

# Liberty Christian School 2020-2021 Parent & Student Handbook



## **Liberty Christian Elementary Campus**

2025 Hillcrest Drive\* Anderson, Indiana 46012\* Phone: 765-644-7773\* Fax: 765-644-7778

## **Liberty Christian Secondary Campus**

2323 Columbus Avenue \* Anderson, Indiana 46016 \* Phone: 765-644-7774 \* Fax: 765-644-7779

[www.libertyonline.org](http://www.libertyonline.org)

Revised 7/15/2020

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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, grade five was added. For the third year, grades six through eight were added.

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

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

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

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

### ***Professional Membership and Accreditation***

Liberty Christian School is accredited by the following:

Association of Christian Schools International (ACSI)

State of Indiana via Freeway Accreditation Legislation

North Central Association of Colleges and Schools (NCA)



Liberty Christian School holds membership in the following:

Indiana High School Athletic Association (IHSAA)

### ***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 values Liberty Christian embraces: principles that drive daily behavior and decision making of every employee, administrator, and board member.

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

### ***School Mascot***

Liberty Lions



### ***School Colors***

Red & Gold

### ***School Song***

*(To the tune of the Michigan Fight Song)*

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

### ***Pledges***

#### **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.

## ***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 atoning, substitutionary 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 that every person has sinned and has fallen short of the glory of God which leads to death and eternal separation from God. (*Romans 3:23, 5:12*).

☞ We believe that God loves each person and desires the salvation of all which leads to eternal life. (*II Peter 3:9, Romans 5:8, 6:23*).

☞ We believe that salvation is the gift of God by His Grace through faith in Jesus Christ alone. (*Romans 10:9, John 3:16, Romans 6:23, Ephesians 2:8-9, John 5:28-29*).

☞ We believe that the Holy Spirit is absolutely essential for salvation of the lost whereby sinful man becomes a new and transformed creation (*John 3:16-19, 5:24, Romans 3:23, 5:8-9, II Corinthians 5:17, Titus 3:5*).

☞ We believe in the on-going ministry of the Holy Spirit, by who's in-dwelling the Christian is enabled to live a godly life (*Romans 8:13-14, I Corinthians 3:16, 6:19, 20, Ephesians 4:30, 5:18*).

☞ We believe that all human life is sacred and created by God in His image. We are therefore called to defend, protect, and value all human life. (*Genesis 1:26-27, Psalms 139:13-16*).

☞ We believe that God has uniquely caused us to be born male and female, and we affirm that God's plan and benevolent intentions for human sexuality are found within the context of marriage between one man and one woman. We affirm the goodness of sexuality in the context of marriage, the importance of purity, fidelity, and the sacredness of marriage (*Genesis 2:23-24, Deuteronomy 6:6-7, Matthew 19:4-5, Mark 10:6-9*).

☞ We believe in the spiritual unity of believers as the body of Christ in the world today. (*Acts 2:42-47, Ephesians 4:3, Romans 8:9, I Corinthians 12:12-13, Galatians 3:26-28*).

## ***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 Head of School having the responsibility for the implementation of board policy. Contact the office of the Head of School for more information regarding the Board of Directors.

## ***Employees***

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

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

## ***Harassment Policy***

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

## ***Definition of Sexual Harassment***

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

### Quid Pro Quo

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

### Hostile Environment

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

## ***Examples of Sexual Harassment***

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

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

## ***Employee to Student Sexual Harassment***

Employee to student sexual harassment is prohibited.

## ***Student to Student Sexual Harassment***

Student to student sexual harassment is prohibited.

## ***What to do if you experience or observe sexual harassment***

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

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

All complaints will be promptly investigated.

## ***Where to Report Sexual Harassment***

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

- ✓ Building-level principal
- ✓ Administration

## ***Confidentiality***

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

## ***Protection Against Retaliation***

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

### **PROCEDURE FOR INVESTIGATION OF THE COMPLAINT AND FOR TAKING CORRECTIVE ACTION**

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

## ***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 remain locked during the school day.
- Visitors must ring the buzzer to gain access to the building.
- From the office, the receptionist can see the visitor through a camera view. A speaker system also allows the receptionist to talk to the visitor before opening the door.
- Visitors will report directly to the office and sign in. Visitors will be issued a visitor's pass while in the school building.
- Students are instructed to never open an outside door for anyone – even someone they know.
- All faculty, staff, and substitute teachers are trained and drilled in emergency preparedness.
- Emergency/Crisis information and supplies are located in every classroom.
- Persons other than parents who pick up a student from SECONDARY KID'S CLUB must know the family's 4-digit security code. If the code is not known, the child will not be dismissed until the school has contacted the parents for permission.
- Persons other than parents who pick up a student from ELEMENTARY DISMISSAL & KID'S CLUB must know the family's 4-digit security code. If the code is not known, the child will not be dismissed until the school has contacted the parents for permission.

## **Spiritual Life**

### ***Philosophy***

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

the gospel to all students. Faculty and staff are trained to help those who express an interest in salvation. It is our hope and desire that every student shall come to know Christ as Savior during this period of life. If a child makes a spiritual decision at school, the parents will be contacted so the good news can be shared.

### ***Bible Version***

The use of Scripture in the classroom is a fundamental and integral part of the education process at Liberty Christian School. LCS recognizes the English Standard Version (ESV) and the New International Version (NIV) as the translations normally used in the classroom for study, quotation, and memorization. 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 either the ESV or NIV Bible at school.

### ***Chapel***

Chapel is conducted weekly. 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. Families are invited to join us for chapel; each guest must sign in at the office and wear a visitor pass.

### ***Prayer***

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

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

### ***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 items. 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.

## **Academics**

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

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

### ***Academic Divisions***

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

### ***Curriculum and Resources***

With qualified, degreed teachers, Liberty Christian School offers a Christian education based on high academic standards in all core subjects as well as in Bible, Art, Music, Physical Education, Technology, and Library. Using a biblically-integrated approach, Bible is not just another academic subject, but is the foundation of everything that is taught, with all subjects being 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 and ACSI. Teachers use many resources to teach the standards in the Curriculum Guide.

Beyond the regular curriculum Liberty Christian School elementary 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.

## ***Secondary Drop/Add Policy***

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

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

## ***Homework***

Students are given assignment notebooks at the beginning of each year to assist them in keeping track of their daily work and assignments. Homework is an integral part of the educational program and is designed to aid the student and complement learning. Homework will be limited on Wednesdays in order for families to participate in church activities. In addition, there will be no homework assignments given over regularly scheduled breaks such as Thanksgiving, Christmas, and Spring Break. This does not include weekends. Students may have to work on long-term assignments on weekends.

Each teacher has a web page on [www.libertyonline.org](http://www.libertyonline.org) to post homework assignments and other information. These pages are updated weekly. Teachers may be emailed directly through this site.

## ***Grading Scales***

### **Little Lions Pre-School (3/4's)**

**G** = Good  
**W** = Working On

### **Little Lions Pre-K (4/5's)**

**A** = Accomplishing  
**D** = Developing  
**S** = Struggling

### **Kindergarten, 1<sup>st</sup> Grade Academics**

**E** = Excellent and **G** = Good

### **Specials, and Conduct for K-6**

**S** = Satisfactory  
**N** = Needs Improvement  
**Y** = Unsatisfactory

### **2<sup>nd</sup> Through 12th Grade Academic Subjects**

A+= 98-100	B+= 88-89	C+ = 78-79	D+ = 68-69	F = 0-59
A = 95-97	B = 85-87	C = 75-77	D = 65-67	
A-= 90-94	B- = 80-84	C- = 70-74	D- = 60-64	

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

<u>Standard Courses</u>	<u>Honors Courses</u>
A+=4.33	A+=5.33
A = 4.00	A = 5.00
A- = 3.667	A- = 4.667
B+ = 3.333	B+ = 4.333
B = 3.00	B = 4.00
B- = 2.667	B- = 3.667
C+ = 2.333	C+ = 3.333
C = 2.00	C = 3.00
C- = 1.667	C- = 2.667
D+ = 1.333	D+ = 2.333
D = 1.00	D = 2.00
D- = 0.667	D- = 1.667
F = 0	F = 0

All courses listed on the high school transcript are included in determining GPA except the transfer credits of pass/fail. A student may repeat a course. The highest grade earned will become official and the other grade(s) will be removed from the student's transcript and GPA. Teacher's Aide counts as 0.5 credit per semester.

### ***Academic Intervention***

Liberty Christian Secondary School will engage in Academic Intervention when, at midterm of each Quarter, the teacher will notify parent/guardians of grades of "D" or lower. At the end of each Quarter, if a student earns a "D" in any subject, the student will be placed on an Academic Intervention plan.

