

# Parent-Student Handbook



**Libertas Christian School**  
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# Libertas Christian School

## PARENT-STUDENT HANDBOOK

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## Welcome

It is a privilege to have you join Libertas Christian this year. Libertas Christian School mission is to partner with parents to educate and disciple children consistent with a Biblical worldview, teaching them to be lifelong learners able to discern, articulate, and defend truth in a compelling, winsome Christ-like manner.

During the year your students will encounter many opportunities spiritually, mentally, socially, emotionally, and physically that are designed to help them grow in the Lord. How students use these opportunities determine the quality and quantity of growth. We encourage you to become active participants in the educational process to maximize the benefits of your investment. Our administration, faculty, and staff are dedicated and willing to assist you in any way possible. We want to join with you in prayerfully seeking God's wisdom in setting goals and achieving them with God's help.

This handbook is designed to serve as a guide to help you throughout the year. It contains information about the school, administrative guidelines and practices that are intended to provide safety and a structure that will encourage development in students that will glorify the Lord.

Again, we are excited that you are joining with the Libertas ministry and we count it a privilege to assist you throughout the year. May the Lord richly bless our efforts together as we unite to educate children for the glory of God.

For Him,

Mr. Robert Davis  
Headmaster

## **History:**

Opportunity often appears in unexpected circumstances. When Freedom Christian Schools closed after 33 years of fruitful ministry, a group of concerned parents and faculty gathered, first for prayer and secondly, to consider the questions, “Was there something more?” and, “Did the Lord have another opportunity for Christian education beyond Freedom’s closing?”

As a result, a committee formed, with the stated goal of continued ministry via a new school, with a new name, and a new perspective. But what name and symbol would effectively and boldly communicate this new work’s birth and mission? First, the classical nature of Freedom’s educational philosophy and practice was examined and the question arose, “What is the Latin word for ‘Freedom’?” The Latin teacher replied, “*Libertas*”. Now we had the perfect name for our school.

Because the branding of any organization is critical for effectively communicating its mission, symbolically capturing its history and character is an important tool. The same is true for a school. In order to encapsulate the story, the legacy and the emotional journey of *Libertas*’s beginning, a fitting symbol was chosen. The Phoenix from ancient Greek mythology naturally emerged because, like the Phoenix, a new school was rising up from the closing of another. Moreover, the Phoenix is a very unique creature. It is a “one of a kind” bird. In fact, according to legend, there is only ever one, no male or female, no plural, just one. After living out its allotted life span, the Phoenix voluntarily lays down its own life and dies. But this is not the end! The body of the Phoenix which lays briefly lifeless, suddenly bursts into flames! Miraculously, out of the ashes of its own destruction, arises the next Phoenix. What a beautiful, remarkable parallel to Christ’s resurrection from the grave, which explains why the early church adopted the Phoenix as an identifying symbol between Believers as they secretly revealed their faith to one another. For all of the above reasons and symbolism, the leadership of *Libertas* felt that the Phoenix was the perfect mascot for our school.

Finally, the Latin phrases on the seal reflect the rich legacy of Freedom paired with *Libertas*’s miraculous genesis via God’s gracious provisions. In the upper ribbon, is the phrase “*SUMUS LIBERTAS*” which translates “We are Freedom”, while in the lower ribbon the words, “*Ex Cinere Exurgimus*” proclaim, “Out of Ashes We Arise”. Both are fitting reminders that from loss comes gain, from ending comes new beginning and from the unexpected comes opportunity.

## **Mission Statement:**

*Libertas* Christian School Mission is to Partner with parents to educate and disciple children consistent with a Biblical worldview, teaching them to be lifelong learners able to discern, articulate, and defend truth in a compelling, winsome Christ-like manner.

## **The Philosophy of Education at *Libertas* Christian School:**

Education comes from the Latin verb *educare*, which combines the root *ducere*—to lead or guide—and the prefix *e* or *ex*—out or away. In its origin, the word thus means something like “to lead out” or “to guide away from.”

We can further extrapolate that education is intended to guide us away from the state of being uneducated, away from a state of ignorance. But what should education lead us toward? The answer to this question is not obvious, but it is fundamental. The most frequent modern answer seems to be understood solely in the context of employment; as in, education leads a student toward a state of being employable or “a productive member of the twenty-first-century global workforce.” Jobs are undoubtedly an honest policy concern for citizens and politicians alike, but they offer too shallow a framework to organize most of the functions of primary, secondary, and even college education.

Human beings are not designed to be mere cogs in a machine; rather, they have been endowed by the Creator with the capacity to know, to think, to feel, and to act. None of these capacities are fully formed in small children, and each must be carefully shaped if a child is to grow into an informed, discerning, and responsible Christian adult. Schools, in partnership with the Church and Family, play a substantial role in this educational work. The guidance native to good schools—in books, art, music, physical exercise, and social interaction—makes them uniquely suited to guide children from a state of ignorance into being civilized and mature Christian men and women.

When we turn to the primary sources of the Western canon, we find men and women aptly described as rational and moral beings. From man’s rationality and morality, we extrapolate a third faculty: man is social or political. Excellence in these three faculties—knowledge of the world, moral self-government, and civic Christian virtue—provides the three legs of the

stool upon which civilization and civilized man rests. The purpose of classical Christian education is to lead students to excellence in these faculties, and a classical Christian school serves as a bulwark for our civilized and free society against the onslaught of moral corruption and postmodern degradation currently plaguing Western Civilization.

The aim of classical Christian education is high, but not unreasonable. Its primary function is the dissemination of Knowledge, Understanding and Wisdom. The Book of Proverbs states, “For the Lord gives wisdom; from His mouth come knowledge and understanding” (Proverbs 2:6). This biblical distinction in learning fits perfectly with the classical model of education. The grammar stage is the gaining of knowledge, the logic stage corresponds with understanding, and the rhetoric stage with wisdom. The classical method of education is indeed the best environment for students because the foundation of classical education is the Word of God. Therefore, any curriculum not founded upon “The Fear of the LORD” cannot lead to or develop biblical wisdom in students, but instead leads to the foolishness of denying God as the true source of all knowledge.

### **The Vision of Classical Education at Libertas Christian School:**

We endeavor to provide a Prekindergarten-12th grade Christ-centered education of primary subjects using a classical methodology based on the trivium and quadrivium. We will create a physically, emotionally, mentally, and spiritually safe environment that fosters learning and character development.

We will prepare young men and women for a lifetime of learning, discerning, expressing, sharing, and living God’s Word in His world. Students will develop into well rounded graduates grounded in a biblical worldview based on a deep understanding of the Bible and the created world via the primary subjects. Their character will mature through discipleship of faculty and parents in the context of the classroom, fine arts, athletics, and service in the community. Through the classical methodology they will develop an appetite for that which is true, good, and beautiful, becoming discerning thinkers, articulate communicators, and confident apologists who consistently live out the Christian virtues.

We will encourage a biblical model of parenting through our active support of Christian families in their primary biblical responsibility to their children. Our desire is to develop a community of likeminded parents, students and faculty, educating and equipping parents, and offering them a choice in the level of support from the school to fit varying student, family, and financial needs. We seek to make classical Christian education within the economic reach of Christian families in the west Michigan area.

## **Partnership Covenant:**

We covenant together to pray for the ongoing success of each other. Also, that God will keep the evil one from hindering the ministries of Libertas and its families.

We covenant to support one another in spirit and in truth. We will endeavor to forsake a critical spirit and walk humbly before God.

We covenant to maintain financial faithfulness to each other. We will fulfill our financial obligations/commitments to those to whom we have given our word.

We covenant to assist each other whenever possible. We realize that Christian education demands more than tuition monies to exist. We will give “as God has prospered us” and use the talents of our hands for the success of our school.

We covenant to deal with problems together in a Biblical manner of privacy, prayer, and honesty.

We, the parents of Libertas Christian School, do covenant to bear the responsibility of training our children in a godly manner at home and support the training of our children in a godly manner through their school years.

We, the faculty, administration, and staff of Libertas Christian School, do covenant to bear our responsibility before God to train the children of our school in a Christ-exalting manner. We will train your children to honor God above all, obey parents and authority, be faithful to their local church, and pursue academic excellence. We further will strive to maintain balanced co-operation between the home, our school and local churches of our area.

