<table>
<thead>
<tr>
<th>Table of Contents</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>General School Policies/Guidelines</td>
<td>10</td>
</tr>
<tr>
<td>Upper School Policies</td>
<td>39</td>
</tr>
<tr>
<td>Middle School Policies</td>
<td>83</td>
</tr>
<tr>
<td>Lower School Policies</td>
<td>116</td>
</tr>
<tr>
<td>Preschool Policies</td>
<td>137</td>
</tr>
</tbody>
</table>
# Liberty Christian School Student Parent Handbook 2018-2019

## CONTENTS

### I. Introduction to Handbook

1. Letters to Parents & Students
2. Purpose of the Handbook
3. Vision Statement
4. Mission Statement
5. How
6. What We Believe
7. Warrior Way
8. School History
9. Investing in Liberty Students
10. Advancement Activities

### II. General School Policies/ Guidelines

10. Enrollment and Reenrollment
11. Payment Policies & Obligations
12. Change of Personal Information
12. Complaint Procedure
12. Conduct and Standards of Behavior
14. Required Policies
14. Animal Policy
14. Criminal Activities
15. Non-Discriminatory Policy
15. Drug-Free School Requirements
16. Drugs and Alcohol
16. Sexual Harassment
17. Hazing
17. Ministry Safe Training
18. Harassment & Anti-Bullying Policy
18. Child Abuse Policy
18. Investigations
20. Off-Campus Behavior
20. Weapons and Threats
21. Inspection Policy
21. Chaperone Guidelines for Faculty, Staff, & Parent Volunteers
25. Child Safety from Sexual Offenders and Predators
25. Reporting Disciplinary Matters to Colleges/Universities or Other Schools
26. Posters and Announcements
26. Fundraising
26. Parent/Visitor Driving & Parking
27. PTF
27. New Families
28. Tips for Effective Parenting
30. Student Accommodation Requests
32. Student Information
32. Domestic Legal Disputes
32. Transportation
33. Weather Conditions
33. Withdrawal from School
33. Youth Sports

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I. Introduction to Handbook

Letter to Parents and Students

Dear Parents and Students:

This handbook as well as the Technology Handbook and the Athletics Handbook have been compiled to assist you as you experience and participate in the Liberty Christian School family. You are a part of an educational community dedicated to Jesus Christ, who is Lord of our lives and our school.

Because these handbooks cover most of the general issues of school life, it is important that every parent and student read all the handbooks. Students and parents are responsible for knowing and applying the procedures outlined in The Student/Parent Handbook, the Technology Handbook, and the Athletics Handbook.

Codes may be defined as sets of principles, guidelines, and rules of conduct that are adopted by an organization to assist in identifying and carrying out its mission. When people join an organization, their commitment in joining implies a willingness to respect and comply with the codes of that organization. In a Christian setting, such codes establish Jesus Christ as the model of conduct.

It is our hope that you, as a part of Liberty, will live your life each day as one who has been redeemed by the saving work of Jesus Christ. You are encouraged to grow in godliness as you walk within the boundaries of these guidelines.

Liberty Christian School is a wonderful, nurturing place to deepen your commitment to the Lord as you seek academic excellence. We hope that as you read these handbooks, you will discover that the established codes are designed to help life at Liberty operate smoothly and fairly, giving glory and honor to the wonderful God we serve.

In Christ,

Dr. Blair McCullough, President
Dedra Brynn, Vice President-Advancement
Leah Beard, Vice President-Academics
Heather Lytle, Upper School Principal
Norm Parker, Middle School Principal
Krissy Stoner, Lower School Vice Principal
Misty Baptiste, Fine Arts Director
Johnny Isom, Assistant Athletic Director
Alex Arrendondo, Upper School Boys’ Youth Minister
Courtney Smith, Upper and Middle Girls’ School Youth Minister
Taylor Morgan, Middle School Youth Minister
Sam Dow, Preschool and Lower School Youth Minister

Julie Barber, Vice President-Operations
Greg Oglesby, Vice President-Student Activities
Tim Sanchez, Upper School Vice Principal
Joe Belyeu, Lower School Principal
Tana Smith, Preschool Principal
Zack Vest, Athletic Director
Steven Greek, Assistant Athletic Director
Purpose of the Handbook

The Student/Parent Handbook was developed to answer many of the commonly asked questions parents and students may have during the school year. Because the handbook contains information about student rights and responsibilities, parents and students are responsible for knowing its contents. Please take the time to become familiar with the following information – it is available anytime from Liberty’s website under each school’s “Resources” page. This handbook is a valuable reference during the school year, as it provides clarity when questions arise. In addition, please also review the Technology Handbook and the Athletics Handbook as it applies to all students and parents at Liberty.

The school reserves the right to interpret the content of this handbook as well as the Technology and Athletics Handbooks, including the rules and regulations governing the academic and nonacademic conduct of students. These handbooks are not a contract, nor are they intended to be so construed. Our school reserves the right to modify and/or amend the content of these handbooks at any time during the year. If any written modification or amendment is made to these handbooks, it will be made available to parents and students.

If you have any questions about the handbooks or any of its policies, please contact Dr. Blair McCullough, President.

Vision Statement

A leading, Christ-centered college preparatory school that inspires and equips leaders to impact the world for Christ.

Mission Statement

Liberty’s mission is to provide a holistic college preparatory education in a nurturing, Christ-centered environment.

How

In partnership with parents, Liberty recognizes and develops the unique characteristics of individual students through rich academic, co-curricular and spiritual life programs to prepare them to fulfill God’s purpose for their lives.
What We Believe

Biblical Education

There are many good reasons for enrolling your child in a Christian school. However, the reason that is above all others is that God requires parents to educate their children according to His principles. Note God’s instructions …

Deuteronomy 6:6–7 – “And these words which I command you this day shall be in your heart, you shall teach them diligently to your children, speaking of them when you sit in your house, and when you walk by the way, and when you lie down, and when you rise up.”
Proverbs 22:6 – “Train up a child in the way he should go: and when he is old, he will not depart from it.”
Ephesians 6:4 – “And, fathers, do not provoke your children to anger; but bring them up in the discipline and instruction of the Lord.”
Colossians 2:8 – “Be careful that no one spoils your faith through intellectualism or high-sounding nonsense, guided by human tradition, following material ways of looking at things, instead of following Christ.”
Jeremiah 10:2 – “Thus saith the Lord, ‘Learn not the way of the heathen.’”
Proverbs 19:27 – “Cease listening, my son, to discipline, and you will stray from the words of knowledge.”

Statement of Faith

1. We believe the Bible to be the inspired and only infallible, authoritative Word of God.
2. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and substitutional atonement for the sins of mankind by the shedding of His blood on the cross, His bodily resurrection, His ascension to the right hand of the Father, and His personal return in power and glory.
4. We believe that for salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential.
5. We believe in the present ministry of the Holy Spirit, by whose indwelling Christians are enabled to live a godly life.
6. We believe that God created man in His own image, but because of sin, man is in need of a Savior, and that salvation comes through faith in Christ Jesus, the Son of the Living God. Through faith in Him as Lord and Savior, we are declared righteous by God.
7. We believe in the second coming of our Lord and Savior, Jesus Christ.
Lifestyle Statement

Students should demonstrate a lifestyle that reflects the biblical perspective of integrity, appropriate personal and family relationships, academic conduct, and moral behavior.

Liberty Christian School believes that biblical marriage is limited to a covenant relationship between a man and a woman. The Liberty Christian School Statement of Faith expects students to maintain a lifestyle based on biblical standards of moral conduct. Moral misconduct, includes, but is not limited to, promiscuity and homosexual behavior, any other violation of the unique roles of male and female, public displays of affection, and substance abuse.

Liberty Christian School believes that all have sinned and fall short of the glory of God and should seek redemption through confession, repentance, and faith in Jesus Christ. Students who are struggling in their faith in these areas listed above are encouraged to seek help from school guidance counselors, and/or ministers in the Spiritual Life Department.

School Unity

Even though a variety of denominations are represented among our staff and school families, God has blessed LCS with much unity. We are exhorted in Ephesians 4 to walk worthy of the position that we have in Christ, “endeavoring to keep the unity of the Spirit in the bond of peace.”

Our goal is to keep Jesus Christ at the center of everything we do. God continues to bless our school because of this goal. We do not compromise on the central message of God’s Word and fully support our published “Statement of Faith.” We are aware that as a group of believers some differences in beliefs exist. It is important for parents to realize that when denominational issues are raised at school, our teachers are instructed to refer the students to their parents or pastor for discussion and guidance. By keeping our focus on Jesus Christ, we “major” on the central message of God’s Word. Our prayer is that each plan made, and each lesson taught will be done in such a way that the Lord Jesus Christ receives all of the glory and honor.

Philosophy of Liberty Christian School

The real difference between a Christian school and the public school is philosophy. While the public school is based on a man-centered philosophy, Liberty Christian School holds a God-centered philosophy of education, one that is based upon the Word of God. The primary objective and purpose of the school is to train students in the way of life presented in the scriptures while giving them a quality education.
What We Believe-Cont.

Philosophy of Liberty Christian School-Cont.

Our educational philosophy is based on a Christian worldview that comes from the truths found in the infallible, inerrant, and inspired Word of God. We recognize the Bible to be authoritative, reliable, and the final source of truth. Colossians 1:16 declares, “All things were created by Him and for Him; He is before all things, and in Him all things hold together.” Therefore, true education must begin and end with God.

Education can most effectively be accomplished in an environment that recognizes that all truth is God’s truth. We emphasize this fact and stress the development of an eternal perspective of life. We strive to provide an environment in which the individual student can mature spiritually as well as achieve academic excellence. Pupils are directed not only in the acquisition of knowledge and skills, but also in the pursuit of worthy interests, ideas, and attitudes essential for Christian maturity. We want to develop the complete individual spiritually, mentally, physically, and socially (Luke 2:52).

The academic program, through the traditional approach, emphasizes the progressive understanding of the fundamental blocks necessary for high achievement in the program of studies. Emphasis is placed upon the acquisition of facts and concepts in the areas of study, leading to the development and exercise of the powers of reasoning. Realizing the difference in innate ability, we encourage and expect students to do their best. We believe the traditional system of education educates the mind, builds character, and teaches the value of living under a free enterprise system of government.

We believe that the heart of character training is obedience (deciding to do right), which will eventually cultivate inner self-discipline and is essential to the emotional, physical, social, and spiritual well-being of the student. The teacher is the authority in the classroom. To obey, to do right, and to always measure one’s attitudes against scriptural principles are goals we strive to instill in students to equip them for carrying out God’s plan for their lives.

Scripture clearly teaches that parents are responsible for their children’s education and discipline. The school is not a substitute for the home, but is an extension of it, and operates as one means through which parents fulfill the responsibility the Lord has given them. We believe that our nation, homes, and schools are strengthened when our educational process points the young to Jesus Christ and teaches character and patriotism along with faith in God.
What We Believe-Cont.

**Spiritual Emphasis**

- To encourage all students to develop a personal relationship with the Lord Jesus Christ, and to instill in them a love for the Lord Jesus Christ, God the Father, and the Holy Spirit, and to instill a personal sense of responsibility to be all God wants them to be.
- To teach students that the Bible is the infallible Word of God, and to stress its practicality and importance through the application of biblical principles to every part of daily life.
- To integrate the teachings of the Bible with every subject and activity, and to evaluate secular information according to what the Bible teaches, as it is the ultimate source and final authority for all teaching.
- To encourage students to develop self-discipline and responsibility based on respect for and submission to God and all other authority.

**Academic Emphasis**

- To promote high academic standards, and to help all students realize their full academic potential.
- To prepare students for success and achievement at the college level.
- To assist students in developing a disciplined approach to their studies.
- To encourage all students to think clearly and logically and to work both independently and cooperatively, utilizing good study habits.
- To help each student gain a thorough mastery of the fundamental processes used in communicating and dealing with others, including reading, writing, speaking, listening, and using mathematics.
- To develop creative and critical thinking, and proper use of biblical criteria for evaluation.
- To develop responsible freedom, instilling a love for our country and respect for those who lived and died to make America great.
- To develop an understanding of the world and an ability to appreciate and contribute to the world.
Warrior Way

Liberty Christian School has defined a list of values from our vision and mission statements that we aim to build in your children with each passing day. We have termed these values “The Warrior Way.” These character traits have always been a part of our objective, to raise up godly, intelligent, responsible Christian citizens who will be the leaders of tomorrow. Having these qualities in a written form solidifies these biblical goals for our students to incorporate into their own lives. We encourage you to discuss these principles and values with your children regularly as we come alongside you to enrich the godly foundation you are already building. May we as adults also walk in “The Warrior Way” to demonstrate to our families the people of God we want our children to become.

The Warrior Way is based upon the following seven values as found in God’s Word.

- **Embrace God’s Truth**
  “Lead me in Your truth and teach me, for You are the God of my salvation; For You I wait all the day long” (Psalm 25:5).

- **Strive for Excellence**
  “Whatever you do, work heartily, as for the Lord and not for men” (Colossians 3:23).

- **Demonstrate Leadership**
  “Let no one despise you for your youth, but set the believers an example in speech, in conduct, in love, in faith, in purity” (I Timothy 4:12).

- **Value Scholarship**
  “Be diligent to present yourself approved to God, a worker who doesn’t need to be ashamed, correctly teaching the word of truth” (2 Timothy 2:15).

- **Exhibit Christ-like Character**
  “Whoever claims to live in Him must live as Jesus did” (I John 2:6).

- **Pursue Service**
  “For even the Son of Man did not come to be served, but to serve, and to give His life as a ransom for many” (Mark 10:45).

- **Build Community**
  “All the believers were one in heart and mind. No one claimed that any of their possessions was their own, but they shared everything they had” (Acts 4:32).
School History

Liberty Christian School originated in 1980 from the prayer and vision of Liberty Church in Denton, Texas. It began as a one-room learning center under the direction and leadership of Reverend and Mrs. Gary Adams. The school was small in size (20 students in all), but the all-important goal of a quality education in a Christian environment was established and implemented.

In 1983, Reverend Adams met Dr. Rodney Haire, who felt inspired by the Lord to enter the field of Christian education. Agreeing that the school would reach out to Christians of all denominations, Reverend Adams and Dr. Haire united to expand the school with the purpose of offering a quality college preparatory education in a Christian environment.

That year, the student body grew from 20 to 194, a new facility was purchased, a student council was formed, athletic teams and bands were started, and Liberty Christian School became a phenomenon! Today Liberty Christian’s student enrollment has reached to more than 1,100 with a staff of more than 200. God’s plan for an expanded college preparatory school in a Christian environment is surging ahead and being fulfilled. In the summer of 2005, the school moved from its address of 1500 South Bonnie Brae in Denton, Texas, to its new facilities at 1301 S. Highway 377, Argyle, Texas.

By mutual agreement, the school and the church separated in a friendly manner in 1989. The school continues to reach out to Christian families of all denominations and emphasize the teaching of biblical truths to all facets of life. It is our desire to help develop well-adjusted young people who will be the leaders of tomorrow, equipped to face life and make the right decisions. We believe that this desire can be accomplished by grounding and guiding students in the Word of God, while offering the best education possible.

Investing in Liberty Students

We offer opportunities for staff, parents, alumni, grandparents, and community partners to invest in the students at Liberty through volunteering and participating in our annual fund, employee matching gift programs, foundation support, and planned giving.

Our goal is to support classroom, program, and campus initiatives to offer students the opportunity to develop their specific gifts and talents, while they grow into Christian leaders who serve their communities and country. This effort requires that every family partner with Liberty through volunteering and giving. Every investment makes a difference! If you would like more information on how you can partner with Liberty, please contact Dedra Brynn, Vice President-Advancement, at 940-294-2129.
Advancement Activities

One of the ways to get involved and participate at Liberty is to volunteer or attend our Liberty family events. If you would like more information on any of these activities, please contact the Advancement Team at 940-294-2103 or 940-240-2155 or visit the “Campus Life” section of the Liberty website.

Event Highlights for the 2018–2019 School Year

- Annual Chili Cook-Off
- Real Estate/Business Summit
- Top Golf Tournament
- Praise and Worship Night
- Speaker Fundraising Event
II. General School Policies/Guidelines

Enrollment and Reenrollment

The following items are required for all students (new and returning) each year to be placed on the class roster for the next school year. These items are also required for students entering grades 6–12 to formalize their class schedule:

1. Payment of nonrefundable enrollment fee(s) if newly enrolling, along with building usage fee (if applicable); nonrefundable reenrollment fee if reenrolling
2. Completed and signed Enrollment and Parent Agreement signed by both legal guardians
3. Up-to-date immunization records

A pattern of low grades, poor work habits, poor conduct, excessive absenteeism or tardiness, or the parents’ failure to meet financial obligations may jeopardize a student’s continued enrollment. Entrance into the next grade level will be based on the classroom performance of the student, observations of the teacher and other School personnel, and appropriate testing, but will be within the full discretion of the LCS administration.

Payment Policies and Obligations

Enrollment agreements are for one complete school year. As a nonprofit institution, the overhead expenses of the School do not diminish with the departure of some students during the course of the school year. If a student withdraws, is absent, or is involuntarily separated by a parent for any reason after June 1 of the subsequent school year including but not limited to change of residence, health, academics, or other reason, there will be no refund or reduction of fees or tuition, and any unpaid balance may, at the School’s discretion, become immediately due and payable. There will be no exceptions or appeals to these termination policies.

Tuition and fees are to be paid as agreed in the Enrollment Agreement, Financial Worksheet, or other activity fee document on the deadlines stated therein. If an account is delinquent by thirty (30) days, the account is considered past due. In the event an account is 30 days past due, a student may be prohibited from continuing to attend classes until tuition and fees are paid in full. LCS reserves the right to permanently withdraw a student in the event that more than one (1) payment is not made in a timely manner.

Student records such as grades, testing results, transcripts, report cards, etc., may be withheld for any past due account until the past due account is rendered current or paid in full.

Payment in full for tuition and fees may be made directly to LCS or by utilizing the Smart Tuition system. For all checks written to LCS, a $25 service fee will be charged for any insufficient checks returned and only a cashier’s check or money order will be accepted in payment of insufficient amounts and service fee.
Parents wishing to pay tuition and fees in semi-annual or monthly installments must utilize and make payments through the Smart Tuition system or an additional $50.00 monthly fee per student will be charged.

Additional information regarding Smart Tuition is available at https://parent.smarttuition.com and will be provided to parents prior to the tuition and fee deadline. Parents remain fully responsible to LCS for all tuition and fees regardless of the payment method.

Any transportation expenses, activity fees, or other special fees and charges not included in the fees quoted on the Financial Worksheet and/or Tuition and Fee Schedule must be paid separately to LCS for such activities in which the student participates.

LCS student participate in the School’s mandatory lunch program, and parents will be responsible for the Annual Lunch Fee.

A student’s place on a class list will be confirmed only if the family’s account is current, the Registration Fee is paid, and the Enrollment Agreement is signed by both parents and/or guardians and accepted by LCS.

Under no circumstances will any tuition or fee payments made for one student be transferred to another student.

Change of Personal Information

Any change of address, phone number, or email address, including employment or emergency information, should be reported immediately by using the school website, www.LibertyChristian.com. Log in to myLiberty with your user ID and password, then choose “Profile” from the dropdown menu below your name. You may then update your contact card and the cards for any of your family relationships. If you are unable to log in contact the Technology Department at 940-294-2060.
Complaint Procedure

1. Give the staff the benefit of the doubt. Realize that the child’s reporting may be emotionally biased and may reflect only one side of the story.
2. Realize that we have reasons for all rules, and we endeavor to enforce them as consistently and fairly as possible. Please do not criticize the school in front of your children, as this criticism will reduce their respect for authority in general, resulting in less willingness to obey and cooperate.
3. Support the administration and call us concerning the situation. We ask that you pray for the teachers and staff. Support them with your love and praise. The teachers and staff are dedicated to training your children in the way they should go, resulting in upright character and behavior.

Handling a Problem

- Express it promptly to avoid ill feelings and friction that would hinder you as a Christian. Jesus says that you cannot properly worship or serve God if there is a disagreement between you and another (Matthew 5:23–24).
- Tell it to the right person, which is the other person(s) directly involved. See the appropriate administrator if you cannot reach a satisfactory agreement with the other person(s) directly involved.

Conduct and Standards of Behavior

The goal of our discipline standards is that students will mature, becoming less dependent on rules to govern behavior, and more dependent on a personal, internal ability to do what is God-pleasing and right.

Honor Code

“I will not lie, cheat, or steal, nor will I tolerate those who do.”

| Article I: | A student will not knowingly make any false statements, written or spoken. |
| Article II: | A student will not impart or receive any unauthorized assistance, either outside or inside a classroom or place of instruction, which would tend to give any student an unfair advantage. |
| Article III: | A student will not use evasive statements or technicalities to shield guilt or defeat the ends of justice. |

The foundation of the Liberty Christian Honor Code is God’s Word. There are numerous scriptural references for the Honor Code; for example, Philippians 4:8–9 and Hebrews 13:18. The Honor Code represents guidelines for behavior to promote growth in Christ. The code is a minimum standard expected for all students, while the “spirit” of the code exceeds this minimum by fostering the highest standards of ethical behavior. Your presence as a student at Liberty indicates that you agree with and will abide by the Liberty Christian Code of Honor.
Standards of Behavior

As Liberty Christian School bears the name of Christ and is dedicated to His honor and glory, it is important that we represent our school with behavior and attitudes that please Him and further the cause of His kingdom. The rules and standards set forth in this section apply to conduct whether on or off school premises.

To ensure a clear understanding of what is expected of Liberty Christian School students, the following specific rules have been established:

2. Students will not participate in harassment, bullying, fighting, or causing misery for other students.
3. Parents are advised that if their children are chronically tardy or absent because of carpooling, it is their responsibility to make other transportation arrangements.
4. According to Ephesians 4:29, students will strive to speak wholesome and edifying words at all times. Cursing and other vulgar or inappropriate language will warrant disciplinary action.
5. Students will not chew gum on the campus during school hours to help maintain the cleanliness and appearance of our facilities.
6. Students will refrain from public display of affection anywhere on the school grounds or in vehicles used for school activities. This policy includes holding hands, putting arms around one another, etc.
7. Inappropriate magazines, books, pictures, or other inappropriate materials including knives or other weapons will not be permitted on the campus, school bus, in cars being used for school functions, or at any school-sponsored activity.
8. Courtesy is a must. Running and yelling are not allowed in the building. Students are expected to be courteous to fellow students, teachers, staff, and visitors.
9. Possession, use, sale, or distribution of alcohol or tobacco in any form on campus or in connection with a school-related activity is strictly forbidden and may result in expulsion.
10. Possession, use, sale or distribution of alcohol or tobacco (including E-cigs) in any form on campus or in connection with a school-related activity is strictly forbidden and may result in expulsion.
11. Possession, use, sale, or distribution of any unlawful or prescribed narcotic, dangerous drug, controlled substance, E-cigs or any illegal or threatening device such as fireworks is strictly forbidden and may result in expulsion.
12. Students will show respect for and not defy the authority of the administration, faculty, and staff. Students will address adults with “sir” and “ma’am.”
13. Students will treat school property and personal property of others with respect and care. Any damage brought to the buildings, grounds, textbooks and classroom supplies, or furnishings of LCS must be repaired and/or replaced at the expense of those causing the damage. Students will be subject to disciplinary action if they willfully or negligently bring harm to school property.
14. Extenuating legal issues could result in temporary dismissal or suspension until matters are resolved.
15. Students will abide by the driving and parking rules.
16. Actions or attitudes should not conflict with or contradict the spiritual or behavioral guidelines of LCS.

The conduct of a Liberty student should be exemplary both on and off the campus. The reputation and good name of the school and, more importantly, of the Lord Jesus Christ, should be considered at all times. Our testimony at home, school, and play is important. As a Christian school, we desire that our students maintain a Christian testimony at all times, which includes dressing modestly at Liberty functions, on or off campus. These guidelines are addressed further under the dress code section.

The handbook does not and cannot define all types and aspects of student behavior; however, the administration has the responsibility to set forth general policies, rules, and regulations to help each student function well at Liberty. In addition, teachers and coaches within the classroom or pertinent activity may establish additional rules and regulations that are consistent with those established by the administration.

Students not conforming to Liberty’s standards will be seen by the dean of students, principal, or vice principal for consultation. Appropriate disciplinary action, which may include expulsion, will be given at their discretion.

“It is by his deeds that a lad distinguishes himself, if his conduct is pure and right.”

Proverbs 20:11

Required Policies

Animal Policy

Due to concerns about the health, safety, and welfare of people in the School community, no animals are allowed on School property or at School-related events without the express, written permission of the Head of School. This means that animals may not be brought onto School property for any reason (even if the animal remains in a vehicle or on a leash), including drop off, pick up, parties, games, and activities, and may not be brought to School-related events on or off campus.

Criminal Activities

A student engaging in conduct that is defined under law as a serious misdemeanor or felony (whether charged by law enforcement or not) is grounds for expulsion. Violations of law that occur off-campus during the school day will be subject to review under school rules. Violations of law that occur after the school day may also be subject to review under school rules.
Required Policies-Cont.

In the case of offenses that occur at the end of the school year, the school may require punishments to be served during the summer. Transcripts and other reports pertaining to the student’s academic standing will be withheld until the completion of the assigned punishment. All decisions involving suspension or expulsion are subject to the final approval of the Head of School and the division head.

Non-Discriminatory Policy

It is the policy of Liberty Christian School to maintain a school environment free from unlawful discrimination and to conduct its educational practices, admissions programs, financial aid policies, and other school-sponsored programs on the basis of an individual’s qualifications and abilities without regard to race, color, sex, age, national origin, citizenship status, disability, or any other protected characteristic as established by federal, state, and local law, unless a particular status protected by such law contradicts the deeply held religious convictions of Liberty Christian School.

Drug-Free School Requirements

No student shall manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances on school premises or at off-campus school-related activities, functions, or events:

- Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, synthetic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
- Alcohol or any alcoholic beverage.
- Any glue, aerosol paint, or any other chemical substance that could be abused by inhalation.
- Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.

A student need not be legally intoxicated to be considered “under the influence” of a controlled substance. Students who violate this prohibition are subject to expulsion and may be referred to appropriate law enforcement officials for prosecution.
**Drugs and Alcohol**

**General**

Students are prohibited from possessing, using, selling, or purchasing any alcoholic beverages or other mind-altering substances (including synthetic salts or other substances) on or near school property or at school-related activities. Off-premises possession, use, sale, or purchase of mind-altering substances and off-premise alcohol abuse is also prohibited.

**Testing**

Liberty has a mandatory drug testing program for all students grade 9–12. The test is conducted at the beginning of the school year. Random drug testing is done throughout the year. Should a student test positive and is still enrolled at Liberty, the student will be required to test during each random time at the parent’s expense throughout the student’s time at Liberty. The student will also be required to test during the mandatory time each year at the beginning of school.

In addition, students may be required to submit to urinalysis drug screens, hair follicle drug tests, blood alcohol tests, breathalyzer tests, and medical examinations under the following circumstances: (a) when a student is suspected of attending school or school-related activities with intoxicants or mind-altering substances in his or her system; (b) when a student suffers an injury or is involved in an accident while at school; (c) on a periodic or random basis, including but not limited to, in connection with the student’s participation in extracurricular activities; or (d) when a student is placed under disciplinary contract and such screenings or examinations are terms of the contract. The presence of any alcohol, other intoxicants, or mind-altering substances in the body is a violation of this policy. Refusal of a student (by the student or the student’s parent) to undergo testing or to cooperate fully with any of these tests (including signing consent forms or providing testing results promptly to the school) is also a violation of the school policy and will result in expulsion.

This policy does not prohibit the proper use of medication under the direction of a physician. However, the misuse or abuse of such drugs is prohibited. At the time of a drug test administered under this policy, students have the option of disclosing any prescription or non-prescription drugs they are taking which may affect or be detected by the drug test. All medications to be taken during the school day are to be kept in the Nurses’ Office.

**Sexual Harassment**

All students are expected to treat one another courteously with respect for the other person’s feelings, to avoid any behaviors known to be offensive, and to stop these behaviors when asked or told to stop. All students and teachers are prohibited from engaging in offensive verbal or physical conduct of a sexual nature. A student and/or parents are encouraged to discuss any questions or concerns about sexual harassment with the principal.
Students who believe they have been or are being subjected to any form of sexual harassment by a teacher or another student as defined above shall bring the matter to the attention of the principal. However, no procedure shall require the student alleging such harassment to present the matter to the person who is the subject of the complaint.

Hazing

Although students are encouraged to participate in school-related athletics, clubs, associations, organizations and other groups, they are prohibited from all forms of hazing. Hazing refers to any activity expected of a student to join or to continue membership or participation in any group where the activity produces or could be expected to produce mental, emotional or physical discomfort, humiliation, embarrassment, harassment, or ridicule to the student, regardless of the student's willingness to participate. Hazing activities include, but are not limited to, acts of personal servitude (i.e., forced labor or service); sleep deprivation; restrictions on personal hygiene; yelling; swearing; insulting or demeaning verbal abuse; being forced to wear embarrassing or humiliating attire; consumption of vile or other nonfood substances; consumption of alcohol; smearing of skin with vile substances; brandings; writing or marking on one's skin or clothes; physical beatings; paddling or other physical abuse; performing sexual simulation or sexual acts; stunts or dares that could result in physical injury or harm to a person's mental, emotional, or social well-being; any act in violation of the law or school policy; and any other activity that could fall within the definition of hazing. If parents think a particular activity could possibly be hazing, then it probably is. If the parents are unsure, then they need to contact their child's principal or supervisor and ask.

A student violates this policy whenever he or she engages, assists, or attempts to engage or assist in the planning or committing of any hazing activity, whether on or off school property. Each student is also responsible for immediately reporting any hazing activity or plans for any hazing activity to your child's principal. The failure to make such a report is also a violation of this policy.

Ministry Safe Training

All Liberty employees, including full-time employees, part-time employees, and substitute teachers, are required to complete Ministry Safe training that educates in matters pertaining to sexual harassment and abuse.
Harassment and Bullying Policy

Liberty prohibits any type of bullying or harassment-type activity among our students. Liberty is dedicated to fostering an environment that promotes kindness, acceptance, and embraces difference among individuals.

Any repeated, unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance is considered bullying and will not be tolerated at Liberty under any circumstances. The School also prohibits cyber-bullying (creating websites, instant messaging, e-mails, using camera phones, or other forms of technology to engage in harassment or bullying).

Similarly, any slurs, jokes, and other verbal, graphic, or offensive conduct relating to race, religion, color, sex, sexual orientation, national origin, citizenship, or disability is considered harassment and will not be tolerated at Liberty under any circumstances.

All students are required to immediately report any actual or suspected, bullying, or harassment activity among the students to the administration. The failure to make such a report could result in disciplinary action in accordance with the school’s disciplinary procedures.

When the school administration and counselor become aware of any actual or planned bullying or harassment activity, the situation will be promptly investigated. No adverse action will be taken against any person who makes a good faith report of hazing or suspected hazing activity. Bullying will be dealt with swiftly and appropriately, as well as preemptively, through chapels and Bible classes.

