



LIBERTY CHRISTIAN SCHOOL

SECONDARY STUDENT HANDBOOK

GRADES 7-12

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www.libertyonline.org

LIBERTY
Christian School

“Where the Spirit of the Lord is, there is liberty....”

2 Corinthians 3:17

DEAR STUDENTS AND PARENTS,

We extend our warmest greetings to all of our students and their parents. We are anticipating great things from the Lord through the ministry of Liberty Christian School. We offer a unique and excellent educational opportunity based on God's Word. We are very optimistic about the future of this school and the course the Lord has given us to follow. We believe you will share this optimism and excitement with us as you become familiar with the history, philosophy, and goals of the school.

We operate on the principle that the school is an extension of the home, and each must cooperate with and support the other in all situations concerning the student, e.g., academic progress, behavioral issues, etc. The church is the third part of the educational triangle and should be a major part of the student's life. The school is not to replace the church or the home. We urge each family to be actively involved in the ministry of a local, Bible-believing church.

This handbook will help to foster cooperation between home and school by providing a better understanding of the school program and the ways in which parents and teachers can work together. Every effort has been made to ensure the accuracy of the handbook's contents. Yet, occasional revisions and/or clarifications may be necessary. Please contact the school with any questions.

We are excited about the reality of God's power and the potential that each young person has in experiencing God's perfect will. We look forward to your support of and participation in the life of Liberty Christian School.

Yours For Christian Education,

Mr. Jeremy Cowin, Superintendent

Mr. Delray Shaffer, Vice Principal/Academic Dean

Mrs. Janet Hobson, Vice Principal/Dean of Students

PLEDGES, MASCOT, & COLORS

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.

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.

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.

School Mascot: Lions

School Colors: Red & Gold

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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 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 & 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)



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.

INSTITUTIONAL VALUES

These are the uncompromising values we embrace; 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 **RELATIONSHIPS** are 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**.

STATEMENT OF FAITH

Whereas we who are of one Lord, one faith, and one mind, having been called together by God and united in the Spirit of God, do hereby establish this non-denominational Christian school to be known as Liberty Christian School. We, therefore, have set forth the following statement of faith which is to be the foundation of this school.

1. We believe the Bible to be the inspired and only infallible authoritative Word of God (2 Timothy 3:16; 2 Peter 1:21).
2. 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).
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory (Isaiah 7:14; Matthew 1:23; Luke 1:35; Hebrews 4:15; Hebrews 7:25; John. 2:11; Hebrews 9:12; Ephesians 1:7; Colossians 1:14; John 11:25; Acts 1:11; Revelation 19:11-16).
4. We believe that God loves each person and desires the salvation of all (John 3:16).
5. We believe that salvation is through faith in Jesus Christ (Ephesians 2:8-9).
6. 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 (Romans 3:23; 5:8-9).
7. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life (Galatians 5:16).
8. We believe in the spiritual unity of believers in our Lord Jesus Christ (I Corinthians 12:13).
9. We believe in the resurrection of both the saved and lost, them that are saved unto the resurrection of life and them that are lost unto the resurrection of damnation (John 5:28-29).
10. We believe that the biblical model of marriage is limited to a covenant between a man and a woman.

DESIRED RESULTS FOR STUDENT LEARNING (DRSLs)

A Liberty Christian School student will

1. know God intimately by
 - a) possessing a saving knowledge of the death, burial, and resurrection of Jesus Christ.
 - b) demonstrating tangible evidence of their faith in Jesus Christ.
 - c) possessing and articulating a worldview consistent with the Bible.
 - d) being actively involved in the local/worldwide church.
2. be an effective God-honoring communicator by
 - a) expressing ideas clearly.
 - b) employing various modes of communication.
 - d) displaying subject knowledge and preparation.
 - e) exhibiting discernment.
3. be a God-honoring life-long learner by
 - a) applying critical thinking skills.
 - b) effectively using technology.
 - c) demonstrating adaptability.
 - d) actively pursuing and applying new information.
 - e) exhibiting basic cores of knowledge.

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. 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 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 are to remain locked during the school day.
- Visitors must ring the buzzer at the front or rear entrance. From the office, the receptionist can see the visitor through a camera. The camera angle can be moved from the office for a clear view for visitor identification.
- 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, and substitutes are trained and drilled in emergency preparedness.
- Every room in the school has a CRISIS notebook with emergency information, plans, and phone numbers. A battery operated radio and flashlight are also provided for each room.
- Please inform the office if you have special dismissal needs.

ACADEMICS

ACADEMIC DIVISIONS

Liberty Christian School is divided into three divisions: Pre-School/Pre-Kindergarten (3, 4, and 5 year olds), Elementary (Grades K-6), and Secondary (Grades 7-12).

HOMEWORK

Homework, an integral part of most educational programs, is designed to aid the student in his studies. If homework ever gets to be a burden, please check with your child's teacher. It may be that the student is not making adequate use of study time in school. Each teacher is at liberty to give homework to aid the student in his studies. Therefore, each student is expected to complete homework assignments. Homework is given for several purposes:

- ✓ For drill and practice—we believe that most students require solid drilling to master material essential to their educational progress.
- ✓ For remedial activity—as instruction progresses, various weak points in a student's grasp of subject matter become evident. Homework, following instruction, is given to overcome such difficulties.
- ✓ For special projects—book reports, compositions, special research assignments and projects are some of the activities that are frequently the subject of homework attention.

It is difficult to estimate the average amount of time required to complete homework assignments. We desire for homework to complement learning, not stifle it or put undue pressure on family time. Some ways you can assist your student with his homework are listed below:

- ✓ Provide a quiet, well-lit, comfortable place to study and do homework (away from TV and radio).
- ✓ Reserve a certain period of time for homework.
- ✓ Be available to answer questions or help if needed.
- ✓ Make sure all necessary materials are available.

SECONDARY HOMEWORK POLICY

Homework Policy for Absences

One day will be given to complete assigned homework for every day a student misses due to an excused absence. All students are encouraged to get a “homework buddy” at the beginning of the school year to help students who miss school identify and possibly pick-up assignments. Homework assignments are available on-line through the school web site (www.libertyonline.org) by clicking on the teacher’s picture.

Homework Policy over Breaks

- Long-term assignments may be assigned over breaks. A long-term assignment is one that requires a week or more to complete.
- Daily assignments are not assigned over breaks.
- Scheduled breaks are Thanksgiving, Christmas, and Spring Break.
- Assignments are never due the first day after a break.

Homework Policy during extra-curricular activities

Activities such as school plays, trips, and sports programs are considered to be privileges earned by each student wanting to participate. It is important that students understand these activities are extra-curricular and that in no way do they provide an excuse for not completing their regular class work. Assignments may be provided as much as a week in advance for students involved in these programs. The purpose of this is to give those students the ability to manage their time wisely and to complete their work outside of the “crunch” times within their extra-curricular activities. Whether they choose to do this or not is up to each individual student. Regular class work will go on during all extra-curricular activities.

