

LIBERTY CHRISTIAN SCHOOL

2011-2012

SECONDARY PARENT & STUDENT HANDBOOK



Elementary Campus

2025 Hillcrest Dr. ▲ Anderson, Indiana ▲ 46012 ▲ 765-644-7773
▲ Fax: 765-644-7778

Secondary Campus

2323 Columbus Ave. ▲ Anderson, Indiana ▲ 46016 ▲ 765-644-
7774 ▲ Fax: 765-644-7779

www.libertyonline.org

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Overview

Liberty Christian School was born out of the concern by a group of parents in a Sunday school class. The concern was to meet a growing community need for a Christian school that would be uniquely committed to quality academic opportunity and strong in moral and Christian teaching. After two years of exploration by an investigating committee from different church affiliations, this vision became a reality when several dedicated Christian teachers were hired and started teaching at the McKinley Building with twenty-four students in kindergarten through grade 4 in 1976. The next year, grade five was added. For the third year, grades six through eight were added.

When more classrooms were needed, space was rented from South Meridian Church of God for the middle school program. In 1979, grade 9 was added and a pre-kindergarten program was started at Mounds Baptist Church. Later, this pre-kindergarten program moved to the Church of the Brethren. The fall of 1981 saw the opening of school in the newly acquired Fall Creek Building, the addition of grade 9, and an expanded curriculum. We were then in four locations.

Our seventh school year ended on a high note with the purchase of the Washington Building. The Anderson Community School Corporation felt it no longer needed the Washington School after it sat idle for the 1982-83 school year. Three individuals bid for the building. Delco Remy, a division of General Motors, was instructed by their Detroit office to bid \$78,000. They wanted the facility to train their engineers since Washington School was next to Plant #1. A private businessman wanted to build a small factory at the school site as well. Liberty Christian School's bid of \$82,000 was accepted so as to consolidate its four buildings into one school. With all classes in one spacious building and room to expand, we included pre-kindergarten through grade 12. The school facility consisted of twenty classrooms, library, gymnasium with locker/shower room, and administrative offices.

In the fall of 1990, we expanded one step further by moving the high school program into the vacant McKinley Building and operated in two facilities. The Washington Building housed the pre-kindergarten, kindergarten, elementary, and middle school.

In June of 2000, the Lord performed yet another miracle. It was then that the former UAW 662 Union Hall was purchased and renovated. This 18-acre site on Hillcrest Drive houses the elementary and pre-kindergarten programs—grades 7-12 now operate in the Washington Building.

Professional Membership and Accreditation

Liberty Christian School is accredited by the following:

Association of Christian Schools International (ACSI)
State of Indiana via Freeway legislation

North Central Association of Colleges and Schools (NCA)



Liberty Christian School holds membership in the following:

Indiana High School Athletic Association (IHSAA)

Indiana Non-Public Education Association (INPEA)



Institutional Values

These are the uncompromising values Liberty Christian embraces - principles that drive daily behavior and decision making of every employee, administrator, and board member.

- ✓ Insuring that all student learning and school experiences are centered in **BIBLICAL TRUTH**.
- ✓ Biblically based **RELATIONSHIP** is important for building community.
- ✓ **INTEGRITY** evidenced in all educational, business, and relational aspects of the school's operation.
- ✓ **SERVANTHOOD** emphasizes the way we should relate to one another.
- ✓ Utilizing God's resources to strive for **EXCELLENCE**.

School Mascot

Liberty Lions



School Colors












Red and Gold

School Song

(To the tune of the Michigan Fight Song)

Hail to the Lions, mighty! Hail to the strong and fearless!
Hail, hail to Liberty! Our torch is burning bright!
Hail to the Lions, mighty! Hail to the strong and fearless!
Hail, hail to Liberty! For we will win the fight! Go Lions!

Statement of Faith

-  We believe the Bible to be the inspired and only infallible, authoritative Word of God (*II Timothy 3:16, II Peter 1:21*).
-  We believe that there is one God, eternally existent in three persons, Father, Son, and Holy Spirit, and that God is the Creator of Heaven and Earth (*Genesis 1:1, Matthew 28:19, John 10:30*).
-  We believe in the deity of our Lord Jesus Christ (*John 10:33*); His virgin birth (*Isaiah 7:14, Matthew 1:23, Luke 1:35*); His sinless life (*Hebrews 4:15, 7:26*); His miracles (*John 2:11*); His vicarious and atoning death through His shed blood (*I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9*); His bodily resurrection (*John 11:25, I Corinthians 15:4*); His ascension to the right hand of the Father (*Mark 16:19*); and His personal return in power and glory (*Acts 1:11, Revelation 19:11*).
-  We believe in the resurrection of both the saved and the lost, them that are saved unto the resurrection of life and them that are lost unto the resurrection of damnation (*John 5:28, 29*).
-  We believe that God loves each person and desires the salvation of all (*II Peter 3:9, Romans 5:8*).
-  We believe that salvation is through faith in Jesus Christ alone (*Romans 10:9, John 3:16*).
-  We believe that regeneration by the Holy Spirit is absolutely essential for salvation of the lost and sinful man and results in the new birth whereby sinful man becomes a new and different creature (*John 3:16-19, 5:24, Romans 3:23, 5:8, 9; Ephesians 2:8-10, Titus 3:5*).
-  We believe in the present ministry of the Holy Spirit, by whose in-dwelling the Christian is enabled to live a godly life (*Romans 8:13, 14, I Corinthians 3:16, 6:19, 20, Ephesians 4:30, 5:18*).
-  We believe the family is the basic unit of society established by God, Who intends for it to consist of one man and woman legally married to each other in a permanent relationship. They are responsible to train and teach their children in biblical principles. Any sexual activity outside of the bond of marriage as defined above is contrary to God's will and design (*Genesis 2:24; Deuteronomy 6:6-7; Romans 7:2; I Corinthians 7:10; Ephesians 5:22-23, Genesis 2:24; 19:5, 13; 26:8-9; Leviticus 18:1-30; Romans 1: 26-29; I Corinthians 5:1; 6:9; 1 Thessalonians 4:1-8; Hebrews 13:4*).
-  We believe in the spiritual unity of believers in our Lord Jesus Christ (*Romans 8:9, I Corinthians 12:12, 13, Galatians 3:26-28*).
-  We believe all of the law and the prophets depend on the commandments to "Love the Lord your God with all your heart, with all your soul, and with all your mind" and to "Love your neighbor as yourself" (*Matthew 22:34-40*).

School Governance

All matters concerning the achievement of the purpose, objectives, and the keeping of the faith of Liberty Christian School will be the responsibility of a self-perpetuating Board of Directors. The members of the Board of Directors are given the responsibility for the establishment, guidance, and spiritual headship in the operation of the school. It is the responsibility of the Board to be spiritual leaders, to seek God's will and direction for the school, and to take responsibility for preservation and restoration of right relations, primarily our relations with God.

The Board is the policy setting body of the school, with the Superintendent having the responsibility for the implementation of board policy. Contact the Superintendent's Office for more information regarding the Board of Directors.

Employees

All persons employed by the school, in any capacity, must give clear evidence of being born again and consecrated to Christ, and give full support to the school's Statement of Faith. Full-time teachers must have at least a bachelor's degree and be certified by ACSI.

Liberty Christian School takes very seriously its obligation to do everything possible to protect the students under its care. Every employee, substitute teacher, or unsupervised volunteer shall have a criminal background check conducted by the state police. No person with a known history of violence or sexual misconduct shall serve at Liberty Christian School.

Harassment Policy

Liberty Christian School is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. This school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination.

Definition of Sexual Harassment

Sexual harassment means unwelcomed sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

Quid Pro Quo

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment.
2. Submission to, or rejection of, the conduct by the individual is used as the basis of employment decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual's work performance, or of creating an intimidating, hostile, or offensive work environment.
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school.

Hostile Environment

The conduct has the purpose or effect of having a negative impact upon the individual's work performance, or of creating an intimidating, hostile, or offensive work environment.

Examples of Sexual Harassment

Unwelcome sexual conduct of this type can include a wide range of verbal, visual or physical conduct of a sexual nature. Among the types of conduct which would violate this policy include but are not limited to:

1. Unwanted sexual advances or propositions;
2. Offering employment benefits in exchange for sexual favors;
3. Making or threatening reprisals after a negative response to sexual advances; Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons or posters;
4. Verbal conduct such as making or using derogatory comments, epithets, slurs and jokes;
5. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations; and

6. Physical conduct such as touching, assaulting, impeding or blocking movements.

Employee to Student Sexual Harassment

Employee to student sexual harassment is prohibited.

Student to Student Sexual Harassment

Student to student sexual harassment is prohibited.

What to do if you experience or observe sexual harassment

Students who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to one of the school officials designated below.

Students and/or employees who observe conduct of a sexually harassing nature are also encouraged to report the matter to one of the school officials designated below.

All complaints will be promptly investigated.

Where to Report Sexual Harassment

The following individuals are specifically authorized to receive complaints and to respond to questions regarding sexual harassment:

- ✓ Building-level principal
- ✓ Administration

Confidentiality

Every effort will be made to protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint, and to notify a student's parent/guardian and appropriate government officials as the circumstances warrant.

