

Middle School Student-Parent Handbook



LIBERTY CHRISTIAN SCHOOL

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Introduction to Handbook

Letter to Parents and Students

Dear Parents and Students:

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

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

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

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

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

In Christ,

Dr. Blair McCullough, President
Jared Mlynczyk, Assistant Head of School
Norm Parker, Middle School Principal
Joanna Curtis, Middle School Vice Principal

Purpose of the Handbook

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

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

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

Vision Statement

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

Mission Statement

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

How

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

What We Believe

Biblical Education

There are many reasons for enrolling your child in a Christian school. The reason that is above all others is that God requires parents to educate their children according to His principles:

Deuteronomy 6:6–7 – “And these words which I command you this day shall be in your heart. You shall teach them diligently to your children, speaking of them when you sit in your house, and when you walk by the way, and when you lie down, and when you rise up.”

Proverbs 22:6 – “Train up a child in the way he should go: and when he is old, he will not depart from it.”

Ephesians 6:4 – “And, fathers, do not provoke your children to anger; but bring them up in the discipline and instruction of the Lord.”

Colossians 2:8 – “Be careful that no one spoils your faith through intellectualism or high-sounding nonsense, guided by human tradition, following material ways of looking at things, instead of following Christ.”

Jeremiah 10:2 – “Thus saith the Lord, ‘Learn not the way of the heathen.’”

Proverbs 19:27 – “Cease listening, my son, to discipline, and you will stray from the words of knowledge.”

Statement of Faith

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

Lifestyle Statement

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

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

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

School Unity

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

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

Philosophy of Liberty Christian School

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

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

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

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

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

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

Spiritual Emphasis

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

- To encourage students to develop self-discipline and responsibility based on respect for and submission to God and all other authority.

Academic Emphasis

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

Warrior Way

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

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

- **Embrace God’s Truth**
“Lead me in Your truth and teach me, for You are the God of my salvation; For You I wait all the day long” (Psalm 25:5).
- **Strive for Excellence**
“Whatever you do, work heartily, as for the Lord and not for men” (Colossians 3:23).
- **Demonstrate Leadership**

“Let no one despise you for your youth, but set the believers an example in speech, in conduct, in love, in faith, in purity” (1 Timothy 4:12).

- **Value Scholarship**

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

- **Exhibit Christ-like Character**

“Whoever claims to live in Him must live as Jesus did” (1 John 2:6).

- **Pursue Service**

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

- **Build Community**

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

School History

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

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

That year, the student body grew from 20 to 194, a new facility was purchased, a student council was formed, athletic teams and bands were started, and Liberty Christian School became a phenomenon! Today, Liberty Christian’s student enrollment has reached more than 900 with a staff of more than 200. God’s plan for an expanded college preparatory school in a Christian environment is surging ahead and being fulfilled. In the summer of 2005, the school moved from its address of 1500 South Bonnie Brae in Denton, Texas, to its new facilities at 1301 S. Highway 377 in Argyle, Texas.

By mutual agreement, the school and the church separated in a friendly manner in 1989. The school continues to reach out to Christian families of all denominations and emphasize the teaching of biblical truths to all facets of life. It is our desire to help develop well-adjusted young people who will be the leaders of tomorrow, equipped to face life and make the right decisions.

We believe that this desire can be accomplished by grounding and guiding students in the Word of God, while offering the best education possible.

Investing in Liberty Students

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

Our goal is to support classroom, program, and campus initiatives to offer students the opportunity to develop their specific gifts and talents, while they grow into Christian leaders who serve their communities and country. This effort requires that every family partner with Liberty through volunteering and giving. Every investment makes a difference! If you would like more information on how you can partner with Liberty, please contact the Development Officer at 940-294-2054.

Advancement Activities

One of the ways to get involved and participate at Liberty is to volunteer or attend our Liberty family events. If you would like more information on any of these activities, please contact the Development Officer at 940-294-2054 or the Events Associate at 940-240-2155, or visit the Liberty website.

Event Highlights for the 2022–2023 School Year

- Heart of Liberty Gala Oct. 1
- Warrior Club Annual Chili Cook-off Oct. 28
- Partners Through Faith (PTF) Teacher Appreciation Lunch Nov. 1
- Christmas Tree Auction Nov. 2-11
- Camps Christmas Decorating Nov. 14-15
- Liberty Giving Day Nov. 29
- PTF Ladies Tea Feb. 28
- PTF Lasagna Lunch May 2

Giving

Financial gifts create a lifeline to building and sustaining our community, providing an important way for our families to make a difference at Liberty. Like most private schools, tuition at Liberty Christian covers only 85 percent of the cost to educate. Your support for general operational school expenditures is critical to our success. Financial gifts support a wide range of initiatives including campus and facilities enhancements, professional development for faculty, tuition

assistance, and support for academics, spiritual life, fine arts, and athletics programs. We believe that everything is possible with your support. Your giving makes the difference!

General School Policies/Guidelines

Enrollment and Continuous Enrollment

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

1. Payment of nonrefundable enrollment fee(s) if newly enrolling, along with campus enhancement fee (if applicable); nonrefundable annual registration fee will draft every January automatically
2. Completed and signed Enrollment and Parent Agreement signed by both legal guardians, if new to enrolling. Once signed enrollment is considered continuous, and families will not need to reenroll every year. Students will be enrolled at Liberty Christian School through graduation or until a family follows the withdrawal process. The withdrawal process begins with the family completing the Notice of Withdrawal form, and must be received by May 1, 2022, otherwise families will be bound by the agreement terms.
3. Up-to-date immunization records

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

Payment Policies and Obligations

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

Tuition and fees are to be paid as agreed in the Enrollment Agreement, Financial Worksheet, or other activity fee document on the deadlines stated therein. If an account is delinquent by 30 days, the account is considered past due. If an account is 30 days past due, a student may be prohibited from continuing to attend classes until tuition and fees are paid in full. LCS reserves

the right to permanently withdraw a student if more than one payment is not made in a timely manner.

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

Payment in full for tuition and fees may be made directly to LCS or by utilizing the Tuition Management system. For all checks written to LCS, a \$25 service fee will be charged for any insufficient checks returned, and only a cashier's check or money order will be accepted for payment of insufficient amounts and service fee.

Parents wishing to pay tuition and fees in semiannual or monthly installments must utilize and make payments through the Tuition Management system or an additional \$50.00 monthly fee per student will be charged.

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

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

All students participate in the school's mandatory lunch program, and parents will be responsible for the Annual Lunch Fee.

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

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

Change of Personal Information

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

Complaint Procedure

1. When a situation arises, contact your child's teacher to begin the communication process. Attempt to solve the problem at the teacher-level. Give the staff the benefit of the doubt. Realize that the child's reporting may be emotionally biased and may reflect only one side of the story.
2. If the situation cannot be resolved at the teacher level, contact the school (PS/MS/US) administration and call us concerning the situation. We will investigate the situation and may ask to hold a meeting between the student and parents, as necessary.
3. We ask that you pray for the teachers and staff. Support them with your love and praise. The teachers and staff are dedicated to training your children in the way they should go, resulting in upright character and behavior. Realize that we have reasons for all rules, and we endeavor to enforce them as consistently and fairly as possible. Please do not criticize the school in front of your children, as this criticism will reduce their respect for authority in general, resulting in less willingness to obey and cooperate.

Handling a Problem

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

Conduct and Standards of Behavior

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

Warrior Code

“I am a Warrior. I love God’s Word and His voice in my life. I give my best in everything I do because Jesus gave His best for me. I am a Warrior.”

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

The foundation of the Liberty Christian Warrior Code is God's Word. The Warrior Code represents guidelines for behavior to promote growth in Christ. The code is a minimum standard expected for all students, while the "spirit" of the code exceeds this minimum by fostering the highest standards of ethical behavior. Your presence as a student at Liberty indicates that you agree with and will abide by the Liberty Christian Warrior Code.

Standards of Behavior

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

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

1. Students will abide by the Liberty Christian Warrior Code, Statement of Faith, and Lifestyle Statement.
2. Students will not participate in harassing, bullying, cyberbullying, fighting, or causing misery for other students.
3. According to Ephesians 4:29, students will strive to speak wholesome and edifying words at all times. Cursing and other vulgar or inappropriate language will warrant disciplinary action.
4. Students will not chew gum on the campus during school hours to help maintain the cleanliness and appearance of our facilities.
5. Students will refrain from public display of affection anywhere on the school grounds or in vehicles used for school activities. This policy includes holding hands, putting arms around one another, etc.
6. Inappropriate magazines, books, pictures, or other inappropriate materials including knives or other weapons will not be permitted on the campus, on a school bus, in cars being used for school functions, or at any school-sponsored activity.
7. Courtesy is a must. Running and yelling are not allowed in the building. Students are expected to be courteous to fellow students, teachers, staff, and visitors.
8. Possession, use, sale, or distribution of alcohol or tobacco in any form on campus or in connection with a school-related activity is strictly forbidden and may result in expulsion.

9. Possession, use, sale or distribution of alcohol or tobacco (including e-cigs/vaping) in any form on campus or in connection with a school-related activity is strictly forbidden and may result in expulsion.
10. Possession, use, sale, or distribution of any unlawful or prescribed narcotic, dangerous drug, controlled substance, e-cigs, or any illegal or threatening device such as fireworks is strictly forbidden and may result in expulsion.
11. Students will show respect for and not defy the authority of the administration, faculty, and staff. Students will address adults with “sir” and “ma’am.”
12. Students will treat school property and personal property of others with respect and care. Any damage brought to the buildings, grounds, textbooks and classroom supplies, or furnishings of LCS must be repaired and/or replaced at the expense of those causing the damage. Students will be subject to disciplinary action if they willfully or negligently bring harm to school property.
13. Extenuating legal issues could result in temporary dismissal or suspension until matters are resolved.
14. Students will abide by the driving and parking rules. Students will have a parking sticker attached to their front windshield within the first two weeks of the school year or within two weeks of receiving their drivers license.
15. Actions or attitudes should not conflict with or contradict the spiritual or behavioral guidelines of LCS.

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

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

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

“It is by his deeds that a lad distinguishes himself, if his conduct is pure and right.”
Proverbs 20:11

Required Policies

Animal Policy

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

Criminal Activities

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

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

Non-Discriminatory Policy

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

Drug-Free School Requirements

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

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

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

Student Protection Plan

Purpose of Student Protection Plan

Liberty Christian School is committed to the safety of all students. Our comprehensive safety plan provides all members of our school community with clear guidance in relation to how we aim to fulfill our responsibilities to keep students safe - this covers staff screening, abuse prevention, weather safety, medical care, campus safety and more. Our goal is for every parent to feel confident with their child’s safety at Liberty Christian.

Parent Reporting Process

Parents may report concerns of student safety to the Upper School Principals. The Principal will initiate the next step of the process, and if warranted, notify the Student Protection Plan Team. Examples of reportable concerns: self harm, suicidal ideation, intent to harm others, etc.

Student Reporting Process

Students may report concerns of student safety to any staff member. Liberty Christian staff are trained to report concerns according to the Student Protection Plan.

Drugs and Alcohol

General

Students are prohibited from possessing, using, selling, or purchasing any alcoholic beverages, nicotine devices/electronic cigarettes, or other mind-altering substances (including synthetic salts or other substances) on or near school property or at school-related activities.

