

LIBERTY CHRISTIAN SCHOOL

2011-2012

ELEMENTARY PARENT & STUDENT HANDBOOK



Elementary Campus

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SCHOOL COLORS: RED & GOLD

SCHOOL MASCOT: LION

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!



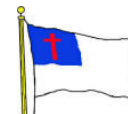
PLEDGE TO THE AMERICAN FLAG



I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

PLEDGE TO THE CHRISTIAN FLAG

I pledge allegiance to the Christian flag, and to the Savior for whose Kingdom it stands, one Savior, crucified, risen and coming again, with life and liberty for all who believe.



PLEDGE TO THE BIBLE



I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my pathway. I will hide its words in my heart that I might not sin against God.

OVERVIEW

BRIEF HISTORY OF LIBERTY CHRISTIAN SCHOOL

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, grades 5-7 were added.

When more classrooms were needed, space was rented from South Meridian Church of God for the middle school program. In 1979, grade 8 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. The McKinley Building housed grades 9-12.

In June of 2000 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 Elementary School is accredited by the following:
Association of Christian Schools International (ACSI)
AdvancED (NCA & CASI)



Liberty Christian School holds membership in the following:
Indiana High School Athletic Association (IHSAA)
Indiana Non-Public Education Association (INPEA)



MISSION STATEMENT

Liberty Christian School is a Christ-centered community where students receive an excellent education based on biblical truth.

VISION STATEMENT












Liberty Christian School will equip every student to passionately impact the world for Christ.

CORE VALUES

These are the uncompromising core values we embrace; principles that drive daily behavior and decision making of every employee, administrator, and board member.

- All student learning and school experiences are centered in **BIBLICAL TRUTH**.
- Biblically based **RELATIONSHIPS** allow us to build and work in community.
- **INTEGRITY** is evidenced in all educational, business, and relational aspects of the school's operation.
- We relate to one another with an attitude of **SERVANTHOOD** within and outside of our institution.
- Utilizing God's resources we strive for **EXCELLENCE** in all things.

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 indwelling 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 13-member, 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. In keeping with the spirit of non-denominationalism, the board will contain no more than two members from any given congregation and contain no more than three members from any given denomination. Contact the superintendent's office for more information regarding the Liberty Christian School 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 in elementary or secondary education 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. The 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 or expulsion. For an exhaustive outline of this policy, please contact a member of the administrative team.

STATEMENT OF NON-DISCRIMINATION

Liberty Christian School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, tuition assistance, hiring of faculty or administrative staff, athletic, and other school-administered programs.

SCHOOL SAFETY AND SECURITY

The following security procedures are implemented at Liberty Christian Elementary School.

- All outside doors remain locked during the school day.
- Visitors must ring the buzzer at the front entrance.
- From the office, the receptionist can see the visitor through a camera view. The camera angle can be moved from the office for a clear view of the visitor.
- A speaker system allows the receptionist to talk to the visitor before opening the door.
- All visitors must sign-in at the main office and wear a visitor pass while in the school building. Anyone seen in the building without a pass will be immediately escorted to the school office.
- Students are instructed to NEVER open an outside door for ANYONE – even someone they know. *Please do not be offended if a student or staff member does not open the door for you.*
- All faculty, staff, substitute teachers, and students are regularly trained and drilled in emergency preparedness.
- Every room in the school has a CRISIS notebook with emergency information, phone numbers, and plans. A battery operated radio and flashlight are provided for each room.
- Persons other than parents who pick up a child 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.

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 separated into three divisions: Little Lions Learning Center (3, 4, and 5 year-olds), Elementary (Grades K-6), and Secondary (Grades 7-12). Pre-School children must be 3 years old by June 1st and must be fully toilet trained. Pre-Kindergarten students must be 4 years old by August 1. Kindergarten children must be 5 years old by August 1.

Little Lions Learning Center and the elementary program are located at the Hillcrest campus at Scatterfield Road and Hillcrest Drive. The secondary program is located in the Washington Building located at 23rd Street and Columbus Avenue.