Protection Against Retaliation

It is against the school's policy to discriminate or retaliate against any person who has filed a complaint concerning sexual harassment or has testified, assisted or participated in any manner in any investigation proceeding or hearing concerning sexual harassment.

PROCEDURE FOR INVESTIGATION OF THE COMPLAINT AND FOR TAKING CORRECTIVE ACTION

When one of our school officials designated in this policy receives a complaint, he/she shall immediately inform the principal/administrator. The principal/administrator will direct an investigation. If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered the harassing conduct shall be informed of the corrective action taken. In addition, any employee found to be responsible for sexual harassment in violation of this policy will be subject to appropriate disciplinary action up to and including termination. The severity of the disciplinary action will be based upon the circumstances of the infraction.

State of Non-discrimination

Liberty Christian School does not discriminate on the basis of race, color, gender, age, nationality, or ethnic origin in its admissions, educational, financial, or employment policies.

School Safety and Security

The following security procedures are implemented at Liberty Christian School:

- All outside doors remain locked during the school day.
- Visitors must ring the buzzer at the front entrance.
- Visitors will report to the secondary office and sign in. Visitors will be issued a visitor's pass while in the school building.
- Students are instructed to never open an outside door for anyone – even someone they know.
- All faculty, staff, and substitute teachers are trained and drilled in emergency preparedness.
- Emergency/Crisis information and supplies are located in every classroom.
- Persons other than parents who pick up a student at dismissal must know the family's 4-digit security code. If the code is not known, the child will not be dismissed until the office has contacted the parents for permission.

Spiritual Life

Philosophy

Liberty Christian School has as its mission the equipping of students to live a Christian life. The foundation of this life is the personal relationship of students and faculty with the Lord Jesus Christ. In the elementary years children become more aware of themselves, their actions, and their relationship to God. The school will present the gospel to all students. Faculty and staff are trained to help those who express an interest in salvation. It is our hope and desire that every student shall come to know Christ as Savior during this period of life. If a child makes a spiritual decision at school, the parents will be contacted so the good news can be shared.

Bible Version

The use of Scripture in the classroom is a fundamental and integral part of the education process at Liberty Christian School. LCS recognizes the New International Version as the translation normally used in the classroom for study, quotation, and memorization. This decision was made because of the NIV's modern language, ease of reading, and widely accepted use. TNIV is not permitted. Parents may request in writing an exception for use of another translation (not a paraphrase) by their child for memorization. All students are required to keep a copy of the NIV Bible at school.

Chapel

Chapel is conducted weekly on each campus. The chapel program provides students the opportunity to worship and learn from the Word of God through a variety of formats. Students are challenged to grow in relationship with God and put into practice the spiritual truths they are learning. Parents, siblings, and friends are always welcome to join us for chapel. Each guest must sign in at the office and wear a visitor pass.

Prayer

Prayer is a vital ingredient in our program of Christian training. Students at Liberty Christian School are trained in the importance of establishing a consistent daily prayer life. Teachers lead the students to understand how God is central to all of life and that continual communication with Him is essential to consistent Christian living.

Students are trained in the habit of prayer throughout the school day, before beginning the responsibilities of each day, before eating lunch, for special needs, and to give Him praise for all things. Students are encouraged to make their requests known before God and are given opportunities to pray and to share needs with others as they share their requests with Him.

Academics

With an excellent education come expected outcomes. Desired results of student learning at Liberty Christian School include the following:

1. Students will know God intimately and will:
 - a) Possess a saving knowledge of the death, burial and resurrection of Jesus Christ
 - b) Demonstrate tangible evidence of their faith
 - c) Possess and articulate a worldview consistent with the Bible
 - d) Actively be involved in the local/worldwide church
2. Students will be effective God-honoring communicators with the ability to:
 - a) Express ideas clearly
 - b) Exhibit discernment
 - c) Employ various modes of communication
 - d) Display subject knowledge and preparation
3. Students will be God-honoring life-long learners who:
 - a) Apply critical thinking skills
 - b) Effectively use technology
 - c) Demonstrate adaptability
 - d) Actively pursue and apply new information
 - e) Exhibit a basic core of knowledge

Academic Divisions

Liberty Christian School is divided into three divisions: Little Lions Learning Center, Elementary, and Secondary. Little Lions Learning Center is available to 3, 4, and 5 year old children. This program includes 3 and 5 full-day and half-day options. The elementary school serves children in kindergarten through grade 6. The secondary school serves students in middle school grades 7 & 8 and high school grades 9-12. The high school offers two diplomas: Core 40 and Academic Honors.

Curriculum and Resources

With highly qualified, degreed teachers, Liberty Christian School offers a Christian education based on high academic standards in all core subjects as well as in Bible, Art, Music, Physical Education, Technology, and Library. Using a biblically-integrated approach, Bible is not just another academic subject, but is the foundation of everything that is taught, teaching all things from a biblical worldview.

The Liberty Christian School Curriculum Guide is a comprehensive collection of requirements and expected outcomes for each subject in each grade level. The guide, updated on an annual basis, incorporates academic

standards from the state of Indiana, ACSI, Stanford, and others. Teachers use many resources to teach the standards in the Curriculum Guide.

Transcripts and Pupil Records

The school maintains a permanent record file for each student which includes academic, health, disciplinary, and attendance records. Material in each student's file is confidential and shall be accessible only by permission of the school administration. Information on the student's permanent record will be given out to the following:

1. Parents and students upon written request of the parents.
2. Prospective employers upon receipt of written parent/student authorization.
3. Colleges, universities, and military services upon the student's written request.
4. Another school as a result of withdrawal or transfer upon receipt of written parental authorization.

Records will not be automatically transferred, but must be requested. Diplomas and report cards will not be released if accounts are not current. The records are considered property of Liberty Christian School.

Drop/Add Policy

If dropping/adding a course is deemed necessary, a student may request to drop/add during the first two weeks of the semester. A student must be prepared to justify a change in the schedule, and must understand that no credit is given for the dropped course. The following criteria must be met to drop/add:

- Permission from the principal
- Permission from the teacher of the course being dropped and the course being added
- Vacancy in the course being added
- Written permission of the parents or guardians

Homework

Homework is an integral part of the educational program and is designed to aid the student and complement learning. Homework will be limited on Wednesdays in order for families to participate in church activities. Students in Grades 7-12 will have math work as well as long range assignments such as book reports, projects, etc. due on Thursdays. In addition, there will be no homework assignments given over regularly scheduled breaks such as Thanksgiving, Christmas, and Spring Break. This does not include weekends. Students may have to work on long-term assignments on weekends.

Each teacher has a web page on www.libertyonline.org to post homework assignments and other information. These pages are updated weekly.

Grading Scales

7TH THROUGH 12TH GRADE ACADEMIC SUBJECTS

A = 100-96	B+= 92-90	C+ = 83-81	D+ = 73-71	F = 64-0
A-= 95-93	B = 89-87	C = 80-77	D = 70-68	
	B-= 86-84	C- = 76-74	D- = 67-65	

The High School uses a point scale for determining grade point average (GPA). In addition, a weighted scale is used as follows:

Standard Courses

A = 4.00
A- = 3.667
B+ = 3.333
B = 3.00
B- = 2.667
C+ = 2.333
C = 2.00
C- = 1.667
D+ = 1.333
D = 1.00
D- = 0.667
F = 0

Honors Courses

A = 5.00
A- = 4.667
B+ = 4.333
B = 4.00
B- = 3.667
C+ = 3.333
C = 3.00
C- = 2.667
D+ = 2.333
D = 2.00
D- = 1.667
F = 0

All courses listed on the high school transcript are included in determining GPA except the transfer credits of pass/fail. Teacher's Aide counts as 0.5 credit per semester.

Honor Roll and Principal's List

The Honor Roll is composed of 7th - 8th grade students who have earned quarterly grades of all As and Bs. High school students earning a quarterly GPA of 3.5 to 3.74 are placed on the Honor Roll.

The Principal's List is composed of 7th – 8th grade students who have maintained quarterly grades of all As. High school students with a quarterly grade point average of 3.75 or above are placed on the Principal's List.

Report Cards

Parents and students may access grades through Power School using a school issued password. Teachers update the grades weekly.

Report cards are sent home every nine weeks in an envelope, and it must be signed by one parent and returned within three school days. If envelopes are not returned, a report card will not be sent home the following nine weeks. Students who enroll two weeks or less prior to the issue of report cards will not receive a report for that term. Also, report cards are held in the Business Office for any student whose account is not current.

Incomplete Grade

An incomplete is given when a student is unable to complete work by the end of the quarter. The grade of incomplete changes to an F, if the work is not completed within a specified time period.

Talent Development Lab

Liberty Christian School is committed to helping students achieve their God-given potential. Every child is unique and has the ability to learn. The Talent Development Lab (TDL) uses innovative learning products to help students with their learning needs. Students may participate in a reading comprehension program, receive help with academic subjects, or enroll in the therapy program that will help the brain better process information. The student's learning patterns are strengthened, thereby improving academic performance and helping students to become independent learners. The Talent Development Lab also works with students who are excelling academically and may need extra motivation or challenge. The Talent Development Director can provide complete information and fees for these programs.