### ***Elementary 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.

### ***Report Cards***

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

Elementary report cards are sent home in an envelope every nine weeks, and it must be signed by one parent and returned within three school days. If envelopes are not returned, a report card will not be sent home the following nine weeks. Secondary report cards are only issued by parent request. Students who enroll after midterm will not receive a report for that term. Also, report cards are held in the Business Office for any student whose account is not current.

### ***Honor Roll, Principal's List, and Distinguished Honors List***

The Honor Roll is composed of 2<sup>nd</sup>-6<sup>th</sup> grade students that have earned quarterly grades of all As and Bs and 7<sup>th</sup>-12 grade students that have earned semester grades of all As and Bs.

The Principal's List is composed of 2<sup>nd</sup>-6<sup>th</sup> grade students who have earned quarterly grades of all As and 7<sup>th</sup>-12<sup>th</sup> grade students who have earned semester grades of all As.

The Distinguished Honors List is composed of 2<sup>nd</sup>-12<sup>th</sup> grade students who have earned grades of all As for the entire school year.

Students at Liberty Christian High School may earn an academic letter and chevrons for academics. Students must earn a grade-point average of 3.5, have no letter grades of C or below, and maintain that for two semesters to earn the letter and subsequent chevrons.

### ***Incomplete Grade***

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

### ***Talent Development Lab***

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

### ***Academic Honesty***

As Christians we are called to reflect integrity in all aspects of our lives. It is critical that we hold students to a high standard of integrity in their work in the classroom. **Academic dishonesty occurs when students obtain or assist others in obtaining credit for work which is not their own.** Students must conduct themselves according to the highest standard of personal integrity. Students shall follow rules prohibiting dishonest academic behavior and must resist peer pressure to violate Liberty Christian School standards. Whenever students have a question about this policy or any policy, they should ask their parents, teachers and/or administrators for clarification and instruction. Teachers will inform students of procedures and practices relating to homework and class work. **Students should assume that all quizzes, tests, and exams should be done independently, unless they are specifically informed by their teacher otherwise.**

- **Study or homework collaboration is not considered academic dishonesty unless prohibited or limited by procedures/expectations established by the teacher.** Teachers will guide students in understanding when collaborative efforts are not appropriate. However, **students should realize the distinction between collaboration and copying another student's work.** These standards would also apply as it relates to sharing and collaborating with documents via technology. **At no time should students hand in identical work unless it is a group project which lists all students' names who contributed to the assignment.**
- **Plagiarism is the act of taking and using *as one's own work* another's published or unpublished thoughts, ideas, and/or writings.** This definition includes computer programs, drawings, artwork, digital images or media, and all other types of work which are not one's own. Types of plagiarism include word-for-word (which includes cutting and pasting material from other sources), mosaic (rearrangement or rewording without documentation), and indirect (paraphrasing of a passage without documentation).



- Academic dishonesty also includes:
    - obtaining or providing test or quiz questions or answers in advance through unauthorized means;
    - giving answers either orally, electronically, or by intentionally allowing another student to copy them;
    - receiving answers either audibly, by copying from another student, by looking at any source containing answers, or by any other means; or
    - use of any unauthorized materials during an assessment or assignment.
  - Records will be kept of students who are charged with academic dishonesty.
- Consequences for academic dishonesty will be as follows –

**Academic Dishonesty Recommended Sequence of Consequences for K and 1st Grades**

- Each teacher will use his/her discretion to teach, correct, and train up these children and involve parents and administration as he/she deems necessary.

**Academic Dishonesty Recommended Sequence of Consequences for 2nd, 3rd, and 4th Grades**

1st offense	2nd offense	3rd offense
“I” Reminder, Fail Assignment, Contact Home	“I” Reminder, Fail Assignment, Contact Home, R/L Detention	“I” Reminder Fail Assign., Contact Home, 1 day ISS Conference between parents, teacher, and administrator to establish behavior contract and future consequences.

**Academic Dishonesty Recommended Sequence of Consequences for 5th and 6th Grades**

1st offense	2nd offense	3rd offense
“I” Reminder, Fail Assignment, Contact Home	“I” Reminder, Fail Assignment, Contact Home, R/L Detention	“I” Reminder, Fail Assignment., Contact Home, 1 day ISS Conference between parents, teacher, and administrator to establish behavior contract and future consequences leading up to the possibility of student withdrawal if behavior is not corrected.

**Academic Dishonesty Recommended Sequence of Consequences for Secondary Grades**

First Offense	Second Offense	Third Offense	Fourth Offense
Fail Assignment; Friday School Detention	Fail Assignment; 5-day In School Suspension	Fail Assignment; Fail Quarter	Fail Assignment; Expulsion

## ***Achievement Testing***

Students in grades 3 – 12 will participate annually in Indiana state assessments as required. Help to interpret the scores or understand their relevance is available by contacting the Guidance Office.

## ***Field Trips***

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

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

## ***Semester Examinations for High School Students***

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

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

## ***Acceptance of Course Work for High School Credit***

LCS does not accept for high school credit any course work completed outside LCS except by the guidelines of State Department of Education and those transferred from an accredited high school or completed through home schooling. In order for home schooling credit to be accepted, the family must provide documentation of the coursework completed consisting of grades for each course and standardized test results. If an LCS student needs to re-take a course and wishes to do so via correspondence or online courses, the student must use a pre-approved course of study by LCS. Liberty Christian School will grant enrolled students with dual-enrollment LCS credit, upon the student providing proof of passing the course, for any course which aligns with a State-approved course from an accredited college or university.

## ***High School Graduation Requirements***

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

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

Because the school is state accredited, End of Course Assessments (ECAs) are administered as prescribed by the State of Indiana. The Indiana Department of Education requires students to pass the English/Language Arts and Algebra I portions 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 expects students to register for a minimum of 8 courses per semester. Exceptions may be considered for irresolvable scheduling conflicts.

Commencement will be held the Saturday following the date of final grade verifications. In order to participate in commencement exercises, the student must meet all academic requirements of the diploma.

The requirements for the diplomas offered are listed below.

### ***Core 40 Diploma***

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

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

**All students must take a Math or a Quantitative Reasoning course each year in high school.**

### ***Academic Honors Diploma***

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

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

**All students must take a Math or a Quantitative Reasoning course each year in high school.**

Students must earn a grade of C or better in courses that will count towards the diploma, and have a grade point average of a 3.5 or better. Additionally, students must complete one of the following:

- A. Earn a combined score of 1750 or higher on the SAT critical reading and mathematics and writing sections—minimum of 530 each.
- B. Score a 26 or higher composite on the ACT and complete the writing section.
- C. Earn 6 verifiable transcribed college credits in dual credit courses.

***Honors Courses***

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

***Dual Credit Courses***

Classes listed with the Dual Credit option can be taken to earn college credit at an additional cost and with additional course requirements. Dual credit courses will receive one credit per semester from LCS; while college credit is issued by the name of the school, students will need to consult the college they will be attending to determine if the credit will transfer to the particular college they wish to attend. Dual Credit Courses are available to juniors and seniors. Dual credit course fees are not included in the School Choice Scholarship.

***Independent Study***

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

1. Occasionally, scheduling conflicts do not permit a student to enroll in a class required for graduation. A student may take an independent study only with teacher and administrative approval. Students failing required classes will not be offered independent study through Liberty teachers.
2. A student may pursue a particular area of interest not taught as part of the school's regular curriculum through an independent study. To facilitate the study:
  - i. The student must approach a qualified teacher and express an interest in an independent study.
  - ii. The teacher must determine whether he/she wishes to facilitate the independent study.

- iii. If the teacher chooses to be the facilitator, the teacher will develop a curriculum, course of study, assessments, and timeline for the student's completion of the independent study. This must be submitted to the Principal and Superintendent for approval.
- iv. Quarter and semester grades will be issued.

### ***College Entrance Exams***

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

### ***Promotion and Retention for Middle School Students***

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

### ***Promotion and Retention for Elementary School Students***

Elementary 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 intervention. During the intervention period, the student's grades must improve to be promoted to the next grade.

### ***Transcripts and Student Records***

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

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

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

In accord with Indiana law (I.C. 20-33-7), Liberty Christian School provides both custodial and non-custodial parents equal access to the educational records of the child they have in common. This means that both custodial and non-custodial parents are afforded full access to Power School and to report cards unless: the child's tuition account is not in good standing (in which case neither parent shall have access) or the school has

been provided a **complete** and **officially sealed** copy of a current court order indicating that the non-custodial parent is not permitted to have such access.