Child Abuse Policy

Liberty intends to comply with the provisions of the laws of the State of Texas and the guidelines established by the Texas Department of Family and Protective Services (TDFPS) related to child abuse. Child abuse and neglect are against the law in Texas, and so is the failure to report suspected abuse or neglect.

It is the responsibility of all Liberty personnel (which includes, but is not limited to, teachers, administrators, employees, and others providing or performing services at Liberty, whether volunteer or paid) to protect the health and safety of students. Abuse of a child, whether through neglect or physical, emotional, verbal, sexual, or other actions, can cause physical and mental harm to that child and therefore, will not be tolerated in any manner at Liberty. The safety and well-being of children is a serious concern for educators and schools. Liberty’s policy is that all employees share the responsibility of the prevention and reporting of suspected child abuse and sexual molestation and any other conduct which affects the health and safety of students.
Because the faculty and staff of Liberty Christian School love children and desire to protect them, administrators require all employees to complete five important safety steps before and during employment. Those safety steps are outlined in detail in the Liberty Personnel Policy Handbook. All Liberty personnel, including teachers, should review the Child Safety Section of the Personnel Policy Handbook to understand the five important safety steps they must complete, as well as definitions of child abuse and neglect, reporting requirements and guidelines for prevention.

Any employee suspecting child abuse or neglect is expected to use the following procedure to report the child abuse and/or neglect:

- Do not confront the suspected abuser or molester.
- Report the details to the school counselor, including notes of the following:
  - All incidents and observations, including dates and times.
  - Any information you have about the relationship between the child and the suspected abuser.
  - Pertinent information that TDFPS will need for its investigation:
    - Name, age, and address of the child
    - Current injuries, medical problems, or behavioral problems
    - Parents’ names and names of siblings at home
  - Maintain confidentiality. Information about suspected child abuse is only to be given out or discussed on a “need to know” basis and is not to be shared with fellow employees, parents, students, or anyone outside the school other than law enforcement.
  - Make a report to the Texas Department of Family and Protective Service (TDFPS) or local law enforcement and let them investigate.

Anyone who suspects a child has been abused or neglected is required to report it to TDFPS as soon as possible, but **no later than 48 hours**. According to state law, you may not delegate this task or rely on another person to make this report. Therefore, your report to the school counselor does not excuse you from the requirement to make a report to TDFPS. The report can be made using the Texas Child Abuse and Neglect Hotline (1-800-252-5400) or online at [www.dfps.state.tx.us](http://www.dfps.state.tx.us).

Your report to TDFPS is confidential and not subject to public release. The law provides immunity from civil or criminal liability for innocent persons who report even unfounded suspicions, as long as the report is made in good faith. Your identity is kept confidential.

Upon notification that a report of suspected child abuse/neglect has been made against any Liberty personnel, that person may be removed from all contact with children at Liberty and may be suspended from employment or further service pending further investigation with or without pay. The action to be taken will be determined by the President.
Required Policies-Cont.

The employment or services of any Liberty personnel convicted of, or otherwise found to have committed, an act of child abuse and/or neglect will be terminated immediately.

Liberty and all Liberty personnel must fully cooperate with all appropriate authorities and agencies in the investigation of any incident of suspected or alleged child abuse and/or neglect.

Depending on the circumstances, LCS may not be able to communicate with parents about the report until authorized to do so by the authorities. LCS asks for your understanding as we do our best to protect the children under our care.

Investigations

Students are expected to cooperate in investigations. Students are expected to be honest, but honesty is not necessarily a mitigating factor, and students’ own statements may be used against them. Failure to cooperate with an investigation may be cause for disciplinary action.

If a student refuses to participate or cooperate at any stage of an investigation, or is unable to do so for whatever reason, including, without limitation, pending criminal charges, the school reserves the right to take action, including proceeding without a statement from the student or to require the student to withdraw from school.

Off-Campus Behaviors

The school does not wish to unnecessarily involve itself in a student’s off-campus behaviors. However, the school’s rules and regulations apply at all times a student is enrolled in school. In addition, the school reserves the right to take action to the extent that off-campus behaviors impact the individual’s ability to continue at school or impact other students’ or employees’ ability to be comfortable at school. We expect students to avoid all types of behaviors, including behaviors that may be harmful to one’s body, self-esteem, or health. As examples, off-campus Internet activity; criminal activity; sexual activity; use of drugs, alcohol, or tobacco; or remaining in a situation where these are known to be present may result in a student receiving disciplinary action, up to and including dismissal from school.

Weapons and Threats

Liberty takes all threats seriously, even when students make comments in jest, on the internet, by text, or away from toward or about another student, employee, or the school. Students are prohibited from bringing any type of weapon, e.g. knives, guns, fireworks, etc., to school or to a school-sponsored event. Any such items may be confiscated and if appropriate, turned over to law enforcement. Any pictorial depictions of weapons or verbal or written comments that the administration determines in its discretion appear to be threatening in nature will result in disciplinary consequences.
Required Policies-Cont.

Inspection Policy

Situations may arise where Liberty authorities find it imperative to search areas to ensure safety and security of students, teachers, and others, or to determine if a violation of the school’s rules, standards, and/or local and state law has occurred. Random or routine searches, without cause, may also be conducted. The school reserves the right to inspect and conduct a search of any place or item on school campus or at a school-related event including, but not limited to, a student’s locker, book bag, backpack, purse, lunch bag, vehicle, computer, or personal electronic devices. Students must provide any passwords or other access required to inspect such places or items upon request by a school administrator. Inspection of electronic devices includes laptops, phones, cameras, and any other electronics, including the contents of same (texts, emails, photos, images, address books, etc., whether such message or information was sent over the school’s system or any personal account such as Gmail, Snapchat, etc.). In addition, all students may be required to empty their pockets, when requested by Liberty personnel.

Liberty may install closed circuit television in the school’s public areas to monitor school areas for evidence of theft and violation of school rules. Liberty is not responsible for any lost or stolen items. Students are requested to leave valuables at home and under no circumstances should they leave them in unattended bags. Further, the school has the right to seize and permanently retain property disclosed by an inspection or search which is considered potentially harmful, dangerous, illegal, or inappropriate, or the possession of which is a violation of the school’s rules, community standards, and/or local, state, or federal law.

The school reserves the right to allow trained canine drug/weapon units to search the school campus on a random basis or as needed.

Chaperone Guidelines for Faculty, Staff, and Parent Volunteers

A form containing the following guidelines must be read and signed by all faculty, staff, and parent volunteers who have agreed to chaperone a Liberty Christian School event on or off campus.

- The chaperone must be a faculty or staff member of the school or a parent volunteer who has been approved through the Business Office.

- All chaperones must be at least 21 years of age.

- All chaperones must fill out an application form and return it to the appropriate school office or trip leader, with a signature to allow for a background check, and the acknowledgment that the volunteer/chaperone has read the guidelines and understands his or her chaperone responsibilities.
Required Policies—Cont.

- The principal or headmaster must approve all field trips and chaperones.

- A field trip supervisor will be assigned to the chaperones and will arrange a meeting in advance of departure to discuss the chaperones’ assignments and regulations.

- Chaperones must abide by all of the school’s policies and procedures, including but not limited to rules on drug and alcohol use, student confidentiality, safety, adult/student boundaries, reporting, and harassment policies. Chaperones must insist that students comply with conduct guidelines as outlined in the Student/Parent Handbook and/or in the guidelines for school trips.

- Chaperones are expected to be familiar with the Student Code of Conduct and Discipline and shall report all suspected violations to the field trip supervisor immediately.

- Chaperones should reasonably be available and visible at all times during the events, take part in enforcing the rules and take control of any situation needing handling. Proper supervision requires that chaperones be especially attentive to the students' safety.

- The level of supervision of students while on a field trip is no less than the level of supervision of students required when students are on campus, participating in class, or participating in other school related activities. Chaperones should ensure that they are within hearing or eye sight of the students at all times.

- Chaperones will work cooperatively with other school personnel to meet the needs of students with special needs.

- Chaperones are expected to exhibit model behavior and ethical conduct at all times, including use of language, computers, texts, and other forms of communications. Chaperones should encourage a positive attitude and respect for others.

- Any student misbehavior on a school-sponsored trip should be reported to the field trip supervisor immediately.

- Chaperones serve as role models for the students and are expected to use good judgment and common sense at all times.
Required Policies-Cont.

- Chaperones may not impose, administer or enforce student discipline. When concerns about disciplining students occur, these concerns should be addressed to the field trip supervisor.

- Chaperones must actively supervise and keep an accurate check on students assigned to them. Typically, one chaperone will be assigned to 10 students.

- For minor behavior issues with students, chaperones are free to speak to the individual student so that he or she is in compliance with the school behavior guidelines. If the chaperone does not feel comfortable speaking to the student(s), the chaperone is to advise the field trip supervisor of the situation so that the incident may be addressed. Chaperones must report any inappropriate or unusual comments or statements from students to the field trip supervisor.

- Only school designated chaperones or the school nurse may dispense medications.

- Chaperones are required to report any illness of students to the field trip supervisor immediately.

- Medical release waivers for each student shall be carried on all field trips. In case of an accident, the medical release waivers shall be presented to the treating physician. A student’s permission slip shall be attached to the student injury incident report which is required with an accident.

- Chaperones will not be permitted to bring other persons on field trips.

- Chaperones must wear appropriate clothing at all times.

- Overnight chaperones must assume a 24-hour per day responsibility for students from the time they leave until the time they return.

- Chaperones should keep an accurate check on the students assigned to them at all times.

- At no time may chaperones make personal plans except with the consent of the principal or field trip supervisor.

- Gender of the group members shall be considered when assigning chaperones and floor assignments.

- No chaperone shall stay in a room alone with a student.
Required Policies-Cont.

- Only same gender students shall share a room. Additionally, under no circumstances should students of the opposite sex visit in their hotel rooms.

- Overnight chaperones may not retire until all students are in their rooms, all visiting between rooms has stopped, and the chaperones are reasonably certain that the students are secure.

- Chaperones are responsible for ensuring that all rooms have been checked before leaving hotels and motels so that damages, if any, can be assessed immediately.

- On occasion, chaperones may be required to ride the transportation provided by the school for the students. Chaperones that drive vehicles are expected to observe all traffic laws and regulations. All passengers must wear seat belts in the vehicles, which are so equipped.

- Use of a privately-owned vehicle to transport students is prohibited, except in the case of a bona fide emergency. Determination of the existence of a bona fide emergency will be made by the principal or field trip supervisor if the principal is not present. Chaperones who use their own vehicles risk being legally liable for any injury a student sustains while in the vehicle.

- If a chaperone becomes ill or unable to chaperone for good reason, the chaperone must advise the field trip supervisor as far in advance as possible. Chaperones who will be late or absent are expected to call the field trip supervisor as soon as possible so that other arrangements can be made.

- The school may reimburse chaperones for approved expenses incurred in providing field trip services. Prior approval by the school principal is required for expenses a chaperone may seek to have reimbursed.

- The field trip supervisor and principal are authorized to use their discretion to terminate the services of a chaperone at any time, if they determine it is in the best interests of the school.

- The headmaster may determine that a chaperone’s behavior on a trip is in violation of these guidelines, which may warrant restrictions placed on a volunteer chaperone, termination of a family’s enrollment, and/or discipline/termination of an employee.

- Falsification or omission on the application form may constitute grounds for dismissal of chaperone services (for employees) and may include disciplinary action, up to and including termination of employment.
Child Safety from Sexual Offenders and Predators

According to the National Center for Missing and Exploited Children (NCMEC), sexual perpetrators are commonly people the parents/guardians or children know, and these people may be in a position of trust or responsibility to a child and family.

Because of our concern for student safety, all employees, and those parents who volunteer for overnight field trips, are screened through the School’s criminal background process.

To keep their children safer, parents should talk openly to their children about safety issues. Parents should know their children’s friends and be clear with their children about the places and homes that their children visit. Children should be taught that they have the right to say no to any unwelcome, uncomfortable, or confusing touching or actions by others and to get out of those situations as quickly as possible.

Parents should regularly visit the public registry to check out individuals for prior criminal records and sex offenses. Information concerning registered sex offenders and predators in Texas may be obtained by visiting https://records.txdps.state.tx.us/sexoffender/, the Texas Department of Public Safety sex offender registry database. The Texas Department of Public Safety has also created a notification system that allows the public to subscribe to email notifications regarding database changes related to registered sex offenders. See website above for more information. To view a map of registered sex offenders living within a five mile radius of any given address, parents should visit https://records.txdps.state.tx.us/sexoffender/.

Reporting Disciplinary Matters to Colleges/Universities or Other Schools

If requested on the original application, students and parents are responsible for immediately reporting to colleges and other schools to which the student may be transferring (1) disciplinary matters for which a consequence has been given; and (2) circumstances under which a student was withdrawn from School to avoid the possibility of a disciplinary infraction. The student and/or parent must also provide the School with a copy of the letter or other information disclosed. It is important for the student and parent to realize that the School and/or the student’s college counselor will also inform the school/college of such an incident.

In the case where a disciplinary action (or withdrawal) has occurred after the college or school transfer application has been sent, the same process must be followed. In other words, if the original application asked for information on disciplinary infractions, the student should update the information if it later changes and provide the School with a copy of the update letter. Similarly, the School will update the information to the college or school. This reporting must take place in letter form to the college or school within 10 days after the consequence has been imposed or the withdrawal has occurred.
Posters and Announcements

All posters must be approved at the school office before they are displayed in school. Students who wish to put up a poster should bring it to the office first. General announcements are made in the morning over the intercom. Club or class announcements must be signed by an advisor. Any announcement originating from a student must be cleared by administration.

Fundraising

No class, individual, or organization is to begin any money raising activity without permission from Liberty. No class, individual or organization may request money from any other class, individual, or organization within or outside Liberty without permission from the Liberty administration office. All extracurricular organizations should strive to be self-sufficient, raising money through approved concessions and approved service-type projects.

Photographs and Video Images

Liberty is authorized to use and publish video and/or photographs of students and/or parents/guardians, which may be included in any editorial, trade, advertising, or other medium at the sole discretion of Liberty without restriction, limitation, or specific prior consent. These video or photographic images may be published on the internet.

Parent and Visitor Driving and Parking

- The speed limit on campus is a maximum of 15 mph.
- Please do not use cell phones while driving on campus.
- Parents and visitors may park in any designated visitor space in the front two parking lots and the front circle parallel spaces.
- During school hours, please do not park in numbered spaces anywhere on campus, as those are assigned to students and staff.
- Designated parking spaces for Preschool 5-minute drop-off and pick-up are for parents of Preschool students only. Only vehicles displaying the “Current school year’s Preschool Parking” hangtag may use those parking spaces during the hours of 7:45 – 8:45 a.m. and 2 – 3 p.m.
- Do not park in fire lanes. The fire lanes are there to ensure that emergency vehicles are able to reach a person in distress or another crisis situation. The city requires us to strictly enforce this rule. The Argyle Police Department will issue tickets to violators.
- Parents, students, and visitors are not allowed to use the South entrance.
- Any person or vehicle is subject to search while on school property by LCS Administration, LCS Security Staff, or the Argyle Police Department.
- All areas may be under surveillance.
- Pylons and signs are not to be crossed when in position. They are in position to say, “Stop – the parking lot is full,” or “Do not enter this area.”

Please do not cut through the parking lot belonging to Cross Timbers Community Church.
PTF – Partners Through Faith / Volunteers

At Liberty, all parents, grandparents, faculty, staff, and alumni are considered members of PTF – “Partners Through Faith.” The PTF mission is to serve students, staff, and parents by promoting fellowship and volunteerism. PTF strives to build strong partnerships to support Liberty families and serve the Liberty community. PTF sponsors many activities, such as staff appreciation days, new parent events, used uniform sales, holiday decorating, workroom activities, and more.

Liberty encourages every parent to volunteer and make a difference in the LCS community. The volunteer opportunities promote interaction among parents, faculty, staff, and students. To learn about more ways to get involved, please visit www.LibertyChristian.com and choose “Support Liberty,” then “PTF Volunteers,” or contact Michelle McClung at michelle.mcclung@mylcs.com.

In compliance with school policy and insurance recommendations, LCS will conduct confidential background checks on all volunteers and will require a copy of the volunteer’s drivers’ license each year. Volunteer applications and criminal history background check forms can be found by going to www.libertychristian.com/volunteers. Please submit the form, along with a copy of your driver’s license, to Michelle McClung. Her office is located near the cafeteria across from Commons Place.

New Families

New families’ integration into the “Liberty Family” is an important part of a new student’s experience here at school. PTF hosts many events in the fall to assist new families including a New Family Dinner, “Tears and Cheers” Coffee on the first day of school, and others.

PTF is here to assist new families in getting “plugged in” to various activities on campus, in meeting other Liberty families, furthering their knowledge of Liberty, and building relationships with administration and staff. If you have any questions about life at Liberty, please contact Sandra Garoutte at sandra.garoutte@mylcs.com. Please also see the Chaperone Guidelines for Faculty, Staff, and Parent Volunteers.
Tips for Effective Parenting

- Give your children proper parental affection. Put your arms around your kids and tell them often that you love them.
- Make sure your children are not overcommitted to extra activities. Be sure they have adequate time for schoolwork and sleep.
- Spend time with your children. Far more than material things, your children need your undivided attention. Try turning off your TV set a few hours in the evening.
- Discipline your children. “Foolishness is bound up in the heart of a child; but the rod of correction shall drive it far from him” (Proverbs 22:15). Proper discipline of your children begins by disciplining your own life.
- Keep promises you make to your children. If you promise a day with your family, keep it. If you promise you will discipline your youngsters for infringement of a family rule, keep your promise. Consistency and integrity begin at home.
- Train your children to be accountable for their actions. Arguing on their behalf and defending them serves as a roadblock to their developing accountability.
- Do not criticize those in authority over your child. The attitudes you reflect toward God’s servants will be mirrored in your children’s attitudes.
- Don’t tease your children. Intimidation, sarcasm, or embarrassment of any kind can have a devastating effect on a child’s emotional well-being.
- Train your children to be courteous and friendly, but to be very selective when it comes to making close personal friends. Parents are responsible for the total environment of their children.
- Train your children to be accountable for their actions. Teach them the biblical grace of apologizing and seeking forgiveness if they harm or offend another individual. If they lie or steal, require them to make full restitution with God and those against whom they have sinned.
- Train your children to be accountable for their words. Children can be extremely cruel to each other by their words. If left untrained, they may develop an argumentative manner of speaking with teachers, parents, and others. That is a negative pattern that could hinder them all of their lives.
- Show an interest in what your children are learning at school. Discuss with your children the subject material they are studying in the classroom. What your children learn in school is interesting!

“Don’t you see that children are God’s best gift? The fruit of the womb His generous legacy? Like a warrior’s fistful of arrows are the children of a vigorous youth. Oh, how blessed are you parents with your quivers full of children!”

Psalm 127:3–5 (The Message)
Principles and Expectations Relating to the Parent/School Relationship

We have 10 expectations that we believe will help us have a positive and cooperative relationship throughout the entire school year:

1. As a part of our joint role to help students grow and mature, parents are expected to encourage their student to address perceived inequities appropriately and independently, including reporting if necessary.
2. Parents must cut the constant phone ties from their children. Let your children make decisions on their own without the constant need for parental reinforcement. Sometimes they will make a decision that is different from the one you would have encouraged. That’s fine too.
3. Students must learn to seek assistance from an adult on campus for academic, athletic, or other assistance. We have resources for your child for this purpose, including the child’s advisor, mentor, or other person installed on campus.
4. When parents contact the school without the child’s knowledge (“John doesn’t know I’m calling, but…”), the school will need to address the issue directly with the student. We cannot promise you that we will maintain confidentiality regarding your phone call. Refer to expectation number one.
5. The school will typically investigate issues and question students without the parent’s presence, which helps us move quickly to resolve issues.
6. Although your child’s issue is important, concerns take time to address. Please be patient, and do not call repeatedly for an update.
7. Please do not ask us to tell you about discipline imposed on other students. We would not disclose discipline of your child to others and expect that you understand the same principle applies to other students.
8. The school will not communicate everything that occurs in the student’s daily life to a parent. We have a lot of students under our care (including your child) that we need to ensure are safe, secure, and happy. We expect that you would like our attention to be focused there.
9. Neither the teachers nor the school will provide a daily email, text, or call regarding the student’s progress or difficulties. We will communicate with you through appropriate school channels if we believe there is a concern that you should address with your child.
10. All communication between the parents and any person at the school must be professional, cooperative, and appropriate. If we cannot have this type of relationship, this school may not be the right one for your child.
Tips for Effective Parenting-Cont.

Parent/Family Cooperation

As stated elsewhere, the school believes that a positive and constructive working relationship between the school and parent is essential to the fulfillment of the school’s educational purpose and responsibility to its students. If the parent’s or other family member’s behavior, communication, or interaction on or off campus (including during school-sponsored events) is disruptive, intimidating, or overly aggressive, or reflects a loss of confidence or serious disagreement with the school’s policies, methods of instruction, or discipline, or otherwise seriously interferes with the school’s safety procedures, responsibilities, or accomplishment of its educational purpose or program, the school reserves the right to dismiss the family from the community. In addition, the school reserves the right to place restrictions on parents’ or other family members’ involvement or activity at school, on school property, or at school-related events if the parent or other family member engages in behavior or has a status (such as a criminal conviction) that would reasonably suggest that such restrictions may be appropriate for the community.

Student Accommodation Requests

We understand that there may be circumstances when a parent may request that the School provide an adjustment or accommodation for a student’s medical needs or physical, mental, or learning disability. As the range of requests have grown over the years, the School believes that it is appropriate at this time to outline the School’s policy and general guidelines for addressing such requests.

General Policy

Liberty seeks to comply with the Americans with Disabilities Act regarding its students with disabilities. No student shall be denied access to or participation in the services, programs, and activities of the Liberty solely on the basis of his/her disability. To accomplish this goal, Liberty shall provide, upon written request, reasonable accommodations for students who have a physical or mental impairment that substantially limits a major life activity. Federal Law requires that requests for accommodations for students with disabilities be considered on an individual, case-by-case basis. Liberty will make reasonable adjustments or modifications to its practices, policies and procedures unless to do so would fundamentally alter the nature of the program or result in an undue burden to Liberty. The parent of a student with a disability who is in need of an accommodation is obligated to provide notice of the nature of the student’s disabling condition to Liberty and to assist Liberty in identifying appropriate and effective accommodations. As such, it is the responsibility of the parent to provide information which verifies that the student's condition meets the definition of a disability as defined by applicable laws. We also ask parents to realize that, given the size of our school and our available resources, we may not be able to provide all requested accommodations. To the extent the parent requests additional supports in addition to the reasonable accommodations granted, we may require the parent to be financial responsible for the additional supports.
Student Accommodation Requests—Cont.

Request for Accommodation

For any type of accommodation (including administration of medication at school), the parent must contact the School nurse of the need. The School nurse will then advise the parent of the type of medical documentation needed, which generally will state the student’s diagnosis, how the condition limits the student, the recommended accommodations, and the length of time that the accommodation(s) will be needed.

Release for Communication with Physician

Sometimes, the documentation received from the physician may raise questions or be unclear as to the recommendations. For that reason, the parent(s) must sign a Release of Information form, permitting the School to contact the medical professional, when necessary. In addition, if there is any cost associated with the physician’s cooperation (i.e., to answer a set of questions submitted, etc.), the parent must agree to bear the cost of such process.

Assessment of Request

Once the parent’s request and medical documentation has been received by the School, appropriate persons within the administration will meet with the parents to clarify information and to discuss whether the School will be able to implement the accommodation requested. In some cases, if the request is over and above a reasonable accommodation, the parent may be asked to provide (at the parent’s cost) any special equipment needed, training for the school’s staff, or other associated matters. In addition, the School may advise the parent that the School will allow a particular support, but the full responsibility for doing so will rest with the parent. For example, if the student needs to be tested or have certain types of medicines administered during the day that the School or nurse believe are beyond the scope of the School’s responsibility, the School may allow the parent to make arrangements to visit the campus for the purpose of testing and administering.

Limitations of Requests

Please understand that the School is not a medical facility and does not have the personnel, training, or equipment to handle certain types of medical procedures best left to the student, parent, or physician. In addition, the School reserves the right to deny a request for accommodation which it determines is unreasonable or to modify any consent to previously granted accommodation requests based on changed circumstances.
Student Accommodation Requests-Cont.

Responsibilities for Implementing Accommodations

Depending on the nature of the request, the School may agree to provide the accommodation directly if such request is deemed a reasonable accommodation; may require the student to provide the accommodation (such as taking prescribed medications with observation by the nurse), or may require that the parent provide all aspects of the support, if such support would fundamentally alter the nature of the program or result in an undue burden to Liberty.

Student Information

Liberty makes reasonable efforts to ensure that both natural parents (or legal guardians) receive substantially the same information (transcripts, records, appointments, etc.). Liberty must rely upon the correctness and completeness of parental information when the student is enrolled. In situations of divorced or separated parents, if one parent believes that the other parent is not entitled to receive certain information, the parent wishing to restrict information provided by Liberty must provide Liberty with a court order that is still in effect that specifically restricts the other parent from receiving such information.

Liberty has been authorized to place family information, including name(s), home address(es), email address(es), and telephone numbers of parents/guardians, students, and other children in attendance at the School, in a directory of students to be distributed to School families. This directory is not to be used for commercial use and is not to be distributed to any person or entity.

Domestic Legal Disputes

It is disruptive to Liberty and its operations for a parent/guardian to involve Liberty or any of its personnel in domestic legal disputes between parents/guardians, and Liberty must often incur legal fees and costs associated with such issues. Therefore, the parent/guardian seeking Liberty’s involvement in any domestic legal dispute must promptly reimburse Liberty for all expenditures incurred by the School as a result of its involvement in any domestic legal dispute, including but not limited to attorneys’ fees and costs. Failure to promptly pay such fees and costs will result in dismissal of the student from Liberty.

Transportation

Liberty offers transportation via bus, school van, or private vehicle operated by approved drivers to all school-related events off-campus if the parent or guardian has signed and submitted a Transportation Waiver and Release form. Parents also have the option to decline school-provided transportation and can choose to remain solely responsible for ensuring their student’s transportation to and from school-related events.
Transportation-Cont.

Although students and/or parents are permitted to drive themselves and/or their own student to school-related events, parents are not permitted to transport other Liberty students unless they are LCA-approved drivers, and the Liberty student-passengers’ parents have submitted signed Transportation Waiver and Release forms.

Students are not permitted to drive other students to school-related events under any circumstances.

Weather Conditions

Weather conditions may cause the school to be closed or alter the regular schedule. When threatening weather occurs, check for the most up-to-date and accurate information on Liberty’s website at www.libertychristian.com, as well as Liberty’s Facebook page and Twitter. If you are on the Liberty Information email list, you will receive weather notices electronically whenever possible. You may also obtain information from the following radio stations: KCBI (90.9 FM), KLTY (94.9 FM), WBAP (820 AM), or KRLD (1080 AM), and on television stations Channel 4 (KDFW), Channel 5 (KXAS), Channel 8 (WFAA), and Channel 11 (KTVT). The stations will be notified by 7:30 a.m.

Withdrawal from School

If any student withdraws from LCS, the parent is financially responsible and obligated to pay the full annual tuition amount as per the Enrollment and Parent Agreement. If a child withdraws from school, the parents should notify the registrar who will then notify the student’s principal and the Business Office. It takes a minimum of one full working day to process a withdrawal; therefore, it is essential that parents make their request prior to the date of withdrawal. The registrar has a checklist for withdrawal that ensures all necessary departments are consulted before a withdrawal is complete.

Youth Sports

The Liberty Youth Association (LYA) is under the direction of the Athletic Department. It sees the Lower and Middle School programs as a vital way to prepare students for varsity sports. The Athletic Department will incrementally add sports that will come under the LYA umbrella.
III. Medical Guidelines

The LCS Nurses’ Office is a support service designed to assist parents, students, and faculty in the management of student health needs during regular school hours. The office strives to provide care that is as unobtrusive as possible to maximize students’ time in class. The Nurses’ Office is open from 8:15 a.m. to 3:45 p.m. each day.

Between 8:15 and 9 a.m., the Nurses’ Office is open but limits student visits to accidents occurring at school, illness of a serious nature, and teacher discretion for special situations. This schedule allows the nurses administrative time. Students should not be sent to school ill as outlined below, and therefore, should not need medical services first thing in the morning except as mentioned above. The Nurses’ Office encourages and initiates open communication between the school and parents to help further meet the health needs of students while maximizing their school day. The Nurses’ Office is not to be used for student illnesses and accidents that occur outside of school hours. These situations need to be attended to by the student’s physician.

Parents are asked to inform nurses, teachers, and coaches of any severe medical conditions which could affect his or her participation in any school or athletic events.

Medical Health Portal

Liberty Christian School has chosen the SNAP Health Portal to better connect you with your child’s health and wellness information on any device – anytime, anywhere. Because we require this health information to be in a secure environment, each parent has a unique username and password. Once logged in, you will be able to access the portal and enjoy its benefits:

- Send/receive encrypted, secure communications to and from your school nurse
- Update your child’s health information, including allergies and medical conditions

We believe the SNAP Health Portal will not only make it easier for you to have access to our Nurses Office, but also ultimately benefit the health of our students.

To access your account, visit the SNAP Health Portal www.studentehr.com and enter your SNAP assigned username and password.
Immunizations

Texas law requires that all children and students entering, attending, or enrolling in and/or transferring to a public or private primary or secondary school be vaccinated in accordance with the immunization schedule determined by the Texas Department of State Health Services. Exclusions from compliance with the State’s immunization requirements are allowable on an individual basis for medical contraindications and reasons of conscience, including a religious belief.

To claim an exclusion for medical reasons, the child or student must present an exemption statement to Liberty Christian School, dated and signed by a physician (M.D. or D.O.), properly licensed and in good standing in any state in the United States who has examined the child or student. The statement must state that, in the physician's opinion, the vaccine required is medically contraindicated or poses a significant risk to the health and well-being of the child or student or any member of the child's or student's household. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician.

To claim an exclusion for reasons of conscience, including a religious belief, the child's parent, legal guardian, or a student 18 years of age or older must present to Liberty Christian School a completed, signed, and notarized affidavit on a form provided by the Texas Department of State Health Services stating that the child's parent, legal guardian, or the adult student declines vaccinations for reasons of conscience, including because of the person's religious beliefs. The affidavit will be valid for a two-year period from the date of notarization. A child or adult student, who has not received the required immunizations for reasons of conscience, including religious beliefs, may be excluded from school in times of emergency or epidemic declared by the commissioner of the Texas Department of State Health Services or at the discretion of Liberty Christian School.

In addition, all students entering Liberty Christian School for the first time who have emigrated from countries outside the United States, with the exception of Canada, Australia, New Zealand, and Western Europe, shall provide or have on file a certification of screening for tuberculosis. This examination shall be made by, or under the direction of, a physician (M.D./D.O.) licensed to practice in the U.S. and must be made not more than 120 days prior to entering Liberty Christian School. The test must show no disease, or, if the student has tested positive for TB, documentation of treatment and a statement of admissibility from a United States health care provider must be provided prior to the student beginning classes.

