

Upper School Student-Parent Handbook

2022-2023



LIBERTY CHRISTIAN SCHOOL

## Table of Contents

<b>Letter to Parents and Students</b>	<b>9</b>
<b>Purpose of the Handbook</b>	<b>10</b>
<b>Vision Statement</b>	<b>10</b>
<b>Mission Statement</b>	<b>10</b>
<b>How</b>	<b>10</b>
<b>What We Believe</b>	<b>11</b>
Biblical Education	11
Statement of Faith	11
Lifestyle Statement	12
School Unity	12
Philosophy of Liberty Christian School	12
Spiritual Emphasis	13
Academic Emphasis	14
<b>Warrior Way</b>	<b>14</b>
<b>School History</b>	<b>15</b>
<b>Investing in Liberty Students</b>	<b>16</b>
<b>Advancement Activities</b>	<b>16</b>
Event Highlights for the 2022–2023 School Year	16
Giving	16
<b>Enrollment and Continuous Enrollment</b>	<b>18</b>
Payment Policies and Obligations	18
<b>Change of Personal Information</b>	<b>19</b>
<b>Complaint Procedure</b>	<b>20</b>
Handling a Problem	20
Conduct and Standards of Behavior	20
Standards of Behavior	21
<b>Required Policies</b>	<b>23</b>
Animal Policy	23
Criminal Activities	23
Non-Discriminatory Policy	23
Drug-Free School Requirements	23

Student Protection Plan	24
Drugs and Alcohol	24
Sexual Harassment	25
Hazing	25
Ministry Safe Training	26
Harassment and Bullying Policy	26
Child Abuse Policy	27
Investigations	29
Off-Campus Behaviors	29
Weapons and Threats	29
Inspection Policy	29
<b>Child Safety from Sexual Offenders and Predators</b>	<b>33</b>
<b>Reporting Disciplinary Matters to Colleges/Universities or Other Schools</b>	<b>34</b>
<b>Posters and Announcements</b>	<b>34</b>
<b>Fundraising</b>	<b>34</b>
<b>Photographs and Video Images</b>	<b>35</b>
<b>Parent and Visitor Driving and Parking</b>	<b>35</b>
<b>PTF – Partners Through Faith / Volunteers</b>	<b>35</b>
<b>New Families</b>	<b>36</b>
<b>Tips for Effective Parenting</b>	<b>36</b>
Principles and Expectations Relating to the Parent/School Relationship	37
Parent/Family Cooperation	38
Student Accommodation Requests	38
General Policy	39
Request for Accommodation	39
Release for Communication with Physician	39
Assessment of Request	39
Limitations of Requests	40
Responsibilities for Implementing Accommodations	40
<b>Student Information</b>	<b>40</b>
<b>Domestic Legal Disputes</b>	<b>41</b>
<b>Transportation</b>	<b>41</b>
<b>Weather Conditions</b>	<b>41</b>

<b>Wednesday Late Start (Begins August 24, 2022)</b>	<b>41</b>
<b>Withdrawal from School</b>	<b>42</b>
<b>Youth Sports</b>	<b>42</b>
<b>Exclusion from School for Health Reasons</b>	<b>43</b>
Nausea/Vomiting	43
Diarrhea	43
Other Common Illnesses	44
<b>Medical Health Portal</b>	<b>44</b>
<b>Immunizations</b>	<b>44</b>
Medical Exemption	45
Conscience or Religious Exemption	45
<b>Medications</b>	<b>45</b>
<b>Health Information Sharing</b>	<b>46</b>
<b>Guidance and College Counseling</b>	<b>48</b>
<b>Academic Awards Convocation</b>	<b>48</b>
<b>Academic Contract/Probation</b>	<b>48</b>
<b>Cell Phone Policy</b>	<b>49</b>
<b>Class Ranking Calculation</b>	<b>49</b>
<b>Class Scheduling</b>	<b>50</b>
<b>Classroom Guidelines for Students</b>	<b>50</b>
<b>Counseling</b>	<b>51</b>
<b>Examination Exemption Policy</b>	<b>51</b>
Seniors	51
Freshman, Sophomores, and Juniors	51
Honors Classes	51
AP Classes	51
<b>Grade Point Average (GPA)</b>	<b>52</b>
GPA Calculation	52
<b>Graduation Requirements</b>	<b>53</b>
<b>Homework/Makeup Work</b>	<b>54</b>

