

ELEMENTARY HANDBOOK

K3-6TH GRADE

Revised July 2020



*"Where the Spirit of the Lord is,
there is Liberty..."*
2 Cor. 3:17

Liberty Christian Academy

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WELCOME TO LIBERTY CHRISTIAN ACADEMY

Thank you for your interest in Liberty Christian Academy. Since 1999 our school has provided a quality Christian education for students in our community. Our school is registered with the NC Division of Non-Public Education and the Association of Christian Schools International. We have adopted texts from *A Beka Books*, *Bob Jones University Press*, and *Purposeful Design (ACSI)*.

Liberty Christian Academy is a ministry of Stoney Point Baptist Church. Through the leadership and vision of the church, the school was established in 1999.

MISSION & PURPOSE STATEMENT

The mission of LCA is to lead students into a relationship with Jesus Christ, while educating and equipping them with the knowledge, skills, and attitude necessary for effective Christian service. Our goal is to assist the home and the church in teaching students the Word of God and the skills and knowledge necessary to live a productive Christian life.

HANDBOOK PURPOSE

The purpose of this handbook is to inform you of the policies of Liberty Christian Academy. The policies we have established are the result of much thought and experience through the years. It is important that our school parents understand these and help us make sure they are followed. We believe each rule we have is pleasing to the Lord and important to the development and safety of our children. Certainly a volume this small cannot answer all of the questions you may have. If you have further questions, please feel free to contact us.

OUR PHILOSOPHY

We believe a proper education begins with a clear understanding of the Bible. A Christian education is not complete unless it is brought about by the combined efforts of the home, church, and school. Liberty Christian Academy was established to help support the efforts of parents and their church. We strive to provide a quality academic program, which is taught in light of God's Word. A controlled classroom setting is achieved by teaching students that they are responsible for their own actions and requiring that they act in a self-disciplined manner.

STATEMENT OF FAITH

- We believe that the Bible, both the Old and New Testaments, was given by inspiration of God, is inerrant, and our only rule in matters of faith and practice.
- We believe in divine creation; that man was created by the direct act of God and in His image.
- We believe that Adam and Eve, in yielding to the temptation of Satan, became fallen creatures.
- We believe that all men are born in sin and are in need of redemption.
- We believe in the incarnation, the Virgin Birth, and the Deity of our Lord and Savior, Jesus Christ.
- We believe in His vicarious and substitutionary atonement for the sins of mankind by the shedding of His blood on the cross.
- We believe in the resurrection of His body from the tomb, His ascension to Heaven, and that He is personally coming again.
- We believe in His power to save men from sin.
- We believe in the necessity of the New Birth, and this New Birth is through regeneration by the Holy Spirit.
- We believe that salvation is by grace, through faith in the atoning blood of our Lord and Savior, Jesus Christ.
- We believe that this creed is a sufficient basis for Christian fellowship and that all born-again men and women who sincerely accept this creed should be separated from the world of apostasy and sin and should live together in peace, and that it is their Christian duty to promote harmony among the members of the Body of Christ, and also work together to get the Gospel to as many people as possible in the shortest time possible.

PHYSICAL PRIVACY AND GENDER ORIENTATION POLICY

I. PURPOSE

In light of Liberty Christian Academy's statement of faith, admission policy, and the LCA Student Handbook, and in recognition of personal physical privacy rights and the need to ensure individual safety and maintain school discipline, this policy is enacted to advise members of Liberty Christian Academy of their duties with regard to use of restrooms, locker rooms, showers, and any other Liberty Christian Academy facilities where individuals may be undressed in the presence of others.

II. DEFINITIONS

Sex means the biological condition of being male or female as determined at birth.

Member of the Liberty Christian Academy community means any Liberty Christian Academy employee, volunteer, student, parent, or visitor.

III. SINCERELY HELD RELIGIOUS BELIEF ON SEXUALITY

Liberty Christian Academy's sincerely held religious belief is that God wonderfully and immutably creates each person as either male or female, and that these two distinct, complementary sexes together reflect the image and nature of God (Genesis 1:26-27). Rejection of one's sex is a rejection of the image of God within that person.

IV. POLICY

Notwithstanding any other policy, Liberty Christian Academy restrooms, locker rooms, and showers designated for one sex shall only be used by members of that sex.