Off-premises possession, use, sale, or purchase of mind-altering substances and off-premise alcohol abuse is also prohibited.

Testing

Mandatory random drug testing is conducted throughout the year. Should a student test positive and is still enrolled at Liberty, the student will be required to test during each random time at the parent's expense throughout the student's time at Liberty.

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

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

Sexual Harassment

All students are expected to treat one another courteously with respect for the other person's feelings, avoid any behaviors known to be offensive, and stop these behaviors when asked or told to stop. All students and teachers are prohibited from engaging in offensive verbal or physical conduct of a sexual nature.

A student and/or parents are encouraged to discuss any questions or concerns about sexual harassment with the principal.

Students who believe they have been or are being subjected to any form of sexual harassment by a teacher or another student as defined above shall bring the matter to the attention of the principal. However, no procedure shall require the student alleging such harassment to present the matter to the person who is the subject of the complaint.

Hazing

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

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

Ministry Safe Training

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

Harassment and Bullying Policy

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

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

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

All students are required to immediately report any actual or suspected bullying or harassment activity among the students to the administration. The failure to make such a report could result in disciplinary action in accordance with the school's disciplinary procedures. In the event of a potential act of retaliation, and to maximize student safety, school administration reserves the right to modify consequences or discipline based upon the evidence presented in the report.

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

Child Abuse Policy

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

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

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

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

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

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

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

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

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

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

Investigations

Students are expected to cooperate in investigations. Students are expected to be honest, but honesty is not necessarily a mitigating factor, and students' own statements may be used against them. Failure to cooperate with an investigation may be cause for disciplinary action or dismissal. If an investigation is of significant nature, parents will be notified by school administration.

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

Off-Campus Behaviors

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

Weapons and Threats

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

Inspection Policy

Situations may arise where Liberty authorities find it imperative to search areas to ensure safety and security of students, teachers, and others, or to determine if a violation of the school's rules, standards, and/or local and state law has occurred. Random or routine searches, without cause, may also be conducted. The school reserves the right to inspect and conduct a search of any place or item on the school campus or at a school-related event including, but not limited to, a

student's locker, book bag, backpack, purse, lunch bag, vehicle, computer, or personal electronic devices. Students must provide any passwords or other access required to inspect such places or items upon request by a school administrator. Inspection of electronic devices includes laptops, phones, cameras, and any other electronics, including the contents of same (texts, emails, photos, images, address books, etc., whether such message or information was sent over the school's system or any personal account such as Gmail, Snapchat, etc.). In addition, all students may be required to empty their pockets when requested by Liberty personnel.

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

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

Chaperone Guidelines for Faculty, Staff, and Parent Volunteers

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

- The chaperone must be a faculty or staff member of the school or a parent volunteer who has been approved through the Business Office.
- All chaperones must be at least 21 years of age.
- All chaperones must fill out an application form and return it to the appropriate school office or trip leader with a signature to allow for a background check and the acknowledgment that the volunteer/chaperone has read the guidelines and understands his or her chaperone responsibilities.
- The principal must approve all field trips and chaperones.
- A field trip supervisor will be assigned to the chaperones and will arrange a meeting in advance of departure to discuss the chaperones' assignments and regulations.
- Chaperones must abide by all of the school's policies and procedures, including but not limited to rules on drug and alcohol use, student confidentiality, safety, adult/student

boundaries, reporting, and harassment policies. Chaperones must insist that students comply with conduct guidelines as outlined in the Student/Parent Handbook and/or in the guidelines for school trips.

- Chaperones are expected to be familiar with the Student Conduct and Standards of Behavior and shall report all suspected violations to the field trip supervisor immediately.
- Chaperones should reasonably be available and visible at all times during events, take part in enforcing the rules, and take control of any situation needing handling. Proper supervision requires that chaperones be especially attentive to the students' safety.
- The level of supervision of students while on a field trip is no less than the level of supervision of students required when students are on campus, participating in class, or participating in other school-related activities. Chaperones should ensure that they are within hearing or eyesight of the students at all times.
- Chaperones will work cooperatively with other school personnel to meet the needs of students with special needs.
- Chaperones are expected to exhibit model behavior and ethical conduct at all times, including use of language, computers, texts, and other forms of communications. Chaperones should encourage a positive attitude and respect for others.
- Any student misbehavior on a school-sponsored trip should be reported to the field trip supervisor immediately.
- Chaperones serve as role models for students and are expected to use good judgment and common sense at all times.
- Chaperones may not impose, administer, or enforce student discipline. When concerns about disciplining students occur, these concerns should be addressed to the field trip supervisor.
- Chaperones must actively supervise and keep an accurate check on students assigned to them. Typically, one chaperone will be assigned to 10 students. For minor behavior issues with students, chaperones are free to speak to the individual student so that he or she is in compliance with the school behavioral guidelines. If the chaperone does not feel comfortable speaking to the student(s), the chaperone is to advise the field trip supervisor of the situation so that the incident may be addressed. Chaperones must report any inappropriate or unusual comments or statements from students to the field trip supervisor.
- Only school-designated chaperones or the school nurse may dispense medications.

- Chaperones are required to report any student illness to the field trip supervisor immediately.
- Medical release waivers for each student shall be carried on all field trips. In case of an accident, the medical release waivers shall be presented to the treating physician. A student's permission slip shall be attached to the student injury incident report that is required with an accident.
- Chaperones will not be permitted to bring other persons on field trips.
- Chaperones must wear appropriate clothing at all times.
- Overnight chaperones must assume a 24-hour per day responsibility for students from the time they leave until the time they return.
- Chaperones should keep an accurate check on the students assigned to them at all times.
- At no time may chaperones make personal plans except with the consent of the principal or field trip supervisor.
- Gender of the group members shall be considered when assigning chaperones and floor assignments.
- No chaperone shall stay in a room alone with a student.
- Only same gender students shall share a room. Additionally, under no circumstances should students of the opposite sex visit each other's hotel rooms.
- Overnight chaperones may not retire until all students are in their rooms, all visiting between rooms has stopped, and chaperones are reasonably certain that the students are secure.
- Chaperones are responsible for ensuring that all rooms have been checked before leaving hotels and motels so that damages, if any, can be assessed immediately.
- On occasion, chaperones may be required to ride the transportation provided by the school for the students. Chaperones who drive vehicles are expected to observe all traffic laws and regulations. All passengers must wear seat belts in the vehicles, which are so equipped.

- Use of a privately-owned vehicle to transport students is prohibited, except in the case of a bona fide emergency. Determination of the existence of a bona fide emergency will be made by the principal or field trip supervisor if the principal is not present. Chaperones who use their own vehicles risk being legally liable for any injury a student sustains while in the vehicle.
- If a chaperone becomes ill or unable to chaperone for good reason, the chaperone must advise the field trip supervisor as far in advance as possible. Chaperones who will be late or absent are expected to call the field trip supervisor as soon as possible so that other arrangements can be made.
- The school may reimburse chaperones for approved expenses incurred in providing field trip services. Prior approval by the school principal is required for expenses a chaperone may seek to have reimbursed.
- The field trip supervisor and principal are authorized to use their discretion to terminate the services of a chaperone at any time, if they determine it is in the best interests of the school.
- The president may determine that a chaperone's behavior on a trip is in violation of these guidelines, which may warrant restrictions placed on a volunteer chaperone, termination of a family's enrollment, and/or discipline/termination of an employee.
- Falsification or omission on the application form may constitute grounds for dismissal of chaperone services (for employees) and may include disciplinary action, up to and including termination of employment.

Child Safety from Sexual Offenders and Predators

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

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

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

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

Reporting Disciplinary Matters to Colleges/Universities or Other Schools

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

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

Posters and Announcements

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

Fundraising

No class, individual, or organization is to begin any money raising activity without permission from Liberty. No class, individual, or organization may request money from any other class, individual, or organization within or outside Liberty without permission from the Liberty

Advancement Office. All extracurricular organizations should strive to be self-sufficient, raising money through approved concessions and approved service-type projects.

Photographs and Video Images

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

Parent and Visitor Driving and Parking

- The speed limit on campus is a maximum of 15 mph.
- Cell phone usage is not allowed while driving on campus.
- Parents and visitors may park in any designated visitor space in the front two parking lots and the front circle parallel spaces.
- During school hours, parents and visitors should not park in any numbered spaces anywhere on campus, as those are assigned to students and staff.
- Designated parking lot for Primary School Pre-K and Bridge parents to drop-off and pick-up is the lot just north of the Primary School Pre-K and Bridge entrance.
- No one may park in fire lanes. The fire lanes are there to ensure that emergency vehicles are able to reach a person in distress or another crisis situation. The city requires the school to strictly enforce this rule. The Argyle Police Department will issue tickets to violators.
- Parents, students, and visitors are not allowed to use the south entrance.
- Any person or vehicle is subject to search while on school property by LCS Administration, LCS Security Staff, or the Argyle Police Department.
- All areas may be under surveillance.
- Pylons and signs are not to be crossed when in position. They are in position to say, “Stop – the parking lot is full,” or “Do not enter this area.”

All drivers should not cut through the parking lot belonging to Cross Timbers Community Church.

See Upper School and Middle School Policies for Drop-Off/Pick-Up Procedures.

See Primary School Policies for Arrival/Dismissal Procedures.

PTF – Partners Through Faith / Volunteers

At Liberty, all parents, grandparents, faculty, staff, and alumni are considered members of PTF – “Partners Through Faith.” The PTF mission is to serve students, staff, and parents by promoting

fellowship and volunteerism. PTF strives to build strong partnerships to support Liberty families and serve the Liberty community. PTF sponsors many activities, such as staff appreciation days, new parent events, used uniform sales, holiday decorating, workroom activities, and more.

Liberty encourages every parent to volunteer and make a difference in the LCS community. The volunteer opportunities promote interaction among parents, faculty, staff, and students. To learn about more ways to get involved, please visit www.LibertyChristian.com or the Events Associate at 940-294-2155.

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

New Families

New families' integration into the "Liberty Family" is an important part of a new student's experience here at school. PTF hosts events in the fall to assist new families.

PTF is here to assist new families in getting "plugged in" to various activities on campus, in meeting other Liberty families, furthering their knowledge of Liberty, and building relationships with administration and staff. If you have any questions about life at Liberty, please contact Admissions. Please also see the Chaperone Guidelines for Faculty, Staff, and Parent Volunteers.

Tips for Effective Parenting

- Give your children proper parental affection. Put your arms around your kids and tell them often that you love them.
- Make sure your children are not overcommitted to extra activities. Be sure they have adequate time for schoolwork and sleep.
- Spend time with your children. Far more than material things, your children need your undivided attention. Try turning off your TV a few hours in the evening.
- Discipline your children. "Foolishness is bound up in the heart of a child; but the rod of correction shall drive it far from him" (Proverbs 22:15). Proper discipline of your children begins by disciplining your own life.
- Keep promises you make to your children. If you promise a day with your family, keep it. If you promise you will discipline for an infringement of a family rule, keep your promise. Consistency and integrity begin at home.
- Train your children to be accountable for their actions. Arguing on their behalf and defending them serves as a roadblock to their developing accountability.