<b>Laptops</b>	<b>54</b>
<b>Library Policies</b>	<b>55</b>
<b>Plagiarism/Cheating</b>	<b>55</b>
<b>Honors/Pre-AP and AP Programs</b>	<b>56</b>
Eligibility for 6th–12th Grades	56
Departmental Requirements	56
<b>Report Cards and Grading</b>	<b>57</b>
<b>Standardized Testing</b>	<b>57</b>
Types of Standardized Tests	57
<b>Summer School Requirements</b>	<b>58</b>
<b>Textbooks</b>	<b>58</b>
<b>Tutoring</b>	<b>58</b>
<b>Valedictorian and Salutatorian</b>	<b>59</b>
<b>Timeline for College Admission</b>	<b>59</b>
<b>Absences</b>	<b>61</b>
Reporting Absences	61
General Absence and Tardy Policies	61
<b>Early Release Procedure</b>	<b>62</b>
<b>College Days</b>	<b>62</b>
<b>Late Arrival Procedure – Absent or Tardy</b>	<b>62</b>
<b>Makeup Work</b>	<b>63</b>
<b>School-Related Absences</b>	<b>63</b>
<b>Travel to Events</b>	<b>64</b>
<b>Eligibility</b>	<b>64</b>
<b>Excused Late Arrival from Events</b>	<b>65</b>
<b>Lettering</b>	<b>65</b>
<b>Participation</b>	<b>66</b>
<b>Athletic Department Guidelines for Upper School Athletics</b>	<b>66</b>
<b>Student Participation Policies</b>	<b>67</b>

<b>Service Organizations and Special Interest Clubs</b>	<b>67</b>
<b>Special Liberty Functions</b>	<b>68</b>
School Philosophy	68
Homecoming	68
Prom	68
Dress Code and Behavioral Expectations for All Events Including Liberty’s Homecoming Dance and the Junior-Senior Prom	69
Visitors	70
<b>General Dress Code</b>	<b>71</b>
Upper School Girls (Grades 9–12)	71
In Addition	73
Upper School Girls 9–12 Athletic Wear	73
Upper School Boys (Grades 9–12)	74
In Addition	75
Upper School Boys 9–12 Athletic Wear	76
<b>Dress-up Day Guidelines/Liberty Function Guidelines</b>	<b>76</b>
<b>Formal Dances</b>	<b>76</b>
<b>Jeans Day/Spirit Day Dress Code</b>	<b>77</b>
<b>Personal Appearance</b>	<b>77</b>
<b>Foundation and Purpose</b>	<b>79</b>
<b>LCS Discipline Code</b>	<b>79</b>
Level I Offenses - examples: boys hair length, facial hair, tardies	80
Level I Consequences	80
Level II Offenses - examples: plagiarism, skipping class	81
Level II Consequences	81
Level III Offenses	81
Level III Consequences	81
<b>Discipline Terms</b>	<b>82</b>
Infraction	82
Detention	82
Saturday Detention	82
Saturday Detention Guidelines	82
Disciplinary Probation	83
In-School Suspension (ISS)	83
In-School Suspension (ISS) Guidelines	83

