips. Parents are welcome to participate on school field trips. However, there may be a limited number of chaperones needed and/or allowed per trip.

All students participating in a field trip must wear appropriate attire as specified by the teacher or principal. Parents/Chaperones must also wear appropriate (conservative) attire.

Transportation to and from field trips shall be coordinated by the school. If a child is riding with a parent then that must be notated on the field trip form. A parent may authorize another parent to transport their children, which also must be noted on the field trip form. When a child is being transported by a parent or a parent elects to have another parent transport their child, that parent is responsible for ensuring the children arrive and are checked in with the school at the destination. Parents must notify and receive acknowledgement from the school prior to departing with any student.

### **Fundraisers**

In order to enable Liberty Academy to purchase additional items or make additional improvements, while keeping tuition rates as low as possible, fund-raising campaigns may be conducted throughout the year. Parent participation is encouraged. All Fundraisers must be approved by the administration..

### **School Pictures**

School pictures will be scheduled and communicated to parents. Anyand fees for photos will be determined and handled directly by the photographer.

Liberty Academy may host special holiday photos and offer packages for sale. Retakes or refunds are not offered.

### **Faculty Credentials**

The faculty and staff of Liberty Academy are selected on the basis of Christian character and teaching ability. The entire faculty are Christians, dedicated to serving the Lord through the ministry of teaching young people. Each member has been carefully selected and prayerfully chosen by the administration. Teachers meet all standards set by the state of West Virginia.

### **Attendance**

A written excuse, signed by a parent is necessary for each absence with the specific reason given before the absence is excused.

### *School Attendance Policy*

Attendance and punctuality are essential for learning. Excused absences include those for illness,

death in the family, and medical appointments. A written note and/or email must always be provided to the teacher. Medical appointments should be scheduled after school whenever possible. Absences for vacation **WILL NOT** be excused.

A student may not participate in activities on a day when he/she is not present in school.

Absences without a note are considered unexcused. Parents will have 3 days to present a note to the school stating the reason for absence. After 3 days, if a note is not received, the absence will be unexcused regardless of the reason.

**School Attendance:** Students are to be counted in attendance only if they are actually present for at least three (3) hours of the day or engaged in a school-approved educational activity which constitutes a part of the instructional program for the student.

## **Types of Absences**

### *Excused Absences (EA)*

Notes should be provided to the school and class work may be made up with no grade penalty. If the absences are excused, all educational requirements for the course shall be met before a passing grade and/or credit is assigned.

- The student shall have a reasonable amount of time, up to three (3) school days, to submit make-up work for excused absences. Students will have the opportunity to submit assignments in a period of time equal to the number of days absent.
- If the student is absent one (1) day prior to the test, the student must take the test the day he/she returns, unless given special permission.
- If a student has more than one absence, the student must take the test within two (2) days.

Excused Absences include the following:

- Death in the immediate family.
- Medical appointment when note is provided.
- An approved school activity (absences recorded but not reported)
- An appointment with the Department of Health and Human Resources
- Court appearance of the student, subpoena by law enforcement agency or mandatory court appearance.
- Appointments for a therapy service provided by a licensed health care practitioner or behavior analyst certified pursuant to West Virginia law for the treatment of autism spectrum disorder including, but not limited to, applied behavioral analysis, speech therapy, and occupational therapy.

A doctor's note is required for students who are absent more than three (3) days on an individual basis as determined by the administration.

If a student is out for three days, teachers are required to call home and inquire regarding the well-being of the student.

### *Unexcused Absences*

Work must be made up for unexcused absences. Students receive “F” (i.e. 0) grades for all assignments and tests during unexcused absences. Any student who has been absent from school will be marked with an unexcused absence until the required documentation is received. Failure to provide the required documentation within three school days upon the return to school will result in an unexcused absence.

*Unexcused absences include:*

- Vacations, personal services, local non-school event, program or sporting activity
- Older students providing day care services for siblings
- Illness of others
- Outdoor suspensions.

Unexcused absences shall not be grounds for suspension from school but may result in detention or placement in existing alternative programs. Any student, who fails to attend any regularly scheduled class or field trips and has no excuse for absences, should be referred to the appropriate administrator. Disciplinary action should include notification to parent.

### **Excessive Absences**

A student accumulating 5 or more unexcused absences per 9 weeks may have quarterly, semester and final grade(s) withheld pending.

A student who exceeds 5 unexcused absences per 9 weeks will not be eligible for Honor Roll.

A student may not participate in school activities on a day when he/she is not present in school.

### **Tardiness**

Tardiness is detrimental to the child and disrupts the educational process in the classroom. Understandably, emergencies and unexpected events can cause tardiness, however, the school is unable to control traffic or weather conditions, therefore, it is the parent’s responsibility to ensure that their child(ren) are in school on time. We strongly ask for your cooperation in helping your child get to school on time so they will learn to be reliable and responsible.

Attendance is taken at 8:15a.m. The student is tardy if he/she enters the classroom after 8:15 a.m. A note from a parent or doctor must be presented for the tardy to be excused. Tardiness without a note is considered unexcused. Parents will have 3 days to present a note to the teacher stating the reason for tardiness. After 3 days, if a note is not received, the tardy will be unexcused regardless of the reason.

A student who exceeds 5 unexcused tardies per 9 weeks will not be eligible for Honor Roll.

### **CLOSED CAMPUS POLICY**

For the safety of our students, the doors will be locked at 8:30am and remain locked throughout the school day. Parents and visitors must contact the school to be allowed in.

## **Communication with Parents**

Communication is an essential tool in achieving academic success. The vehicles for communications from teachers may include a phone call, a note, an email, a progress report, Google Chat, and/or a conference.