REPORT CARDS

The purpose of our reporting system is to give parents and students an indication of the progress which is being made. Each student's ability, attitudes, application, and achievement are taken into account in the grading, but the students are marked on actual achievement, not primarily on effort put forth. Quarterly report cards are sent home every nine weeks. Report

cards will only be released if tuition accounts are current. Students which enroll two weeks or less prior to the issue of report cards will not receive one for that term. Any students with incomplete grades on their report card have 2 weeks to make up their grade after the term ends.

MID-TERM REPORTS

Mid-term reports are available for secondary students about midway through each quarter through Power School Parent. The mid-term report is designed to advise the parents of the student's progress to date and present both teacher and parents the opportunity of requesting a conference.

Students should be encouraged to work for achievement as such, not for grades. Ideally, a child should learn to work in order to achieve and please the Lord, (Colossians 3:23), and not simply for monetary awards and appeals. Please do not compare your child's grades with those of other children, especially a brother or sister. Each student is different and the reports are written on the basis of his/her progress and should be interpreted in accordance with his/her ability. Parents are urged to ask for a conference any time one is desired. The teachers and administration welcome such opportunities

EXTRA CREDIT

Because a student's overall grade should reflect one's classroom performance, opportunities for extra credit should be rare and fairly insignificant in light of the whole grading period.

GRADING SCALE

Grades 7-12

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

GRADE POINT AVERAGE

The secondary school uses the following point system for determining grade point average (GPA). In addition, a weighted scale is used for advanced courses as follows:

<u>Standard Courses</u>		<u>Advanced Courses</u>	
A	4.000	A	5.000
A-	3.667	A-	4.667
B+	3.333	B+	4.333
B	3.000	B	4.000
B-	2.667	B-	3.667
C+	2.333	C+	3.333
C	2.000	C	3.000
C-	1.667	C-	2.667
D+	1.333	D+	2.333
D	1.000	D	2.000
D-	0.667	D-	1.667
F	0.00	F	0.00

All courses listed on the high school transcript are included in determining GPA except transfer credits of pass/fail.

HONOR ROLL

In the middle school, the Honor Roll is composed of students with all A's and B's on their quarterly report card. In the high school, the Honor Roll is composed of students with a quarterly grade point average of at least 3.5 but less than 3.75. Year end award certificates will be presented to those students who have been on the Honor Roll all year.

PRINCIPAL'S LIST

In the middle school, Principal's List is awarded to students with all A's. In the high school, Principal's List is composed of students with a quarterly grade point average of 3.75 or above. The Principal's List will be published each quarter. Year end award certificates will be presented to those students who have been on the Principal's List all year.

PROMOTION & 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. Parents should be notified by the third nine-week interval if retention seems likely.

If a student obtains failing grades as a semester average in core subjects, that student may be retained. A pattern of failing grades due to lack of effort will result in the student being placed on academic probation. During the probation period, the student's grades must improve.

GRADUATION REQUIREMENTS

The curriculum of Liberty Christian High School, and its graduation requirements, are built upon the Indiana Core 40 as required by the State Department of Education. The Indiana Core 40 is the minimum that we begin with, and then add additional requirements. Each Liberty Christian High School student is required to take Bible each semester.

Because the school is state accredited, the Graduation Qualifying Exam (GQE) and End of Course Assessments (ECA) are administered as prescribed by the State of Indiana. The State of 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 High School offers a 2-track curriculum, General Academic and Honors, each of which are designed to prepare the student for college or other post-secondary studies. The requirements for each are as follows:

GENERAL ACADEMIC DIPLOMA

The General Academic Diploma is based on the Indiana Core 40 graduation requirements and 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 until he/she declares a different track at the end of the sophomore year. This program requires the minimum of the following courses:

Bible	8 credits
Language Arts	8 credits
Social Sciences	6 credits
Natural Sciences	6 credits
Mathematics	6 credits
Fine Arts/Foreign Language	4 credits
Health	1 credit
Physical Education (2 semesters)	2 credits
Keyboarding	1 credit
Electives	8 credits
TOTAL:	50 CREDITS

HONORS DIPLOMA

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 the successful completion of two Advanced Placement (AP) or Honors courses and a cumulative grade point average of 3.5. If it is not possible to complete two AP/Advanced courses due to scheduling conflicts, the following options may be utilized:

- ✓ Academic, transferable, dual high school/college courses resulting in six (6) college credits
- ✓ One AP course and one academic, transferable, dual high school/college course resulting in three (3) college credits
- ✓ Score of 1200 or higher combined Scholastic Aptitude Test (SAT) and a cumulative grade point average of 3.5.
- ✓ Score of 26 or higher composite American College Test (ACT) and a cumulative grade point average of 3.5.

Bible	8 credits
Language Arts	8 credits
Social studies	8 credits
Natural Sciences ¹	8 credits
Foreign Language	6 credits
Mathematics ²	8 credits
Fine Arts	2 credits
Keyboarding ³	1 credit
Health	1 credit
PE	2 credits
<u>Electives</u>	<u>4 credits</u>
TOTAL	56 CREDITS

¹ High School Space & Earth Science is not applicable to an Honors Track Diploma.

² The Indiana Core 40 Diploma requires students complete Algebra I, Algebra II, and Geometry. Personal Finance and Accounting are not applicable to an Honors Diploma.

³ 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.

HONORS COURSES

1. Honors courses are offered to juniors and seniors only. Exceptions will be made for freshmen and sophomores choosing the Honors option for Spanish I or Spanish II.
2. Honors courses are offered to the students who wish to take a course that is designed to challenge the student above regular classes.
3. It is recommended that no more than two Honors classes be taken in a year.
4. Honors courses will not be offered as an independent study course.
5. Students desiring to take Honors courses must have a cumulative GPA of 3.3.
6. Students desiring to take Honors courses cannot be on the Academic Ineligibility List for the 4th quarter. 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.
7. Honors courses do not accept late assignments. Assignments are due at the beginning of the class period.
8. Several Honors courses are available as Dual Credit.

FOREIGN LANGUAGES

Many colleges require a foreign language for admission. It is the responsibility of the student to obtain that information from the college of their choice concerning particular foreign language requirements.

PHYSICAL EDUCATION

High school students will take Physical Education and Health as dictated by the graduation requirements. Students in grades 7 - 12 shall wear the prescribed PE uniform as directed by the PE teacher.