- Do not criticize those in authority over your child. The attitudes you reflect toward God's servants will be mirrored in your children's attitudes.
- Don't tease your children. Intimidation, sarcasm, or embarrassment of any kind can have a devastating effect on a child's emotional well-being.
- Train your children to be courteous and friendly but very selective when it comes to making close personal friends. Parents are responsible for the total environment of their children.
- Train your children to be accountable for their actions. Teach them the biblical grace of apologizing and seeking forgiveness if they harm or offend another individual. If they lie or steal, require them to make full restitution with God and those against whom they have sinned.
- Train your children to be accountable for their words. Children can be extremely cruel to each other by their words. If left untrained, they may develop an argumentative manner of speaking with teachers, parents, and others, which is a negative pattern that could hinder them all of their lives.
- Show an interest in what your children are learning at school. Discuss with your children the subject material they are studying in the classroom. What your children learn in school is interesting!

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

Psalm 127:3–5 (The Message)

Principles and Expectations Relating to the Parent/School Relationship

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

1. As a part of our joint role to help students grow and mature, parents are expected to encourage their child to address perceived inequities appropriately and independently, including reporting if necessary.
2. Parents must cut the constant phone ties from their children. Let your children make decisions on their own without the constant need for parental reinforcement. Sometimes they will make a decision that is different from the one you would have encouraged. That's fine too.
3. Students must learn to seek assistance from an adult on campus for academic, athletic, or other assistance. We have staff members available to your child for this purpose.
4. When parents contact the school without the child's knowledge (“John doesn't know I'm calling, but ...”), the school will need to address the issue directly with the student. We cannot promise you that we will maintain confidentiality regarding your phone call. Refer to expectation No. 1.

5. The school will typically investigate issues and question students without the parent's presence, which helps us move quickly to resolve issues.
6. Although your child's issue is important, concerns take time to address. Please be patient, and do not call repeatedly for an update.
7. Please do not ask us to tell you about discipline imposed on other students. We would not disclose discipline of your child to others and expect that you understand the same principle applies to other students.
8. The school will not communicate everything that occurs in the student's daily life to a parent. We have a lot of students under our care (including your child) that we need to ensure are safe, secure, and happy. We expect that you would like our attention to be focused there.
9. Neither the teachers nor the school will provide a daily email, text, or call regarding the student's progress or difficulties. We will communicate with you through appropriate school channels if we believe there is a concern that you should address with your child.
10. All communication between the parents and any person at the school must be professional, cooperative, and appropriate. If we cannot have this type of relationship, this school may not be the right one for your child.

Parent/Family Cooperation

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

Student Accommodation Requests

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

General Policy

Liberty seeks to comply with the Americans with Disabilities Act regarding its students with disabilities. No student shall be denied access to or participation in services, programs, and activities solely on the basis of his/her disability. To accomplish this goal, Liberty shall provide, upon written request, reasonable accommodations for students who have a physical or mental impairment that substantially limits a major life activity. Federal law requires that requests for accommodations for students with disabilities be considered on an individual, case-by-case basis. Liberty will make reasonable adjustments or modifications to its practices, policies, and procedures unless to do so would fundamentally alter the nature of the program or result in an undue burden to Liberty. The parent of a student with a disability who is in need of an accommodation is obligated to provide notice of the nature of the student's disabling condition to Liberty and to assist Liberty in identifying appropriate and effective accommodations. As such, it is the responsibility of the parent to provide information that verifies that the student's condition meets the definition of a disability as defined by applicable laws.

Liberty also asks parents to realize that, given the size of the school and its available resources, it may not be able to provide all requested accommodations. To the extent the parent requests additional support in addition to the reasonable accommodations granted, the school may require the parent to be financially responsible for the additional support.

Request for Accommodation

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

Release for Communication with Physician

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

Assessment of Request

Once the parent's request and medical documentation has been received by the school, appropriate persons within the administration will meet with the parents to clarify information and discuss whether the school will be able to implement the accommodation requested. In

some cases, if the request is over and above a reasonable accommodation, the parent may be asked to provide (at the parent's cost) any special equipment needed, training for the school's staff, or other associated matters. In addition, the school may advise the parent that the school will allow a particular support, but the full responsibility for doing so will rest with the parent. For example, if the student needs to be tested or have certain types of medicines administered during the day that the school or nurse believes is beyond the scope of the school's responsibility, the school may allow the parent to make arrangements to visit the campus for the purpose of testing and administering.

Limitations of Requests

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

Responsibilities for Implementing Accommodations

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

Student Information

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

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

Domestic Legal Disputes

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

Transportation

Liberty offers transportation via bus, school van, or private vehicle operated by approved drivers to all school-related events off-campus if the parent or guardian has signed and submitted a Transportation Waiver and Release form. Parents also have the option to decline their child's transportation to and from school-related events.

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

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

Weather Conditions

Weather conditions may cause the school to be closed or alter the regular schedule. When threatening weather occurs, check for the most up-to-date and accurate information on Liberty's website at www.libertychristian.com, as well as Liberty's social media accounts. If you are on the Liberty information email list or text alert system, you will receive weather notices electronically whenever possible. You may also obtain information from the following television stations: Channel 4 (KDFW), Channel 5 (KXAS), Channel 8 (WFAA), and Channel 11 (KTVT).

Wednesday Late Start (Begins August 24, 2022)

Liberty Christian School faculty will participate in weekly professional development each Wednesday throughout the school year. The student start time for Wednesday Late Start will be 9:15 a.m. The Wednesday Late Start program does not impact students in preschool or Bridge. Students in K-5 can attend before school enrichment activities in the Primary School Gym while MS/US may participate in a supervised study hall period.

Withdrawal from School

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

Youth Sports

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

Medical Guidelines

The LCS Nurses Office is a support service designed to assist parents, students, and faculty in the management of student health needs during regular school hours. The office strives to provide care that is as unobtrusive as possible to maximize students' time in class. The Nurses Office is open from 8:15 a.m. to 4 p.m. each day. The office closes early on early release days.

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

Parents must inform nurses, teachers, trainers, and coaches of any severe medical conditions that could affect the students' participation in any school or athletic events.

Exclusion from School for Health Reasons

Students with a temperature of 100° F or greater will not be allowed to attend school. Students should stay home until fever-free for 24 hours without the use of a fever suppressing medication. All students who become ill while at school must go through the Nurses Office to have a parent called and leave campus. If your children contact you to come get them, please advise them to go to the Nurses Office.

To decrease the spread of communicable illnesses, students with certain symptoms or diagnosed diseases will not be allowed to come to school while they are contagious. Please contact the Nurses Office if you are not sure whether or not your child should return to school. Liberty Christian School utilizes recommendations from the Texas Department of State Health Services (DSHS) and the Texas Administrative Code to determine these guidelines and exclusion criteria.

Nausea/Vomiting

In most cases, students who vomit two or more times in 24 hours should not attend school. They should stay home until they are without vomiting for 24 hours. However, there are many reasons a child may vomit. All students who vomit at school will be evaluated by the school nurse. The judgment of the school nurse will be utilized to determine if the cause may be infectious and the need to send home and/or allow readmission.

Diarrhea

Students with frequent loose stools (three or more episodes in 24 hours) should not attend school until diarrhea free for 24 hours without diarrhea suppressing medication. The judgment of the school nurse will be utilized to determine if the cause may be infectious and the need to send home and/or allow readmission.

Other Common Illnesses

Pinkeye (conjunctivitis): Students with pink or red sclera will be evaluated by a school nurse. If conjunctivitis is suspected, the student will be sent home until a doctor provides a note clearing the student to return to school or until the student is symptom free.

Flu, strep throat, chicken pox and mononucleosis are examples of illnesses that need to be reported to the Nurses Office. When returning to school, all physician return-to-school notes should be given to the Nurses office to be scanned into the student's medical chart.

Medical Health Portal

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

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

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

Immunizations

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

Medical Exemption

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

Conscience or Religious Exemption

The child's parent or legal guardian must present a completed original affidavit to Liberty Christian School Nurses Office. The affidavit will be valid for a two-year period from the date of notarization. A student who has not received the required immunizations for reasons of conscience, including religious beliefs, may be excluded from school in times of emergency or epidemic declared by the commissioner of the Texas Department of State Health Services or at the discretion of Liberty Christian School.

International students shall provide or have on file a certification of screening for tuberculosis (Quantiferon Gold blood test). This test must be performed after arriving in the United States. . The test must show no disease. If the student has tested positive for TB, documentation of treatment and a statement of admissibility from the Health Department must be provided prior to the student beginning classes.

Parents are required to have their child's medical records/immunizations on file and up to date by the beginning of each school year. Students whose records remain missing or incomplete 30 days after the start of school will not be allowed to continue attending classes until the requirement is met. To verify that your child's immunization records are current, please contact your child's physician.

Medications

All medication for Pre-K–12th grade students is to be kept in the Nurses Office. Schools will not administer medications. Any request for medication to be given during the school day must be provided to the nurse after completing the online Medication Administration Request Form. As stated on the authorization form, the following procedures and guidelines will apply to all medication administration at school:

1. All prescription medications and sample medications dispensed through a physician's office must be in their original labeled packaging. The label must include the following:

the student's name, the physician's name, the name and strength of the drug, the amount of drug to be given, frequency of administration, and the date the prescription was filled. All prescription medications must be accompanied by a hard copy Medication Administration Request Form signed and dated by the prescribing physician and both parents or guardians requesting this service. This hard copy form must be submitted to the Nurses Office.

2. All nonprescription medications (including cough drops) must be in their original container if provided from home. The online Medication Administration Request Form must be completed with both parents' or guardians' signatures. All non-prescription medications to be administered for longer than 10 days or given more than four times in a month must also have a hard copy Medication Administration Request Form signed and dated by a prescribing physician.
3. All medications will be stored in a locked cabinet and dispensed in the Nurses Office.
4. Students may not be in possession of prescription or non-prescription medications during school hours or at school-related activities, on or off campus (excluding emergency medications).
5. All medications to be administered at school must be FDA approved. FDA approved supplements, herbals, and vitamins will not be dispensed by school personnel without a physician's order and completed hard copy Medication Administration Request Form signed by a physician.
6. No narcotics will be dispensed at school.
7. In accordance with the Texas Nurse Practice Act, the school nurse has the responsibility and authority to clarify any medication order with an appropriate licensed practitioner and/or refuse to administer that, in the nurse's judgment, is not in the best interest of the student.
8. Authorization is only valid for the current school year and shall expire at the end of the school year. Medication will be discarded if it is not picked up within 30 calendar days after the period of administering it has expired or the school year has ended, whichever occurs first.
9. The nurse and or any designated school representative may administer the prescribed medication in accordance with this authorization.
10. Both parents and/or legal guardians of the student must sign this authorization before medication is dispensed by the school.

Health Information Sharing

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

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

Academic Information

Academic Awards Convocation

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

Academic Probation

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

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

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

Note: Students who fail three or more semesters of a subject may be asked to repeat the course or be withdrawn from Liberty Christian School.

Class Scheduling

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

- Selection for Honors courses is based on grades/benchmark assessments and final approval by an academic committee.