### *Parent-Teacher Conferences*

Parents are encouraged to schedule conferences with teachers to discuss student progress. Parent teacher conferences will not be held during school events, programs, in the hallway, or at unscheduled times before and after school. Teachers should always be willing to work with parents to schedule conferences at mutually convenient times. Teachers cannot take calls during the school day to answer questions. The practice of parents calling or texting teachers on their personal cell phone is not allowed. The best way to contact the teacher is to send a message through Google Chat, an email or call the school and leave a message for the teacher. He/she will contact you at his/her earliest convenience. Teachers are required to meet with parents at least twice, to discuss and resolve any concerns, prior to bringing the concerns and scheduling an appointment with the administration and/or principal.

In case of discipline issues, teachers are required to document each incident. Parents will be notified of any demerits given. A copy of documentation will also be placed in the student's file.

## **Google Chat**

Parents are required to establish a Google Chat account as this will be the primary method through which the parents will contact their teachers.

## **Signed Documents**

Parents must sign and return important notices and school papers such as permission slips, referrals, discipline notice, failed exams, or detention slips etc. promptly. Questions regarding grades, school functions, classroom practices, or disciplinary action should be directed to the respective teacher, the office or administration.

## **Orientation Meetings**

Each year, there is an Open House night for Parents and Teachers. This is a parent only event; childcare will not be provided. During Open House teachers will review the parent-student handbook, class rules and procedures, curriculum, and other important class information. Open House is not a time to have a conference regarding your child but you may set up a conference with the teacher if you would like the opportunity to meet with them.

## **Cell phones**

A telephone in the office is available for use by the students and parents. Students must obtain permission from the office before using the phone. Telephones may be used before and after school, at lunch, or with a note from the teacher.

\*It is school policy never to give out phone numbers or addresses of any student, parent, or staff member without prior permission.

Students with cell phones **MUST** leave their cell phones OFF, or on silent mode and kept in their

designated storage area at all times. If a student needs to call home, he/she must get permission to do so and use the school office phone.

**Cell phones found in the possession of students during the school day will be confiscated. Confiscated phones can only be picked up by a parent in the main office. Liberty Academy is not responsible for loss or damage of any student cell phone.**

### **Visitation**

Parents are generally not allowed to go to their child's classroom after class has begun. Students may not be interrupted from their school day to be called to the office unless they are being signed out. Classroom visits are not permitted unless solicited by the teacher or administration.

All visitors are required to check in with in and get approval before entering any other area of the school. Security breaches are not taken lightly. Violators are subject to be prosecuted by the law.

### **Birthday Parties**

Birthdays can be celebrated on the Friday of the child's birthday week. The parents of children celebrating their birthdays need to coordinate the activity with the teacher in advance. Birthday celebrations should be simple as far as food and decorations. No clowns, dressed up characters, bounce houses or face painting is allowed.

### **Transportation**

Parents are responsible for dropping off and picking up their children every day. If someone other than a parent is transporting a student, they must be listed as an emergency contact and authorized to pick up their child(ren). Parents are also responsible for transportation to off-campus events, such as spelling bee competitions, or sporting events, unless transportation is being provided by the school.

### **Academics**

Liberty Academy is committed to providing quality education and care and strives to establish lifelong learning in every student. All our students are provided with fundamental tools to obtain an excellent education. Liberty Academy students use the Abeka curriculum and IXL learning platform that challenges them and enables them to perform at higher academic levels.

### **Supplies**

The school office posts a list of all required supplies on the school website in the summer. Students must have sufficient supplies throughout the school year. Students must be prepared every day for class.

### **Class rotations**

All Students should switch classes quickly and quietly. Rotations will occur at the end of each period. Students are permitted five minutes to arrive at their destination. Tardiness to class is unacceptable. Students are considered tardy to class if they are not in the classroom within the 5-minute allotted time to get to their next period, or if the tardy bell rings in the morning which

requires the student to get a late pass from the office. If a student is late to class in the middle of the school day, without an excuse from either a teacher or the office they will receive demerits.

**Homework**

Homework varies by age and grade. Parents should communicate with their student’s teacher about his/her specific homework requirements and policies. Parents are responsible to ensure that all assigned homework is completed and returned on time. We strongly suggest you take an active role in your child's education and look over their work.

**Academic Grading Scale**

Preschool K1-K5

- E – Excellent (Mastery)
- G – Good
- S – Satisfactory
- M- Moderate
- U - Unsatisfactory

All other Grade Levels

<b>Letter Grade</b>	<b>Range</b>	<b>Weight</b>
A +	97-100	4.0
A	93-96	4.0
A -	90-92	3.7
B +	87-89	3.3
B	83-86	3.0
B -	80-82	2.7
C +	77-79	2.3
C	73-76	2.0
C -	70-72	1.7
D +	67-69	1.3
D	65-66	1.0
D -	64-60	1.0
F	59-0	0.0

*Conduct Grading Scale*

- A - Excellent Behavior
- B - Good Behavior
- C - Satisfactory Behavior
- D - Needs Improvement
- F - Unsatisfactory Behavior

**Honor Roll**

Honor Roll will be published at the end of each grading period. The school has two Honor Rolls, the Principal’s Honor Roll and the Honor Roll.

### **Principal Honor's Roll**

To be eligible for the Principal's Honor Roll a student must earn A's in every subject. Conduct must be consistently Excellent (A). If a student receives a C, D, or an F in conduct for any subject it disqualifies the student from the Principal's Honor roll.

**A student who exceeds 5 or more unexcused tardies or unexcused absences per quarter will not be eligible for Principal Honor Roll.**

### **Honor Roll**

For the Honor Roll the student must earn all A's and B's in every subject. Conduct must be consistently Excellent (A) or Good (B). If a student receives a C, D, or an F in conduct for any subject it disqualifies the student from the Honor roll. **A student who exceeds 5 or more unexcused tardies or unexcused absences per quarter will not be eligible for Honor Roll.**

To qualify for a yearly award, the student must meet the above requirements for each of the grading periods. In addition, individual teachers give special awards at the end of the year in recognition of outstanding achievements.