GRADUATION HONORS

Valedictorian

The graduating senior with the following requirements will be chosen as valedictorian:

- ✓ The student with the highest cumulative high school grade point average after completing at least three consecutive semesters at LCHS prior to determining the valedictorian.
- ✓ Valedictorian will be determined one week prior to the commencement date.
- ✓ 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 student 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 graduate with the 2nd highest cumulative grade point average. The same guidelines for valedictorian apply to the salutatorian.

Graduation with Academic Distinction

All graduates with a cumulative grade point average of 3.5 or higher will be designated as Graduation with Academic Distinction by wearing a gold cord/tassel around their shoulders at graduation.

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, so 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 and so 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 recipient of the award based on submitted applications.

STANDARDIZED TESTING

All accredited colleges require successful completion of the Scholastic Aptitude Test (SAT) or the test of the American College Testing (ACT) for admission. High school students should make provision for taking the SAT or ACT college entrance exams before the fall of their senior year. Taking the PACT and the PSAT beforehand is beneficial. 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 SAT/ACT is **150-046**.

All middle school students will be given an achievement test each spring. Students in certain grades will also be given the Otis-Lennon School Ability Test. Liberty's *Stanford Achievement Test* scores are compared to regional norms, national norms, and Christian school norms. If you have any difficulty interpreting the scores or understanding their relevance, please contact the principal or guidance department for help.

COURSE DROP/ADD POLICY

Since the curriculum at Liberty Christian High School is developed on the basis of student needs in order to graduate, dropping and adding courses after the school year begins is discouraged. However, it is recognized that some students may find it difficult carrying a full class load, and need to drop a course. Therefore, a student may request to drop a course during the first two weeks of either semester. This will not be done lightly or quickly but with consideration on the part of each party involved in the decision. A student must be prepared to justify a change in his/her schedule. Anytime a course (even an elective) is dropped or added, the following criteria must first be met:

- ✓ Permission of the principal
- ✓ Permission from the teachers' of the course being dropped and the course being added
- ✓ Vacancy in course being added
- ✓ Written permission of parent(s) or guardian(s)

Credit is assigned at the end of each semester; therefore, no credit is given for courses dropped before completion of the semester.

TRANSCRIPTS & RECORDS

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

1. To the parents and students upon written request of the parents.
2. To prospective employers upon receipt of written parent/student authorization.
3. To colleges, universities, and military services upon the student's written request. Please submit a transcript request form with \$1 fee.
4. To another school as a result of withdrawal or transfer upon receipt of written parental authorization.

Records will not be automatically transferred. Instead, they must be requested by parents.

ATTENDANCE

SCHOOL HOURS

Classes begin at 7:45 a.m. and end at 2:35 p.m. Student supervision is available beginning at 7:05 a.m. in the gym. After school care is available through "Kids' Club" explained on page 24.

Attendance and punctuality are responsibilities that each parent and student must take seriously. Prompt and regular attendance is an excellent habit to establish now and is essential for successful class work. Attendance records are kept for each student as required by law. Excessive tardies or absences will be addressed.

An excused absence is one that occurs due to student illness, family vacation, college visitation or emergencies such as funerals, family issues, or other extreme situations of that nature.

For security reasons, parents must call the school office to report that a child is absent by 9:00 a.m.

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. The note must be brought to school the day prior to the absence. Dental and medical appointments should be made after school, if at all possible. Responsibility for getting all assignments and making up daily work rests with the parent and student.

Liberty Christian School operates under the "**closed campus**" policy. Once a student arrives on school property in the morning, they are not to leave or return to their car, 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 or guardian must either come in and sign the student out or send a note to school with the student stating the reason they will be leaving and what time.

Extended vacations planned at times other than normal school vacations **MUST** be cleared through the administration at least one week in advance. Work missed should be done before leaving. 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 classroom discussions and activities cannot be made up. Our purpose is to partner with parents to educate the student. Therefore, Liberty Christian personnel will advise the parents if the school believes that such an extended absence is not in the best interest of the student.

EXTRA-CURRICULAR ACTIVITY ELIGIBILITY

Students absent for **more than four periods** on the day of an extracurricular activity (sports, music, and skating party) are ineligible to participate in the activity that day or evening. The administration may make exceptions for certain events such as a doctor's appointment or a funeral.

HIGH SCHOOL ATTENDANCE

High school students have different needs and responsibilities than middle schoolers. Their attendance policy reflects this growth in both independence and maturity.

The most basic expectation for a student is to be in class every day. Students who have excessive absences in class for the semester have failed to receive the experiences necessary to receive full credit for that class. The school does recognize that students may need to miss class occasionally for extenuating circumstances. It is expected that assignments for pre-planned absences will be completed in advance. For unplanned absences, one make up day will be allowed for each day missed.

After 10 absences, there will be a mandatory meeting with parents, students, and administration to determine a plan of action. On the fifteenth (15) absence, the student will accrue a penalty of a 3% deduction from their semester grade in each class with 15 absences. With 18 absences, the student will accrue a penalty of a 5% deduction from their semester grade in each class with 18 absences. With 20 absences, the student will lose credit and receive an "F" for the semester's course work, unless there are extenuating circumstances.

Each high school junior and senior is allotted a maximum of four (4) college visit days per year. Documentation from the college must be turned in to the office. These college days are NOT counted toward the 15 day limit.

Although the school reserves the option of making exceptions for special circumstances, this policy will be followed in nearly all cases. Any parental requests for exceptions must be in writing within ten (10) days of the issuing of the semester grade.

The fifteen absence days allotted for each class includes absences due to illness, doctor's appointments, vacations, suspensions and any other activity. **Missing school for school related functions is not considered an absence.**

Parents will be notified (by email whenever possible) when their child has missed 8 classes and then at 10 classes (for the meeting) and again at 13.

TARDINESS

Students who arrive to school after **7:45 a.m. must immediately report to the main office to receive a pass.** An excused tardy will only be granted for medical reasons when the student presents upon arrival a note from the parent or doctor. All other tardies are unexcused.

Any student who receives five unexcused tardies in a quarter shall receive a detention, and one detention for each five subsequent tardies.

SENIOR PRIVILEGE

Seniors are allowed the privilege of working off campus during the school day if they are engaged in verifiable activities that enhance their educational experience. These activities could include work study employment, university/college classes and independent study. Each student's activities must be approved by the secondary principal on a case by case basis.

Students may apply for senior privilege who:

1. Will complete their required credits and courses of study for graduation prior to the end of the school year.
2. Are able to complete their required credits and courses of study for graduation in 5 periods or less per day during the school year.
3. Have a GPA of 3.00 or higher.
4. Have parental permission.

Rules

1. Students who take advantage of senior privilege are not allowed on campus between the hours of 12:15 p.m and 2:30 p.m. (the last 3 periods of the school day).
2. Students whose schedules require a 6th, 7th or 8th period class will not be granted senior privilege.
3. All students with senior privilege must attend the first 5 classes of the school day.
4. All students with senior privilege must attend required school functions, including weekly chapels and retreats.
5. Senior privilege does not reduce or waive tuition.