- It is best to adhere to the recommended sequence of courses whenever possible, as they are planned with specific grade levels in mind.
- There is a five-day drop period at the beginning of each semester.

Classroom Guidelines for Students

- Be in your classroom **before** class start time, or you will be considered tardy.
- Show respect for the teacher at all times. Use “ma’am” and “sir” when responding.
- Come to class prepared with textbook, notebook, paper, pen or pencil, and assignment book.
- No candy, gum, food, or drinks are allowed in the classroom, except hard candy or breath mints and water in a closed container. No food or drink, including water, is allowed in the computer labs.
- Always use the standard school heading on papers, quizzes, and tests.
- Proper spelling, punctuation, penmanship, and sentence structure are required. Written work is a reflection of the student.
- Work must be neat and complete to be accepted.
- Work done poorly or sloppily will be returned to the student to be redone and is subject to a lower grade. This policy is true for daily homework, quizzes, or tests.
- If you are absent, it is **your responsibility** to either get assignments from myLiberty, a teacher, or a classmate. (One class day allowed for each day absent.)
- The teacher will dismiss class. Leave the room in an orderly manner.
- No use of cell phones or smart watches are allowed from 8:15 a.m. –3:15 p.m.

Counseling

Growing, living for Christ, and learning the disciplines and academic rigor of Middle School can sometimes be overwhelming. There may be times when we need help in our relationships with God, ourselves, and others. In addition, we may need academic guidance and encouragement in learning the disciplines of Middle School. Academic and Spiritual Life counselors are available to offer assistance with specific issues that may impact personal, spiritual, and academic growth and success. **Liberty Christian School does not employ a Licensed Professional Counselor, and any professional counseling services should be obtained by the family. Parents should consult their child’s physician if outside counseling is necessary.**

Examination Exemption Policy

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

- Student has made an “A” in Honors courses on each report card and for the current grading period.

- Student's conduct has not required exceptional disciplinary action (no Level III or above, or excessive Level I or Level II offenses during the **entire** year). Determination of eligibility is at the discretion of the principal.
- Student absences may not exceed the allowed number of absences per semester.
- Students who exceed six absences in the fall semester and seven absences in the spring semester for block schedule classes, or eight absences in the fall and seven absences in the spring for classes that meet every day, may not be exempt from taking semester finals. Students who exceed the absence limits may be exempt if credit is restored by the Attendance Committee. Students who are to enter makeup school will not be eligible for exemption.

Homework/Makeup Work

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

- Late major assignments may receive a 20 percent deduction per day late.
- Students are allowed one class period for each class missed to make up homework or class work. Students will need to make special arrangements with teachers about making up formative or summative assessments (within one week).
- Teachers have the authority to give grace in special circumstances.

Honors Program

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

Eligibility for 6th, 7th, and 8th Grades

Students applying for admission to Honors 6th, 7th, or 8th grade courses must have maintained an average grade of 90 or above in the previous grade's corresponding core course. Academic Advising recommends that 8th grade students enroll in no more than two Honors courses.

Note: Transfer students must receive administrative approval to enroll in Honors courses.

Departmental Requirements

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

Liberty Learning Center

The Liberty Learning Center challenges and equips students to become advocates for their own learning, striving for excellence for His glory and purposes. The LLC empowers students with strategies and skills to overcome learning differences to achieve academic success. Students in the LLC program will receive accommodations in the classroom based on their learning profile that is created following a professional diagnostic evaluation. LLC Services include a study hall and/or consultation with the LLC Teacher.

Library Policies

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

- Books and audiovisual materials may be checked out for three weeks and renewed at the library for an additional three weeks. Materials are to be returned by the due date.
- Other materials (such as maps and reference books) may be checked out at the discretion of the staff.
- Borrowing limits per patron are as follows: two items for 2nd grade, four items for 3rd and 4th grade, and six items for 5th through 12th grade, but no more than two non-book items per patron.
- Late fees are no longer charged for any student or parent with overdue materials. However, late items are still due back to the library, and students who have outstanding materials will not be able to borrow additional books or audiovisuals.
- Overdue notifications are delivered to Middle and Upper School students at the email address on record. Students should immediately contact the library.
- Students who do not respond to notices may have their myLiberty account blocked until books are returned and all fines are paid.
- A lost book should be reported as soon as possible to the librarian. Lost or severely damaged items may be replaced either by purchasing another copy or paying the cost of replacement, plus a \$2 restocking fee.

The Nook

The Nook, which is the Liberty Christian Middle School's collaborative learning space, is a place for all Middle School students and teachers to enjoy. This space is intended to encourage collaboration and innovation among students. To ensure a beneficial experience for all, the following guidelines have been established:

- Books may be checked out for three weeks and renewed as per student need.

- Items borrowed must be returned; otherwise, lost or damaged books need to be replaced by either purchasing another copy or paying the cost of replacement.
- All materials must be checked out through the student's English teacher.
- Students who visit the Nook while part of a class must leave the space as it was when they entered or ensure the room is fit and ready for others to enjoy.

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

Plagiarism/Cheating

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

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

Report Cards and Grading

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

Standardized Testing

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

Types of Standardized Tests

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

- MAP Growth

The MAP Growth math, reading, and language assessments provide teachers with accurate, and actionable evidence to help target instruction for each student or group of students, and identify what students are ready to learn next. Broader-scope reports provide administrators the context to plan improvement across the entire school and curriculum. MAP Growth assessments will be administered to all 6th, 7th, and 8th grade students in the fall, winter, and spring of each academic year, providing parents with valuable insight into their students progress toward academic mastery in these foundational academic areas.

Summer School Requirements

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

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

Textbooks

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

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

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

Tutoring

If a student requires tutoring, it must be done outside of the academic and extracurricular daily class schedule. Before school, after school, study halls, and lunchtimes provide some opportunities for tutoring and making up work.

Attendance and Tardies

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

Absences

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

Middle School Attendance Committee

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

Reporting Absences

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

- A parent/legal guardian or doctor's note is required when a student returns to school.
- If a student accumulates more than the allowed number of absences in the same extracurricular class, the teacher/coach in charge of the activity may require removal from the extracurricular activity.
- An absence due to participation in school-related activities is considered a school-related absence and is not counted in the total number of absences allowed.

Early Release Procedure

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

- A note or call to the Middle School Office by the parent requesting early dismissal and stating pertinent information should be given the day of the planned early release by 8:15 a.m.
- Middle School students are required to sign out in the Middle School Office. Failure to do so will be considered a Level II offense.
- Students must leave campus immediately after signing out[VP1] .
- Students must sign in immediately upon returning to school or upon arrival if the appointment is before school. Failure to do so is a Level I offense.
- For early release, please call the Middle School Office well before the athletic period starts. If the athletic period has already begun, please call the Athletic Office at 940-294-2150 for early release of a student.
- Students may not leave for an illness unless first reporting to the school Nurses Office and then signing out in the school office.

Makeup School

With the exception of Upper School classes, Middle School doesn't offer makeup school opportunities.

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

Makeup Work

- Students with absences/school-related absences are allowed a reasonable time to make up homework, class work, or tests missed during the absence (one class period for every day missed).
- When students are absent, it is their responsibility to obtain everything they will need to make up their missed assignments.
- Students will need to work out a time with the teacher to make up missed tests within one week.

- Work or tests assigned before the absence occurred are due on the day the student returns to school unless other arrangements are made at the discretion of the teacher, academic advisor, or principal.

School-Related Absences

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

Extracurricular and Athletic Activities

Travel to Events

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

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

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

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

Please return the completed forms to the Business Office.

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

Eligibility

Liberty's grade requirements for interscholastic competition state that a student in grades 7–12 cannot fail two or more courses during each grading period. The length of time for the ineligibility after each grading period shall be at least 10 school days. The ineligibility will begin

Wednesday of the week after grades are in. Periods of extended school closing will not be included in the period of ineligibility. Students must be enrolled in at least four academic courses. If at the end of the period of 10 school days there are students who continue to fail two or more courses, they will continue to be ineligible and will be subject to the consequences outlined under the “Academic Probation” section in the Upper and Middle School Academic portion of this handbook.

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

Excused Late Arrival from Events

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

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

Participation

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

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

Athletic Department Guidelines for Middle School Athletics

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

Student Activities and Clubs

Student Participation Policies

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

Clubs and Organizations

National Junior Honor Society

Selection for membership in the Liberty chapter of the National Junior Honor Society is based on careful consideration in four distinct areas: scholarship (an overall average of 93 beginning in the 6th grade, using grades of all classes included in the GPA), leadership, service, and character. The National Junior Honor Society strives to recognize the whole student; one who excels in all four areas. Seventh grade students in their spring semester and 8th grade students are considered for invitation to membership once they have met Liberty’s scholarship requirements. After this invitation, students provide information to the Faculty Council to support

their candidacy for membership. Membership is offered only to those selected by this Faculty Council. Membership in this national organization is highly honored at Liberty.

Special Liberty Functions

School Philosophy

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

Visitors

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

Student Dress Code

General Dress Code

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

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

Liberty Locker

LCS Commons

940-294-2350

Middle School Girls (Grades 6–8)

1. Shorts embroidered with the LCS logo

- Khaki only.
- Length should not be shorter than 3 inches above the knee.
- Girls may not wear boys uniform shorts.

2. Skirts and Skorts embroidered with the LCS logo

- Khaki or plaid only
- Length should not be shorter than 3 inches above the knee.
- Modesty shorts must be worn with all skirts.

3. Shirts, embroidered with the LCS logo

- Polos in white or navy with LCS monogram (available in long or short sleeved)

Note:

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

4. Sweaters, sweatshirts, and lightweight jackets

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

Note:

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

5. Coats

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

6. Belts

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

7. Socks and Tights

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

8. Shoes

- Tennis shoes in solid white with white shoelaces or solid black with black shoelaces with non-marking soles
- Saddle oxfords in black and white or navy and white
- No high-tops
- No shoes that appear ragged or torn
- Tennis shoes worn during the school day to classes should not be the same shoes worn for athletics.
- All shoes must have closed toes and closed heels.

9. Jewelry, hats, and accessories

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

In Addition

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

Middle School Girls 6–8 Athletic Wear

Grades 6–8 (must be purchased from the Liberty Locker)

- Gray Liberty athletics T-shirt with LCS screen print logo
- Navy dry-fit shorts with LCS screen print logo (do not modify or alter)
- Navy hooded sweatshirt and sweatpant with LCS logo
- Previously purchased, required LCS athletic wear for grades 6–8 may also be worn, provided it fits properly and is in good condition.
- Non-marking tennis shoes used exclusively for athletics

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

Middle School Boys (Grades 6–8)

1. Slacks, embroidered with the LCS logo

- Khaki only
- Slacks may not be cut or slit at the hems.