### **Learning Enrichment**

Liberty Academy argues the Abeka curriculum with the IXL learning platform. This allows us to establish student baselines, monitor progress, identify and address strengths and weaknesses. Both Abeka and IXL results are used to tailor supplemental learning on a per student basis.

### **Help-Classes and After School Tutoring**

Teachers may offer help classes on an as-needed basis. Some teachers provide individual after school tutoring.

### **Report Cards**

Report cards are provided four times a year, (at the end of each 9 weeks). Students whose accounts are not in good standing will not be provided a report card until all financial obligations are met. The report cards are the final summary for each quarter and will be reflected on student transcripts.

### **Progress Reports**

Progress Reports are provided during the middle of each grading period. Parents/guardians are encouraged to contact teachers concerning courses where students are doing below average. Progress reports are not reflected on student transcripts and are also subject to being held for viewing if accounts are not in good standing.

### **Merit Trips**

A student who exceeds more than 30 demerits in the first 2 grading periods, or 60 demerits in the final 2 grading periods will not be eligible to attend trips and after school activities. Academic grades that drop below a C will also disqualify a student from attending school activities.



\*\*\*Students who are not eligible to participate in school trips or after activities are required to attend school on those days. A student who does not attend school during those days will be marked with an unexcused absence for that day.

### **Academic Eligibility**

Students may be academically ineligible if they display deficiencies in academics or behavior. When students are deemed ineligible, they will be given time to show improvements. If no improvement occurs, the student may be dismissed or asked to withdraw from school. Only eligible students may participate in after school activities. Grades will be verified and need to be maintained at or above a 2.0 average “C”.

### **Promotion and Retention**

The classroom teacher and Principal will promote students upon completion of the required course of study and subjective evaluation.

### **Incomplete Grade**

A grade of incomplete may be given to a student who was absent for an excessive period of time due to illness or an emergency and has not been able to complete the necessary work. Students must make up the work that resulted in an incomplete grade in a course according to the timeline agreed upon with the faculty member. If a student does not make up work in a course for which he or she received an incomplete before the deadline, the student will receive a failing grade and not receive credit for the course. This policy in no way prevents teachers from exercising their judgment and replacing a student’s incomplete grade with an appropriate grade prior to the preceding deadline.

### **Midterms and Final exams**

Middle and High School students are required to take mid-term exams and complete a final project.

### **Standardized Tests**

Students will be administered a standardized test if and as required by West Virginia State law. In addition State standardized exam requirements all students will receive the following diagnostic exams:

- Entrance exam
- Diagnostic exam three times per year
  - Beginning of the school year
  - Mid-point of the school year
  - Prior to the end of the school year

### **Policies for Cheating**

Honesty is expected in the preparation of homework assignments, papers, projects, and quizzes or tests. Dishonesty is a serious offense that can lead to severe disciplinary action. If cheating or dishonesty is suspected by the teacher (including talking, looking at someone else’s paper, or looking around in a suspicious manner during any assignment or assessment) students are subject to not receiving credit. Quizzes and Tests will automatically be given an “F”. Students may also be given demerits, detentions and are subject to disciplinary action.

Generally, the 1<sup>st</sup> offense will result in a referral to the office and/or demerits. The 2<sup>nd</sup> offense will result in a referral to the office and/or demerits and a zero on assignment and academic probation for at least a full semester. The 3<sup>rd</sup> offense will result in suspension and zero on assignment. Repeated infractions involving dishonesty may lead to dismissal. Students are not permitted to share their homework assignments with other students, whether in a hard copy or electronically (such as e-mail, Google docs, etc.). Sharing a homework assignment with another student could be considered an act of academic dishonesty and will be referred to the principal.

## **Cheating and Plagiarism**

### **Cheating**

Incidents of student cheating or plagiarism or helping others to cheat or plagiarize should be referred to the Principal for disciplinary action. The school will consider the following actions (or other similar actions) as evidence of cheating during a test or quiz: writing on hands, arms, clothing; having a cell phone out; or having a study guide or cheat sheet. In addition, any kind of communication (whether involving eye contact, hand signals, verbal, or written communication) during a test, exam or quiz, may be considered as a form of cheating under this policy and may lead to serious consequences.

### **Plagiarism**

Plagiarism is another form of cheating and is defined as the practice of taking someone else's work or ideas and passing them off as one's own. Utilizing Artificial Intelligence (AI) or other like means to complete part or all of an assignment.

Students may not copy ideas or quotes from books, electronic media, periodicals, etc., for a paper or a report without giving the source. **All student work must be their own work or material.** At the teacher's discretion, students may be required to maintain electronic records of their papers, as well as turn in hard copies for evaluation.

### **Conduct**

Liberty Academy expects each student to be obedient to God in his/her daily conduct. The Bible emphasizes the importance of our testimony to those around us. Scripture also teaches us that proper discipline is needed to correct those things in our lives which are wrong. We expect students to exhibit respect for God, country, family, teachers, and fellow students.

#### *Rules of Conduct*

Parents are expected to read these rules and support them. These rules indicate the type of conduct that will be expected of all the students at Liberty Academy.

1. Students must respect and take care of all school property. In the event of damage or vandalism, parents will be notified, and arrangements will be made for repair or replacement of damage.
2. Fighting will not be tolerated under any circumstances. No student shall deliberately cause harm or injury to another student.