Pursuant to the LCS student enrollment contract, all student transcripts and diplomas will be withheld until the student's financial account has achieved a zero balance. LCS will release to a receiving school, regardless of account balance, a verbal list of which courses a student has completed with a passing grade.

## ***Graduation Honors***

### **Valedictorian**

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

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

### **Salutatorian**

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

### **Graduation with Academic Distinction**

All graduates earning an academic honors diploma will be designated as graduating with distinction by wearing a gold cord around their shoulders at the graduation ceremony.

### **Medal of Honor**

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

### **Christian Service Award**

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

# **Attendance**

## ***School Hours***

Secondary school hours are from 8:00 a.m. to 3:05 p.m.  
Elementary school hours are from 8:00 a.m. to 2:50 p.m.

Pre-school and Pre-k half day classes run from 8:00 a.m. -11:30 a.m. 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 secondary school office is open each day from 7:30 a.m. to 3:45 p.m. during the school year. The elementary school office is open each day from 7:30 a.m. to 3:30 p.m. during the school year. A receptionist is available to answer general questions and provide assistance.

## ***Absences***

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

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

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

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

After the ten unexcused absences, the administration will contact local authorities. The authorities will hand deliver a letter to the parent or guardian of the child. If the student has an additional unexcused absence, then the parents will be served with papers to go before a judge for a Class B Misdemeanor.

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

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

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

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

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

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

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

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

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

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

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

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 are encouraged to check their students' homework webpages for any missed assignments and then may request that homework be gathered and available for pick up at the end of the school day. Exams missed will be taken the day the student returns.

Students who know in advance that they will miss part of the school day must bring a note from a parent stating the nature of the situation prior to the absence. If a student has need to leave school early, such as a doctor or



dental appointment, a parent must come in and sign the student out. Responsibility for getting all assignments and making up daily work rests with the parent and student. Dental and medical appointments should be made after school if at all possible.

### ***Pre-arranged Absences***

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

### ***Secondary Arrival***

School personnel are on duty at 7:30 a.m. each school morning. The school is not responsible for students who are dropped off prior to supervision being provided. Students may enter from the northwest doors and go to the gym. Teacher supervision is provided in the gym from 7:30 a.m. to 7:55 a.m. At 7:55 a.m. the first bell of the day will ring, and students are dismissed to go to class. The school day begins at 8:00 a.m. Students who arrive after the start of school are tardy and must report to the office for a tardy pass before going to class.

### ***Elementary Arrival***

School personnel are on duty in the gym at 7:05 a.m. each school morning. The school is not responsible for students who are dropped off before 7:05 when supervision is not provided. Upon entering the building, students proceed to the designated supervised location. 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 7:05-8:00 a.m. daily. Cars should use the first lane closest to the building for arrival. From 7:05-8:00 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. After the first week of school, parents are to refrain from walking students to the classroom at arrival. .

At 8:00 a.m. the student body recites the pledges and has prayer together. Teachers escort students to their classrooms at 8:05 a.m. The school day begins at 8:00 a.m. Students need to be with their class by 8:00 a.m. Students who arrive after 8:00 a.m. are tardy and must report to the office for a tardy pass.

### ***Tardiness – Elementary***

In the interest of safety and the well-being of every child, students who arrive to school after 8:00 a.m. must report to the office, accompanied by a parent or guardian. A student who is tardy must have a pass from the office in

order to be admitted to class. The office will determine whether the tardy is excused or unexcused. After four tardies, a letter from the principal will be sent home requesting the parent's assistance in making sure their student arrives at school on time. After six tardies, the student will serve a recess/lunch detention. Every three tardies thereafter will result in another detention. If tardiness becomes a persistent issue, a student's standing at Liberty may be in jeopardy.

### ***Tardiness - Secondary***

Students who arrive to school after school has started are marked tardy and must report to the office. A student who is tardy must have a pass from the office in order to be admitted to class. Any student who arrives late to school must have a note of explanation for the tardy to be excused. The reasons that constitute an excused absence will be used to determine whether a tardy is excused or unexcused. All unexcused tardies will count as one full tardy. Three tardies equal one detention. After two detentions have been served (six tardies) the consequence will be a Friday School. After two detentions and two Friday Schools (twelve tardies), students will serve in-school suspension at the cost of \$60 per day. After serving ISS, the student will serve subsequent detentions as out-of-school suspension. Administrative personnel may excuse tardies as warranted. If an administrator believes the student's tardies rise to the level of educational neglect of the student, the administrator shall report the educational neglect to appropriate child welfare authorities.

### ***Secondary Dismissal***

School is dismissed at 3:05 p.m., and students are dismissed from the northwest doors. Students not picked up by 3:20 p.m. will go to after-school care.

### ***Elementary Dismissal***

Daily dismissal runs from 2:50-3:15 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 3:15. After 3:15, students will be checked into Kids' Club in the lunchroom. Parents arriving after 3:15 should park and enter the Kids' Club door (#4).

### ***Secondary After-school Care***

Liberty Christian School does provide after-school care for those students who do not have transportation home immediately after school dismissal. Students report to the designated location in the building where they are supervised by the after-school care staff once the 3:05 p.m. bell has rung. As a convenience, care is provided from 3:15 to 3:30 p.m. at no cost. At 3:30 p.m., charges will be calculated every half hour. Students are transported to the elementary campus at 3:25 p.m. where care is provided until 5:30 p.m. 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. All school rules of discipline, dress, and behavior apply to the after-school care program and will be enforced consistently. All students who are in the building following dismissal must check in to Kids' Club, including those who are waiting for a sporting event or practice began if they are not supervised by a coach or faculty/staff member.

### ***Elementary 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 following dismissal who are not supervised by a coach or faculty/staff member must check in to Kids' Club, including those students who are waiting for a sporting event or practice to begin. 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, and homework time. 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.

### ***Secondary Student Drivers***

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

1. Drivers must submit current license, registration, and insurance to the secondary office.
2. A valid parking sticker must be displayed.
3. Vehicles are to be parked in orderly fashion between the lines.
4. Students may not visit or otherwise use their car during school hours.
5. Students who ride with other students to or from school must have their parents' written consent on file.
6. Students may not ride with other students on field trips.
7. Careless or reckless driving is prohibited and can result in the loss of driving privileges.
8. Students must enter building once they arrive, and need to leave once they are to their cars at the end of the day.
9. There is no expectation of privacy. Cars may be searched, just like a locker may be.
10. Students are expected to follow all Indiana rules and regulations regarding driving, which includes wearing a seatbelt.
11. Students are permitted to keep car keys (if they drive to school) and cell phones with them during the school day to facilitate communication and possible evacuation during an emergency.

### ***Skipping***

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

## ***Withdrawal***

If a parent wishes to withdraw a student during the academic year, an appointment needs to be made with the building-level principal. If withdrawal proceeds thereafter, the parent is required to complete and sign an official withdrawal form. In order to transfer grades and records to another school, the parent must go to the new school to sign a form requesting the forwarding of the student's transcripts; the form may also be signed in our office. Permanent records can be released to the parents only if the child will be home-schooled. A withdrawal is not complete until all steps outlined above have been followed. Families who withdraw after the first ten days 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***

Re-enrollment must be done annually and is not complete until the enrollment fee is paid and all required forms are submitted. Students who are presently enrolled in the school are given first opportunity to re-enroll for the following school year. There is a discounted enrollment fee during the Early Re-Enrollment Period. Once the Early Re-Enrollment Period ends, students must attend Re-Enrollment Day to complete re-enrollment. Students that do not re-enroll on Re-Enrollment Day must make an appointment to finalize re-enrollment and will be charged a late fee. Prompt re-enrollment assures a spot for the student and provides the administration with important information for hiring and staffing positions. All re-enrollments are subject to administrative approval and written notification will be given if not accepted. Further, re-enrollment is contingent upon business accounts being current.

## ***Closings and Delays***

In the event of possible school closing due to weather or facility problems, announcements will be made on local TV stations as close to 6:00 a.m. as possible: Text alerts and emails to parents will also go out from building principals.

WTTV 4

WRTV TV 6

WISH TV 8

WTHR TV 13

FOX 59

In the event that the school has a one- or two-hour delay, announcements will be made on the stations listed above. In the event of a delay due to weather (snow, ice, or fog) all arrival procedures will occur exactly one or two hours later than the regularly scheduled time at each building location.