Out-Of-School Suspension (OSS)	83
<b>Discipline Committee</b>	<b>83</b>
<b>Expulsion</b>	<b>84</b>
<b>Lockers</b>	<b>84</b>
<b>Lost and Found</b>	<b>85</b>
<b>Lunch</b>	<b>85</b>
<b>Student Parking Regulations</b>	<b>86</b>
<b>Upper School Drop-Off/Pick-Up Procedures</b>	<b>86</b>
Afternoon Dismissal	87
<b>Visitors and Visiting Procedures</b>	<b>87</b>
<b>Communications</b>	<b>87</b>
<b>Conferences</b>	<b>88</b>
<b>Telephone Calls/Messages</b>	<b>88</b>
<b>Technology Vision and Philosophy</b>	<b>90</b>
Upper School Technology Goals	90
<b>Guidelines and Agreements</b>	<b>91</b>
Digital Citizenship Agreement	91
Device Use Agreement	92
Liberty Accounts	94
myLiberty Use Guidelines	94
Google Apps Use Guidelines	95
Microsoft Office 365 Use Guidelines	96
Microsoft Office 365 Email Guidelines	96
Sharing and Collaboration	97
Curriculum Specific Technology	98
Other Technology Use Guidelines	98
Consequences for Misuse	99
<b>Train and Equip</b>	<b>99</b>
Teachers	99
Students	100
Digital Citizenship Curriculum	100
Parents	100
<b>Protect</b>	<b>101</b>

Network Web Filter	101
Teachers and Classrooms	102
Students	102
Parents	103
<b>Measure</b>	<b>103</b>
Reporting	103
<b>Disclaimer Statement</b>	<b>104</b>
<b>Frequently Asked Questions</b>	<b>104</b>
When can my children log in to their Liberty account?	104
Is my Upper School child required to purchase a personal device?	104
May I bring a personal device to be fixed by Liberty?	104
How do I view my child's grades?	104
Will I be able to access my child's work online?	105
Will all of my child's work be done on a device?	105
What measures are in place to protect my child when searching online?	105
<b>Acknowledgement and receipt of Student/Parent Handbook</b>	<b>105</b>



# 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  
Heather Lytle, Upper School Principal  
Tim Sanchez, Upper 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](http://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.
---------------	--

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](http://www.dfps.state.tx.us).

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

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

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](http://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](http://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](http://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 pre-school 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](http://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–12<sup>th</sup> 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

## Guidance and College Counseling

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

## Academic Awards Convocation

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

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

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

## Academic Contract/Probation

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

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

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



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

## Cell Phone Policy

Cell phones can be a useful tool in today's world but can prove to be a distraction to learning and interpersonal communication. Our policy aims to promote positive social interaction and responsible use of technology.

Students are not allowed to use cell phones during the school hours between 8:15 a.m. - 3:05 p.m. except before and after school hours (e.g. before the first bell rings and after the 3:05 dismissal) With permission, students may use the school office phone to make a call to parent/guardians. Earbuds and headphones are not to be used on campus with the exception of teacher discretion for classroom use.

If a student uses a cell phone or earbuds/headphones during class, teachers are to collect the phone and turn it in to the Upper School Office (with the name) for pick up at the end of the school day. Students must pay a \$25 fine to retrieve the item.

Parents should be mindful of the restrictions on cell phone use during the school day and refrain from non-emergency communication with their children. In case of an emergency, parents should contact the Upper School Office at 940-294-2030 to have a note delivered to their children.

At no time may a cell phone be used in a restroom or locker room. Students violating this rule are subject to school discipline and/or legal consequences. Violation of the cell phone policy falls under the regulation guidelines for student discipline, cell phone confiscation, or administrative discretion. Confiscated cell phones can be subject to search by school administration.

## Class Ranking Calculation

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

The top 10% rank will be confirmed after August 1 for juniors and seniors. No ranking will be released during the freshmen and sophomore years.

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

## Class Scheduling

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

- Selection for Honors and AP courses is based on grades, final approval by an academic committee, and teacher input (also see Advanced Placement Courses).
- It is best to adhere to the recommended sequence of courses whenever possible, as they are planned with specific grade levels in mind (e.g., biology in the 9<sup>th</sup> grade, chemistry in the 10<sup>th</sup> grade, etc.).
- Study hall is an excellent way for students to begin their homework during the day, but it is important to note that it is a noncredit course.
- There is a drop period at the beginning of each semester. No drops will be permitted after the scheduled change period.
- Students may withdraw from a class at the beginning of Quarter 2 or the beginning of Quarter 4 after consultation with their Academic Advisor. The course will remain on the transcript with a “W” as the placeholder for the grade. The student may need to initiate credit recovery for the semester credit at the time of withdrawal dependant on their 4-year plan goals.