Parent-Teacher Conferences

Liberty Christian School designates days during the school year for Parent-Teacher Conferences. These days are scheduled after the first period report cards have been issued. The scheduled conference provides an opportunity for the teachers and parents to build a communication bridge as they work together to best meet a student's needs. Dates and times are posted on the school calendar; a parent-teacher conference may be requested by the parent or teacher at any time during the school year.

Achievement Testing

Students in grades seven and eight participate annually in academic achievement testing. Student scores are compared to national norms and Christian school norms. An explanation sheet accompanies each child's test results. Help to interpret the scores or understand their relevance is available by contacting the Guidance Office.

Field Trips

Classes take trips to interesting and educational places in the area as a supplemental part of the instructional program. Parents will be notified in advance and will sign a permission form. Students must have written permission to attend a field trip; verbal permission cannot be accepted. Fees may be charged to cover expenses. Younger and older siblings and guests cannot be accommodated on class trips. All students are required to ride school-approved transportation. Parents who choose to drive their own child(ren) must secure approval in advance.

Adult chaperones are often needed on trips. All adults who accompany a field trip must read, sign, and submit the LCS Chaperone Application/Criminal Background History forms annually. (See Chaperone Guidelines) This paperwork must be filed at least one week in advance of the field trip. Chaperones must agree to and follow all Liberty Christian School Guidelines. It is expected that all chaperones dress appropriately, provide assistance to the teachers, and follow the teacher's instructions carefully.

Semester Examinations for High School Students

Students in high school courses will take semester final examinations; exams will be worth no more than 10% of the semester grade. Seniors have the opportunity to be exempt from final exams based on the following:

- Maintaining a 97% for the course grade,
- Having not more than one unexcused tardy to the class for the semester,
- Having not more than three total absences in the course for the semester; and,
- Having no disciplinary referrals for the semester for that course.
- Students enrolled in dual credit courses are required to take final exams.

Acceptance of Course Work for High School Credit

LCS does not accept for high school credit any course work completed outside LCS except by the guidelines of State Department of Education and those transferred from an accredited high school or completed through home schooling. In order for home schooling credit to be accepted, the family must provide documentation of the coursework completed consisting of grades for each course and standardized test results. If an LCS student needs to re-take a course and wishes to do so via correspondence or online courses, the student must use a pre-approved course of study by LCS.

High School Graduation Requirements

The curriculum of Liberty Christian High School and its graduation requirements have been developed to prepare our students to be successful in fulfilling the call of God in their lives; in keeping with the standards as set forth by the state of Indiana, LCS offers a Core 40 and an Academic Honors Diploma.

In addition to the standards set forth by the state of Indiana, and in keeping with our mission and vision as a school, students at LCS are required to take Bible each semester.

Because the school is state accredited, End of Course Assessments (ECAs) are administered as prescribed by the State of Indiana. The Indiana Department of Education requires students to pass these tests before graduation. Waivers are admissible if prescribed state guidelines of classroom performance are met. Information regarding any of these exams may be obtained through the Guidance Office.

Liberty Christian School expects students to register for a minimum of 7 courses per semester. Exceptions may be considered for irresolvable scheduling conflicts.

The requirements for the diplomas offered are listed below.

Core 40 Diploma for Graduates in 2012 and 2013

The general diploma is based on the Indiana Core 40 graduation requirements, modified to meet the particular goals of Liberty Christian High School. This program is adequate to enter most two and four year post-secondary educational institutions. Each student is placed in this track unless he/she declares a different track at the end of the sophomore year. This program requires the minimum credits in the following areas:

Bible	8 credits
Language Arts	8 credits
Social studies	6 credits
Natural Sciences	6 credits
Mathematics ¹	6 credits
Foreign Language/Fine Arts	4 credits
Keyboarding ²	1 credit
Health	1 credit
PE	2 credits
<u>Electives</u>	<u>8 credits</u>
TOTAL	50 credits

¹The Indiana Core 40 Diploma requires students complete Algebra I, Algebra II, and Geometry.

² Students have the opportunity to test out of Keyboarding and earn credit. This credit is not calculated into GPA. Consult with the computer teacher to learn about this option.

Academic Honors Diploma for Graduates in 2012 and 2013

The Honors diploma is a rigorous program designed to help students gain admission to the more academically rigorous colleges and universities and/or compete for academic scholarships. This program requires two Honors courses, at least a 3.5 GPA, and the minimum credits in the following areas:

Bible	8 credits
Language Arts	8 credits
Social studies	8 credits
Natural Sciences	8 credits
Mathematics ¹	8 credits
Foreign Language	4 credits
Fine Arts	2 credits

Keyboarding ²	1 credit
Health	1 credit
PE	2 credits
Electives	7 credits
TOTAL	57 credits

¹The Indiana Core 40 Diploma requires students complete Algebra I, Algebra II, and Geometry.

²Students have the opportunity to test out of keyboarding and earn credit. This credit is not calculated into GPA. Consult with the computer instructor to learn about this option.

Core 40 Diploma for Graduates beginning with the Class of 2014

This diploma is based on the Indiana Core 40 graduation requirements and modified to meet the particular goals of Liberty Christian High School. The program is typically adequate to enter most two and four year post-secondary educational institutions, though not all. This program requires the following courses:

Bible	8 credits
Language Arts	8 credits
Mathematics	6 credits
Science	6 credits
Social Studies	6 credits
Fine Arts/Foreign Language	5 credits
Physical Education	2 credits
Health and Wellness	1 credit
Electives	6 credits
TOTAL:	48 credits

Academic Honors Diploma beginning with the Class of 2014

The academic honors diploma is a more rigorous course of study for students and has additional requirements for graduation. The academic honors diploma requires the following courses:

Bible	8 credits
Language Arts	8 credits
Mathematics	8 credits
Science	6 credits
Social Studies	6 credits
Fine Arts	2 credits
Foreign Language	6-8 credits
Physical Education	2 credits
Health and Wellness	1 credit
Electives	6 credits
TOTAL:	53-55 credits

Students must earn a grade of C or better in courses that will count towards the diploma, and have a grade point average of a B or better. Additionally, students must complete one of the following:

- A. Earn a combined score of 1200 or higher on the SAT critical reading and mathematics
- B. Score a 26 or higher composite on the ACT
- C. Complete dual high school/college credit courses from an accredited post-secondary institution (6 transferable college credits)

*Foreign Language: Earn six credits in one language or four credits each in two languages.

High School Space and Earth Science does not meet the requirements for the academic honors diploma.

The Core 40 diploma requires students complete Algebra I, Algebra II, and Geometry. Personal Finance and Accounting do not meet the math requirements of the academic honors diploma.

Honors Courses

1. Honors courses are offered to the students who wish to take a course that is designed to be more rigorous than a regular course offering. Honors courses are offered to juniors and seniors.
2. It is recommended that no more than two honors class per semester be taken.
3. Honors courses will not be offered as an independent study course.
4. Students desiring to take honors courses must have a cumulative GPA of 3.3.
5. Students desiring to take honors courses cannot be on the academic ineligibility list for the 4th quarter of the preceding year. Each student must receive a positive recommendation from a departmental instructor to gain entrance into an honors course. New students to Liberty Christian School entering their junior or senior year may receive a recommendation from the administration based on transcripts, references, etc.
6. Several honors courses are available as dual credit. Students enrolled in dual credit courses may earn high school and college credit simultaneously.

Dual Credit Courses

Classes listed with the Dual Credit option can be taken to earn college credit at an additional cost and with additional course requirements. Dual credit courses will receive one credit per semester from LCS; while college credit is issued by the name of the school, students will need to consult the college they will be attending to determine the credit that that particular college will transfer. Dual Credit Courses are available to juniors and seniors.

Independent Study

Independent Study at Liberty Christian School will be available through the Guidance Office in two ways.

1. Occasionally, scheduling conflicts do not permit a student to enroll in a class required for graduation. A student may take an independent study only with teacher and administrative approval. Students failing required classes will not be offered independent study through Liberty teachers.
2. A student may pursue a particular area of interest not taught as part of the school's regular curriculum through an independent study. To facilitate the study:
 - i. The student must approach a qualified teacher and express an interest in an independent study.
 - ii. The teacher must determine whether he/she wishes to facilitate the independent study.
 - iii. If the teacher chooses to be the facilitator, the teacher will develop a curriculum, course of study, assessments, and timeline for the student's completion of the independent study. This must be submitted to the Principal and Superintendent for approval.
 - iv. Quarter and semester grades will be issued.

College Entrance Exams

All accredited colleges require successful completion of the Scholastic Aptitude Test (SAT) or the test of the American College Testing (ACT) for admission. The PACT/PLAN is administered in the 10th grade, and the PSAT/NMSQT is administered in the 11th grade to give students experience on college entrance exams and to qualify for scholarships. The Liberty Christian High School code number for the SAT/ACT is 150-046.

Graduation Honors

Valedictorian

The graduating senior meeting the following requirements will be chosen as valedictorian.

- The senior who has the highest cumulative high school grade point average after completing at least three consecutive semesters at LCHS.
- All transfer credits will be scored using our school's grade point average scale, except honors courses which will use our school's weighted scale.
- The senior has not been suspended during his/her senior year.
- If two or more tie for valedictorian, no salutatorian award will be given.
- The valedictorian will be determined one week prior to commencement.