In any other Liberty Christian Academy's facilities or settings where members of the Liberty Christian Academy community may be undressed in the presence of others (e.g. changing costumes during school theatrical productions), Liberty Christian Academy shall provide separate, private areas designated for use by members of the Liberty Christian Academy community based on their sex.

Liberty Christian Academy recognizes there may be instances where members of the Liberty Christian Academy community experience disparity between their sex and their feelings about their sex. This disparity can motivate them to behave in ways contrary to God's Word and His plan for their lives. Liberty Christian Academy encourages members of the Liberty Christian Academy community who are struggling with their sexual identity to seek help from their pastor and other trained professionals who might best assist them in clarifying and defining their sexual identity in accordance with God's Word.

Liberty Christian Academy will at all times interact with members of the Liberty Christian Academy community according to their sex. A member of the school community who wishes to express a gender other than his or her sex is understood to be rejecting the truth and the image of God within that person. Biblical Christianity requires the body of Christ to compassionately dwell in the truth and assist those we love in doing the same (Ephesians 4:15). A member of the Liberty Christian Academy community who openly and unrepentantly rejects his/her sex, either in or out of school, is rejecting the image of God within that person- behavior that dishonors the Holy Trinity and the Word of God. Such behavior constitutes a person's failure to adhere to his/her commitment to abide by the behavioral standards established by Liberty Christian Academy, which is cause for terminating his/her privilege of membership in the Liberty Christian Academy community.

To preserve the function and integrity of Liberty Christian Academy and to provide a biblical role model to members of the Liberty Christian Academy community and the community-at-large, it is imperative that all members of the Liberty Christian Academy community agree to and abide by this policy.

PATRIOTISM

Liberty Christian Academy endeavors to instill within our students a love and support for our country. This includes attachment to our country's land and people, admiration for its customs and traditions, and devotion to its well-being. Quoting the pledges while facing the American flag, the Christian flag, and the Bible is a daily requirement of all LCA students.

CHURCH ATTENDANCE

Every family connected with LCA is strongly encouraged to become a part of a local church and attend regularly. We teach our students the importance of God in their lives and encourage them to be active in a Bible-believing church. If you are not already active in another church, we would be delighted to see you become part of Stoney Point Baptist Church.

NON-DISCRIMINATORY POLICY

LCA does not discriminate on the basis of race, color, or national origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic administered programs.

HEALTH AND ACCIDENT INSURANCE

Liberty Christian Academy is not financially liable for accidents that may occur at the school. Parents must provide insurance for their children.

ADMISSIONS

Liberty Christian Academy admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

ENROLLMENT PROCEDURES

1. Tour the school facilities.
2. Submit completed application and pay registration fee.
3. Student will be interviewed by the principal.
4. An entrance test may be scheduled by the administrative office for students entering 1st -6th grades. A teacher evaluation may also be needed.
5. Discuss any special academic or behavioral concerns with the principal.
6. References will be checked by the administration.
7. Parents will be notified of student's acceptance by mail.

REGISTRATION AND PAYMENT PROCEDURES

1. Registration and book fees must be paid before a student begins classes. **Registration and book fees are not refundable.**
2. All new students entering 1st – 6th grades are required to take an entrance exam. The fee is \$60.00 and is not refundable.
3. The annual tuition fee is divided into eleven equal payments beginning in August and ending in June. We have contracted with FACTS Tuition Management Services to handle billing and receipt of tuition payments.
4. Monthly tuition payments will be drafted from your account on either the 1st or 15th of the month through FACTS. The first payment will draft in August and the last payment will draft in June.

5. A Capitol Improvement Fee of \$200.00 per student per year will be billed in September. This replaces the mandatory fundraiser participation, making participation in small fundraisers completely voluntary.
6. An Administrative Fee of \$150.00 per student per year will be billed in November. This fee covers the cost of SIS access, ADT Alert System, IT expense, and a yearbook.

FINANCIAL INFORMATION

The school's operating expenses are funded through tuition, fund-raising, and gifts from the members of Stoney Point Baptist Church and friends of our school. Tuition is used primarily to pay the teachers and cover regular operating expenses. Fund-raising is used occasionally for special projects or school groups.