### **Be Safe – Be Late Bad Weather Policy**

- Our school serves students and their families in several counties. Since weather varies drastically throughout this area, delays and closings may be few. Use wise judgment. Travel only if you believe it is safe to do so. We would like to remind our teen drivers to follow the advice of the Department of Transportation:
- Leave earlier than usual to allow extra time
- Drive more slowly than usual
- Leave plenty of distance between you and the car in front of you
- Drive defensively; be alert and anticipate the actions of the drivers in your path

## **Communication**

### ***Visiting the School***

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

### ***Newsletters***

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

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

### ***Website***

#### ***www.libertyonline.org***

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

### ***Change of Contact Information***

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

### ***Parent-Teacher Conferences***

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

## ***Contacting the Teacher***

Communication concerning a child's progress or classroom activities is encouraged and should always be addressed first with the classroom teacher(s). Parents may contact their child's teacher by writing a note, sending a voicemail, or emailing a message. Elementary 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 and sequentially moved upward in the school organizational structure (to the building principal, to the Superintendent, and ultimately to the Board of Directors), using Matthew 18 as a guiding principle.

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

## ***Biblical Conflict Resolution***

Liberty Christian School is made up of students, parents, teachers, administrators, and board members. Like any 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 Biblical principles should be followed in resolving conflict.

As people are reconciled to God by the death and resurrection of Jesus Christ, we believe that we are called to respond to conflict in a way that is remarkably different from the way the world deals with conflict (Matthew 5:9; Luke 6:27-36; Galatians 5:19-26). We also believe that conflict provides opportunities to glorify God, to serve other people, and to grow to be like Christ (Romans 8:28-29; 1 Corinthians 10:31-11:1; James 1:2-4). Therefore, in response to God's love and in reliance on His grace, we commit ourselves to respond to conflict according to the following principles:

**Glorify God:** Instead of focusing on our own desires or dwelling on what others may do, we will rejoice in the Lord and bring Him praise by depending on his forgiveness, wisdom, power, and love, as we seek to faithfully obey his commands and maintain a loving, merciful, and forgiving attitude (Psalm 37:1-6; Mark 11:25; John 14:15; Romans 12:17-21; 1 Corinthians 10:31; Philippians 4:2-9, Colossians 3:1-4; James 3:17-18; James 4:1-4; 1 Peter 2:12).

**Get the Log out of Our Own Eyes:** Instead of blaming others for a conflict or resisting correction, we will trust in God's mercy and take responsibility for our own contribution to conflicts – confessing our sins to those we have wronged, asking God to help us change any attitudes and habits that lead to conflict, and seeking to repair any harm we have caused (Proverbs 28:13; Matthew 7:3-5; Luke 19:8; Colossians 3:5-14; 1 John 1:8-9).

**Gently Restore:** Instead of pretending that conflict does not exist or talking about others behind their backs, we will overlook minor offenses or we will talk personally and graciously with those whose offenses seem too serious to overlook, seeking to restore them rather than condemn them. When a conflict with a Christian brother or sister cannot be resolved in private, we will ask others in the body of Christ to help us

settle the matter in a Biblical manner (Proverbs 19:11; Matthew 18:15-20; 1 Corinthians 6:1-8; Galatians 6:1-2; Ephesians 4:29; 2 Timothy 2:24-26; James 5:9).

**Go and be Reconciled:** Instead of accepting premature compromise or allowing relationships to wither, we will actively pursue genuine peace and reconciliation – forgiving others as God, for Christ’s sake, has forgiven us, and seeking just and mutually beneficial solutions to our differences (Matthew 5:23-24; 6:12; 7:12; Ephesians 4:1-3, 32; Philippians 2:3-4).

By God’s grace, we will apply these principles as a matter of stewardship, realizing that conflict is an assignment, not an accident. We will remember that success in God’s eyes is not a matter of specific results, but of faithful, dependent obedience. And, we will pray that our service as peacemakers will bring praise to our Lord and lead others to know His infinite love (Matthew 25:14-21; John 13:34-35; Romans 12:18; 1 Peter 2:19; 4:19).

## **Discipline**

Liberty Christian School recognizes that God has given parents the responsibility of educating and disciplining their children. When discipline matters arise, it is expected that parents and guardians take an active, constructive, and supportive role in the overall interaction between the home and the school. On those occasions, those in authority at school will seek to address the cause(s) as well as the symptom(s) of the inappropriate behavior for each individual child and choose an age-appropriate plan of action for correcting the thoughts and the behavior of the child.

All students need a safe place to grow in grace. The goal of discipline at Liberty Christian School is to help each student learn to be who they are in Christ and mature in his/her new identity. Students must be taught how to cooperate with the Holy Spirit in the process of transformation as Jesus, the author of their faith, faithfully perfects their faith. The process of transformation begins with right thinking – the renewing of our minds. Right thinking will lead to right believing. Over time, right believing will yield the fruit of right living, and such evidence as excellence, integrity, love, peace, joy, and self-control will become observable Christian hallmarks. We realize, however, that transformation is a process and from time to time our brokenness and imperfection will be exposed through our poor choices and misbehavior.

The administration reserves the right to confer with the family and prayerfully consider each discipline issue on an individual basis in an effort to understand the heart, mind, and intent of the student, discuss grace and forgiveness with the student, help the student understand his identity in Christ, evaluate the nature and seriousness of an infraction, review previous discipline records, gently prescribe corrective scriptural remedies, and determine necessary, appropriate consequences. 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 circumstances may warrant.

### ***School Jurisdiction***

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

1. When students arrive on the school grounds in the morning until they leave the grounds in the afternoon.
  2. When students are in attendance at a school activity whether on LCS grounds or at another location.
- A student who is enrolled at Liberty Christian School, whose behavior directly conflicts with the school's Statement of Faith, mission, vision, and/or core values, whether under school jurisdiction or not, is subject to disciplinary action by the school.

### ***General Behavior Expectations***

Each student will:

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

Each student will refrain from:

1. The display of all physical affection or sexual activity
2. Bullying, physically or verbally harming, or intimidating another student
3. The possession, use, and/or distribution of illegal drugs, alcohol, cigarettes, electronic cigarettes or a similar product and/or a weapon of any type
4. Possession of anti-Christian or inflammatory literature

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.

### ***Consequences***

Students not conforming to conduct expectations will receive necessary consequences for their poor choices. Forms of disciplinary action include, but are not limited to, timeout, walking laps during recess, missing all or a part of recess, a phone call or note home, reminders, corporal punishment, before or after school detention, lunch detention, classroom suspension, in-school suspension, out-of-school suspension, behavioral probationary contract, or expulsion from school.

***Secondary Consequences Chart*** (the following table contains guidelines for **possible** disciplinary action for specific offenses at the secondary level)

<i>Infraction: Unlawful behavior</i>	<i>Consequence for first offense</i>	<i>Consequence for second offense</i>	<i>Consequence for third offense</i>	<i>Consequence for fourth offense</i>
Illegal Drug Possession or Consumption	Expulsion; Police notified on grounds	*****	*****	*****
Illegal Alcohol Possession or Consumption	Expulsion; Police notified on grounds	*****	*****	*****
Fighting	1-5 days OSS	Expulsion	*****	*****



Indecent exposure	Expulsion	*****	*****	*****
Physical attack or threat to staff	Expulsion	*****	*****	*****
Smoking/Possession of tobacco/ Electronic cigarette or similar product	1-5 day ISS	*****	*****	*****
Theft	Expulsion and restitution	*****	*****	*****
Vandalism	Restitution and 5 days of ISS	Restitution & expulsion	*****	*****
Weapon possession	Expulsion	*****	*****	*****

<i>Infraction: Defiance of authority</i>	<i>1<sup>st</sup> offense</i>	<i>2<sup>nd</sup> offense</i>	<i>3<sup>rd</sup> offense</i>	<i>4<sup>th</sup> offense</i>
Cell phone/electronic device	Student may pick up in office at end of day	Parent may pick up in office at end of day	Phone not allowed on campus; FS	Phone not allowed on campus; ISS
Cheating/plagiarism (verbal or written)	Fail assignment; FS	Fail assignment; 5-day ISS	Fail assignment; fail for quarter	Fail assignment; expulsion
Class disruption	CS/AS	FS	1-day ISS	2-day ISS
Computer misuse	Two-week exclusion & AS	Semester exclusion & FS	Loss of computer	*****
Disrespect	CS/AS	FS	1-day ISS	2-day ISS
Dress code	Opportunity to change	Opportunity to change; AS	Opportunity to change; FS; modesty study	Opportunity to change; 1-day ISS; modesty study
Driving violation	Verbal warning	Loss of driving privileges for one week	Loss of driving privileges for semester	Loss of driving privilege for year
Failure to serve an After School	FS	FS	FS	FS
Failure to serve a Friday School	1-day ISS	2-days ISS	3-days ISS	10-day OSS & expulsion
Forgery	1-day ISS	3-days ISS	10-day ISS & expulsion	*****
Bullying/ Substantiated harassment/threats	1-day ISS	2 days of OSS	Expulsion	*****
Inappropriate behavior	CS/AS	FS	1-day ISS	2-day ISS