3. Students are expected to walk quietly in the classroom and hallways. No yelling or running.
4. Abusive language and/or profanity are unacceptable.
5. Proper respect will be shown to teachers, school personnel, and other students at all times.
6. Safety rules are for the protection of the students and must be obeyed at all times.
7. Lying, cheating, and stealing will not be tolerated.
8. Chewing gum is not permitted on school property.
9. Students using or distributing alcohol, tobacco, or any drugs will be expelled.
10. Students talking or participating in sexual discussion will be subject to disciplinary action and possibly expelled.
11. Students wishing to lodge a complaint, criticism of teachers, policies, or other students, must do so with the administration.
12. Unauthorized use of school phones or electronic devices will result in disciplinary action. Permission must be granted from the school office.
13. Unauthorized articles brought to school will be confiscated.
14. Disruptive behavior in the classroom, on the school property, or at any school event will be subject to disciplinary action.
15. “Horse Playing” or “Rough Housing” is unacceptable and is not permitted.
16. Vulgar expressions and actions are strictly prohibited.
17. Worldly and ungodly speech to include slang terms, words or phrases are not permitted.

### **Conduct in Assemblies/Chapel**

Students should be respectful during assemblies and chapels. Unacceptable conduct would include whistling, inappropriate clapping, boisterous behavior, getting up and moving around, and talking during a program. Misconduct during assemblies or chapels can result in disciplinary action.

### **Dating Relationships**

Liberty Academy is a co-ed institution and realizes the importance of developing wholesome relationships. Students are not to have any physical contact such as holding hands, arms around one another, or kissing. Teachers will instruct students on the importance of dating, marriage, and using the Bible as the only guide for pure living.

### **Violation of School Property**

Respect for school property is very important. Sitting on desks, writing, carving, or defacing any part of Liberty Academy is considered a serious offense. All school owned textbooks must be kept in good condition. Lost or damaged books or school property will be billed to the parents. Willful damage to these properties could result in immediate expulsion.

### **Discipline**

Discipline is the responsibility of the parents, teachers, and administrators. Parents are expected to work with administration and teachers to provide proper discipline for students. This will prevent the child from being placed in a position of conflict between the parent and the school. Teachers handle minor discipline problems in the classroom. Serious problems are referred to the

administration for correction. Parents will be informed of a student's behavior anytime they are sent to the office for conduct or behavior related issues.

Disciplinary action is intended to help students learn to accept responsibility for their own actions and behavior. The ability to accept such responsibility is one of the marks of a mature person. However, there may be occasions when students make poor choices or find themselves in a difficult situation. In these instances, students should contact their teacher for guidance. In addition to the teacher, students may contact other faculty members or any member of the administration for assistance. In these situations, the student's teacher may accompany the student.

Students share responsibilities in helping to create an optimum learning environment and a school community that everyone can be proud of. The policies and standards apply any time a student is enrolled in the school, any time a student is on campus, any time a student is participating in or attending a school-related event on or off campus, any time a student is officially representing the school, any time a student is traveling on behalf of the school, and school camps and breaks, including summer break.

Violations of law that occur off-campus during the school day will be subject to review under school rules. Violations of law that occur after the school day may also be subject to review under school rules. Transcripts and other reports pertaining to the student's academic standing will be withheld until the completion of the consequences served. All decisions involving suspension or expulsion are subject to the final approval of the Principal.

Poor conduct in the classroom is of great concern to the school. Not only is it disruptive but it is also detrimental to the learning environment in the classroom. Additionally, it is disrespectful to both the teacher and the other students in the class. All students are expected to follow school rules and protocol in order to achieve an environment conducive to learning and positive growth. Failure to adhere to the school's rules and expectations will result in disciplinary action. Such action may include, but is not limited to verbal warning, written warning, detention, loss of privileges, suspension, probation or dismissal. Each case is handled individually and looked at individually on a case-by-case basis. Sanctions and/or consequences will depend on the severity of the incident and relevant information regarding past incidents. The Principal may increase or decrease the level of sanction based on all the information presented at his/her sole discretion.

Any disciplinary obligation takes precedence over athletic practices, games, or other extracurricular activities.

Liberty Academy reserves the right to dismiss a student from class, place them on probation, suspend or dismiss them from school, at any time, if undesirable or unacceptable conduct is displayed.

### **Expectations**

A breach in the following school rules is considered a serious offense. Each situation will be considered individually. Depending on the circumstances, disciplinary consequences may include detention, suspension, probation, or possible dismissal from School.

## **Be Respectful**

- Students are expected to respect themselves and every other member of school and the community. The school holds to “A LANGUAGE OF RESPECT” which understands the power of words and the impact words have on establishing a safe learning environment. Students are expected to treat fellow students, faculty, staff and visitors with honor, respect, compassion, and wisdom. Vulgarity, indecent exposure, foul language, swearing, gestures, and comments, including those of an ethnic, religious, or sexual nature, have no place in the school.
- Students must always show respect for their teachers and for their fellow students. Disrespectful conduct such as talking back, foul language, insults, name calling and swearing among others will not be tolerated.
- Students are to respect the school’s property and the personal property of others. We work hard to keep our school attractive. Damage, destruction, theft or vandalism (including making any type of markings) of personal property, property belonging to any other member of the school or community, or property belonging to the school will not be tolerated. Students will also be required to pay for the cost of replacing or repairing the damaged or stolen property.
- Public display of affection is not appropriate at school. Such behavior is embarrassing to others, unacceptable in the school environment, and subject to disciplinary actions. Any type of public display of affection (holding hands, hugging, kissing, touching, showing body parts, touching inappropriately; even if consensual, entering the restroom of the opposite sex, etc.), is inappropriate at school or at school-related events. Consequences may include, but are not limited to, warning the students, parent(s) conference, referral to therapeutic resources for evaluation/remediation, suspension, probation or expulsion. Any such behavior that a student is subjected to and that is unwanted, or the student finds offensive must be immediately reported to the Administration in accordance with the No Bullying/Harassment.