## Doctrinal Statement

- A. The whole Bible was written by holy men of God, inspired by the Holy Spirit to write the very words of Scripture. It is without error in the original manuscripts and is the final authority and sufficient for all faith of life. (II Timothy 3:16-17, Psalm 119:89)
- B. There is one God, personal, infinite, perfect, and eternally existing as three persons, Father, Son and Holy Spirit, each having the same nature, attributes and perfections, and worthy of the same honor and worship. He is forever sovereign and owner, sustainer, and master of the universe. (I Corinthians 8:6, Matthew 28:19, I Peter 1:2)
- C. Jesus Christ was born of the virgin Mary, was 100% God and 100% Man while on earth, lived a perfect and sinless life and satisfied the penalty for all sins by his death on the cross providing a way for man to be reconciled to God. He physically rose from the grave, was seen by many and eternally sits at the right hand of God. (Matthew 1:18-25, I John 5:20, I Corinthians 15:3-4)
- D. The Holy Spirit is the person of the Godhead who, in this present age, convicts the world of sin, righteousness, and judgment; who regenerates and baptizes into the Body of Christ those who believe; and who indwells and seals them unto the day of redemption. (John 14:16-17, John 16:8-11, Romans 8:8, Ephesians 1:13-14). The Holy Spirit is the Divine teacher who guides Believers into all truth. The Holy Spirit imparts to Believers spiritual gifts for the purpose of maturing Believers, ministry and building up the Church.
- E. We believe that God created the universe from nothing in a literal time period of six twenty-four hour days — resting on the seventh. We reject both naturalistic and theistic evolutionary theories. (Genesis 1:1, Exodus 20:11, Hebrew 11:3, II Peter 3:5)
- F. Satan is a being created by God, fallen and opposed to all that is holy and is ultimately destined for eternal separation from God and punishment. (Isaiah 14:12-15, Revelation 12:10, 19:20, Ezekiel 28)
- G. Man was created in God's image and to live in fellowship with God. When Adam sinned, all mankind and all of God's creation entered into a fallen state, separated from God and enslaved to sin. Man's relationship with God can only be restored by Grace, through Faith in the provision God provided through Christ's death and resurrection. (Genesis 1:27, 2:7, 3:1-6; Romans 3:10-19)
- H. We believe that Christ's death on the cross and resurrection from the dead is the only provision provided by God for Man to be pardoned from the penalty of Sin. (John 3:16, Romans 6:23, I Peter 3:18)
- I. We believe that Salvation is by Faith Alone, through Grace Alone in Christ Alone. (Romans 3:24, 9:16, Ephesians 2:8-9, II Timothy 1:1)
- J. Every person who has placed their faith in Christ is eternally secure, being "kept by the power of God". (John 10:28-30, I Peter 1:5, Ephesians 1:13, Philippians 1:6)
- K. Every person who has experienced a physical death will experience a resurrection from the dead. Those who have placed their trust in Christ will enter into eternal fellowship and joy in the presence of God while those who have rejected God's provision (Jesus Christ) will enter into eternal punishment and separation from God. (Luke 16:25, Matthew 7:13-14, Revelation 20:15)
- L. Jesus Christ will return to earth in a visible, personal and glorious manner for his Church, Old Testament Saints and all who profess Him as savior and Lord. (I Thessalonians 4:13-17, I Corinthians 15:12-25, Revelation 3:10, 20:6, 22:20)
- M. Civil government is by Divine appointment. Governmental authority should be honored wherein it does not call for violation of Scripture. (Acts 5:29, Romans 13:1-7)
- N. We believe marriage emanates from the nature of the Triune God and has been revealed to us in the person, work, and teaching of Jesus Christ our Lord as revealed in the Christian Scriptures (Genesis 1:27-28; Ephesians 5:21-33). God has decreed and defined marriage to be the intimate and eternal covenant union between Christ and His bride, the church (II Corinthians 11:2; Revelation 19:6-9; 21:1-9; 22:14-17). Therefore, according to the Christian Scriptures, human marriage is also a divine decree in the pattern of Christ and is defined solely as the uniting of one man and one woman in covenant fidelity for a lifetime (Genesis 2:21-25; Psalm 45; Mark 10:6-9; Romans 7:2; I Corinthians 7:39; I Timothy 3:2, 12; 5:9; Titus 1:6).
- O. We believe any form of sexual immorality or any attempt to change one's gender in disagreement with one's genetically defined gender, is sinful and offensive to God (Genesis 1:27; 2:18-25; Leviticus 18:22-23; Job 31:1; Matthew 5:27-28; Romans 1:24-28; I Corinthians 5:1-2; 6:9-11; Galatians 5:19-21; Ephesians 5:3-7; Colossians 3:5-7; I Timothy 1:5-11; Hebrews 13:4; Jude 7; Revelation 21:8; 22:14-15).



## POLICIES & PROCEDURES

Christian education involves the whole person, therefore, it is desirable that all elements which bear on the education of the child be consistent and properly reinforce one another.

In view of this, it is of paramount importance that a Christian family works hand in hand with the Christian school and a Christian church. Libertas Christian School was founded to educate children of Christian parents. The school does not replace the training of the home or the church. All three should be complementary, which means that all three should be in Biblical agreement for a truly well-rounded Christian education. Your whole-hearted support is needed for this school if, indeed, the parent-church-school team is to be effective in properly educating your child.

The following admission policies have been adopted to assure consistent standards of admissions in agreement with the philosophy and character of the school.

### **Admission Policy:**

1. Libertas Christian School admits students of any race, color, national origin, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national origin, and ethnic origin in administration of its educational policies, admission policies, scholarship admission policies, scholarship and other school-administered programs.
2. The parents applying for admission of their children must be born-again, Bible-believing, Christ-honoring Christians. The parents must declare in writing that they have accepted Jesus Christ as their personal Savior. (An exception may be made when only one parent is a born-again believer, provided the spouse agrees to allow their children to attend Libertas and not oppose the Biblical teaching of the school).
3. The parents agree that:
  - a. The school has full discretion to discipline their children within the bounds of the discipline policy.
  - b. The school has full discretion for the grade placement of their children.
  - c. They will willingly support the school in prayer and in lending practical help as needed by the school.
  - d. They have read and support the Partnership Covenant. (see page 7)
4. All families should maintain active fellowship within a Bible-believing local church.
5. All prospective students shall be given an entrance test to determine grade placement and to determine if the student meets the educational expectations of the school. Libertas does not have a special education department and may accept some 504 or IEP students on a case-by-case basis.
6. Pre-Kindergarten students must be four years old by September 1 before entering Pre-Kindergarten. Kindergarten students must be five years old by September 1 before entering Kindergarten.
7. Libertas Christian School may refuse to admit students with disciplinary or psychological problems. Further, any student dismissed from his or her previous school for rule infractions or substance abuse will require a pastor's recommendation at the time of application in order to be considered for admission.
8. Acceptance or rejection of applicants will be by written notification.
9. Record of medical examination (Michigan Department of Health & Human Services(MDHHS) Health Appraisal Form) is required for new students enrolling and for students entering Pre-Kindergarten and Kindergarten within 30 days of enrollment. A record of completed immunizations or MDHHS Immunization Waiver must be on file for all new students entering grades PreK-12 before starting school. An updated record of completed immunizations must be on file for all currently enrolled students.

## Admission Procedures:

New Family Registration Form and a Student Application Form may be obtained by calling the school office or by visiting the Libertas Christian School website. For each student applying, the following must be provided:

- a. Completed Student Application Form
- b. Copy of student's state birth certificate
- d. Enrollment Registration Form, including non-refundable enrollment fee

Upon receipt of these documents, the school headmaster will arrange an interview with each new family and individual students entering 5<sup>th</sup> grade through 12<sup>th</sup> grade. New students will be tested for placement. Applicants will be notified of the dates of testing. Notification of admission status (accepted or not accepted) will be sent to the parents as soon as all admissions procedures have been completed.

Tuition Policy Statement: There are two types of tuition at *Libertas Christian School*:

- I. Parent Tuition is the total amount of tuition for which the parents are responsible.
- II. Student Tuition is the amount of tuition for which the student is responsible.

### I. Parent Tuition:

1. Parent tuition will be 10% of household income or per the Libertas Christian School tuition schedule, whichever is less. The maximum parent tuition for any family will be capped at an amount adjusted annually. (See the parent tuition schedule on the Libertas Christian School website.)
2. Household income is defined as the parents' Adjusted Gross Income (AGI) as reported on their U.S. income tax return from the year prior to the school year being enrolled, along with completion of the one page questionnaire titled: "Other Sources of Untaxed Income."
3. Household income will be validated by the parents providing a written and signed statement. This statement includes their AGI along with the completed "Other Sources of Untaxed Income" questionnaire.
4. The Enrollment and Tuition Policy describes the annual enrollment fee and more information about tuition schedules and payments.

### II. Student Tuition

Students will be responsible for student tuition beginning in 7<sup>th</sup> grade per the following schedule:

1. 7<sup>th</sup> Grade - \$100.00 per year
2. 8<sup>th</sup> Grade - \$150.00 per year
3. 9<sup>th</sup> Grade - \$200.00 per year
4. 10<sup>th</sup> Grade - \$300.00 per year
5. 11<sup>th</sup> Grade - \$400.00 per year
6. 12<sup>th</sup> Grade - \$500.00 per year

Students may pay their tuition from any resources available to them.

#### Student Tuition Payment Plan:

Installment No. #1: 50% of the estimated annual student tuition due on or before January 1<sup>st</sup>.

Installment No. #2: 50% of the estimated annual student tuition due on or before May 1<sup>st</sup>.

## **Tuition & Enrollment Policy:**

1. Parents re-enrolling their child(ren) must complete a re-enrollment form and include the enrollment fee. This fee reserves a space for your child and is non-refundable.
2. Parents enrolling their child(ren) for the first time, including siblings of existing students, must complete an application and include the enrollment fee. This fee reserves a space for your child and is non-refundable. Students who enroll after the first day of school will pay tuition on a pro-rated basis.
3. First tuition payment must be received by the first day of school. Total tuition will be divided evenly and paid monthly over 10 months (August-May), with payments due on the 15th of each month. You may also choose to pay in full at the beginning of the school year or pay half at the beginning of each semester. Payments must be received by the 15th of the current month to avoid a late fee. There will be a \$25.00 charge per family for every month that a payment is overdue, and a returned check fee equal to the current bank charges for insufficient funds.
4. No student will be permitted to participate in first semester or final exams, and graduation ceremonies, until all tuition and fees are current.
5. Families whose tuition is not current may re-enroll but will not be able to begin school in the fall until all tuition and fees are paid.
6. Families with accounts which are two payments overdue are subject to dismissal.
7. Tuition will be charged in full through the last month which the student attended. Students withdrawing at the semester break will be charged for tuition through the month of withdrawal. There will be no pro-ration of tuition for a month in which withdrawal occurs. Please note: the withdrawal date will be based on the date the bookkeeper received the withdrawal notification in the administrative office. For any withdrawal after August 1, two months tuition will be charged. There is also a \$100.00 withdrawal fee per child. This will be assessed to all families withdrawing after the first day of school. Exceptions for unplanned relocations can be made with approval by the School Headmaster and the Financial Committee at Libertas Christian School.
8. No official records shall be released until all financial obligations are met.
9. All past due accounts for returning students are to be paid in full by June 30 or the class space being held may be given to another student. Accounts in default at the end of the fiscal year are subject to the promissory note signed at the time of enrollment/re-enrollment.
10. Libertas Christian School offers a tuition reimbursement incentive program called SCRIP. Families may purchase gift cards for businesses that they would normally frequent and earn a percentage that will be applied to their tuition twice a year.
11. Families desiring to take advantage of the ten percent family tuition plan must turn in their Income Calculation Tuition forms into the administrative office no later than May 1st. There will be a \$100.00 filing fee for any forms that are turned in after the May 1st deadline.
12. New families that enroll after the May 1st deadline who would like to fill out the Income Calculation Tuition form will have two weeks to turn it in after receiving their official acceptance letter from the school.
13. Requests for any deviation from this policy must be in writing (including appropriate rationale) and given to the School Headmaster and Financial Committee at Libertas Christian School.