Inappropriate display of affection	CS/AS	FS	1-day ISS	2-day ISS
Insubordination	CS/AS	FS	1-day ISS	2-day ISS
ISS rules broken	OSS for double the amount of time serving in ISS	*****	*****	*****
No parking tag (subject to towing)	AS	Loss of driving privilege for the semester	Loss of driving privilege for the year	*****
Vulgarity/Obscenity	FS	1-day ISS	2-day ISS	Expulsion
Tardies to class	See tardy policy			
Truancy class/school	FS	1-day ISS	2-day ISS	5-day ISS
Sexually-related dialogue	1-day ISS	2-day ISS	Expulsion	

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

**Illegal Alcohol or Other Drugs, Weapons or Sexual Activity**

Using, attempting to use, possessing, purchasing, selling, distributing or assisting another person in the use, attempted use, possession, purchase, sale or distribution of drugs, tobacco, tobacco products, electronic cigarettes/vaping devices, and/or look-alike drugs or alcohol is strictly prohibited.

On the first instance of illegal possession, use and/or distribution of drugs, alcohol, or tobacco, a panel consisting of the superintendent, the elementary principal, and the secondary principal will consider the appropriate consequences. The options the panel may consider are: 3 day in-school suspension, 5 day in-school suspension, 10 day in-school suspension, 1 to 10 days of out-of-school suspension, Behavioral Probation, or Expulsion.

On the first instance of performing or submitting to sexual activity or illegal possession, use and/or distribution of a weapon of any kind, a panel consisting of the superintendent, the elementary principal, and the secondary principal will consider the appropriate consequences. The options the panel may consider are: 3 day in-school suspension, 5 day in-school suspension, 10 day in-school suspension, 1 to 10 days out-of-school suspension, Behavioral Probation, or Expulsion.

Policy revised: 10/4/2019

**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 a period of time to be determined by the teacher and administrator.

### **After-School Detention**

Administrators may assign students to after school detention for less serious infractions. At the elementary, failure to serve an after-school detention will result in a Friday-school detention.

### **Friday-School Detention**

Administrators may assign students to Friday School Detention for more serious infractions. All secondary administrative detentions will be served on Fridays. Failure to serve a Friday school detention will result in an In-School Suspension.

### **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 \$60 charge is incurred to provide supervision of the student for the day. The ISS may also include a work detail. Students serving an ISS are not eligible to participate in extra-curricular or athletic activities for the duration of the ISS. Students who are in ISS may be paired with a mentor from Liberty.

### **Out-of-School Suspension**

An Out-of-School Suspension (OSS) may result from any serious infraction of school rules, standards, or a persistent pattern of disobedience. When an Administrator has issued an OSS, the parent(s) is/are required to meet for a conference with the administration and the teacher(s) involved. In most circumstances, the student is required to attend all or part of 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. Students must serve five hours of community service for each day the student serves an OSS. Parents/guardians must arrange for the community service. Community service must be documented on the organization's letterhead and given to the school. Students are not eligible to participate in extra-curricular or athletic activities on the days they are serving OSS.

Students receiving an OSS may be paired with two mentors: one from Liberty and the other a pastor. Restoration of the student is of utmost importance, and the student will work with the school mentor as well as the pastor for a period of time to be determined by the administration; however, the time period will be for a minimum of six weeks.

### **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 may be placed on behavioral probation.

During the probationary period, the student and parents must meet regularly with administration as requested to effectively monitor progress. In addition, the student will be required to meet with an assigned mentor on a regular basis. While on behavioral probation, the student is ineligible for participation in extracurricular activities. The student must go for a specified period of time without exhibiting the behavior which placed him/her on probation and must not exhibit any new problematic behavior 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 may be subject to expulsion. A student may be expelled from the school after other disciplinary procedures have failed or when (s)he has committed a major moral or social offense. Causes for expulsion include but are not limited to:

- 1) A pattern of continued willful disobedience, misconduct, or disrespect
- 2) Use, distribution, or possession of illegal drugs, alcohol, or tobacco, or possession of a weapon on school property or at a school function (Liberty Christian School reserves the right to require drug testing for a student it reasonably suspects of drug use. Costs associated with drug testing will be incurred by parents/guardians.)
- 3) A pattern of speech or conduct that undermines the mission of the school
- 4) Engagement in sexual activity
- 5) Engaging in an act that poses a serious and identifiable threat to the well-being of another member of the student body, faculty or staff.

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

Prior to expulsion of a student, the superintendent will seek the counsel of the Chairman of the Board. 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 consideration 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.

### **Guidelines for Spiritual Restoration**

1. The student submits a written request to the principal to be admitted to the restoration process.
2. The student must complete the new student admissions application.
3. The student must demonstrate active involvement in an age-appropriate ministry.
4. In some cases counseling may be required as determined by administration; this may be at an additional cost to the family.
5. A mentor/student relationship will be established between a specified faculty member and the student.
6. A member of the administration will monitor each part of the process.

7. 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 chain of events leading to expulsion. The time period will not be less than nine weeks.
8. After readmission, the student will be on probation for a year.

**Students who are expelled from Liberty Christian School are not eligible to attend extra-curricular activities or athletic events until the expulsion is completed.**

The superintendent will contact the board chair to discuss any case in which a student’s expulsion is being contemplated.

**Seclusion and Restraint**

Senate Enrolled Act 345 intends to protect the safety of all students by providing guidelines for the use of seclusion and/or restraint with students who pose imminent danger to themselves or others. Employees of Liberty Christian School should NOT use seclusion or restraint except to provide for the immediate physical safety of a person. Should physical restraint otherwise be necessary, local law enforcement will be called to intervene and the school will notify the parents of the secluded or restrained individual, in accordance with the *Seclusion/Restraint Parent Incident Report* from the IDOE. (Shown below)

To ensure that all students are safe, all faculty will be trained annually regarding SEA 345, *De-Escalation Techniques, The Structured Classroom Environment: Proactive Planning and Positive Behavior Supports* as provided in the video training published by the Commission on Seclusion and Restraint [www.doe.in.gov/srcommission](http://www.doe.in.gov/srcommission).

If an incident should occur where seclusion/restraint is necessary, it will be documented in the following format:

**RESTRAINT INCIDENT REPORT**

Name of Student \_\_\_\_\_

Today’s Date \_\_\_\_\_ Date & Time of Incident \_\_\_\_\_

Location of Incident \_\_\_\_\_

Name of Classroom Teacher \_\_\_\_\_

Name of Responding Staff Member \_\_\_\_\_

Name of APD Responding Officer \_\_\_\_\_

Please provide a written narrative of incident that should include the following:

- 1) The duration of any restraint; or the beginning and ending times of the restraint.
- 2) A description of any relevant events leading up to the incident.
- 3) A description of any interventions used prior to the implementation of restraint.
- 4) A description of the incident and/or student behavior that resulted in implementation of restraint, including a description of any danger of injury which resulted in the restraint.
- 5) A description of any injuries (to students, staff, or others) or property damage.
- 6) A description of the planned approach to dealing with the student’s behavior in the future.

## ***Liberty Christian School Anti-Bullying Policy***

Liberty Christian School is committed to providing a safe, loving, and respectful learning environment for all students. Our General Behavior Expectations Policy 4.04.025 item 8 states “Each student will refrain from bullying, physically or verbally harming, or intimidating another student.” The bullying of students at Liberty Christian School does not follow our General Behavior Expectations and will not be tolerated. For the purposes of our anti-bullying policy, infractions and consequences include school buildings, school grounds, coming to and going home from school, any school-sponsored social events, field trips, sporting events, and bus trips. All reported incidents of bullying will be immediately investigated thoroughly by school administration.

### **Definition of Bullying**

Bullying is defined for Indiana schools in HEA 1423, the “anti-bullying bill,” and was signed into law on May 11, 2013. Indiana code 20-33-8-0.2 defines bullying as: (a) overt, unwanted, repeated acts or gestures including verbal or written communication or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that: (1) places the targeted student in reasonable fear of harm to the targeted student’s person or property; (2) has a substantially detrimental effect on the targeted student’s physical or mental health; (3) has the effect of substantially interfering with the targeted student’s academic performance; or (4) has the effect of substantially interfering with the targeted student’s ability to participate in or benefit from the services, activities, and privileges provided by the school.