Students are required to have their medical records on file and up-to-date by the beginning of each school year. Students whose records remain missing or incomplete four weeks after the start of school or after they enroll will not be allowed to continue attending classes until the requirement is met. Parents will be notified when immunizations are due. Please consult the school’s Nurses Office if you are unsure of your child’s immunization due dates.
Illness

Do not send your student to school with a temperature of 100 degrees or more, or with persistent vomiting or diarrhea. For students who become ill while at school, they must go through the Nurses’ Office to have a parent called. If your children contact you to come get them, please advise them to go to the Nurses’ Office first. Students must be free of fever without fever-reducing medicine for 24 hours before returning to school.

Medications

All medication for Preschool–12th grade students is to be kept in the Nurses’ Office. Preschool will not administer medications. Any request for medication to be given during the school day must be provided to the nurse after completing the Medication Administration Request Form. The form can be obtained at https://www.libertychristian.com/page/campus-life/nurses-office. As stated on the authorization form, the following procedures and guidelines will apply to all medication administration at school:

1. All Prescription medications and sample medications dispensed through a physician’s office must be in their original labeled packaging. The label must include: the student’s name, the physician’s name, the name and strength of the drug, the amount of drug to be given, frequency of administration, and date prescription was filled.
2. All Prescription medications must be accompanied by a Medication Administration Request Form signed and dated by the prescribing physician and both parents or guardians requesting this service.
3. All Non-Prescription medications (including cough drops) must be in their original container if provided from home. The Medication Administration Request Form must be completed with both parents or legal guardians requesting this service.
4. All Non-Prescription medications to be administered for longer than ten days or given more than four times in a month must also have this written request signed and dated by a prescribing physician.
5. All medications will be stored in a locked cabinet and dispensed in the Nurse’s Office.
6. Students may not be in possession of prescription or non-prescription medications during school hours or at school-related activities, on or off campus (excluding emergency medications).
7. All medications to be administered at school must be FDA approved. Supplements, herbals, vitamins, homeopathic, and other non-regulated substances will not be dispensed by school personnel without a physician’s orders and completed Medication Administration Request Form.
8. No narcotics will be dispensed at school.
9. In accordance with the Texas Nurse Practice Act, the school nurse has the responsibility and authority to clarify any medication order with appropriate licensed practitioner and/or refuse to administer that, in the nurses’ judgment, is not in the best interest of the student.
10. Authorization is only valid for the current school year and shall expire at the end of the school year. Medication will be discarded if it is not picked up within thirty (30 days) calendar days after the period of administering it has expired or the school year has ended, whichever occurs first.
Medications-Cont.

11. The nurse and or any designated school representative may administer the prescribed medication in accordance with this authorization.

12. Both parents and/or legal guardians of the student must sign this authorization before medication is dispensed by the school.

Health Information Sharing

Parents and student agree, as a condition of continued enrollment, to consent to the release of any of the student’s health related information, including information relating to drug treatment, testing, medical and mental health records, to employees or agents of the school, as determined by the Head of School or his or her designee, to meet the medical or safety needs of the student and the community or the legal responsibilities of the school.

The school will maintain appropriate administrative, technical, and physical safeguards to protect the security of all health-related information within its care or custody. While it is the obligation of the school to safeguard student medical information, we must also balance matters of privacy and confidentiality with safeguarding the interests and well-being of our students and our community. Thus, parents/guardians and students consent to allow employees and agents of the school, who have a need to know, to receive and/or share medical and/or psychological information necessary to serve the best interests of the student and/or community. In the event of a disclosure required by law, every effort will be made to notify the student and/or parents/guardians in advance.
# CONTENTS

## I. Academic Information
- Academic Advising
- Academic Awards
- Convocation
- Academic/Contract Probation
- Class Ranking Calculation
- Class Scheduling
- Class Guidelines for Students Requirements
- Counseling
- Examination Exemption Policy
- Grades 9–11
- Grade 12
- Grade Point Average (GPA) & Class Ranking
- Graduation Requirements
- Homework/Make-up Work
- Library Policies
- Plagiarism/Cheating
- Pre-AP and AP Programs
- Eligibility for 9th–12th Grade
- Departmental Requirements
- Report Cards and Grading
- Standardized Testing
- Types of Standardized Test
- Summer School Requirements
- Textbooks
- Attendance and Tardies
- Absence
- Reporting Absences
- General Absence Policies
- Early Release Procedure
- College Days
- Late Arrival Procedure
- Makeup School
- Makeup Work

## II. Extracurricular and Athletic Activities
- Travel to Events
- Eligibility
- Excused Late Arrival from Events
- Lettering
- Participation
- Athletic Department Guidelines for US Athletics

## III. Student Activities and Clubs
- Student Participation Policies
- Service Organization & Special Interest Clubs
- Special Liberty Functions
- School Philosophy
- Homecoming
- Prom
- Dress Code
- Behavioral Expectations

## IV. Student Dress Code
- General Dress Code
- Girls 9-12
- Girls 9-12 Ath. Wear
- Boys 9-12
- Boys 9-12 Ath. Wear
- Dress-Up Day
- Guidelines/Liberty Function Guidelines
- Jeans Day/Spirit Day
- Dress Code
- Personal Appearance

## V. Disciplinary Policy
- Foundation and Purpose
- LCS Discipline Code
- Level I Offenses
- Level I Consequences
- Level II Offenses
- Level II Consequences
- Level III Offenses
- Level III Consequences
- Discipline Terms
- Infraction
- Detention
- Saturday Detention
- Corporal Punishment
- Disciplinary Probation
- In-School Suspension
- Out of School Suspension
- Discipline Committee
- Expulsion

## VI. Miscellaneous Information
- Lockers
- Lost and Found
- Breakfast and Lunch
- Student Parking Regulations
- US Drop Off/Pick Up Procedures
- Visitors and Visiting Procedures

## VII. Student Concerns
- Communications
- Conferences
- Telephone
- Calls/Messages
I. Academic Information

Academic Advising

As students’ progress through Middle School and Upper School programs, they will make some important decisions. Students choose the rigor of their core courses, the electives and activities that enrich their academic and social lives, the degree plan to follow, the tests to take for college entrance, and so on. The Academic Advising Office is trained to help students set their academic and career goals, build their academic record, and navigate through the college application process.

Academic Awards Convocation

The Upper School recognizes students who have excelled in the various disciplines included in academics, the arts, and music in an Annual Awards Convocation near the end of the school year. Students are honored with a “first” by class, subject, and department, and with special high honors based on the values of the Warrior Way.

The “Golden A” award is given to students who earn all A’s on their report card for the entire year.

Eligible students will have maintained a satisfactory attendance record with no more than four absences in the fall and five absences in the spring, per class.

Academic Contract/Probation

All students at Liberty in grades 6–12 are required to achieve minimum grade requirements for each semester grading period. Students failing two or more classes will result in an academic contract and possibly be placed on academic probation for the first two weeks of the following semester. This will affect eligibility for extracurricular activities. (See “Eligibility” under “Extracurricular and Athletic Activities.”)

If the minimum academic requirements have been attained, the student will be removed from contract stipulations. In the event that the student has not achieved the minimum academic requirements, one of the following will occur:

- Continuation of probation period for an additional period of time
- Continuation of probation period with removal from participation in extracurricular activities until academic requirements have been attained
- Expulsion

Note: Students who fail three or more semester courses may be asked to leave Liberty.
Upper School Policies

Class Ranking Calculation

Liberty is a non-ranking school. However, the top 10 percent of juniors and seniors are ranked for the purpose of automatic admissions to Texas public colleges and universities. Class rank is calculated using the weighted 100-point GPA. Top 10% rank is released on transcripts in August of the senior year.

Important! Transfer students will be eligible for ranking after four consecutive semesters at Liberty.

Class Scheduling

In the spring semester, the Academic Advising Office begins scheduling process for the following year. Students request classes online for the following year and list alternatives for electives. Since course conflicts may occur, it is extremely important to select alternative electives in order of preference. The following information is provided to assist in scheduling:

- Selection for Pre-AP and AP courses is based on grades and final approval by an academic committee and teacher input (also see Advanced Placement Courses).
- It is best to adhere to the recommended sequence of courses whenever possible, as they are planned with specific grade levels in mind (e.g., biology in the 9th grade, chemistry in the 10th grade, etc.).
- Study hall is an excellent way for students to begin their homework during the day, but it is important to note that it is a noncredit course.
- There is a drop period at the beginning of each semester.

Adjusted Teaching Style (ATS)

In accordance with the mission of Liberty Christian School, Liberty strives to meet the needs of the entire Liberty family. As such, Liberty seeks to provide options for a student whose needs Liberty has concluded cannot be met sufficiently through reasonable accommodations to Liberty’s general curriculum program by offering alternative courses in the core classes for students with documented learning differences. Students requiring further supports to meet the admission criteria necessary to Liberty’s educational mission and objectives, or whose necessary accommodations would fundamentally alter the general curriculum program may be eligible for the ATS program. Offered in grades 6–12, these courses are designated as ATS courses, and accommodations are individually designed to more closely address the students’ learning needs. The ATS courses mirror Liberty’s general curriculum but do so in a setting that provides more flexibility for Liberty to offer accommodations to core classes that cannot be provided in the regular classroom. ATS offers additional support beyond a reasonable accommodation in the traditional classroom.
Class Scheduling-Cont.

Liberty welcomes applications for all students and does not discriminate on the basis of disability. Students who with or without reasonable accommodations can meet Liberty’s admission and/or academic requirements will be admitted to the general curriculum program. To the extent possible, Liberty will strive to place all students who, with or without reasonable accommodations, meet Liberty’s admission and/or academic criteria in the general curriculum program and to provide all students full and equal access to all school-related programs and activities. If you believe your student needs an accommodation, please refer to LCS’s Student Accommodation Request policy above.

However, if a student with a disability cannot meet the academic or admission requirements for the general curriculum program with a reasonable accommodation, the parent has the option of requesting placement of their student in an ATS course. Families interested in the ATS program will meet with the ATS Coordinator. If the parent is requesting this additional support, either during the admission process and/or during the school year, the parent will be expected to disclose all relevant information pertaining to the student’s current levels of academic performance, diagnostic evaluations, and other information identifying a disability and the need for additional support. If Liberty feels that the available information is insufficient to make an admission decision, Liberty reserves the right to require parents to obtain and provide additional, necessary information, which may include a comprehensive diagnostic evaluation, at the parents’ expense. Evaluation results will be kept confidential, and only those having a legitimate educational interest in the student will have access to the results and/or documentation provided.

ATS classes are available only for students who have current diagnostic testing (updated every three years) and have a diagnosed learning difference. Approval for course enrollment is granted through the ATS Course Committee. There is an ATS course fee per school year for each ATS course taken. This fee cannot be prorated or refunded for students withdrawing from LCS during the school year or for new LCS students enrolling after the start of the school year. These classes are subject to availability, and waiting lists are maintained.
Upper School Policies

**Classroom Guidelines for Students**

- Be in your classroom before class start time or you will be considered tardy.
- Raise your hand for permission to speak or permission to get out of your chair.
- Show respect for the teacher at all times. Use “ma’am” and “sir” when responding.
- Come to class prepared with textbook, notebook, paper, pen or pencil, and assignment book.
- No candy, gum, food, or drinks are allowed in the classroom, except hard candy or breath mints and water in a closed container. No food or drink, including water, is allowed in the computer labs.
- Always use the standard school heading on papers, quizzes, and tests.
- Proper spelling, punctuation, penmanship, and sentence structure are required. Written work is a reflection of the student.
- Work must be neat and complete to be accepted.
- Failure to turn daily homework in on time will result in a grade of “0.”
- Work done poorly will be returned to the student to be resubmitted and is subject to a lower grade. This policy is true for daily homework, quizzes, and tests.
- When absent, it is the student’s responsibilities to obtain notes from a classmate and turn assignments in on time. (one day allowed for each day absent).
- Leave your classroom in an orderly manner when dismissed by your teacher.

**Counseling**

Learning, growing, and living for Christ can often confront us with awesome challenges. We sometimes need help in our relationships with God, ourselves, and others. Counselors are on staff to offer assistance with issues that impede personal or academic growth and success. Additionally, our youth pastors are very helpful in encouraging students to seek spiritual solutions to areas of conflict. Students are referred to area counseling offices if necessary.

School counselor records that are kept in the sole possession of a Texas-licensed mental health professional, are used only as a memory aid, and are generally only accessible to the counselor, may be withheld from parents if and only if the counselor has made the determination that the release of such records would be harmful to the student’s physical, mental, or emotional health. In addition, such records may be confidential under the Texas Family Code provisions related to reporting of child abuse.
Upper School Policies

Examination Exemption Policy

Grades 9–11
Ninth through 11th grade students may be exempt from final (end-of-course) examinations in a Pre-AP or AP course by subject if they have met the following criteria:

- Student earns an “A” in Pre-AP courses or a “B” in AP courses on each report card and for the current grading period.
- Student’s conduct has not required exceptional disciplinary action (no Level III or above, or excessive Level I or Level II offenses during the entire year). Determination of eligibility is at the discretion of the principal.
- Student absences may not exceed the allowed number of absences per semester.
- Transfer students must be enrolled by the first day of the spring semester to be eligible for exemptions.

Grade 12
Seniors are exempt from final (end-of-course) examinations if they have met the following criteria in any given course:

- Student earns an “A” in regular courses, or an “A” or a “B” in Pre-AP or AP courses on each report card and for the current grading period.
- Student’s conduct has not required exceptional disciplinary action (no Level III or above, or excessive Level I or Level II offenses during the entire year). Determination of eligibility is at the discretion of the principal.
- Transfer students must be enrolled by the first day of each semester to be eligible for exemptions.

This policy applies to final exams for one-semester or two-semester courses.

Students who exceed four absences in the fall semester and five absences in the spring semester may not be exempt from taking semester finals. Students who are to enter makeup school will not be eligible for exemption.

Grade Point Average (GPA) and Class Ranking

GPA Calculation
The student’s GPA is determined on a 4-point and 100-point scale that includes the following courses taken at Liberty Christian School (effective Fall 2014) from grades 9–12: Bible; English; Social Studies; Science; Math; Foreign Language; Speech; Technology, Entrepreneurship, and Communication (TEC); Business and Professional Communications (BPC); and all Pre-AP/AP courses (plus Algebra I taken for Upper School credit in the 8th grade). Spanish I and Business and Professional Communications courses taken in the 8th grade prior to the 2017–2018 school year will continue to be counted in GPA calculations. On a student transcript, semester grades are unweighted, but the GPA is weighted as follows: for the 100-point grading scale, 5 points are awarded for Pre-AP courses and 10 points for AP courses; for the 4-point grading scale, .5 point is awarded for Pre-AP courses and 1 point for AP courses.
Grade Point Average (GPA) and Class Ranking-Cont.

Beginning with the 2017-2018 school year, students must pass the semester to receive weighted points for GPA calculations. For students in grades 9 – 12, GPA is calculated at the end of every semester.

**Note:** Beginning with the 2014-2015 school year, only grades earned on eligible courses at Liberty Christian School will be included in the GPA calculations and transcribed onto student transcripts. Transfer grades are not included in GPA or rank calculations.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 – 100</td>
<td>4.0</td>
</tr>
<tr>
<td>87 – 89</td>
<td>3.75</td>
</tr>
<tr>
<td>84 – 86</td>
<td>3.5</td>
</tr>
<tr>
<td>82 – 83</td>
<td>3.25</td>
</tr>
<tr>
<td>80 – 81</td>
<td>3.0</td>
</tr>
<tr>
<td>77 – 79</td>
<td>2.75</td>
</tr>
<tr>
<td>74 – 76</td>
<td>2.5</td>
</tr>
<tr>
<td>72 – 73</td>
<td>2.25</td>
</tr>
<tr>
<td>70 – 71</td>
<td>2.0</td>
</tr>
<tr>
<td>0 – 69</td>
<td>0</td>
</tr>
</tbody>
</table>
Upper School Policies

Graduation Requirements

The chart below provides the number of credits needed for each subject area depending on the type of diploma a student plans to pursue.

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>College Prep (27 Credits)</th>
<th>College Prep w/ Honors (28 Credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>English</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Mathematics*</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Social Studies</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Science*</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Bible</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Foreign Language*</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Physical Education*</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Electives*</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Technology</td>
<td>½</td>
<td>½</td>
</tr>
<tr>
<td>Speech*</td>
<td>½</td>
<td>½</td>
</tr>
<tr>
<td>Fine Arts*</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Six Pre-AP/AP courses*</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

*Specific requirements exist for satisfying credits in the areas indicated above. They include the following:

**Mathematics:** Algebra I, Algebra II, and Geometry must be completed to meet three of the four math requirements. Students are required to take a different math class every year in grades 9 through 12.

**Science:** Science credits must include Biology, Chemistry, and Physics. The fourth science option may be chosen from the courses provided.

**Foreign Language:** Beginning with the 2017–2018 school year, Foreign Language requirements must be met with credits from the same language in grades 9 through 12.

**Physical Education:** Physical Education requirements may be met through Athletics, Cheer, Dance Team, Band, Office/Teacher Aide (if taken prior to the 2017–2018 school year), or Encore (beginning with the 2017–2018 school year). Beginning with the 2017–2018 school year, the Office/Teacher Aide course is no longer accepted as a Physical Education credit.

**Electives:** After the required course credits are satisfied, a student may choose from other subject areas to satisfy elective credit(s). Refer to the Academic Planning Guide to find the courses that may be used for elective credit.
Upper School Policies

Graduation Requirements-Cont.

**Technology:** The Technology requirement is met through the Technology, Entrepreneurship, and Communication (TEC) course, or the former Business and Professional Communications or Business Computer Information Systems courses offered prior to the 2017–2018 school year. Beginning with the 2018–2019 school year, the Technology requirement can also be met through the AP Computer Science Principles course.

**Speech:** Credit is met through the current Speech course or the former Business and Professional Communications or Business Computer Information Systems courses offered prior to the 2017–2018 school year. Beginning with the 2017–2018 school year, Encore may be approved for the Speech credit through the Academic Advising Department.

**Pre-AP/AP Courses:** To graduate College Prep with Honors, students must pass six year-long Pre-AP/AP courses for Upper School credit during grades 8–12. Beginning with the entering class of 2021, at least two of the six courses must equal two year-long AP courses.

**Note:** Diplomas and official transcripts are available when all books and athletic equipment are all returned, and any outstanding fees/fines are paid. Textbook replacement costs must first be resolved, as well as any detentions and/or in-school suspensions be served.

**Homework/Makeup Work**

Homework is considered an essential part of the academic program because it provides opportunities for pre-learning, practice, and processing. Adequate time for homework should be considered in planning the student’s schedule of extracurricular activities.

- All homework is due when assigned. Failure to turn daily homework in on time may result in a grade of “0.”
- Late major assignments receive a 20 percent deduction per day late.
- Students are allowed one day for each day missed to make up homework, class work, or tests.
- Teachers have the authority to give grace in special circumstances.
Library Policies

Students from all grades as well as parents are welcome to use and enjoy the library at Liberty Christian School. To ensure a beneficial experience for all, the following guidelines are to be observed:

- Books and audio-visual materials may be checked out for three weeks and renewed for an additional three weeks. Materials are to be returned by the due date.
- Borrowing limits per patron are as follows: one item for kindergarten and first grade, two items for 2nd grade, four items for 3rd and 4th grade, and six items for 5th through 12th grade, but no more than two non-book items per patron.
- For Middle and Upper School students, the fine for late items is five cents per day, except for weekends, holidays, vacation periods, and unscheduled school closing days. Lower School students are not charged fines.
- Overdue notices are made by printed notices distributed during school hours. Students receiving a notice should contact the library immediately.
- Students who do not respond to notices may have their myLiberty account blocked until books are returned and all fines are paid.
- A lost book should be reported as soon as possible to the librarian. Lost or severely damaged items may be replaced either by purchasing another copy or paying the cost of replacement, plus a $2 restocking fee.

**Note:** Diploma, transcript, and final report card will be held until all library books are returned and fines are paid.

Plagiarism/Cheating

Plagiarism is the act of claiming the ideas, words, or artistic talent of another as one’s own. The use of another person’s creative output without offering a citation of its origin is not tolerated. The penalty for cheating or plagiarizing another person’s work, whether published or unpublished, will be a “0” for the work and a Level II offense, the first time. The second time is a Level III offense and a “0” for the work. Should this offense occur a third time, the student will receive a “0” and will be referred to administration. Administration may administer any discipline deemed necessary, which may include expulsion. The offense will carry over to the next semester of the current school year.

In addition, the student will not receive recognition for academic achievement of any kind for the remainder of the current year.
Pre-AP and AP Programs

A Pre-AP course is one in which the curriculum is enriched and accelerated in keeping with College Board standards. An AP course is a college-level course that follows the College Board Advanced Placement curriculum. The student’s knowledge of the course curriculum is tested through the AP Exam. Any student enrolled in an AP class is required to register for and take the course’s AP Exam (with the exception of AP Macroeconomics). Colleges and universities have the option of accepting AP results for college credit or placement in advanced standing. Completion of Pre-AP and AP courses with passing grades results in additional points for calculating GPA (refer to “GPA Calculation”). If a student fails a semester, no additional points will be calculated into the GPA and the student may be removed from the Pre-AP or AP Class.

Liberty recommends that parents and students refer to the document, “AP Classes: To Take or Not to Take” to determine if a student should enroll in a Pre-AP or AP course.

It is a requirement at LCS to take the test if a student is enrolled in an AP course. If a student does not take the test, the AP designation will be removed from the transcript and no additional points will be added into the GPA.

Note: For more detailed information on specific AP courses, visit www.collegeboard.org.

Eligibility for 6th through 12th Grades

The following criteria apply for admission to all AP and Pre-AP courses:

- A minimum of 85 percent in a Pre-AP course or 90 percent in a regular course is required and must have been maintained in the subject for the entire previous year. (German Pre-AP and Mandarin Pre-AP courses are exempt from prior grade requirements.)
- The student must be committed to considerably more work per course per night than the standard homework requirement.
- Students must not have incurred excessive absences, tardy notices, or recurring zeroes in the most recent school year.
- Academic Advising recommends that 6th – 9th grade students enroll in no more than two Pre-AP courses per year.
- Students must agree to remain in scheduled Pre-AP and AP courses through the first semester. Students should obtain a minimum average of 75 percent at the end of the first semester to continue enrollment in a Pre-AP or AP course.

Note: Transfer students must receive approval from the Academic Committee to enroll in Pre-AP and AP courses.

Departmental Requirements

Some departments have additional qualification requirements for students enrolling in Pre-AP and AP courses. Many Pre-AP and AP students must complete summer reading assignments and/or projects prior to the beginning of school. Please refer to the “Resources” page of each school level under “Academics” on the Liberty website for more information.
Upper School Policies

Report Cards and Grading

The school year is divided into four quarters. Report cards will be available on myLiberty after the end of each quarter. Credit for Upper School courses will be determined after the end of each semester. If a student has more than four total absences in the fall and five total absences in the spring, the Attendance Committee will determine if credit will be awarded or denied for that semester.

Standardized Testing

The following is a list of tests with data that defines their purpose. It is important to note that the following tests assess the student’s current level of knowledge.

Types of Standardized Tests

- **PSAT/8-9 and PSAT/NMSQT (preparation for SAT)**
  Taken in the fall, the PSAT/8-9 for freshmen and the PSAT/NMSQT for sophomores and juniors measure developed verbal and mathematical reasoning abilities important for academic performance in college. The PSAT test is used to help students in taking the SAT during their junior and senior year and to select students for National Merit Scholarships.

- **SAT/ACT**
  These tests are college entrance exams. Liberty is a test site for the ACT. For complete information concerning testing dates and locations plus application forms is made available on the Liberty website under “Academics,” then “Academic Advising.” The SAT is designed strictly to assess math and English skills, whereas the ACT includes math, English, history, and science reasoning. Juniors will register and pay for the in-school ACT administered in April.

- **PreACT**
  This test is given in the spring to freshmen and sophomores. It helps students practice for the ACT test experience and empowers them with valuable data and insight for the remaining years of Upper School and post-graduation years. As a “pre-ACT” test, this test is a powerful predictor of success on the ACT Assessment.
Upper School Policies

Summer School Requirements

Liberty Christian School offers summer courses through Liberty Christian Online for students who need to recover credits. Liberty partners with Sevenstar Academy, an online curriculum provider, to provide biblically integrated courses that meet Liberty’s college-preparatory graduation requirements. Although coursework is completed independently, instruction is facilitated by a remote teacher and student progress is monitored by Liberty staff members. Completion of online coursework is required for students who have not earned a passing grade for any semester of a required Liberty course. Students must earn a semester grade of 70 percent or above in the online course to receive semester credit, although Sevenstar Academy considers 60-69 percent a passing grade of “D”. Semester grades earned through online summer school will appear on the student’s transcript and be included in the GPA calculation. The online course grade will not replace the failing grade on the transcript or in the GPA. Please visit the Academic Advising Office for more details about summer school, the online curriculum, and the associated fees.

Note: Summer school is limited to the courses offered through Liberty Christian Online, and only those courses will appear on the Liberty transcript for credit. Seniors who fail a required course will receive their diplomas upon completion of the makeup summer school course.

Textbooks

Textbooks are property of Liberty and are issued to all students on the opening day of school with the exception of novels required by various courses. Books will be collected at the end of each course; students must not mark in these books. Please see the Upper School Office Manager to replace textbooks. Textbooks must be replaced within two weeks after loss. Students must pay to replace books that are lost, marked in, damaged, or unreasonably worn.

Lost or misplaced books may be reclaimed in the Upper School Office the first week they are lost.

Note: Diploma, transcript, and final report card will be held until all textbooks are returned or replaced.

Tutoring

If a student requires tutoring, it must be done outside of the academic and extracurricular daily class schedule. Before school, after school, study halls, and activity period provide some opportunities for tutoring and making up work. Phone numbers for tutorial services are available from the academic advisors under Advising U on the Liberty website.
Upper School Policies

Valedictorian and Salutatorian

Guidelines for determining the valedictorian and salutatorian of the senior class are as follows:

- Candidates must have attended LCS for at least three full years during Upper School, including the entire senior year.
- Candidates must not have been on any type of disciplinary probation while in attendance at Liberty.
- If two students who are competing for the valedictorian position have equal scores, the individual who has attended LCS the longest will be awarded the position.
### Timeline for College Admission

<table>
<thead>
<tr>
<th>Event</th>
<th>Grade(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Begin Search-Visit Colleges</td>
<td>10th Grade</td>
</tr>
<tr>
<td>Conduct Intensive Research and Continue Visits – Narrow Choices to 7-10</td>
<td>11th Grade or Before</td>
</tr>
<tr>
<td>Take PSAT Administered at LCS</td>
<td>9th, 10th, and 11th Grades October</td>
</tr>
<tr>
<td>Continue Intensive Research and Narrow Choices to 5-7 – Revisit</td>
<td>11th Grade Spring</td>
</tr>
<tr>
<td>Take SAT and/or ACT</td>
<td>11th Grade Fall</td>
</tr>
<tr>
<td>Retake SAT/ACT if necessary</td>
<td>11th Grade Late Spring</td>
</tr>
<tr>
<td>Send College Applications Revisit with an Overnight Stay in a Dorm</td>
<td>Summer before the Senior Year</td>
</tr>
<tr>
<td>Retake SAT/ACT if necessary</td>
<td>12th Grade Fall</td>
</tr>
<tr>
<td>Complete Financial Aid Form</td>
<td>12th Grade October</td>
</tr>
<tr>
<td>Make Final College Plans Advanced Placement Exams</td>
<td>12th Grade April/May</td>
</tr>
</tbody>
</table>
Upper School Policies

II. Attendance and Tardies

Regular and punctual attendance is a vital factor in determining one’s success in any field of endeavor, especially in schoolwork. Regular attendance conveys commitment to the process of education. Students are required to be on time and in their classes each day so they will succeed.

Absences

Schoolwork involves more than paperwork. It involves participation in discussions, demonstrations that cannot be repeated, laboratory activities, development of study skills, spontaneous interactions, and visual and oral presentations that are difficult to repeat. Consequently, a student who has an excessive number of absences will miss out on a large percentage of the learning process at Liberty.

Reporting Absences

Parents/guardians of 9th – 12th grade students must call the Upper School Office (940-294-2222) before 8:15 a.m. the day of absence – full or partial day (more than 15 minutes late arrival or early release).
Please include all pertinent information as prompted by voice mail.

General Absence and Tardy Policies

- Do not plan family trips during semester exams.
- Four tardies equal one absence.
- A student who misses more than 15 minutes of a class is considered absent.
- Attendance regulations require a minimum number of days in attendance per school year. Students who miss more than four days in a course in the fall semester or five days in the spring semester will not receive credit for the Upper School course unless it is restored by the Attendance Committee or makeup school is attended. This policy includes Middle School students who take Upper School courses.
- A parent/guardian or doctor’s note is required when a student returns to school. Failure to turn in a note within two school days will result in an infraction.
- If a student accumulates more than the allowed number of absences in the same extracurricular class, the teacher/coach in charge of the activity may require removal from the extracurricular activity, and the student may lose credit and be placed on attendance probation.
- An absence due to participation in school-related activities is considered a school-related absence and is not counted in the total number of absences allowed. Any student missing school without parent permission will be considered truant and will receive “0s” for classes missed and possible disciplinary action.
Upper School Policies

Early Release Procedure

Please schedule medical and dental appointments outside of school hours whenever possible. Please keep such appointments to a minimum and avoid them entirely at test times.

- A note or call to the Upper School Office by the parent requesting early dismissal and stating pertinent information should be given the day of the planned early release by 8:15 a.m.
- Upper School students are required to sign out in the Upper School Office. Failure to do so will be considered a Level II offense.
- Students must leave campus immediately after signing out.
- Students must sign in immediately upon returning to school, or upon arrival if appointment is before school. Failure to do so is a Level I offense.
- Students may not leave for illness unless first reporting to the school Nurses’ Office and then signing out in the school office.

College Days

College days are offered as a privilege to students who do not have excessive absences to tour colleges they are considering after graduation. To ensure the day missed is marked as a school-related absence, students must obtain a proof-of-visit letter from the college admissions office or visitor center when they tour the college, citing the date of visit and student’s name. This letter must be returned to the Upper School Office upon the student’s return to school. Sophomores, juniors, and seniors are allowed two college days per year. Freshmen are allowed one. College days may not be taken during the week of semester exams. College days are considered school-related absences if they do not exceed the number allowed and if the proof-of-visit letter from the college is given to the Upper School Office. College days taken after May 1 will be considered an absence and not a school-related absence. College days will not be permitted for requests to visit local colleges in Denton, such as Texas Woman’s University, University of North Texas, and North Central Texas College, due to their easy accessibility. Students are advised to let their teachers know of any scheduled college visit. A printable, informational packet is available on the Advising U website to empower students to take these important individual or group campus visits.
Upper School Policies

Late Arrival Procedure - Absent or Tardy

Upper School hours are 8:15 a.m. to 3:40 p.m.