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

3. Shirts

- Polos in white or navy with LCS monogram (available in long or short sleeved)

Note:

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

4. Sweaters, sweatshirts, and lightweight jackets

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

Note:

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

5. Coats

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

6. Belts (required)

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

7. Socks

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

8. Shoes

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

9. Jewelry, hats, and accessories

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

In Addition

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

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

Boys 6–8 Athletic Wear

Grades 6–8 (must be purchased from the Liberty Locker)

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

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

Dress-Up Day Guidelines/Liberty Function Guidelines

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

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

Jeans Day Dress Code

1. Jeans

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

2. Shirts

- Liberty uniform shirts (with LCS logo)

- LCS themed T-shirts and sweatshirts that have been purchased from the Liberty Locker or Liberty-issued and approved
- Student athletes may wear their jersey only on Friday Jeans Days. A T-shirt with sleeves must be worn under any sleeveless jersey.
- College shirts may be worn by seniors only

3. Shoes

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

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

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

Personal Appearance

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

For boys and young men, hair must not extend below the middle of the ear or the top of the collar and must stay above the eyebrows when combed down and must not fall into the eyes. Sideburns should be no longer than the bottom of the ear and may not be flared. Extreme bilevel, shaved, spiked, or distracting hairstyles are not allowed. Beards, mustaches, and unshaven faces are not permitted.

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

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

Disciplinary Policy

Foundation and Purpose

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

LCS Discipline Code

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

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

The LCS Student Discipline Code Statement

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

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

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

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

Level I Offenses

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

Level II Offenses

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

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

Level I and Level II Consequences

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

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

Level III Offenses

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

Level III Consequences

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

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

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

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

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

Definition of Terms

Infraction

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

Detention

Detention is a 40-minute block of time in which a student is supervised before school during the school week. Students may not eat, drink, or do homework in detention. Detentions are served from 7:30–8:10 a.m. The Middle School Office will assign the date the detention is to be served and issue the detention slip. The student must take the slip home to be signed by a parent or guardian and return the detention slip to the Middle School Office before the start of the scheduled detention. If students are more than five minutes late to detention, they will be turned away, and the detention will be rescheduled. If a detention has to be rescheduled a second time, it will result in a Saturday detention.

Guidelines

1. In the case of an excused absence for a weekday detention, the student will be issued a makeup detention.

2. In the case of an unexcused absence for a weekday detention, a Saturday detention will be issued. This Saturday detention must be served during one of the next two scheduled Saturday detentions.
3. Saturday detentions may be scheduled for Level III infractions.

Disciplinary Probation

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

In-School Suspension (ISS)

In-school suspensions will be served in confinement under the supervision of an administrative proctor. During the in-school suspension, students will be required to complete the assigned work, which will be graded. Students are still responsible for homework and daily work from their scheduled classes by the next day. Quizzes or tests must be rescheduled with the teacher. Students will not be allowed to participate in extracurricular activities during school hours. After completion of all school work, students may be required to write an essay for the proctor.

Out-of-School Suspension (OSS)

Out-of-School Suspensions will be served at the discretion of administration. Students will be prohibited from being on campus for participation of any school-related activities for the duration of their OSS. Days missed for OSS will count as absences. Students will be required to complete all missed work, test, and assignments: the maximum grade allowed will be a 70.

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

In-School Community Service

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

Discipline Committee

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

Expulsion

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

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

Student Concerns

Lockers

Students are only allowed to use the locker assigned to them. Students are not allowed to move or trade lockers without office permission.

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

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

Lockers may be inspected periodically without notice or consent.

Backpack Storage Room

Student backpacks, gym bags, and musical instruments may be kept on marked shelves in MS1030. Any items found on the floor of the room or in the hallway may result in an infraction.

Lost and Found

Please label all clothing, backpacks, calculators, and personal items with first and last name. Lost and Found is located in Middle School room 1030. Please check the Lost and Found room anytime during school hours for misplaced items. Partners Through Faith (PTF) sponsors a Lost and Found Pick-Up Day at the end of each month. Any items not claimed after that day will be donated.

Lunch

- Lunch is provided for every student through the All In Lunch program.
- Students will exhibit good manners by helping to maintain the cleanliness of the cafeteria area.
- Food and drink are to be consumed in the cafeteria. Exceptions are students who are invited to eat with a group participating in a special function.
- Students participating in a special function outside the cafeteria during lunch must be supervised at all times.
- If a parent is visiting with their child for a celebration and are dining in the Commons area, the parent must be present for the entire lunch period. If the parent is unable to be present for the entire lunch period, the celebration must take place in the cafeteria.

- Parent supervision of a celebration activity is limited to a controllable number of participants. One adult must be present for each table of participants.
- Students are to clear the classroom areas and be in the cafeteria within five minutes and may not leave the cafeteria until dismissed.
- Paper and waste must be disposed of in trash cans.
- Students must clean up their own spills and messes and when asked by a person of authority to clean up spills and messes in the proximity of where they are eating or transporting food, regardless if the mess is theirs or not. Failure to do so is a level II offense. Biblical integration: Jesus came to clean up our mess. Let's be more Christ-like in character and help clean up.
- Students are required to do their share when their grade level has lunch duty. Failure to do so is a Level II offense.
- Students must remain in the cafeteria until the end of the lunch period unless specifically excused for a particular activity.
- Students are not to take food or drink out when lunch is over.
- The school office cannot accept any food deliveries.

Drop-Off/Pick-Up Procedures

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

Afternoon Dismissal

Grades	Dismissal Time	Dismissal Zone
Preschool	2:45 p.m.	Preschool
K–5 th	3:30 p.m.	Lower School Circle
6 th –8 th	3:15 p.m.	Main Entrance Circle
9 th –12 th	3:05 p.m.	Main Entrance Circle

Visitors and Visiting Procedures

A Middle School administrator must approve all visitors to classrooms.

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

Miscellaneous Information

Communications

News and information concerning the Middle School is published on the Liberty Christian School website, www.LibertyChristian.com.

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

Conferences

Parents are encouraged to communicate frequently with the teacher concerning any needs of their child but are urged to make an appointment rather than drop in during class or planning time. Parents or teachers may request a conference at any time they deem necessary. If parents need to discuss any aspect of their child's education, the teacher should be contacted first. The principal should be contacted if the matter has not been successfully resolved with the parent/teacher conference.

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

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

Telephone Calls/Messages

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

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

Please limit requests for delivery of messages to students to those messages of utmost importance. We do not like to interrupt the students in class, nor is it always possible to locate them between classes. Parents who need to see their child during the school day should report to the Middle School Office rather than going to the classroom. The child will be notified and brought to the office, or the articles may be delivered to the student.

Middle School Technology Policies

Technology Vision and Philosophy

Liberty Christian is a leading Christ-centered college-preparatory school that inspires and equips leaders to impact the world for Christ.

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

The Technology Department aims to fulfill Liberty's mission by **providing access** to technology that supports and enhances pedagogy, the teaching in the classroom. By training students to **live out the Warrior Way** online and offline, and by **equipping teachers and parents** to work alongside their students in this endeavor, technology can help to provide the holistic college preparatory education Liberty offers to students.

Liberty **provides access** to technology by equipping teachers with the training and tools to enhance learning, and students with devices that empower them with the necessary skills for life. This access to technology provides students with an environment that encourages critical thinking, productivity, collaboration, and creativity. Liberty believes that access should be safeguarded with protections to keep students safe.

The Technology Department trains students to **live out the Warrior Way** online and offline through lessons in digital citizenship, with the goal of giving students a framework for how to honor God with their digital lives. These lessons teach students to recognize appropriate and inappropriate sites, valid and invalid sources, and safe and unsafe online practices. They also provide an opportunity for students to understand, avoid, and appropriately react to cyberbullying.

Liberty **equips teachers** by providing them with tools to develop their students' abilities to use technology in a variety of fields and disciplines. By demonstrating mastery of these tools and encouraging students to use them well, teachers prepare them to excel. In addition, teachers are trained how to leverage technology to keep their classrooms safe, as students learn to use the internet in their studies.

The Technology Department **equips and partners with parents** by creating learning opportunities and being available to discuss with parents how they can prepare their children to use technology in a God-honoring way.

Middle School Technology Goals

The goal of technology in Middle School is to create a student-centered innovative learning environment that prepares students for learning success in their future at Liberty and beyond. Middle School students will be able to understand how to use and leverage technology to improve their learning in a digital age. Middle School students will be taught to use technology as a tool rather than a toy. Technology in Middle School reinforces basic skills previously learned and focuses on building a strong foundation of digital literacy, citizenship, and soft skills like creativity, collaboration, and critical thinking.

In Middle School, Liberty provides a 1:1 iPad program that helps deliver the kind of teaching and learning for the next generation. Students will also be provided with a dedicated Middle School computer lab. Liberty believes that providing access to this technology is essential in preparing students with the necessary skills for their future.

Guidelines and Agreements

Liberty Christian School's goal is to clearly communicate with students, parents, and teachers the expectations for technology use. It provides various technology tools to enhance learning with hands on application.

This handbook serves to establish clear guidelines and expectations of acceptable use of each tool that is available to students and staff. The guidelines and agreements apply to all information resources at Liberty, whether individually controlled or shared, stand-alone or networked, and/or utilizing Liberty network or resources while at school or at a school-sponsored event. The Technology Department expects all parents and students to become familiar with and adhere to these guidelines to help create a safe and acceptable technology environment. As the school continually grows and changes in its technology offerings, it will expect its students to adhere to responsible use of all technology, including any technology outside of the school's core devices and programs outlined below.

Digital Citizenship Agreement

Responsible digital citizenship means practicing good ethical behavior and adhering to the Warrior Way whether online or offline. Students are encouraged to model good digital citizenship by making sure their actions and choices do not disrupt the learning environment for themselves or others. To participate in the Liberty online community, students agree to the Liberty Digital Citizenship Agreement that outlines common expectations and serves to guide student use and behavior.

Students will be expected to follow the Digital Citizenship expectations below.

Respect Yourself

I will show respect for myself through my actions. I will select online names that are appropriate. I will consider the information and images that I post online to build a positive digital footprint.

Protect Yourself

I will not publish my personal details, contact information, or a schedule of my activities online. I will protect passwords, accounts, and resources. I will find a healthy balance between online and offline activity.

Respect Others

I will show respect to others. I will show respect for other people in my choice of websites. I will not visit inappropriate sites.

Protect Others

I will protect others by not disseminating inappropriate content and by not visiting inappropriate sites. I will protect others by reporting abuse.

Respect Intellectual Property

I will respect copyright rules and follow fair use guidelines.

Protect Intellectual Property

I will protect the property of others by following fair use guidelines. I will properly source and credit borrowed material.

Respect Property

I will respect and properly care for any device issued to me. I will respect and properly use any LCS or other device.

Protect Property

I will follow the Warrior Way so that I am prepared to learn every day.

User Responsibilities

1. Each individual assumes personal responsibility for the use of his or her computer user account, and is responsible for maintaining the security of his or her user account. Consequently, a user is prohibited from disclosing his or her computer use password to anyone else and from otherwise making the school's computer or network resources available to unauthorized individuals, including family and friends. An individual's possession or collection of passwords, personal identification numbers (PINs), private digital certificates, or other secure identification information belonging to another user is prohibited. Unauthorized use of the user account of others will be treated as a form of attempted theft.