(b) The term may not be interpreted to impose any burden or sanction on, or include in the definition of the term the following: (1) participating in a religious event, (2) acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger, (3) participating in an activity consisting of the exercise of a student’s rights protected under the First Amendment to the United States Constitution or Article I, Section 31 of the Constitution of the State of Indiana, or both; (4) participating in an activity conducted by a non-profit or governmental entity that provides recreation, education, training, or other care under the supervision of one or more adults, (5) participating in a an activity undertaken at the prior written direction of the student’s parent, (6) engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

Bullying is a pattern of aggressive, intentional, or deliberately hostile behavior that occurs repeatedly over time and involves an imbalance of power. Bullying can exhibit physical, verbal, social/relational, and cyber-bullying forms and can be direct or indirect.

### **Bullying Prevention**

#### **1. Student Instruction/Awareness:**

- a. Students will be provided with ongoing instruction and current bullying awareness and prevention as much as possible throughout their school career.
- b. In addition to following Liberty Christian School General Behavior Expectations, students will do the following to prevent bullying:
  - i. Refuse to bully others.
  - ii. Refuse to allow others to be bullied.
  - iii. Refuse to watch, laugh, or join in when someone is being bullied.
  - iv. Refuse to use any form of social media to participate in bullying.

- v. Report any type of bullying to an adult (or through use of The Bully Box App) immediately.
2. Faculty and Staff Action/Awareness:
- a. Faculty and staff will attend in-service training on the anti-bullying policy of Liberty Christian School to focus on a consistent school-wide approach.
  - b. Faculty and staff will do the following to prevent bullying and help students feel safe at Liberty Christian School:
    - i. Closely supervise students in all areas of the school with particular interest to common bullying locations.
    - ii. Be educated in and watch for the signs of bullying.
    - iii. Respond quickly and sensitively to any and all bullying reports, letting the student know a report is being filed and offering support.
    - iv. Assign consequences for bullying based on the school discipline code. Consequences may include an immediate consequence for retaliation against students who report bullying.
    - v. Report all incidences of bullying to a school administrator.

### **Complaint/Investigative Procedure**

All students shall be informed of their right to protection against bullying behaviors and the right to file a complaint to any faculty and staff member or through the use of The Bully Box App if they believe they have been the victim or bystander of bullying behavior. School administrators will be responsible for investigating each complaint, determining if each complaint is legitimate in accordance with policy definition, and taking appropriate corrective action.

### **Intervention/Consequences**

Reports of bullying of any form will be taken seriously and will be dealt with promptly and effectively. If a student is found to have violated the anti-bullying policy, the consequences received will depend on both the severity of the incident and the results of any investigation if deemed necessary. Forms of disciplinary action include, but are not limited to, appropriate Liberty Christian School consequences as outlined in Policy 4.04.175 Consequences. A referral to a local law enforcement agency will also be taken into consideration if necessary.

### **Elementary 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.

### **Care of School Property**

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

## ***Electronics and Toys***

Students who bring electronics to school do so at their own risk. These items are not to be used during the school day, with the exception of the laptop or notebook for academic purposes and with teacher 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. At the third offense, the student will be prohibited from bringing the item to school.

Students are not permitted to bring skateboards to school. Toys may be brought only with prior teacher approval.

## ***Cell Phones***

### **Elementary School**

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. Elementary students are not permitted to use their cell phones 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. A School Technology Policy must be signed by both a Parent/Guardian and the Student each year.

### **Secondary School**

Students are permitted to keep cell phones with them during the school day to facilitate communication and possible evacuation during an emergency. Phones need to be out of sight (in the backpack or locker) and turned off. They are only allowed when specified by teachers/chaperones, as a few classrooms do not have Chrome Books all the time. 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***

### **Elementary and Secondary School**

Liberty Christian School believes that access to current technology is essential in providing an excellent education. The use of technology aids in allowing teachers more differentiated instruction for students as well as additional tools for instructional strategies. Using more technology consistently also helps prepare our student body for the postsecondary world, whether it be vocational or college. The use of technology supports College and Career Readiness. Research supports increased student motivation with the use of technology; this will lead to better engagement, which will result in improved student achievement. This policy is designed to give students the academic benefits of technology while minimizing any potential danger. Allowing the use of technology in the classroom is considered a privilege for both student and the teacher.

This policy is geared for every student who has access to school technology or brings his/her own device to the school. A School Technology Policy must be signed by both the Parent/Guardian and the Student each year.

Every student agrees to the following rules:

- All school or personal electronic devices shall not be considered private. School officials are authorized to access any student's device or work at any time while on campus. 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.



- Students will only access the Internet from an electronic device when a teacher is available to monitor the students' activities. Teachers will monitor students' uses of technology at all times.
- Students will face disciplinary action for texting, posting, sending, receiving, forwarding, or participating in any of the following activities on or when representing Liberty Christian School via a cell phone, computer, or any other electronic device in the following ways:
  - Attempt to bypass any site blocking hardware or software
  - Access anything which goes against the Statement of Faith, Mission, Vision, and/or Core Values of Liberty Christian School, including but not limited to:
    - Inappropriate language
      - Obscenities
      - Profanities
      - Lewd comments or vulgarities
      - Post any irreverence for God, Jesus Christ, and those things held to be holy by the Word of God
    - Cyberbullying
      - Harassing statements, personal attacks, or discriminatory language
      - Posting knowingly false, abusive or defamatory comments
      - Posting inflammatory, threatening, or disrespectful language
    - Sexually explicit or suggestive messages, photos, or images (sexting):
      - Sending, receiving, sharing, possessing, or viewing pictures, text messages, or emails that contain a sexual message or image is a violation of this policy.
      - Pornography
    - Trespass by accessing another person's folders or files on a device
- While on campus, a student shall not
  - Interact (i.e. sending and/or receiving messages) with other Internet sites without teacher supervision and/or authorization
  - Use another person's password
  - Violate copyright laws
  - Buy or sell anything via the Internet
  - Change any of the computers' setups or settings
- Students are required to immediately report any such known activities to a teacher or a school administrator. Reporting may be anonymous. Violating the technology policy 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.
- Liberty Information Technology Staff and Liberty Faculty are not responsible for support and maintenance of personal electronic devices, including issues with software and hardware of personal electronic devices.
- Teachers have the autonomy to determine whether technology will be used in their classrooms at any time. Teachers also have the right to ask for personal electronic devices to be removed from their classroom at any time.
- Liberty Christian School is not liable for what is broadcast, exchanged, and/or viewed on school-owned electronic devices or personal electronic devices that would violate state or federal law. Liberty Christian School will cooperate with investigations from law enforcement and has the right to lawfully search any school-owned or personal electronic devices, and these may be turned over to law enforcement when warranted.

## **Dress Code - Elementary**

The guiding principles of the school dress policy include the biblical concept of modesty and the goal of maintaining an academic and Christ-like atmosphere. We simply encourage our students to respect themselves.

- Clothing with words, pictures or advertisements that could cause others to stumble (allusions to drugs, alcoholic beverages, tobacco, violence, sexually suggestive material, etc.) are not permitted. Modesty is key.
- **Shirts:** must have straps/sleeves and be long enough to cover back and midriff, even when bending over. Plunging neck lines are not acceptable. Bra must not show. Spaghetti straps are acceptable only if appropriate shirt is worn underneath or covered with jacket/sweater.
- **Pants/J Jeans:** Holes and/or material with skin showing above the knee is not acceptable. Shorts must be at least a 4" inseam. Underwear must not be visible and no writing across the seat. Pajamas are not acceptable.
- **Hair:** Must be neat and clean.
- **Accessories:** Sunglasses and hats are not permitted.
- **Dresses and skirts:** Young ladies may wear dresses and skirts with a bottom hem that reaches no higher than the top of the knee, unless leggings/tights are worn underneath. Spaghetti strap dresses must be covered with jacket/sweater over top or a shirt worn underneath.
- **Shoes:** Shoes must have a closed toe and a strap on the back. Girls may wear dress sandals with an open toe on special program days. Shoes with wheels are unacceptable.

### **Dress Code Violation Consequences - Elementary:**

**First Incident** – a written warning will be sent home with the student along with an email to the parent.

**Second Incident** – parent will be called to bring change of clothes or office will provide whatever is necessary and recess/lunch detention will be served that same day.