- A student must be in the classroom before the bell rings.
- Students who are less than 15 minutes late to any class are counted tardy.
- Students are counted absent if they are more than 15 minutes late for any class.
- All students grade 6-12 who arrive late (after the bell rings) must sign in at their school office before going to class.
- A student must present a doctor’s note to the Upper School Office upon arrival to school. Failure to bring a doctor’s note will result in an infraction. Failure to turn in a note within two school days will result in an infraction.
- Four tardies equal one absence.
- Tardies clear every semester.

Makeup School

Students who have missed more than the allowed number of absences will have the opportunity to regain credit by attending makeup school. Sessions will be offered Wednesdays, from 4–8 p.m., and Saturdays, from 7:30–9:30 a.m. The makeup session for each class missed over the limit, per course, will last for one hour and a fee of $25 per hour will be charged.

Please note, this plan is for making up missed class time only. Failing grades require retaking the course, most likely in summer school.

Makeup Work

Students with absences/school-related absences are allowed a reasonable time to make up homework, class work, or tests missed during the absence (one day for every day missed).

- Students absent only one day are responsible for obtaining missed assignments. Upon returning to school, they are given a full day to make up any missed work.
- Students who are absent are allowed one day for each day missed to make up homework, class work, or tests.
- Work or tests assigned before the absence occurred are due on the day the student returns to school unless other arrangements are made at the discretion of the teacher along with the vice principal or principal.
- Parents are asked not to plan vacations during regular instructional days.
- When absences are known in advance (e.g., extracurricular, family, etc.), students should obtain assignments in advance to not fall behind in classes.
- All makeup work is available on myLiberty. Homework is posted on a daily basis.
- Makeup for semester exams are scheduled one week after the test/exam date.
- **Tests may not be taken prior to the regularly scheduled dates.**
Upper School Policies

School-Related Absences

- A school-related absence occurs when a student misses a class because of participating in a school-related function (academics, fine arts, athletic competitions, field trips, college days, etc.).
- It is designated by an “S” on student absence reports for each grading period.
- It does not count toward the allowed total a student may miss in a semester without penalty.
III. Extracurricular and Athletic Activities

Travel to Events

Liberty utilizes charter buses, or parent and staff drivers, to transport students to events.

We are so fortunate to have parents who wish to be active in the academic and athletic success of our students. Many times, when we transport our students to activities, it is not necessary for us to utilize a large bus; therefore, parents or staff volunteers are asked to use their personal vehicles. Our first concern with transportation at Liberty Christian School is the safety of the students and the drivers. Therefore, in compliance with school policy and insurance recommendations, volunteers and staff who transport students must be on the Liberty Approved Drivers list. All drivers must complete an application to become an approved driver, which also requires a confidential criminal history background check. The Approved Drivers Application must be notarized, which can be done at the LCS Business Office. Liberty will request a copy of the driver’s Moving Violations Record from the State of Texas Department of Public Safety. At the time of the application, we will make a copy of your driver’s license and current auto insurance verification and keep it on file. Forms can be accessed on the Liberty website under “Campus Life” then “Volunteers,” or may be obtained at the Business Office.

Students may return home from the trip by other means if written permission by a parent/guardian is given in advance to the person in charge of the trip. For unusual circumstances, the Principal, Vice Principal, Fine Arts Director, or Athletic Director must approve any exception. Under no circumstances should a student be given permission to drive another student.

For overnight trips, all students must travel on the bus or LCS approved vehicle with the group/team and stay in the hotel with the group/team (not with their parents in the same or a different hotel). A student may meet the group at the destination only in the event of a conflict with another Liberty-sponsored activity.

If at any time a change occurs affecting a volunteer’s criminal or motor vehicle record, the Human Resources Office should be notified. All records will remain confidential, but the volunteer’s responsibilities may have to change.

Eligibility

Liberty’s grade requirements for interscholastic competition state that a student in grades 7–12 cannot fail two or more courses during each grading period. The length of time for the ineligibility after each grading period shall be at least 10 school days. The ineligibility will begin the week after grades are checked each quarter. Periods of extended school closing will not be included in the period of ineligibility. Students must be enrolled in at least four academic courses. If at the end of the period of 10 school days there are students who continue to fail two or more courses, they will continue to be ineligible for five additional school days. This five-day cycle will continue until the student becomes eligible. Students participating in off-campus athletics will be required to remain on campus during the period of ineligibility.
Upper School Policies

**Note:** Liberty follows the guidelines of TAPPS as our minimum standard, but Liberty’s requirements take precedence over the TAPPS guidelines in determining eligibility for participation.

**Excused Late Arrival from Events**

Any student participating in a school-sponsored extracurricular activity who arrives back at school from the event later than midnight is excused from first and second period only on the day following the event and is considered a school-related absence.

**Note:** This policy is based upon the time the coach/sponsor reports the arrival time back at school.

**Lettering**

Students in grades 9–12 who qualify under the following categories and guidelines are eligible to order Liberty letter jackets and appropriate patches. For additional information or to order patches, please see the assistant to the athletic director.

<table>
<thead>
<tr>
<th>CATEGORIES</th>
<th>ELIGIBILITY GUIDELINES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletics</td>
<td>Students must participate in a sport on the varsity level to be eligible to letter in that sport. The specific requirements of lettering will be determined by the coaches in conjunction with the athletic department.</td>
</tr>
<tr>
<td>TAPPS Academic Contests</td>
<td>Earn at least one point in any contest at state.</td>
</tr>
<tr>
<td>TAPPS Art Contests</td>
<td>Earn at least one point in any contest at state.</td>
</tr>
<tr>
<td>Music and Fine Arts Contests</td>
<td>Complete all department requirements regarding performances or receive all-state honors.</td>
</tr>
<tr>
<td></td>
<td>Membership in NHS.</td>
</tr>
</tbody>
</table>
Upper School Policies

Participation

- It is an honor to be chosen for TAPPS (Texas Association of Private and Parochial Schools) academic competition. Academic, art, and music letters for scholastic achievement will not be awarded unless the student continues to pursue the highest level of competition attainable when eligible. Failure to do so will cause a student to be omitted for departmental and school-wide awards. Any exceptions must be approved by the principal.
- Participants are required to be at school by noon on the day of a game or event to participate in the game, practice, or event. Students who leave school early will not be permitted to return to school for practices, games, or events. Any exceptions must be approved by the principal.
- Participants are required to be present and on time to all practices, games, or events. The coach must be notified well in advance if there is a problem regarding attendance at practice, games, or events.
- Enrollment in athletics is for the entire year, regardless of the number of sports in which a student participates.
- In some cases, extracurricular activities must hold tryouts, as a limited number of members are accepted.
- Students who advance in school competitive events are expected and required to participate at every level of advancement, including activities such as sports, cheerleading, dance team, choir, art, speech and drama, academic contests, etc. As expected, competition takes precedence over practice, and district takes precedence over non-district. The highest level of competition takes precedence in all contests and events, and TAPPS takes precedence over other organizations.
- All efforts will be made by all coaches and directors to make arrangements so that students may participate in multiple competitions they are involved in if a conflict arises.
- If a student accumulates more than eight absences for the fall semester and/or nine absences for the spring semester, the teacher or coach may require removal from an extracurricular activity.
- Excessive disciplinary actions may affect a student’s eligibility for extracurricular activities.

Athletic Department Guidelines for Upper School Athletics

Please see the Liberty Christian School Athletic Handbook for Middle School and Upper School for all additional policies and procedures regarding athletics.
Student Participation Policies

- All student activities and service clubs must be approved by the administration.
- Regular membership in approved student organizations is not restricted unless required by the rules, regulations, and guidelines in the charter of an organization.
- An individual student may not serve as an elected officer of more than one organization governed by these rules.
- A student who is seeking election as an officer of an organization, class, or class representative, must have a “C” average in each academic course to run for said office.
- A student who is an officer of an organization, class, or class representative, must maintain a “C” average in each academic course to continue serving in said office. Grades of officers and class representatives will be checked each semester grading period. Students who do not meet this qualification will be put on probation. Students who do not meet the minimum grade requirement by the end of the second consecutive grading period will be removed from office. A replacement will be chosen according to the by-laws of the organization. This regulation does not apply to an organization that has a higher minimum grade requirement in its bylaws.
- Each approved organization may require community service hours per grading period for a student to maintain and continue membership in an organization. If a student has membership in more than one organization, community service hours will only count when performed as an approved activity of the organization for which the service is performed.
- Students who do not meet the requirements for the club or organization to which they belong may be denied membership after being warned by an administrator, and parents have been notified.
- Disciplinary actions may result in ineligibility to hold or run for office.
- Excessive absences may result in ineligibility to hold or run for office.

Service Organizations and Special Interest Clubs

Liberty offers membership in a number of service organizations and special interest clubs for students. These clubs and organizations serve to enhance the student’s overall Upper School experience while giving them an opportunity to meet other students with similar interests. Being part of a club allows students to grow in areas of leadership, service, and community. At the beginning of each school year, Liberty offers an Organization and Club Fair that allows students to visit with faculty and staff sponsors and find a place to get involved.
Upper School Policies

Special Liberty Functions

School Philosophy

Liberty Christian School desires to protect our students in many ways. Among those is the heartfelt desire not to push students into positions requiring maturity beyond their years. While young people mature physically, spiritually, and emotionally at different rates, our experience tells us that students below the freshman level are generally not ready for the pressures of dating situations, dances, etc. Therefore, the policy of Liberty Christian School is to not sponsor dances for students in the 8th grade and below, nor to permit them to attend Liberty-sponsored dances as the guest of an older student. In addition, students may not bring a date more than two years older than themselves to a Liberty social event.

Homecoming

1. Elections will be held for the following positions in the homecoming court: Freshman Lord and Lady, Sophomore Duke and Duchess, Junior Prince and Princess, and Senior King and Queen.
2. Homecoming Dance – the homecoming dance is for students in grades 9 through 12 only, whether a student at Liberty or a guest from another school. Specifically, students in the 8th grade and below may not attend. Students may not bring a date from outside the school more than two years older than themselves.
3. A Liberty student may invite a guest of the opposite sex from another school. The guest must complete a Visitor Reference Form and obtain a letter of reference on school letterhead, signed by an administrator of their school, before being allowed to attend the homecoming dance. The form and letter must be completed and returned not later than one week prior to the dance. The forms may be picked up in the office of the Dean of Student Life.

Prom

1. The prom is a Junior-Senior prom and is primarily for students in grades 11 and 12. However, members of the junior and senior classes may invite members of the sophomore and freshman classes to the prom if they desire. Students in the 8th grade and below are not allowed to attend the prom, whether a student of Liberty or another school. Students may not bring a date from outside the school more than two years older than themselves.
2. A Liberty student may invite a guest of the opposite sex from another school. The guest must complete a Visitor Reference Form and obtain a letter of reference on school letterhead, signed by an administrator of their school, before being allowed to attend the prom. The form and letter must be completed and returned not later than one week prior to the dance. The forms may be picked up in the office of the Dean of Student Life.

Liberty students as well as their visiting guests are expected to adhere to Liberty’s Dress Code and Behavioral Expectations as stated below.
Upper School Policies

Special Liberty Functions-Cont.

Dress Code and Behavioral Expectations for All Events Including Liberty’s Homecoming Dance and the Junior-Senior Prom

At Liberty, the goal is to provide a wholesome atmosphere for our students to come together as friends, enjoy the company of their classmates, and make wonderful memories. It is expected and required that Liberty students, as well as their guests, dress modestly and conduct themselves appropriately for these special evenings.

All students attending these dances will be required to adhere to the following dress code:

Females:

- All dresses should be modest and properly fitted: low-cut garments that reveal cleavage may not be worn, and slits should not be more the 4 inches above the kneecap.
- Strapless dresses are permitted but must cover the bust area completely, including the sides of the dress. They should not be low-cut or revealing, and no cleavage should be seen.
- The back of the dress may not be lower than the natural waistline.
- Cutouts in the midriff area (front, back, or sides) are not allowed.
- No dresses are permitted that are open or sheer in the front, or on the sides of the dress, unless the openness is covered by solid (not sheer) material. No see-through material.
- Two-piece garments are not allowed.
- Short dresses must be no shorter than 4 inches above the kneecap, including slits.
- Dresses should not be formfitting or tight.
- Alterations made to a dress must remain intact throughout the duration of the dance.
- No cover-ups (coats, shawls, or sweaters) will be allowed over dresses that do not meet the dress code. Students will be asked to remove any such cover-up upon entry to the dance to determine the appropriateness of the dress.

If a student or parent has a question as to whether a dress is appropriate for the dance, then it would be wise to obtain a preapproval. Pictures of dresses are not acceptable for preapproval. Preapproval must be obtained by the student wearing the dress in person or with pictures (both front and back) of the student wearing the dress. Any student requesting preapproval of a dress should contact the Dean of Student Life at 940-294-2123.
Upper School Policies

Special Liberty Functions-Cont.

Males:

**Homecoming Dance**

Must wear dress slacks, dress shirt, and tie  
No tennis shoes  
No jeans  

**Junior-Senior Prom:**  
Must wear suit, dress slacks and coat, dress shirt and tie, or tuxedo  
No tennis shoes  
No jeans  

**Behavioral Expectations:**  
All Liberty, students and their guests are expected to behave in a manner consistent with the “Standards of Behavior” as outlined in our Student/Parent Handbook.  
Failure to comply with the behavioral expectations and the dress code could result in the LCS student and/or his or her guest being asked to leave the dance.  
For questions, please contact the Dean of Student Life at 940-294-2123 or debi.habern@mylcs.com.  

**Fifth Quarters**  
These events are held after the Friday night varsity football games and are for Liberty Upper School students only (grades 9–12).  

**Visitors**  
Student visitors to any Liberty Christian School function or to the school at any time during the school day are expected to conform to Liberty dress standards for the occasion and adhere to the same general level of attire, hairstyles, and jewelry.
Upper School Policies

V. Student Dress Code

General Dress Code

All of the approved uniform items that students wear each day must be purchased from the Liberty Locker, excluding shoes, socks, and belts. In grades 9–12, any of the uniform items may be worn on any day.

All uniform bottoms must be purchased from Liberty Locker and embroidered with the “LCS” logo.

Liberty Locker
LCS Commons
940-294-2350

Upper School Girls (Grades 9–12)

1. Shorts, embroidered with the “LCS” logo
   - Khaki only
   - Length should not be shorter than 3 inches above the knee
   - Girls may not wear boys uniform shorts

2. Skirts and Skorts, embroidered with the “LCS” logo
   - Khaki or plaid only
   - Length should not be shorter than 1 inch above the knee
   - Modesty shorts must be worn with all skirts

3. Shirts
   - Polos, in white or navy with LCS monogram (available in long or short sleeve)

Note:
- Solid white, gray, or navy short-sleeved T-shirts may be worn under uniform shirts
- Solid white, gray, or navy long-sleeved T-shirts or turtlenecks may be worn under uniform shirts in cold weather
- T-shirts, long or short sleeved, must be tucked in (no layered look)
- No writing or pictures allowed on any part of shirts worn under the uniform shirt
- Tight-fitting blouses or T-shirts are not to be worn
- Camisole can be worn as an undergarment but should not be visible
General Dress Code-Cont.

4. Sweaters, sweatshirts, and light-weight jackets
   • Gray or navy V-neck pullover sweater with LCS logo
   • Lightweight jacket, navy or gray, zips up front with hood with LCS logo, must be worn with a collared polo uniform shirt
   • Navy fleece pullover with LCS logo must be worn with a collared polo uniform shirt or a white, gray, or navy crew neck T-shirt.
   • Navy full zip-fleece with crest must be worn with a collared polo uniform shirt or a white, gray, or navy crew neck T-shirt.
   • Navy or gray sweatshirt with LCS logo must be worn with a collared polo uniform shirt or a white, gray, or navy crew neck T-shirt.
   • Liberty jacket with LCS logo

Note:
   • Non-Liberty sweaters and jackets of other colors and styles may not be worn during school hours on campus, even when walking between classes
   • For grades 6-12, specific sport-issued or purchased athletic wear or fine arts items (such as softball sweatshirts, hooded sweatshirts, dance team or cheerleader uniform jackets, Encore jackets, etc.) are not to be worn during school hours, except on Jeans Days

5. Coats
   • Non-Liberty coats are not to be worn during school hour
   • LCS letter jackets may be worn at any time

6. Belts
   • Must be solid black or dark brown leather
   • Belts may not have ornamentation such as studs, stones, etc., and no large or inappropriate buckles may be worn.

7. Socks and Tights
   • Socks must be primarily white, navy, gray, or black
   • Socks must be visible.
   • Tights must be solid white, navy, or gray and must have feet.
   • Leggings in navy only (with Liberty logo) may be worn and must be purchased from Liberty Locker.
   • Knee socks must be solid navy or white.
   • Socks, tights, or leggings must be worn with all shoes.

8. Shoes
   • Tennis shoes in solid white with white shoelaces or solid black with black shoelaces (no accent colors) with non-marking soles, (as if dipped in white or black paint)
   • Saddle oxfords in black and white or navy and white
   • No high-tops
   • No shoes that appear ragged or torn
Upper School Policies

General Dress Code-Cont.

- Tennis shoes worn during the school day to classes should not be the same shoes worn for athletics.
- All shoes must have closed toes and closed heels.

9. Jewelry, hats, and accessories
   - Jewelry and other hair accessories should be kept simple and non-distracting.
   - Earrings are permitted for girls only, up to two per ear.
   - No other body piercing is allowed, including nose rings, studs, or spacers.
   - No tattoos
   - No hats, scarves, sport-type headbands, sock caps, visors, or sunglasses are allowed during school hours.

In Addition

- All clothing and shoes must be in good condition – no tears, cuts, rips, or stains.
- All skirts must be hemmed.
- Clothing should be pressed (not wrinkled) and must be replaced when faded, worn out, or outgrown.
- Tight-fitting shirts or pants are not to be worn
- Pants, shorts, skirts, skorts, etc., are to be worn at or above the hip (not sagged).
- Students with egregious or repetitive uniform violations may be required to correct the uniform violation in one of the following ways:
  - Change into proper uniform/shoes if they have it on campus.
  - Call their parents to bring them proper uniform/shoes.
  - Purchase the proper uniform piece from the Liberty Locker.
  - Sign out to go home and change into proper uniform/shoes. Missed class time will count against student’s absences.
- Blankets may not be carried and/or worn in or out of the classroom during school hours.

Note: The administration reserves the right to determine the appropriateness of any item of clothing or accessory.
Upper School Policies

General Dress Code-Cont.

Upper School Girls 9–12 Athletic Wear

**Grades 9–12** (must be purchased from the Liberty Locker)
- Gray Liberty athletics T-shirt with LCS screen print logo
- Navy shorts with LCS screen print logo
- Previously purchased required LCS athletic wear for grades 7–8 may also be worn in Upper School athletics, provided it fits properly and is in good condition.
- Non-marking tennis shoes used exclusively for athletics

**Note:** All athletic wear, either issued or purchased, is to be worn only during athletics with the following exceptions: athletic T-shirts and sweatshirts/jackets, purchased or team-issued, may be worn on Jeans Days as long as they are clean and in good condition. Athletic wear should not be cut or altered in any way.

Upper School Boys (Grades 9–12)

1. Slacks, embroidered with the “LCS” logo
   - Khaki only
   - Slacks may not be cut or slit at the hems.

2. Shorts (regular or new longer style), embroidered with the “LCS” logo

3. Shirts
   - Polos, in white or navy with LCS monogram (available in long or short sleeves)

   **Note:**
   - Solid white, gray, or navy short-sleeved T-shirts may be worn under uniform shirts
   - Solid white, gray, or navy long-sleeved T-shirts or turtlenecks may be worn under uniform shirts in cold weather
   - No writing or pictures allowed on any part of shirts worn under the uniform shirt
   - All shirts must be tucked in during school hours

4. Sweaters, sweatshirts, and lightweight jackets
   - Gray or navy V-neck pullover sweater with LCS logo
   - Lightweight jacket, navy, or gray, zips up front with hood with LCS logo, must be worn with a collared uniform shirt.
   - Navy fleece pullover with LCS logo must be worn with a collared polo uniform shirt or a white, gray, or navy crew neck T-shirt.
   - Navy full zip-fleece with crest must be worn with a collared polo uniform shirt or a white, gray, or navy crew neck T-shirt.
   - Navy or gray sweatshirt with LCS logo must be worn with a collared polo uniform shirt or a white, gray, or navy crew neck T-shirt
   - Liberty jacket with LCS logo
General Dress Code-Cont.

- Non-Liberty sweaters and jackets of other colors and styles may not be worn during school hours on campus, even when walking between classes.
- Specific sport-issued or purchased athletic wear or fine arts items (such as baseball warm-up jackets, hooded sweatshirts, Encore jackets, track warm-ups, etc.) are not to be worn on campus during school hours, except on Jeans Days.

5. Coats
- Non-Liberty coats are not to be worn during school hours.
- LCS letter jackets may be worn at any time.

6. Belts (required)
- Must be solid black or dark brown leather.
- Belts may not have ornamentation such as studs, stones, etc., and no large or inappropriate buckles may be worn.

7. Socks
- Socks must be primarily white, navy, gray, or black.
- Socks must be visible.
- Socks must be worn with all shoes.

8. Shoes
- Tennis shoes in solid white with white shoelaces or solid black with black shoelaces (as if dipped in white or black paint – no accent colors) with non-marking soles.
- No high-tops.
- No shoes that appear ragged or torn.
- Tennis shoes worn during the school day to classes should not be the same shoes worn for athletics.
- All shoes must have closed toes and closed heels.

9. Jewelry, hats, and accessories
- Jewelry should be kept simple and non-distracting.
- No earrings and no nose piercings, including spacers.
- No body piercing is allowed.
- No tattoos.
- No hats, sock caps, sweatbands, visors, or sunglasses are allowed during school hours.
Upper School Policies

General Dress Code-Cont.

In Addition

- All clothing and shoes must be in good condition – no tears, cuts, rips, or stains.
- Clothing should be pressed, not wrinkled, and should be replaced when faded, worn out, or outgrown.
- Tight shirts or pants are not to be worn.
- Pants, shorts, etc., are to be worn at or above the hip (not sagged).
- Students with egregious or repetitive uniform violations may be required to correct the uniform violation in one of the following ways:
  - Change into proper uniform/shoes if they have it on campus.
  - Call their parents to bring them proper uniform/shoes.
  - Purchase the proper uniform piece from the Liberty Locker
  - Sign out to go home and change into proper uniform/shoes. Missed class time will count against student’s absences.
- Blankets may not be carried and/or worn in or out of the classroom during school hours.

Note: The administration reserves the right to determine the appropriateness of any item of clothing or accessory.

Upper School Boys 9–12 Athletic Wear

Grades 9–12 (must be purchased from the Liberty Locker)
- Gray Liberty athletics T-shirt with LCS screen print logo
- Navy shorts with LCS screen print logo
- Previously purchased required athletic wear for grades 7–8 may also be worn in Upper School athletics provided it fits properly and is in good condition.
- Non-marking tennis shoes used exclusively for athletics

Note: All athletic wear, either issued or purchased, is to be worn only during athletics with the following exceptions: athletic T-shirts and sweatshirts/jackets, purchased or team-issued, may be worn on Jeans Days as long as they are clean and in good condition. Athletic wear should not be cut or altered in any way.
Upper School Policies

Dress-up Day Guidelines/Liberty Function Guidelines

Young men should wear slacks, dress shoes, shirts with collars, or dress sweaters. Ties and jackets may be requested for certain functions. Sandals or flip-flops are not appropriate. Jeans are never appropriate for dress-up days.

Girls are respectfully asked to dress modestly while at school or at school functions, including the homecoming dance and prom. For school functions such as awards nights, banquets, etc., young ladies may wear dresses, skirts, or slacks. Dresses and skirts must not be more than 1 inch above the knee. No slits in skirts or dresses above the knee. Jeans are never appropriate for dress-up days. Slacks and tops must not be tight fitting. Tops should be modest; no low-cut blouses front or back. Dressy shoes with the heel and/or toe open may be worn with or without hose. No sandals, flip-flops, crocs, or tennis shoes may be worn.

*All dress up days must be approved by the Middle and Upper School Principals, respectively.

Jeans Day/Spirit Day Dress Code

Students may show their school spirit either by wearing a Liberty approved spirit shirt with their uniform bottoms or with jeans. If jeans are worn they must meet the guidelines listed below:

1. Jeans
   - Must be made of denim fabric, constructed in jean fashion
   - May only be traditional denim blue jeans – no other colors may be worn.
   - Jean shorts or capris are not allowed.
   - Baggy, ripped, torn jeans, or jeans with holes are not allowed.
   - Jeggings are not allowed.
   - Extremely low-rise jeans are not allowed
   - **Belts are required for boys.**

2. Shirts
   - Liberty uniform shirts (with LCS logo)
   - LCS themed T-shirts and sweatshirts that have been purchased from the Liberty Locker or Liberty-issued and approved
   - College shirts may be worn by seniors only (no fraternity or sorority shirts).

3. Shoes
   - Tennis shoes
   - Dress shoes
   - Hiking boots
   - Western boots
   - Ugg, rain boots, or similar style boots
   - All shoes must have closed toes and heels
   - Socks must be worn with all shoes
   - Shoes must not be ragged or torn

Note: No sandals, flip-flops, crocs, or house shoes.

All clothing must follow LCS guidelines for modesty. Students choosing not to participate in Jeans Day/Spirit Day must be in full uniform.

Personal Appearance

Hair for all students must be neat, clean, and well groomed. Hair color: only natural colors; no exotic hair color or full hair bleaching is allowed for any student. It is not the intention of administration to impose a restrictive, oppressive policy regarding hair color. Boys and girls are trusted to use hair color and tinting, but if, in the opinion of administration, the coloring privilege has been abused, we will request that parents oversee the color change to conform to the spirit of Liberty’s standards. In case of a disagreement between the parents and administration, the final decision will be made by administration for the purpose of consistency.

For boys and young men, hair must not extend below the middle of the ear or the top of the collar and must stay above the eyebrows and must not fall into the eyes. Sideburns should be no longer than the bottom of the ear and may not be flared. Extreme bi-level, shaved, bizarre, spiked, or distracting hairstyles are not allowed. Beards, mustaches, and unshaven faces are not permitted. Young men not in compliance with Liberty’s personal appearance guidelines will be issued a detention and will continue to receive a detention each day until they are in compliance.

In addition, earrings are permitted for young ladies only, up to two per ear. Tattoos or body piercings are not allowed for young ladies or young men.

Note: The administration reserves the right to determine the appropriateness of any hair style, accessory, or color.
VI. Disciplinary Policy

Foundation and Purpose

The foundational purpose of discipline is to elicit a change in behavior. Liberty employs a progressive discipline policy to lead to self-discipline. Our Heavenly Father’s correction is never rejection. It is proof of His love that brings about redemption. It is Liberty Christian School’s intent to extend the training and discipline of our loving Heavenly Father, which not only prepares us for life here and now but trains us for our eternity with Him. God’s plans and purposes are to change us from glory to glory (II Corinthians 3:18). Our goal through the discipline of our students is to teach them to do what is right, while redirecting them into compliance with the rules and codes of our school. Liberty Christian School is filled with committed and devoted individuals who love God and one another. It is the desire of LCS to build agreement and consistency among the administration, faculty, families, and students to develop the following traits in our students: discernment, sound judgment, self-government, leadership, and a godly character centered on love.

LCS Discipline Code

This discipline code was developed to ensure equitable and clear guidelines and consequences in the event of inappropriate behavior by a member of the LCS student body as defined below. Please also see the “Conduct and Standards of Behavior” section in General School Policies.

Violation of the code will result in consequences that are intended to help students recognize the inappropriateness of what they have done and prevent repeated violations of the same nature. Violating the code will be considered a breach between the student and the body of Liberty Christian School.

The LCS Student Discipline Code Statement

I understand that Liberty Christian School strives to represent and demonstrate the Lord Jesus Christ in developing and molding students to be His disciples for His glory and our benefit. As a student, I pledge to abide by the standards of behavior as stated in the handbook. I also understand and agree that if I violate the standards that are required, I subject myself to the consequences as described therein.

The goal of discipline in any form should be to bring about correction, repentance, restoration, and self-discipline.

The following is a list of offenses and consequences divided into levels according to their severity. These behaviors are intended as examples. Other behaviors may result in similar consequences. (See Definition Section for definition of terms used below.) Some examples of corrective discipline at Liberty include verbal correction, classroom discipline systems,
corporal punishment, suspension, and expulsion. The administration reserves the right to
determine consequences for any offense regardless of the stated order of consequences in this
discipline code.

Any illegal or inappropriate behavior on or off campus that reflects negatively on Liberty
Christian School may result in disciplinary action.

Level I Offenses

1. Violation of LCS Standards of Behavior
2. Dress code and personal appearance violation
   • May be required to change before returning to class.
   • Classes missed will be counted as an absence.
3. Violation of classroom rules

Any of the above named or similar offenses may result in the issuance of an infraction by any
teacher and/or staff member. Other similar offenses may be assigned an infraction at the
discretion of teachers and/or staff members.

Detentions will be assigned by office administration.

Level I Consequences

The following consequences will be issued for Level I infractions. Level I offenses will not carry
forward to the next semester but may be reviewed at any time if there are excessive or
continued violations.

<table>
<thead>
<tr>
<th>Number of Level I Offenses</th>
<th>Consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Warning</td>
</tr>
<tr>
<td>2</td>
<td>Warning</td>
</tr>
<tr>
<td>3–6</td>
<td>Detention, corporal punishment, or combination</td>
</tr>
<tr>
<td>7–10</td>
<td>Administration has the discretion as to type of correction or punishment deemed necessary</td>
</tr>
<tr>
<td>11+</td>
<td>Discipline Committee Referral</td>
</tr>
</tbody>
</table>
Upper School Policies

LCS Discipline Code-Cont.

Level II Offenses

- Honor Code violation
- Violation of LCS Standards of Behavior

Level II Consequences

The following consequences will be issued for Level II offenses. Level II offenses will carry forward to the next semester.

<table>
<thead>
<tr>
<th>Number of Level II Offenses</th>
<th>Consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Detention, corporal punishment, or combination</td>
</tr>
<tr>
<td>2</td>
<td>Administration has the discretion as to type of correction or punishment deemed necessary</td>
</tr>
<tr>
<td>3+</td>
<td>Discipline Committee Referral</td>
</tr>
</tbody>
</table>

Level III Offenses

Level III Offenses include violations of Honor Code, Standards of Behavior, or any other violation deemed serious.

Level III Consequences

The following consequences will be issued for Level III offenses. Level III offenses will carry forward to the next semester.