## **Be Honest**

- Students are to be honest with others at all times. This obligation includes being honest and forthright with all school personnel and administration when questioned about the student’s own behavior or the behavior of others. In addition, honesty includes the obligation to turn in one’s own work. *See cheating and plagiarism policies.*
- Students are expected to cooperate in all school investigations. Should an investigation involving the police take place, Investigations (and parental notifications) will be conducted by Law Enforcement in accordance with the law. The school will cooperate with Law Enforcement.
- Students are expected to be honest, but honesty is not necessarily a mitigating factor and students’ own statements may be used against them. If a student refuses to participate or cooperate at any stage of an investigation, or is unable to do so for whatever reason, the school reserves the right to take action, including proceeding without a statement from the student, or to require the student to withdraw from school.

## **Be Responsible**

- Students are to be responsible and to meet all their school obligations. All students are expected to attend their classes, Chapel, extracurricular and athletics commitments, as well as any other required meetings on a regular basis and be prompt.

- The inability to meet school commitments and obligations may lead to being removed from the activity, field trips, suspension and/or probation. Repeated unwillingness or inability to do so may lead, ultimately, to dismissal or ineligibility to re-enroll
- All students must understand that they represent Liberty Academy at all times, including breaks, vacations and weekends. Any off- campus behavior which, in the opinion of the Administration and faculty is detrimental to the good name of the school or which has a negative impact on any member of our community will jeopardize the student's position at the school and may subject the student to disciplinary action.
- We expect students to avoid all types of behaviors that may be harmful to themselves or others. As examples, off campus inappropriate Internet activity, criminal activity, sexual activity, use of drugs, alcohol or tobacco, any misrepresentation online of the school, its name, or its constituents, may result in a student receiving disciplinary action, up to and including dismissal from school.

### **No Weapons or Drugs**

- Students are to refrain from all use and possession of drugs, tobacco, vaping products of any kind and/or alcohol. The use, purchase, or dispensing of drugs is illegal and punishable by law. Any student found in violation will be immediately expelled.
- Weapons or dangerous instruments of any kind (including toys that look like weapons or dangerous instruments) are prohibited on Liberty Academy property, including the parking areas and all school-related events. Dangerous instruments include, but are not limited to, guns, bb guns, paint guns, explosive devices (including poppers and any type of fireworks), pocketknives, box cutters, spiked jewelry, or any implement which could cause harm. Any such item may be confiscated and, if appropriate, turned over to law enforcement. Furthermore, the possession of any weapon (including toy weapons) or other dangerous objects will lead to serious consequences, including suspension or expulsion from the school.
- Items such as bullets, matches, lighters, stink bombs, noise makers, water guns, firecrackers, etc. are not permitted on school grounds. Any pictorial depictions of weapons or verbal or written comments that the administration determines at its discretion appear to be threatening in nature will result in disciplinary or law enforcement consequences.
- The School has a zero-tolerance position on threats and weapons, even when students make comments in jest, on email, or away from school toward or about another student, employee, or the school.

### **No Fighting**

- Fighting is not an acceptable method to settle disputes. The use of physical force or threats of violence is inappropriate in every circumstance and will not be tolerated. Any student involved in a physical confrontation will be referred to the Principal, possibly law enforcement, and will most likely result in a one-day suspension, probation and or dismissal from the school.

### **No Running in the Hallway**

- Students safety is of utmost importance. For their safety and the safety of others, running in the hallway or indoor premises of the school is not permitted.

### **Kindergarten & Elementary**

The students will learn the purpose of classroom rules and understand that the classroom is a community with the common purpose of learning, growing, and becoming friends. The demerit system will be enforced for all students in K4-5<sup>th</sup> grade. The teacher will also use their own behavior management plan which will be explained to the parents during Open House. Students are always encouraged to be on their best behavior. Students will be rewarded individually and as a group. Students who display poor conduct are not eligible for Citizenship Awards/Honor Roll and are subject to going on a probation period and potential dismissal from the school.

Elementary teachers may establish classroom rules and additional guidelines, however, they may not take priority over or detract from those in thi handbook. If an issue cannot be settled in class with a teacher, the teacher will notify the parents and establish a plan of action for improvement. If an issue persists, the teacher may send a student to report to the principal’s office. At that time, after speaking with the student, the principal will call the parents and the child may be sent home for the day. If a student is sent to the principal's office five times in one semester, the student will lose academic eligibility and may be dismissed from the school.

### **Middle & High School**

Middle and High school teachers may establish classroom rules and additional guidelines, however, they may not take priority over or detract from those in thi handbook. Middle School discipline revolves around a demerit system. A student will receive a demerit for any disrespectful, rebellious, or disruptive behavior. Demerits accrue throughout the school year (August-June). Demerits are not a punishment. They serve as a record of the student’s conduct and as a communication tool between parents and teachers. Students will be given varying number of demerits depending upon the type and severity of the infraction. Demerits may also be assigned at the discretion of the administration in response to an offense. The number of demerits for a specific offense may be doubled, tripled, or otherwise increased for successive violations or when the offense is deliberate and/or defiant.

### **Suspension**

Suspension from school requires a student to leave school and go home for a specific period of time. Students may be issued in-school or out-of-school suspensions. A student may be suspended from the school by the Principal for continued violation of school policies, or for a single serious offense. If he/she continues to misbehave, the parent will be asked to withdraw the student. Parents will be notified of the offense and date of suspension. During a suspension, the student will not be allowed to attend class, attend school functions, or make-up any missed work. Missed work will be recorded as zeros in the grade book. A parent/student/Principal conference may be required before the student returns class or any school activities. When the student returns to school, he or she may be on probation and must show a marked improvement or face possible dismissal. Suspensions are a part of the student's disciplinary record.

Suspension will normally begin on the day following the incident but may be later depending on the nature and length of the investigation into the incident. Students may not attend or participate in any school activity or event while on suspension.