2. Students shall not deliberately use the computer to annoy or harass others with unacceptable language, images, or threats. Students shall not deliberately access any unacceptable, obscene, or objectionable information, internet sites, language, or images. If such information is accessed accidentally, students must notify a school staff member immediately. However, the school cannot completely protect students from accessing inappropriate materials and specifically denies any responsibility for a student accessing any inappropriate, offensive, illegal, or obscene sites.
3. Use of the internet should be primarily for academic purposes, as directed by a teacher and/or administrator. Students shall not reveal personal information over the internet about themselves or anyone else without authorization from a school staff member. Students shall not arrange a meeting with anyone met online. Students shall not enter any internet "chat rooms," unless authorized by a school staff member. Any inappropriate use of the internet should be reported to a school staff member.
4. Transmission of any material in violation of federal or state regulation is prohibited. Students shall not violate copyright laws or plagiarize the work of another. The school shall not be liable for users' inappropriate use of electronic communication resources, violations of copyright restrictions or other laws, users' mistakes or negligence, or costs incurred by users.
5. Forgery or attempted forgery of electronic messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users or deliberate interference with the ability of other system users to send/receive electronic mail is prohibited.
6. Use of any school-owned computer or network for commercial, religious, or political purposes, without explicit authorization, is a violation of these terms and conditions of use.
7. Users are prohibited from installing, storing, or using unlicensed or illegal copies of software on school computers. Transmission of such software over the school's network is prohibited. Only the Technology Coordinator is authorized to install or uninstall software on the school's computers. A student cannot install, remove, alter, or copy freeware or shareware programs from the network or hard drive from any school computer. While installing or copying this type of software is not illegal, this is not appropriate behavior for students.
8. Users may use only the computing resources they are authorized to use and only for the purposes specified when their user accounts were issued or when permission to use the computing resources was granted.
9. The introduction of data or programs that in some way endangers computing resources or the information of other users (e.g., a computer worm, virus, or other destructive program), or that infringes upon the rights of other school computer users

(e.g., inappropriate, obscene, pornographic, bigoted, or abusive materials) is prohibited.

10. Recognizing that computers and networks are limited resources, users must use them efficiently.
11. Students may not attempt to circumvent security systems or to exploit or probe for security holes in any school network or system, nor may individuals attempt any such activity against other systems accessed through the school's computers. Execution or compilation of programs designed to breach system security is prohibited unless authorized in advance.
12. Students shall not encrypt any electronic communications.
13. The printing facilities of the school network should be used judiciously. Unnecessary printing is a drain on the capacity of the networks, adds expense, and shortens the life of the equipment. By developing on-screen, proofreading skills and practicing proper use of cut and paste techniques, users must conserve printing resources and help the system run more efficiently.
14. Vandalism will result in cancellation of system privileges and in other disciplinary measures in compliance with school policy and the discipline code. Vandalism is defined as any malicious attempt to access, copy, use, harm, or destroy data of another user, of the system, or of any of the agencies or other networks that are connected to the internet, and as the intentional damaging or destruction of school-owned hardware or software on the school's system.
15. A student shall not, for any reason, alter, damage, or destroy any computer, network, internet connection, peripheral equipment, cabling, associated technology, or any data of another user. Vandalism will be reported to the police. In addition, the user will be held monetarily responsible for the damage or destruction of any computer, network, associated equipment, or data. In addition, the student will be subject to disciplinary actions up to and including withdrawal from school. A student shall not break or attempt to break into the school's computer network under any circumstances. Any student caught in this endeavor will be reported to the police and will be subject to discipline.
16. All hardware, software, peripheral equipment, store text, data files, cabling, programs, document sites, or information obtained on a School computer are the property of the school.
17. Access to the school's electronic computer system is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of these guidelines.
18. Additionally, students are not permitted to create websites or social networking profiles to rate teachers, discuss aspects of the school, or otherwise disclose information online that the school would find offensive or inappropriate if posted in a

school newspaper. Finally, students are not permitted to disclose any confidential information of the school, employees, students, parents, or activities online.

19. These procedures, guidelines, and/or policies are subject to modification at any time.

Students should understand that if the Digital Citizenship Agreement is not followed, and disciplinary action becomes necessary, the process will follow the standard Liberty discipline procedures.

The Digital Citizenship Agreement will be reviewed and discussed in the classroom. Students will be asked to sign the Digital Citizenship Agreement. Parents/guardians will also be required to sign the Digital Citizenship Agreement (available online through myLiberty) and agree their child will adhere to the Digital Citizenship Agreement. The Digital Citizenship Agreement must be signed before students will be issued or have access to any Liberty Christian School devices.

Device Use Agreement

Responsible use of technology is expected for all users. Students are expected to be responsible members of the community and act in a manner consistent with the Liberty Christian core values while in a digital environment on any and all technological devices.

Students agree to respect themselves and others in the way they use the device, as outlined in the Digital Citizenship Agreement. Students agree to respect the device by following the guidelines as outlined the Middle School Technology Handbook.

Students are responsible to take care of LCS-issued devices and will be held responsible for any damages, including but not limited to the following:

- ☐ If an LCS-issued device is damaged or malfunctioning, the student will take it to the Technology Department for repairs. Students will not take a LCS-issued device to an outside vendor for repair or attempt to repair on his own.
- ☐ If an LCS-issued device is damaged, the student is responsible to pay a deductible of \$100 for repairs.
- ☐ If an LCS-issued device is lost, stolen, or damaged beyond repair, the student is responsible for paying a deductible of up to \$200 for the first occurrence and the full replacement price of a LCS-issued for subsequent occurrences at the discretion of the administration.
- ☐ Students are responsible for keeping the case and power cable issued, along with the device. If the case or power cable are damaged or lost, the student is responsible for paying the full replacement price at the discretion of the administration.

Liberty reserves the right to collect and examine LCS-issued devices, including all content, messages, and history, at any time for the purpose of assuring compliance with school rules and guidelines. The school also reserves the right to monitor LCS-issued devices and internet use at school to ensure compliance. LCS-issued devices may be restored to factory settings if found not to be in compliance.

The Device Use Agreement will be reviewed and discussed in the classroom. Students will be asked to sign the Device Use Agreement. Parents/guardians will also be required to sign the Device Use Agreement, which is available online through myLiberty, to agree their child will adhere to the Device Use Agreement. The Device Use Agreement must be signed before a student will be issued or given access to Liberty Christian School devices.

Students are expected to bring the device to school “ready to learn” as outlined below. The device must be fully charged and ready for use at the beginning of each day. Infractions will be issued if necessary.

iPad Use Guidelines

Liberty Christian School will issue iPads to Middle School students for use under teacher supervision within the classroom. It is expected that students will show respect and care when using technology at Liberty Christian School. Middle School students will also be allowed to take their LCS-issued iPads home for school-use.

Ready to Learn

Students are expected to report to class with their LCS-issued devices in a “ready to learn” state. Successful learning with the assistance of an LCS-issued device in the classroom setting requires that the LCS-issued device be kept in a “ready to learn” state by the following:

- Carefully managing the battery to ensure it lasts through the school day to allow full participation
- Caring for and transporting devices responsibly
- Regularly performing software updates
- Regularly backing up files to Google Drive
- Organizing and managing files to ensure adequate free space on the hard disk

Keeping Health and Balance in Mind

The 1:1 iPad Program is meant to be a positive, enriching tool to enhance learning and creativity. However, computers, mobile devices, and other technologies can sometimes have a disruptive effect on a person’s behavior and well being. Proper usage of technology should never cause emotional or physical pain. Additionally, while technology can be an engaging way to spend time, overuse is possible. Cyber life is out of balance when it gets in the way of other aspects of life. If it interferes with schoolwork completion or real-life personal interactions, students might need to reconsider rebalancing usage.

Safety and Care

Students agree to adhere to the Device Use Agreement as outlined above. Students should show proper safety and care while handling any LCS-issued device. iPads should never be thrown, intentionally dropped, or tossed. When walking with or moving an iPad, proper care must be exercised at all times. Students should only use Liberty-approved cases. Students are not permitted to decorate their cases with stickers or decals.

Keep LCS-issued iPads away from liquids and food. Students should not eat or drink while using LCS-issued iPads. Liquids should not be placed on the same surface as LCS-issued iPads. If drinks or other liquids are on the same surface (table, etc.) as LCS-issued iPads, any spill could cause irreparable damage. Students should place LCS-issued iPads on a stable surface and never where people may walk or put their feet, such as the floor, stairs, or footrest.

An LCS-issued iPad should be stored in a safe place when not in use. An LCS-issued iPad should not be left unattended while in a public space to help protect against theft. Never leave an LCS-issued iPad unattended in a vehicle. It should not be exposed to extreme cold or heat and should not be placed near water.

Distribution and Return

Students will be required to return iPads with accompanying cases and chargers at the end of the school year. iPads will be inspected upon return to detect any damage beyond normal wear and tear. If any such damage is found, fees will be assessed and owed as outlined in the Device Use Agreement at the discretion of the administration.

Managed Apple IDs

Liberty Christian School creates Managed Apple IDs for instructors and students to use for educational purposes. This Managed Apple ID is unique and separate from any other Apple ID that the student may have created personally. Unlike personal Apple IDs, Liberty controls and manages the services that a student's Managed Apple ID can access. Services such as the App Store, iTunes, FaceTime, and iMessage are restricted. Students will use their Managed Apple IDs to log in to their iPad.

Content and App Restrictions

Technology use in the Middle School will be limited to approved "whitelisted" websites and apps. Each LCS-issued iPad has restrictions set to prevent a student from downloading apps, music, videos, and books with inappropriate content. All iPads have Messages removed and cannot be used to access personal Apple or iCloud accounts.

AirDrop

Students may need to utilize the Airdrop feature to send or receive files from teachers. This feature should only be used for educational purposes and with the guidance and instruction of a teacher during class time.

Collection and Inspection

Liberty reserves the right to collect and examine school-issued devices at any time for the purpose of assuring compliance with school rules and guidelines. The school may also monitor device and internet use at school to ensure compliance. Devices may be restored to factory settings if found not to be in compliance. Information prepared, stored, transmitted, or otherwise developed through the use of Liberty resources shall not be considered private. Liberty may approve access to individual files, information, metadata, or electronic activity at any time. Any personal device brought to school or a school-related event is subject to inspection and seizure by Liberty for any suspected violations of this handbook, the Liberty Student/Parent Handbook,

or any other Liberty policy or guideline. Students must provide any passwords or information necessary for school personnel to access and/or search any personal device.

Liberty Accounts

All students at Liberty Christian School are provided with a school specific email address that will be used to access accounts including but not limited to the school's learning management system (LMS) called myLiberty, Google Apps for Education, email for students in sixth grade and up. Students will be assigned a Liberty email address to be used as a username, and they will set a password for their Liberty account during the first week of school. Students may visit the Technology Department if they need to reset their password for their Liberty account. Students should not use their school-issued account as a login for creation of any nonschool-related accounts.

myLiberty Use Guidelines

myLiberty is Liberty Christian School's learning management system and online community for parents, staff, alumni, and students. Within myLiberty, students have access to content relating to their education, such as grades, assignments, teacher-managed class pages, attendance, and discipline.

Middle School students are able to access myLiberty by logging in with their assigned Liberty account login, which is the student's school-issued email address and student-set password. Students should only log in to their own myLiberty account and not log in to any account that is not their own.

myLiberty accounts are the property of Liberty Christian School, which means that content in these accounts may be accessed or searched by delegated Liberty employees (IT staff, administrators, etc.).