<table>
<thead>
<tr>
<th>Number of Level III Offenses</th>
<th>Consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Administration has the discretion as to type of correction or punishment deemed necessary</td>
</tr>
<tr>
<td>2+</td>
<td>Discipline Committee Referral</td>
</tr>
</tbody>
</table>

Note: Administration reserves the right to bypass stated order of consequences at any level. Excessive and continued violations and disregard for consequences of any level of offense may result in a referral to the Discipline Committee that may include expulsion.

Students who have been asked to withdraw or have been expelled from Liberty Christian School must obtain approval from Liberty Administration before attending any Liberty event.
Interpreting terms, determining evidence of misconduct, and issuing discipline are the responsibilities of the administration. The administration has the authority to administer whatever discipline they deem necessary.

Discipline records are kept on file separately from academic records. In the case of a referral to the Discipline Committee, these records will be made available. For their convenience, parents may request a copy of their child’s discipline record at any time.

**Discipline Terms**

**Infraction**

An infraction is a written warning not to repeat the offense.

**Detention**

Detention is a 40-minute block of time in which a student is supervised before school during the school week. Students may not eat, drink, or do homework in detention. They may read their Bible if they so choose. Detentions are served from 7:30–8:10 a.m. each Wednesday and Thursday. The Upper School Office will assign the date the detention is to be served and issue the detention slip. If the student is late to detention, the administrator may determine an appropriate level of discipline.

**Detention Guidelines**

1. In the case of an excused absence for a weekday detention, the student will be issued a makeup detention.
2. In the case of an unexcused absence for a weekday detention, a Saturday detention will be issued. This Saturday detention must be served during one of the next two scheduled Saturday detentions.

**Saturday Detention**

Saturday detentions, which are scheduled as needed, are served from 7:30 – 9:30 a.m. and require a $25 fee, payable upon entering the detention room. The school day dress code is required; students out of dress code will not be allowed into the detention room and will be considered as absent, unexcused. The only acceptable excuse for missing a Saturday detention is illness, which must be verified by a written note from the parents or the medical caregiver. Any other excuse must be approved by an Upper School administrator at least 48 hours in advance. Non-Liberty events or functions are not excusable.
Upper School Policies

Discipline Terms-Cont.

Saturday Detention Guidelines

1. In the case of an excused absence for a Saturday detention, the student will be issued a makeup for the next scheduled Saturday.
2. In the case of an unexcused absence for a Saturday detention, the student will serve a weekday detention and the Saturday detention will be rescheduled. The consequence for a second unexcused absence from a Saturday detention will be determined by the administration.

Corporal Punishment

Corporal punishment may be used as a method of discipline at the discretion of the administration, after carefully considering the circumstances of each case.

Disciplinary Probation

The Disciplinary Committee may assign a student to disciplinary probation for committing major or numerous offenses or excessive and continued violations with disregard for consequences of any level of offense. The student may be placed on disciplinary probation for a period of time to be determined by the committee.

In-School Suspension (ISS)

In-school suspensions will be served in confinement under the supervision of an administrative proctor. During the in-school suspension, students will be required to complete the assigned work, which will be graded. Students are still responsible for homework and daily work from their scheduled classes by the next day. Students will not be allowed to participate in extracurricular activities during the hours of 8:25 a.m. - 3:45 p.m.

In-School Suspension (ISS) Guidelines

1. In the case of an excused absence on the day of a scheduled ISS, the student will be rescheduled for an ISS.
2. In the case of an unexcused absence on the day of a scheduled ISS, the student will be rescheduled for an ISS, and the policy for unexcused absences will apply.

Out-Of-School Suspension (OSS)

Out-of-school suspensions will be served at the discretion of the Administration. Students will be prohibited from being on campus for participation of any school-related activities for the duration of their OSS. Days missed for OSS will count as absences. Students will be required to complete all missed work, tests, and assignments. Tests and assignments missed during OSS will receive a grade no higher than 70 percent.
Upper School Policies

**Note:** Administration reserves the right to utilize in-school or out-of-school suspensions as they deem appropriate.

**Discipline Committee**

A discipline committee is in place to assist the school administration as needed.

**Expulsion**

The Liberty administration and teachers serving under them shall have full discretion to determine appropriate discipline and/or other requirements of a student. Liberty reserves the right to suspend or terminate the attendance of any student for reasons set forth in the Student/Parent Handbook (or other published document), for reasons that Liberty’s administration considers detrimental to the School community, student, or to other students of the School, for the parent’s failure to pay all or any part of the financial obligations for the student’s attendance, or for the actions of the parent or other family member that is detrimental to the School community, the student, or to other students of the School. If the student’s attendance is suspended or terminated by Liberty, the parent understands and agrees that he/she/they are liable for the entire year’s tuition and fees.

In addition, Liberty believes that a positive and constructive working relationship between the School and each student and student’s parents/guardians is essential to the accomplishment of Liberty’s education mission and responsibilities to its students. Accordingly, if the student’s, parent’s, or other family member’s behavior, communications, or interactions on or off campus (including during school-sponsored events) is disruptive, intimidating, or overly aggressive, or reflects a loss of confidence or serious disagreement with the school’s policies, methods of instruction, or discipline, or otherwise interferes with the School’s safety procedures, responsibilities, or accomplishment of its educational purpose or program, the School reserves the right to dismiss the student from the community. In addition, the School reserves the right to place restrictions on parents’ or other family members’ involvement or activity at school, on school property, or at school-related events if the parent or other family member engages in behavior or has a status (such as a criminal conviction) that would reasonably suggest that such restrictions may be appropriate for the community.
Upper School Policies

VII. Student Concerns

Lockers

Lockers must be kept neat and clean. Masking tape, magnets, and “stick-um” are the preferred products for attaching school spirit signs to lockers. Please roll the tape and place it behind the sign for proper application. Students are required to completely clean their locker at the end of the school year.

For grades 9 through 12 only: Combination locks are not required for use on the lockers. However, if students wish to use a lock on their locker, they need to see Mr. Bruce Gundlach, dean of students, in the Upper School Office. Mr. Gundlach will assign a lock to them. They are responsible for this lock, and should they lose it or break it, they will be responsible for the cost of the lock.

Lockers may be inspected periodically without notice or consent.

Lost and Found

Please label all clothing, backpacks, calculators, and personal items with first and last name. Lost and Found is located in room MS1072. Please check the Lost and Found room anytime during school hours for misplaced items. Partners Through Faith (PTF) sponsors a Lost and Found Pick-Up Day at the end of each month where items are displayed in the Commons. Any items not claimed after that day will be donated.

Breakfast and Lunch

- ID badges are issued to all students and are required to purchase breakfast in the cafeteria. Replacement badges are $5 each.
- Funds may be added to a student’s ID badge in the form of Warrior Bucks to purchase breakfast or to make purchases in the Liberty Locker.
- Lunch is provided for every student through the All In Lunch program.
- Students will exhibit good manners by helping to maintain the cleanliness of the cafeteria area.
- Food and drink are to be consumed in the cafeteria. Exceptions are students who are invited to eat with a group participating in a special function.
- Students are to clear the classroom areas and be in the cafeteria within 5 minutes and may not leave the cafeteria until dismissed.
- Paper and waste must be disposed of in trash cans.
- Students must clean up their own spills and messes.
- Students are required to do their share when their grade has lunch duty. Failure to do so is a Level II offense.
- Students must remain in the cafeteria until the end of the lunch period unless specifically excused for a particular activity.
- Students are not to take food or drink out when lunch is over.
Upper School Policies

Breakfast and Lunch-Cont.

- The school office cannot accept any food deliveries.
- Liberty Christian School is a closed campus.
- Only parents, family members, youth ministers and LCS graduates will be allowed at lunchtime.
- Any exception must gain prior approval from Upper/Middle School Administration.
- Lunch visitors must dress appropriately while on campus.

Student Parking Regulations

To retain student-parking privileges, students must drive cautiously at all times, use the proper entrance and exit, and keep the parking area clean and orderly.

- Parking is strictly limited to the student parking lots. The student spots are designated with yellow stripes.
- All spots marked “Visitor” are for visitors only. Parking in these spots will result in a detention.
- All student vehicles must be registered with the Upper School Office and display the current year’s parking sticker. Stickers must be adhered to the lower right corner of the front passenger windshield.
- Students may not park in the Commons Circle at the main entrance of the school.
- All drivers must be licensed and covered by insurance. The school is not responsible for automobiles or their contents.
- A student may not go to the parking lot during school hours without written permission from an Upper School administrator. No loitering or visitation is allowed in the parking lot without permission. Doing so is a Level II offense.
- Speed limit on campus is 15 miles per hour. Any form of reckless driving on the school grounds will not be tolerated.
- Students leaving campus between 8:15 a.m. – 3:40 p.m. without signing out in the Upper School Office will receive an ISS, and students may be subject to losing their driving and parking privileges for up to two weeks.
- Any person or vehicle is subject to being searched while on school property.
- Areas may be under surveillance.
- Fire lanes are clearly marked. Parking in fire lanes is a violation of the law and may result in a detention, a ticket, or towing of the vehicle.
- It is considered a privilege to drive and park on school grounds. Suspension of driving privileges, towing of vehicles, and/or suspension from school may result when violations of these regulations occur. For example: speeding, transporting others in the bed of a pickup, taking up more than one space, etc.
- Students may not enter, exit, or cross the church parking lot.
Upper School Policies

Upper School Drop-Off/Pick-Up Procedures

- To park and get out of your car, parents must use a designated visitor parking space.
- Do not park in the fire lane at any time. You may briefly stop in the fire lane to let your child out of your car, but you may not park and get out of your car in the fire lane.
- In the Commons circle, the lane between the visitor parking and the fire lane is to remain moving at all times. Please do not stop in this lane.

Afternoon Dismissal

<table>
<thead>
<tr>
<th>Grades</th>
<th>Dismissal Time</th>
<th>Dismissal Zone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preschool</td>
<td>2:45 p.m.</td>
<td>Preschool</td>
</tr>
<tr>
<td>K–5th</td>
<td>3:30 p.m.</td>
<td>Lower School Circle</td>
</tr>
<tr>
<td>6th–8th</td>
<td>3:45 p.m.</td>
<td>Commons Circle</td>
</tr>
<tr>
<td>9th–12th</td>
<td>3:40 p.m.</td>
<td>Commons Circle</td>
</tr>
</tbody>
</table>

Visitors and Visiting Procedures

An Upper School administrator must approve all visitors to classrooms.

FAMILIES INTERESTED IN LIBERTY AS A SCHOOLING CHOICE FOR THEIR CHILDREN SHOULD CONTACT DIRECTOR OF ADMISSIONS AT 940-294-2127 OR ADMISSIONS@MYLCS.COM. A TOUR OF THE SCHOOL AND A VISIT WITH AN ADMINISTRATOR WILL BE ARRANGED. IF STUDENTS ARE INTERESTED IN SPENDING A DAY OR A HALF DAY AT THE SCHOOL AFTER THEIR VISIT, THEY MAY DO SO BY SHADOWING A CURRENT STUDENT. ARRANGEMENTS TO SHADOW A CURRENT STUDENT MUST BE MADE WITH THE DIRECTOR OF ADMISSIONS AT LEAST 24 HOURS IN ADVANCE. VISITORS MUST DRESS APPROPRIATELY WHILE ON CAMPUS. VISITORS WILL NOT BE PERMITTED ON CAMPUS DURING SEMESTER EXAM DAYS.
Communications


Weekly email communication provides the most up-to-date information, including weather-related school closings. It is sent to everyone with an email address in the school system. You may add or change your email address by logging into the school website with your username and password. If you have lost your password, please contact the Technology Department at 940-294-2060.

Conferences

Parents are encouraged to communicate frequently with the teacher concerning any needs of their child, but are urged to make an appointment, rather than drop in during class or planning time. Parents or teachers may request a conference at any time they deem necessary.

If parents need to discuss any aspect of their child’s education, the teacher should be contacted first. The principal should be contacted if the matter has not been successfully resolved with the teacher/parent conference.

Confidentiality concerning students is important. Teachers have been asked not to discuss children’s individual needs or progress while they are on duty, in the hallway, in the lunchroom, or while other children or adults are present. Please do not engage a teacher in conversation about your child when the teacher is supervising other students.

A conference may be scheduled by contacting the teacher via email.

Telephone Calls/Messages

School telephones are reserved for official business and emergencies. A telephone is provided in the Upper School Office for student use. Phone calls may not be made during class periods. The best time to make a call is before school, during lunch, or after school.

Parents, please do not call or text your child’s cell phone during school hours. In case of an emergency, please call the appropriate school office, and your message will be delivered immediately.

Please limit requests for delivery of messages to students to those messages of utmost importance. We do not like to interrupt the students in class, nor is it always possible to locate them between classes. Parents who need to see their child during the school day should report to the Upper School Office rather than going to the classroom. The child will be notified and brought to the office, or the articles may be delivered to the student. Because of lunch staffing, please try to avoid calls to the school between 11:55 a.m. and 1:40 p.m.
<table>
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<th>I</th>
<th>Academic Information</th>
<th></th>
<th>III</th>
<th>Extracurricular and Athletic Activities</th>
<th></th>
<th>VI</th>
<th>Disciplinary Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>83</td>
<td>Academic Awards</td>
<td></td>
<td>93</td>
<td>Travel to Events</td>
<td></td>
<td>106</td>
<td>Foundation and Purpose</td>
</tr>
<tr>
<td>83</td>
<td>Convocation</td>
<td></td>
<td>94</td>
<td>Eligibility</td>
<td></td>
<td>106</td>
<td>LCS Discipline Code</td>
</tr>
<tr>
<td>83</td>
<td>Academic Probation</td>
<td></td>
<td>94</td>
<td>Excused Late Arrival From Events</td>
<td></td>
<td>107</td>
<td>Level I Offenses</td>
</tr>
<tr>
<td>83</td>
<td>Class Scheduling</td>
<td></td>
<td>94</td>
<td>Participation</td>
<td></td>
<td>107</td>
<td>Level II Offenses</td>
</tr>
<tr>
<td>85</td>
<td>Classroom Guidelines</td>
<td></td>
<td>95</td>
<td>Athletic Dept Guidelines for MS Athletics</td>
<td></td>
<td>107</td>
<td>Level I and II Consequences</td>
</tr>
<tr>
<td>85</td>
<td>Counseling</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>108</td>
<td>Level III Offenses</td>
</tr>
<tr>
<td>85</td>
<td>Examination Exemption Policy</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>108</td>
<td>Level III Consequences</td>
</tr>
<tr>
<td>86</td>
<td>Homework/Make-up Work</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>108</td>
<td>Definition of Terms</td>
</tr>
<tr>
<td>86</td>
<td>Library Policies</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>109</td>
<td>Infraction</td>
</tr>
<tr>
<td>87</td>
<td>Plagiarism/Cheating</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>109</td>
<td>Detention</td>
</tr>
<tr>
<td>87</td>
<td>Pre-AP Program</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>109</td>
<td>Guidelines</td>
</tr>
<tr>
<td>87</td>
<td>Eligibility for 6th–8th Grades</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>109</td>
<td>Corporal Punishment</td>
</tr>
<tr>
<td>87</td>
<td>Departmental Requirements</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>109</td>
<td>Disciplinary Probation</td>
</tr>
<tr>
<td>87</td>
<td>Report Cards and Grading</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>110</td>
<td>In-School Suspension</td>
</tr>
<tr>
<td>88</td>
<td>Standardized Testing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>110</td>
<td>In-School Community Service</td>
</tr>
<tr>
<td>II</td>
<td>Attendance and Tardies</td>
<td></td>
<td>VIII Miscellaneous Information</td>
<td></td>
<td>111</td>
<td>Discipline Committee</td>
<td></td>
</tr>
<tr>
<td>90</td>
<td>Absences</td>
<td></td>
<td>113</td>
<td>Communications</td>
<td></td>
<td>111</td>
<td>Expulsion</td>
</tr>
<tr>
<td>90</td>
<td>Reporting Absences</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>113</td>
<td>Student Concerns</td>
</tr>
<tr>
<td>91</td>
<td>Early Release Procedure</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>111</td>
<td>Lockers</td>
</tr>
<tr>
<td>91</td>
<td>Makeup School</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>111</td>
<td>Lost and Found</td>
</tr>
<tr>
<td>92</td>
<td>Makeup Work</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>111</td>
<td>Breakfast and Lunch</td>
</tr>
<tr>
<td>92</td>
<td>School-Related Absences</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>112</td>
<td>Drop Off/Pick Up</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>112</td>
<td>Procedures</td>
</tr>
<tr>
<td>III</td>
<td>Student Activities and Clubs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>112</td>
<td>Visitors and Visiting Procedures</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
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<td></td>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>VIII</td>
<td>Telephone</td>
<td></td>
<td>114</td>
<td>Calls/Messages</td>
</tr>
<tr>
<td>V</td>
<td>Student Dress Code</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>98</td>
<td>General Dress Code</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>98</td>
<td>Girls 6-8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>101</td>
<td>Girls 6-8 Athletic Wear</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>101</td>
<td>Boys 6-8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>103</td>
<td>Boys 6-8 Athletic Wear</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>104</td>
<td>Dress Up Day/Liberty Function Guidelines</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>104</td>
<td>Jeans Day/Spirit Day Dress Code</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>105</td>
<td>Personal Appearance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
I. ACADEMIC INFORMATION

Academic Awards Convocation

Near the end of the school year, the Middle School recognizes students who have excelled in the various disciplines in academics, the arts, and music in an Annual Awards Convocation. Students are honored with an outstanding student award by class, subject, and department, and with special high honors based on character, leadership, and service. The “Golden A” award is given to students who have earned all A’s all year long.

Academic Probation

All students at Liberty in grades 6–12 are required to achieve minimum grade requirements for each semester grading period. Failing two or more classes of any type will result in being placed on academic probation for the first two weeks of the following semester. It will also affect eligibility for extracurricular activities. (See “Eligibility” under “Extracurricular and Athletic Activities.”)

If the minimum academic requirements have been attained, the student will be removed from probation status. In the event that the student has not achieved the minimum academic requirements, one of the following will occur:

- Continuation of probation period for an additional one-week period
- Continuation of probation period with removal from participation in extracurricular activities until academic requirements have been attained
- Expulsion

Note: Students who fail three or more semesters of a subject may be asked to leave Liberty.

Class Scheduling

In the spring of every year, the Middle School Academic Advising team begins the scheduling of classes for the following year. Students request the classes they will take for the following year and list alternatives for electives. It is important to note that there may be course conflicts; therefore, it is extremely important to select alternative electives in order of preference. The following information is provided to assist in scheduling:

- Selection for Pre-AP courses is based on grades/benchmark assessments and final approval by an academic committee.
- It is best to adhere to the recommended sequence of courses whenever possible, as they are planned with specific grade levels in mind.
- Study hall is an excellent way for students to begin their homework during the day, but it is important to note that it is a noncredit course.
- There is a 5-day drop period at the beginning of each semester.
Adjusted Teaching Style (ATS)

In accordance with the mission of Liberty Christian School, LCS strives to meet the needs of the entire Liberty family. As such, Liberty seeks to provide options for a student whose needs Liberty has concluded cannot be met sufficiently through reasonable accommodations to Liberty’s general curriculum program by offering alternative courses in the core classes for students with documented learning differences. Students requiring further supports to meet the admission criteria necessary to Liberty’s educational mission and objectives, or whose necessary accommodations would fundamentally alter the general curriculum program may be eligible for the ATS program. Offered in grades 6–12, these courses are designated as ATS courses, and accommodations are individually designed to more closely address the students’ learning needs. The ATS courses mirror Liberty’s general curriculum but do so in a setting that provides more flexibility for Liberty to offer accommodations to core classes that cannot be provided in the regular classroom. ATS offers additional support beyond a reasonable accommodation in the traditional classroom.

Liberty welcomes applications for all students and does not discriminate on the basis of disability. Students who with or without reasonable accommodations can meet Liberty’s admission and/or academic requirements will be admitted to the general curriculum program. To the extent possible, Liberty will strive to place all students who, with or without reasonable accommodations, meet Liberty’s admission and/or academic criteria in the general curriculum program and to provide all students full and equal access to all school-related programs and activities. If you believe your student needs an accommodation, please refer to LCS’s Student Accommodation Request policy above. However, if a student with a disability cannot meet the academic or admission requirements for the general curriculum program with a reasonable accommodation, the parent has the option of requesting placement of their student in an ATS course. Families interested in the ATS program will meet with the ATS Coordinator. If the parent is requesting this additional support, either during the admission process and/or during the school year, the parent will be expected to disclose all relevant information pertaining to the students’ current levels of academic performance, diagnostic evaluations, and other information identifying a disability and the need for additional support. If Liberty feels that the available information is insufficient to make an admission decision, Liberty reserves the right to require parents to obtain and provide additional, necessary information, which may include a comprehensive diagnostic evaluation, at the parents’ expense. Evaluation results will be kept confidential, and only those having a legitimate educational interest in the student will have access to the results and/or documentation provided.

ATS classes are available only for students who have current diagnostic testing (updated every three years) and have a diagnosed learning difference. Approval for course enrollment is granted through the ATS Course Committee. There is an ATS course fee per school year for each ATS course taken. This fee cannot be prorated or refunded for students withdrawing from LCS during the school year or for new LCS students enrolling after the start of the school year. These classes are subject to availability, and waiting lists are maintained.
Middle School Policies

Classroom Guidelines for Students

- Be in your classroom before class start time, or you will be considered tardy.
- Show respect for the teacher at all times. Use “ma’am” and “sir” when responding.
- Come to class prepared with textbook, notebook, paper, pen or pencil, and assignment book.
- No candy, gum, food, or drinks are allowed in the classroom, except hard candy or breath mints and water in a closed container. No food or drink, including water, is allowed in the computer labs.
- Always use the standard school heading on papers, quizzes, and tests.
- Proper spelling, punctuation, penmanship, and sentence structure are required. Written work is a reflection of the student.
- Work must be neat and complete to be accepted.
- Work done poorly or sloppily will be returned to the student to be redone and is subject to a lower grade. This policy is true for daily homework, quizzes, or tests.
- If you are absent, it is your responsibility to get the notes from a classmate and turn the assignments in on time (one day allowed for each day absent).
- The teacher will dismiss class. Leave the room in an orderly manner.
- No cell phones in the classroom.

Counseling

Learning, growing, and living for Christ can often confront us with awesome challenges. We sometimes need help in our relationships with God, ourselves, and others. Professional counselors are on staff to offer assistance with issues that impede personal or academic growth and success. Additionally, our youth pastors are very helpful in encouraging students to seek spiritual solutions in areas of conflict.

School counselor records that are kept in the sole possession of a Texas-licensed mental health professional, are used only as a memory aid, and are generally only accessible to the counselor may be withheld from parents if and only if the counselor has made the determination that the release of such records would be harmful to the student’s physical, mental, or emotional health. In addition, such records may be confidential under the Texas Family Code provisions related to reporting of child abuse.

Examination Exemption Policy

In a Pre-AP course 6th, 7th, and 8th grade students may be exempt from final (end-of-course) examinations by subject if they have met the following criteria:

- Student has made an “A” in Pre-AP courses on each report card and for the current grading period.
- Student’s conduct has not required exceptional disciplinary action (no Level III or above, or excessive Level I or Level II offenses during the entire year). Determination of eligibility is at the discretion of the principal.
- Student absences may not exceed the allowed number of absences per semester.
Middle School Policies

Examination Exemption Policy-Cont.

Students who exceed eight absences in the fall semester and nine absences in the spring semester may not be exempt from taking semester finals. Students who exceed the eight and nine absences may be exempt if credit is restored by the Attendance Committee. Students who are to enter makeup school will not be eligible for exemption.

Homework/Makeup Work

Homework is considered an essential part of the academic program. Adequate time for homework should be considered in planning the student’s schedule of extracurricular activities.

- Late major assignments may receive a 20 percent deduction per day late.
- Students are allowed one day for each day missed to make up homework, class work, or tests.
- Teachers have the authority to give grace in special circumstances.

Library Policies

Students from all grades as well as parents are welcome to use and enjoy the library at Liberty Christian School. To ensure a beneficial experience for all, the following guidelines are to be observed:

- Books and audio-visual materials may be checked out for three weeks and renewed at the library for an additional three weeks. Materials are to be returned by the due date.
- Other materials (such as maps and reference books) may be checked out at the discretion of the staff.
- Borrowing limits per patron are as follows: two items for 2nd grade, four items for 3rd and 4th grade, and six items for 5th through 12th grade, but no more than two non-book items per patron.
- For Middle and Upper School students, the fine for late items is five cents per day, except for weekends, holidays, vacation periods, and unscheduled school closing days. Lower School students are not charged fines.
- Overdue notifications are delivered to Middle and Upper School students at the email address on record. Students should immediately contact the library.
- Students who do not respond to notices may have their myLiberty account blocked until books are returned and all fines are paid.
- A lost book should be reported as soon as possible to the librarian. Lost or severely damaged items may be replaced either by purchasing another copy or paying the cost of replacement, plus a $2 restocking fee.

Note: Diploma, transcript, and final report card will be held until all library books are returned and fines are paid.
Plagiarism/Cheating

Plagiarism is the act of claiming as one’s own the ideas, words, or artistic talent of another. The use of another person’s creative output without offering a citation of its origin is not allowed. The penalty for cheating or plagiarizing another person’s work, whether published or unpublished, will be a “0” for the work and a Level II offense for the first time. The second time is a Level III offense and a “0” for the work. Should this offense occur a third time, the student will receive a “0” and will be referred to administration. Administration may administer any discipline deemed necessary, which may include expulsion. The offense will carry over to the next semester of the current school year.

In addition, the student will not receive recognition for academic achievement of any kind for the remainder of the current year.

Pre-AP Program

A Pre-AP course is one in which the curriculum is enriched and accelerated in keeping with College Board standards. Students must obtain a minimum average of 85 percent at the end of the first semester to continue enrollment in their Pre-AP course.

Eligibility for 6th, 7th, and 8th Grades
Students applying for admission to Pre-AP 6th, 7th, or 8th grade courses must have maintained an average grade of 90 or above in the previous grade corresponding core course. Academic Advising recommends that 8th grade students enroll in no more than two Pre-AP courses. Note: Transfer students must receive administrative approval to enroll in Pre-AP courses.

Departmental Requirements
Some departments have additional requirements for students enrolling in Pre-AP courses. Many Pre-AP students must complete the summer reading assignments and/or projects prior to the beginning of school.

Report Cards and Grading

The school year is divided into two semesters. There are two grading periods per semester. Report cards will be available on myLiberty at the end of each semester. Credit for Upper School courses will be determined at the end of each semester. If a student has more than eight total absences in the fall and nine total absences in the spring, the Attendance Committee will determine if credit will be awarded or denied for that semester.
Standardized Testing

The following is a list of tests with data that defines their purpose. It is important to note that the following tests assess the student’s current level of knowledge.

Types of Standardized Tests

- **PSAT 8/9**
  The PSAT 8/9 is the first test in the SAT Suite of Assessments. Tightly aligned with the SAT and PSAT/NMSQT, the test establishes a baseline for college and career readiness as students enter Upper School. The PSAT 8/9 is designed for 8th and 9th grade students. The PSAT 8/9 is given in the fall to 8th grade students.

- **CTP 4**
  The Comprehensive Testing Program 4th Edition tests (CTP 4) are designed to collect basic information about student achievement in key areas: listening, reading, vocabulary, writing, and mathematics. In addition, CTP 4 includes two tests that measure verbal and quantitative reasoning ability. These tests are given in the spring to 6th, 7th, and 8th grade students.

- **WrAP**
  The WrAP (Writing Assessment Program) is an exam that directly measures student writing ability. It provides teachers with a powerful, objective lens with which to examine student writing samples. WrAP asks students to respond to a writing prompt in two timed writing sessions administered over consecutive days, closely replicating the natural writing process of drafting, revising, and completing a final version. The WrAP test is given to 6th, 7th, and 8th grade students in the spring.

Summer School Requirements

Liberty Christian Online provides students with the opportunity to earn credit through a Christ-centered curriculum designed to meet LCS college preparatory requirements. Although course work is completed independently, classes are facilitated by a remote teacher and the student’s progress is consistently monitored by LCS staff.

Completion of online coursework is required for students who have not earned a passing grade (70 or above) in any semester of a required LCS course. Numerical grades earned through online summer school will be reflected on the student’s transcript and will be calculated into the GPA. The new grade will not override the failing grade on the transcript or GPA. Please see the Academic Advising Office for more information about our online curriculum.
Middle School Policies

Textbooks

Textbooks are issued to all students on the opening day of school. The fee for books is included in the tuition costs. Books will be collected at the conclusion of the courses; students must not mark in these books with the exception of consumable books. Please see the Middle School Office to replace textbooks. Textbooks must be replaced within two weeks after loss. Students must pay to replace books that are lost, marked in, damaged, or unreasonably worn.

Lost or misplaced books may be reclaimed in the Middle School Office if the lost books have been found and returned.

Note: Final report card will be held until all textbooks are returned or replaced.

Tutoring

If a student requires tutoring, it must be done outside of the academic and extracurricular daily class schedule. Before school, after school, study halls, and lunchtimes provide some opportunities for tutoring and making up work. Phone numbers for tutorial services are available from the academic advisors.
II. Attendance and Tardies

Regular and punctual attendance is a vital factor in determining one’s success in any field of endeavor, especially in schoolwork. Regular attendance conveys commitment to the process of education. Students are required to be on time and in their classes each day, so they will succeed.

Absences

Schoolwork involves more than paperwork. It involves participation in discussions, demonstrations that cannot be repeated, laboratory activities, development of study skills, spontaneous interactions, and visual and oral presentations that are difficult to repeat. Consequently, a student who has an excessive number of absences will miss out on a large percentage of the learning process at Liberty.

Middle School Attendance Committee

The Attendance Committee will review excessive absences on a case-by-case basis to decide whether credit restoration is justified. Determinations of credit restoration are within the sole discretion of the Attendance Committee and are not subject to appeal.

Reporting Absences

- Parents/guardians of 6th–8th grade students must call the Middle School Office (940-294-2070) before 8:15 a.m. the day of absence – full or partial day (more than 15 minutes late arrival or early release).
- Please include all pertinent information as prompted by voice mail.
- Do not plan family trips during semester tests or semester exams.
- A student must promptly proceed to the classroom.
- All students in Middle School who arrive late must sign in at the Middle School Office before going to class. A tardy slip will be issued for entrance into class.
- A tardy may result in an infraction.
- Four tardies equal one absence.
- Excessive tardies will result in an infraction.
- Tardies clear every semester.
- A student who misses more than one third of a class will be considered absent.
- Attendance regulations require a minimum number of days in attendance per school year. Students who miss more than six days in a course in the fall semester or seven days in the spring semester will not receive credit for the course unless it is restored by the Attendance Committee or makeup school is attended. Middle School students who take Upper School courses will be allowed four absences in a course in the fall semester and five absences in the spring semester.
- A parent/legal guardian or doctor’s note is required when a student returns to school.
Middle School Policies

Reporting Absences-Cont.

- If a student accumulates more than the allowed number of absences in the same extracurricular class, the teacher/coach in charge of the activity may require removal from the extracurricular activity, and the student may lose credit and be placed on attendance probation.
- An absence due to participation in school-related activities is considered a school-related absence and is not counted in the total number of absences allowed.
- Any student missing school without parent permission will be considered truant and will receive “0’s” for classes missed and possible disciplinary action.