DELINQUENT ACCOUNTS

1. Tuition payments are due on either the 1st or the 15th of the month but must be received by the 15th of the month or a \$25.00 late fee will be assessed.
2. A fee will be charged for any returned checks or failed drafts.
3. Accounts that are 30 days behind as a result of either tuition or fees will have the parents SIS access turned off and the parents will receive a letter and email notification of delinquency from the Finance Office.
4. Accounts that are 60 days behind will result in the students being withdrawn from class/school until the account is made current.
5. Report cards, transcripts, and diplomas are held in the office if tuition/fees are delinquent.
6. Failure to comply with the agreed payment plan will result in a child's removal from school.
7. Parents will not be allowed to re-enroll their students until their account is current.

WITHDRAWALS

1. Withdrawals must be conducted through the school office. Those withdrawing from the school will be charged tuition until the office is notified by the parent or guardian that the student is withdrawing.
2. If a student is withdrawn any time during a month, no refund of any part of the monthly payment will be made.
3. All rental books must be turned in at the time of withdrawal. A parent will be charged for any books that are not turned in at that time.
4. **Report cards and/or student records cannot be released until all accounts are paid in full.**
5. A withdrawal fee of \$500 will be assessed to any student's account if the student is withdrawn from June 1st-May 1st. Those receiving military orders will not be charged a withdrawal fee.

RELEASE OF STUDENT RECORDS

Student records will be released in accordance with all state and federal laws. **Records may not be released if there is an outstanding balance on a student's account.** Records, including quarterly grade reports, will not be released to non-custodial parents without the consent of all custodial parents or guardians.

PUBLICATIONS

Each Sunday evening parents receive a mass phone call alerting them to important upcoming weekly events. Every Wednesday teachers send home a packet of each student's weekly quizzes/tests for the previous week. This packet must be signed and returned to your child's teacher no later than Friday. Other memos are sent as needed from the office and the classroom teachers. You may visit the school's web site at www.lcknights.com.

ATTENDANCE

Liberty Christian Academy complies with the state compulsory attendance law (G.S. 115C378). This law states that students under the age 17 must maintain school enrollment in similar fashion to their public school counterparts. **Ten unexcused absences within any school year can result in prosecution by the local district attorney.**

Regular attendance is essential for your child to receive a quality education. Students should only be absent in the event of an emergency. The following guidelines have been set in reference to absences:

The following situations will be considered emergencies:

1. Illness of the student
2. Death in the family
3. Serious illness in the immediate family
4. Necessary out-of-town trips (prior notice required)
5. Doctor/Dentist/Healthcare appointments

If a student is absent one or more days, he must bring a written excuse from home stating the reason for the absence. The student will be charged with an unexcused absence if the teacher does not receive an acceptable note within two days after he returns. If no excuse slip is turned in, the student's parents may be notified.

If a student is absent for any reason other than an emergency, that absence will be considered unexcused. **More than twenty-six (26) days absent in one year may result in the student receiving failing grades for the entire year.**

If a student begins to feel ill at school, his or her temperature will be taken. The student's parents will be contacted to pick up the child if the student has a temperature above 100°F or is vomiting. The student will not be allowed to return to the classroom until he/she has had a normal temperature or has not vomited during that 24-hour period.

TARDINESS

One of the character traits we desire to teach our students is promptness. For this reason, the following guidelines have been set in reference to tardiness:

1. A student is considered late for school if he/she is not in his classroom by 8:15 a.m. If he/she arrives after 8:15 he must report to the office.
2. For every three unexcused tardies for school, one unexcused absence will be added to the student's record. This figure will be used in regard to the 26 days maximum absence, but will not be used to figure perfect attendance.

A.M. ARRIVAL OF STUDENTS

Students may be dropped off at the LCA gymnasium for before care beginning at 7:00 a.m. Students must go directly to the designated location. This is the only area that is supervised until school begins. We cannot assume responsibility for children left before 7:00 or who are not in the designated room. Students dropped off between 7:00 and 8:00 a.m. will be charged for before care (see Financial Facts Sheet for more info.). Students dropped off after 8:05 a.m. may go to the restroom, their classroom or the office. They must be in the classroom by 8:15 or they will be counted tardy.

P.M. DEPARTURE OF STUDENTS

1. Students in K3-K4 may be picked up beginning at 11:20 a.m.
2. Students in K-5 may be picked up beginning at 2:45 p.m.
3. Students in 1st and 2nd grades may be picked up beginning at 2:55 p.m.
4. Students in 3rd and 4th grades may be picked up beginning at 3:05 p.m.
5. Students in 5th and 6th grades may be picked up beginning at 3:15 p.m.
6. Students in 7th – 12th grades may be picked up beginning at 3:30 p.m.