COMMUNICATION WITH PARENTS

Because the parent/school partnership is of high priority, Liberty Christian School offers online updates of each child's grades and progress. Using a password through the Parent Portal on the web, parents may view their child's grades at any time. Report cards are issued at the end of each quarter. All teachers have e-mail and voice mail. All-School Parent/Teacher Conferences are scheduled in the fall and as needed in the spring. On an annual basis, students at Liberty Christian School take the Stanford Achievement Test to measure their progress. Parents are given complete results of the student's test scores.

CURRICULUM & INSTRUCTION

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 subject in the curriculum, but is the foundation of everything that is taught. All things are taught 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 the prescribed texts and many varied resources to teach the standards in the Curriculum Guide. Consumable and rental text fees are included in the cost of tuition.

Beyond the regular curriculum Liberty Christian School students are challenged to participate in annual events such as speech meets, spelling bees, science fairs, art shows, and essay competitions. Liberty Christian School has been proudly represented in many local, regional, and state competitions.

HOMEWORK



Homework is an integral part of the educational program and is designed to aid the student and complement learning. Students in first grade and above should have a homework assignment notebook. The parent should check this each evening to be sure that all assignments are done on time. Each teacher has a web page on the school’s website (www.libertyonline.org) to post homework assignments and other relative information. These pages are updated weekly.

Homework will be limited on Wednesdays so that families may participate in church activities. Students in Grades 3-12 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 so work is submitted on time. If homework becomes burdensome, please contact your child’s teacher immediately so that an action plan can be developed.

GRADING SCALES

Little Lions, Kindergarten, & Grade 1 Grading Scale

- + = Excellent
- ✓+ = Good
- ✓ = Average
- ✓- = Having Difficulty
- = Unsatisfactory

Grades 2-12 Academic Subject Grading Scale

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

Elementary Special Subjects and Conduct Scale

- E = Excellent
- G = Good
- S = Satisfactory
- N = Needs Improvement
- Y = Unsatisfactory

REPORT CARDS

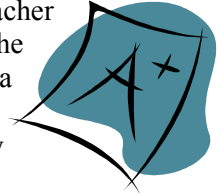
The purpose of report cards is to give parents a report of the student’s progress. Each student's ability, attitudes, application, and achievement are taken into account in the grading. Student grades are recorded on the on-line Power School Parent grade book. Parents and students may access this grade book using a school issued password. Teachers update the grade book weekly. Report cards are sent home every nine weeks and must be signed by one parent and returned within three school days. An "Incomplete" is given when a student is unable to complete work by the end of the quarter. The “Incomplete” changes to “F” if the work is not completed within a specified time period. Report cards are held in the Business Office for any student whose account is not current.

PRINCIPAL'S LIST / HONOR ROLL

The Principal's List is composed of students in Grades 2-6 who have maintained quarterly grades of all "A's" in the academic subjects and "S" or above in special classes and conduct. The Honor Roll is composed of 2nd – 6th grade students who earned quarterly grades of all "A's & B's" and an "S" or above in special classes and conduct.

PARENT-TEACHER CONFERENCES

Liberty Christian School designates days during the school year for Parent-Teacher Conferences. These days are scheduled after the first 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.



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. This program uses a multi-sensory approach where the *cause* of academic difficulty is the focus of the program. 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.

ACADEMIC PROBATION

A student who has demonstrated a consistent lack of effort resulting in low or failing grades may be placed on academic probation. While on academic probation the student is ineligible to participate in extra-curricular activities. If satisfactory improvement is not made, the student may be retained in the current grade or be asked to withdraw from Liberty Christian School.

PROMOTION AND RETENTION

Students are promoted or retained on the basis of their total preparedness to do satisfactory work at the next grade level. Ability, achievement, and social factors are taken into consideration. Retention in the current grade is an option for a student who obtains failing grades as semester averages in core subjects. Parents will be notified early in the process if retention seems likely.

A pattern of failing grades due to lack of effort 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.

A conditional promotion is an option for struggling students. Under the prescribed condition, the student must be tutored and re-assessed before entering the next grade.

ACHIEVEMENT TESTING

Students in grades K-8 annually participate 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 principal.