Salutatorian

The salutatorian award is given to the graduating senior with the second highest cumulative grade point average in the class. The same guidelines for valedictorian apply to the selection of the salutatorian.

Graduation with Academic Distinction

All graduates with a cumulative grade point average of 3.5 or higher will be designated as graduating with distinction by wearing a gold cord around their shoulders at the graduation ceremony.

Medal of Honor

This award goes to the senior who demonstrates excellence in a variety of areas. The desire of Liberty Christian School is to see students graduate who have integrated Christian principles into all areas of their lives. This award recognizes the senior who the faculty determines best demonstrates well-rounded quality in academic commitment, extra-curricular leadership, and spiritual maturity.

Christian Service Award

This award goes to the senior who has been most involved in ministry at Liberty or in the community; it recognizes selflessness. Many times these acts of service go unnoticed. Students will be encouraged to fill out an application explaining how they have volunteered in their community, school, and church. Faculty and administration will determine the award recipient.

Attendance

School Hours

Secondary school hours are from 7:45 a.m. to 2:35 p.m.

Office Hours

The school office is open each day from 7:30 a.m. to 3:30 p.m. during the school year. A receptionist is available to answer general questions and provide assistance.

Absences

Prompt and regular attendance is a required component for successful class work. Attendance records are kept for each student as required by law. Compulsory attendance law does apply to private school attendance (IC 20-8.1-3-17). Students need to be in school; ten days are allowed for absences in a school year. Exempt absences will not count toward the ten-day limit.

Consequences for absences that count against the ten-day limit:

Upon the fifth absence the parent/guardian will receive a courtesy letter from the principal.

Upon the seventh absence, another letter will be sent home, and the school will request a meeting with the parent/guardian to discuss attendance issues.

After the tenth absence, the principal will request a meeting with the parent/guardian to discuss reasons for the absences. At this point, the principal may require a doctor's note or have the school determine if the student should be placed on an attendance contract. Refusal or violation of the attendance contract could result in the following: probation, loss of credit, in-school suspension, driving privileges revoked (IC 9-24-2-4), and/or expulsion. Parents/guardians also would have the option to withdraw the student to homeschool.

For security reasons, the parent/guardian must call the school office to report that a child is absent. Following the absence the student must bring in a written excuse signed by a parent or guardian. This excuse needs to state the date of the absence and the reason for the absence. On the day of an extracurricular activity (sports, music, skating party, etc.) students must attend four class periods to be eligible to participate in the activity that day or evening. Students who know in advance that they will miss part of the school day must bring a note from a parent stating the nature of the situation prior to the absence. Students who have been suspended (in-school or out-of school) or expelled are not to be at Liberty functions, or venues where Liberty is participating, until the suspension or expulsion has been completed.

Liberty Christian operates under a closed campus policy. Once students arrive on school property in the morning, they are not to leave or return to their cars until dismissed from school in the afternoon. If a student has a special need to leave school, such as a doctor or dental appointment, a parent must come in and sign the student out.

Unexcused absences are defined below. If a student is absent from school without a legitimate reason as listed in the Definition of Absences, he is considered truant. A student is considered habitually truant as defined by the law after ten (10) unexcused absences. Absences are defined as follows:

Exempt: These following days will not be recorded as absences; these days must be arranged with the office prior to the date of absence:

- Service as a page in the Indiana General Assembly
- Service on an election board on election day
- Religious observances or instruction (new)
- Subpoena to appear in court or court appointment
- In or out of school suspension*
- Hospitalization
- Doctor's written order to stay home
- Death in the immediate family
- School-sponsored activities
- College visitation - must be pre-arranged (4 days per junior and senior year)
- Circumstances as permitted by law (i.e., national guard service)

Excused: Parent/guardian verification by telephone or note the day of the absence or within one school day following the absence is required. Absences for the following reasons will be considered excused but will count against attendance awards and the senior finals exemption.

- Personal illness (a doctor’s note is required after three consecutive days of absence)
- Medical appointments (with verification)
- Pre-arranged absences approved by the principal or designee
- Emergencies approved by principal or designee
- Head lice
- Lacking proper immunization without a waiver (one day only)
- Circumstances as permitted by law

Unexcused: Any absence not defined as exempt or excused could include:

- Absences not documented with a parent/guardian call on the day of the absence
- Absences not documented by a call or note within one day of the student returning to school.

Truant: Any absence that occurs without the knowledge of the parent or the school, including but not limited to:

- Absent from school without permission
- Leaving or not attending class without permission

For security reasons, the parent/guardian must call the school office by 9:00 am to report that a child is absent. On the day of an extracurricular activity (athletics, fine arts, special events, etc.) students must attend 4 class periods to be eligible to participate in the activity that day or evening. One make-up day will be allowed for homework for each day of absence. Parents may request that homework be gathered and available for pick up at the end of the school day. Exams missed will be taken the day the student returns.

Students who know in advance that they will miss part of the school day must bring a note from a parent stating the nature of the situation prior to the absence. If a student has need to leave school early, such as a doctor or dental appointment, a parent must come in and sign the student out. Responsibility for getting all assignments and making up daily work rests with the parent and student. Dental and medical appointments should be made after school, if at all possible.

Pre-arranged Absences

An “Absence Planned in Advanced” form for absences due to family vacations, mission trips, or other non-medical reasons that are planned at times other than normal school vacations must be completed, signed, and returned to the administrator at least one week in advance. The administrator or the administrator’s designee will sign the form. Work missed should be done before leaving or brought back with the student the day he/she returns. The teacher will work with students in making up such assignments, but it is the responsibility of parents and students to see that they are completed. Please keep in mind that the class discussions and activities cannot be made up. If such an absence is not to the best advantage of the student, the parent will be advised by administration.

Arrival

School personnel are on duty at 7:05 a.m. each school morning. Students may enter from the northwest doors and go to the gym. Teacher supervision is provided in the gym from 7:05 a.m. to 7:35 a.m. At 7:35 a.m. the first bell of the day will ring, and students are dismissed to go to class. The school day begins at 7:45 a.m. Students who arrive after the start of school are tardy and must report to the office for a tardy pass before going to class.

Dismissal

School is dismissed at 2:35 p.m., and students are dismissed from the northwest doors. Students not picked up by 2:50 p.m. will go to after-school care.

After-school Care

Liberty Christian School does provide after-school care for those students who do not have transportation home immediately after school dismissal. Students report to the designated location in the building where they are supervised by the after-school care staff once the 2:50PM bell has rung. As a convenience, care is provided from 2:35PM-3PM at no cost. At 3PM, a charge of \$1.50 per half hour per student is assessed. Care is provided until 5:30PM. Payments must be made weekly. If the account is delinquent, the student will not be allowed to stay until it is current. Students picked up after 5:30PM will incur a fee of \$1 per minute. All school rules of discipline, dress, and behavior apply to the after-school care program and will be enforced consistently.

Student Drivers

Student drivers who wish to drive to school must abide by the following regulations:

1. Drivers must submit current license, registration, and insurance to the secondary office.
2. A valid parking sticker must be displayed.
3. Vehicles are to be parked in orderly fashion between the lines.
4. Students may not visit or otherwise use their car during school hours.
5. Students who ride with other students to or from school must have their parents' written consent on file.
6. Students may not ride with other students on field trips.
7. Careless or reckless driving is prohibited and can result in the loss of driving privileges.
8. Students must enter building once they arrive, and need to leave once they are to their cars at the end of the day.
9. There is no expectation of privacy. Cars may be searched, just like a locker may be.

Tardiness

Students who arrive to school after school has started are marked tardy and must report to the office. A student who is tardy must have a pass from the office in order to be admitted to class. Any student who arrives late to school must have a note of explanation for the tardy to be excused. The reasons that constitute an excused absence will be used to determine whether a tardy is excused or unexcused. Unexcused tardies to first period will count as half of one tardy. Unexcused tardies to all other classes equal one tardy. Three tardies equal one detention. After two detentions have been served (six tardies) the consequence will be a Friday School. After two detentions and two Friday Schools (twelve tardies), students will serve in-school suspensions at the cost of \$40 per day. Administrative personnel may excuse tardies as warranted.

Skipping

Skipping is intentionally being in an unsupervised area avoiding faculty/staff supervision, i.e, after care, class, or before school care. The student parking lot is off campus during the school day. Skipping is an unexcused absence and will count toward the total number of unexcused absences for being habitually truant. Students who skip school will serve a Friday school detention.

Withdrawal

If a parent wishes to withdraw a student during the academic year, an appointment needs to be made with the building-level principal. If withdrawal proceeds thereafter, the parent is required to complete and sign an official withdrawal form. In order to transfer grades and records to another school, the parent must go to the new school to sign a form requesting the forwarding of the student's transcripts. The form may also be signed in our office. Permanent records can be released to the parents only if the child will be home-schooled. A

withdrawal is not complete until all steps outlined above have been followed. Families who withdraw after the first week of school are responsible for tuition payments through the end of the current semester. A waiver of this policy may be requested for situations that are outside of the family's control. A request should be submitted in writing to the superintendent.