(Please refer to the last page of the handbook for the traffic flow chart.) **Students not picked up within 10 minutes of their class dismissal time will be sent to aftercare and will be charged accordingly.**

If a student must leave school early, the parent must come to the school office and sign out the student. Prior arrangements should be made for obtaining work that will be missed while the student is absent.

POSSESSION OF UNAUTHORIZED TECHNOLOGY DEVICE

Items that interfere with the learning environment of Liberty Christian Academy are prohibited. Students may not carry cell phones or electronic games, or wear watches that have phone access, or headsets, earphones, AirPods, or any other wearable technologies that poses audio recording, photography/video recording, or communication ability on their person (pocket or purse) or use them during school hours. The use of these devices is also prohibited in Before/After Care. Any student who violates this policy in any way during the day will have the device confiscated. Liberty Christian Academy is not responsible for confiscated items.

ELEMENTARY DRESS CODE

GIRLS- Girls must wear the uniform pants or shorts/skirts each day. Uniform skirts/shorts (*khaki or black only*) should come to the top of the knee. There are several uniform shirt color options in our uniform program. Girls may wear jewelry, but it should not be excessive or distracting. Girls may wear pierced earrings; however, piercing is limited to two per ear. Inner ear piercings or body piercings are not allowed. Tattoos are not allowed. Only feminine hairstyles are permitted for girls. If hair dyes are used, the color must be a natural hair color (pink, blue, green, etc. hair colors are not allowed). Girls may wear casual, dress, or athletic shoes with their school uniform. Flip-flops, sandals, Crocs, open-toed, or any beach type shoe may not be worn. All tights must be solid, conservative colors (no patterns).

BOYS- Boys must wear the LCA khaki or black uniform pants/uniform shorts (**no cargo pants or cargo shorts allowed**) each day. There are several shirt color options in our uniform program. Boys may wear either dress or casual or athletic shoes with the school uniform. Socks must be worn and laces must be tied. Boys may not wear necklaces to school. Piercings are not allowed while a student is in school or at any school-related functions. Tattoos are not allowed. Boys' hair should not touch the

eyebrows or the collar even when it is not combed. Hair should not come past the middle of the ear. Extreme hairstyles are not permitted at LCA. Hairstyle approval will be subject to administrative discretion.

When special non-uniform days are announced girls and boys may wear jeans and a casual top. Capri slacks and modest tops are permitted for special activities as announced in chapel. Jeans should not be excessively tight or have rips/holes in them. All jackets/sweatshirts worn in the classroom must have LCA logo or print.

PERSONAL BELONGINGS/ BACKPACKS, ETC.

Liberty Christian Academy is not responsible for any personal items left at the school by a student. **Personal items (i.e. backpacks, shoes, etc.) should be clearly labeled to help them be returned to the owner.** Items/book bags should not promote the following personalities: secular rock or “faddish” music stars, super heroes with mystical powers (i.e. Pokémon, Harry Potter, etc.), or scantily attired characters.

STEWARDSHIP

Liberty Christian Academy is God’s property. As such, respect for the appearance and care of the school is expected of all students. Sitting on desks or tables, carving and defacing desks or tables, eating in restricted areas, throwing things, and littering are not permitted. Willful damage or destruction of school property will not be tolerated. All willful damage, as well as damage done by reckless behavior, must be paid for. All students should report damage to school property immediately to the school office.

SYSTEM OF DISCIPLINE

When a student’s behavior is not satisfactory, the school will employ the appropriate means for corrective measures. The following illustrates steps that may be used to achieve the proper behavior and attitude of a student:

1. Verbal warning given to the student regarding improper actions.
2. Correspondence with the parents in writing. Notes must be signed by the parents and returned to the staff member issuing the correspondence. If a note is not returned, the student will be penalized.
3. Demerits given by the teacher.
4. Parent/teacher/principal conference, with or without the student.
5. Suspension up to three days as prescribed by the principal.
6. Expulsion.

The demerit system is a guide for discipline at Liberty Christian Academy. Demerit marks are given for disturbances or broken rules. Accumulation of demerits will result in the following disciplinary action:

5 demerits	=	60 minutes detention
10 demerits	=	120 minutes detention
25 demerits	=	1-day suspension
40 demerits	=	3-day suspension
60 demerits	=	Expulsion

After sixty demerits, the student will be denied continued enrollment at LCA. There are no exceptions to this rule.