Google Apps Use Guidelines

Google accounts will be provided to students at Liberty Christian School. Activation of Google accounts and Google Apps for Education within the software is based on age appropriateness and will be provided as necessary when students reach the age-appropriate grade for the provided service.

The Google Apps for Education accounts are the property of Liberty Christian School, which means that content in these accounts may be accessed or searched by delegated Liberty employees (IT staff, administrators, etc.).

As the provider of these services, Liberty Christian School has included several safety and educational features in Google Apps for Education:

- Parents/guardians and administrators have access to student Google Apps.
- Filters are in place to block SPAM, viruses, and inappropriate content.
- Parents/guardians and administrators have the ability to review all student files.

Middle School students have access to their school-issued Google account. With this privilege, they will have access to Google Apps for Education, such as classroom, drive, and Google office tools. The Google account must be used solely for school purposes, which includes but is not limited to any Google app accounts, such as YouTube. Students are expected to adhere to the Digital Citizenship Agreement when using and accessing their Google account.

Files stored on Google Drive must be school related. Google Drive should not be used for personal file storage. Students should not use their school-issued Google account as a login for creation of any non school-related accounts.

Google Terms of Service

When students use their Google Apps for Education account, they are agreeing to adhere to the Google Terms of Service applicable to the services provided on LCS-issued devices. Refer to the Google Terms of Service at <https://policies.google.com/terms>.

Microsoft Office 365 Use Guidelines

Microsoft Office 365 accounts are provided to students at Liberty Christian School. Middle School students will have access to their school-issued Office 365 account, which includes an email address and access to Microsoft online and offline apps that aid in learning and collaboration. Office 365 email accounts are activated once the student begins sixth grade. Students are expected to adhere to the Digital Citizenship Agreement when using and accessing their Office 365 account.

Microsoft Office 365 accounts are the property of Liberty Christian School, which means that content in these accounts may be accessed or searched by delegated Liberty employees (IT staff, administrators, etc.).

Through Office 365, students will have access to a downloadable version of the Microsoft Office Suite to install on a personal computer or device. The account can be activated with their Liberty account login and must be activated upon opening. The Office 365 account must be used solely for school purposes.

Activated accounts will have access to OneDrive cloud file storage. Files stored on OneDrive must be school related. OneDrive should not be used for personal file storage.

Office 365 Terms of Service

When using Office 365, students are agreeing to adhere to the Microsoft Services Agreement applicable to the services provided by Liberty Christian School. Please refer to the agreement at <https://www.microsoft.com/en-us/servicesagreement/>.

Microsoft Office 365 Email Guidelines

Email is an important communication tool for today's society. Liberty wants to teach students how to use email responsibly and encourage them to utilize it when needing to communicate about school-related topics. When using email, Liberty expects student's behavior to reflect the Warrior Way, which is consistent with general agreements outlined in the Digital Citizenship Agreement.

Liberty student email accounts should never be used for personal matters unrelated to education but should always be used for educational purposes. Appropriate examples include students using email to communicate with other students about a group project or to ask their teacher a question about classwork.

Students should always be respectful with their language to others when communicating through email. Cyberbullying will not be tolerated. Language used in email messages must be appropriate. The use of swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language in any communication is prohibited. Email messages must not misrepresent the identity of the sender and should not be sent as chain letters or to broadcast indiscriminately to large numbers of individuals. Electronic mail transmissions and other use of the electronic communications system by students are not private and may be monitored at any time by designated Liberty staff to ensure appropriate use.

Students found abusing these guidelines will have access to their email account terminated, and the account will be deactivated. Additional disciplinary consequences may also result in accordance with this Handbook.

Student Email Content Monitoring

As a way to further protect students, Liberty utilizes Exchange eDiscovery to monitor student emails based on keywords that could be flagged as inappropriate or relating to topics that involve causing harm to themselves or others. Keywords are regularly reviewed and added as necessary.

Sharing and Collaboration

One of the main purposes of technology use in learning is developing the soft skills of creativity, collaboration, critical thinking, and communicating. These skills are important elements to

learning that require students to sometimes publish their work online or a greater audience other than just their teacher.

Sharing

Liberty encourages students to publish both in-process and completed work in a variety of online spaces to build a positive digital presence and develop a deeper understanding of how they can collaborate, create, share, and communicate online. By sharing their work online, students will practice good digital citizenship and develop an increased understanding of responsible online behavior. Presenting their work online at local and global levels provides continual learning and growing opportunities from a real audience.

Considerations for sharing online:

- Think before you post. Ask yourself these questions: “Is this something I want everyone to see?” “Would sharing this offend, surprise or shock anyone?” “Would I want this graded for proper grammar and spelling?”
- Treat other people the way you want to be treated. Ask yourself the following: “Would I say this to someone’s face?” “Would I want someone to say this to me?”
- Do not share personal information such as last name, address, phone number, or email address.
- Anytime you use media from another source, be sure you have permission and properly cite the creator of the original work. Ask yourself: Who is the original creator of this work? Do I have permission to use this work?

Collaboration

There are many ways to collaborate online or on different types of work. Online collaboration is an efficient way for students to complete assignments that require group work or peer feedback. Collaboration is not an excuse to allow others to do all the work or to tamper with or alter others’ work during an assignment. The ability to effectively collaborate on tasks and assignments will prepare students for life and work outside of Liberty. Students are expected to adhere to the Digital Citizenship Agreement while collaborating, and if found in violation, will be subject to discipline as outlined in this handbook.

Curriculum Specific Technology

Content specific websites are often utilized by teachers to supplement the curriculum. Students could be asked to create a login for specific apps and websites depending on their specific grade and subject. When doing so, students are expected to adhere to the Digital Citizenship Agreement. Use of these sites and or apps will be facilitated by the teacher.

Other Technology Use Guidelines

Students also have the opportunity to access various other devices, software, and websites while on campus. It is important that students adhere to acceptable use standards outlined within this document and maintain a good digital citizen mindset when utilizing all campus technology.

Computer Labs

Computer labs are located in each school and used for class instruction. Some labs are also available to the students outside of class time with permission.

Students are expected to respect and follow the Device Use Agreement guidelines while using computer labs, which includes but is not limited to agreeing to not accessing any inappropriate content and to exercising gentle proper care while using computers. There is to be no food and/or drink near computer lab computers. Allowance of food and/or drink in a computer lab in a common space within the classroom away from the computers is at the discretion of the teacher.

When using a lab computer, the Technology Department strongly encourages students to always sign out of their account when they are finished using the computer.

Personal Devices

Personal laptops, tablets, and other similar personal electronic devices can only be used in the classroom for learning purposes and only with the permission of the teacher. Teachers reserve the right to instruct a student or class to discontinue use at any time.

The administration strongly suggests that parents refrain from texting or calling their children on their cell phones because student cell phones should always be turned off and put away in their backpack or locker during school hours. If parents need to reach their child during school hours, they are asked to call the Middle School Office at 940-294-2070.

Inappropriate use or use of these devices without permission from the teacher will result in the device being taken up, and the student will receive a \$25 fine.

Device Cameras

Device cameras may only be used for educational purposes under the direction of a teacher.

Student Wifi

Liberty provides WiFi for students while on campus. There are multiple access points located throughout the school. Student WiFi is monitored by the school's web filter. Students should only use the designated Liberty student WiFi network while on campus.

Consequences for Misuse

Students and parents should be familiar with the school's levels of discipline as outlined in the Student/Parent Handbook. Students are expected to obey and adhere to the guidelines and policies outlined within this Technology Handbook. Students will be subject to the loss of computer privileges and/or disciplinary action if they are caught violating any of the rules or guidelines in this handbook, including the list below:

- Storing non-school related data/projects on the school system.
- Failing to recognize that recreational use of computers is a low school priority that may be curtailed by any instructor.
- Downloading or installing software to either the network or any local machine without explicit approval from the Technology Department, which includes but is not limited to Instant Messaging programs and audio files like MP3s, WAV, etc. Unless specifically permitted by the publisher, sharing software is illegal.
- Reconfiguring any settings on any computers and applications.
- Degrading or disrupting system performance.
- Bringing food or drink (including water) into any computer lab at any time.
- Failing to log off the computer/network after each use.
- Using cellphones in the classroom.

In addition, there are specific violations that may result in immediate suspension of network access and referral to the principal for further disciplinary action:

- Violating the privacy and data of other users.
- Violating systems or network security.
- Accessing inappropriate or offensive material over the Internet.
- Using the personal accounts of other users or sharing your own account.
- Sending anonymous or inappropriate messages over the network.

Certain device and software abuse will be subject to a fine to alleviate the cost of repairs and/or device replacement. It is at the discretion of administration along with the Technology Department to determine the fine amounts as outlined in the Device Use Agreement, which includes but is not limited to potential iPad damage such as cracked screens, lost or broken charging cables, scratched or damaged exterior surfaces, and scratched or damaged school supplied cases. All damage will be assessed in terms of what is considered beyond normal wear and tear.

Train and Equip

To train and equip students to be safe and successful digital citizens at school and in life, Liberty believes it takes the combined efforts of the school, teachers, students, and parents. Through this comprehensive approach, including enhanced communication, training, curriculum, and

technology safeguards, the entire school community will be actively engaged in ensuring students learn, grow, and lead as discerning and knowledgeable users of technology.

Teachers

Digital devices in the classroom require teachers to be the frontline defense in helping equip their students with the foundational skills they need to create a safe and positive online experience. Training for teachers will be multifaceted and include individual certification, professional development, small and large group training on the use and monitoring of digital devices, digital citizenship, Device Use Agreements, as well as the procedures for reporting proper use violations.

Professional development for teachers is core to the success of the school's technology implementation and student learning. Below are some of the ways that Liberty facilitates training and learning opportunities for its teachers:

- Beginning-of-year orientation
- Certification in a Digital Citizenship course
- Classroom management guidance
- Ongoing professional development in effective technology use and implementation
- Individual badge-based iPad training
- Teacher focused micro-credentialing opportunities
- General technology and violation reporting procedures

Students

There are various opportunities for students to be equipped in appropriate technology use for their age and skill level. Below are examples of ways Liberty trains its students to live out the Warrior Way online and offline for the use of various forms of technology throughout the year:

- Digital Citizenship curriculum presented in assembly and classroom formats
- Common Sense Media Digital Citizenship curriculum in the Digital Life Skills class during sixth grade
- Digital Safety Campaigns to take place in classrooms and hallways for reminders and positive reinforcement

Digital Citizenship Curriculum

Digital citizenship curriculum in the classroom can be an effective way to empower students to think critically, behave safely, and participate responsibly in the digital world. Teachers have the unique opportunity to model ethical technology use for their students on a daily basis and can naturally incorporate appropriate conversations while weaving digital citizenship seamlessly throughout the curriculum. Common Sense is a comprehensive, digital citizenship curriculum

from Common Sense Media and is stratified by grade and content with topics including Self-Image and Identity, Relationships and Communication, Digital Footprint and Reputation, Cyberbullying and Digital Drama, Information Literacy, Internet Safety, Privacy and Security, and Creative Credit and Copyright.

Parents

With digital media, the line between home and school can be blurred and parents often have questions and anxieties around their child's media use and look to schools for help. Liberty is committed to providing parents with timely, relevant information and training in digital citizenship and technology use as part of a partnership to help keep students safe at school and home.