6. Senior privilege students must sign in and out of the building when exercising this privilege.
7. Senior privilege students must provide LCS documentation of their off school activities and be engaged in those activities during their senior privilege time.
8. If a senior's off-campus activities are for graduation credit (i.e., independent study, etc.), reasonable progress must be evidenced.
9. The appropriate permission and application forms must be completed prior to a final decision by the principal.
10. Senior privilege can be revoked if these rules are violated.

COMMUNICATION

COMMUNICATION WITH PARENTS

Because the parent/school partnership is of high priority, Liberty Christian School offers on-line 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 and will respond to messages within 24 hours unless absent or ill. Please schedule a time with the teacher for a face-to-face appointment if there is a serious situation. This greatly prevents misunderstandings and allows for clearer communication.

PARENT-TEACHER CONFERENCES

Liberty Christian School designates certain days during the school year as Parent-Teacher Conference days. These days are scheduled after the first quarter 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 in understanding the student's needs, comparing notes, and rejoicing together in the student's progress. We highly encourage parents to contact a faculty member any time a consultation is needed regarding their child beyond conference days. Liberty Christian School is committed to maintaining effective communication with the home.

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 requested that at least one parent attend this crucial meeting.

PARENT VISITS

All parents are welcome during the school day. School personnel are available for consultation regarding problems or questions that concern your student. It is the desire of the administration and faculty to be available to parents as well as students.

If you wish to talk to a teacher, we ask that you make an appointment at a convenient time. Please be considerate of the teacher's time during school.

When a visit to the classroom is necessary, you must check in at the office first, sign in, and receive a visitor's badge. Please do not go directly to the classroom. We request that parents who visit the school dress appropriately.

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. **If you would like a hard copy sent home weekly with your child, please contact the office.**

ON-LINE GRADES

A parent portal is provided through our grading program, Power School. This portal allows students and parents the ability to view class assignments and grades on-line. Individual user names and passwords are assigned through the secondary office.

THE TORCH

Liberty Christian School also publishes a newsletter that is sent to our entire mailing list. The purpose of The Torch is to communicate the distinctives of Christian education as well as important "news-worthy" events within the school. This newsletter has excellent public relations value in representing our school to the community. We encourage everyone to share this publication with neighbors or relatives who may be interested in learning more about Liberty Christian School.

WWW.LIBERTYONLINE.ORG

Another vehicle of communication is the school's web site, www.libertyonline.org. This web site contains basic information about the school and contains the Liberty Link, homework assignments, lunch menu, and e-mail to send messages to the staff and administration.

THE MATTHEW 18 PRINCIPLE

Liberty Christian School is made up of people such as parents, administrators, teachers, board members, and students. 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 two people 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 SCHOOL PRINCIPAL AND/OR SUPERINTENDENT.

"...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 and if the matter will be presented to the Board or resolve the issue with the Superintendent and others involved.

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

A prayerful, systematic approach to any problem dealing with people can help to improve any situation, if not solve the problem completely. Liberty Christian School is a Christian school, and as a result, we need to carefully handle our problems the best way possible with guidelines that lead us to a "good report" and which honors the Lord and His Word.

SPIRITUAL LIFE

PHILOSOPHY

Liberty Christian School has as its mission the equipping of students to live effective Christian lives. The foundation of this life is the personal relationship of students and faculty with the Lord Jesus Christ.

Middle School

Middle school students should begin to develop a meaningful relationship with Christ through personal Bible study, prayer, and church activities. Students who resist such a relationship will clearly be at odds with the goals of Liberty Christian School and will inevitably feel conflict with the school.

High School

High school students are expected to have already developed a personal, meaningful relationship with Christ. Liberty Christian School recognizes this spiritual relationship to be of paramount importance. Through the admissions process, the school makes every effort to ensure all students are born-again believers. It is then assumed that these teenage Christians will work to develop their own Christian walk, whether or not those around them do so. No new high school student shall be enrolled without the following:

- ✓ Agreeing to the school's Statement of Faith
- ✓ Articulating a personal, saving faith in Jesus Christ
- ✓ Articulating a personal, on-going relationship with Jesus Christ
- ✓ Regularly attending church
- ✓ Agreeing to live a lifestyle consistent with a Christian life

These activities are expected even from students coming from non-Christian families. Each year at re-enrollment, every high school student must agree in writing to these five statements.

CHAPELS

A highlight of each week is the chapel service featuring Christian leaders who share with the students in a variety of formats. If you know of someone who would make a good chapel speaker, please call the Discipleship Director.

RETREATS

As a vehicle for investing in the spiritual lives of students and promoting unity throughout the student body, high school and middle school retreats are held at the beginning of the school year. These special events are planned and organized by the Discipleship Director.

BIBLE VERSION

Liberty Christian School uses the New International Version Bible for classroom use and memorization. Please speak with administration if there is a different version preferred.

CONDUCT & DISCIPLINE

PHILOSOPHY

The under-girding philosophy for the discipline system at Liberty Christian School stems from several biblical principles. First, the Lord is pleased with obedience and respect for authority. Second, in the security of order and structure, there is true liberty. Third, though our systems of discipline are designed for consistency and fairness (i.e., equal treatment for all), there is still the responsibility on the part of the teacher to discern the needs of the individual student to get to the root of a problem, rather than treating just the symptoms, and to employ creative methods of dealing with that problem. In this crucial area of discipline and conduct, it is expected that every parent will be willing to take an active, constructive part in the overall interaction of the home and the school.

DISCIPLINE OBJECTIVES

“Discipline your son, for in that there is hope.” Proverbs 19:18

Areas of concentration for all students:

- ✓ Respect—towards all adults, school property, God's name, and each other
- ✓ Self-control—in words, conduct, and attitudes
- ✓ Obedience—for school rules and teacher's instructions
- ✓ Honesty—in all of our dealings with others
- ✓ Orderliness—in conduct, with personal belongings, and with regard to assignments
- ✓ Kindness—in speech, actions, and attitudes

Areas to limit and discourage:

- ✓ Disrespect—in words, actions, or attitudes
- ✓ Disruptiveness—in words, actions, or attitudes
- ✓ Disobedience—towards school rules or teachers' instructions
- ✓ Dishonesty—in any form
- ✓ Disorderliness—in conduct, with personal belongings, or with regard to assignments
- ✓ Unkindness—in words, actions, or attitudes

SECONDARY DISCIPLINE

The middle school and high school teachers each use a classroom management system. This system integrates biblical principles and assertive discipline. It consists of three things: **1) rules, 2) consequences, and 3) positive reinforcement.** Rules are the specific standards or behaviors necessary to maintain a conducive learning environment. Consequences are applied when classroom rules are broken. They are organized in a hierarchy, from less to more substantial. Positive reinforcement of students is used consistently. Positive reinforcement fits into four categories: individual praise, notes or calls home, individual positives, and class-wide positives.