## STUDENT LIFE

### **Accidents at School:**

While precaution is taken for proper supervision and prevention of accidents at Libertas Christian School, they do sometimes occur. Students and teachers should report all accidents to the school office. Minor cuts and abrasions, etc., are treated in the office. In the event of a more serious accident, parents are contacted immediately so that proper medical attention can be obtained. Libertas Christian Schools does not carry insurance covering accidents incurred under proper supervision, and parents would be advised to make sure they carry adequate health insurance protection.

### **Athletics:**

See the *Libertas Christian School Athletic Handbook*

### **Attendance:**

It is the desire of Libertas Christian to assist the parent in teaching children responsibility and promptness. Positive habits developed in punctuality are essential in preparation for work, personal and social life. When a student is tardy or absent from class it generates more work for the student and the teacher. The student will require additional time to gather the information that was missed and the teacher will need to spend additional time supplying necessary information for the student.

All students are expected to be in class on time every day. All teachers will take attendance at 8:05 a.m. Each Upper School teacher will also take attendance at the beginning of every block throughout the day. A student is considered tardy if he/she is not in the proper place when the bell rings.

### General

1. Students arriving late to school are required to check in with the School Office:
  - a. to submit a written excuse after a day (days) absence
  - b. to obtain a tardy pass when arriving after 8:05am
  - c. to obtain an early dismissal pass prior to the start of school
2. After students arrive on school property, they may not leave school property until the proper dismissal time unless they have signed out and received a dismissal pass from the School Office.
3. An Upper School student who does not attend at least two full blocks may not participate in any extracurricular activities (including any type of practice, performance, or game) that afternoon or evening without a note from the doctor being given to the School Office.
4. All students are required to attend homeroom, assemblies, and all chapels. A doctor's note or documentation from a court appearance is required for an excuse to be granted.
5. Excessive Absences: Students missing more than ten (10) days (excused and unexcused) per semester may not pass the class/grade without special permission from the School Headmaster.

Excused Absences: An excused absence is defined as a personal illness, a doctor or dental appointment, serious illness or death in the immediate family, a court appearance, or planned absence. These absences will be excused when the office receives a note from the parent within two days of the student returning to school. Please note: all of the above absences, even though excused, will still count towards the total absences that may result in a loss of credit. Planned absence forms must be submitted no less than one week before the absence. Planned absences will not be approved during exams. Homework can be obtained by using the ParentsWeb (the parent's version of RenWeb, the student data base used at Libertas Christian School). Parents may also request homework directly from teacher(s) using school email.

Student Medical and Other Appointments: Parents are encouraged to schedule these appointments after school hours or on days that school is not in session. When this is not possible, prior to the appointment the parent should contact the school office by telephone or a note. When a student must leave school for part of a day, he/she should report to the school office before leaving and/or upon return to receive a pass for the classroom teacher.

*Pre-approved and Emergency Absences:* Parents are strongly urged to plan trips and vacations during times when school is not in session. When this is not possible, parents should send a notice at least one week in advance to the school office before a trip is to take place for the absence to be considered excused. In an emergency situation, a phone call would be acceptable. A student will have the number of days they were absent, plus one additional day to make up work when he/she is absent. Teachers are not obligated to provide work for students in advance. The responsibility for make-up work within the proper time frame rests with the parent and student.

*Leaving Early:* No student may leave the school building during the school day until they have permission from the student's parents/legal guardian, permission from the school office, and they have signed out. Libertas Christian School maintains a closed campus (i.e. students are not allowed to leave the campus for lunch). It is our responsibility to know where students are, and it is mandatory that we know when students leave the building. Students leaving without permission may face suspension from school.

*Unexcused Absences:* If the school office is not informed of an absence or if the reason for an absence is not acceptable, the absence will be classified as unexcused. Students will be required to make up work missed during an unexcused absence, including exams; however, grades for these will be reduced by one letter grade per day late.

*Excessive Absences:* Students missing more than ten (10) days (excused or unexcused) per semester may not pass the class/grade without special permission from the School Headmaster.

### **Tardies:**

If a student is tardy to school, he/she must check in with the school office. The student must state the reason for the tardy. Recording of all absences and tardies are handled in the school office and notes are filed to insure accuracy.

Students tardy to class without a note from the school office will be sent back to the office to obtain a pass.

For every three tardies accumulated, students will spend one lunch period in detention.

### **Early Dismissal:**

1. Upper School students must have written permission to leave campus for any reason (other than a school function) during the school day.
2. The note must be brought to the school office at the beginning of school.
3. If a student wishes to go home due to illness, the school secretary will evaluate the student's condition and communicate with a parent, prior to a student going home.

### **Bible Classes:**

Students are required to pass the Bible course of their grade level before proceeding to the next grade. If the Bible course is failed, a make-up course must be taken to complete the grade. Students transferring to Libertas Christian School from non-Christian schools shall only be required to have Bible credits for each year they attend our school.

### **Boy-Girl Relationships at School:**

Libertas Christian School desires to promote wholesome, Christ-honoring relationships between our students that will not be spiritually, academically or socially distracting. Students shall present themselves in a manner so as not to cause embarrassment to themselves or other people around them. Libertas Christian School adheres to a "hands off" policy for all students. A public display of affection during the school day, on campus or at any school sponsored event will not be allowed. Persistent problems will result in a conference with the Headmaster, students and parents.

### **Bullying:**

Bullying is the unprovoked physical or psychological abuse of an individual by one student or a group of students over time to create an ongoing pattern of harassment and abuse. In the past, bullying behaviors were sometimes described as teasing and dismissed as normal childhood behavior. However, bullying is different from inevitable conflicts that occur during

childhood and adolescence. Those who bully repeatedly engage in conflicts that they are sure to win because of their superior power, and those who bully are merciless in their tactics. Bullies use aggressive tactics repeatedly, with the intention of harming their victims. Bullying can be either direct (for example, verbal and physical aggression) or indirect (for example, threats, insults, name calling, spreading rumors, writing hurtful graffiti, or encouraging others not to play with a particular child). Indirect bullying involves purposeful actions that lead to social exclusion or damage to a child's status or reputation in an attempt to get others to not socialize with the victim.

*Prohibited Activities:* Libertas Christian School is committed to maintaining a learning and working environment free of bullying and harassment. Therefore, bullying and harassment of or by any parent, or student is strictly prohibited. The consequences for bullying and/or harassment will be determined by the headmaster on a case-by-case situation, but may include:

- Admonishment
- Temporary removal from the classroom
- Loss of privileges
- Classroom or administrative detention
- In-school suspension
- Out-of-school suspension
- Legal action
- Expulsion or termination

Libertas Christian School prohibits reprisal or retaliation against any person who reports an act of bullying or harassment, cooperates in an investigation or is a witness to bullying or harassment. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation will be determined by the headmaster after consideration of the nature, severity, and circumstances of the act.

Libertas Christian School prohibits any person from falsely accusing another as a means of bullying or harassment. The consequences and appropriate remedial action for a *person* found to have falsely accused another as a means of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion.

*How do I report bullying, harassment or retaliation?* The school headmaster and/or the school headmaster's designee is responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the school headmaster or the school headmaster's designee. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy. Reports may be made anonymously, but formal disciplinary action *may not* be based solely on the basis of an anonymous report.

*What happens when bullying, harassment or retaliation is reported?* The school headmaster and/or the school headmaster's designee will conduct a prompt, thorough, and complete investigation of each alleged incident. The investigation will, whenever possible, be completed within three school days after a report or complaint is made. The parents of the students involved shall receive written notice from the school on the outcome of the investigation (in compliance with current privacy laws and regulations).

### **Chapel:**

Chapel attendance is required.

### **Church Attendance:**

School families at Libertas Christian School are expected to be active members of an area local church. Libertas Christian School believes that the Christian education process is not complete without regular attendance to children's ministries/youth group participation and worship services, as well as fellowship activities. Please be faithful to your local church and do not use your attendance at Libertas Christian School as a substitute for the Biblical fellowship of the local church. (Hebrews 10:25)

**Discipline:**

As we endeavor to work with parents in helping our students to become responsible and self-disciplined individuals, it becomes necessary at times to administer different forms of discipline. Our approach to discipline is to have the student fully aware of the nature of the problem. Opportunity is then given to the child to correct the problem and have guilt removed by making the situation right with the Lord and any other individual involved. Our general principle is to have a Biblical form of discipline suited to the problem involved. The teachers, staff, and principals are authority figures in all areas of our school. Be it in the halls, on the playground, or on the buses, adults are to be respected and listened to when giving instructions.

In the classroom, there are rules and consequences within the general guidelines governing the school. Rule infractions and student behavior is first the responsibility of the teacher. Major infractions and repeated offenses shall be referred to the school headmaster and/or school headmaster designee.

*Cheating:* Honesty at all times shall be the standard. There is no difference between cheating on homework, worksheets, or tests. When a student is found cheating, the headmaster will be notified, the parents will be contacted by the teacher, and the student may be given a zero on their assignment or test. The student may be given a suspension. Repeat violations will be cause for stronger disciplinary measures including possible expulsion.

*Suspensions:* Flagrant violations of school policy may warrant suspension (i.e. stealing, cheating, lying, smoking, fighting, lack of submission to authority, pornography, vandalism, profanity) from classroom attendance or expulsion (i.e. use and/or possession of drugs, alcohol, immoral sexual conduct or relationships, etc.) from the school. The headmaster will determine if a particular situation is an offense for suspension and the length of suspension up to five days. The suspensions may be in-school or out-of-school at the headmaster's discretion. Decisions of suspension by the headmaster are final. A parent-student-headmaster conference will be necessary before a child will be allowed to return to the classroom. Students are not to be on school property or present at school functions while on suspension. This includes "away" athletic events. Students on suspension must complete all assignments, quizzes, and tests and no grades above 60% will be given for make-up work.

*Grounds for Dismissal-Expulsions:* Libertas Christian School reserves the right to deny admission, re-admission, or continued enrollment to any student whose actions demonstrate that it is not in the school's best interest to allow admission, re-admission, or continued enrollment.

It is not our desire to ever have to ask a student to leave Libertas Christian School. Yet, we understand that these difficult times may occur and expulsion decisions will be determined by the headmaster. The following are possible grounds for dismissal.