TRANSCRIPTS AND RECORDS

A permanent record for each student is maintained in a secure file. This file includes academic, health, 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:

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

Records will not be automatically transferred to another school, but must be requested by parents. All records are considered property of Liberty Christian School.

SPECIAL CLASSES

Elementary students have five “special” classes each week. Art, computer, library, music, and physical education are an important part of well-rounded child development. Students are assessed in each of these classes based on their behavior and participation. Pre-School and Pre-Kindergarten students attend music and physical education classes weekly.

ATTENDANCE

SCHOOL HOURS

Elementary school hours are from 8:00 a.m. to 2:45 p.m. Full-day pre-school and pre-kindergarten hours are from 8:00 a.m.-2:45 p.m. Pre-school and Pre-k half day classes run from 8:00-11:30. Students who are registered for half day classes must be dismissed at their regularly scheduled times. Afternoon child care is not available for half day students.

OFFICE HOURS

The school office is open from 7:30 a.m. to 3:30 p.m. daily during the school year. Summer office hours are 9:00 a.m. to 2:00 p.m. Monday through Thursday. A receptionist is available to answer general questions and give assistance. Visitors will be given a Visitor’s Pass that must be worn during the visit. The pass is to be returned to the office at the end of the visit.

ABSENCES

Prompt and regular attendance is a required component for successful class work. Attendance records are kept for each student as required by law, and compulsory attendance law does apply to private school attendance (IC 20-8.1-3-17). In order to be in compliance with state law the attendance policy has been developed. This policy has been developed to help families know what is required as it relates to unexcused absences. Indiana Code 20-33-2-11, 11(b) defines habitual truancy. It reads, “a child who is designated as a habitual truant, which must, at a minimum, define the term as a student who is chronically absent, by having unexcused absences from school for more than ten (10) days of school in one school year.”

After three (3) unexcused absences, parents/guardians will be contacted via phone to discuss attendance issues. After six (6) unexcused absences, a letter will be sent home, and a time to hold a conference regarding attendance issues will be scheduled. After ten (10) unexcused absences in the school year, the administration will require a meeting with the parents/guardians to further discuss reasons for the absences. Further unexcused absences will be made up hour for hour at the expense of the family in order for the child to be promoted to the next grade level.

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:

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 (frequent or extended illness may require medical verification)
- 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.

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.

For each child's safety, elementary parents will fill out a four-digit security code number on the enrollment form. Anyone, other than the custodial parent, who picks up the child from school, must know this 4-digit code for the child to be released.

PRE-ARRANGED ABSENCES

An “Absence Planned in Advanced” form for extended 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 through the administrator at least one week in advance. 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 extended absence is not to the best advantage of the student, the parent will be advised.

ARRIVAL

School personnel are on duty in the gym at 7:05 a.m. each school morning. All students in grades Kindergarten through six must arrive at the front (east) parking lot and enter the front (north OR south) doors between 7:05 and 8:00 am. Teacher supervision is provided in the front lot from 7:45-8:00 a.m. daily. Cars should use the first lane closest to the building for arrival. From 7:30-8:00 cars must pull forward in the lane as far as possible. Students should exit the left side of the vehicle (closest to the building) and enter the southeast door (#3) or the northeast door (#1). A student should never exit the right side of the car and cross traffic to enter the building. Upon entering, students proceed to the gymnasium where supervision is provided. Students should not be dropped off at the back (west) parking lot or on Hillcrest Drive. Teacher supervision is NOT provided in the back lot or at the NW gym door entrances. Children of faculty, staff, and substitute teachers who park in the west lot may enter the NW gym doors, accompanied by their parents.

At 7:50 a.m. the student body recites the pledges and has prayer together. Teachers escort students to their classrooms at 7:55 a.m. The school day begins at 8:00 a.m. Students who arrive after 8:00 am are tardy and must report to the office for a tardy pass. Parents are to refrain from walking students to the classroom at arrival.