WEDNESDAY DETENTIONS

Teachers in the school are assigned to detention duty on a rotational basis. **All students serving detentions will also be fined \$10 for every hour spent in detention.** Tardiness to detention will result in additional time in detention at the student's expense. Since detentions are not intended to be convenient, students who fail to attend their assigned detention will have their original detention time doubled. Exceptions can only be made when parents request (at least one day prior to detention), and the administration approves the reason for rescheduling detention times. Detentions are served on Wednesday unless otherwise announced.

BEHAVIORAL PROBATION

If a student receives 30 or more demerits in a semester, he/she will be placed on Behavioral Probation and strictly monitored for the remainder of the semester. Any student on Behavioral Probation will be given specific guidelines to which he/she must abide or be dismissed from LCA. The student's behavior will be taken into consideration regarding re-enrollment to the Academy.

SUSPENSION/EXPULSION

Students will receive a maximum grade of 60% for work made up as a result of suspension. Any student expelled from LCA or any other school may not re-apply for one year. At that time an individual assessment will be made to determine readmission.

AREAS OF OFFENSE

A positive and constructive relationship among the school, student, and parents is necessary to accomplish the school's Christian and educational mission. **The school reserves the right to expel a student if the school reasonably concludes that this relationship has been broken by the action of the student and/or the parents.**

The following actions or behavior will be cause for the student to receive appropriate discipline:

1. Disrespect or insolence to the teacher or another in authority. Children are to use "Sir" or "Ma'am" in addressing adults.
2. Talking out without recognition, interrupting the teacher or talking during study time.
3. Writing or passing notes, throwing objects indoors, playing with irrelevant objects, chewing gum, eating in class, etc.
4. While attending a class, doing homework that is due for another class or being unprepared for class.
5. Horseplay, fighting, excessive noise, disorderly conduct in restrooms, playing with audio/visual or other special equipment, throwing trash, or destroying school property.
6. Using or the personal involvement in the use of alcohol, non-medicinal drugs, or tobacco will be grounds for dismissal.
7. Displaying an attitude of opposition to the basic principles and purposes of the school or which restrict the spiritual or academic atmosphere of the school.
8. LCA adheres to a no touch policy. Holding hands, embracing, kissing or any other form of intimate contact is prohibited.

9. LCA will not tolerate foul, slang, or abusive language, using the Lord's name in vain, or off-color remarks.
10. Leaving campus without written permission from parents and school administration.
11. LCA will not tolerate questionable material and inappropriate involvement on social internet sites and chat rooms.
12. **Information posted on the internet is public information and can be used as valid evidence of participation in activities that are punishable whether on or off campus.**

CLASSIFICATION OF VIOLATIONS

<p>CLASS I VIOLATIONS (1-5 DEMERITS) Behaviors that do not significantly violate the rights of others and do not appear chronic.</p>
<ul style="list-style-type: none"> • DRESS CODE VIOLATION • LYING • FALSIFYING DOCUMENTS • CHEWING GUM • TALKING WITHOUT PERMISSION • PASSING NOTES • DISRUPTING CLASS • INAPPROPRIATE LANGUAGE • HORSEPLAY • BAD ATTITUDE • ETC.
<p>CLASS II VIOLATIONS (10-25 DEMERITS) Behaviors that significantly violate the rights of others or put others at risk of harm.</p>
<ul style="list-style-type: none"> • FIGHTING • DISRESPECT • BULLYING • STEALING • HAZING • PROPERTY DAMAGE • HARASSMENT • ETC.
<p>CLASS III VIOLATIONS (25- EXPULSION) Behaviors that significantly violate the rights of others, put others at risk of harm, or violate LCA policies or North Carolina policies or laws.</p>
<ul style="list-style-type: none"> • POSSESSION OF CONTROLLED SUBSTANCES • POSSESSION OF A WEAPON • POSSESSION AND DISTRIBUTION OF PORNOGRAPHIC MATERIAL • BOMB THREATS • TAMPERING WITH THE FIRE ALARM • ETC.