*Attitudes reflecting a "Flaunting of Sin":* At Libertas Christian School, we believe that attitude is often more crucial than visible actions. Students may be asked to leave if they continue to flaunt and/or glamorize sin or choices which would reflect a non-Christian life-style. If a student's attitude towards a personal sin remains repentant and serious about change, the administration may allow the student to remain in school and to work toward change. If the student's attitude begins to transmit an undercurrent of glamorizing sin, or sets a continuing non-Christian tenor, he or she may be asked to leave the school. This type of wrong attitude and conduct may include possible "bragging" about sinful conduct that may or may not be true.

*Out-of-School and In-School Behavior:* The primary responsibility for monitoring and encouraging moral behavior, which is consistent with the scriptural directives, is the home and the church. The school is committed to supporting the home and the church in this area. The school does this by teaching in the classrooms, by encouraging wholesome relationships in the school community, and by insisting on standards of behavior which are consistent with the will of God as revealed in the Bible. Although the school cannot and should not be responsible for the moral behavior of each person all the time, often the moral behavior is associated with the school. The school may become involved when there is behavior that is clearly immoral and/or illegal (i.e. drugs, alcohol, illicit sex), and when there is the probability that the behavior will negatively affect the school community and/or its reputation. Any student who is suspended two or more times in one school year faces expulsion.

Expulsions Grades PreK-12: A student may be expelled by escalating the disciplinary levels. A student may also be expelled for a single “major” violation with approval of the headmaster. Expulsion is never considered lightly, and its consequences are devastating, yet the responsibility for the safety and well-being of all students sometimes makes it necessary.

Any student who is dismissed from Libertas Christian School, and who seeks readmission in a subsequent school year, must be approved for re-admission by the Academic Counsel.

Return from Expulsion Procedures. The following criteria will serve to assist with the evaluation of whether or not a student is to be readmitted to Libertas Christian School after being expelled or having withdrawn from the school after a recommendation to be expelled.

1. All expulsions will be for a minimum of one semester away from Libertas Christian School.
2. Re-admission interviews will be preceded by written recommendations from the student’s pastor and youth pastor (or youth leader if there is no youth pastor) including the completion of a monthly report regarding the student’s personal testimony within the activities of the church. The initial interview for re-admission will be conducted by the headmaster whose recommendation will include an evaluation of the student’s behavior as solicited from the principal of the school where the student has been attending during the time of expulsion. A positive recommendation from the headmaster or headmaster’s designee will be critical in the committee’s consideration for readmission.
3. A second interview will be conducted by the committee with both parents and child, parents alone, and child alone.
4. The student’s admission of guilt and/or attitude in the expelling situation complimented by evidence of repentance will be critically important in any consideration of re-admission. The final decision regarding re-admission will rest with the headmaster.
5. All students readmitted following a period of expulsion will serve a one-year period of probation during which time any severe misbehavior may result in immediate and permanent expulsion from Libertas Christian School.
6. By administrative prerogative, each student being considered for expulsion or having been expelled will be given the option of expressing personal repentance before the student body of Libertas Christian School. This activity would be considered optional and would neither guarantee nor restrict readmission to Libertas Christian School.
7. Re-admission is subject to space available.

Probation: A student may be placed on probation after a pattern of a mocking or scolding attitude, misbehavior, or academic indifference at any level. The student will be given an improvement plan with a specified period of time. If the improvement plan is honored, the student will no longer be on probation. However, students who do not honor the improvement plan, with improved conduct and behavior, may be asked to withdraw from school at the end of the semester in which the probation is initiated.

**Dress Code:**

Libertas asks its students to dress in a manner that is appropriate for the school setting and in good taste. For this reason we have specific requirements for standard of dress. We ask parents to monitor their student’s school attire. Faculty and staff members have the prerogative of asking students to change their attire when an observation is made that the student is not following the dress code. Parents may need to bring in a change of clothes when this occurs. Each time there is a dress code violation, a report will be filed. The student will be allowed back in class once their attire is made appropriate. Questions may be addressed to Libertas Administration.

Dress Code: In general, a student is expected to abide by the following guidelines while they in attendance at school or attending a school-sponsored activity (both on and off campus). Because of the ever changing nature of fashion and grooming trends, the dress code is subject to adjustment at any time, and the Administration is the final authority on determining compliance with the dress code.

General Guidelines: The attire of Libertas students must be modest, neat and clean. Clothing with offensive wording, symbols, or pictures is not permissible. Shirts and blouses must be buttoned appropriately. Tank tops or white undershirts



are not to be worn as outerwear. Pants, shorts, and skirts may not be skin tight or excessively baggy and must be in good repair (no frayed edges, holes, slits or tears), for both ladies and gentleman. Sweatpants and warm-up suits may not be worn in the classroom, but are permissible for P.E. class or athletic practice and athletic events. Dress shorts are appropriate for school dress and must be at the top of the knee. Athletic shorts will not be considered appropriate for school dress (with the exception of P.E. class and athletic practices).

Shoes or sandals must be worn at all times. Hats and coats may not be worn in the classroom; this also includes the hood on any “hoodie” that is worn.

Natural hair colors are acceptable (i.e. blonde to brunette is ok, but blond to pink, green, purple, etc. is not acceptable without special Administrative permission, in advance.)

Visible tattoos are not acceptable.

Girls: The following are not permissible: Any style of top that reveals skin at the waist (even when raising a hand, or bending over), shows cleavage, or is skin tight is not appropriate. Tops consisting of spaghetti straps, sheer blouses, lace tops, sleeveless dresses, or sleeveless tops are not allowed. Skin cannot be visible through a lace inset, sheer fabrics or any cut out. Cap sleeves are allowed, however “cold shoulder” shirts (sleeves which are slit, eliminated or non-existent up to the shoulder) are considered a sleeveless shirt and therefore are not permitted. Any backless dresses or shirts are not appropriate. Hemlines of skirts or dresses must be at the kneecap when standing. Girls may wear leggings when worn with a shirt/dress/skirt that is at the kneecap when standing. Body piercing jewelry (other than earrings) is not acceptable.

Boys: Hair styles must be conservative with no extremes, such as Mohawks, ponytails or other unusual styles or extreme colors. Hair should be off the collar and the eyebrows, and no longer than the middle of the ear. Beards and mustaches should be neatly trimmed with no extremes. Wearing of earrings and body piercing is not acceptable.

### **Wednesday Dress Code**

In order to dress in a way which reflects our Christian worldview and cosmology (Purposeful design vs. random, haphazard purposelessness), and to honor the particular vocation or calling of the Christian student, as well as remind our students daily that all we do is “For Him” (School motto: Soli Deo Gloria), Libertas will adopt the following school attire policy beginning in the 2018/2019 school year on Wednesdays:

1. A school uniform color palette of solid maroon, black, white, or gray will be approved color choices.
2. The school crest must be visible on the outer garment during school hours.
3. Any garment style for tops is acceptable (within the regular school dress code policy) with the exception of under garment style t-shirts and hoodies. Polo shirts (long and short sleeve), oxfords, sweaters, cardigans, fleece pullovers, etc. are approved as long as they meet the color guidelines and the dress code policy. All garments must have the school crest imprinted over the left chest. Any questions regarding appropriateness of a particular garment should be addressed with school administration.
4. Jeans are approved for all students. Tan khakis must be worn on special dress days listed below. These slacks must meet the dress-code policy.
5. All students must obtain a maroon or white polo shirt (short or long sleeve) and tan khaki pants to be worn on special days: Grandparents day, Dad’s day, Pastor’s day, concerts and field trips, etc.

As a reminder, all students will be required to obtain a maroon or white (long or short sleeved) polo shirt to be worn on special occasions such as Dad’s Day, Pastor’s Day, Grandparent’s Day, field trips and concerts.

### **Dress Code at Libertas Events:**

Libertas Students are required to follow our dress code standards when attending any school sponsored event, with the following exceptions:

1. When *performing* in a Libertas event, students will follow the guidelines for special occasions (or service projects) or the garments requested by the teacher or coach.
2. When *attending* a Libertas sponsored event (i.e. a sports event, service project, etc.), students will

follow the above guidelines with the following exceptions. They may wear shorts (athletic or otherwise) using the guidelines for length (top of the knee), or athletic pants (that are not skin tight). Skirt length also remains the same (at the knee). Boys and girl students will also be expected to continue following the guidelines for shirts in both modesty and style.

### **Banquet Dress Code:**

Scriptural Principles:

I Tim. 2:9a "I also want women to dress modestly, with decency and propriety..."

II Cor. 6:3 "We put no stumbling block in anyone's path, so that our ministry will not be discredited."

The administration is the final authority in determining compliance with the dress code. Because fashion trends can change from year to year the banquet dress code is subject to adjustment at any time.

**Banquet Dress Code Goal:** Establish a dress code for semi-formal events (such as banquets) that would be God-honoring, practical, easily enforced, edifying to each other, and a positive testimony to those watching us and are not a part of our group.

### **Girls Banquet Dress:**

1. The length of the dress or skirt may not be any more than 1" above the knee when kneeling. Split skirts/dresses and slits may also be no higher than 1" above the knee.
2. Dress is to be modest and not revealing of any cleavage, midriff or lower back. Spaghetti straps and strapless dresses will be allowed but must be checked by the designated dress code committee. Some halter-style dresses may be accepted if they don't reveal cleavage and aren't tied at the neck. A jacket may be worn over this style of dress.
3. Dress may not have any mesh or cutouts.
4. The back of the dress should be no lower than 1/3 of the back above the waist.
5. Extremely form-fitting dresses may not be worn.

Girls' banquet attire must be approved in advance of the banquet event in order to be worn at the banquet. This includes any guests attending the banquet.

### **Boys Banquet Dress:**

1. Dress slacks must be worn
2. Tie must be worn.
3. Dress shirt must be worn.
4. Dress shoes with socks must be worn.

### **Drills:**

Fire, Tornado, and Lock Down drills will be held periodically throughout the year in compliance with Michigan law.

### **Emergency School Closings for Inclement Weather:**

*Severe Weather:* All necessary precautions are taken by the school to ensure the safety of your child.

All weather related closings and delays will be reported to the Grand Rapids Area Information Line (GRAIL) which directly reports on local TV and radio stations.