DISMISSAL

Daily dismissal runs from 2:45-3:05 p.m. Each car is to place a sign in the front window with the last name of the student(s) to be picked up in LARGE letters. For everyone’s safety, drivers are required to stay in their cars, remain in their lanes, and follow the attendants’ instructions carefully. The blue walkways are to be left clear for students and safety patrol workers to walk. Students must enter their cars from a blue safety line.

For each child’s safety, elementary parents will fill out a four-digit security code number on the enrollment form. The attendant on duty will ask anyone other than the custodial parent for the child’s 4-digit security code. The driver must know this 4-digit code for the child to be released, or the school must have received a signed note or phone call from the custodial parent, giving permission for the student to be dismissed.

Elementary safety patrol workers and LCS faculty and staff are not permitted to buckle children into car seats. This is the sole responsibility of the driver of the vehicle.

Dismissal ends promptly at 3:05. After 3:05, students will be checked into Kids’ Club in the lunchroom. Parents arriving after 3:05 should park and enter the Kids’ Club door (#4).

KIDS’ CLUB AFTER-SCHOOL CARE

After-school care is provided for those parents who cannot pick up students immediately at the close of the school day. Students report to the lunchroom where they are supervised by Kids’ Club staff. All students in the building after 3:05 p.m. must be under adult supervision. Kids’ Club is available until 5:30 p.m. A computerized check-out procedure is used. Parents must know and enter the 4-digit security code for the child to be released. Charges are calculated every half hour. 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 5:30 p.m. will incur a fee of \$1 per minute.** Kids’ Club daily activities include free play, organized games and activities, homework time, and snack. A light snack is provided. All school rules of discipline, dress, and

behavior apply to the Kids' Club program and will be enforced. Afternoon child care is not available for half day students.

TARDINESS

Students need to be in their seats by 8:00 a.m. or they will be marked tardy. Students who arrive after the start of school must report to the office. A student who is tardy must have a pass from the office in order to be admitted to class. Excessive tardiness is a disruption to the classroom atmosphere. Parents of students who are tardy are expected to contact the school office with a phone call or note of explanation. The reasons which constitute an excused absence will be used to determine whether a tardy is excused or unexcused.

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.

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.

SCHOOL CLOSINGS

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

RADIO STATIONS: WQME FM 98.7, WGNR FM 97.9

TV CHANNELS: WRTV-6, WISH-8, WTHR-13

DELAYED OPENINGS



At times, a delayed opening is preferable to a school closing. In the event that the school has a two-hour delay, announcements will be posted to the school website and made on the stations listed in the preceding section. In the event of a delay due to weather (snow, ice, or fog) *all arrival procedures will occur exactly 2 hours later than the regularly scheduled time. Supervision will be provided in the gym beginning at 9:05. The school day will begin at 10:00.*

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 or lunchroom. Parents who wish to talk to a teacher should make an appointment so time is not taken away from teaching. 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 and other information are distributed electronically. Be sure the office has your correct email information. Paper copies may be requested through the classroom teacher or office staff.

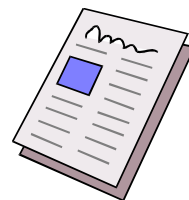
NEWSLETTERS

MONDAY NOTE

Elementary teachers send a personalized Monday Note to each student in the class. This weekly note contains academic information, announcements, and special notice of activities for the class.

PRINCIPAL'S BULLETIN

The elementary principal distributes a weekly newsletter which contains pertinent information, updates, devotional thoughts, and encouragements to parents. This bulletin is also available on the website.



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, newsletters, monthly lunch menu, 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 YOUR CHILD'S 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 also may respond to the teacher on a daily basis on the HOW I ACT discipline sheet. 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. If there is a serious concern, please schedule a time to meet with the teacher for a face-to-face discussion. This greatly prevents misunderstandings and allows for clear and positive communication.

THE MATTHEW 18 PRINCIPLE

Liberty Christian School is made up of students, parents, teacher, 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 hurt.

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 restore 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.

DAILY ACTIVITIES

RECESS

Students are expected to go outside at recess; however, if it is raining or there are extreme low temperatures, recess will be held inside. It is expected that children bring gloves, a hat, and a coat for winter weather. Students will be allowed to remain inside for recess only if there is a note from home. All students are required to keep a pair of clean, non-marking sole gym shoes at school for indoor recess. Students must follow all playground and gym rules before, during, and after school.