Early Release Procedure

Please schedule medical and dental appointments outside of school hours whenever possible. Please keep such appointments to a minimum and avoid them entirely at test times.

- A note or call to the Middle School Office by the parent requesting early dismissal and stating pertinent information should be given the day of the planned early release by 8:15 a.m.
- Middle School students are required to sign out in the Middle School Office. Failure to do so will be considered a Level II offense.
- Students must leave campus immediately after signing out.
- Students must sign in immediately upon returning to school, or upon arrival if appointment is before school. Failure to do so is a Level I offense.
- For early release, please call the Middle School Office well before the athletic period starts. If the athletic period has already begun, please call the Athletic Office at 940-294-2150 for early release of a student.
- Students may not leave for illness unless first reporting to the school Nurses’ Office and then signing out in the school office.

Makeup School

Students who have missed more than the allowed number of absences will have the opportunity to regain credit by attending makeup school. Sessions will be offered Wednesdays, from 4:30 – 8:30 p.m., and Saturdays, from 7:30 – 11:30 a.m. The makeup session for each class missed over the limit, per course, will last for one hour and a fee of $25 per hour will be charged. If the scheduled session is missed, the fee for the missed session will still be due along with the fee for the rescheduled session.

Note: This plan is for making up missed class time only. Failing grades require retaking the course, most likely in summer school. A maximum of 10 hours will be allowed to be made up.
Middle School Policies

Makeup Work

Students with absences/school-related absences are allowed a reasonable time to make up homework, class work, or tests missed during the absence (one day for every day missed).

- Students absent only one day are responsible for obtaining missed assignments
- Upon returning to school, they are given a full day to make up any missed work.
- Students who are absent are allowed one day for each day missed to make up homework, class work, or tests.
- Work or tests assigned before the absence occurred are due on the day the student returns to school unless other arrangements are made at the discretion of the vice principal or principal.
- Parents are asked not to plan vacations during regular instructional days.
- When absences are known in advance (e.g., extracurricular, family, etc.), students should obtain assignments in advance to not fall behind in classes.
- All makeup work is available on myLiberty. Homework is posted daily.
- Makeup for semester exams are scheduled one week after the test/exam date.
- Tests may not be taken prior to the regularly scheduled dates.

School-Related Absences

- A school-related absence occurs when a student misses a class because of participating in a school-related function (academics, fine arts, athletic competitions, field trips, etc.).
- It is designated by an “S” on student absence reports for each semester grading period.
- It does not count toward the allowed total a student may miss in a semester without penalty.
III. Extracurricular and Athletic Activities

Travel to Events

Liberty utilizes charter buses, or parent and staff drivers, to transport students to events.

We are so fortunate to have parents who wish to be active in the academic and athletic success of our students. Many times, when we transport our students to activities, it is not necessary for us to utilize a large bus; therefore, parents or staff volunteers are asked to use their personal vehicles. Our first concern with transportation at Liberty Christian School is the safety of the students and the drivers. Therefore, in compliance with school policy and insurance recommendations, volunteers and staff who transport students must be on the Liberty Approved Drivers list. All drivers must complete an application to become an approved driver, which also requires a confidential criminal history background check. The Approved Drivers Application must be notarized, which can be done at the LCS Business Office. Liberty will request a copy of the driver’s Moving Violations Record from the State of Texas Department of Public Safety. At the time of the application, we will make a copy of your driver’s license and current auto insurance verification and keep it on file. Forms can be accessed on the Liberty website under “Campus Life” then “Volunteers,” or may be obtained at the Business Office.

Students may return home from the trip by other means if written permission by a parent/guardian is given in advance to the person in charge of the trip. For unusual circumstances, the principal, vice principal, or athletic director must approve any exception. Under no circumstances should a student be given permission to drive another student.

For overnight trips, all students must travel on the bus or LCS approved vehicle with the group/team and stay in the hotel with the group/team (not with their parents in the same or a different hotel). A student may meet the group at the destination only in the event of a conflict with another Liberty-sponsored activity.

Please return the completed forms to the Business Office.

If at any time a change occurs affecting a volunteer’s criminal or motor vehicle record, the Human Resources Office should be notified. All records will remain confidential, but the volunteer’s responsibilities may have to change.
Middle School Policies

Eligibility

Liberty’s grade requirements for interscholastic competition state that a student in grades 7–12 cannot fail two or more courses during each grading period. The length of time for the ineligibility after each grading period shall be at least 10 school days. The ineligibility will begin Wednesday of the week after grades are in. Periods of extended school closing will not be included in the period of ineligibility. Students must be enrolled in at least four academic courses. If at the end of the period of 10 school days there are students who continue to fail two or more courses, they will continue to be ineligible and will be subject to the consequences outlined under the “Academic Probation” section in the Upper and Middle School Academic portion of this handbook.

Note: Liberty follows the guidelines of TAPPS as our minimum standard, but Liberty’s requirements take precedence over the TAPPS guidelines in determining eligibility for participation.

Excused Late Arrival from Events

Any student participating in a school-sponsored extracurricular activity who arrives back at school from the event later than midnight is excused from first and second period only on the day following the event and is considered a school-related absence.

Note: This policy is based upon the time the coach/sponsor reports the arrival time back at school.

Participation

- Participants are required to be at school by noon on the day of a game or event to participate in the game, practice, or event. Students who leave school early will not be permitted to return to school for practices, games, or events. Any exceptions must be approved by the principal.
- Participants are required to be present and on time to all practices, games, or events. The coach must be notified well in advance if there is a problem regarding attendance at practice, games, or events.
- Enrollment in athletics is for the entire year, regardless of the number of sports in which a student participates.
- In some cases, extracurricular activities must hold tryouts, as a limited number of members are accepted.
- Students who advance in school competitive events are expected and required to participate at every level of advancement, including activities such as sports, cheerleading, art, speech and drama, academic contests, etc. As expected, competition takes precedence over practice, and district takes precedence over non-district. The highest level of competition takes precedence in all contests and events, and TAPPS takes precedence over other organizations.
- All efforts will be made by all coaches and directors to make arrangements so that students may participate in multiple competitions they are involved in if a conflict arises.
Middle School Policies

Participation-Cont.

- If a student accumulates more than eight absences for the fall semester and/or nine absences for the spring semester, the teacher or coach may require removal from an extracurricular activity.
- Excessive disciplinary actions may affect a student’s eligibility for extracurricular activities.

Athletic Department Guidelines for Middle School Athletics

Please see the Liberty Christian School Athletic Handbook for Middle School and Upper School for all additional policies and procedures regarding middle school athletes.
Middle School Policies

IV. Student Activities and Clubs

Student Participation Policies

- All student activities and service clubs must be approved by the administration.
- Regular membership in approved student organizations is not restricted unless required by the rules, regulations, and guidelines in the charter of an organization.
- An individual student may not serve as an elected officer of more than one organization governed by these rules.
- A student who is seeking election as an officer of an organization must have a “C” average in each academic course to run for said office.
- A student who is an officer of an organization, class, or class representative, must maintain a “C” average in each academic course to continue serving in said office. Grades of officers and class representatives will be checked each semester grading period. Students who do not meet this qualification will be put on probation. Students who do not meet the minimum grade requirement by the end of the second consecutive grading period will be removed from office. A replacement will be chosen according to the by-laws of the organization. This regulation does not apply to an organization that has a higher minimum grade requirement in its bylaws.
- Each approved organization may require community service hours per grading period for a student to maintain and continue membership in an organization. If a student has membership in more than one organization, community service hours will only count when performed as an approved activity of the organization for which the service is performed.
- Students who do not meet the requirements for the club or organization to which they belong may be denied membership after being warned by an administrator, and parents have been notified.
- Disciplinary actions may result in ineligibility to hold or run for office.
- Excessive absences may result in ineligibility to hold or run for office.

Clubs and Organizations

National Junior Honor Society

Selection for membership in the Liberty chapter of the National Junior Honor Society is based upon careful consideration in four distinct areas: scholarship (an overall average of 90 beginning in the 6th grade, using grades of all classes included in the GPA), leadership, service, and character. The National Junior Honor Society strives to recognize the whole student; one who excels in all four areas. Seventh grade students in their spring semester and 8th grade students are considered for invitation to membership once they have met Liberty’s scholarship requirements. After this invitation, students provide information to the Faculty Council to support their candidacy for membership. Membership is offered only to those selected by this Faculty Council. Membership in this national organization is highly honored at Liberty.
Middle School Policies

Special Liberty Functions

School Philosophy

Liberty Christian School desires to protect our students in many ways. Among those is the heartfelt desire not to push students into positions requiring maturity beyond their years. While young people mature physically, spiritually, and emotionally at different rates, our experience tells us that students below the freshman level are generally not ready for the pressures of dating situations, dances, etc. Therefore, the policy of Liberty Christian School is to not sponsor dances for students in the 8th grade and below, nor to permit them to attend Liberty-sponsored dances as the guest of an older student.

Visitors

Student visitors to any Liberty Christian School function or to the school at any time during the school day are expected to conform to Liberty dress standards for the occasion and adhere to the same general level of attire, hairstyles, and jewelry.
V. Student Dress Code

General Dress Code

All of the approved uniform items that students wear each day must be purchased from the Liberty Locker, excluding shoes, socks, and belts. In grades 6-8, any of the uniform items may be worn on any day.

All uniform bottoms must be purchased from Liberty Locker and embroidered with the “LCS” logo.

Liberty Locker
LCS Commons
940-294-2350

Middle School Girls (Grades 6–8)

1. Shorts, embroidered with the “LCS” logo
   • Khaki only.
   • Length should not be shorter than 3 inches above the knee.
   • Girls may not wear boys uniform shorts.

2. Skirts and Skorts, embroidered with the “LCS” logo
   • Khaki or plaid only
   • Length should not be shorter than 1 inch above the knee.
   • Modesty shorts must be worn with all skirts

3. Shirts, embroidered with the “LCS” logo
   • Polos, in white or navy with LCS monogram (available in long or short sleeve)

Note:
• Solid white, gray, or navy short-sleeved T-shirts may be worn under uniform shirts
• Solid white, gray, or navy long-sleeved T-shirts or turtlenecks may be worn under uniform shirts in cold weather
• T-shirts, long or short sleeved, must be tucked in (no layered look)
• No writing or pictures allowed on any part of shirts worn under the uniform shirt
• Tight-fitting blouses or T-shirts are not to be worn
• Camisole can be worn as an undergarment but should not be visible
Middle School Policies

General Dress Code-Cont.

4. Sweaters, sweatshirts, and light-weight jackets
   - Gray or navy V-neck pullover sweater with LCS logo
   - Lightweight jacket, navy or gray, zips up front with hood with LCS logo, must be worn with a collared uniform shirt
   - Navy fleece pullover with LCS logo must be worn with a collared polo uniform shirt.
   - Navy full zip-fleece with crest must be worn with a collared polo uniform shirt.
   - Navy or gray sweatshirt with LCS logo must be worn with a collared polo uniform shirt
   - Liberty jacket with LCS logo

Note:
- Non-Liberty sweaters and jackets of other colors and styles may not be worn during school hours on campus, even when walking between classes
- For grades 6–8, specific sport-issued or purchased athletic wear items (such as track sweatshirts, hooded sweatshirts, or Spirit Team uniform jackets, etc.) are not to be worn during school hours, except on Jeans Days.

5. Coats
   - Non-Liberty coats are not to be worn during school hours.

6. Belts
   - Must be solid black or dark brown leather
   - Belts may not have ornamentation such as studs, stones, etc., and no large or inappropriate buckles may be worn

7. Socks and Tights
   - Socks must be primarily white, navy, gray, or black.
   - Socks must be visible.
   - Tights must be solid white, navy, or gray and must have feet.
   - Leggings in navy only (with Liberty logo) may be worn and must be purchased from the Liberty Locker.
   - Knee socks must be solid navy or white.
   - Socks, tights, or leggings must be worn with all shoes.
Middle School Policies

General Dress Code-Cont.

8. Shoes
   - Tennis shoes in solid white with white shoelaces or solid black with black shoelaces (no accent colors) with non-marking soles, (as if dipped in white or black paint)
   - Saddle oxfords in black and white or navy and white
   - No high-tops
   - No shoes that appear ragged or torn
   - Tennis shoes worn during the school day to classes should not be the same shoes worn for athletics
   - All shoes must have closed toes and closed heels

9. Jewelry, hats, and accessories
   - Jewelry and other hair accessories should be kept simple and non-distracting
   - Earrings are permitted for girls only, up to two per ear.
   - No other body piercing is allowed, including nose rings, studs, or spacers.
   - No tattoos
   - No hats, scarves, sport-type headbands, sock caps, visors, or sunglasses are allowed during school hours

In Addition

- All clothing and shoes must be in good condition – no tears, cuts, rips, or stains.
- All skirts must be hemmed.
- Clothing should be pressed (not wrinkled) and must be replaced when faded, worn out, or outgrown.
- Tight-fitting shirts or pants are not to be worn
- Pants, shorts, skirts, skorts, etc., are to be worn at or above the hip (not sagged).
- Students with egregious or repetitive uniform violations may be required to correct the uniform violation in one of the following ways:
  o Change into proper uniform/shoes if they have it on campus.
  o Call their parents to bring them proper uniform/shoes.
  o Purchase the proper uniform piece from the Liberty Locker.
  o Sign out to go home and change into proper uniform/shoes. Missed class time will count against student’s absences.
- Blankets may not be carried and/or worn in or out of the classroom during school hours.
Middle School Policies

General Dress Code-Cont.

Middle School Girls 6–8 Athletic Wear

Grades 6–8 (must be purchased from the Liberty Locker)
- Gray Liberty athletics T-shirt with LCS screen print logo
- Navy dry-fit shorts with LCS screen print logo
- Navy hooded sweatshirt and sweat pant with LCS logo
- Previously purchased, required LCS athletic wear for grades 6–8 may also be worn, provided it fits properly and is in good condition
- Non-marking tennis shoes used exclusively for athletics

Note: All athletic wear, either issued or purchased, is to be worn only during athletics with the following exceptions: athletic T-shirts and sweatshirts/jackets, purchased or team-issued, may be worn on Jeans Days as long as they are clean and in good condition. Athletic wear should not be cut or altered in any way.

Middle School Boys (Grades 6–8)

1. Slacks, embroidered with the “LCS” logo
   - Khaki only.
   - Slacks may not be cut or slit at the hems

2. Shorts (regular or new longer style), embroidered with the “LCS” logo

3. Shirts
   - Polos, in white or navy with LCS monogram (available in long or short sleeves)

Note:
- Solid white, gray, or navy short-sleeved T-shirts may be worn under uniform shirts
- Solid white, gray, or navy long-sleeved T-shirts or turtlenecks may be worn under uniform shirts in cold weather
- No writing or pictures allowed on any part of shirts worn under the uniform shirt
- All shirts must be tucked in during school hours
Middle School Policies

General Dress Code-Cont.

4. Sweaters, sweatshirts, and lightweight jackets
   - Gray or navy V-neck pullover sweater with LCS logo
   - Lightweight jacket, navy, or gray, zips up front with hood with LCS logo, must be worn with a collared uniform shirt
   - Navy fleece pullover with LCS logo, must be worn with a collared polo uniform shirt
   - Navy full zip-fleece with crest must be worn with a collared uniform shirt.
   - Navy or gray sweatshirt with LCS logo must be worn with a collared uniform shirt.
   - Liberty jacket with LCS logo

   Note:
   - Non-Liberty sweaters and jackets of other colors and styles may not be worn during school hours on campus, even when walking between classes
   - For grades 6–8, specific sport-issued or purchased athletic wear items (such as hooded sweatshirts, track warm-ups, etc.) are not to be worn on campus during school hours, except on Jeans Days.

5. Coats
   - Non-Liberty coats are not to be worn during school hours. However, if it is 50 degrees or lower in Middle School, a heavy coat may be worn between classes but must be taken off in class.

6. Belts (required)
   - Must be solid black or dark brown leather
   - Belts may not have ornamentation such as studs, stones, etc., and no large or inappropriate buckles may be worn

7. Socks
   - Socks must be primarily white, navy, gray, or black.
   - Socks must be visible.
   - Socks must be worn with all shoes.

8. Shoes
   - Tennis shoes in solid white with white shoelaces or solid black with black shoelaces (as if dipped in white or black paint – no accent colors) with non-marking soles
   - No high-tops
   - No shoes that appear ragged or torn
   - Tennis shoes worn during the school day to classes should not be the same shoes worn for athletics.
   - All shoes must have closed toes and closed heels.
9. Jewelry, hats, and accessories
   • Jewelry should be kept simple and non-distracting.
   • No earrings and no nose piercings, including spacers
   • No body piercing is allowed.
   • No tattoos
   • No hats, sock caps, sweatbands, visors, or sunglasses are allowed during school hours.

In Addition
   • All clothing and shoes must be in good condition – no tears, cuts, rips, or stains.
   • Clothing should be pressed, not wrinkled, and should be replaced when faded, worn out, or outgrown.
   • Tight shirts or pants are not to be worn.
   • Pants, shorts, etc., are to be worn at or above the hip (not sagged).
   • Students with egregious or repetitive uniform violations may be required to correct the uniform violation in one of the following ways:
     o Change into proper uniform/shoes if they have it on campus.
     o Call their parents to bring them proper uniform/shoes.
     o Purchase the proper uniform piece from the Liberty Locker
     o Sign out to go home and change into proper uniform/shoes. Missed class time will count against student’s absences.
   • Blankets may not be carried and/or worn in or out of the classroom during school hours.

Note: The administration reserves the right to determine the appropriateness of any item of clothing or accessory.

Boys 6–8 Athletic Wear

Grades 6–8 (must be purchased from the Liberty Locker)
   • Gray Liberty athletics T-shirt with LCS screen print logo
   • Navy shorts with LCS screen print logo
   • Gray hooded sweatshirt and sweat pants with LCS logo
   • Previously purchased required athletic wear for grades 6–8 may also be worn provided it fits properly and is in good condition.
   • Non-marking tennis shoes used exclusively for athletics

Note: All athletic wear, either issued or purchased, is to be worn only during athletics with the following exceptions: athletic T-shirts and sweatshirts/jackets, purchased or team-issued, may be worn on Jeans Days as long as they are clean and in good condition. Athletic wear should not be cut or altered in any way.
Dress-Up Day Guidelines/Liberty Function Guidelines

Young men should wear slacks, dress shoes, shirts with collars, or dress sweaters. Ties and jackets may be requested for certain functions. Sandals or flip-flops are not appropriate. Jeans are never appropriate for dress-up days.

Girls are respectfully asked to dress modestly while at school or at school functions, including the homecoming dance and prom. For school functions such as awards nights, banquets, etc., young ladies may wear dresses, skirts, or slacks. Dresses and skirts must not be more than 3 inches above the knee when kneeling. No slits in skirts or dresses above the knee. Jeans are never appropriate for dress-up days. Slacks and tops must not be tight fitting. Tops should be modest; no low-cut blouses front or back. Dressy shoes with the heel and/or toe open may be worn with or without hose. No sandals, flip-flops, crocs, or tennis shoes may be worn.

Jeans Day/Spirit Day Dress Code

1. Jeans
   • Must be made of denim fabric, constructed in jean fashion
   • May only be traditional denim blue jeans – no other colors may be worn.
   • Jean shorts or capris are not allowed
   • Baggy, ripped, torn jeans, or jeans with holes are not allowed
   • Jeggings are not allowed.
   • Extremely low-rise jeans are not allowed
   • Belts are required for boys.

2. Shirts
   • Liberty uniform shirts (with LCS logo)
   • LCS themed T-shirts and sweatshirts that have been purchased from the LC Shoppe or Liberty-issued and approved
   • College shirts may be worn by seniors only

3. Shoes
   • Tennis shoes
   • Dress shoes
   • Hiking boots
   • Western boots
   • Ugg, rain boots, or similar style boots
   • All shoes must have closed toes and heels
   • Socks must be worn with all shoes
   • Shoes must not be ragged or torn

   Note: No sandals, flip-flops, crocs, or house shoes.

All clothing must follow LCS guidelines for modesty. Students choosing not to participate in Jeans Days must be in full uniform.
Middle School Policies

Personal Appearance

Hair for all students must be neat, clean, and well groomed. Hair color: only natural colors; no exotic hair color or full hair bleaching is allowed for any student. It is not the intention of administration to impose a restrictive, oppressive policy regarding hair color. Boys and girls are trusted to use hair color and tinting, but if, in the opinion of administration, the coloring privilege has been abused, we will request that parents oversee the color change to conform to the spirit of Liberty’s standards. In case of a disagreement between the parents and administration, the final decision will be made by administration for the purpose of consistency.

For boys and young men, hair must not extend below the middle of the ear or the top of the collar and must stay above the eyebrows when combed down and must not fall into the eyes. Sideburns should be no longer than the bottom of the ear and may not be flared. Extreme bi-level, shaved, spiked, or distracting hairstyles are not allowed. Beards, mustaches, and unshaven faces are not permitted. Young men not in compliance with Liberty’s personal appearance guidelines will be issued a detention and will continue to receive a detention each day until they are in compliance.

In addition, earrings are permitted for young ladies only, up to two per ear. Tattoos or body piercings are not allowed for young ladies or young men.

Note: The administration reserves the right to determine the appropriateness of any hair style, accessory, or color.
VI. Disciplinary Policy

Foundation and Purpose

The foundational purpose of discipline is to elicit a change in behavior. Liberty employs a progressive discipline policy to lead to self-discipline. Our Heavenly Father’s correction is never rejection. It is proof of His love that brings about redemption. It is Liberty Christian School’s intent to extend the training and discipline of our loving Heavenly Father, which not only prepares us for life here and now but trains us for our eternity with Him. God’s plans and purposes are to change us from glory to glory (II Corinthians 3:18). Our goal through the discipline of our students is to teach them to do what is right, while redirecting them into compliance with the rules and codes of our school. Liberty Christian School is filled with committed and devoted individuals who love God and one another. It is the desire of LCS to build agreement and consistency among the administration, faculty, families, and students to develop the following traits in our students: discernment, sound judgment, self-government, leadership, and a godly character centered on love.

LCS Discipline Code

This discipline code was developed to ensure equitable and clear guidelines and consequences in the event of inappropriate behavior by a member of the LCS student body as defined below. Please also see the “Conduct and Standards of Behavior” section in General School Policies.

Violation of the code will result in consequences that are intended to help students recognize the inappropriateness of what they have done and prevent repeated violations of the same nature. Violating the code will be considered a breech between the student and the body of Liberty Christian School.

The LCS Student Discipline Code Statement

I understand that Liberty Christian School strives to represent and demonstrate the Lord Jesus Christ in developing and molding students to be His disciples for His glory and our benefit. As a student, I pledge to abide by the standards of behavior as stated in the handbook. I also understand and agree that if I violate the standards that are required, I subject myself to the consequences as described therein.
The goal of discipline in any form should be to bring about correction, repentance, restoration, and self-discipline.

The following is a list of offenses and consequences divided into levels according to their severity. These behaviors are intended as examples. Other behaviors may result in similar consequences. (See Definition Section for definition of terms used below.) Some examples of corrective discipline at Liberty include verbal correction, classroom discipline systems, corporal punishment, suspension, and expulsion. The administration reserves the right to determine consequences for any offense regardless of the stated order of consequences in this discipline code.

Any illegal or inappropriate behavior on or off campus that reflects negatively on Liberty Christian School may result in disciplinary action.

Level I Offenses

- A minor violation of LCS Standards of Behavior, such as being tardy, out of dress code, or unprepared for class
- A minor violation of classroom rules

Level II Offenses

- A moderate violation of LCS Standards of Behavior, such as being discourteous
- A moderate violation of classroom rules, such as talking without permission

Any of the above named or similar offenses may result in the issuance of a Level I or Level II infraction by any teacher and/or staff member. Other similar offenses may be assigned a Level I or Level II infraction at the discretion of teachers and/or staff members.

Level I and Level II Consequences

Level I offenses will carry a penalty of **1 point** toward a detention. Level II offenses will carry a penalty of **2 points** toward a detention. Any culmination of **6 points** from Level I and/or Level II offenses will result in a detention for that student. Offense levels and detentions will be issued by the Middle School Office. Level I and Level II offenses will not carry forward to the next semester.

Administration reserves the right to bypass stated order of consequences at any level. Corporal punishment, detention, in-school suspension, or in-school community service may be issued for continued offenses or a somewhat serious offense.
Middle School Policies

LCS Discipline Code-Cont.

Level III Offenses

Level III Offenses include violations of Honor Code, Standards of Behavior, or any other violation deemed serious.

Level III Consequences

Administration has the discretion as to the type of correction or punishment deemed necessary for Level III offenses. A Level III offense may result in an immediate referral to the discipline committee. Level III offenses will carry forward to the next semester.

**Note:** Excessive and continued violations and disregard for consequences of any level of offense may result in a referral to the Discipline Committee that may include expulsion.

Students who have been asked to withdraw or have been expelled from Liberty Christian School must obtain approval from Liberty Administration before attending any Liberty event.

Interpreting terms, determining evidence of misconduct, and issuing discipline are the responsibilities of the administration. Administrators have the authority to administer whatever discipline they deem necessary.

Discipline records are kept on file separately from academic records. In the case of a referral to the Discipline Committee, these records will be made available. For their convenience, parents may request a copy of their child’s discipline record at any time.

Definition of Terms

Infraction

An infraction is a written warning not to repeat the offense.

Detention

Detention is a 40-minute block of time in which a student is supervised before school during the school week. Students may not eat, drink, or do homework in detention. Detentions are served from 7:30–8:10 a.m. The Middle School Office will assign the date the detention is to be served and issue the detention slip. The student must take the slip home to be signed by a parent or guardian and return the detention slip to the Middle School Office before the start of the scheduled detention. If the student is late to detention or arrives without the detention slip signed by the parent, the administrator may determine an appropriate level of discipline.
Middle School Policies

Definition of Terms-Cont.

Guidelines

1. In the case of an excused absence for a weekday detention, the student will be issued a makeup detention.
2. In the case of an unexcused absence for a weekday detention, a Saturday detention will be issued. This Saturday detention must be served during one of the next two scheduled Saturday detentions.

Corporal Punishment

Corporal punishment may be used as a method of discipline at the discretion of the administration, after carefully considering the circumstances of each case.

Disciplinary Probation

The Disciplinary Committee may assign a student to disciplinary probation for committing major or numerous offenses or excessive and continued violations with disregard for consequences of any level of offense. The student may be placed on disciplinary probation for a period of time to be determined by the committee.

In-School Suspension (ISS)

In-school suspensions will be served in confinement under the supervision of an administrative proctor. During the in-school suspension, students will be required to complete the assigned work, which will be graded. If the work is not of passing quality, students will remain in ISS each day until passing work is done. Students are still responsible for homework and daily work from their scheduled classes by the next day. Quizzes or tests must be rescheduled with the teacher. Students will not be allowed to participate in extracurricular activities during the hours of 8:20 a.m. – 3:40 p.m.

Guidelines

1. In the case of an excused absence on the day of a scheduled ISS, the student will be rescheduled for an ISS.
2. In the case of an unexcused absence on the day of a scheduled ISS, the student will be rescheduled for an ISS, and the policy for unexcused absences will apply.

Note: Administration reserves the right to utilize in-school or out-of-school suspensions as they deem appropriate.
Middle School Policies

Definition of Terms-Cont.

In-School Community Service

In concert with the parent, in-school community service may be served by a student under the supervision of an administrative proctor. During the in-school community service, students will be required to serve in various duties such as cleaning, organizing, and gathering lost and found items. The daily times and overall duration of this service will be set by the Middle School Office in conjunction with the parent.

Discipline Committee

A discipline committee is in place to assist the school administration as needed.

Expulsion

The Liberty administration and teachers serving under them shall have full discretion to determine appropriate discipline and/or other requirements of a student. Liberty reserves the right to suspend or terminate the attendance of any student for reasons set forth in the Student/Parent Handbook (or other published document), for reasons that Liberty’s administration considers detrimental to the School community, student, or to other students of the School, for the parent’s failure to pay all or any part of the financial obligations for the student’s attendance, or for the actions of the parent or other family member that is detrimental to the School community, the student, or to other students of the School. If the student’s attendance is suspended or terminated by Liberty, the parent understands and agrees that he/she/they are liable for the entire year’s tuition and fees.

In addition, Liberty believes that a positive and constructive working relationship between the School and each student and student’s parents/guardians is essential to the accomplishment of Liberty’s education mission and responsibilities to its students. Accordingly, if the student’s, parent’s, or other family member’s behavior, communications, or interactions on or off campus (including during school-sponsored events) is disruptive, intimidating, or overly aggressive, or reflects a loss of confidence or serious disagreement with the school’s policies, methods of instruction, or discipline, or otherwise interferes with the School’s safety procedures, responsibilities, or accomplishment of its educational purpose or program, the School reserves the right to dismiss the student from the community. In addition, the School reserves the right to place restrictions on parents’ or other family members’ involvement or activity at school, on school property, or at school-related events if the parent or other family member engages in behavior or has a status (such as a criminal conviction) that would reasonably suggest that such restrictions may be appropriate for the community.
Middle School Policies

VII. Student Concerns

Lockers

Lockers must be kept neat and clean. Magnets and “stick-um” or anything that will not leave residue are the preferred products for attaching school spirit signs to lockers. Please roll the tape and place it behind the sign for proper application. Students are required to completely clean their locker at the end of the school year.

Combination locks are not required for use on the lockers. However, if students wish to use a lock on their locker, they need to provide a copy of the key or combination to the Middle School Office.

Lockers may be inspected periodically without notice or consent.

Lost and Found

Please label all clothing, backpacks, calculators, and personal items with first and last name. Lost and Found is located in room MS1072. Please check the Lost and Found room anytime during school hours for misplaced items. Partners Through Faith (PTF) sponsors a Lost and Found Pick-Up Day at the end of each month where items are displayed in the Commons. Any items not claimed after that day will be donated.

Breakfast and Lunch

- ID badges are issued to all students and are required to purchase breakfast in the cafeteria. Replacement badges are $5 each.
- Funds may be added to a student’s ID badge in the form of Warrior Bucks to purchase breakfast or to make purchases in the Liberty Locker.
- Lunch is provided for every student through the All In Lunch program.
- Students will exhibit good manners by helping to maintain the cleanliness of the cafeteria area.
- Food and drink are to be consumed in the cafeteria. Exceptions are students who are invited to eat with a group participating in a special function.
- Students are to clear the classroom areas and be in the cafeteria within 5 minutes and may not leave the cafeteria until dismissed.
- Paper and waste must be disposed of in trash cans.
- Students must clean up their own spills and messes.
- Students are required to do their share when their grade has lunch duty. Failure to do so is a Level II offense.
- Students must remain in the cafeteria until the end of the lunch period unless specifically excused for a particular activity.
- Students are not to take food or drink out when lunch is over.
- The school office cannot accept any food deliveries.
Breakfast and Lunch

- Liberty Christian School is a closed campus. Only parents, family members, youth ministers and LCS graduates will be allowed at lunchtime. Any exception must gain prior approval from Middle School Administration.
- Lunch visitors must dress appropriately while on campus

Drop-Off/Pick-Up Procedures

- To park and get out of your car, parents must use a designated visitor parking space.
- Do not park in the fire lane at any time. You may briefly stop in the fire lane to let your child out of your car, but you may not park and get out of your car in the fire lane.
- In the Main Entrance drive, the parking spaces next to the grassy island may be used for parking only. The curb/sidewalk lane must be kept open for drop-off/pick-up only. The center lane must be kept open at all times for moving traffic. Do not drop-off/pick-up students from the center lane or island parking spaces.