Promotion and Retention for Middle School Students

Students are promoted or retained on the basis of their total preparedness to be successful at the next grade level. Ability, achievement, maturity, and social factors are taken into consideration. A student who obtains failing grades as semester averages in core subjects may be retained. A pattern of failing grades will result in the student being placed on academic probation. (See Academic Probation) During the probation period, the student's grades must improve to be promoted to the next grade.

Re-enrollment

Students who are presently enrolled in the school are given first opportunity to re-enroll for the following school year beginning February 1st. There is a discounted enrollment fee for re-enrolling early. Prompt re-enrollment assures a spot for the student and provides the administration with important information for hiring and staffing positions. Re-enrollment must be done annually and is not complete until all fees are paid. All re-enrollments are subject to administrative approval and written notification will be given if not accepted.

Closings and Delays

In the event of possible school closing due to weather or facility problems, announcements will be made on local radio and TV stations as close to 6:00 a.m. as possible:

WQME FM 98.7
WGMR FM 97.9

WRTV TV Channel 6
WISH TV Channel 8

WTHR TV Channel 13

In the event that the school has a two-hour delay, announcements will be made on the stations listed above. In the event of a delay due to weather (snow, ice, or fog) all arrival procedures will occur exactly two hours later than the regularly scheduled time. The school will open at 9:05 a.m., and school will start at 9:45 a.m.

Communication

Visiting the School

All parents are welcome to visit the school. For the safety of all children, all doors are locked during the school day. All visitors must ring the buzzer at the front door for entry. Visitors must report directly to the office to sign in and be issued a visitor's pass. Visitors may not go directly to the classroom. Parents who wish to talk to a teacher should make an appointment so time is not taken away from the class. Teachers are required to be engaged with the students during school hours. It is expected that adults who visit the school are dressed in an appropriate manner, conducive to Christian school education.

Newsletters

Newsletters and other information are distributed electronically. Be sure the office has your correct email information.

Principal's Bulletin

The principal's bulletin will be available for parents/guardians to receive pertinent information, updates, and devotional thoughts. The URL will be emailed weekly.

Liberty Link

Each Friday, Liberty Christian School publishes an all-school information newsletter for each school family. The Liberty Link contains important current information related to the school. It is available on the school website.

The Torch

Liberty Christian School periodically publishes a newsletter that is sent to our entire mailing list. The purpose of The Torch is to communicate the distinctive tenets of Christian education as well as important "newsworthy" events within the school. We encourage everyone to share this publication with neighbors or relatives who may be interested in learning more about Liberty Christian School.

Website

www.libertyonline.org

An effective vehicle of communication is the school's web site, www.LibertyOnline.org. This web site contains basic information about the school and contains the school calendar, Liberty Link, and email addresses/links for faculty, staff, and administration.

Change of Contact Information

Changes in address, telephone number, and email addresses must be reported to the office as soon as possible. This is essential for school records and in case of an emergency or illness.

Contacting the Teacher

Communication concerning a child's progress or classroom activities is encouraged and should always be addressed first with the classroom teacher(s). Parents may contact their child's teacher by writing a note, sending a voicemail, or an email message. Parents are always welcome to call the office to schedule an appointment to meet with the classroom teacher.

If an issue is unresolved after meeting with the classroom teacher, the matter should be prayerfully moved upward in the school organizational structure, using Matthew 18 as a guiding principle.

Parents, as well as teachers, are encouraged to use electronic means of communication – email and voicemail – to communicate general questions and information. A serious concern, should be addressed via a face-to-face meeting. This greatly prevents misunderstandings and allows for clear and positive communication.

The Matthew 18 Principle

Liberty Christian School is made up of students, parents, teachers, administrators, and board members. Like any other institution where there is a large group of people, the potential for misunderstanding, disagreement, and even wrongdoing exists. Nevertheless, it is God's will that we all work together in harmony. We are to always give a "good report" and to constantly work for "unity". When misunderstanding or strong

disagreements occur, the following principles should be followed in solving people-to-people problems. These principles are based upon Matthew 18:15-17.

1. KEEP THE MATTER CONFIDENTIAL.

The very pattern of sharing the problem only with those directly involved establishes the principle of confidentiality. This is important in that it stops gossip and statements that can be hurtful.

2. KEEP THE CIRCLE AS SMALL AS POSSIBLE.

The first step and usually the only step needed in solving a person-to-person problem is for one of the two people involved to initiate face-to-face dialogue. Most problems are solved at the person-to-person level.

3. BE STRAIGHTFORWARD.

Sometimes it is difficult to be straightforward and tell someone the very heart of the matter. But restoration and improvement can only come when the issues are lovingly yet clearly presented.

4. BE FORGIVING.

"...If he listens to you, you have won your brother over." This implies that once the matter is resolved, you should wholeheartedly forgive and be restored to the person whose fault has caused the problem.

5. THE PARENT AND TEACHER SHOULD AGREE TO SHARE THE MATTER WITH THE BUILDING LEVEL PRINCIPAL.

If there is no resolve, the superintendent may be involved.

"...take one or two others along, so that every matter may be established by the testimony of two or three witnesses." An open and honest discussion among people who are sensitive to godly principles will most often reach an amiable solution.

6. IF NECESSARY, THE SUPERINTENDENT SHOULD EXPLAIN THE PROBLEM TO THE PRESIDENT OF THE SCHOOL BOARD.

The president of the board will then have input on how to resolve the matter and will decide if the matter will be presented to the board.

In summary, the Matthew 18 Principle requires that parents talk to teachers about student problems before they talk to the administration. If unresolved at the two-people level, the matter is prayerfully and in an orderly fashion moved upward in the school organizational structure.

Discipline

Discipline based on biblical principles includes structure, order, consistency, and love. Those in authority at Liberty Christian School seek to address the cause as well as the symptom(s) of the behavior for each individual child and choose an appropriate plan of action for correcting not only the behavior, but the heart of the child.

Liberty Christian School recognizes that God has given parents the responsibility of the education and discipline of their children. It is expected that all parents and guardians take an active, constructive, and supportive role in the overall interaction between the home and the school.

The discipline plan of Liberty Christian School is set up to motivate and encourage each student in positive spiritual growth, building responsibility and appropriate student behavior. This plan will help students to assume responsibility for their own behavior. In an atmosphere of definite and positive biblical standards of conduct, there is an opportunity for the development of strong and stable Christian character.

Every effort will be made to protect the privacy of the parties involved in any discipline situation. However, the school reserves the right to fully investigate every complaint, and to notify a student's parent/guardian and appropriate government officials as the circumstances warrant.

School Jurisdiction

Students are considered under the school's jurisdiction as follows:

1. When students arrive on the school grounds in the morning until they leave the grounds in the afternoon.
2. When students are in attendance at a school activity whether on LCS grounds or at another location.

A student who is enrolled at Liberty Christian School, whose behavior directly conflicts with the school's Statement of Faith, mission, vision, and/or core values, whether under school jurisdiction or not, is subject to disciplinary action by the school.

General Behavior Expectations

Each student will:

1. Show respect and kindness for administration, faculty, staff, and fellow students
2. Obey the directions of those in authority at all times
3. Follow all school rules
4. Demonstrate honesty in all circumstances
5. Show care and respect for school property and the property of others
6. Use Christ-honoring language that is not hurtful, derogatory, or profane

Each student will refrain from:

7. The display of all physical affection with another student
8. Bullying, physically or verbally harming, or intimidating another student
9. The possession, use, and/or distribution of illegal drugs, alcohol, cigarettes, anti-Christian or inflammatory literature, on or off of school property
10. The possession of a weapon of any type on school property

Students not conforming to these expectations will receive necessary discipline in order to correct the behavior. The administration reserves the right to edit the above list at any time.

Care of School Property

All students are expected to take care of school property at all times. Parents will be charged for willful or careless damage to, or loss of, textbooks and/or other school property.

Electronics and Toys

Students may not bring electronics such as I-Pods, MP3 players, radios, CD players, electronic games, skateboards, playing cards, or toys to school without prior permission. The first offense will result in the item being confiscated until the end of the day. The second offense will result in the item being held in the main office until claimed by a parent.

Cell Phones

Students are permitted to keep a cell phone in their backpacks or lockers. Cell phones may NOT be turned on or carried during the school day. The first offense will result in the phone being confiscated until the end of the

day. The second offense will result in the phone being held in the main office until claimed by a parent. The third offense will result in loss of the privilege to have a cell phone on campus at any time.

School Computer and Technology Use Policy

Liberty Christian School believes that providing access to technology is essential to providing an excellent education. This policy is designed to give our students the academic benefits of technology while eliminating potential danger.