Recess Rules:

- Show respect to everyone. Invite everyone to play.
- Everyone must take turns.
- Forming “clubs” is not allowed.
- Hateful words and harsh tones are not allowed.
- No pushing, pulling, shoving, hitting or grabbing others.
- When the whistle blows...Freeze and Listen for directions, then line up quickly and quietly.

Playground Rules:

- You must sit on your bottom to slide. You also must wait at the top of the slide until the person before you is off at the bottom. Do not climb up the slides.
- Jump ropes are for jumping only.
- Standing on or jumping off of the picnic tables or benches is prohibited.
- Do not pick up and/or throw anything off of the ground...sticks, rocks, dirt, mulch, etc...
- Only Pre-K students may play on the “Little Tikes” playground plastic equipment.



Gym Rules:

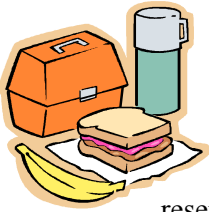
- Chewing gum is not permitted in the gym.
- Only CLEAN, NON-MARKING SOLE shoes may be worn on the wooden floor. Shoes must be clean of dirt and rocks.
- When walking through the gym, walk around the perimeter.
- Never climb or sit on closed bleachers.
- Students are never allowed to turn any gym equipment off or on.
- There is NO student access to the weight room, equipment rooms, or concessions.
- **Balls may NOT be KICKED in the gym.**
 - Volleyballs may be hit in a circle formation only.
 - Playground balls may be used for a small area game such as 4-square.
 - Footballs may NOT be thrown in the gym.
 - Baseballs may NOT be hit in the gym.

NUTRITION BREAK

Students are given an opportunity to have a healthful snack mid-morning or mid-afternoon each day. Fruit, vegetables, nuts, raisins, yogurt, cheese, and crackers are good choices. Sugary snacks such as cookies, sugary cereals, pudding, candy, fruit snacks, and “junk food” items such as chips, are not permitted. Students are only allowed to eat ONE snack at this time. Snack drinks (milk and orange juice) are available and may be purchased weekly through the lunch order process.

LUNCH PROGRAM

Students may participate in the hot lunch program or bring their own lunch. A monthly menu is sent home. Money for milk, juice, and/or hot lunch will be collected on Wednesday mornings for the following week. Lunches, snack drinks or lunch drinks may also be purchased by the month or quarter for your convenience. Refrigeration and microwaves are not available for student use.



Parents may sign their child out for lunch or join him/her in the lunchroom. All visitors must report to the office first to sign in and receive a Visitor's Pass. A special table is reserved in the lunchroom for students and parents who are visiting.

Students are expected to eat their own lunch only. Sharing and trading food is not permitted. This is extremely important due to food allergies.

LOCKERS

Older elementary students may 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 just outside the lunchroom. 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.

DISCIPLINE

DISCIPLINE PHILOSOPHY

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.

HOW I ACT

This school wide system of behavior management is set up to motivate and encourage students to be responsible for their own behavior. The goal is to produce Christ-like behavior in the children. HOW I ACT is an acronym for the words: Havoc, Out of Order, Work Not In, Intentional Disobedience, Attitude, Conduct, and Talking. Students receive "reminders" in these areas and/or "blessings" for good behavior which are recorded for the parents to review on a daily basis.

GENERAL BEHAVIOR EXPECTATIONS

Each student will:

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

Each student will refrain from:

- The display of all physical affection with another student
- Bullying, physically or verbally harming, or intimidating another student
- The possession, use, and/or distribution of illegal drugs, alcohol, cigarettes, anti-Christian or inflammatory literature, on or off of school property
- 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 & 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 or during Kids' Club After-School Care. 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:

- Information containing blasphemy
 - Irreverence for God, Jesus Christ, and those things held to be holy by the Word of God
 - Direct contradiction of the Liberty Christian School Statement of Faith, Mission, Vision, and/or Core Values
- Inappropriate language
 - Obscenities or profanities
 - Lewd comments or vulgarities
 - Harassing statements
 - Discriminatory, inflammatory, threatening, or disrespectful language
 - Knowingly false or defamatory statements; personal attacks
- Sexually explicit or suggestive messages, photos, or images (sexting):
 - 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. Appropriate local, state, and federal laws will be followed and law enforcement will be contacted.
- 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 during recess, missing a part of recess, a phone call home, before or after school detention, lunch detention, probation, classroom suspension, in-school suspension, out-of-school suspension, or expulsion from school.