General Behavior Expectations

In an atmosphere of definite and positive Christian standards of conduct, there is an opportunity for the development of a strong and stable Christian character. Students should display the following types of behavior:

- ✓ Students will show respect and kindness for teachers, staff, and fellow students.
- ✓ Students will address all adults by the appropriate title of Mr., Mrs., Miss, Coach, etc.
- ✓ Students will obey the directions of faculty and staff at all times.
- ✓ Students will be honest at all times, which prohibits cheating on schoolwork.
- ✓ Students will show care and respect for the property of others. They will not take or damage the property of others.
- ✓ Students will resolve conflicts by discussion or by getting the attention of an authority figure. A student will never harm or intimidate another student physically or verbally.
- ✓ Students will always behave in a manner appropriate for school, without running or pushing.
- ✓ Student's language will always reflect Christ, never using hurtful, derogatory, or obscene words.
- ✓ Students will consider the feelings of others by refraining from public displays of affection toward the opposite gender.
- ✓ Students will not bring any of the following material to school: alcoholic beverages, tobacco products, illegal drugs, lewd pornographic literature, anti-Christian or inflammatory literature, personal electronic or music devices, toys (esp. toy knives & guns), weapons, explosives, lighters, matches, skateboards, or chewing gum.

Students not conforming to these expectations will receive necessary discipline in order to correct the behavior, which may include detentions, probation, or suspension. Students also face the possibility of being asked to withdraw from Liberty Christian School or of being expelled. The administration reserves the right to add to or subtract from the above list.

Because of the adverse effect of the use of drugs, alcoholic beverages, and cigarettes on our Christian testimony and our physical well being, the school has taken a strong stand against their use. If a student uses any of the above, he/she will face serious discipline that could result in his/her being asked to withdraw from Liberty Christian School or in his/her being expelled.

Unfortunately, a few students are resistant to reasonable methods of correction. The standard discipline procedures call for reprimands, telephone calls home, detentions, and suspensions. We must teach students that the cumulative effect of persistent disobedience will be greater than the sum of the individual consequences.

DETENTIONS

Detentions are given when a student has accumulated 5 unexcused tardies or written reminders or for general misbehavior. Detentions are assigned on Wednesday or Thursday mornings. Students will be informed of their detention in advance in writing. It is critical that students attend when they have been assigned a detention. If a detention is skipped, the student must meet with the Dean of Students. Prior to the detention time, parents may contact the office if there are family conflicts and to reschedule the detention.

Any student who accumulates six (6) detentions will be assigned a Saturday School Detention (8-11 AM). A second accumulation of six (6) detentions will result in a second Saturday School Detention (8-11 AM). After 2 Saturday School Detentions, there MUST be a meeting with the parent, student, and Dean to determine a course of action.

PROBATION

Occasionally, Liberty Christian School accepts or retains students who marginally meet our minimum qualifications in academics, behavior, or spiritual walk. These students clearly need closer supervision and accountability. This policy is a guide to implement that supervision by use of Probationary Status:

Criteria for entering Probationary Status

- ✓ Academic Probation: A student who during the past year has demonstrated a consistent lack of effort resulting in low or failing grades may be placed on academic probation.
- ✓ Behavioral Probation: A student who has demonstrated a pattern or behavior which is disruptive to the school environment or harmful to others may be put on behavioral probation.
- ✓ Spiritual Probation: A student who has a pattern of showing hostility toward authority, resistance to spiritual matters, or a rejection of the authority of Scripture in his/her life may be put on spiritual probation.

Consequences of Probationary Status

- ✓ Academic Probation: Students on academic probation may be prohibited from participation in extra-curricular activities until all quality grades are a "C" or better. At the end of the grade check, if the student has failed any class he may be asked to withdrawal from Liberty Christian School.
- ✓ Behavior Probation: While the student is on the behavioral probation he/she must meet with an administrator once per week to monitor progress (a note outlining the discussion will be sent home). At Mid-Term and then the end of the 1st quarter their will be a meeting with the administration, teachers and parents. If significant improvement has not been made at the end of the quarter the student will be asked to withdraw.
- ✓ Spiritual Probation: When a student is placed on spiritual probation a meeting shall be called with the parents, pastor (or youth pastor), teachers, administration. At that meeting a specific plan of action shall be developed. This plan will usually include the following: mandatory church attendance, scripture memory and service projects. The student will be required to meet weekly with the pastor or an administrator to discuss progress. If the student fails to complete assignments for three weeks he shall be asked to withdraw from Liberty Christian.

Removal from Probationary Status

- ✓ Academic Probation: The student must not receive more than 2 grades of "D" or lower on two consecutive mid-term reports or quarterly reports.
- ✓ Behavior or Spiritual Probation: The student must go for one quarter without exhibiting the behavior which had him/her placed on probation or any new problematic behavior.

IN-SCHOOL SUSPENSION

In the event of an in-school suspension, the student will be separated from the student body for the day(s) and be required to make up the missed homework and classwork for NO credit. However, tests, quizzes, and major projects can be made up with a 10% grade reduction.

OUT OF SCHOOL SUSPENSION

A student who has a persistent or serious discipline problem may receive a one to five day out-of-school suspension as a last warning prior to dismissal from the school. In the event of a suspension, a parent is required to meet with the principal or superintendent for a conference. The student will be required to sit in on all or part of this conference in most circumstances. A suspension will result from any serious infraction of school rules or standards. In the event of an out-of-school suspension, the student will not be permitted to participate in or attend any school related activities until the suspension is complete. The student is responsible for all class material covered during the suspension day(s) and is required to make up the homework and classwork for NO credit. However, tests, quizzes, and major projects can be made up with a 10% grade reduction..

EXPULSION

Because attendance at Liberty Christian School is a privilege and not a right, any student who violates school rules or standards are subject to expulsion. A student may be expelled from the school after other disciplinary procedures have failed or when major moral or social offenses have been committed. Causes for expulsion could include, but are not limited to the following:

- ✓ A pattern of continued willful disobedience, misconduct, or disrespect.
- ✓ Use, distribution, or possession of drugs, alcohol, tobacco.
- ✓ A pattern of speech or conduct that undermines the morals of other students.

The school reserves the right to require drug testing for a student it reasonably suspects of drug use. Prior to dismissal of any student from the school, the superintendent will seek the counsel of members of the Board of Directors. In the event that a parent feels an unjust decision has been made, the parent should request in writing a meeting to appeal the decision.