*In the event of a tornado watch:*

1. Students normally will not be dismissed early. We will carefully monitor conditions. Students will remain in the school building under the supervision of their teachers. Students will be dismissed at the completion of the school day.
2. If, in the opinion of school officials, it is advisable to dismiss students early, regular transportation methods will be followed and parents will be informed by announcements via email and from local TV and radio stations.

3. If a tornado watch is in effect at the close of the school day, there will be no after school activities.

*In the event of a tornado warning:*

1. Students will **not** be dismissed during a tornado warning. All students and staff will take shelter in the designated areas of the school building. No one will be allowed outside and all students will be accounted for by their teachers. If the warning is not lifted by the close of the school day, all students will remain in the designated areas of the school building and will not be dismissed until the warning is lifted. If the warning is lifted during school hours, all students will be dismissed at the close of the school day.

*Parents' Responsibilities:*

1. Discuss and plan with your child where he/she will go in case school is dismissed early or late and/or no one is at your home.
2. Parents may only pick up their own children, unless specific arrangements have been made with another child's parents and the school office has been contacted.
3. It is extremely important to have open telephone lines in emergency situations. Do not telephone school except for extreme emergencies during these periods. Announcements will be emailed and broadcast on local TV and radio stations as soon as a decision is made.

*Snow Days:*

All weather related closings and delays will be reported to the Grand Rapids Area Information Line (GRAIL) which directly reports on local TV and radio stations.

*Homework Procedures Due to a School Closing:*

Grammar School (PreK-6):

- Teachers will email parents on the snow day and assign any schoolwork that can be done at home.

Upper School (7<sup>th</sup> -12<sup>th</sup>):

- Using RenWeb teachers will post homework assignment(s) that were scheduled to be due, parents will see this on ParentsWeb.

**Entrance and Exit:**

All students and visitors must enter and exit at the main entrance. They may not enter or exit through any of the other school doors during school hours.

A.M. Arrival: Parents and carpoolers are to drop off their students according to the designated traffic pattern.

- All students are to line up at designated points outside the school entrance where they are to remain until a teacher directs them to enter the building (after 7:55a.m.).
- In case of severe weather, students are permitted inside the building ahead of the usual 7:55am time and will wait in the school lobby until 7:55am. After 7:55am, Students are to form quiet lines outside their classrooms until their teacher arrives and permits them to enter the classroom.
- Students dropped off before 7:55am will be unattended. A teacher will be present to supervise students from 7:55am-8:05am.

P.M. Dismissal: Parents and carpoolers are to pick up students according to the traffic pattern.

- All grammar school students are expected to be dismissed with their class and picked up outside the main entrance.
- Older siblings and carpoolers are to join the youngest member being picked up.

**Extra-Curricular Activities:**

Activities that are deemed extra-curricular are those activities that are not a specific requirement of a class (i.e. sports, special drama, special music groups, student council, etc.). Students participating in extra-curricular activities must have been in

school for a minimum of two full blocks in order to participate in the extra-curricular activity.

#### *Extra-Curricular Eligibility Rules*

1. No secondary student with a failing grade (59% or lower) in any one of his/her subjects or a letter grade of "D" (60% or below) in any two subjects will be allowed to participate in an extra-curricular activity for one week. Ineligible students may not participate in any practices, games or performances. Any student deemed ineligible more than three times during a given extra-curricular activity will be declared ineligible for the remainder of that extra-curricular activity.
2. Students who have received an incomplete for a grade will have two weeks to get their work completed. If the work is not completed by that two week period, the student will be deemed ineligible for one week or until the work is completed, whichever is longer.
3. All student athletes must meet all the standards established by the MHSAA. If an athlete is academically ineligible by MHSAA policy, he/she is unable to participate for one full semester.
4. All students must maintain eligibility in the spring semester to participate in an extra-curricular activity in the fall.

#### *Appeal Process*

Appeals based upon a student deemed ineligible but doing his very best work will be based upon the following criteria and process:

1. The upper school faculty must be in unanimous agreement that this student is doing his/her best work and thus would be exempt from ineligibility - with the assumption they are eligible under MHSAA guidelines of which we have no jurisdiction.
2. The request for appeal must be made in writing to the school headmaster.

#### **Facility Care & Use:**

It is the philosophy of Libertas that our facilities are gifts from the Lord and must be respected as such. It is the desire of the school to use our facilities and have them used by outside groups in accordance with the educational ministry and purpose of our school. Contact the school office for appropriate forms, fees, and approval.

#### **Field Trips:**

Children are expected to participate in their class field trips, and ride school approved transportation. If a student is unable to participate in a field trip, the student's parents/guardians will have to make alternate care arrangements for that day. They may be assigned a special assignment to replicate the knowledge missed during the time their class is gone. Students who do not attend school or participate in the field trip will be counted as absent. Parents are always welcome and encouraged to participate in field trips. Parents must sign a field trip permission form for each school year in which their child participates.

#### **Fine Arts:**

The Fine Arts program is an integral part of the curriculum of Libertas Christian School.

Fine Arts Grammar School: Students will participate in recorders, and Beginning Band or Orchestra and Speech/Drama. The grammar school music program is also a part of the curriculum and students are expected to participate in all rehearsals, concerts, and programs.

Fine Arts Upper School: Choir, band, and Speech/Drama are all fine arts opportunities as well as a means of ministry. Grades are determined based on faithful participation, practice and attitude. All concerts and singing engagements are required activities with mandatory attendance; missing a concert or singing engagement will result in grade reduction.

#### **Fines and Obligations:**

Students in grades 6-12 will not be permitted to take exams (semester or final) until all obligations are paid (i.e. fines, I.O.U.'s, fees, uniform returns, etc.). Students will be notified well in advance to provide ample time to pay.

#### **Grading System:**

Grades are given for three basic reasons:

1. Academic Measurement - a standard scale by which each student's achievements can be measured.

2. Motivation - to encourage the student to do his best work.
3. Parental Information - so you will know how your child is doing in order to encourage him/her properly.

All work assigned shall be handed in on the assigned due date. Grade reductions will be made for work handed in late. Work not handed in will result in a zero for the assignment.

Pre-K, Kindergarten, and Grammar School Specials Grading Scale:

O - Outstanding; S - Satisfactory; N - Needs Improvement

**Grading Scale:**

GPA		
4.0	A	100-93%
3.667	A-	92-90%
3.333	B+	89-87%
3.0	B	86-83%
2.667	B-	82-80%
2.333	C+	79-77%
2.0	C	76-73%
1.667	C-	72-70%
1.333	D+	69-67%
1.0	D	66-63%
0.667	D-	62-60%
0	E	59% & Below

Each semester students will receive a grade for their work done in a particular course. Exams are given in all classes at the Upper School level. Upper School students will be required to take both first and second semester exams.

Semester grades for Grades 7-12 will be calculated as follows:

First quarter	40%
Second quarter	40%
Exam	20%
Semester Grade	100%

Upper School Academic Probation: If an Upper School student falls below an accumulative average of 70% he/she will:

1. Be contacted by the guidance counselor.
2. Have a letter mailed home advising the parent of probation status.
3. Return signed contractual agreement regarding probation terms.

If a student raises his/her cumulative average above 70% the next semester, he/she will be taken off probation.

If the student fails to raise their cumulative average above 70% for the probation semester, or the student does not meet the terms of the probation contract, the administration will review whether the student will be allowed to re-enroll at Libertas Christian School. The School Headmaster reserves all rights to not reinstate any student on probation.

## Graduation Requirements:

The curriculum requirements for graduating with a Libertas Christian School diploma (5 day program) are listed below.

<u>Students Graduating in 2020+</u>		<u>Students Graduating in 2019</u>	
Bible	4 credits	Bible	4 credits
English (Incl. Rhetoric)	4 credits	English (Incl. Rhetoric)	4 credits
Foreign Language	2 credits	Foreign Language*	1 or 2 credits
Math	4 credits	Math	3 credits
Physical Ed/Health	1 credit	Physical Ed/Health	1 credit
Science	4 credits	Science	3 credits
Social Studies	4 credits	Social Studies	3 credits
Fine Arts	2 credits	Fine Arts*	1 or 2 credits
Electives	1 credits	Electives	2 credits
Logic**	<u>1 credit</u>	Logic**	<u>1 credit</u>
TOTAL	27 credits	TOTAL	24 credits

\*Students graduating in 2019 can earn 2 Fine Arts credits and 1 Foreign Language credit or earn 1 Fine Arts credit and 2 Foreign Language credits.

\*\* Informal Logic is a pre-requisite normally taken in middle school. Formal Logic is an Upper School requirement for students graduating in 2021 and years following.

The Administration will determine how the graduation requirements will be fulfilled by transfer students based on their prior transcript.

There will be no permission granted by Libertas Christian School for early graduation. Seniors must take a minimum of four classes at Libertas Christian School per semester and remain on campus until their last class concludes.

Any student taking courses outside of Libertas Christian School must have written approval from the school headmaster prior to enrollment, if the student desires to have the credit(s) applied to the Libertas Christian School transcript. This includes dual enrollment, online classes, and classes at other high schools.

To qualify for the honor of valedictorian or salutatorian, a student must have attended the five-day Upper School program at Libertas Christian School for all four years and have the highest or second highest overall grade point average of the graduating class. Designation of valedictorian and salutatorian shall be based on computer generated grade percentage averages and shall be validated by the School Headmaster.

## Grievances—How to appeal to authority

*How to Appeal to Authority - Matthew 18:* When a student finds himself in a situation which he feels is unjust, or desires a ruling to be changed, he should follow these given steps of appeal:

1. Check my motive - Will God be more glorified by my request that the ruling be changed or by my Godly submission to a situation that I don't want to live with? Is God using this negative situation to develop positive qualities in me?
2. Check my attitude - Will my request be presented in an attitude of challenge or rebellion? Do I sincerely desire the advancement of this other person and the school by this request, or am I simply being inflexible and self-centered?
3. Suggest a creative alternative to reach the same goal - Do I understand the basic purpose of this policy or ruling? Can I suggest with a right attitude a creative alternative that will be more acceptable to me while fulfilling the basic intent of the original ruling?
4. Commit the outcome to God - Am I committed to doing God's will and responding to His sovereign control of all things for my good? (Romans 8:28-29) Have I reviewed the Biblical examples of people whom God has allowed to suffer unjust negative situations to build positive character qualities? (Job, Joseph, Daniel, Jesus)
5. Carefully word your request - Nehemiah illustrates that his appeal was carefully worded so as to acknowledge the authority of the king and show respect for the king's responsibility to make wise decisions. So, too, our request must provide full information so that the person in authority can respond correctly.