Every student and parent who desires their child to have access to school technology will be aware of the following rules of access:

- Nothing done on a school computer shall be considered private. School officials are authorized to access any student's material at any time.
- Students will only access the internet from a computer lab when a teacher is available to monitor the students' activities. The student's computer monitor must be in full view of the computer teacher at all times.
- The school shall have the right and ability to recall all sites accessed by the students.
- The school shall maintain site-blocking software to block inappropriate sites.
- No student shall do any of the following:
 - Attempt to bypass any site-blocking hardware or software
 - Access anything considered forbidden at Liberty Christian School, including but not limited to, anything sexually inappropriate or suggestive in nature, blatantly offensive, ungodly material, or lewd or obscene language
 - Interact (i.e. sending and/or receiving messages) with other internet sites without teacher supervision and/or authorization
 - Use another person's password
 - Trespass into another person's folders or files
 - Violate copyright laws
 - Buy or sell anything via the internet
 - Change any of the computers' set-ups or settings

Personal Computers, Cell Phones and Technology Use Policy

Students will face disciplinary action for texting, posting, sending, receiving, forwarding, or participating in any of the following activities **ON OR OFF CAMPUS** via a cell phone, computer, or any other electronic device in the following ways:

- A. Information containing blasphemy
 - a. Irreverence for God, Jesus Christ, and those things held to be holy by the Word of God
 - b. Direct contradiction of the Liberty Christian School Statement of Faith, Mission, Vision, and/or Core Values
- B. Inappropriate language
 - a. Obscenities or profanities
 - b. Lewd comments or vulgarities
- C. Harassing statements
 - a. Discriminatory, inflammatory, threatening, or disrespectful language
 - b. Knowingly false or defamatory statements; personal attacks
- D. Sexually explicit or suggestive messages, photos, or images (sexting):
 - a. Sending, receiving, sharing, possessing, or even viewing pictures, text messages, or e-mails that contain a sexual message or image is a violation of this policy that will result in school discipline, up to and including expulsion.

- b. Appropriate local, state, and federal laws will be followed and law enforcement will be contacted.
- E. Students are required to immediately report any known such activities to a teacher or a school administrator.

Consequences

Students not conforming to conduct expectations will receive necessary consequences. Forms of disciplinary action include, but are not limited to: timeout, walking laps, a phone call home, referrals to the office, before or after school detention, lunch detention, behavioral probation, classroom suspension, in-school suspension, out-of-school suspension, or expulsion from school.

Classroom Suspension

A student who becomes disruptive in the classroom may be sent to the office for the remainder of the class period.

After-school Detention (Tuesdays and Thursdays 2:45PM – 3:15PM in Room 200)

Students are assigned after-school detentions by the administration for less serious infractions. Failure to serve an after-school detention will result in a Friday-school detention.

Friday-school Detention (Fridays 2:45PM – 4PM in Room 200)

Friday schools are for serious disciplinary infractions. Students are required to report to Room 200 before 2:45PM. Failure to serve the assigned Friday-school detention will result in the following:

- 1st offense: 1 day of in-school suspension
- 2nd offense: 2 days of in-school suspension
- 3rd offense: 3 days of in-school suspension
- 4th offense: Suspension pending expulsion

In-School Suspension

At times In-School Suspension (ISS) is an effective and appropriate consequence. The student will be isolated for the day and will be required to complete his/her school work for credit. A \$40 charge is incurred to provide supervision of the student for the day.

Out-of-School Suspension

An Out-of-School Suspension (OSS) shall result from any serious infraction of school rules, standards, or a persistent pattern of disobedience. When an OSS has been issued, the parent(s) is/are required to meet with the administration and the teacher(s) involved for a conference. In most circumstances the student is required attend all or part this conference. The student is responsible for completion of all material covered during the suspension days. The parent/guardian is required to continue to pay tuition and fees during out-of-school suspension days.

Behavioral Probation

A student who has demonstrated a pattern of behavior which is disruptive to the school environment, harmful to others, or contrary to the Liberty Christian School Statement of Faith, Mission, Vision, and/or Core Values will be placed on behavioral probation.

During the probationary period, the student and parents must meet regularly with administration as requested to effectively monitor progress. In addition, the student will be required to meet with an assigned mentor on a regular basis. While on behavioral probation the student is ineligible for participation in extracurricular activities. The student must go for a specified period of time without exhibiting the behavior which placed him/her on probation and must not exhibit any new problematic behavior in order to be removed from probationary status. If significant improvement has not been made during the specified period of time, the student will be asked to withdraw.

Expulsion

A student who violates school standards of conduct, exhibits behavior that is contrary to the Liberty Christian School Statement of Faith, Mission, Vision, and/or Core Values or in any other way adversely affects the school community will be subject to expulsion. A student will be expelled from the school after other disciplinary procedures have failed or when major moral or social offenses have been committed. Causes for expulsion include but are not limited to:

- A pattern of continued willful disobedience, misconduct, or disrespect
- Use, distribution, or possession of drugs, alcohol, or tobacco-on or off campus (Liberty Christian School reserves the right to require drug testing for a student it reasonably suspects of drug use.)
- Possession of a weapon on school property or at a school function
- A pattern of speech or conduct that undermines the mission of the school
- Engagement in sexual activity

Policies and practices at Liberty Christian School are predicated on the assumption of parent-school cooperation and shared parent-school authority. A student must reside with his/her parent/guardian, or in a home approved by the parent or guardian. The school retains the right to deny continued enrollment to a student whose living arrangements are in conflict with the Liberty Christian School Statement of Faith, Mission, Vision, and/or Core Values. It is a privilege to attend Liberty Christian School, not a right. The parent may be asked to withdraw his/her child(ren) if at any time a student or the parent demonstrates a lack of support for Liberty Christian School, its policies, Statement of Faith, Mission, Vision, and/or Core Values.

Prior to expulsion of a student, the superintendent will seek the counsel of the board president. In the event that a parent feels an unjust decision has been made, the parent should request in writing to the school board president a meeting to appeal the decision.

Restoration Following Expulsion

In the best interest of the child and the school, all possible measures for restoration will be followed. Readmission following expulsion is not always possible, but may be considered in certain circumstances. A major part of any readmission is the successful fulfillment of a restoration program. The purpose of the restoration program is to restore to fellowship a repentant Christian whose changed heart is obvious. The requirements will be natural to a student with the right heart attitude, but impossible for one who is not seeking true restoration.

Guidelines for Spiritual Restoration

1. The student is repentant and has voluntarily made every effort possible to make amends with:
 - a) God
 - b) His/her parents/guardian
 - c) The school

- d) His/her church
 - e) All others affected by the offense
2. The student submits a written request to the principal to be admitted to the restoration program.
 3. The student must complete the new student admissions application.
 4. The student agrees to the following:
 - a) Active involvement in a local, Bible-believing church
 - b) Active participation in the youth program of this church
 - c) School-directed counseling (may be at additional cost)
 5. A member of the administration will monitor each part of the program.
 6. The period of time before readmission is considered will normally be one semester or 18 consecutive weeks. The time period may be more or less depending on the circumstances and the offense. The time period will never be less than nine weeks.
 7. After readmission, the student will be on probation for a year (as with any new student).
 8. A mentor/student relationship will be established between a specified faculty member and the student.

Student Pregnancy

Liberty Christian School believes that premarital sexual activity is forbidden by the scriptures and that those who do so are walking outside God's plan for their lives and inviting numerous negative consequences. Liberty Christian School also recognizes that students are much influenced by the behavior of their peers, e.g. they tend to replicate the actions of their peers. Due to this fact, for the benefit of both individual students and the school as a whole, Liberty Christian School prohibits the enrollment and/or attendance of students who are currently married or have been married, who currently have or have had children, who are pregnant or have been pregnant, or who have fathered children.

Consequences Chart

<i>Infraction: Unlawful behavior</i>	<i>Consequence for first offense</i>	<i>Consequence for second offense</i>	<i>Consequence for third offense</i>	<i>Consequence for fourth offense</i>
Drug/Alcohol Possession and/or consumption	Expulsion; Police notified on grounds	*****	*****	*****
Fighting	1-5 days OSS	Expulsion	*****	*****
Indecent exposure	Expulsion	*****	*****	*****
Physical attack or threat to staff	Expulsion	*****	*****	*****
Smoking/Possession of tobacco	1-5 day ISS	*****	*****	*****
Theft	Expulsion and restitution	*****	*****	*****
Vandalism	Restitution and 5 days of ISS	Restitution & expulsion	*****	*****
Weapon possession	Expulsion	*****	*****	*****

<i>Infraction: Defiance of authority</i>	<i>1st offense</i>	<i>2nd offense</i>	<i>3rd offense</i>	<i>4th offense</i>
Cell phone/electronic device	Student may pick up in office at end of day	Parent may pick up in office at end of day	Phone not allowed on campus; FS	Phone not allowed on campus; ISS
Cheating/plagiarism (verbal or written)	Fail assignment; FS	Fail assignment; 5-day ISS	Fail assignment; fail for quarter	Fail assignment; expulsion
Class disruption	CS/AS	FS	1-day ISS	2-day ISS
Computer misuse	Two-week exclusion & AS	Semester exclusion & FS	Loss of computer	*****
Disrespect	CS/AS	FS	1-day ISS	2-day ISS
Dress code	Opportunity to change	Opportunity to change; AS	Opportunity to change; FS; modesty study	Opportunity to change; 1-day ISS; modesty study
Driving violation	Verbal warning	Loss of driving privileges for one week	Loss of driving privileges for semester	Loss of driving privilege for year
Failure to serve an After School	FS	FS	FS	FS
Failure to serve a Friday School	1-day ISS	2-days ISS	3-days ISS	10-day OSS & expulsion
Forgery	1-day ISS	3-days ISS	10-day ISS & expulsion	*****
Bullying/ Substantiated harassment/threats	1-day ISS	2 days of OSS	Expulsion	*****
Inappropriate behavior	CS/AS	FS	1-day ISS	2-day ISS
Inappropriate display of affection	CS/AS	FS	1-day ISS	2-day ISS
Insubordination	CS/AS	FS	1-day ISS	2-day ISS
ISS rules broken	OSS for double the amount of time serving in ISS	*****	*****	*****
No parking tag (subject to towing)	AS	Loss of driving privilege for the semester	Loss of driving privilege for the year	*****
Vulgarity/Obscenity	FS	1-day ISS	2-day ISS	Expulsion
Tardies to class	See tardy policy			
Truancy class/school	FS	1-day ISS	2-day ISS	5-day ISS
Sexually-related dialogue	1-day ISS	2-day ISS	Expulsion	

More severe punishment will occur upon 5th offense or more. A combination of detentions, in-school suspension, and/or suspensions due to repeated violations of school policies, guidelines, or rules during the school year may result in the recommendation for expulsion for the balance of the current semester or school year.