NON-TRADITIONAL STUDENT SITUATIONS

Policies and practices at Liberty Christian School are predicated on the assumption of parent-school cooperation and shared parent-school authority. Therefore, particular policies are in effect for those who have altered ties with parent/guardian authority, or students whose particular home relationships vary from usual parent-child relationships.

Students must reside with parent or guardian, or in a home approved by the parent or guardian. The school retains the right to deny continued enrollment to students whose living arrangements are, in the judgment of the school, detrimental to the school.

Likewise, for the benefit of both individual students and the school as a whole, LCS does not allow 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 a child.

DRESS CODE

The Secondary Dress Code is presented so that families will have an understanding of the standards agreed to when students are enrolled. The intent of the standards is to present an appropriate learning environment, not to measure spirituality. The standards are not meant to be divisive or to dictate a pseudo-righteousness. The school recognizes parental authority and depends on parents to support the dress code by checking their children before school each day.

SECONDARY DRESS CODE

It is the desire of Liberty Christian School that our students live and conduct themselves in a manner that will be pleasing to God and glorifying to the name of our Lord and Savior, Jesus Christ. Standards for appearance are a means of building character and distinction in the lives of our students. The code is not intended to measure spirituality, but rather to serve as a tool in fostering the academic and character development of the students as they participate in the education process.

The goals of a prescribed dress code are to:

- ✓ create a good self-image, which is vital to Christian growth.
- ✓ teach students to dress appropriately for a given occasion.
- ✓ encourage students to be neat and modest in appearance.
- ✓ provide a safe environment.

Teachers need to concentrate attention in areas other than monitoring dress. Therefore, we ask parents to take an active role in assisting students in following these guidelines. This standard applies to all classes, before and after school, during field trips, and other school related activities.

Students not adhering to the guidelines set forth will be sent to the school office for final determination by the administration. If the dress code violation is not easily resolved, parents will be asked to bring items necessary to meet dress code.

PHILOSOPHICAL JUSTIFICATION

The guiding principles of school dress policy are first the Biblical concept of modesty, which has at its heart, the concept of “non-offense” as spelled out in 1 Corinthians 10:23-33, and secondly, the concept of maintaining an academically conducive atmosphere.

The school recognizes that for students dress is of paramount importance in developing self-concept. Therefore, the school attempts to provide through this code, opportunity for students to develop individualism while reinforcing the concepts of “non-offense” and “academic atmosphere.”

GENERAL GUIDELINES FOR SECONDARY STUDENTS

PLEASE NOTE: THE ADMINISTRATION RESERVES THE RIGHT TO DETERMINE IF A STUDENT IS NOT DRESSED MODESTLY, APPROPRIATELY, NEATLY OR CONSISTENT WITH THE STATED PHILOSOPHY OF “NON-OFFENSE” OR “ACADEMIC ATMOSPHERE.”

Students should have a pleasing appearance by being neat and clean. Clothing which does not fit properly, too short, faded, or tattered is inappropriate.

Students should not wear clothing that could hinder the spiritual growth of their peers. Thus, clothing with words, pictures or advertisements that could cause others to stumble is not appropriate. Examples of such pictures or words are as follows: allusions to drugs, alcoholic beverages, tobacco, suggestive material, secular rock music, or non-Christian religious symbolism.

Students should not disrupt the academic process with an appearance that draws undue attention to themselves or their clothing (i.e., body piercing [excluding ears for girls] and tattoos).

Student appearance should reflect the academic environment. Therefore, the following are unacceptable: tank tops, image wear, (e.g., pop culture figures, wrestling figures, rock music images, grunge, etc.) or a general sloppy and dirty appearance (i.e., untied shoes, tattered, frayed, or torn clothes, etc.). It is inappropriate to wear a hat, scarf, kerchief, dew-rag, or sunglasses.

Hair, accessories, and jewelry styles should be tasteful and not draw undue attention. Unnaturally colored hair or heavy make-up does not enhance the school environment and thus not acceptable.

SPECIFIC GUIDELINES FOR THE YOUNG LADIES

DRESSES, SKIRTS, SKORTS, AND PANTS: Dresses, skirts, and skorts should reach the top of the knee and be of a style that does not draw undue attention. Sleeveless dresses may only be worn with a blouse. Cotton, knit, corduroy, denim pants, or capris are acceptable but must not be form fitting. Sweat pants, wind pants, or other athletic styles are not appropriate classroom attire.

BLOUSES/TOPS: Blouses, tops, and t-shirts should be tasteful, befitting a Christian school. Those that are inappropriately sheer, low cut, short, form fitting, sleeveless, too long, or tank style are unacceptable. Shirts must be long enough to be tucked in (cover the midriff) and will stay that way even when bending over. Crop tops (or those stopping at the waist) may be worn **only** with a tucked in undergarment. Shirts may be untucked if they are shorter than the upper leg. Shirts with tails must be tucked in.

ACCESSORIES, HAIR, & SHOES: Hair should be neat and clean, avoiding attention seeking or radical styles. Unnaturally colored hair and shaved designs are unacceptable. If a student has bangs, the bangs must be above the eyebrows. Jewelry and makeup should accent rather than dominate the appearance and should be worn in moderation. Opened- or closed-toed dress sandals may be worn. To qualify as a dress sandal, it must be made of a leather or similar dress material. **Snow boots, flip-flops, beach sandals, or athletic sandals are not acceptable.** Socks or stockings do not have to be worn with sandals or backless shoes.

SPECIFIC GUIDELINES FOR THE YOUNG MEN

SHIRTS: Shirts should be of a style befitting the classroom environment (i.e., collared shirt, sweater, button down, t-shirt, or sweatshirt). Styles such as white undershirts, tank tops, or mesh are not acceptable. Shirts may be untucked if they are shorter than the upper leg. Dress shirts with tails must be tucked in.

PANTS: Pants should be worn neatly and fit properly (no sagging). Cotton, knit, corduroy, or denim pants are acceptable. Sweat pants, wind pants, or other athletic styles are not acceptable.

HAIR: Styles must be neat and in good taste avoiding cuts that are intentionally radical or associative with negative role models. Hair should be cut above the eyebrows, cut off the collar and covering no more than the top half of the ear. Unnaturally colored hair, ponytails, or shaved designs are not acceptable. In addition, young men must be clean-shaven. Sideburns should be no lower than the bottom of the ear.

ACCESSORIES & SHOES: Jewelry should be moderate and not draw undue attention. Young men may not have body piercing or wear makeup. **Snow boots , athletic sandals, beach shoes, or flip-flops are not acceptable.**

HOT WEATHER DRESS

During 1st quarter and 4th quarter, students may wear shorts that are fingertip length or shorts with a 4-inch inseam, **whichever is longer**. In keeping with the principle of an academic community, shorts should be “dress type” rather than “athletic type.” Socks or stockings are not required. Tank tops are not allowed. **Flip-flops, beach sandals, or athletic sandals do not qualify.**

PUBLIC PERFORMANCE OR 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, performances on- or off-campus, recipients at award ceremonies, or other events determined by the administration. Please see your instructor regarding appropriate performance wear.