*Appeal Procedure:* After honestly trying to resolve a conflict and/or issue with the responsible staff member involved, yet without satisfaction, students may ask their parent(s) to request an appeal to the school headmaster with the staff member.

A parent-school headmaster-staff member meeting will follow the request. The decision by the school headmaster is usually sufficient and must be in keeping with established school policy. If the decision of the school headmaster is such that the parent(s) feels it is not in keeping with school policy, a written request may be submitted to the school headmaster to meet with the school board to resolve the issue.

All requests must state the purpose of the request, the issue to be discussed, the policy violated, and the desired outcome being sought by the parent. The School Board will review the request and, if deemed valid, set a meeting which includes the Board, the School Headmaster, staff member, and parents.

The Board will hear the recommendations and communicate its final decision in writing to the parent. This will normally be done at the Board's regularly scheduled monthly meeting.

### **Guidance and Counseling:**

The Academic Dean serves as the academic counselor for the Upper School. Questions relative to course work needed for graduation should be directed to the Academic Dean. The school administrators are also available to any student desiring counseling. Any student may contact the school office at any time to set up an appropriate time to meet with a school administrator to discuss a personal problem.

### **Gum:**

Chewing gum is allowed only in Upper School grades if students dispose of it properly.

### **Hallway Conduct:**

#### *Grammar School Students*

When in the halls, classes are to keep together in a straight line with the teacher appropriately positioned to supervise the entire class. There is no running in the halls. For recess the teacher is to supervise their class while in the hallway--keeping them orderly. Teachers should supervise class restroom and drink breaks. There is to be no eating in the hallways or in the restrooms during the school day.

#### *Upper School Students*

Teachers are responsible for supervising student conduct in the hallways between classes. Teachers should be visible in the hallways during class changes. There shall be no horseplay, running, pushing, etc. We have and enforce a strict hands-off policy for students. During class time no student should be in the hallway without a pass.

### **Hallway Appearance:**

All student items must be stored in or on their lockers. No bags, instruments or personal items may be stored in the hallways, classrooms, or restroom areas. Items left out may be collected and a small fee will be required to reclaim the items. Throughout the year the hallways may be decorated for special events. At all times the hallways are to be kept neat and provide for safe passage.

#### *Practices Concerning the decoration of school halls:*

Libertas Christian School believes it is important to communicate school activities and events throughout the school building. We also believe it is important to accomplish this in a manner that adds to the overall learning atmosphere of the school. To this end we will follow the following guidelines:

- Decorations need to be supportive of school philosophy, mission and current activity.
- Prior to posting, all decorations, signs, announcements, etc. must be approved by the administration.
- Decorations may only be attached with adhesives approved by the administration.

Decorations need to remain timely and removed at the end of the activity or when it becomes "worn or faded".

**Homework:**

At Libertas Christian School, homework is considered a vital part of the learning process. Its purpose is to reinforce skills taught in the classroom and to provide opportunity for the student to do further study beyond what is covered during the regular school day. As a general principle, the amount of daily homework increases according to grade level.

Libertas Christian School is in the business of helping students learn. Our assignments must have value to achieve the goals of the course. In order for students to be prepared for tests and exams they must complete the work as it is assigned during the semester. Therefore in order to help our students become as successful as possible, they will be required to complete all assignments.

All late homework must be made up within two weeks of the due date. Work in any course that is incomplete will receive a zero (0). In the event of extenuating circumstances (i.e. extended illness, family emergencies), a student may be granted an extension by Administration.

**Illness:**

From time to time your child may become ill during the school year. Here are the general guidelines for illness management as it relates to school.

- A. If your child becomes ill during the school day the school secretary will contact the parent at the phone numbers that have been provided so the child can be taken home.
- B. If your child has a fever, diarrhea, or is throwing up, he/she will not be allowed to return to school until he/she is *symptom free without medication for 24 hours*.
- C. If your child has strep throat, he/she may not return to school unless he/she has been taking strep medication for 24 hours.
- D. Adhering to these guidelines will reduce the transmission of illness at school.

**Independent Study:**

Students may elect to study a topic that is not available in the regular school program on an independent basis. The student must provide the Academic Dean with an outline of his or her objectives, how he or she plans to achieve these objectives, and the means of evaluation in which a percentage grade is awarded. Independent studies will not be approved when taken in lieu of regularly scheduled classes. Independent Study forms are available from the Academic Dean. Independent Study must be approved in advance by the Academic Dean and School Headmaster.

**Lockers:**

Students are assigned a locker to store their clothing, books, papers, etc. Lockers are the property of the school and should be neat and able to be closed at all times. All trash should be picked up and all liquid spills should be taken care of by the student and reported to the office. Valuable items and money should not be left in lockers. Students may tastefully decorate the outside of their lockers. Items put up on the inside of the locker must be affixed with poster putty, or magnets. Decorations on the inside of the students' lockers are always open for inspection and must never promote groups, TV programs, movies, or people that do not exhibit the values of our school. When in doubt, please check with the school office. Any inappropriate items in or on a locker will be removed without notification by school Administration or staff.

**Lost and Found:**

All lost items are placed in the bin near the main entrance/lobby. Students and/or parents may check the lost and found bins for missing articles. Periodically, all unclaimed items will be given to a charity.

**Lunch:**

Students are to eat lunch in designated areas. Students should be allowed to talk quietly and there should be a relaxed atmosphere. However, noisy or boisterous behavior of any kind is not permitted. Good etiquette should be taught and



observed. No student should be eating lunch in an unsupervised classroom. Students must clean up after lunch, according to the schedule posted.

### **Medication Policy:**

All students taking medication on the school property must have written permission from their parent/legal guardian on the Libertas Christian School Medication Form. A new form must be filled out each school year. This form must be on file in the school office.

Medication includes both prescription and non-prescription medications and includes those taken by mouth, taken by inhaler, which are injectable (epi-pen), applied as drops to eye(s) or nose, applied to the skin, etc.

No Grammar School students may self-medicate at school except under the direct supervision of the School Secretary, his/her designee, or parent/legal guardian. This includes all prescription and non-prescription medications including aspirin, other pain relievers, and cold medicines.

Upper School students may self-medicate non-prescription medications (including aspirin, other pain relievers, and cold medicines) but **MAY NOT** medicate other students. They may not self-medicate prescription medications at school except under the direct supervision of the School Secretary, his/her designee, or parent/legal guardian.

Parents can personally administer medication to their children on school property. Parents cannot give medication to other students on school property. Libertas Christian School, its administration/staff cannot give their personal medication to students.

### *Procedures for School Administered Medication:*

1. The student's parent/legal guardian must provide the school with written permission on the Libertas Christian School medication form and request the school to administer medication.
2. Written instructions on the Libertas Christian School medication form which include name of student, name of medication, dosage, time to be administered, route of administration, and duration of administration must accompany the medication.
3. The parent or legal guardian request/permission and physician's instructions must be renewed each school year, or more often, if necessary.
4. Medication will be administered by one adult in the presence of a second adult, with individuals being designated by the School Administrator.
5. Medication will be administered in the presence of a second adult except in an emergency that threatens the life of the student.
6. It is the student's responsibility to go to the school office where their medication is kept in a locked container for the distribution of their medication.
7. Medication should be brought to school by the parent/legal guardian unless other safe arrangements are necessary and possible (e.g. distance of child's home to school.) Where Libertas Christian School has, or believes it might have, reason to verify amounts of medication brought to school (e.g. Ritalin or other controlled substances), the amount of drug received should be immediately counted and the count recorded by designated school staff. The amount of drug will be recounted on a monthly basis and this count reconciled with the ending count on the medication distribution form.
8. All medication will be kept in a labeled container as prepared by a pharmacy, physician, or pharmaceutical company and labeled with dosage and frequency of administration.
9. Medication will be stored in a location that is kept locked with limited access except at time of administration in the school office.
10. A log of medication, by individual, will be kept. The log will contain the name of the student, the name of the medication, the dosage to be given, and the time to be given. The person giving the medication must record the date

and time of the administration of the medication and sign their name. The witness (second adult in attendance) must initial the log. If an error is made in recording, the person who administered should line out, initial the error, and make the correction in the log. The individual student log will be placed in his/her student file at the completion of the school year.

11. If an error is made in administering medication, such error will be reported immediately to the School Administrator. The School Administrator or designee will report the medication error to the parent/legal guardian and suggest consultation with the physician/pharmacist. An incident report of the error will be made and filed.
12. If any adverse reaction to medication occurs, the parent/guardian will be notified, and if necessary, 911 will be called.
13. No change in prescription dosage or time of administration will be instituted except by written instruction from the physician after the initial request.
14. When Libertas Christian School is informed by the parent or guardian that the medication and or dosage has been changed, Libertas Christian School will cease administering that medication until they have written instruction from the physician and a new medication form is filled out.
15. Prescription and medication supply renewal is the responsibility of the parent/legal guardian.
16. Medication left over at the end of the school year should be picked up by the parent/legal guardian. The school will appropriately dispose of the medication, and record this disposal on the medication distribution form two weeks after school is out for the summer. Disposal will be witnessed by a second adult.
17. Libertas Christian School will check expiration dates periodically, especially on epi-pens and inhalers.
18. The school requests that the pharmacy supply prescription oral medication in exact dosage prescribed so that dividing pills is not the responsibility of school personnel.

*Procedures for Student Self-Administration/Self Possession:*

Self-administration means that the student is able to consume or apply prescription and non-prescription medication in the manner directed by the physician without additional assistance or direction. Self-possession means that under the direction of the physician, the student may carry medication on his/her person to allow for immediate and self-determined administration.