Dress Code

The guiding principles of the school dress policy include the biblical concept of modesty and the concept of maintaining an academic and Christ-like atmosphere. The administration reserves the right to determine if a student's appearance is inconsistent with the stated dress code. If a dress code violation cannot be resolved, a parent will be asked to bring items necessary to meet dress code requirements. The dress code standard set forth applies to all classes, before and after school, during field trips, and all other school-related activities.

General Dress Code Guidelines for All Students

The following is not permitted in the regular dress code at Liberty Christian School:

- Clothing which is ill-fitting, sagging, too tight, too short
- Tops which are sheer, low cut, form-fitting
- Sleeveless tops/shirts, undershirts, tank tops, tube tops
- Clothing which is frayed, tattered
- Clothing with words, pictures or advertisements that could cause others to stumble (allusions to drugs, alcoholic beverages, tobacco, violence, sexually suggestive material, secular rock music, goth, non-Christian religious symbolism, etc.)
- Image wear (negative role models, wrestling figures, grunge, gang looks, etc.)
- Athletic wear (sweats, sweat suits, etc.)
- Pants or shorts with writing across the seat
- Loungewear, pajamas
- Body piercing - excluding ears for girls
- Tattoos
- Hats, bandanas, kerchiefs, head scarves
- Sunglasses
- Unnaturally dyed hair (painted, dipped, tipped, stranded coloring, two-toned, etc.)

Shoes

Slippers and shoes with wheels or spinners are not permitted. Students enrolled in P.E. classes must have appropriate gym shoes for class.

Young Ladies

DRESSES, SKIRTS, SKORTS: Dresses, skirts, and skorts must reach the top of the knee. Dresses, skirts, and skorts worn with socks, stockings, leggings, or tights must reach the top of the knee. Dresses, skirts, and skorts that are above the knee may be worn only with pants (not stockings, leggings, or tights) underneath. Dresses with small or spaghetti straps may be worn with a shirt underneath or a blouse, jacket, or sweater over the top.

PANTS, SHORTS: Cotton, knit, corduroy, or denim pants, capris, or shorts are acceptable. Shorts must be fingertip length or have a 4-inch inseam, whichever is longer. Undergarments are not to be visible.

BLOUSES/TOPS: Tops, blouses, sweaters, t-shirts, and sweatshirts must be of a style befitting the Christian school classroom environment. Shirts must be long enough to cover the midriff and stay that way even when bending over. Crop tops (or those stopping at or above the waist) may be worn only with a tucked in undergarment. Cleavage, bra straps, and undergarments must not be visible.

ACCESSORIES: Jewelry and makeup should accent rather than dominate the appearance and must be worn in moderation.

HAIR: Hair must be neat and clean, avoiding attention-seeking or radical styles. Unnaturally colored hair and shaved designs are not permitted.

Young Men

SHIRTS: Shirts, sweaters, button downs, t-shirts, or sweatshirts must be of a style befitting the Christian school classroom environment.

PANTS: Cotton, knit, corduroy, or denim pants or shorts are acceptable. Shorts must have at least a 4" inseam. Underwear must not be visible.

HAIR: Hair must be neat and clean, avoiding cuts that are intentionally radical or associated with negative role models. Hair must be off the collar and out of the eyes. Unnaturally colored hair, ponytails, or shaved designs are not acceptable. Young men must be clean-shaven. Sideburns must be no lower than the bottom of the ear.

ACCESSORIES: Jewelry must be moderate and not draw undue attention. Young men may not wear makeup.

Special Events

Privilege Days and Spirit Days

The opportunity to wear sweatpants, wind pants, or other athletic styles may be offered by the administration or Student Council or for fundraisers. On spirit days, students are expected to follow the regular guidelines in regards to appropriateness and modesty.

Public Performance and Public Leadership

Students who are performing or leading in a public setting are expected to have an appearance commensurate with their position. These standards apply to special assemblies, chapels, on- or off-campus performances, recipients at award ceremonies, or other events. Dress requirements will be determined by the faculty and/or administration.

Banquet and Formal Events

An atmosphere of Christian distinction and propriety is expected at formal events. Appropriate wear for young ladies would be either church type or evening wear. Dresses which are sheer, low-cut, backless, or strapless are not permitted. Cleavage must not be visible. Dress length should reach the knee. All banquet dresses must be pre-approved. Dress shoes, slacks (not jeans), dress shirt with tie and jacket (or similar style clothing) are appropriate wear for young men.

Attendance at the Liberty Christian School Banquet is restricted to LCS students, their approved guests from another high school, or LCS alumni. Any guest who is not a current Liberty student must be registered. Registration requires a form be completed and signed by the parents and the principal of the guest's school. A photocopy of the guest's driver's license or student ID must be attached to the form.

Graduation, Promotion, School Ceremonies, and Dress Up Days

On days such as Pastors' Chapel, Award Ceremonies, and other designated days, students are expected to dress for the given occasion. On these days, the regular school dress code applies. In addition, young ladies are asked to wear dress pants, a skirt, or dress at the appropriate length. Young men are to wear a collared shirt and/or tie with dress slacks and shoes.

Field Trips

On most field trips, regular school dress is appropriate. Any deviation from the regular dress code will be noted on the field trip permission form.

Extra-Curricular

Athletics

Because the school embraces a discipleship model for Christian growth, Liberty Christian School fields athletic teams. Liberty Christian School is a member school of the Indiana High School Athletic Association. Our teams compete with other schools in sports such as soccer, volleyball, cross country, basketball, softball, golf, swimming, and baseball. Students and parents alike are encouraged to support these teams by attendance at the events.

Fans and participants are reminded that we represent the Lord Jesus Christ as well as our school; therefore, good Christian attitudes should be demonstrated at all times—see the Liberty Christian School Athletic Handbook for more details.

Athletic Physicals

Students in grades 6-12 participating in interscholastic athletics are required to have an athletic physical examination from a physician in order to participate. IHSAA physical forms must be presented to the coach before tryouts begin.

Athletic Booster Club

The Liberty Christian School Athletic Boosters is a non-profit organization formed to assist and enhance the athletic programs sponsored by Liberty Christian School. Parent volunteers, alumni, the athletic director, and the school superintendent hold offices in the Booster Club.

Athletic Letters

Liberty Christian School awards athletic letters to varsity athletes. A student may earn an athletic letter by active participation in over half of the regular season play. If the student has already been awarded a letter in

another sport the student will receive a chevron to represent the sport the first year and a service bar for subsequent years.

Eligibility Policy

Liberty Christian School seeks to provide as many meaningful, purposeful, extra-curricular activities as possible in the area of academics, athletics, fine arts, and ministry. Students are encouraged to participate in those activities which interest them. The purpose of this policy is to ensure that our students are fulfilling their duties in the classroom before participating in extracurricular activities.

To be eligible to participate in extracurricular activities, students must meet the minimum requirement as determined by the Indiana High School Athletic Association. Parents/guardians are encouraged to hold a higher standard for participation.

To be eligible scholastically, students must have received passing grades at the end of the last semester/grading period in school in at least six subjects or the equivalent, and be enrolled in six recognized Liberty Christian classes in the current semester. If a student does not meet the minimum requirement, he will be ineligible to participate for the next nine weeks with no chance for mid-term eligibility.

Questions regarding the eligibility policy may be answered by consulting the Liberty Athlete/Parent Handbook or the athletic director.

Fine Arts Letters

High school students who demonstrate a commitment to the fine arts and attain excellence in artistic expression shall be awarded a fine arts letter. Questions regarding fine arts letters may be answered by consulting the fine arts department chair.

Student Organizations and Clubs

Student organizations and clubs offer a variety of avenues through which students may be involved at Liberty Christian School. All clubs and school-related activities must meet the following requirements in order to be sanctioned and allowed by the school:

- Must have a school-approved sponsor
- Sponsor or designee must attend all meetings and activities of the club must establish and operate by bylaws and goals that have been approved by school administration

Student Council

The purpose of the student council is to develop and demonstrate leadership and to promote service to the school and local community. All student council members are elected on an annual basis. Candidates for student council offices are required to meet the eligibility standards for participation in extracurricular activities. They must also maintain personal standards worthy of a student role model. Breaches of student code of conduct may disqualify a student from serving on the student council.