Liberty will strive for the following :

- Increase Liberty Christian School community of digital citizenship and safety issues
- Engage Liberty community and parents as partners in proactively educating, training, supporting, and enforcing all digital safety measures at school and home
- Hold parent outreach and trainings through Liberty Parent Tech Coffees
- Provide access to the Mosyle Parent App to help control devices at home
- Outline and maintain LCS Tech Tips through email communication

Protect

The safety and protection of students are top priorities as the school aims to provide an exceptional learning environment. There are many layers of protection that the school takes to make sure that students are safe as they use devices and digital tools. Liberty understands that its ministry is to guide students to have Christ-like characters in all that they do. The best protection requires a team effort as everyone partners together to prepare students for life and learning.

Network Web Filter

Liberty Christian employs ContentKeeper Web Filter to help ensure compliance and safe web use through web filtering, mobile security, and reporting technologies to keep students safe.

Liberty Christian uses a web filter to do the following:

- Restrict and provide age-appropriate device web access control, identification, and accountability at school and home
- Provide real-time inspection and controls
- Provide social media controls
- Review and classify in real-time age appropriateness of web content
- Provide comprehensive behavioral analysis, monitoring, and reporting
- Provide a password-protected and filtered guest network

Safe Search

SafeSearch is a feature of Google Search that acts as an automated filter of pornography and other potentially offensive content and is always enabled through Liberty's network filter.

YouTube Restricted Mode

YouTube restricted mode is enabled to block inappropriate and controversial content, but it allows teachers to unblock content for educational purposes.

DNS Filter

DNS stands for Domain Name System and is how domain names are translated into IP addresses. DNS allows the use of a web browser to find websites, as well as to send and receive email. Liberty utilizes DNS Blocking as a strategy to make it difficult for users to locate certain domains or websites on the internet.

MDM (Mobile Device Management)

Liberty uses Mobile Device Management software to manage all of its devices issued to students by Liberty. This manager allows the Technology Department to deliver a "ready to learn" device to students, fully equipped with all of the necessary apps, software, restrictions, and access. Below are some of the ways Liberty's MDM helps protect students:

- Apple Content Filter for the device
- Restrict access to web browsers on devices (varies by age)
- Whitelist specific "Google Custom Search" sites (varies by age)
- Whitelisted Sites/Apps from the teacher (Mosyle Classroom App)

Random Device Checks

All devices in Middle School are subject to random inspection by the Technology Department. These random inspections will be reported to the teacher in advance, and all students will be asked to unlock their LCS-issued iPads and place them in the back of the classroom. The Technology Department will inspect each device to make sure that there is no inappropriate content on the device and to verify that it is still under the supervision and control of the school's Device Management system. If inappropriate use is found or if the device has been removed from the school's supervision or control, then consequences will follow the discipline as outlined in this Handbook.

Teachers and Classrooms

Teachers play a vital role in the protection of students as devices are used in classrooms. Classroom management and active monitoring go a long way in keeping students safe from potential dangers.

- Teachers use appropriate monitoring tools provided by Liberty to monitor device activity during classroom use, such as the Apple Classroom App and Mosyle Classroom App.
- Teachers supervise student device use by physically monitoring and being present during device use in the classroom.
- Teachers follow school discipline guidelines as referenced in the Student/Parent Handbook when inappropriate use is found.
- Teachers assess and request apps through an App Request Form. After the form is filled out, the requested app is reviewed by the Technology Department and the school level principal for appropriateness and cost.
- Liberty reserves the right to collect and examine LCS-issued devices at anytime for the purpose of assuring compliance with school rules and guidelines. The school may also monitor device and internet use at school to ensure compliance. Devices may be restored to factory settings if found not to be in compliance.

Students

Responsible use with technology is expected for all of the school's users. Digital citizenship and responsible use are modeled and taught whenever appropriate. Students are expected to be responsible members of the community and act in a manner consistent with the Warrior Way while in a digital environment on all devices.

- All students will comply with the Technology Handbook, including the Digital Citizenship Agreement, and the Device Use Agreement.
- Liberty reserves the right to collect and examine school-issued devices at any time for the purpose of assuring compliance with school rules and guidelines. The school may also monitor device and internet use at school to ensure compliance. Devices may be restored to factory settings if found not to be in compliance.

Parents

Parents model appropriate use and influence their children to be successful digital citizens. It is with parents in the home that Liberty can ultimately be successful in its goal to create in its students a people who are discerning, knowledgeable leaders of technology.

- Liberty provides access to ScreenGuide, a parental control app for all Liberty-assigned devices. ScreenGuide also allows parents to have control over their children's devices when not at Liberty. It also gives the opportunity to add other personal devices.
- Parents have full rights to supervise their children's use of LCS-issued devices and may also collect and examine LCS-issued devices at any time for the purpose of assuring compliance with school rules and guidelines.

Measure

The successful protection of students is an ongoing process that Liberty will constantly evaluate for its effectiveness and process. Reports and analytics are helpful in determining how technology is being used and where to improve for the learning and protection of students.

Reporting

Liberty does the following to measure the effectiveness of its protection measures:

- Monitor on a user-by-user basis and on overall internet traffic use by categories
- Report on all web use within the organization to ensure policy compliance and optimize resource utilization
- Secure the school's network and get real-time alerts for suspicious activity, malware, and virus detections
- Make necessary changes based on reporting from staff and student data, which includes blocking sites that need to be blocked or unblocking those that do not
- Measure success of student safeguarding by the lack of incidents reported by staff and students
- Run daily reports of network usage when appropriate or by request

Disclaimer Statement

Liberty believes that technology and the internet are invaluable tools in an educational setting. With proper guidance and education on the dangers of the internet, the valuable information and interaction available far exceeds any disadvantages. However, it does have some disadvantages. For example, content may contain information or images that are inaccurate, illegal, pornographic, profane, defamatory, or potentially offensive. It is Liberty's intent to curate a safe environment for all users by taking measures to protect students, as outlined in the school-specific technology handbooks.

To limit access to inappropriate content, the school has filters that block access to certain content. In addition, the online activity of students will be monitored. However, Liberty cannot completely protect students from accessing, intentionally or inadvertently, inappropriate materials and specifically denies any responsibility for a student accessing any inappropriate, offensive, illegal, or obscene sites. If inappropriate content is accessed intentionally or

inadvertently, students must notify a school staff member immediately, and Liberty will address the situation promptly and appropriately. Liberty shall not be liable for users' inappropriate use of electronic resources, inappropriate electronic communications, violations of copyright restrictions or other laws, mistakes, negligence, or costs incurred by users.

Liberty makes no warranties of any kind, express or implied, for the computer service or devices Liberty provides. Liberty specifically denies any responsibility for the accuracy or quality of information obtained through its computer services or devices. Liberty will not be responsible for any damages suffered as a result of an individual's use of Liberty's computer system or devices, including but not limited to loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions that may result from any errors, omissions, and/or negligence by Liberty and/or Liberty's employees.

Each user creates his or her own user experience and will continually be encouraged and reminded to make positive online choices. Liberty will not be held liable and denies responsibility for any use that is outside of its policy guidelines.

Frequently Asked Questions for Parents

When can my children log in to their Liberty account?

Students will begin to log in to their Liberty accounts in third grade. Liberty account access includes but is not limited to Google Apps for Education, myLiberty, and student email.

What kind of iPad will my child use?

Both iPad 5th and 6th generation 32GB iPads are used throughout Middle School.

Does my child get to take the iPad home?

Yes. All Middle School iPads are the student's LCS-issued iPad for the school year and will be collected back before the summer. All school policies and guidelines will still apply to the device whether they are at school or home.

What happens to the iPads when my child moves on to Upper School?

All Middle School iPads stay with the school, and your child will be issued a different device upon entering Upper School.

How do I know which apps my child is using?

Liberty posts an updated app list on its website. Your child's teachers will also be able to provide you with that information on request.

May I take my iPad to be fixed outside of Liberty?

No. All Middle School iPads should be serviced through the Liberty Technology Department.

How do I view my child's grades?

All parents have access to their child's grades through myLiberty.

May my child add apps to his or her iPads?

No. All iPads are managed by the Technology Department, and apps are only added through its management system on teacher request.

Will I be able to access my child's work online?

Yes. Parents have access to their child's myLiberty page and can view assignments, grades, and other important classroom information.

May my child use his or her iPad during break times?

iPads are not to be used during non-classroom time. Liberty is conscious of appropriate screen time for students and want to ensure a good balance during their day.

Will all of my child's work be done on the iPad?

No. The iPads and classroom technology are just one part of the student learning experience. The frequency of use is determined by the teacher.

What measures are in place to protect my child when searching online?

Liberty uses multiple layers of protection to keep students safe while online. Liberty uses a web filter, DNS filter, iPad level restrictions, and teacher monitoring as layers of protection. Sometimes the best protection involves the low tech approach of ongoing conversations between parents, teachers, and students around "acceptable use" and "boundary-setting." If a student experiences difficulty adhering to the boundaries that have been set, it is best to seek consultation with your child's classroom teacher. Safety and protection requires a team effort.

Will my child be trained on how to safely use the iPad?

Liberty teachers clearly establish and discuss rules with students for proper charging, storing, carrying, operating, and using iPads in the classroom. Students are only allowed to use the iPads and specified apps when instructed and monitored by the teacher. All teachers are trained and certified as *Common Sense Educators* in digital citizenship and safety. Students participate

in age-appropriate classroom curriculum and a school-wide assembly for instruction and training.

May my child opt out of the iPad program?

Students will need to use their school issued iPad for their learning at Liberty. Liberty has committed to delivering the best curriculum for its students, and some of the curriculum requires the use of the iPads.

Acknowledgement and receipt of Student/Parent Handbook

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

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

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

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

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

Liberty Christian School

Quick Reference Numbers

Main Number	940-294-2000
Primary School (PS-Bridge)	940-294-2010
Primary School (PS-Bridge) Fax	940-294-2015
Primary School (K-5)	940-294-2020
Primary School (K-5) Absences	940-294-2121
Primary School (K-5)Fax	940-294-2025
Middle School (6-8)	940-294-2070
Middle School Absences	940-294-2070
Middle School Fax	940-294-2075
Upper School (9-12)	940-294-2030
Upper School Absences	940-294-2222
Upper School Fax	940-294-2035
Guidance Counseling	
Middle School Academic Advisor (6-8)	940-294-2078
Upper School Guidance Counselor (9-11, A-K)	940-294-2027
Upper School Guidance Counselor (9-11, L-Z)	940-294-2325
Upper School Guidance Counselor (12)	940-294-2320
(and all international students)	
Account/Billing	940-294-2109
Admissions	940-294-2127
Administration	940-294-2000
Administration Fax	940-294-2045
Advancement	940-294-2131
Athletics	940-294-2050
Athletics Fax	940-294-2361
Cafeteria	940-294-2162
Liberty Locker	940-294-2350
Library	940-294-2113
Nurses Office	940-294-2185
Registrar	940-294-2190
Security (after hours)	940-294-2090
Security (during school hours)	940-294-2089
Spiritual Life Department	940-294-2100
Technology	940-294-2060
Volunteering	940-294-2250

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