## Classroom Guidelines for Students

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

## Counseling

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

### Seniors

Seniors may be exempt from any spring final in which a 90% or above in regular courses or an 80% or above in Honors or AP course is obtained in Quarter 1, Quarter 2, Semester 1, and Quarter 3. They must currently have a 90% or above (or 80% or above in Honors or AP) in Quarter 4 when the exemption is determined.

### Freshman, Sophomores, and Juniors

Freshman, Sophomores, and Juniors may be exempt from the spring final in regular (one non-AP or non-Honors) class in which a 90% or above is obtained in Quarter 1, Quarter 2, Semester 1, and Quarter 3. (They must currently have a 90% or above in Quarter 4 when the exemption is determined.)

### Honors Classes

Students in an honors class (any grade level) are exempt from the spring final in which a 90% or above is obtained in Quarter 1, Quarter 2, Semester 1, and Quarter 3. (They must currently have an 90% or above in Quarter 4 when the exemption is determined.)

### AP Classes

Students in an AP Class (any grade level) are exempt from the spring final in which an 80% or above is obtained in Quarter 1, Quarter 2, Semester 1, and Quarter 3. (They must currently have an 80% or above in Quarter 4 when the exemption is determined.)

Student absences will be taken into consideration by US Administration if the student exceeds five times in a particular block class (nine times in a class that meets daily) during each semester to be eligible for exemption. The student must not have served an ISS or OSS this year as well.

## Grade Point Average (GPA)

### GPA Calculation

The student's GPA is determined on a 4-point and 100-point scales and includes the following required 9th-12th grade courses taken at Liberty Christian School: Bible; English; Social Studies; Science; Math (beginning with Algebra 1 taken in 7th or 8th grade); World Languages; Speech; Career and Technology Education (CTE); Technology or STEM courses required for graduation; and all Honors/Pre-AP/AP courses. On a student transcript, semester grades are unweighted, but the GPA is weighted as follows: for the 100-point grading scale, 5 points are awarded for Honors/Pre-AP courses and 10 points for AP courses; for the 4-point grading scale, .5 point is awarded for Honors/Pre-AP courses and 1 point for AP courses. Weighted points are added to the GPA calculation each semester.

Note: Only grades earned at Liberty Christian School on eligible courses will be included in the GPA calculations and transcribed onto transcripts. Transfer grades or online classes (except for credit recovery) are not included in GPA or rank calculations. For students who transfer during the first semester of 9th grade, 8th grade courses are transcribed onto transcripts but are not included in GPA calculations.

#### The LCS Grading Scale

Grade	Grade Scale
90 – 100	4.0
87 – 89	3.75
84 – 86	3.5
82 – 83	3.25
80 – 81	3.0
77 – 79	2.75
74 – 76	2.5
72 – 73	2.25
70 – 71	2.0
0 – 69	0

## Graduation Requirements

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

Subject Area	College Prep (27 Credits)	College Prep w/ Honors (28 Credits)
English	4	4
Mathematics*	4	4
Social Studies	4	4
Science*	4	4
Bible	4	4
World Language*	2	3
Physical Education*	1	1
Electives*	2	2
Career and Technology Education	½	½
Speech*	½	½
Fine Arts*	1	1
Six Honors/Pre-AP/AP courses*	No	Yes

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

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

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

**World Language:** World Language requirements must be met with credits from the same language in grades 9–12.

**Physical Education:** Physical Education requirements may be met through Athletics, Cheer, Dance Team, Band, Off Campus Athletics, Personal Fitness, or Encore

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

**Career and Technology Education (CTE):** Beginning with the class of 2024, the CTE credit requirement is met through a course offering in the CTE Department. See the CTE section for course offerings. For the Classes of 2020–2023, the technology requirement is met through the Technology, Entrepreneurship, and Communication (TEC) course, or the former Business and Professional Communications (BPC) or Business Computer Information Systems courses offered prior to the 2017–2018 school year. Beginning with the 2018–2019 school year, the technology requirement can also be met through the AP Computer Science Principles course.