CORPORAL PUNISHMENT (PADDLING)

Parents of early ed. and elementary students may be given the option to come to the school to paddle their child or take their child home for the remainder of the day. The use of corporal punishment is implemented only by school administration with prior parental consent and in the presence of a parent or witness.

CLASSROOM SUSPENSION

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

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 extra-curricular 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 cooperation and shared parent-school authority. A student must reside 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 the 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, and
 - 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
 - a) Active involvement in a local, Bible-believing church,
 - b) Active participation in the youth program of this church, and
 - 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 is to be established between a specified faculty member and the student.

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 GUIDELINES:

The following are NOT permitted in the regular dress code:

- Clothing which is ill-fitting, sagging, too tight, too short, frayed, tattered
- Tops which are sheer, low cut, form-fitting
- Sleeveless tops/shirts, undershirts, tank tops, tube tops
- 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, two-toned, etc.); shaved hair designs



YOUNG MEN

Shirts: Shirts, sweaters, button downs, t-shirts, or sweatshirts are acceptable and should be of a style befitting the Christian 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. Pony tails are not permitted. Young men must be clean-shaven. Sideburns should be no lower than the bottom of the ear.

Accessories: Jewelry should be moderate and not draw undue attention. Young men may not wear makeup.

YOUNG LADIES

Dresses, skirts, skorts: Dresses, skirts, and skorts should 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 are acceptable and should 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 should be worn in moderation. Body piercing (other than ears) is not permitted.

Hair: Hair must be neat and clean, avoiding attention-seeking or radical styles.

SHOES

Shoes must have a closed toe and a strap on the back. Slippers, flip-flops, beach shoes, and shoes with wheels are not permitted. Girls in grades 3-6 may wear dress sandals with an open toe on special dress-up days such as Grandparents' Day, 6th Grade Promotion, etc. All students are required to keep a pair of clean, non-marking sole (no black sole) gym shoes at school for indoor P.E. and indoor recess.

LITTLE LIONS – GRADE 2

Pre-School through 2nd grade children may wear sleeveless shirts, blouses, or dresses with armholes that fit properly. Over-sized armholes must be avoided. Tank tops and strapless tops are not permitted. Coordinated sweat suits and running suits may be worn.

GUIDELINES FOR SPECIFIC EVENTS

Privilege Days & Spirit Days

The opportunity to wear sweat pants, 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 & 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 as determined by the faculty and/or administration.

School Ceremonies & Dress Up Days

On days such as Grandparents' Day, 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 OPPORTUNITIES

ELIGIBILITY

Students participating in extra-curricular activities must maintain satisfactory grades and behavior. Participating in extra-curricular activities is a privilege which may be revoked due to poor classroom performance. Ineligibility of elementary students will be addressed on an individual basis. Sixth grade students who are participating on Junior High athletic teams will be required to follow the eligibility rules of the Athletic Department. A required parental permission form must be on file for each activity for students to be eligible to participate.

FINE ARTS

“Lions of Judah” is an elementary choir, open to students in grades 3-6. They rehearse after school. The elementary band is open to all students in grades 5 and 6. Band rehearses during the regular special class time of the 5th/6th grade daily schedule. 5th and 6th grade students have the option of participating in choir during their daily special elective. Elementary Fine Arts groups have performed for the National Day of Prayer activities, ministered in nursing homes, sung at Circle Center Mall in Indianapolis, and perform regularly at school events such as Pastors’ Chapel, Grandparents’ Day, and Fine Arts Night.