Afternoon Dismissal

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<thead>
<tr>
<th>Grades</th>
<th>Dismissal Time</th>
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<tbody>
<tr>
<td>Preschool</td>
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</tr>
<tr>
<td>K–5th</td>
<td>3:30 p.m.</td>
<td>Lower School Circle</td>
</tr>
<tr>
<td>6th–8th</td>
<td>3:45 p.m.</td>
<td>Commons Circle</td>
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<tr>
<td>9th–12th</td>
<td>3:40 p.m.</td>
<td>Commons Circle</td>
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</tbody>
</table>

Visitors and Visiting Procedures

A Middle School administrator must approve all visitors to classrooms.

Families interested in Liberty as a schooling choice for their children should contact Director of Admissions at 940-294-2127 or admissions@mylcs.com. A tour of the school and a visit with an administrator will be arranged. If students are interested in spending a day or a half day at the school after their visit, they may do so by shadowing a current student. Arrangements to shadow a current student must be made with the Director of Admissions at least 24 hours in advance. Visitors must dress appropriately while on campus. Visitors will not be permitted on campus during semester test days or semester exams.
VIII. Miscellaneous Information

Communications


Weekly email communication provides the most up-to-date information, including weather-related school closings. It is sent to everyone with an email address in the school system. You may add or change your email address by logging into the school website with your username and password. If you have lost your password, please contact the Technology Department at 940-294-2060.

Conferences

Parents are encouraged to communicate frequently with the teacher concerning any needs of their child, but are urged to make an appointment, rather than drop in during class or planning time. Parents or teachers may request a conference at any time they deem necessary.

A day is set aside for parent/teacher conferences the week following the first semester exams.

If parents need to discuss any aspect of their child’s education, the teacher should be contacted first. The principal should be contacted if the matter has not been successfully resolved with the parent/teacher conference.

Confidentiality concerning students is important. Teachers have been asked not to discuss children’s individual needs or progress while they are on duty, in the hallway, in the lunchroom, or while other children or adults are present. Please do not engage a teacher in conversation about your child when the teacher is supervising other students.

A conference may be scheduled by contacting the teacher via email.
Middle School Policies

Telephone Calls/Messages

School telephones are reserved for official business and emergencies. A telephone is provided in the Middle School Office for student use. Students are to use the telephone in the office, as cell phone usage is prohibited during school hours. Phone calls may not be made during class periods. The best time to make a call is before school, during lunch, or after school.

Parents, please do not call or text your child’s cell phone during school hours. In case of an emergency, please call the appropriate school office, and your message will be delivered immediately.

Please limit requests for delivery of messages to students to those messages of utmost importance. We do not like to interrupt the students in class, nor is it always possible to locate them between classes. Parents who need to see their child during the school day should report to the Middle School Office rather than going to the classroom. The child will be notified and brought to the office, or the articles may be delivered to the student. Because of lunch staffing, please try to avoid calls to the school between 11:55 a.m. and 1:40 p.m.
<table>
<thead>
<tr>
<th>Lower School Policies</th>
<th>Lower School Policies</th>
</tr>
</thead>
<tbody>
<tr>
<td>116</td>
<td>133</td>
</tr>
<tr>
<td>Additional Fees</td>
<td>Money and Notes</td>
</tr>
<tr>
<td>116</td>
<td>134</td>
</tr>
<tr>
<td>Arrival/Dismissal</td>
<td>Music</td>
</tr>
<tr>
<td>116</td>
<td>134</td>
</tr>
<tr>
<td>Morning Arrival</td>
<td>Parties</td>
</tr>
<tr>
<td>117</td>
<td>134</td>
</tr>
<tr>
<td>Afternoon Dismissal</td>
<td>Physical Education</td>
</tr>
<tr>
<td>118</td>
<td>134</td>
</tr>
<tr>
<td>After School Care</td>
<td>Playground Rules</td>
</tr>
<tr>
<td>118</td>
<td>135</td>
</tr>
<tr>
<td>Attendance/Tardies</td>
<td>Room Coordinators</td>
</tr>
<tr>
<td>118</td>
<td>135</td>
</tr>
<tr>
<td>Attendance</td>
<td>School Office</td>
</tr>
<tr>
<td>120</td>
<td>135</td>
</tr>
<tr>
<td>Tardies</td>
<td>Standardized Controls</td>
</tr>
<tr>
<td>120</td>
<td>135</td>
</tr>
<tr>
<td>Awards</td>
<td>Standardized Testing</td>
</tr>
<tr>
<td>121</td>
<td>135</td>
</tr>
<tr>
<td>Birthdays</td>
<td>Tutoring</td>
</tr>
<tr>
<td>121</td>
<td>135</td>
</tr>
<tr>
<td>Cell Phones and</td>
<td>Visitors &amp; Visiting</td>
</tr>
<tr>
<td>121</td>
<td>Procedures</td>
</tr>
<tr>
<td>Communication Devices</td>
<td></td>
</tr>
<tr>
<td>121</td>
<td></td>
</tr>
<tr>
<td>Communication</td>
<td></td>
</tr>
<tr>
<td>121</td>
<td></td>
</tr>
<tr>
<td>Concern/Complaint</td>
<td></td>
</tr>
<tr>
<td>121</td>
<td></td>
</tr>
<tr>
<td>Procedure</td>
<td></td>
</tr>
<tr>
<td>122</td>
<td></td>
</tr>
<tr>
<td>Conferences</td>
<td></td>
</tr>
<tr>
<td>122</td>
<td></td>
</tr>
<tr>
<td>Counseling</td>
<td></td>
</tr>
<tr>
<td>123</td>
<td></td>
</tr>
<tr>
<td>Discipline</td>
<td></td>
</tr>
<tr>
<td>124</td>
<td></td>
</tr>
<tr>
<td>Dress Code</td>
<td></td>
</tr>
<tr>
<td>124</td>
<td></td>
</tr>
<tr>
<td>Chapel Uniform</td>
<td></td>
</tr>
<tr>
<td>125</td>
<td></td>
</tr>
<tr>
<td>Regular School Days</td>
<td></td>
</tr>
<tr>
<td>128</td>
<td></td>
</tr>
<tr>
<td>Additional Guidelines</td>
<td></td>
</tr>
<tr>
<td>128</td>
<td></td>
</tr>
<tr>
<td>Jeans/Spirit Day Dress</td>
<td></td>
</tr>
<tr>
<td>128</td>
<td></td>
</tr>
<tr>
<td>Code</td>
<td></td>
</tr>
<tr>
<td>129</td>
<td></td>
</tr>
<tr>
<td>Personal Appearance</td>
<td></td>
</tr>
<tr>
<td>129</td>
<td></td>
</tr>
<tr>
<td>Field Trips</td>
<td></td>
</tr>
<tr>
<td>130</td>
<td></td>
</tr>
<tr>
<td>Grade Report Procedures</td>
<td></td>
</tr>
<tr>
<td>130</td>
<td></td>
</tr>
<tr>
<td>Grandparent’s Day</td>
<td></td>
</tr>
<tr>
<td>131</td>
<td></td>
</tr>
<tr>
<td>Help Your Child</td>
<td></td>
</tr>
<tr>
<td>131</td>
<td></td>
</tr>
<tr>
<td>Homework</td>
<td></td>
</tr>
<tr>
<td>132</td>
<td></td>
</tr>
<tr>
<td>Kindergarten</td>
<td></td>
</tr>
<tr>
<td>132</td>
<td></td>
</tr>
<tr>
<td>Liberty Learning Center</td>
<td></td>
</tr>
<tr>
<td>132</td>
<td></td>
</tr>
<tr>
<td>Library Policies</td>
<td></td>
</tr>
<tr>
<td>133</td>
<td></td>
</tr>
<tr>
<td>Lost and Found</td>
<td></td>
</tr>
<tr>
<td>133</td>
<td></td>
</tr>
<tr>
<td>Breakfast and Lunch</td>
<td></td>
</tr>
<tr>
<td>133</td>
<td></td>
</tr>
<tr>
<td>Procedures</td>
<td></td>
</tr>
</tbody>
</table>
Lower School Policies

LOWER SCHOOL POLICIES

Additional Fees

1. **After-School Care:** After-care is available for preschool – 5th grade until 6 p.m. for a monthly charge. Enrollment is for the entire school year. Payment is made either for the school year or monthly. For occasional use of the program, the daily fee must be paid at the time the child is picked up. Lower School students who are not picked up by 3:55 p.m. (3:15 p.m. for Preschool) will be sent to after-care at the daily rate. Students not picked up from after-care by 6 p.m. will be charged a late fee of $3 per minute. This late fee will not be billed and must be paid at the time the child is picked up. During the last two weeks of school, the daily charge for after-care must be paid on a daily basis.

2. **Before-School Care:** Before-care and after-care are available for preschool and prekindergarten students. Ask for the Wee Warriors Program Information sheet for details on times and prices. Supervision is provided in the Lower School cafeteria at no charge for Lower School students who arrive before school begins. See the “Arrival/Dismissal” section in the Lower School portion of this handbook for more information.

3. During the year, the child’s account may be billed for miscellaneous items such as uncollected library fines, damaged property, etc. Any additional charges must be paid by check or cash by the 10th of the following month.

Arrival/Dismissal

**Morning Arrival**

School hours are 8:15 a.m. to 3:30 p.m. Lower School students arriving between 7:45 a.m. and 8:05 a.m. should be dropped off at either the Lower School entrance or the Main Entrance and proceed immediately to the main cafeteria for supervision. Students are not allowed in the classrooms until they are dismissed to enter by the personnel on duty. Students arriving between 8:10 a.m. and 8:15 a.m. should go directly to their classrooms. No students are to be brought to the school grounds before supervision begins at 7:45 a.m. The arrival zone for students in K–5th is the Lower School circle.

The following traffic guidelines apply to morning arrival:

- The lane nearest the Lower School wing is for dropping off your children. Please pull as far forward as possible to allow other parents to fill in behind you.
- The center lane is intended for exit and pass-through only. Please do not use that lane for dropping off students.
- In no case should any driver cut in front of a car already in line. The Golden Rule is the guiding principle in the line at all times.
Lower School Policies

Arrival/Dismissal-Cont.

Afternoon Dismissal

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<thead>
<tr>
<th>Grades</th>
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</tr>
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<td>3:40 p.m.</td>
<td>Commons Circle</td>
</tr>
</tbody>
</table>

The following traffic guidelines apply to afternoon dismissal in the Lower School circle:

- All three lanes are used during afternoon dismissal. Vehicles form three lines in front of the Lower School wing. Unattended vehicles in any of the traffic lanes are prohibited after 2:30 p.m.
- Student name cards (distributed at Parent Orientation) should be placed in the window of each vehicle, visible to the teachers on duty. Remove the card from the window when your children are brought to your vehicle. This process greatly improves the efficiency of dismissal time.
- Teachers on duty will supervise the placement of students in their vehicles, as well as vehicles exiting the pick-up lanes.
- For the safety of our students, cell phones may not be used while driving on campus.

Note: Designated parking spaces for Preschool 5-minute drop-off and pick-up are for parents of Preschool students only. Only vehicles displaying the “current school year’s Preschool Parking” hangtag may use those parking spaces during the hours of 7:45 – 8:45 a.m. and 2 – 3:10 p.m.

To ensure the safety of our students, teachers, and parents, all traffic guidelines must be followed exactly as written.
Lower School Policies

Arrival/Dismissal-Cont.

Additional Guidelines

- Students may not eat snacks or drink soft drinks and must remain seated until picked up by parents or carpool. Students who will be picked up by someone not listed on the parent authorization form must have a written note or email from the parent stating the person’s name. When sending an email, please submit authorization to your child’s teacher and office administration at stacey.jones@mylcs.com by 2:30 pm.
- Lower School students must be picked up before 3:55 p.m. as supervision ends at that time. Only students engaged in organized, supervised activities may remain on campus after 3:55 p.m. Students must remain with the personnel on duty at the pick-up zone until 3:55 p.m. The basis for these rules is our concern for your child’s safety.
- At 3:55 p.m., all K–5th grade students who remain will be taken to the after-school care programs. The fee is $30 per day, due at pick up. It is important that you pick your children up promptly. Information concerning regular after-school care for your child is in the next section.

After-School Care

There is after-school care available for K–5th grade (and Preschool) children from dismissal until 6 p.m. each school day for an additional fee. Enrollment for this program is for the entire year. For occasional use, the charge is $30 per day, which is due when the child is picked up. The program for kindergarten students is held in the Preschool wing. Activities for students in grades 1–5 are located in the Lower School wing. A $3 late fee is charged for each minute a child is left after 6 p.m., to be paid to the after-care teacher on duty. Contact the Business Office to register your child for this program.

Note: After the third time of being late for pickup, parents will receive a phone call from Administration.

Attendance/Tardies

Attendance

Regular and punctual attendance is a vital factor in determining one’s success in any field or endeavor, especially in schoolwork. Students are required to be on time and in their class each day so they will succeed.

Schoolwork involves more than paperwork. It involves participation in discussions, demonstrations that cannot be repeated, development of study skills, spontaneous interactions, and visual and oral presentations that are difficult to repeat. Consequently, a student who has an excessive number of absences will miss a significant portion of the learning process at Liberty.
Lower School Policies

Attendance/Tardies-Cont.

Categories of valid absences are as follows:

1. Illness of the student.
2. Illness or death in the student’s immediate family.
3. Medical or dental appointments that could not be scheduled after school. These appointments should not be scheduled during test times.
4. Family trips or special trips that have been excused by the principal at least one week before the trip.
5. Parent-requested absences that have been approved by the principal.
6. School-sponsored activities.

The following information applies to all absences:

- Students with absences will be allowed one day for every day missed to complete and turn in work missed. However, work, quizzes, or tests, which were assigned before the absence occurred, are due on the day the student returns to school unless other arrangements are made at the discretion of the principal or vice principal.
- The parent is responsible for calling to obtain any work assigned during the student’s absence. By 9 a.m. on the morning of the absence, call the Lower School absence line (940-294-2121) to report your child’s absence. At that time, you may request makeup assignments, and the office will notify the teacher. The assignments will then be sent to the Lower School Office by 3 p.m. (Makeup assignments will not be sent to the office unless the parent makes the request the morning of the absence.) If this procedure is followed, the class will not be interrupted, the teacher will have time to organize the material, and the parent will not have an unnecessary wait.
- Assignments or makeup work will not be faxed.
- When students return to school after being absent, they are to present a note to their teacher stating the reason for the absence, the date of the absence, and the parent’s signature, with a daytime phone number.
- If the absence is lengthy and foreseeable, a note must be sent at least a week in advance to be approved by the principal. Generally, on previously approved absences, the assignments are to be obtained from the teacher in advance and completed by the time the student returns to class.
- Doctor, dental, and other appointments should be scheduled after school hours. Students who leave early because of illness or an unavoidable appointment must have a parent sign them out in the Lower School Office. The School will not allow a Lower School student to leave early with a person other than a parent unless authorized in writing by a parent in advance to do so. Students who return on the same day should be signed in by a parent upon their return. To receive credit for attendance in Lower School, a student must be present for three and one-half hours of the school day.
Lower School Policies

Attendance/Tardies-Cont.

Tardies

Students are considered tardy if they are not in the classroom by 8:15 a.m. Tardiness creates a hardship for the student and the teacher. The student may miss assignments, instructions, quizzes, and other important occurrences. The class is always disrupted when a student enters late. Students and parents must decide to establish the habit of punctuality. Tardies should be held to an absolute minimum. K–5th grade students who are tardy must check in at the Lower School Office. Excessive tardies will warrant a parent conference to determine appropriate measures to alleviate the problem.

Awards

Teachers present the awards listed below to students in grades K–5 at an awards presentation in the classroom during the last week of school.

- Christian Character – given to every student, identifying an outstanding character trait
- Gold Honor Roll – all A’s for the school year (grades 1–5)
- Silver Honor Roll – all A’s and B’s for the school year (grades 1-5)
- Perfect Attendance – given to any student who has had no absences or excessive tardies all year

Birthdays

Parents are welcome to send cupcakes or a special snack for a child’s birthday. If a treat is provided, it will be distributed at lunchtime. Students in grades 1–5 will have their desk decorated for the special day by the room parent. Children with summer birthdays will be assigned a day during school on which to celebrate their birthdays.

Birthday invitations may not be handed out at school unless every child in the class is invited. If this is the case, the party invitations may be distributed with the teacher’s assistance.

No birthday presents are to be brought to school or delivered at any time on any part of the school grounds by a student. If parents want to pass presents in carpools, it is permitted. This necessary rule is inconvenient, but it is more easily overcome than the hurt felt by children when they realize they have not been invited to a classmate’s party. Please be sensitive to this rule.
Cell Phones and Communication Devices

Cell phones, smart watches, and other communication devices should not be used during the school day. If a student uses a cell phone or personal communication device during school hours, the teacher is to collect the device and turn it in to the Lower School Office for pick up the following school day. Parents must pay a $25 fine to retrieve the cell phone or device.

Communication

The faculty and staff are committed to keeping communication open between home and school. Teachers will keep parents informed as to their child’s progress and will send home a weekly newsletter to update parents concerning classroom activities. The weekly newsletter can also be accessed through your child’s MyLiberty class page. Please read the letters carefully, as you are responsible for knowing the contents.

Email communication provides the most up-to-date information, including weather-related school closings. It is sent to everyone with an email address in the school system. You may add or change your email address by logging into the school website with your username and password. If you have lost your password, please contact Technology at 940-294-2060.

Concern/Complaint Procedure

The following is used by the faculty and staff and is taught to the children. Parents are encouraged to use this procedure anytime there is a complaint:

1. First and foremost, go to the Heavenly Father for wisdom, insight, and guidance. Covering the situation in prayer is a must.
2. Express it promptly. Keeping it to yourself can cause ill feelings. Jesus says that you cannot properly worship or serve God if there is a disagreement between you and another (Matthew 5:23–24).
3. Tell it to the right person. Complaints should be expressed first to the individual in question. They should be expressed to the administrator only if you cannot work it out between yourselves.
4. Express the problem clearly. Make sure the person to whom you are talking knows all of the details of the situation – exactly what you are concerned about and why. Misunderstandings could lead to further problems and needless hard feelings.
5. Don’t broadcast it. Express your complaint only to the person who should hear it. Needless worry, harm, and hard feelings result when problems and dissatisfactions are expressed to persons other than those directly involved (Matthew 18:15).
6. Pray about it. Ask God to help you make your complaint in such a way that will result in the betterment of the school, and thus in the glory and growth of His Kingdom. Read and think about passages such as Ephesians 4:1–3 and Colossians 3:12–13.
Lower School Policies

Conferences

Parents are encouraged to communicate frequently with the teacher concerning any needs of their child. It is best to make an appointment rather than drop in during class or planning time. Parents or teachers may request a conference at any time they deem one necessary. Parents are asked to always schedule visits first through email, asking the teacher for a convenient time and date. Emails will be returned within 24 hours. If you would like to leave a word of encouragement or prayer, please feel free to write a note or send an email. Please do not call the teacher at home except in an emergency.

If parents need to discuss any aspect of their child’s education, the teacher should be contacted first. The principal should be contacted if the matter has not been successfully resolved in the teacher/parent conference.

A planned parent conference day is scheduled for the Wednesday following the end of the first quarterly grading period. There will be no school for Preschool, Lower, and Middle School that day. You will also have an opportunity to make an appointment with your child’s teacher throughout the school year.

Confidentiality concerning students is important. Teachers have been asked not to discuss children’s individual needs or progress while on duty, in the hallway, in the lunchroom, or while other children or adults are present. Please do not engage a teacher in conversation about your child when the teacher is supervising children.

Counseling

The Lower School Counseling Office of Liberty Christian School has been developed to assist parents, teachers, and students within our school deal with trials and difficulties in a manner that reveals the love of God. The Counseling Office also serves as a resource center for information on parenting skills, learning difficulties in children, social behaviors, and various other subjects.

Our mission is to partner with parents to help children understand they are created uniquely in God’s image. Our heart is to equip and help children recognize the gifts and abilities that God has given them to better understand His plan for their lives. Many times, we find it difficult as parents to understand our children’s actions and decisions as they respond to various situations in their lives. Knowing the love of God and who we are in Christ affects our belief system and how we live our lives (1 John 3:1–3). Our office is here to serve and help the body of Liberty gain understanding and insight into the lives of our children. To obtain assistance, you may call or come by during school hours to schedule an appointment.
Discipline

Discipline is the process of training, teaching, reproving, and correcting students to help them accept responsibility for their own actions. Discipline is an act of love, and according Hebrews 12:6, everyone who is loved will be disciplined. While discipline is not always pleasant, its purpose is to produce righteous behavior that enables one to be at peace with both God and man.

Each student will be disciplined as needed in firm Christian love, according to individual needs. A student must learn to submit to authority. As students learn to submit to teachers, parents, and others in authority, they will more readily learn to submit to God’s authority in their own lives.

Each teacher is given the responsibility of enforcing classroom and school rules. The principal or vice principal will be available to assist as needed. Students will be treated fairly and equitably. Discipline will be based on a careful assessment of the circumstances of each case. Factors to consider will include seriousness of the offense, student’s age, frequency of misconduct, and student’s attitude. Corrective discipline occurs when the student has stepped outside of determined guidelines and boundaries. It is the consequence of wrong actions. Some examples of corrective discipline at Liberty include verbal correction, classroom discipline system, corporal punishment, suspension, and expulsion. Creative solutions that are well suited to the infraction may be utilized. The teachers and administrative staff have been delegated the authority to act as disciplinarians and may use their discretion as to the type of correction or punishment deemed necessary.

Discipline and order are attained through a proper balance of techniques and reinforcements. Teachers promote good behavior and aid in character training by incorporating systems of positive reinforcement and rewards for those who follow standards of good behavior. These may include verbal praise, stickers, certificates, extra break time, etc.

We need your assistance in laying a spiritual foundation through a godly example in the home. Become involved with your children: “Follow through” with homework assignments, sign papers they bring home, see that they reach school on time every day, and encourage good character-building traits in them. Your involvement in these areas will help them develop self-discipline and teach them obedience and respect. No matter how well we do our job of child training at home or school, there are times when direct disobedience or other offenses require a firm disciplinary action. If a child has repeated discipline issues, a committee will convene to discuss a behavior plan. Consequences may include but are not limited to detention, corporal punishment, early dismissal from school to the parents, and in-school suspension. Certain serious infractions or repeated discipline issues could result in suspension from school or expulsion. All discipline is administered with prayer and discernment (Proverbs 13:24, 19:18, 22:15, 29:15, 17).
Lower School Policies

Dress Code

All of the approved uniform items that students wear each day must be purchased from the Liberty Locker, excluding shoes, socks, and belts. Approved leggings (with Liberty logo) are now available for girls in the Liberty Locker. As always, a Lower School chapel uniform has been selected for each grade.

All uniform bottoms must be purchased from Liberty Locker and embroidered with the “LCS” logo.

Liberty Locker
LCS Commons
940-294-2350

Chapel Uniform

The chapel uniform described below is to be worn on special days when all students need to be dressed alike, such as monthly chapel services, special performances, etc.

K–3rd Grade Girls
1. Plaid jumper, embroidered with the “LCS” logo – hem is to be 3 inches from floor when child is kneeling. A new style without the bib will be introduced for 2014-2015. The plaid jumper with the bib may be worn for the next two years.
2. Modesty shorts
3. White blouse with navy piping
4. Navy cardigan sweater (required for chapels from November through March, as well as any special days, performances, etc.)
5. Solid white or solid navy socks or tights without logos

4th–5th Grade Girls
1. Plaid skirt, embroidered with the “LCS” logo (hem is to be 3 inches from floor when child is kneeling)
2. Modesty shorts
3. Non-tuck blouse
4. Navy cardigan sweater (required for chapels from November through March, as well as any special days, performances, etc.)
5. Solid white or solid navy socks or tights without logos

K–5th Grade Boys
1. Khaki pants, embroidered with the “LCS” logo
2. White oxford shirt (short sleeved)
3. Navy V-neck sweater (required for chapels from November through March, as well as any special days, performances, etc.)
4. Solid white, solid navy, or solid black socks without logos
5. Dark belt
Lower School Policies

Dress Code

Regular School Days

Other uniform options are listed below that students wear on regular days.

K-5th Grade Girls

1. Jumpers, embroidered with the “LCS” logo for grades K-3, navy (hems should be 3 inches from floor when child is kneeling)

2. Polo dress, embroidered with “LCS” crest for grades K-3
   - Navy (hems should be 3 inches from floor when child is kneeling)
   - Hang dry only

3. Skirts (embroidered with the “LCS” logo) for grades 4-5, khaki or plaid (hems should be 3 inches from floor when child is kneeling)

4. Skorts (embroidered with the “LCS” logo) for grades K-5, khaki (hems should be 3 inches from floor when child is kneeling)

5. Modesty shorts for grades K-5
   - Must be worn with all skirts and jumpers
   - Navy

6. Slacks (embroidered with the “LCS” logo) for grades K-5
   - Khaki
   - Slacks may not be cut or slit at the hems

7. Shorts (embroidered with the “LCS” logo) for grades K-5, khaki

8. Polo shirts for grades K-5
   - White or navy with LCS monogram
   - Available in long or short sleeved

9. Blouses
   - For grades K-3, white with navy piping on short sleeved
   - For grades 4-5, ¾ sleeve in white, worn untucked
Lower School Policies

Dress Code-Cont.

10. Sweaters, sweatshirts, and light-weight jackets for grades K-5
   • Navy cardigan chapel sweater with LCS logo
   • Navy or gray sweatshirt with LCS logo
   • Lightweight jacket, navy or gray, zips up front with hood
     with LCS logo, must be worn with a collared uniform shirt
   • Navy full-zip fleece with LCS crest logo, must be worn with
     a collared uniform shirt
   • Liberty jacket with LCS logo

11. Socks and tights for grades K-5
   • Socks must be primarily white, navy, gray, or black
   • Socks must be worn with all shoes
   • Socks must be visible
   • Tights must be solid white or navy and must have feet
   • Leggings in navy only (with Liberty logo) may be worn and must
     be purchased from the Liberty Locker
   • Knee socks must be primarily white or navy

K–5th Grade Boys
1. Slacks, khaki (embroidered with the LCS logo)
2. Shorts, khaki (embroidered with the LCS logo)
3. Polo Shirts
   • White or Navy with LCS monogram
   • Available in long or short sleeved
4. Oxford Shirts
   • White
   • Short Sleeved
5. Socks
   • Socks must be primarily white, navy, gray, or black
   • Socks must be worn with all shoes
   • Socks must be visible
6. Belt (must be worn always)
   • Black
   • Brown
   • Or navy
   • Must not have ornamentation such as studs, stones, etc., and no
     large or inappropriate buckles may be worn
Lower School Policies

Dress Code-Cont.

7. Sweaters, sweatshirts, and lightweight jackets
   - Navy V-neck pullover chapel sweater with LCS logo
   - Lightweight jacket, navy or gray, zips up front with hood with LCS logo, must be worn with a collared uniform shirt
   - Navy full-zip fleece with LCS crest logo, must be worn with a collared polo uniform shirt
   - Navy or gray sweatshirt with LCS logo, must be worn with a collared polo uniform shirt
   - Liberty jackets with LCS logo

K–5th Grade Girls and Boys

Non-Liberty Items

Non-Liberty sweaters and jackets of other colors and styles may not be worn during school hours on campus.

Coats

Non-Liberty coats are not to be worn in the classrooms but may be worn for outdoor recess.

Shoes and Socks

- Tennis shoes in solid white with white shoelaces or Velcro, or solid black with black shoelaces or Velcro (no accent colors) with non-marking soles, (as if dipped in white or black paint)
- Girls “Mary Jane” shoes in black and saddle oxfords in black and white or navy and white (rubber soles only)
- No shoes that appear ragged or torn
- All shoes must have closed toes and closed heels.
- Sandals, flip-flops, crocs, boots (including ankle-top hiking boots), high-top tennis shoes, rain boots, and shoes with retractable skates are not permitted for any grade.
- Students must wear socks.
- Boys may wear primarily white, navy, gray, or black socks only. Socks must be visible.
- Girls may wear primarily white, navy, gray, or black socks. Socks must be visible and worn with all shoes.
- Tights must be solid white or navy and have feet.
- Leggings in navy only (with Liberty logo) may be worn and must be purchased from the Liberty Locker.
Lower School Policies

Dress Code-Cont.

Additional Guidelines

- All blouses/shirts must be tucked in during school hours, except those designed to remain untucked
- All clothing must be in good repair – no tears, cuts, rips, or stains
- Hats, visors, headbands with attached scarves, and sunglasses may not be worn
- Boys are required to wear a belt. Belts must be black, brown, or navy in color (solid color only).
- Clothing should be pressed (not wrinkled) and should be replaced when faded, worn out, or outgrown
- No tight shirts or pants may be worn by boys or girls
- All buttons, except the top one, are to be buttoned on girls’ and boys’ shirts
- Only solid white T-shirts or solid white regular/mock turtlenecks, without printing or logos, may be worn under uniform tops; and they must be tucked in.
- Sweaters, jackets, and sweatshirts must be approved Liberty outerwear; no other colors or styles are to be worn on campus. Heavy coats are allowed for very cold weather but must be removed in the classroom.
- All uniform apparel must be purchased from the Liberty Locker.

Note: The administration reserves the right to determine the appropriateness of any item of clothing or accessory.

Students in violation of the dress code are issued an “Oops” slip for a first-time violation. Subsequent violations will warrant discipline in the classroom, and the parent will be notified. Violations include failure to wear the required uniform on any required chapel uniform day.

Jeans/Spirit Day Dress Code

Students may show their school spirit either by wearing Liberty approved spirit shirts with their uniform bottoms or with jeans. If jeans are worn, the must meet guidelines below:

1. Jeans
   - Must be made of denim fabric, constructed in jean fashion
   - Must be traditional denim blue – no other colors may be worn.
   - Jean shorts, skirts, or capris are not allowed.
   - Baggy, ripped, torn jeans, or jeans with holes are not allowed.
   - Jeggings are not allowed.
   - Extremely low-rise jeans are not allowed.
   - For boys, belts are required if shirts are tucked in.