BANQUETS OR OTHER FORMAL EVENTS

Special events deserve special types of clothes in order to help set them apart. The following guidelines are designed to help create an atmosphere of *Christian distinction* at such events: Appropriate wear for young ladies would be either church type or eveningwear. To maintain an atmosphere of *Christian propriety* and to avoid offending others, dresses which are sheer, low cut, backless, or strapless are unacceptable. Dress length should be no shorter than the top of the knee. Dress shoes, slacks (not jeans), dress shirt with tie and jacket (or similar style clothing) are appropriate wear for young men. All banquet dresses **MUST** be pre-approved.

SCHOOL CEREMONIES AND DRESS UP DAYS

On days such as Grandparents’ Day, Pastors’ Chapel, Award Ceremonies, and other designated days, students are asked to dress up for the given occasion. On these days, all normal school dress code applies. In addition, young ladies are asked to wear dress pants, a skirt, or dress at the appropriate length. Dress sandals may be worn. We also ask the young men to wear a collared shirt and/or tie with dress slacks and shoes.

FIELD TRIP DRESS CODE

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

EXTRA-CURRICULAR ACTIVITIES

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 games.

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. **Physical forms must be presented to the coach before tryouts begin.**

VARSITY ATHLETIC LETTERS

Liberty Christian School awards letters in varsity athletics. A student may earn a Varsity athletic letter by active participation on a varsity team.

If the student has already been awarded a letter, the student will receive a chevron for subsequent awards.

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 insure that our students are fulfilling their duties in the classroom, before participating in extra-curricular activities.

Students who participate in extra-curricular activities must maintain a high academic standard. Therefore, the following guidelines of eligibility have been established to ensure that this academic standard is maintained.

The Liberty eligibility policy is as follows:

Any student who has two or more "D's" or one or more "F's" on a mid-term, quarter report, or semester report, shall not be eligible to participate in extra-curricular activities until the next eligibility check.

A student shall have the right to "try out" while ineligible and may attend practices with the team, but shall not travel or dress for a game.

The IHSAA eligibility policy is as follows:

Students must be passing 70% of their classes to be eligible by the IHSAA's standards. The IHSAA requires grades checks to be at the end of the 9 week grading period. If the student is not meeting the minimum IHSAA requirement, then the student is ineligible for the next 9 weeks, with no chance for mid-term eligibility. If they do not meet the IHSAA requirement, they cannot receive a waiver and are ineligible for the duration of the 9 weeks grading period.

If you have questions concerning eligibility, first consult the Athlete/Parent Handbook which is available on-line and then the Athletic Director, if needed.

CHEERLEADING

Cheerleading tryouts are conducted yearly. Cheerleaders must follow Liberty Christian School Athletic Eligibility policy.

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. See the Fine Arts Department Head for details regarding fine arts letters.

STUDENT COUNCIL

The purpose of student government is to develop and demonstrate leadership and to promote service to the school and local community. Student council members are elected on a yearly basis. Candidates for student council offices are required to meet the "eligibility" standards for participation in extra-curricular activities. They must also maintain personal standards worthy of a student role model. Breaches of the 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 can be obtained from the National Honor Society faculty sponsor.

CLUBS

As Liberty Christian School grows, various clubs or activities will become established parts of the school. All clubs and school-related activities must meet certain requirements in order to be sanctioned and allowed by the school.

- ✓ There must be a school approved sponsor.
- ✓ The faculty sponsor or designate must attend all meetings and activities of the club.
- ✓ The club must establish bylaws and goals that must be approved by the administration.

PARENT ORGANIZATION

PARENT-TEACHER FELLOWSHIP

Liberty Christian School feels strongly that students benefit from parental involvement. The school depends heavily upon its parents for prayer support as well as their assistance with special projects and events. PTF holds functions to provide fellowship for students, parents, faculty, and the school board. One fundraising activity is held each year to support the Athletic Department, enrichment programs and help meet specific needs of the school. Look for information on the PTF in the Liberty Link.

STUDENT HEALTH

HEALTH SERVICES

The physical health and welfare of each student is a high priority at Liberty Christian School. We realize that our effectiveness in teaching spiritual, academic, or emotional truth is largely dependent on the physical well-being of the child. Please take the initiative to keep your child at home when he/she is ill, for your child's sake and for the sake of other children. **Never send your child to school with a fever or a contagious condition.**

The school health services 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 injury. Parents will be asked to pick up students if they are unable to return to class or have a fever greater than 98.6°F with symptoms or greater than 99.5°F with or without symptoms. **All students must be fever free/symptom free for 24 hours before returning to school.**

MEDICATION

Questions relating to the taking of medication at school should be directed to the main office. Students bringing medications to school should report to the main office and to their teacher so that they will be alerted in the event that unwanted symptoms occur.

All over the counter medication must be in the original container and will not be given or dispensed unless an "Over the Counter" medication card is completed by the parent/guardian of the student and is on file in the main office.

All medications prescribed for a student should be kept in the original container bearing the original pharmacy label and the child's name. All prescribed and over the counter medication will be administered by office personnel, not by the classroom teacher. A school bottle may be requested from your pharmacist.

VISION, HEARING, SCOLIOSIS SCREENING

Appropriate health personnel are scheduled to visit our school for visual acuity, audiometer testing, and scoliosis screening during each school year. Visual acuity is conducted for all students enrolled in the 1st, 3rd and 8th grades and all other students suspected of having a visual issue. Audiometer tests will be conducted for all students enrolled in the Pre-K, K, 1st, 4th, 7th, and 10th grades and all other students suspected of having hearing issues. Scoliosis most often occurs during periods of rapid growth, age 10-16 years; screening is most important, therefore, for grades 5, 7 and 9.

IMMUNIZATION REQUIREMENTS

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 their series. They may remain in school at the end of this 30-day period by documenting that they have either:

- ✓ Completed all requirements,
- ✓ Entered upon a specific schedule of immunization approved by a physician or the local health department, or
- ✓ 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 immunizations 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.

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, lice).

Open, seeping sores and/or blisters (such as Chicken Pox and Hand, Foot & Mouth Disease) must be healed over or covered before a student may return to school.

Lice: Any student found with nits needs to be sent home as soon as possible. Students returning to school must report to the office before returning to class to be re-examined by the office personnel.

MISCELLANEOUS

KID’S CLUB

Liberty Christian School does provide after-school care for those students who do not have rides home immediately after school dismissal. Students report to the designated location in the building where they are supervised by the Kid’s Club staff.