The following offenses are prohibited and may result in disciplinary action such as suspension or expulsion:

- Cheating or dishonesty.
- Fighting or intentionally causing harm or injury to another person.
- A student engaging in conduct that is defined under law as a serious misdemeanor or felony (whether charged by law enforcement or not).
- Forging a parent's signature.
- Chronic failure to respond to standard discipline procedures.
- Use of any item as a weapon to threaten a person.
- Possession, use, and/or transmission of substances that are capable of modifying mood or behavior and unauthorized medications (including aspirin, cough drops, nasal spray)
- Possession and/or use of any weapon (handgun, knife, razor, explosives, etc.)
- Assault on school personnel or another student, a lewd or lascivious act, sexual harassment, arson, vandalism, or any act that disrupts school activity.
- Engaging in continuing misconduct or the use of profanity, obscene, or abusive imagery or language, and open defiance or other acts that are detrimental to the school or other people.
- The possession, viewing, or distribution of pornography on campus, in either electronic or hard copy form, is a violation of school rules. Students who violate this rule will be immediately dismissed from the school. **The school reserves the right to determine what material is pornographic.**

### **Probation**

Probation is a serious form of discipline before dismissal from school. A student who is placed on probation bears the burden of showing the school that he/she wants to remain in Liberty Academy. The length and type of probation will be specific to each case and nature but will be no less than 9 weeks. Probation may also include a loss of some or all privileges, including not being allowed to attend class trips, depending on the type of probation and the circumstances of the incident. Students placed on probation may not be allowed to participate in sports or other extra-curricular activities while on probation or for the rest of that school year. Probation may be part of a student's disciplinary record.

### **Disciplinary & Academic Probation**

A student will be placed on Disciplinary Probation, if his/her classroom conduct is detrimental to the learning environment in the classroom. Students who receive two grades of "unsatisfactory (F)" or four grades of "needs improvement (D)" in conduct for two consecutive quarters are automatically placed on Disciplinary Probation. Any student who is placed on Disciplinary Probation is expected to show improvement. A Behavior Improvement Plan may be put into place so the specific issues can be addressed during the subsequent time period.

Students on Disciplinary Probation will only be removed from probation when they receive no grades of "unsatisfactory (F)" and the grades for "needs improvement (D)" improve to "satisfactory (C)" in the succeeding quarter.



Any student who continues to receive grades of “unsatisfactory” or multiple grades of “needs improvement” while on Disciplinary Probation may be ineligible for re-enrollment, suspended and/or dismissed from school. Students on Disciplinary Probation may not be allowed to attend field trips, and/or other school related events.

Students may be placed on Academic Probation if they display deficiencies in academic performance in any course. Students need to maintain a “C” average or a 2.0 GPA or higher in order to not fall into academic probation. Students are given time to show improvements. If no improvement occurs, the student may not be eligible to re-enroll. Students on Academic Probation may not participate in after school activities, including any sports programs.

**Any student who goes on Probation during the last grading period will continue being on Probation for the first grading of the subsequent academic year.**

### **Dismissal/Expulsion**

A student may be dismissed from the school at any time if he/she is violating rules and policies of the school. These decisions are determined by the board and there is not an appeal process. A student who demonstrates an unwillingness or inability to reflect the standards of Liberty Academy may be expelled at the principal’s discretion.

Dismissal may be recorded as part of the permanent school transcript. Once dismissed, a student must leave campus immediately, unless an extension has been granted by the administration due to unusual circumstances. All School property must be returned to the appropriate parties, and a dismissed student may not return to campus without a specific appointment with a member of the school’s faculty or administration.

***Note:** All suspensions of 3 days or more, or where a student has been suspended more than once in a grading period will be reviewed by the Board. Should the need arise for a student to be expelled or dismissed, the student shall be considered suspended until such time the Board has reviewed the case. The board may elect to approve the expulsion/dismissal or change this to a suspension.*

### **Dress Code**

#### **Uniforms**

Liberty Academy wishes to maintain standards of dress and appearance appropriate. Liberty Academy does not have a “uniform” policy, however, all students are expected to dress in a conservative God honoring fashion. Revealing clothes of any nature, or clothes with \*holes are not permitted and the student will be sent home or required to change before returning to class. Shorts, skirts etc are to be knee length and no “tight-fitting” apparel is permitted. Ungodly advertisements, Logos or designs are permitted.

\*Should a garment receive a tear at school, as long as it is not revealing, the student may remain at school.

**VERY IMPORTANT: Students will receive a demerit for not complying with the dress code**

**and haircut policy and will not be allowed to remain in the classroom until compliance is met.**

If a student violates the dress code, a disciplinary notice will be sent home with the student. Additionally, if a student comes to school without a complete uniform, they will be asked to call a parent to bring them proper attire. Repeated dress code violation may result in suspension.

**General Guidelines:**

1. Clothes must be free of holes
2. Clothes should be clean and free of debris
3. During cold weather, hats, beanies, gloves and scarves are permitted. However, in the classroom hats/beanies and gloves may not be worn. Students may wear the navy blue fleece or performance jackets from Dennis School Uniform Company (NO HOODIES). Solid, plain, navy-blue cardigans or fleece jackets without any markings are also allowed. Navy blue layers are permitted under the school uniform, but uniform compliance must be met, including proper shoes.
4. Please label all clothing worn to school. Unclaimed clothing will be donated to charity at the end of each quarter.
5. Shoe laces must be tied.
6. No temporary or permanent tattoos or any kind of body piercings will be permitted other than earrings for girls.

**Guidelines for Girls:**

1. Girls' hair color must be a natural hair color. Any student who comes to school with dyed hair (purple, pink, blue, artificial blonde/bleached, highlights, etc.) will be sent home and cannot return to school until corrected. No student will be allowed in class with an extreme haircut, style, braiding, or color. Any hairstyle that is considered to be extreme, or a distraction, can be deemed inappropriate by the administration.
2. No more than one earring per ear is permitted. Body piercings are not permitted. Dangling earrings must be no longer than 1”.
3. When bathing suits are permitted for field trips, the suit must be a modest one-piece. Solid Cover-ups are to be worn to and from field trips.
4. Spandex or leggings are not permitted unless covered by knee length shorts or skirts.