**Third Incident and Thereafter** – parent will be called to bring change of clothes or office will provide whatever is necessary as well as recess and lunch detention will be served for the following 2 days and will accumulate an additional day for every violation thereafter.

## **Dress Code - Secondary**

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. An atmosphere of Christian distinction and propriety is expected every day. The building Principal has the final decision of appropriateness of attire.

### **The following are NOT permitted:**

- Clothing that is ill fitting, sagging, too tight, too short
- Visible undergarments
- Clothing with words, images, or advertisements that could cause others to stumble (allusions to drugs, alcoholic beverages, tobacco, violence, sexually suggestive material, non-Christian religious symbolism, etc.)
- Tattoos with words, images, or advertisements that could cause others to stumble (allusions to drugs, alcoholic beverages, tobacco, violence, sexually suggestive material, non-Christian religious symbolism, etc.)
- Pants or shorts with writing across the seat, loungewear, pajamas, those in poor condition, or have holes/fraying (showing skin) higher than a 5" inseam line on the legs

- Shirts which are sheer, low cut, show cleavage, form-fitting, have holes on the bodice, undershirts, tube tops, spaghetti straps, or sleeveless tops with oversized arm holes
- Shirts that show the midriff during any movement, such as raising arms
- Septum piercing/bull ring
- Gauges
- Body piercing other than ears and nose (only minimal jewelry to be worn in the nose)
- Hats, bandanas, or kerchiefs (however these may be worn on privilege days for \$1)
- Sunglasses
- Slippers and shoes with wheels
- Hair that is not neat and clean.

### **General Guidelines:**

#### **Young Men:**

HAIR: Ponytails/man buns are acceptable. Mustaches and beards are acceptable, but must be neatly trimmed and groomed.

#### **Young Ladies:**

DRESSES, SKIRTS, SKORTS: Girls must wear leggings or shorts under skirts or dresses that do not come to the knee. Dresses that have spaghetti straps must be worn with a shirt underneath or a blouse, jacket, or sweater over the top.

When leggings are worn, the top must be at least fingertip length.

#### **Field Trips, Special Events, etc.**

Students who are performing or leading in a public setting are expected to have an appearance appropriate for 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.

On days such as Promotions, Grandparents' Day, Pastors' Chapel, Award Ceremonies, and other designated days, students are expected to dress for the given occasion. 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.

On most field trips, regular school dress is appropriate. Teachers will note if any other type of dress is expected.

#### **Dress Code Violation Consequences - Secondary:**

First Incident—a note or email will be sent to the parent

Second Incident—parent will be called to bring a change of clothes

Third Incident—parent will be called to bring a change of clothes and a detention will be assigned.

### **High School Banquet and Formal Events**

An atmosphere of Christian distinction and propriety is expected at formal events. Appropriate wear for young ladies would be either church type or evening wear. Dresses which are sheer, low-cut, or backless are not permitted. Cleavage must not be visible. Strapless dresses that meet modesty standards will be allowed. Dress length should be no more than 5 inches from the floor when the student is kneeling on the floor. All banquet dresses must be pre-approved. Dress shoes, slacks (not jeans), dress shirt with tie and jacket (or similar style clothing) are appropriate wear for young men.

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

## **Extra-Curricular**

### ***Athletics***

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

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

### **Elementary Athletic Teams**

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

Liberty Christian School 6<sup>th</sup> 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. Completed and signed IHSAA physical forms and the Concussion Information form must be presented to the coach before tryouts begin.

### **Athletic Physicals**

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

### **High School Athletic Letters**

Liberty Christian School awards athletic letters to varsity athletes. A student may earn an athletic letter by active participation in over half of the regular season play. If the student has already been awarded a letter in another sport the student will receive a chevron to represent the sport the first year and a service bar for subsequent years.

### ***Eligibility Policy***

Liberty Christian School seeks to provide as many meaningful, purposeful, extra-curricular activities as possible in the area of academics, athletics, fine arts, and ministry. Students are encouraged to participate in those activities

which interest them. The purpose of this policy is to ensure that our students are fulfilling their duties in the classroom before participating in extracurricular activities.

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

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

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

### ***Fine Arts Letters***

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

### ***Library Books***

Student accounts will be charged for lost or damaged library books and for books that are overdue.

### ***Student Organizations and Clubs***

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

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

### ***Elementary 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.

### ***High School Student Council***

The purpose of the student council is to develop and demonstrate leadership and to promote service to the school and local community. All student council members are elected on an annual basis. Candidates for student council offices are required to meet the eligibility standards for participation in extracurricular activities. They must also

maintain personal standards worthy of a student role model. Breaches of student code of conduct may disqualify a student from serving on the student council.

### **National Honor Society**

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

## **Health Services**

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

In the case of a student developing significant illness or injury at school, our office personnel has been trained to administer basic medical care for your child. In all cases, parents will be notified as soon as possible for advice and management options. For minor illnesses, we will attempt to care for the student and return him/her back to the classroom. In the case of fever over 100 degrees or significant illness, the option of returning to class would not be possible and arrangements would be made to send your child home. For the health and safety of all students and staff, it is required that the ill student be fever free with no significant symptoms for **72** hours without the use of fever reducing medication before returning to school or participating in any extracurricular event.

All faculty and staff have been trained in first aid, basic CPR, and the use of AED equipment. First aid treatment will be administered to stop bleeding, restore breathing, and minimize the risk of 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.

An Accident Report Form will be completed for any student, school personnel, or visitor who experiences any of the following while at school or any other Liberty-sponsored event.

- an injury to an extremity resulting in severe pain, change in color, size, or shape of extremity
- an injury to the head in which a concussion is suspected
- a loss of consciousness
- an injury resulting in broken bones
- a cut requiring stitches
- an injury to the eyes or nose
- an injury where teeth are broken or dislodged
- an injury incurred as a result of a fight or assault
- an incident requiring a visit to the doctor or emergency room
- an incident in which an ambulance, doctor, or other medical assistance is required

## ***Prescription and Over-the-counter Medicines***

### **Prescription Medication**

To be in compliance with state regulations and Indiana Codes and to guarantee that your child is receiving the correct medication and dosage while in our care, all prescriptions must be accompanied by a Prescription Medication form (available in either office, or on the LCS website) that is to be filled out by both the parent and the child's physician. All prescriptions must be in the original container from the pharmacy and must be brought to the office by the parent or guardian. If your child is on multiple medications given at school, a separate form must be filled out for each medication. Any time the dosage or anything about the medication is changed, a new prescription form must be filled out by the physician. For the safety of all students, please do not send any medications with your student to school and do not place any medications in his/her backpack. Once the medication is no longer needed at school, it can be picked up by the parent or guardian.

### **Over the Counter Medication**

Over the counter medications must be brought to the office by the parent or guardian, in the original bottle with the label intact, and must be accompanied by the Over the Counter Medication Permit (available in either office or on the LCS website). Tylenol, ibuprofen, cough syrup, etc. will not be stocked at school. Anti-itch cream and antibiotic ointment will be stocked at school and may be administered to students with written permission from the parent or guardian.

### ***Communicable Diseases***

In the interest of protecting the health and wellness of our students and faculty, please notify the office if your students has any of the following communicable diseases:

Acquired immunodeficiency syndrome (AIDS) \*Animal bites Anthrax Babesiosis Botulism Brucellosis Campylobacteriosis Chancroid *Chlamydia trachomatis*, genital infection Cholera Cryptosporidiosis *Cyclospora* Diphtheria Ehrlichiosis Encephalitis, arboviral, including: California encephalitis; Dengue or dengue hemorrhagic fever; Eastern equine encephalitis (EEE); Powassan encephalitis; St. Louis encephalitis (SLE); West Nile encephalitis; or Western equine encephalitis (WEE) *Escherichia coli*, diarrhea producing and other enterohemorrhagic types, including, but not limited to: *E. coli* O157; *E. coli* O157:H7; Shiga-toxin producing; or Sorbitol-negative Giardiasis Gonorrhea Granuloma inguinale *Haemophilus influenzae*, invasive disease Hansen's disease (leprosy) Hantavirus pulmonary syndrome Hemolytic uremic syndrome, postdiarrheal