1. The student's parent/legal guardian must provide the school written permission on the Libertas Christian School medication form and request to the school to allow student to self-possess and self-administer medication.
2. Written instructions on the Libertas Christian School medication form which include name of student, name of medication, dosage, time to be administered, route of administration, and duration of administration, and the physician/provider instruction that the student may self-possess and/or self-administer must be provided to the school.
3. The parental or legal guardian request/permission and physician's instructions must be renewed each school year, or more often, if necessary.
4. All medication must be kept in a labeled container as prepared by a pharmacy, physician, or pharmaceutical company and labeled with dosage and frequency of administration.
5. The School Administrator may discontinue the student self-administration privilege upon advance notification to the parent/legal guardian. If a student is under an Individualized Educational Program (IEP) or Section 504 Plan, the action must be taken in accordance with Individuals with Disabilities Education Act (DEA) or Section 504 or the Rehabilitation Act requirements.

Libertas Christian School complies with the Michigan School Code, Section 380.1178.

*Medication Forms:* Medication forms that need to be filled out each year for each medication can be picked up at the school office.

**Messages:**

Except in an emergency situation, neither students nor teachers will be called out of their class to receive telephone calls.

The school office will relay messages to students and/or teachers. Teachers will return calls and emails within 24 hours. Routine calls to teachers' homes are discouraged.

**Microwaves:**

Microwaves are for use by 7<sup>th</sup> -12<sup>th</sup> grade students only and must be during their designated lunch times. Microwaves will not be used for Grammar School students' food.

**Parent-Teacher Conferences:**

Scheduled Parent/Teacher Conferences are held in the fall at the end of the first marking period and are considered mandatory for all families. Parent/Teacher Conferences in the spring at the end of the third marking period are optional and are by appointment only; parent is responsible to contact teacher(s) with conference request.

**Parties:**

Class parties are scheduled from time to time as a school event. Upper School parties are arranged through House leadership with the school headmaster's approval. Grammar School parties are arranged through the teacher with the school administrator's approval. Other parties should be scheduled through the office. Official class parties always have a Libertas Christian School staff member in attendance. Class parties are announced to the parents in writing in advance. Parties that are organized by the students without the school's knowledge or approval are not school sponsored events and may not be advertised on campus. Please refer to the School Sponsored Events section for more information.

**Personal Conduct/Self-Discipline:**

As a Christian institution, our concern is for the spiritual growth and behavior of each student. Our expectation for each student is to have his or her conduct reflect the teaching of God's Word. Both staff and students must be treated with respect and consideration. Language should not only be pure, but kind. Each student is responsible to comply with the rules of his/her classroom with a joyful, submissive spirit.

It is important that the students realize that their conduct both in and out of school reflects not only upon the Lord and the student's family, but Libertas Christian School as well. Students showing lack of discretion in their testimony away from school could face disciplinary action including suspension and possible expulsion. Proper testimony should be evident in all situations.

- Faithful attendance in both Sunday School/children's ministries/youth group and church is essential.
- All electronic entertainment devices may not be used during the school day.
- The throwing of snowballs, ice, rocks, and sticks is prohibited on school property at all times.
- Movement in the halls should be done quietly and without running.
- Proper care shall be taken of the school building, equipment, lockers, furniture and property. Rooms and desks shall be kept clean.
- All waste materials shall be properly and promptly disposed of.

**Phoenix Focus - Weekly Newsletter:**

*Phoenix Focus* is the school newsletter sent home electronically at the end of each week. It is very important that the family reads this newsletter faithfully. Special notices and all general events are reported in the *Phoenix Focus* regularly. If you have an announcement for the *Phoenix Focus* it must be emailed to the school office by noon on Wednesday and is subject to School Administrator approval.

**Photo Usage:**

I grant Libertas Christian School, its representatives and employees permission to take photographs of me and my property in connection with the school and school related activities. I authorize Libertas Christian School, its assigns and transferees to copyright, use and publish the same in print and/or electronically.

I agree that Libertas Christian School may use such photographs of me with or without my name and for any lawful

purpose, including for example such purposes as yearbooks, publicity, illustration, advertising, and web content.

By signing the Acceptance Form for this handbook, I indicate that I have read, understand and accept the Photo Usage Policy.

### **Recess (Grammar School Only):**

Recess, a part of our daily Grammar School schedule, is designed to give our students fresh air and an outlet for physical energy. It benefits the health and work habits of our students. Only if there has been a prolonged illness or a chronic respiratory condition (i.e. asthma) in which a child's health will be endangered, will a child be permitted to stay inside for recess. Except for circumstances mentioned, a note from the parents to keep a child in for recess is strongly discouraged.

Under certain weather conditions all children are kept inside. Also, the teacher on recess duty is free to use his or her judgment to bring students in early in severely cold weather. In the winter, Grammar School students should dress for the weather with boots, mittens, snow pants, and hats for outside play. Students are required to go out for recess when weather permits. Winter boots may not be worn in the building throughout the school day. Shoes may be brought or kept at school for daily indoor use.

Conduct at recess should reflect attitudes and principles of Christian living and behavior. Rough play and unkind actions toward others will not be permitted.

#### *Playground rules:*

1. Students should stay outside of the building during recess unless there is an emergency (permission is needed to go in).
2. Be courteous in use of playground equipment. Take turns.
3. Use playground equipment as it is intended to be used.
4. Wood chips, sticks, grass clippings, berries, stones, snowballs, ice, or any other hard objects are meant to stay on the ground.
5. Only play in designated recess areas.

Students are to line up at the door in their class line when the bell rings. The on-duty teacher will dismiss them.

### **Records Release Policy:**

In accordance with the federal Right to Privacy laws, records can only be released to another educational agency with written permission from a student's parents or legal guardians.

### **Sales:**

There will be no sales of any kind by individual students. Only administration approved projects will be accepted. Parents will be informed of sales through *Phoenix Focus*.

### **Schedule Changes:**

Secondary schedule changes will be very limited and granted only for valid reasons. The deadline for dropping courses is second week of the semester. Students that drop a course may incur an "E" for the course.

### **School Sponsored Events:**

School-sponsored events are events approved by the headmaster, published on the yearly calendar, and/or which receive financial support from Libertas Christian School. School-sponsored events require the attendance of a staff member from Libertas Christian School. Libertas Christian School bears no responsibility nor liability for non-school sponsored activities.

### **School Supplies:**

Students are expected to come to school each day prepared with required supplies. If a student does not have the required supplies, it may prevent him/her from participating in class and thereby lower his/her grade. A specific list of supplies shall be issued by the teachers before the beginning of the school year and given to Libertas Christian School families.

**Search and Seizure:**

Authorized school personnel may conduct a reasonable search of a student or his or her locker, vehicle, and /or belongings when they have probable cause to believe that the student has an item in his/her possession, which may constitute a criminal offense under the laws of this state, or other items prohibited by school rules. The Administration of Libertas Christian School reserves the exclusive right to conduct routine and random checks for illegal drugs anywhere on campus. When cause exists, the school administration reserves the right to test students for drugs or alcohol at any time.

**Student Dignity Policy:**

Libertas Christian School strives to provide its students with an environment free of offensive kinds of behavior such as intimidation, exploitation, and harassment. Conduct that does not honor God, whether intentional or unintentional, that subjects another person to unwanted attention, comments or actions because of race, national origin, age, sex, physical characteristic or disability, or robs the person of dignity, is not tolerated. Libertas Christian School does not condone or allow harassment of others by employees, students or other persons.

**Student Drivers:**

Secondary students who possess a valid driver's license may drive to and from school if their parents permit them to. All drivers must register their vehicles at the secondary office by filling out a vehicle registration form. Parking is limited to designated areas. Traffic, speeding or parking violations may result in suspended privileges of driving to school. When the students leave their cars in the morning, they must take all their items for school, lock their doors, and not return to their cars until dismissed for the day unless special permission is granted from the office.

**Students Living Apart from their Parents:**

Libertas Christian School was founded to educate children of Christian parents. The school does not replace the training of the home nor the church. All three should be complimentary, which means that all three should be in Biblical agreement for a truly well-rounded Christian education. Since Libertas Christian School is an extension of the Christian home, a student leaving home and living apart from his/her parents will not be allowed to continue enrollment at Libertas Christian School unless special exception is made by the School Headmaster.

**Substance Abuse:**

Libertas students are not to use, possess, sell, or transfer alcohol, tobacco, illicit or performance enhancing drugs, misuse prescription or non-prescription drugs or inhalants at any time (365 days a year). Students bringing illegal drugs on campus will be turned over to the local police for prosecution. Students who violate this rule shall be immediately withdrawn from classes at Libertas and will not be allowed to participate in any extra curricular Libertas activities for the remainder of the school year. Discipline will be commensurate with the violation and will entail a suspension or recommendation for expulsion at the discretion of the Libertas School Board. Students may be asked to wait up to one year before a reapplication will be considered.

**Teacher's Lounge:**

No student is allowed in the teachers' lounge before, during, or after school without permission from a School Administrator.

**Technology-Electronic Information Access and Use Policy:**

Libertas Christian School looks at its technology as a gift from the Lord and believes that the Lord would have us be the best possible stewards of that technology. Libertas Christian School utilizes electronic information technologies in educational endeavors. The school provides access to resources available in a variety of electronic formats for information and for the development of usage skills. Together these allow learners to access current and relevant resources, provide the opportunity to communicate in a technologically rich environment, and assist them to become responsible, self-directed, life-long learners. Libertas Christian School also desires students to use the technology in order that they may become a better steward of God's resources and to honor and glorify Him.

Technology is to be used for ACADEMIC PURPOSES only.

### *Use of Electronic Devices:*

In order to minimize distractions and interruptions during the school day, and to encourage student interaction between classes and during breaks, all electronic devices must be turned off and stored away during school hours: 7:50 a.m. – 3:05 p.m. They may be in student's backpack or purse, but must not be used, seen or heard at any time during the school day. Furthermore, any device capable of electronic communication will not be used during school hours. Examples of this include cell phones, digital watches, smart watches, and activity trackers. If there is an emergency, parents may call the Libertas office number and your student will be notified. If any student has an emergency, they should seek permission from a faculty or staff member before they use their phone or other electronic device.

Violation of this policy may result in confiscation of electronic devices and loss of privilege of possession in building during regular school hours.

**It is important to note that Libertas Christian School's students will be held responsible by school officials for inappropriate texting, emailing, or content posted on social networking sites even if it occurs outside the school setting. Such offences, especially if sexual in nature, may be subject to state laws.**

Libertas Christian School System Members: All account holders on the Libertas Christian School System(s) may be granted access to the services it offers. Current students, staff and others may hold accounts on the Libertas Christian School System(s) upon agreement to the terms stated in this policy.