National Honor Society

Liberty Christian High School maintains a chapter of the National Honor Society whose primary purpose is to honor and support those who have made the commitment to academic excellence. Criteria for selection may be obtained from the NHS faculty sponsor.

Health Services

The physical health and welfare of each student is a high priority at Liberty Christian School. Our effectiveness in teaching spiritual, academic or emotional truth is largely dependent on the physical well-being of the child. Parents are expected to take the initiative to keep children at home when they are ill. Children should never be sent to school with a fever or a contagious condition.

Office personnel will take care of any student who is ill or injured at school. Parents will be notified as soon as possible of any sickness or serious injury. Students who are experiencing symptoms and have a fever above 98.6 degrees will be sent home. Students who have no other symptoms, but have a fever of 100 degrees or higher, will be sent home. All students must be fever-free and symptom-free for 24 hours before returning to school or participating in any extracurricular event.

Prescription and Over-the-Counter Medicines

Questions relating to the taking of medication at school should be directed to the school office. Students bringing medications (such as antibiotics or medications for asthma or pain) to school must deliver them to the school office immediately upon arrival. Students should also notify their teacher so that they will be alerted in the event that unwanted symptoms occur.

No medication (prescription or over the counter) shall be given or dispensed unless the office has on file a signature of authorization from the parent or legal guardian of the student, and/or the signed written instructions of the physician.

All medications prescribed for a student must be kept in the original container bearing the original pharmacy label and the child's name. A school bottle may be requested from the pharmacist. All medicines will be kept securely in the school office and will be administered by school office personnel, not by the classroom teacher. Parents must come to the school office to claim medication at the end of the school year. Any medication left after school is dismissed for the summer will be disposed of.

Communicable Diseases

After having the following diseases, a child should have written consent to re-enter the school from either a physician or the health department: measles, mumps, whooping cough, scarlet fever, streptococcal sore throat, "pink eye" (conjunctivitis), chicken pox, German measles, pneumonia, pinworms, skin diseases (scabies, ringworm, impetigo). Open, seeping sores and/or blisters (such as chicken pox and hand, foot, and mouth disease) must be healed over or completely covered before the student may return to school.

Lice: Any student found with nits will be sent home as soon as possible. Students returning to school must report to the office where office personnel will conduct a lice exam before the student will be readmitted.

First Aid and Emergency Procedures

All faculty and staff are trained in basic CPR, AED, and first aid. First aid treatment will be administered to stop bleeding, restore breathing, or prevent shock or infection. In the event of an emergency requiring more than basic first-aid, 911 will be contacted immediately. Parents will be notified as soon as possible. If they can be consulted immediately, efforts will be made to find out which physician is to be secured or where the child should be taken. A representative of the school will stay with the child until the parent assumes responsibility.

Immunization Requirements

Before entering school, every student residing in the state of Indiana shall be immunized according to current state requirements. Students with a history of less than the minimum immunizations required by the state have a period of 30 calendar days in which to begin or resume the series. They may remain in school at the end of this 30 day period by documenting that they have either:

1. Completed all requirements;
2. Entered upon a specific schedule of immunization approved by a physician or the local health department; or
3. Qualified for exemption as indicated in the next paragraph.

A medical exemption requires the signature of a physician. A religious exemption requires a statement signed by the parent or legal guardian. A statement of immunization history must be filed with the school for children with exemptions - even if said history is completely negative. Documentation of immunization may take place in one of the following ways:

1. By a medical form signed by a physician (this form can be secured from the office), and
2. By records forwarded from another school corporation.

Vision and Hearing Screenings

Visual acuity screenings are conducted for all students enrolled in the 8th grade and all other students suspected of having a visual defect. Audiometer tests are conducted for all students enrolled in the 7th and 10th grades and all other students suspected of having hearing defects.

Partnerships with Parents

Curriculum Night

Shortly after the school year begins, parents are invited to attend Curriculum Night. This “Back-to-School” night allows the teacher to have time with the parents to go over classroom procedures, policies, and expectations. It is expected that at least one parent attend this crucial meeting. The teacher will give the presentation two times so that parents of more than one child will visit multiple classrooms.

Parent-Teacher Fellowship

Liberty Christian School feels strongly that students are most successful when parents are actively involved. The school depends heavily upon its parents for prayer support as well as their assistance with special projects and events. The Liberty Christian School Parent-Teacher Fellowship is a non-profit organization formed to assist and enhance school programs and specifically support the classroom teachers. Parent volunteers, teachers, and school administration hold offices in the PTF. PTF holds functions to provide fellowship for students, parents, faculty, and the school board. One fundraising activity (Liberty Olympics) is held each year to support enrichment programs and help meet specific needs of the school. There are numerous ways parents, grandparents, relatives, and friends can get involved through PTF. These include skating parties, prayer room

ministry, Operation Christmas Child, Liberty Olympics, hospitalities committees, and faculty & staff luncheons. Parents are encouraged to become a part of Parent-Teacher Fellowship.

Chaperone Guidelines

Liberty Christian School greatly depends on the involvement of volunteers to chaperone field trips and other off-site events. Your support of Liberty Christian School is greatly appreciated. Every field trip chaperone must have a signed form and a Limited Criminal History Report on file before accompanying a school-sponsored event. The chaperone application and Limited Criminal History Report are valid only for the current school year and must be submitted and approved annually. Expectations for Chaperones are as follows:

- Chaperones are acting as Christian role models for our students. It is expected that chaperones set an example by demonstrating maturity in actions, attitudes, speech, and dress.
- School personnel will be in charge of each field trip and will direct the volunteers and chaperones as to what is expected of them.
- If you own or have access to a cell phone, please bring it with you to the event. Give your number to the teacher/school personnel in charge.
- In case of illness or emergency, notify the teacher/school personnel immediately.
- Only children enrolled in the class or activity may attend a special event/field trip. Under no circumstances may guests or siblings attend a field trip unless it is announced as a special family event and other siblings are specifically invited. Many of our field trip destinations, especially commercial businesses, will not allow smaller children to accompany the school group. Please do not make arrangements for someone else to meet you at the field trip or event site with siblings. It is nearly impossible for a parent of a small child to give that child the proper attention and also be able to give the necessary vigilance to supervising a group of students. The first responsibility of each chaperone is to the students being supervised.
- **At no time is a student to be unsupervised.** Groups of students assigned to an adult must stay with the group at all times. Restroom breaks should be taken as a group. Chaperones should vigorously resist the temptation to mingle with other adults while allowing the students to “do their own thing.” Be sure that all are present before moving from one place to another.
- Chaperones are responsible for the behavior of those students assigned to them. Rowdiness, disrespect, inappropriate voices, and dangerous or potentially dangerous behavior are never permitted. Chaperones must contact the teacher immediately if behavior problems arise.
- Students are to return in the same vehicle that transported them to the event. Only an administrator or the sponsoring teacher can make an exception to this. Usually, exceptions are reserved for emergency situations only.
- Chaperones should refrain from purchasing special treats for the students they are supervising unless all students in the class benefit equally.

Liberty Olympics/Walk-a-thon/Hoop-a-thon

Liberty Olympics is a Parent-Teacher Fellowship fundraising event which takes place in the early fall. Pledges are collected by students for competing in Olympic-type events, in the walk-a-thon, or hoop-a-thon. Prizes are given for reaching specified goals of donations. The money raised is distributed by the PTF to support the school and teachers in many efforts outside the regular school budget. Parent volunteers are needed to help with these events helping to count donations and awards. Please contact the PTF officers for more information.

Soul-ed Out for Education

Each year Liberty Christian School hosts a fund-raising auction. Hundreds of items are available for purchase – some in a live auction, and most in a silent auction. Beautiful decorations and delicious food make this event extraordinary! Many volunteers work together to make this event a huge success each year. Funds raised from the auction are used to support the school budget and the tuition assistance program.

Senior Commencement

The entire Liberty Christian School family is invited to attend the annual Senior Commencement exercises. This inspiring event is the culminating celebration of the Liberty Christian School education experience.

Daily Activities

Lunch Program

Students may participate in the hot lunch program or bring their own lunch. Hot lunches are currently purchased from the following vendors for \$3.50 per day (this does not include a drink): Fazoli's, McDonald's, Taco Bell, Papa John's, and Subway. Students pre-order and pay for their food when they receive it. If a student has ordered food and is then absent, the food is sold on the a la carte line. Several selections are available on the a la carte line as well, including salad bar, bagels, fresh fruit, cereal, and snacks. Refrigeration and microwaves are not available for student use. The secondary campus is a closed campus, and students may not be signed out for lunch.

Lockers

Secondary students will be assigned a school locker. Students must not change lockers without administrative approval and are responsible for the contents of their assigned locker. The locker must remain neat and clean at all times. Combination locks may be put on the lockers only if the administration is given the combination. The lockers shall remain property of the school and are subject to inspection at any time.

Chewing Gum

In an effort to keep our school clean and sanitary, chewing gum is not permitted.

Lost and Found

Lost and found is located in the secondary office. Items which have not been reclaimed after one month become the property of the school and may be disposed of or given to a charitable organization as deemed necessary. Student belongings should be clearly labeled for quick identification.