Hepatitis, viral, Type A Hepatitis, viral, Type B Hepatitis, viral, Type B, pregnant woman (acute and chronic) or perinatally exposed infant Hepatitis, viral, Type C (acute), within five (5) business days Hepatitis, viral, Type Delta Hepatitis, viral, Type E Hepatitis, viral, unspecified Histoplasmosis HIV infection/disease HIV infection/disease, pregnant woman or perinatally exposed infant Influenza-associated death (all ages) Legionellosis Leptospirosis Listeriosis Lyme disease Lymphogranuloma venereum Malaria Measles (rubeola) Meningococcal disease, invasive Mumps Neonatal herpes Pertussis Plague Poliomyelitis Psittacosis Q Fever Rabies in humans or animals *Confirmed and suspect animal with human exposure* Rabies, postexposure treatment Rocky Mountain spotted fever Rubella (German measles) Rubella congenital syndrome Salmonellosis, non-typhoidal

Shigellosis Smallpox (variola infection) *Adverse events or complications due to smallpox vaccination (vaccinia virus infection) or secondary transmission to others after vaccination. This includes accidental implantation at sites other than the vaccination site, secondary bacterial infections at the vaccination site, vaccinia keratitis, eczema vaccinatum, generalized vaccinia, congenital vaccinia, progressive vaccinia, vaccinia encephalitis, death due to vaccinia complications, and other complications requiring significant medical intervention. Staphylococcus aureus, vancomycin resistance level of MIC > 8 µg/mL or severe Staphylococcus aureus in a previously healthy person Streptococcus pneumoniae, invasive disease and antimicrobial resistance pattern Streptococcus, Group A, invasive disease Streptococcus, Group B, invasive disease Syphilis Tetanus Toxic shock syndrome (streptococcal or staphylococcal) Trichinosis Tuberculosis, cases and suspects Tularemia Typhoid fever, cases and carriers Typhus, endemic (flea-borne) Varicella (chicken pox) Vibriosis (non-cholera) Yellow fever Yersiniosis*

Open, seeping sores and/or blisters (such as chicken pox and hand, foot, and mouth disease) must be completely covered before the student may return to school.

**Lice:** Any student found with lice (nits) will be sent home. Students returning to school must report to the office where they will be re-examined

### ***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 must have updated immunizations, according to the current state requirements.

### ***Vision and Hearing Screenings***

Visual acuity screenings are conducted for all students enrolled in the 1<sup>st</sup>, 3<sup>rd</sup>, and 8<sup>th</sup> grades and all other students suspected of having a visual impairment. Audiometric tests are conducted for all students enrolled in the 1<sup>st</sup>, 4<sup>th</sup>, 7<sup>th</sup>, and 10<sup>th</sup> grades and all other students suspected of having a hearing impairment. All students who are new to Liberty will have their hearing and vision tested, regardless of in what grade they are.

## **Partnerships with Parents**

### ***Curriculum Night***

Shortly after the school year begins, parents are invited to attend Curriculum Night. This “Back-to-School” night allows the teacher to have time with the parents to go over classroom procedures, policies, and expectations. It is expected that at least one parent attend this crucial meeting.

### ***Parent-Teacher Fellowship***

Liberty Christian School feels strongly that students are most successful when parents are actively involved. The school depends heavily upon its parents for prayer support as well as their assistance with special projects and events. The Liberty Christian School Parent-Teacher Fellowship is a non-profit organization formed to assist and enhance school programs and specifically support the classroom teachers. Parent volunteers, teachers, and school administration hold offices in the PTF. PTF holds functions to provide fellowship for students, parents, faculty, and the school board. There are numerous ways parents, grandparents, relatives, and friends can get involved through PTF. These include skating parties, prayer room ministry, Operation Christmas Child, hospitality committees, and faculty & staff luncheons. Parents are encouraged to become a part of Parent-Teacher Fellowship.



## ***Elementary 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.

**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.

## ***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.

## ***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. (elementary only)
- Put up seasonal decorations, bulletin boards
- Read to a class (elementary only)
- Copy and organize papers for teachers
- Cover teacher’s recess duty (elementary only)
- Help with arrival or dismissal duties one or more days per week (elementary only)
- Share a special talent or interest with a class or in chapel (elementary only)

## ***Guidelines for Volunteer Partners at Liberty Christian School***

All volunteer partners must complete a volunteer application and Criminal History Affidavit/Authorization to conduct a Limited Criminal History Background Check at least five (5) calendar days before serving as a volunteer at any school-sponsored event or as a representative of LCS. Such volunteer partnerships include but are not limited to those serving

- as a chaperone during a field trip or other school-sponsored event
- at a school-sponsored club or athletic event/practice/meeting/student gathering
- on the school campus during the school day
- as an authorized driver for school-sponsored events for student(s) other than those in the driver's immediate family
- as an officer of Liberty's Parent Teacher Fellowship or an e-Pal

Volunteer applications are valid from year to year, but the Criminal History Affidavit/Authorization to Conduct a Limited Criminal History background check must be updated and volunteer status be approved each school year.

Each year, the Superintendent or the Superintendent's designee will provide to volunteers a listing of volunteer expectations, including but not limited to the expectations listed below, and will retain for the school's records an acknowledgement signed by each volunteer indicating that (s)he has received a copy of the expectations.

- At all times while on the school grounds or at a school-sponsored event, and off campus when LCS students other than the volunteer's family member(s) are present, volunteers agree to serve as a Christian role model for our students. During these times, volunteers agree to set an example by modeling maturity in actions, attitudes, speech and dress and to refrain from the use of alcohol, illegal substances, or tobacco products.
- To facilitate timely communication, volunteers are asked to bring a cell phone to the event and to give the cell phone's number to the staff member in charge.
- An LCS staff member/employee will be in charge of each event, activity, or field trip, and will instruct the volunteers of what are the expectations of volunteers at that event.
- Volunteers are responsible for the behavior of students assigned to the volunteer's supervision. A volunteer must remain with the student(s) for whom the volunteer is responsible. At no time is a student to be left unsupervised.
- Volunteers should not bring others (whether children or other guests) to an event, activity or field trip, unless the event has been previously announced as a family event or one to which other guests are specifically invited. The first responsibility of each volunteer is to the students with whom the volunteer is working, and those students need the *undivided* attention of the volunteer.
- Students must travel to and from off-campus school events or activities in school-sponsored vehicles. 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.

- Volunteers should refrain from purchasing special treats for the children they are supervising unless all the children at the event or activity benefit equally.

### ***Elementary Grandparents' Day***

Hundreds of grandparents visit our school on this very special day in the spring. Students give 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.

### ***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. Middle School and 8th Grade Promotion will be a combined event at the end of the year as well as High School Awards. 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.

### ***Incivility Not Tolerated***

Liberty Christian School believes it is important that students feel loved and safe in all circumstances. Individual students and their peers do not feel safe when they are forced to witness disputes between parents. Liberty Christian School will not tolerate for any reason incivility between a child's parents or caregivers on school property or at school activities.

### ***Concerning Access to Students***

Discussions about who, other than parents, are allowed to visit or transport a child should be conducted by the parents, off school grounds. It is the policy of Liberty Christian School to decline the request of any parent to keep the other parent or others authorized by that parent away from a student unless the requesting parent has previously provided the school with a **complete** and **officially sealed** copy of a current court order declaring that the other parent or that parent's friend/family is to have no contact with the student. Prior to acting on such a request, Liberty Christian School will attempt to verify the authenticity of such an order by sharing a copy of the same with the parent the exclusion of whose friend or family is being requested. If, having been given notice of the apparent existence of a no-contact order **as to the child**, an individual nonetheless returns to Liberty Christian property, a formal trespass notice may be issued. If an individual violates a trespass notice, LCS administrators are authorized to contact local police agencies to effectuate the person's removal from Liberty Christian property.

## Daily Activities

### *Elementary 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. During outdoor recess, students will be allowed to remain inside only if a note from home has been submitted. 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.

### *Elementary 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 for them to bring. Students are only allowed to eat ONE snack at this time.

### ***Elementary Lunch Program***

At this time, students must bring their own lunch and drink. Refrigeration and microwaves are not available for student use. There will not be milk or juice available for them to purchase. We ask that students not bring soda in their lunch.

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

Parents of an elementary student may sign their child out for lunch.

### ***Secondary Lunch Program***

Students must bring their own lunch and drink. Refrigeration is not available for student use. There are a few microwaves that they are able to use. School clubs may offer pre-packaged drinks and/or snacks with approval from administration. The secondary campus is a closed campus, and students may not be signed out for lunch. For the time being, we are not allowing family members, graduates of Liberty or pastors to visit during lunch periods.

### ***Lockers***

Secondary students will be (and 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. No duct tape or stickers may be put on the inside or outside. Combination locks may be put on the lockers only if the administration is given the combination. The lockers shall remain property of the school and are subject to inspection at any time.

### ***Chewing Gum***

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

### ***Lost and Found***

Lost and found is located in the main offices of the elementary and secondary buildings. 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.