**Guidelines for Boys:**

1. Hair should be clean, neat, and appropriate. Hair must be neatly cut above the collar, eyebrows, and ears. Hair of extreme length, style, or color is not acceptable. The hair code does not permit boys to wear hair shaved on the sides and long on the top or in a bun or ponytail. Boys are also not allowed to have lines or any type of design shaved into their head. They may not use any type of band, hair tie, or other items to hold their hair up. The verticality of the boy's hair will be at the discretion of the administration. Boys will not be permitted to attend classes with this type of haircut or other extreme haircuts.
2. Students' hair color must be a natural hair color. Any student who comes to school with dyed hair (purple, pink, blue, artificial blonde/bleached, highlighted, etc.) will be sent home and cannot return to school until corrected. No student will be allowed in class with an extreme haircut, style, or color. Any hairstyle that is considered to be extreme, or a

- distraction, can be deemed inappropriate by the administration.
3. Boys must be clean shaven at all times during school hours and during all school events and extracurricular activities.
  4. When bathing suits are permitted for field trips, the suit must be a modest loose long brief. No tight bathing suits are permitted and no speedos.
  5. Spandex is not permitted unless covered by knee length shorts

**Field Trip Attire Guidelines:**

The aforementioned guides apply to all school activities to include field trips.

**Parent Guidelines On-Campus** Parents should dress appropriately when at school or attending school events. There is no smoking on school property.

Students may wear athletic gear of their choice for after-school team practices. No spandex, leggings, or short shorts are permitted.

**Please feel free to contact the school office with any questions regarding our Uniform Policy**

**Safety and Security**

**Unauthorized Articles**

Item not allowed at school include, but are not limited to: tobacco products, lighters or matches, vaping products of any kind, alcoholic beverages, narcotics, knives, guns, mace or pepper spray, explosives of any kind (including fireworks), radios, tape or CD players, MP3 players, IPODS, tape recorders, walkmans, laser pointers, any items sexual in nature, compressed air cans & aerosols, handcuffs, magazines or books not related to class work, and anything depicting scenes or insignias associated with explicit rock, rap, hip-hop music, etc.

- The list of unauthorized articles is subject to change at the Principal’s discretion.
- Confiscated items will be returned upon request from the parent. Parents must pick up confiscated item in person.

*\*See Discipline section on “No Weapons” for more details.*

**Safety**

Liberty Academy provides a safe and hazard free environment. Parents and students are required to comply with all school policies. Please note the following safety measures.

1. No child is ever left alone without supervision.
2. Classrooms and the playgrounds are inspected regularly for safety.
3. There is an emergency evacuation plan posted in each classroom showing the fastest route to safety.

**Injuries**

If a student is injured while at school or on a field trip, Liberty Academy will follow these procedures:

1. If there is a serious or life-threatening injury, the school will call 9-1-1, then call the parent . We will first attempt to contact parents, but if they are not reachable at that moment, we attempt to reach any other person listed on the emergency contacts.
2. In the event of a child needing an ambulance, if the parent is unable to come to the school or able to transport the child, a staff member will accompany him or her to the nearest medical facility indicated on the child’s information form.
3. Cuts and significant injuries are reported to the office and parents are notified. The attending teacher will fill out an incident report form. One copy will be placed in the child’s file and the other given to the parent.
4. When a child is involved in an incident requiring medical attention, the parent or guardian will be notified.

*\*See General Information Section on “Sick Policy” and “Administering Medication”*

Liberty Academy is and cannot be held responsible for injuries that occur at school or school functions off-campus, such as sports games or field trips. If your child gets sick or hurt at school, we will notify you as quickly as possible. Parents must keep phone numbers current with the office in case of emergency.

### **Emergency Procedures**

**STAND-BY ALERT:** This action is used to alert staff and students of a potential emergency. Teachers and staff are placed on “Stand-By” for further instructions.

**LOCKDOWN:** students and staff are to remain locked indoors until danger has passed.

**EVACUATION:** This action is taken after the decision is made that it is unsafe to remain in the buildings. All staff and faculty are to follow the evacuation plans according to the posted plans in their current location.

**ALL CLEAR:** This action is taken to notify teachers that normal school operations can resume.

### **Fire Drills**

Fire drills will be conducted as required by law. It is essential that all buildings be evacuated promptly when the signal is given. Students are not permitted to talk during the fire drill and are to remain outside the building until a signal is given to return inside. When the fire drill signal is given, all class activities must cease. Students are to follow their teacher’s directions and exit in accordance with the instructions posted for each classroom. It is important that the following rules be followed:

1. Each classroom is to exit in a single file manner.
2. Walk quickly.
3. Do not run or push.
4. Do not talk.
5. Stand at attention, ready to be given instruction.

### **Non-custodial Parents**

The following guidelines have been adopted to assist the school in situations where a non-custodial parent wishes to make contact with or take custody of the child while the child is at school. The school will not interfere with a non-custodial parent’s involvement in school

related affairs or access to the child unless the school is presented with a court order or legal document which restricts such involvement.

- A non-custodial parent may not pick-up a child unless the parent presents either a written court order or written authorization signed by the custodial parent, which permits custody.
- If the actions of parent(s), custodial or non-custodial, become disruptive to the operations of the school, the school has the right to restrict access by parent(s) and to take any other necessary action.
- If a student activity requires parental consent, the school will accept consent only from the custodial parent, unless authority to grant consent is given to the non-custodial parent by a court order or comparable legal document.

### **Legal Documents**

If a student's parents are divorced or legally separated, a letter from the custodial parent must accompany the legal document verifying who is allowed to pick up or bring the child to school. Additionally, if a tuition payment is being made by the opposite party, it must be documented in writing.