Secondary students will be sent to Kid’s Club if not picked up by 2:50p.m. Kid’s Club is available until 5:30 p.m. for a fee.

The cost of Kid’s Club is charged per hour and is totaled at the end of each week. Charges for Kid’s Club officially begin at 3:05 p.m. If one’s account is two weeks in arrears, then students will not be eligible for Kid’s Club until the account is current.

All school rules of discipline, dress, and behavior apply to the Kid’s Club program and will be enforced consistently.

CARE OF SCHOOL PROPERTY

All students are expected to take care of school property at all times. Parents must reimburse the school for willful or careless damage to, or loss of, textbooks or other school property, including furniture and equipment.

CARPOOL INFORMATION & STUDENT PICKUP

- ✓ Each family is responsible for student transportation to and from school
- ✓ Each family is given a directory at the beginning of school listing all families enrolled, with their home addresses and telephone numbers, enabling families to set up a carpool system for delivery and pick-up
- ✓ Strongly encourage your student to be prompt in getting to his/her carpool—if one student is late, many are delayed

STUDENT DRIVERS

A student who wishes to drive to school must secure approval from the principal by filling out the appropriate forms.

Regulations:

- ✓ Drivers must show proper license, registration, and insurance.

- ✓ A valid parking sticker must be displayed.
- ✓ Vehicles are to be parked in orderly fashion between the lines.
- ✓ Students may not visit or otherwise use their car during school hours.
- ✓ Students who ride with other students to or from school must have their parents' written consent on file.
- ✓ Students may not ride with other students on field trips.
- ✓ Careless or reckless driving is prohibited and can result in the loss of driving privileges.

CHANGE OF ADDRESS/TELEPHONE

Any student moving must report the change of address or telephone number to the office as soon as possible. This is essential for school records and in case of an emergency or illness.

PERSONAL ELECTRONICS AND ENTERTAINMENT DEVICES

Students are asked not to bring radios, CD players, I-pods, MP3 players, electronic games, and skateboards to school without permission of the teacher or principal. Though it is acceptable for students to bring cell phones to school, their use is not permitted until after school. Cell phones **MUST** be turned off during the school day. If students use their cell phones outside of these guidelines, the phone will be confiscated and returned at the end of the school day. Repeat offenders will lose the privilege of bringing a cell phone to school.

SCHOOL CLOSING

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

Radio: WQME FM 98.7 WGNR FM 97.9 *TV:* 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 made on the stations listed in the preceding section. **If the event of a delay, the school building will open and school personnel will be present at 9:00 a.m.**

SCHOOL OFFICE HOURS

The school office is open from 7:30 a.m. to 3:30 p.m. daily. A receptionist is available to answer general questions and assist you.

FIELD TRIPS

Various classes take trips to interesting and educational places in the area from time to time as a vital part of the instructional program. Parents will be notified beforehand and must sign a permission slip for the students to go. Small fees may be charged to cover expenses. If parents are providing transportation for a field trip, proof of insurance and a photocopy of a valid driver's license must be on file. Volunteers in this area are welcome.

We do expect that a parent chaperone will help with the students and not just visit with other chaperones. Some field trips will require special dress. Students should check with the faculty sponsor prior to the field trip to find out what dress is appropriate for the outing. **No younger or older siblings may attend.**

LOCKERS

Each secondary student is assigned a locker. This locker should be kept neat and clean at all times. Locks may be put on the lockers only if the administration or office is first given the combination (this will help if the combination is forgotten). Lockers are property of the school and are subject to administrative inspection at any time.

LIBRARY

A constantly expanding library is available at the school and will contain up-to-date resource books, biographies, fiction books, as well as computers for on-line research. It will be open at designated times during the day so students may checkout books or do research. Students are also encouraged to get a card at the public library and use the books and materials available there also.

LOST & FOUND

If you believe your child has lost a personal item, please contact the office and you will be directed to lost and found. 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. Please mark all of your child's belongings to enable quick identification.

LUNCH PROGRAM

For the convenience of families, Liberty Christian School provides a hot lunch program using local vendors at a reasonable price.

- ✓ Students may participate in the hot lunch program or bring their own lunch.
- ✓ Students choosing hot lunch must pre-order lunch items beforehand on the clipboards located in the senior hallway. Students are held accountable for the food they pre-order.
- ✓ Money is collected daily as students get their food through the service line.
- ✓ The school does not have refrigeration equipment or microwaves for student use.

CLOSED CAMPUS LUNCH

Because Liberty Christian School has a closed campus policy, lunchtime is no different. Students are not allowed to leave school grounds for lunch. Likewise, outside visitors are not allowed to attend lunch at school unless they are:

- ✓ Parent or grandparent
- ✓ Pastor or youth pastor
- ✓ Visitors previously approved by administration

All lunch visitors must sign in at the office and wear a visitor's badge. They must eat with the student during the designated lunch period.

STUDENT VISITS

Student visits to Liberty Christian School need to be kept to a minimum unless there is a definite purpose for the visit and are **arranged through the administration**. Prospective students are also welcome to visit with previous arrangements. Any visitor must check in at the office upon arrival and wear a visitor's badge.

STUDENT VISA

We are using the Visa program at Liberty Christian School. It offers you the possibility of "being excused" for minor indiscretions. For example, rather than receiving a tardy for forgetting a text book, the use of the card forgives that specific issue. This card gives you 12 excused activities per semester. Six of these must be used specifically for "bathroom runs". The balance may be used for any acceptable visa use. Students are encouraged to use the restroom at a time other than during class. They are also encouraged to be to class on time with appropriate study materials. Visas are non-transferable.

Visa Promise (All students must sign)

I understand that my student visa is a privilege and that it can be revoked at any time if I misuse it. I further understand that my Visa has a maximum of 12 uses per semester.

Acceptable List (Things you can't use a Visa for)

Bathroom runs, forgotten text books, visits to the office, phone calls home, etc.

Prohibited List (Things that you can't use a Visa for)

Significant violations of student conduct, dress code, late homework assignments, incomplete homework, removing detentions or suspensions or playing sports when determined ineligible.

A teacher or administrator may veto any activity from visa use.

SPECIAL EVENTS

The following are some of the special events that occur throughout the school year to help in the fulfillment of the mission of Liberty Christian School in the lives of young people:

- ✓ High School Retreat
- ✓ Middle School Retreat
- ✓ Operation Christmas Child Shoebox Ministry
- ✓ Homecoming
- ✓ Senior Mission's Trip
- ✓ Academic Awards
- ✓ Taste of the Arts
- ✓ 8th Grade Class Trip
- ✓ High School Formal
- ✓ Senior Graduation
- ✓ Junior Mission Trip