**Speech:** Credit is met through the current Speech course. Encore may be approved for the Speech credit through the Guidance Counseling Department. Beginning with the 2020–2021 school year, Broadcast Journalism and Production may be approved for the speech credit through the Guidance Counseling Department. Beginning in 2022, Worship Culture may be approved as a speech culture through the Guidance Counseling Department.

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

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

## Homework/Makeup Work

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

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

## Laptops

See Upper School Technology Policies at the end of this handbook.

## 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 for an additional three weeks. Materials are to be returned by the due date.
- Borrowing limits per patron are as follows: one item for kindergarten and first grade, two items for 2<sup>nd</sup> grade, four items for 3<sup>rd</sup> and 4<sup>th</sup> grade, and six items for 5<sup>th</sup>–12<sup>th</sup> 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 made by printed notices distributed during school hours. Students receiving a notice should contact the library immediately.
- Students who do not respond to notices may have their myLiberty account blocked until books are returned and all fines are paid.
- A lost book should be reported as soon as possible to the librarian. Lost or severely damaged items may be replaced either by purchasing another copy or paying the cost of replacement, plus a \$2 restocking fee.

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

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

## Honors/Pre-AP and AP Programs

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

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

It is a requirement at LCS to take the AP test if a student is enrolled in an AP course. In extenuating circumstances, if a student does not take the test, no additional points will be added into the GPA.

**Note:** For more detailed information on specific AP courses, visit [www.collegeboard.org](http://www.collegeboard.org).

### Eligibility for 6<sup>th</sup>–12<sup>th</sup> Grades

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

- A minimum of 85 percent in an Honors course or 90 percent in a regular course is recommended and must have been maintained in the subject for the entire previous year. (German Honors/Pre-AP and Mandarin Honors/Pre-AP courses are exempt from prior grade requirements.)
- The student must be committed to considerably more work per course per night than the standard homework requirement.
- Students should obtain a minimum average of 75 percent at the end of the first semester to continue enrollment in a Honors or AP course.

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

### Departmental Requirements

Some departments have additional qualification requirements for students enrolling in Honors and AP courses. Many Honors and AP students must complete summer reading assignments



and/or projects prior to the beginning of school. Please refer to the “Resources” page of each school level under “Academics” on the Liberty website for more information.

## Report Cards and Grading

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

## Standardized Testing

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

### Types of Standardized Tests

- **PSAT/8-9 and PSAT/NMSQT (preparation for SAT)**  
Taken in the fall, the PSAT/8-9 for freshmen and the PSAT/NMSQT for sophomores and juniors measure developed verbal and mathematical reasoning abilities important for academic performance in college. The PSAT test is used to help students in taking the SAT during their junior and senior year and to select students for National Merit Scholarships.
- **SAT/ACT**  
These tests are college entrance exams. The SAT is designed strictly to assess math and English skills, whereas the ACT includes math, English, history, and science reasoning. Juniors will register and pay for the in-school ACT administered in the spring. Seniors will register and pay for the in-school ACT administered in the fall.
- **PreACT**  
This test is given in the spring to freshmen and sophomores. It helps students practice for the ACT test experience and empowers them with valuable data and insight for the remaining years of Upper School and post-graduation years. As a “PreACT” test, this test is a powerful predictor of success on the ACT assessment.
- **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 groups 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 9th and 10th grade students in the early fall and spring of each school year. The MAP results provide parents with valuable insight into their student's progress toward academic mastery in these foundational academic areas.