### **Solicitation**

Solicitation is not allowed at Liberty Academy without specific approval of the principal. No activity shall be allowed that is contrary to the beliefs, values or policies of the school.

### **Harassment**

Liberty Academy provides a safe environment free from sexual and non-sexual harassment, intimidation, hostility, and offensive behavior towards students, teachers, or visitors. Please report any of the above-mentioned offenses to the office immediately. Accusation of harassment of any kind will be taken extremely seriously and reported to the necessary authorities.

#### *Technology Code of Conduct*

Liberty Academy's core values should direct all student technology activities online and offline alike. The use of technology is an integral component of our approach to education. Access to the network/internet is a privilege and a responsibility for the students. The rules for acceptable attitude and behaviors are the same for school property and personally owned equipment. This applies to smart phones, watches, iPads, laptops, cameras, etc. All students are required to abide by the following guidelines. Violation of these guidelines will result in disciplinary action including, probation, suspension, or dismissal from the school.

1. The use of technology during the school day (including after school care) is prohibited, unless directed by the teacher for instructional purposes. Any phone calls that need to be made should be done at the main office. Any student that does not comply with these rules is subject to demerits and further disciplinary action such as, confiscation of device, probation, etc.
2. When allowed, internet access is free to users, but it is a privilege, not a right. All student devices, work, web history and emails are subject to monitoring and inspection by teachers and school administration. The school reserves the right track electronic data on student devices and inspect student files/apps at any time without student knowledge

or consent. The school further reserves the right to inspect any personal device brought on campus and students must provide passwords needed upon request. Do not assume that messages or material on your personally owned computer/device is private.

3. Students should NOT access personal communication, such as text messages, social media platforms, or any other apps that would be deemed inappropriate during class time or school hours. This includes accessing apps that do not pertain to school related matters.

4. Access to pornography, hate sites, or any other material with illegal or harmful content, and the use of profanity, obscenities, or abusive language is strictly prohibited.

5. It is the responsibility of the student and parent to uphold the school's reputation on and off campus, including websites, social media and video streaming. For this reason, it is prohibited to use the school's name directly or indirectly, or post pictures of the school or its employees in any manner that could, in the administration's view, cause harm to the school's reputation or otherwise portray Liberty Academy in a false, derogatory, negative or inappropriate way.

6. Students may not utilize the internet for the purpose of bullying, defaming, slandering or threatening any other person or group. In addition, students may not use services such as Instagram, Snapchat, Facebook, Tumblr, etc. and claim that inappropriate actions are acceptable because their page is "private", "locked" or "for friends only". There will be no exceptions. All students and parents must understand that they represent the school at all times, including weekends. Any off-campus behavior that is detrimental to the school's community will be dealt with on an individual basis and is subject to disciplinary action determined by the school administration.

7. Accessing the accounts and files of fellow students or staff is a form of theft and violation of school rules. Using someone else's password or files and posting a message using another's name is a form of dishonesty.

8. Any person who believes that they have been harassed or threatened should immediately report their concern in accordance with the school's bullying policy.

9. No device shall be used to record, videotape or photograph anyone unless consent is given by those being recorded, photographed or videotaped. All electronic devices used on school grounds are bound by this technology code of conduct.

10. All devices are to be properly cared for by the students. Liberty Academy does not take responsibility for any lost, stolen, mishandled or broken devices.

It is not our goal to regulate student's personal online activities when not on school property, but please understand that certain activities might impact a student's relationships with others or the school, and therefore we reserve the right to regulate and ensure safety and wellbeing for everyone.

### *Parent Conduct & Compliance*

We expect parents to exhibit respect for God, other students, country, family, teachers, administrators, and fellow parents. Differences in opinions and decisions are always going to vary; however, Liberty Academy strives to establish unity and healthy, harmonious relationships, and therefore has zero tolerance for any form of gossip, slander, or defamation of character of anyone or the school in general. Anyone found intentionally sowing division or strife may be

subject to being dismissed prior to the end of the school year or not be allowed to re-enroll for the following school year.

1. Every Liberty Academy parent is upheld to comply with the school rules and regulations.
2. Parents must respect and take care of all school property
3. For safety reasons, parents are not allowed on campus during regular school hours, this includes lunch hours as well.
4. During school hours, every visitor is required to check in the main office before accessing other areas of the school.
5. Abusive language and/or profanity are unacceptable.
6. Proper respect will be shown to teachers, school personnel, and other students at all times.
7. Safety rules are for the protection of the students and must be obeyed at all times.

**Group Chats** (*Room Parent, PTA, POP, etc.*)

A group chat may be established by the school for the parents to communicate with other parents in their student grade. These chats are strictly designated to communicate information pertaining to school related events and news that pertains to the class. Anyone using a group chat to cause division or formulate gossip should be removed from the chat. The chat is not a complaint hotline. If a parent has a disagreement with a decision, assignment, or outcome of a situation, they are to speak directly to the teacher or an administrator. All communications are subject to monitoring and there is no expectation of privacy. All communications must adhere to school conduct requirements. Parents are not permitted to engage in argumentative conversations or exchanges and are subject to being banned.

This handbook is to be read prior to enrollment/re-enrollment. Upon signing enrollment/reenrollment documents, it is acknowledged by the parent that he/she understands and has read all the above statements and agrees to comply with all school requirements and policies.

All Parents, Students and Teachers are required to read and agree to the items outlined in this handbook on an annual basis. Affirmation will be in the form of an electronic or pen and ink signature.

Thank you for allowing us to partner with you in providing your child/ren with a great education and nurturing environment.

*1 Samuel 12:23 Moreover as for me, God forbid that I should sin against the LORD in ceasing to pray for you: but I will teach you the good and the right way:*

—Nothing Follows—