2. Shirts
   - Liberty uniform shirts (with LCS logo)
   - LCS themed T-shirts and sweatshirts that have been purchased from the LC Shoppe or Liberty-issued and approved

3. Shoes
   - Tennis shoes
   - Dress shoes
   - Hiking boots
   - Western boots
   - Ugg, rain boots, or similar style boots
   - All shoes must have closed toes and heels
   - Shoes must not be ragged or torn
   - Socks must be worn with all shoes

**Note:** No sandals, flip-flops, crocs, or house shoes.

All clothing must follow LCS guidelines for modesty. Students choosing not to participate in Jeans Days must be in full uniform.

**Personal Appearance**

Jewelry is allowed but should be simple and non-distracting. Earrings are permitted for girls only, one per earlobe; no other body piercing is acceptable. No hats, scarves, headbands with long scarves, sock caps, visors, or sunglasses are allowed during school hours.

Hair for all students must be neat, clean, and well groomed. For boys, hair must not extend below the middle of the ear or the top of the collar and must be above the eyebrows. Hair bleaching, other exotic hair coloring, and hair extensions of any kind are not allowed for any student. The Liberty Locker provides all of Liberty’s student uniforms except for socks, shoes, and belts.

**Field Trips**

Field trips are an integral part of a school’s curriculum. Each field trip is planned by the faculty to coordinate with a particular area of study and is approved by the principal.

For educational and safety purposes, siblings (younger or older) will usually not be allowed on class field trips. However, there may be certain field trips where younger siblings are welcome. These exceptions will be specified in the note teachers send home concerning each field trip.

The dress code for field trips is specified in the field trip information sent home by the teacher. When jeans are permitted, they are to be worn with a Liberty uniform top (no T-shirts).
Field Trips-Cont.

Parents who plan to accompany a field trip group need to meet and remain in the designated parking area, which will keep classes already underway in the Lower School building from being disturbed. Parents who chaperone students on a field trip must bring no other children (older or younger) with them, as their full attention is needed for supervision of the students assigned to their group.

All chaperones must have a current criminal history background check on file. The criminal history background check must be completed every school year to be considered current. Contact your child’s teacher or the Lower School Office for an application. Also see Chaperone Guidelines above.

Grade Report Procedures

The school year is divided into two semesters. Grade reports will be given to the parents at the first semester conference. For the remainder of the school year, the grade report will be sent home with the student on the Thursday following each grading period. The parent verification form is to be signed by the parent and returned to school within two school days.

The grading scale is as follows:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Numerical Average</th>
<th>Alphabetical Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
<td>E  Excellent</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
<td>S  Satisfactory</td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
<td>N  Needs Improvement</td>
</tr>
<tr>
<td>F</td>
<td>0-69</td>
<td>U  Unsatisfactory</td>
</tr>
</tbody>
</table>

Grandparents Day

Grandparents Day usually takes place on the day before Good Friday. Grandparents of Lower School students are invited to school to attend a program in their honor and visit their grandchild’s classroom. School is dismissed by noon, so students can spend time with their grandparents.
Lower School Policies

Help Your Child

To help your children get better grades in school:

- Let your children know you are interested in their schoolwork.
- Help them enjoy books by reading together.
- Help make learning a relaxed and happy experience.
- Provide an adequate place to study.
- Help your children with study habits, organization, and time management.
- Help them to believe in themselves and trust God.
- Stimulate your children’s interest in learning by taking trips to museums, concerts, etc.
- Teach your children to use reference books.
- Help them learn to listen.
- Teach your children to write legibly, with speed, without sacrificing quality.
- Help them learn how to take tests.
- Limit the use of electronic devices.

Remember, your children are being asked to master difficult, new material on a daily basis. Be patient and understanding with them. Encourage them to be persistent and to do their work “to the glory of God.” Do not put undue pressure on your children to get good grades or get overly involved in their work.

Homework

Homework is an essential part of the school program and is given regularly. Homework is not given for busywork, but for reinforcement, practice, remedial activity, and special projects. Approximate work time per night for the average student in grades 1–5 is as follows:

- Grade 1 ................................................... 30 minutes
- Grade 2 ................................................... 40 minutes
- Grade 3 ................................................... 45 minutes
- Grade 4 ................................................... 50 minutes
- Grade 5 ................................................... 55 minutes

Each student in grades 2–5 will be given an assignment book to assist the student and parent in knowing the exact daily assignment. Homework must be turned in on time the day it is due. The only excuse for late homework is student illness or a written note stating a family emergency that prevented the student from doing homework. Students need to develop independence in remembering homework assignments and other items needed for school each day. So that children will become conscious of the appearance of their work, no papers will be accepted that are not done neatly. All papers are required to have the proper heading.
Lower School Policies

Kindergarten

The 5-year-old child is ready both mentally and physically to embark on an active educational program. In kindergarten, each student is given an opportunity to advance in areas of learning such as reading through phonics, math, social studies, science, art, music, foreign language, computer, and physical education. An official birth certificate is required for all kindergarten students. Students must be 5 years of age on or before Sept. 1 of the year of entry.

Liberty Learning Center

Liberty Learning Center has been developed to assist students who have a diagnosed learning difference. The goal of this program is to facilitate the development of each student’s unique God-given gifts and abilities so that students may realize their full academic potential. This program is over and above the reasonable accommodations the School can make in the regular program (see Accommodation Requests policy). All kindergarten, first, and second grade students will be screened each year. Fees are assessed for diagnostic testing, learning therapy, and assistance in the learning center with the consent of a parent/guardian. Please contact the Liberty Learning Center Coordinator at 940-294-2247 for program application information.

Library Policies

Students from all grades as well as parents are welcome to use and enjoy the library at Liberty Christian School. To ensure a beneficial experience for all, the following guidelines are to be observed:

- Books and audio-visual materials may be checked out for three weeks and renewed for an additional three weeks. Materials are to be returned by the due date.
- Borrowing limits per patron are as follows: one items for K and 1st, two items for 2nd grade, four items for 3rd and 4th grade, and six items for 5th through 12th grade, but no more than two non-book items per patron.
- For Middle and Upper School students, the fine for late items is five cents per day, except for weekends, holidays, vacation periods, and unscheduled school closing days. Lower School students are not charged fines.
- Overdue notifications are made by printed notices distributed during school hours. Students receiving a notice should contact the library immediately.
- Students who do not respond to notices may have their myLiberty account blocked until books are returned and all fines are paid.
- A lost book should be reported as soon as possible to the librarian. Lost or severely damaged items may be replaced either by purchasing another copy or paying the cost of replacement, plus a $2 restocking fee.
Lower School Policies

**Lost and Found**

Please label all clothing and lunch boxes with first and last name. Misplaced items are placed in the Lost and Found closet in the hallway behind the Lower School Office. Parents may check the Lost and Found closet during school hours for their student’s misplaced items. Partners Through Faith (PTF) sponsors a Lost and Found Pick-Up Day at the end of each month where items are displayed in the Commons. Any items not claimed after that day will be donated.

**Breakfast and Lunch Procedures**

Lunch is provided for every student through the All In Lunch program. ID badges are not required for lunch or breakfast. If a student desires to eat breakfast at school, funds must be placed on the student’s account in the form of Warrior Bucks through Smart Tuition or the Liberty Locker. Breakfast is served in the lower school cafeteria and will be charged for items under teacher supervision. Lunch is served in the Lower School cafeteria. Lunch is a special time to eat and visit with classmates. Students are expected to practice good manners and appropriate lunch table behavior. The following lunchroom policies will be observed:

1. Students will go directly to lunch in an orderly manner.
2. Classes will be assigned seating areas.
3. Food and drinks are to be consumed in the lunchroom only.
4. Microwave use is restricted to 3rd grade and above. Parents may send their kindergarten, 1st, or 2nd grade child’s preheated food in a temperature-controlled thermos. This policy will allow more time for the children to eat their food.
5. Please make sure the food for 3rd to 5th graders are in a microwaveable container and that the child knows how long to heat it.
6. Parents can help their children by sending healthy food and a minimum of candy or other sweets.

Parents are welcome to join their children for lunch but must check in at the Lower School Office or the reception desk in the Commons first (see Visitor’s Sign-In). Designated guest tables are available for each grade level. Parents who plan to eat food provided through the cafeteria must purchase a $5 meal ticket from the Lower School front desk.

Note: For complete information concerning bringing in outside food for lunch, please see your child’s classroom teacher.

**Money and Notes**

Cash or checks should always be sent in a sealed envelope with the following information on the outside: (1) child’s name, (2) amount and purpose, and (3) teacher’s name. All notes should be sent in a sealed envelope to protect the privacy of any written communication between parent and teacher.
Lower School Policies

Music

Our extensive music program is designed to teach children to praise God with reverence and joy. It includes applied music, vocal music, and music history/appreciation. Songs are chosen for their content and quality. Examples of the types of songs taught are scripture, patriotic, character, and appropriate fun songs. All students are expected to attend seasonal performances.

Parties

The room coordinator works with the teacher in the planning of three class parties per year. The room coordinator in turn seeks to involve the other parents in at least one of the parties. The three parties include the Christmas Party, Valentine’s Day Party, and End-of-School Party. Parties are planned for the children in that particular class, so we ask that parents not bring younger or older siblings to class parties.

As a Christian school, we do not celebrate Halloween because of the associations with the occult. We also do not focus on or give any teaching time to Santa Claus or the Easter Bunny. We reserve all of the precious time we have at school to teach and celebrate the birth of the Lord Jesus Christ during December and focus on the meaning of His death and resurrection prior to Easter.

Physical Education

In addition to the regular recess periods, planned physical education classes are conducted daily. Goals of the PE program include character building as well as skill building. Students have the opportunity to practice Christ-like attitudes and actions whether their team wins or loses. Students are taught specific skills appropriate to their age and skill level. Participation, behavior, and attitudes are more important than a child’s ability to perform physically.

Playground Rules

All students are expected to follow these established playground rules before, during, and after school:

1. Students will not throw rocks or mulch or move them from one area of the playground to another.
2. Students will not crawl up the slides.
3. Students will go from one bar or ring to another without skipping any bars or rings for safety’s sake.
4. No rough play such as kicking or pushing is allowed.
5. Organized team games (basketball, dodge ball, soccer, and 4-square) must be in a certain area and be approved by the supervising teacher during recess.
Lower School Policies

Room Coordinators

Room Coordinators are a critical link in bringing home and school together. A person who has a servant’s heart and is able to organize and lead should hold this important position. Some responsibilities include the following:

1. Exhibit the Warrior Way principles.
2. Encourage and pray for the teacher.
3. Seek to involve the new families in the class.
4. Seek to involve parents in parties.
5. Assist teacher in making class party arrangements.
6. Organize wrapping and decorating of students’ desks on their birthdays.
7. Be available to help the teacher organize field trips, if needed.

School Office

Lower School Office hours are 8 a.m. to 4 p.m. Parents need to leave all information and items such as messages, money, books, etc., with the receptionist to be delivered to the classroom. This procedure is necessary to protect valuable teaching time from interruption.

Standardized Testing

CTP & CPAA
The CTP & CPAA standardized tests administered throughout the nation, are taken by kindergarten through 5th grade students respectively. A week is set aside each spring for this testing. Families are encouraged to have their children at school each day and on time for these tests. A copy of the results becomes a part of the student’s permanent record, and a copy is given to the parents for their personal records.

Tutoring

When a student needs more long-term academic assistance due to an educational gap, tutoring may be appropriate. A list of tutors is available from the school office. The school will not recommend a specific tutor, accept the responsibility for the accomplishments of the tutor, or become involved financially in setting or collecting fees.

Visitors and Visiting Procedures

Parents who drop by the school for lunch must sign in at the Lower School Office or the reception desk in the Warrior Union. Parents volunteering or visiting for any other reason must first sign in at the Lower School Office. Other visitors must receive permission from administration to visit the campus. Visitors must sign in at the Lower School Office, receive a visitor’s pass, and park in an approved parking place.
Preschool Policies

<table>
<thead>
<tr>
<th>Page</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>137</td>
<td>Letter to Parents</td>
</tr>
<tr>
<td>138</td>
<td>Additional Fees</td>
</tr>
<tr>
<td>138</td>
<td>Attendance</td>
</tr>
<tr>
<td>138</td>
<td>Birthdays</td>
</tr>
<tr>
<td>139</td>
<td>Code of Student Conduct</td>
</tr>
<tr>
<td>139</td>
<td>Purpose of Discipline</td>
</tr>
<tr>
<td>140</td>
<td>Concern/Complaint</td>
</tr>
<tr>
<td>140</td>
<td>Conferences</td>
</tr>
<tr>
<td>141</td>
<td>Curriculum</td>
</tr>
<tr>
<td>141</td>
<td>Dress Code</td>
</tr>
<tr>
<td>141</td>
<td>Grading Procedures</td>
</tr>
<tr>
<td>142</td>
<td>Lost and Found</td>
</tr>
<tr>
<td>142</td>
<td>Money and Notes</td>
</tr>
<tr>
<td>142</td>
<td>Indoor/Outdoor Playtime</td>
</tr>
<tr>
<td>142</td>
<td>Guidelines</td>
</tr>
<tr>
<td>142</td>
<td>Temperatures</td>
</tr>
<tr>
<td>142</td>
<td>Playground Safety Rules</td>
</tr>
<tr>
<td>142</td>
<td>Indoor Playroom Safety Rules</td>
</tr>
<tr>
<td>142</td>
<td>Tricycle/Wagon Safety Rules</td>
</tr>
<tr>
<td>143</td>
<td>Toys from Home</td>
</tr>
<tr>
<td>143</td>
<td>Parent Checklist</td>
</tr>
<tr>
<td>143</td>
<td>Parties</td>
</tr>
<tr>
<td>144</td>
<td>Room Coordinator</td>
</tr>
<tr>
<td>144</td>
<td>School Hours</td>
</tr>
<tr>
<td>144</td>
<td>School Rules</td>
</tr>
<tr>
<td>144</td>
<td>General Expectations for Behavior</td>
</tr>
<tr>
<td>145</td>
<td>Rest Time</td>
</tr>
<tr>
<td>146</td>
<td>Lunch and Snacks</td>
</tr>
<tr>
<td>146</td>
<td>Visitors and Visiting Procedures</td>
</tr>
</tbody>
</table>

Wee Warriors
Preschool Policies

Letter to Parents

Dear Parents:

We are delighted to have your child join us as a Wee Warrior this year. We are sure you will quickly experience that special feeling of the Liberty family, which makes learning enjoyable and helps new students fit in quickly.

From the beginning, we make learning fun! The Christ-Center hands-on curriculum provides songs, games, and many other resources to accomplish this goal. The Bible curriculum, with its puppet shows and music, starts our day in a praising and joyful mood. Special activities, computer lab, learning centers, art, creative movement, super science, and music all keep the children’s interest and create a pleasant time of learning and being with friends.

We are pleased to have you here and want to assure you that we are doing our best to help your child grow academically, socially, emotionally, and spiritually. With your support, we will have an outstanding school year!

Sincerely,

Tana Smith, Preschool Principal
Preschool Policies

Additional Fees

1. **After-School Care:** After-care is available for preschool – 5th grade until 6 p.m. for a monthly charge. Enrollment is for the entire school year. Payment is made either for the school year or monthly. For occasional use of the program, the daily fee must be paid, by check, at the time the child is picked up. Lower School students who are not picked up by 3:55 p.m. (3:15 p.m. for Preschool) will be sent to after-care at the daily rate. Students not picked up from after-care by 6 p.m. will be charged a late fee of $3 per minute. This late fee will not be billed and must be paid, by check, at the time the child is picked up. During the last two weeks of school, the daily charge for after-care must be paid on a daily basis.

2. **Before-School Care:** Before-care and after-care are available for preschool and pre-kindergarten students. Ask for the Wee Warriors Program Information sheet for details on times and prices. Supervision is provided in the cafeteria at no charge for Lower School students who arrive before school begins. See the “Arrival/Dismissal” section in the Lower School portion of this handbook for more information.

3. During the year, the child’s account may be billed for miscellaneous items such as uncollected library fines, damaged property, etc. Any additional charges must be paid by check or cash by the 10th of the following month.

Attendance

- Please remember to have an adult sign in and sign out every day.
- The School will not allow a student to leave with a person other than a parent unless authorized in writing by a parent in advance to do so.
- Park in designated parking spaces for Preschool 5-minute drop-off and pick-up. Only vehicles displaying the “current school year’s Preschool Parking” hangtag may use those parking spaces during the hours of 7:45 – 8:45 a.m. and 2 – 3:15 p.m.
- If you know your child will be absent for a period of time (i.e., vacation, hospital stay, etc.), please let us know as early as possible.
- Please report all transmittable diseases immediately (i.e., chicken pox, strep, etc.).
- Please keep children at home until their illness is no longer contagious. Students must be free of fever **without fever-reducing medicine for 24 hours before returning to school.**

Birthdays

Parents are welcome, if they wish, to send cupcakes or a special snack for their child’s birthday. If a treat is provided, it will be distributed in the classroom, during morning or afternoon snack. Children with summer birthdays may be assigned a day during school on which to celebrate their birthdays if you wish. Consult the teacher regarding details.
Preschool Policies

Code of Student Conduct

Purpose of Discipline

“It is by his deeds that a lad distinguishes himself, if his conduct is pure and right.”

Proverbs 20:11

The purpose of discipline at Liberty Christian School is to bring students to maturity in Christ so they will learn to exercise self-discipline in school and other areas of life. Discipline is the process of training, teaching, reproofing, and correcting students to help them accept responsibility for their own actions. Discipline is an act of love, and according to Hebrews 12:6, everyone who is loved will be disciplined. While discipline is not always pleasant, its purpose is to produce righteous behavior that enables one to be at peace with both God and man.

The objectives of discipline are to provide a positive approach in an environment that maximizes learning. Discipline promotes a secure atmosphere and helps develop the right attitudes in children toward learning. It also helps protect the student from injuries. Discipline is a sign of love and concern by those in authority. It helps prepare a student for adult life and for living the Christian life successfully.

We believe in positive discipline. We advocate stopping problems before they happen (i.e., separating children who do not do well together, keeping interest in work, and maintaining respect of teachers and rules).

A student will be warned if a problem occurs or a rule is broken. If infractions still occur or if poor attitude and behavior do not improve, the child will be in “time out” (one minute per year of age). Although we believe in corporal punishment, we do not incorporate it at this age level. If there is no improvement, the student is removed from the teaching area and counseled by the Preschool principal. Appropriate consequences, such as walking during recess, are given as necessary. If a child presents continuous unacceptable behavior, parents may be called to take their child home. If all means fail, the parent may be asked to withdraw the child from school.
Preschool Policies

Concern/Complaint Procedure

The following is used by the faculty and staff and is taught to the children. Parents are encouraged to use this procedure anytime there is a complaint:

1. First and foremost, go to the Heavenly Father for wisdom, insight, and guidance. Covering the situation in prayer is a must.
2. Express it promptly. Keeping it to yourself can cause ill feelings. Jesus says that you cannot properly worship or serve God if there is a disagreement between you and another (Matthew 5:23–24).
3. Tell it to the right person. Complaints should be expressed first to the individual in question. They should be expressed to the administrator only if you cannot work it out between yourselves.
4. Express the problem clearly. Make sure the person to whom you are talking knows all of the details of the situation – exactly what you are complaining about and why. Misunderstandings can lead to further problems and needless hard feelings.
5. Don’t broadcast it. Express your complaint only to the person who should hear it. Needless worry, harm, and hard feelings result when problems and dissatisfactions are expressed to persons other than those directly involved (Matthew 18:15).
6. Pray about it. Ask God to help you make your complaint in such a way that it will result in the betterment of the school, and thus in the glory and growth of His Kingdom. Read and think about such passages as Ephesians 4:1–3 and Colossians 3:12–13.

Conferences

Parents are encouraged to communicate frequently with the teacher concerning any needs of their child. It is best to make an appointment rather than drop in during class or planning time. Parents or teachers may request a conference at any time they deem one necessary. Parents are asked to always schedule visits first through email, asking the teacher for a convenient time and date. Emails will be returned within 24 hours. If you would like to leave a word of encouragement or prayer, please feel free to write a note or send an email. Please do not call the teacher at home except in an emergency.

If parents need to discuss any aspect of their child’s education, the teacher should be contacted first. The principal should be contacted if the matter has not been successfully resolved in the teacher/parent conference.

A planned parent conference day is scheduled for the Wednesday following the end of the first quarter reporting period. There will be no school for Preschool that day. No report cards will be given during this conference. Children will receive their first report card at the second quarterly grading period.

Confidentiality concerning students is important. Teachers have been asked not to discuss children’s individual needs or progress while on duty or while other children or adults are present. Please do not engage a teacher in conversation about your child when the teacher is supervising children.
Preschool Policies

Curriculum

We use the Christ-Centered hands-on curriculum, which is considered one of the best for preschool. Developing memory and lengthening attention span are achieved by listening to stories, using role-playing activities, and applying the practical part of lessons. Reading is one of the goals of our pre-kindergarten program. Your child will not only learn the alphabet, but also proper phonetic pronunciation. Small motor skills are developed through art and other special projects. Blocks, finger plays, and small motor activities will help children to hold a pencil correctly when they begin writing letters and numbers. All lessons in the Preschool program are reinforced with activities, computer time, science experiences, games, and songs.

As the world opens to children, it is important for them to learn how to get along with others. They will learn how their actions affect others and how to understand the way others feel. Through this training, a solid foundation will be laid for an easy adjustment to school life.

Our Preschool curriculum is a program that has been proven successful year after year. It has been shown to thoroughly prepare children for their beginning years at school and to build a firm foundation upon which to develop their future.

Dress Code

- Children will be required to wear their chapel uniform during chapel once a month.
- Children will be required to wear spirit T-shirt to all school pep rallies. These spirit shirts must be purchased through the Liberty Locker.
- Uniforms are available and encouraged but not required. Preschool uniforms may be purchased in the Liberty Locker.
- Children may wear play clothes.
- Shorts must be worn under all girls’ dresses.
- Please check weather forecasts daily to be sure your child is dressed appropriately.
- A clean set of extra clothes and a jacket suitable for the current season should always be in your child’s cubby. When worn, the extra set of clothes should be replaced the next day. Please promptly return any borrowed clothes.
- Shoes with retractable skates are not allowed.
- Children must wear socks with shoes. Sandals, including flip-flops, are not allowed.
- No pull-ups are allowed. All children must be completely potty trained.

Grading Procedures

In the first quarter of the school year, students will not receive a report card. The preschool and pre-kindergarten classes have three quarterly grading periods. The report card for each grading period is sent home in the take-home box.
Preschool Policies

Lost and Found

The Lost and Found is located near the take-home boxes in the Preschool wing. Please clearly label your child’s belongings. The receptionist inspects what is turned in for identifying marks, names, handwriting, etc., to return the items as soon as possible. Valuable items such as money, wallets, jewelry, etc., are kept in the principal’s office and given to the person who specifically describes the item that was lost. Any unclaimed items are given to a charity/mission organization after one month.

Money and Notes

All money and notes should be turned in at the Preschool Office. Money should always be sent in an envelope with the following information on the outside: (1) child’s name, (2) amount and purpose, and (3) teacher’s name. All notes should be sent in a sealed envelope to protect the privacy of any written communication between parent and teacher.

Indoor/Outdoor Playtime Guidelines

Temperatures

- 60 degrees and below: Jackets must be zipped with hoods on if windy.
- 60–65 degrees: Children should wear jackets if it is breezy; long-sleeved shirts are acceptable without a jacket.
- 65 degrees and above: No jackets necessary.
- We do not apply sunscreen. If desired, apply it at home before school.

Playground Safety Rules

- Children are not allowed to climb on top of the tunnel on the playground equipment.
- Children are not allowed to walk up the slide.
- No toys are allowed outside (except balls and sandbox toys).
- Children are to stay in visual range at all times.
- Children may not climb on fence.
- Balls must remain inside the fenced area.
- Children may not play with mulch.
- Children may not go into the building without permission from a teacher.

Indoor Playroom Safety Rules

- Remove shoes before entering.
- Slides are down only, no climbing up.
- No toys allowed inside play equipment.
- No more than 19 children inside play equipment at one time.
Preschool Policies

Indoor/Outdoor Playtime Guidelines-Cont.

Tricycle/Wagon Safety Rules

- Children should not run.
- Children should not push tricycles or wagons.
- All bikes should be pedaled.
- Wagons should only have two people sitting with one person pulling.
- No crashing into each other.

Toys from Home

- Please use permanent ink to put your child’s name on all toys from home.
- No toy guns or other weaponry will be permitted on school grounds.
- On “Show and Tell” days, please send an item of interest with your child. Please remember to mark items with your child’s name.
- Do not bring electronics/valuables (i.e., iPads, iPods, etc.) or pets (due to allergies).

Parent Checklist

1. Please check the parent bulletin board and your child’s box daily.
2. Please remember that your child’s bedding needs cleaning or washing at least at the end of each grading period.
3. Please be sure the staff is aware of any food allergies your child may have, and leave written detailed information concerning the situation.
4. Please leave all medicines with the School Nurse for dispensing. Do not send medicine in your child’s lunch box or backpack (including cough drops). Please call School Nurse with any questions, 940-294-2181.
5. Children may not enter or leave the building without adult supervision.

Parties

The Preschool principal and teachers work with room parents in the planning of the three class parties per year. The room parent in turn seeks to involve the other parents in at least one of the parties. The three parties include the Christmas Party, Valentine’s Day Party, and End-of-School Field Day.

As a Christian school, we do not celebrate Halloween because of the associations with the occult. We also do not give teaching time to Santa Claus or the Easter Bunny. We reserve all of the precious time we have at school to teach and celebrate the birth of the Lord Jesus Christ during December and focus on the meaning of His death and resurrection prior to Easter.
Preschool Policies

Room Coordinator

The room coordinator is a critical link in bringing home and school together. A person who has a servant’s heart and is able to organize and lead should hold this important position. Some responsibilities include:

1. Exhibit the Warrior Way principles.
2. Seek to involve parents in parties.
3. Assist in coordinating preschool and pre-kindergarten parent volunteers.
4. Encourage and pray for the teacher and staff.

School Hours

Regular school hours for preschool are 8:20 a.m. – 2:45 p.m. Please be sure your child has eaten breakfast before arriving and is ready to start the day. Breakfast should not be sent with a student to be eaten at school. If someone other than the custodial parent or guardian will pick up your child, that name must appear on your child’s information card or in a dated and signed note.

Extended preschool hours are available from 7:45 a.m. until 6 p.m., if needed. Enrollment for after school care is for the entire school year. For occasional use, the daily fee is $30 due at pick up. Dismissal is at 2:45 p.m.; however, if a child is not picked up on time, a 30-minute grace period is given before the child is taken to after school care and incurs a $30 fee due at pick-up. A $3 late fee is charged for each minute a child is left after 6 p.m., to be paid by check to the aftercare teacher on duty. Before school care is from 7:45 – 8:20 a.m. for a $5 daily fee, payable daily or monthly.

The Academic Year Calendar is posted and updated as needed on our website, www.LibertyChristian.com, to provide information regarding special events and holidays. Check weather stations for closing information during inclement weather. (See General Policy Section, Weather Conditions.)

School Rules

General Expectations for Behavior

1. Children must be potty trained and able to use the restroom independently with no pull-ups. After 10 accidents, we will ask you to keep your child at home for one month to complete the potty training process.
2. Through the course of the year, the children will learn the following:
   - to remain seated properly unless excused
   - to speak only with permission
   - to walk in a line
   - to take turns
   - to clean up after themselves
   - to not tattle
3. Hitting, pushing, kicking, pinching, and biting are not acceptable behaviors.
4. If a child bites another child, breaking the skin, the child will be asked to go home for the day. If that child bites another child more than three times, the child will be asked to stay home for two school days. If after two days of staying home, a child bites again, a meeting with the parent(s) will be set up with the Preschool to discuss other alternatives for the child.
5. Children are not to play with toy guns or participate in pretend gun-play at school.
6. Adults are addressed as Mrs., Miss, or Mr. and their surname.
7. Children may not argue with or be disrespectful to their teachers.
8. No gum is permitted.

If a child has repeated discipline issues, a committee will convene to discuss a behavior plan. Consequences may include but are not limited to parent conferences, early dismissal from school to the parent(s), and behavior plan as set forth below:

- Three times to office in one day – parents are called
- Five-day students: 10 times in a week to office – parents are called to pick up the child from school, followed by a conference with parents to keep student home for a day.
- Three-day students: Eight times in a week to office – parents are called to pick up the child from school, followed by a conference with parents to keep student home for a day.

**Rest Time**

After 50 minutes (preschool) and 35 minutes (prekindergarten) of resting quietly, students who are not asleep will be supervised in another area for outside activities or quiet inside activities.

Children can have a book, stuffed animal, or quiet toy from home, and their blanket and pillow.

Children must be quiet and remain on their cot.
Lunch and Snacks

- There is no extra charge for lunch; however, your child may bring a sack lunch, if preferred. Please do not include items to be heated.
- Children may eat after the group gives thanks.
- No playing with food.
- Everyone remains seated during lunch.
- No sharing food.
- If the lunchroom stoplight is green, children may talk quietly; yellow indicates whispering only; red indicates no talking.
- For children who have a food allergy, parents must provide lunch, a snack, and “fun with food” for them each week.
- For snacks and “fun with food,” food may only be brought in for children with documented allergies. All other children will be given the opportunity to experience new foods during snack and “fun with food.”

Visitors and Visiting Procedures

Parents coming to school for lunch, to volunteer, or to visit for any other reason must first sign in at the Preschool Office. Other visitors must receive permission from administration to visit campus. Visitors must sign in at the Preschool Office, receive a visitor’s pass, and park in an approved parking space.
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ACKNOWLEDGMENT AND RECEIPT
OF STUDENT/PARENT HANDBOOK

The registration of a student is considered an acceptance, on his/her part and on the part of his/her parents or guardians, of all rules and regulations of our School, including the judgment of School authorities on academic and disciplinary sanctions, suspension, or expulsion of a student.

The rules and regulations contained in this Handbook are not meant to be all comprehensive. Rather, they presuppose the good will and judgment of a student in all circumstances in which he/she may find himself/herself.

Parents/legal guardians are asked to familiarize themselves and to ensure that their child understands all of the information contained in this Student/Parent Handbook, the Technology Handbook(s), and the Athletics Handbook (if applicable to the student). Both parents/guardians and students over the age of 8 must sign the below and return this form to Liberty.

We have read and understood all statements and provisions set forth in the Student/Parent Handbook, the Technology Handbook(s), and the Athletics Handbook (if applicable to student).

I UNDERSTAND THIS HANDBOOK IS A GENERAL GUIDE AND THE PROVISIONS OF THIS HANDBOOK DO NOT CONSTITUTE AN AGREEMENT OR CONTRACT WITH LIBERTY CHRISTIAN SCHOOL. I FURTHER UNDERSTAND THAT LIBERTY CHRISTIAN SCHOOL RESERVES THE RIGHT TO CHANGE THE PROVISIONS OF THIS HANDBOOK AT ANY TIME.

__________________________________  _________________  _______________
Student        Age       Date

__________________________________  _________________  _______________
Parent or Guardian       Relationship   Date

__________________________________  _________________  _______________
Parent or Guardian       Relationship   Date