When misconduct occurs, corrective measures will be used to help the student change his/her behavior and attitude. Examples of typical corrective measures are student/teacher conference, detention after school, student/administrator conference and parent/teacher conference. Students can be suspended or

expelled for excessive accumulation of detentions. Actions that threaten or harm another individual's ability to function rightly and safely will require further corrective measures. Therefore, students may be suspended or expelled for lying, stealing, disrespect, cursing, cheating, vandalism, or other social misconduct. **Although this list of infractions is not exhaustive, it represents behavior that is not acceptable.**

The Academy has adopted a “zero-tolerance” policy toward violence, fighting, or threats of any kind. This includes possession of anything that could be used as a weapon. Suspension and or expulsion can be administered for violating the safety of others.

WEAPONS POLICY

Weapons such as knives, guns, pocketknives, sharp objects, or any other form of weaponry may not be brought to campus. Any form of weaponry brought to school will be collected by the school administration and appropriate disciplinary action will be taken.

Liberty Christian Academy strictly prohibits and shall not tolerate the possession of weapons by any unauthorized person on its property or in its buildings or at school-sponsored activities, and the school shall not tolerate the presence of weapons in lockers or in any other place on its property. The school condemns the use of weapons or the threat of the use of weapons or replicas thereof by any person on its property, in its buildings, or at school-sponsored activities. The school adopts the weapons definitions outlined in the *Gun-Free Schools Act of 1994* (20USC §8921; 18 USC §921(a)(4-5). A copy of these definitions is available in the school office.

REPORTING OF CHILD AND SEXUAL ABUSE

Liberty Christian Academy is obligated by North Carolina law to report the reasonable suspicion of abuse. Any suspicion of child abuse must be reported to and discussed with the administration.

COMMUNICABLE DISEASES POLICY

Liberty Christian Academy desires to maintain a healthy school environment by instituting controls designed to prevent the spread of communicable diseases. The term “communicable diseases” shall mean an illness which arises as a result of a specific infectious agent which could be transmitted either directly or indirectly by a susceptible host, infected person, or animal to other persons. A teacher or administrative official who reasonably suspects that a student or employee has a communicable disease shall immediately notify the school principal. The reportable diseases include the following:

*Acquired Immune
Deficiency Syndrome
(AIDS)
Aids Related Complex
Anthrax
Botulism
Chancroid
COVID19
Diphtheria
Encephalitis
Gonorrhea
Head Lice*

*Hepatitis
Human
Immunodeficiency
Influenza
Legionnaire’s Disease
Malaria
Measles
Meningitis
Mumps
Rubella
Salmonellosis
Smallpox*

*Syphilis
Tetanus
Toxoplasmosis
Trichinosis
Tuberculosis
Tularemia
Typhoid Fever
Typhus
Vibro Cholera
Yellow Fever*

Any student or employee with a communicable disease will be temporarily excluded from school while ill and during recognized periods of communicability. A doctor's note will be required for re-admission to school.

ASBESTOS MANAGEMENT PLAN

All of our school buildings have been inspected for asbestos in accordance with the Asbestos Hazard Emergency Response Act (AHERA) regulations. Our management plan is available in the office for your review. Our school does not contain any materials that contain asbestos.

PARENT/TEACHER MEETINGS

1. Dates for the Parent/Teacher Conferences are listed in the school calendar.
2. A representative from each family should be present at every mandatory meeting.
3. Appointments should be scheduled through the school office.
4. If a program will be presented during the meeting in which students are required to participate, students should be present.

CONTACTING YOUR CHILD'S TEACHER

It is not uncommon for parents to have questions or concerns arise during the school year. All of our teachers are willing to talk with you about your child's progress. In order for your correspondence to be most productive, we have established the following procedures for contacting your child's teacher:

1. Refrain from calling the teacher at home if the teacher has not distributed his or her home number. If a phone conversation is necessary, call the school office and leave a message with the secretary. The teacher will return your call as soon as possible.
2. If a conference is necessary, contact the teacher by phone, letter, or email. Either the parent or the teacher may request the presence of the school principal/supervisor in such conferences.
3. **Do not discuss problems your child may be having in front of other students or adults.** Conversations of this type should be conducted in private. Refrain from discussing school problems at church or social activities.
4. If you feel your concerns have not been fully addressed after communicating with the teacher, please contact the school principal/supervisor through the office.

HOMEWORK

We believe that homework is an important part of your child's education. Incomplete homework will lower a student's grade on his report card. Homework can be given on Wednesdays but should not be excessive in order to encourage church attendance.