ATHLETIC OPPORTUNITIES

Liberty Christian High School is a member school of the Indiana High School Athletic Association. Students and parents alike are encouraged to support our teams by attendance at athletic events. Fans and participants are reminded that we represent the Lord Jesus Christ as well as our school; therefore, good Christian attitudes and character should be demonstrated at all times—see the Liberty Christian School Athletic Handbook for more details.



Liberty Christian Elementary School offers athletic clinics and/or intramural clubs for boys and girls in grades 2-5 – including: soccer, basketball, cheerleading, volleyball, baseball, and track. These after-school programs allow any interested students to participate with the focus on building confidence and raising athletic ability. These programs are sponsored by the Liberty Christian School Athletic Department and elementary P.E. teacher. Parent volunteers and helpers are always appreciated.

ATHLETIC TEAMS

4th and 5th grade boys and girls may try out for the Liberty Christian School elementary basketball teams which compete in area elementary leagues.

Liberty Christian School 6th graders are eligible to try out for and participate on Junior High cheerleading, cross country, soccer, volleyball, and basketball teams. **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 the student is permitted to try out for a team.

PINS AND NEEDLES CLUB

The Pins and Needles Club was formed by volunteers for the purpose of teaching quilting and sewing skills to 5th and 6th grade boys and girls. Classes are conducted after school. In the spring, the students share their quilts and projects in an evening Quilt Show.



CREATIVE WRITING CLUB

Students have an opportunity to develop and nurture their writing skills in the after school Creative Writing Club. This club, for students in grades 2-6, meets one time a week. Students' published work is displayed in the spring.

GARDEN CLUB

Students in grades K-6 are invited to participate in Garden Club activities once a month after school. Students enjoy exploring God's creation through the guidance of a Master Gardener.

MRS. HUFF'S HEALTHY HEARTS



Students in grades K-6 may join Mrs. Huff each Friday after school for 40 minutes of walking. Students earn charms for the amount of time they spend walking. The focus of the activity is on keeping our physical and spiritual hearts healthy and happy!

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

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 year will be disposed of.

COMMUNICABLE DISEASES

After having the following diseases, a child should have written consent from either a physician or the health department to re-enter the school: 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 1st, 3rd, and 8th grades and all other students suspected of having a visual impairment. Audiometer tests are conducted for all students enrolled in the 1st, 4th, 7th, and 10th grades and all other students suspected of having a hearing impairment.

PARTNERSHIP 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 (PTF)

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. Please contact the PTF to see how you can get involved!

EPALs (ELEMENTARY PARENT ACTIVITY LEADERS)

Each early ed. and elementary classroom teacher has an EPAL (Elementary Parent Activity Leader). The EPAL is the contact person between the teacher and the classroom parents. Classroom parties, monthly birthday celebrations, service projects, and classroom auction projects are just a sampling of the ways EPALs work with the teacher and parents. Attendance at a monthly EPAL meeting and a willingness to serve on a regular basis in the classroom is an important part of this ministry. EPALs serve under the guidance of the school administration and the PTF.

CLASSROOM VOLUNTEER OPPORTUNITIES

Liberty Christian School cannot fully operate without the commitment of qualified volunteers. Volunteers who serve on a regular basis must complete and submit a volunteer application, along with an annual criminal background history, to the office. Consider the following areas where you can contribute:

- Be a room helper for special events in the classroom
- Help individual or small groups of students with flash cards, spelling, memory verses, etc.
- Put up seasonal decorations, bulletin boards
- Read to a class
- Copy and organize papers for teachers
- Cover teacher’s recess duty
- Help with arrival or dismissal duties one or more days per week
- Share a special talent or interest with a class or in chapel



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 others 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 elementary students. The first responsibility of each chaperone is to the students being supervised.
- **At no time is a student to be unsupervised.** Groups of children 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. In most cases exceptions are reserved for emergency situations, or are approved prior to the event.
- Chaperones should refrain from purchasing special treats for the children they are supervising unless all children in the class benefit equally.

PARTIES & SPECIAL EVENTS

PARTY POLICIES

In keeping with our Christ-centered environment, it is requested that careful attention be given to avoid children being “left out”. Personal party invitations may only be sent home from school if EVERYONE in the class is receiving an invitation.