#### Privileges and Responsibilities of Libertas Christian School System(s) Member:

##### A. Privileges - Members have the privilege:

1. To use all authorized systems for which they have received approval and training to facilitate learning and enhance educational information exchange.
2. To access information from outside resources which facilitate learning and enhance educational information exchange.
3. To access school systems and the Internet to retrieve information to facilitate learning and enhance educational information exchange.

##### B. Responsibilities - Members are responsible for:

1. Utilizing technology in the school only for facilitating learning and enhancing educational information exchange consistent with the purposes of the school.
2. Attending appropriate training sessions in the use and care of the systems and refraining from using any technology for which they have not received training approved by the systems administrator.
3. Adhering to the rules established for the use of the system(s) in the school or through remote access outside of the school.
4. Maintaining the privacy of passwords and are prohibited from publishing or discussing passwords except with the systems administrator.
5. Having all physical media scanned by school staff authorized by the systems administrator for virus, dirt or other contamination which might endanger the integrity of school system(s) before they are used at school.
6. All material processed on a computer while they are signed on. They accept responsibility for keeping all inappropriate language, abusive messages, pornographic material, viruses, inappropriate files, or files dangerous to the integrity of the school's system(s), from entering the school or school's system(s).
7. Maintaining the integrity of the system(s) and reporting any violations by himself, herself, or others.
8. Adhering to copyright guidelines in the use of hardware and software and in the transmission or copying of text or files on the Internet or from other resources.
9. Using only appropriate programs assigned by the systems administrator to the user.
10. Agree to follow the generally accepted rules of etiquette.

##### C. Members are prohibited from:

1. Usage of personal physical media without approval of the staff or administration member(s) designated by the systems administrator.
2. Using the technology for business ventures or for product advertisement or political lobbying.

3. The malicious use of technology to disrupt the use of technology by others, to harass or discriminate against others, and to infiltrate an unauthorized computer system(s).
4. Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users, or misrepresenting other users.
5. Eating or drinking fluids while working on or by school system(s).
6. Using the school system(s) to violate any rules in the handbook(s) or to violate any U.S. or state laws and regulations.
7. Installing programs or software on computers or changing network files, leaving this responsibility to the system administrator.

*Consequences of Inappropriate Network Behavior:*

- A. Any member who does not comply with the Information Access and Use Policy will lose technology privileges. Repeated or severe infractions of the policy will result in permanent termination of privileges. The School Administrator will determine the appropriate discipline.
- B. Members violating any of these privileges and responsibilities may face additional disciplinary action deemed appropriate in keeping with the disciplinary policies and guidelines of the school, and may include suspension, financial compensation, recommendation for expulsion and criminal prosecution.
- C. The system administrator may close an account at any time for infractions. (Appeals to disciplinary action will follow the guidelines established in the school handbook.)

*Definitions:*

- A. School equipment includes but is not limited to computers, e-readers, disk drives, printers, scanners, networks, video and audio recorders, cameras, photocopiers, phones, and other related electronic resources.
- B. Software includes, but is not limited to computer software, print and non-print resources.
- C. Networks include but are not limited to all voice, video and data systems.
- D. Systems includes A, B, and C above.
- E. Systems administrator is the individual(s) appointed by the School Headmaster for that purpose.

*Member Responsibility Declaration:*

Access and use of the Internet, local and wide area networks, computers, email, voice mail, phones, and related equipment is a privilege for the member. Libertas Christian School makes no warranties of any kind, either expressed or implied, that the functions or the services by or through the network will be error-free or without defect. Libertas Christian School will not be responsible for any damages users may suffer, including but not limited to, loss of data or interruptions of service. Libertas Christian School is not responsible for the accuracy or quality of the information obtained through or stored on the network. Libertas Christian School will not be responsible for financial obligations arising through the unauthorized use of the services through the network.

I release Libertas Christian School from any liability or damages that may result from my use of the electronic information, services, and networks. I will accept all financial and legal liabilities which may result from my actions with regards to the use of the electronic information, services and networks. I release the school from any liability relating to consequences resulting from my use of the electronic information, services, and networks.

By signing the Acceptance Form for this handbook, I indicate that I have read, understand and will abide by the Electronic Information Access and Use Policy. I agree to be responsible for and abide by all rules and regulations of this agreement. I understand that should I commit any violation, my privileges may be revoked, school disciplinary action and/or appropriate legal action may be taken.

**Telephone Usage:**

Use of the elementary/secondary office telephones by students is for emergency purposes only. Discretion will be used by the office staff to determine when it is appropriate for a student to use the office phone.

**Textbooks:**

All students PreK-12 purchase their own textbooks. The books listed on the website have been specifically chosen for the classes our students take. Families are responsible for the books their students use. Libertas Christian School is not responsible for lost or incorrect purchases.

**Transcripts:**

A student must request in writing that his/her high school transcript be released to requesting colleges or employers. Transcript request forms are available in the school office. Tuition and fees must be current before transcripts will be released. There will be a \$10 fee for each transcript copy after the first one.

**Transportation:**

Students will be expected to conduct themselves on all designated school transportation (bus, parent/coach/staff driver) in a manner that is honoring to both Christ and Libertas Christian School on field trips, sporting events, and other related activities consistent with the policies and standards of the school. The following guidelines should be observed:

1. Throwing of any objects inside or outside the vehicle is prohibited.
2. Students shall keep hands, arms, and heads inside the vehicle at all times.
3. Students may not move from seat to seat when the vehicle is in motion.
4. Loud or uncomplimentary language is prohibited.
5. Students should keep the vehicle clean and refrain from damaging it.
6. Students are to be courteous to the driver, to fellow students, and to those on the street.
7. While waiting for vehicles after school, students must stay in the designated area or on the sidewalk.

Change of Transportation: Staff is to be informed in writing and the appropriate school office is to be contacted if a child is to change his mode of transportation after school. This applies even if the parent is coming for the child. When a situation develops and a note is not possible, parents should call the school office. Unless a note (or call when a note is not possible) is received, children will be sent home their usual way. The word of the student is not sufficient to change the mode of transportation.

Missing a Ride: If a student misses the bus or designated ride at the end of the day, the school office will contact the parents and make arrangements for transportation. If a child is slow about getting ready to leave, the school office may have the child call the parents to explain the reason for missing the bus or designated ride.

**Visitors:**

Parent/Guardian/Adults: All parent/guardian/adult visitors must stop by the school office and receive a visitor's pass when they are visiting campus. This is to keep class interruption at a minimum and to help ensure the safety and well-being of our students. Visitors will not be allowed to visit classrooms without advanced permission by both teacher and school administrator.

**Students:**

Libertas Christian School students may bring student visitors to school on the following conditions:

1. In order to visit during the school day, visitors must be prospective students, out-of-town guests, or alumni.
2. Permission must be secured from the school office one day in advance of the visit.
3. The visitor must be brought to the school office to be placed on the visitor's list before visiting classrooms. Each visitor must abide by all the school rules as to conduct and dress. Visitors must attend all classes with their host-friend. Visitors will not be permitted during special testing times.



**Weapons Policy:**

Any object, such as guns or knives, used to threaten or otherwise create concern in the school community will be treated as if the object were a weapon. Students may not use weapons on the school campus or at school sponsored events. Violations of this policy will result in suspension and could also be grounds for expulsion.

Libertas Christian School will report assaults involving firearms, aggravated battery, sexual offenses, brandishing deadly weapons, activities regarding marijuana or other controlled substance to local police immediately.

## APPENDIX

### Carpool Line Afternoon Pick-up Procedures

#### For all parents:

School is dismissed at 3:05. You are responsible to ensure all of your children who are not engaged in school sponsored activities have exited the campus prior to 3:15. Students may not remain on the campus while their siblings participate in school sponsored events.

#### Procedures for driving through the carpool lane:

To prevent cars from backing up and blocking the intersection by school, we are asking ALL cars to enter the northeast entrance of the church rather than enter the school entrance. The line will form in the church parking lot and lead towards the school. At the church exit, cars will need to wait for enough space in the school parking lot before pulling forward across the street. For Grammar School students, your car number will be announced, your students will be released, and then you can pull out as soon as the car in front of you pulls out.

1. No car should be left unattended.
2. Please pull all the way to the end of the carpool line before stopping.
3. Please help us keep the line moving.
4. For the safety of students and to ensure that students are picked up in a timely manner, please limit conversations with the teachers on duty.
5. In the event that your child does not load while you are going through the carpool line, pull through and go to the back of the line.

#### Parents of upper school students:

If you do not want to use the car line to pick up your students, please park across the street in the church parking lot. Your student(s) will be dismissed out the north doors (by the playground) and will walk to the parking lot to find you. If you are going to be late, please let the office know so that we can have your students wait in the building rather than unattended in the parking lot.

#### High school drivers:

You will be permitted to leave the building at 3:05 from the north doors (by the playground). If you are driving grammar school siblings, you will need to pick up your car and then come through the car line with your family car number to pick up your siblings.



## Parent/Student Handbook Agreement Form

Dear Parents and Students:

The spiritual, mental, physical, and academic welfare of each student is a primary concern of those who minister at Libertas Christian School. Therefore, each school standard of conduct and policy has been carefully designed to meet student needs, while at the same time serving in a practical manner the daily operations of the school. Our goal as a staff, regarding our handbook, is to deal with each of our families in a loving, Christ-like manner.

In seeking to practice the biblical principles taught in Matthew 7:12 and Romans 14, we desire to include families who are in agreement regarding the policies contained within this handbook.

Since our spirit is not one of legalism, but rather one of service (Matthew 20:28a), we want those families who choose to become a part of the Libertas Christian School family to empathize with our positions on the issues contained with this handbook in order to be able to cooperate fully with the school. After completely reading this handbook, please sign below and return this form to the school office no later than the first day of school as an indication of your agreement.

Thank you for your cooperation and we look forward to a great school year together.

For Him,

Mr. Robert Davis  
Headmaster

We have read the Libertas Christian School Parent/Student Handbook and understand its contents. Our signatures below indicate that we agree to follow the guidelines as stated in this document.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Name (please print)  
\_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Name (please print) \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Name (please print):  
\_\_\_\_\_

**Please complete one form per student.**