The following steps will help your child receive better grades:

1. Make sure your child keeps current with his homework planner.
2. Check SIS frequently to make sure you are aware of your child's progress.
3. Set aside time for study each evening.
4. **DO NOT DO YOUR CHILD'S HOMEWORK.**

5. Check to make sure that your child's homework is completed each night.
6. A student may be given a detention or sent to the office if excessive HW assignments are not completed.

TEXTBOOK USE

Some textbooks are the property of the school. Rental of these books is included in the textbook fee. If a rental textbook is damaged or lost, the replacement cost will be charged to the student's account. Workbooks will become the property of the student at the end of the school year. If a workbook is damaged or lost during the school year, the replacement cost will be charged to the student's account.

FIELD TRIPS

Field trips are an important part of our curriculum. They are carefully planned to enhance learning in the classroom. All students are required to attend scheduled field trips. Permission slips and specific information regarding trips is distributed within ten days of any trip.

Field trips are a privilege for students, so those who abuse it due to inappropriate or unacceptable school behavior will remain at home and miss the trip. Parents will be notified before the field trip is taken should a student lose this privilege. Students must be in good behavioral standing to attend.

The school administration does not allow siblings on class field trips due to disruptions to the learning process and the possibility of becoming a safety supervision issue.

Field trips are dependent on class/parent support and availability of transportation. Chaperones are limited to three per trip and will be chosen on a first come, first serve basis for 1st-6th grades.

PARENT VOLUNTEERS

All volunteers are expected to meet school dress guidelines when volunteering in the classroom.

BIRTHDAYS

Students may celebrate birthdays by bringing simple, store bought individually wrapped treats for their classmates and teachers. Please notify the teacher one day in advance.

HONOR STUDENTS

Report cards are issued every nine weeks. During a special chapel we recognize those students who have excelled academically. Students with all A's or B's are placed on the Honor Roll. These students receive an award in chapel and are publicly recognized.

ELEMENTARY GRADING SCALE

- A – 90-100
- B – 80-89
- C – 70-79
- D – 60-69
- F – Below 60

SUMMER SCHOOL/RETENTION

A student (1st-6th Grades) will be retained in the present grade if he/she receives two “F’s” on his/her year-end report card (yearly average) in two or more of the following areas: Reading, Phonics/English, or Numbers/Arithmetic. A student who is required to attend summer school, and does not, will be retained.

EMERGENCY SCHOOL CLOSURES

Should it become necessary to dismiss school early due to inclement weather or other disasters, parents will be notified immediately by phone to come and pick up their children. Notification of emergency closure will be supplied to local television stations WTVD ABC Channel 11 and WRAL NBC Channel 5. A TYCO Integrated Alert message will also be sent to notify parents via cell phone.

INSTRUCTIONS FOR PICKING UP ELEMENTARY STUDENTS AFTER SCHOOL

In an effort to make our parking lot safe, we have developed a plan for parents to pick up their children in the afternoon. A site plan of our school with designated pickup and parking areas is provided on the following page. Please follow the guidelines listed below.

1. Students in K3-K4 may be picked up beginning at 11:20 a.m.
2. Students in K-5 may be picked up beginning at 2:45 p.m.
3. Students in 1st and 2nd grades may be picked up beginning at 2:55 p.m.
4. Students in 3rd and 4th grades may be picked up beginning at 3:05 p.m.
5. Students in 5th and 6th grades may be picked up beginning at 3:15 p.m.

If you arrive before the designated time for pick up, wait in the line of traffic until the students are dismissed unless your child is in fourth grade or above. Parents of students in upper elementary should not enter until 3:05 pm. Though the line may move slowly at first, it will begin to move quickly as all the students are dismissed from school. **Please do not get out of your vehicle while you are in the pick-up line or do not instruct your child to meet you anywhere other than the pick-up point.** Junior and senior high school students who have a brother or sister in the elementary school can be picked up in their designated place when they are dismissed.

If you park instead of waiting in the pick up line you must accompany your child from the waiting area to the car. Students will not be allowed to go to a parked car unless accompanied by the person responsible for picking them up. Park only in lined, designated spaces. Do not park in the traffic line.

Each of our staff members is assigned an area of supervision during pick up time. Please do not distract staff members during this time. If you need to speak with one of our staff members, you may call the office to set an appointment.

Smoking is prohibited on school property.

****This handbook may be amended during the school year if the need arises.***

DISMISSAL LOCATION