Due to the large number of parents who attend special classroom events, younger and older siblings will only be accommodated by teacher invitation. Please considerately follow the teacher’s request.

Please do not send RED PUNCH. The red dye is very difficult to clean up when there are spills.

Thanksgiving Party: The Thanksgiving party is a time set aside to thank God for His many blessings to each of us. This celebration is preceded by classroom instruction and many creative activities. Several classes make costumes and prepare their own food for the “feast”. Parents, grandparents, and friends are often invited to enjoy the feast and celebration.

Christmas Party: The halls and classrooms are brightly decorated with students' artwork depicting Christ's birth. Students will celebrate the birth of our Lord and Savior Jesus Christ at a birthday party. A small gift exchange may take place. The school will recognize and celebrate only the biblical meaning of Christmas.

Valentine’s Day Party: On or around February 14, students celebrate the gift of Christ’s love and friendship. Cards may be exchanged and a small party is held within the classroom.

Birthdays: There will be ONE classroom birthday party each month. The school will publish the dates of the party days. Students who have a birthday (or ½ birthday) in the month may bring in treats for the class to celebrate. It is recommended that treats be as healthful as possible.



FIELD TRIPS

Field trips are an important part of the instructional program. Parents will be notified in advance and will sign a permission form. Fees may be charged to cover field trip expenses. The signed permission form must be on file the day of the trip for the student to be eligible to attend.



Students must travel to and from the event in school-sponsored vehicles. Only an administrator or the sponsoring teacher can make an exception to this. Exceptions must be requested in advance or made in the event of an emergency.

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. It is expected that all chaperones dress appropriately, provide assistance to the teachers, and follow the teacher’s instructions carefully.

LIBERTY OLYMPICS

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. The pledges are requested and collected through the mail—there is no door-to-door selling. 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 the Liberty Olympics event, counting donations, and awards. Please contact the PTF officers for more information.

GRANDPARENTS' DAY

Hundreds of grandparents visit our school on this very special day in the spring. Students mail invitations and prepare special treats and activities for their grandparents. Typically this is a half-day and students are released to go home (or to lunch) with their grandparents. Parent volunteers are needed to provide a continental breakfast.



“SOUL-ED OUT” FOR EDUCATION AUCTION

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 our school budget and tuition assistance.

AWARDS DAY AND CELEBRATIONS

The end of the school year brings many exciting opportunities for celebration. Pre-School and Pre-Kindergarten classes host an end-of-the-year picnic each spring for parents. Kindergarteners have their own evening celebration and promotion ceremony. Sixth graders are honored with a special evening to celebrate their promotion to junior high. On the final day of school a special awards ceremony is held for students in grades 1-6. Parents and families are always welcomed and encouraged to attend these special events.

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.

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 pray with and guide students 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. 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. Guest must sign in at the office and wear a visitor pass.

OUTREACH & MISSIONS

Opportunities are given throughout the school year for students to minister to our local community and the world around them. Operation Christmas Child is one annual mission focus where each classroom prays for and packs two shoeboxes. Students volunteer to donate candy and small toys. Each elementary classroom also “adopts” an LCS senior to sponsor for the senior mission trip. Students pray for and donate items to support the senior. This opportunity allows younger and older students to partner together to make the vision of Liberty Christian School a reality. At other times events may be held to collect funds for disaster relief or other special needs. Students are never required to provide financial assistance, but are encouraged to do chores and jobs to earn money to help support ministries sanctioned by our school.

PRAYER

Prayer is a vital component our program of Christian training. Students at Liberty Christian School are taught the importance of establishing a consistent daily prayer life. Teachers lead the students to understand how Jesus 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.



School personnel, parents, grandparents, and friends are welcome to participate in the Liberty Christian School prayer room ministry. The prayer room is open every school day. Names and photos of all students, faculty, and staff are waiting to be prayed over. Contact the school office for information.



Our Mission

Liberty Christian School is a Christ-centered community where students receive an excellent education based on biblical truth.

Our Vision

Liberty Christian School will equip every student to passionately impact the world for Christ.