## Summer School Requirements

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

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

## Textbooks

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

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

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

## Tutoring

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

## Valedictorian and Salutatorian

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

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

## Timeline for College Admission

### **Begin Search – Visit Colleges**

10<sup>th</sup> Grade

### **Conduct Intensive Research and Continue Visits, Narrow Choices to 7–10**

11<sup>th</sup> Grade or Before

### **Take PSAT Administered at LCS**

9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> Grades – October

### **Continue Intensive Research and Narrow Choices to 5–7, Revisit**

11<sup>th</sup> Grade – Spring

### **Begin taking the SAT and/or ACT**

11<sup>th</sup> Grade – Fall

### **Retake SAT/ACT**

11<sup>th</sup> Grade – Late Spring

### **Send College Applications/Revisit with an Overnight Stay in a Dorm**

Summer before the Senior Year

### **Retake SAT/ACT if necessary**

12<sup>th</sup> Grade – Fall

**Complete Financial Aid Form**

12<sup>th</sup> Grade – October

**Make Final College Plans/Advanced Placement Exams**

12<sup>th</sup> Grade – April/May

# Attendance and Tardies

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

## Absences

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

## Reporting Absences

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

## General Absence and Tardy Policies

- Do not plan family trips during semester exams.
- Four tardies equal one absence.
- A student who misses more than 15 minutes of a class is considered absent.
- Attendance regulations require a minimum number of days in attendance per school year. Students who miss more than four days in a course in the fall semester or five days in the spring semester will not receive credit for the Upper School course unless it is restored by the Attendance Committee. This policy includes Middle School students who take Upper School courses.
- Extended absences such as surgery will be documented. A doctor's note must be sent to the nurse and the Upper School Office upon return to school.
- A parent/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, and the student may lose credit and be placed on attendance probation.
- An absence due to participation in school-related activities is considered a school-related absence and is not counted in the total number of absences allowed.
- Any student missing school without parent permission will be considered truant and will receive "0's" for classes missed and possible disciplinary action.

## Early Release Procedure

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

- A note or call to the Upper School Office by the parent requesting early dismissal and stating pertinent information should be given the day of the planned early release by 8:15 a.m.
- Upper School students are required to sign out in the Upper School Office. Failure to do so will be considered a Level II offense.
- Students must leave campus immediately after signing out.
- Students must sign in immediately upon returning to school or upon arrival if the appointment is before school. Failure to do so is a Level I offense.
- Students may not leave for an illness unless first reporting to the school Nurses Office and then signing out in the school office.
- The Early Release Procedure applies to the athletic period as well as academic classes.
- If a student signs out and returns the same day, they must present a doctor's note to return to school.

## College Days

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

## Late Arrival Procedure – Absent or Tardy

Upper School hours are 8:15 a.m. to 3:45 p.m.

- A student must be in the classroom before the bell rings.

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

## Makeup Work

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

- Students absent only one day are responsible for obtaining missed assignments. Upon returning to school, they are given a full day to make up any missed work.
- Students who are absent are allowed one class period for each day missed to make up homework, class work, or tests.
- Work or tests assigned before the absence occurred are due on the day the student returns to school unless other arrangements are made at the discretion of the teacher along with the vice principal or principal.
- If the absence is excused and the student has missed a quiz or test, he or she will work with the teacher to schedule a due date to make up the assessment in the Testing Center within one week without penalty. The teacher will record this due date in the gradebook in myLiberty. Students should proactively communicate with their teachers and self-advocate when extenuating circumstances are involved, or there are multiple assessments to make up.
- Parents are asked not to plan vacations during regular instructional days.
- When absences are known in advance (e.g., extracurricular, family, etc.), students should obtain assignments in advance to not fall behind in classes.
- All makeup work is available on myLiberty. Homework is posted daily.
- Makeup for semester exams are scheduled one week after the test/exam date.
- Tests may not be taken prior to the regularly scheduled dates.

## School-Related Absences

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

# 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, fine arts director, or athletic director must approve any exception. Under no circumstances should a student be given permission to drive another student.

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

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

## Eligibility

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



included in the period of ineligibility. Students must be enrolled in at least four academic courses. If at the end of the period of 10 school days there are students who continue to fail two or more courses, they will continue to be ineligible for five additional school days. This five-day cycle will continue until the student becomes eligible. Students participating in off-campus athletics will be required to remain on campus during the period of ineligibility.

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

## Excused Late Arrival from Events

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

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

## Lettering

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

<u>Categories</u>	<u>Eligibility Guidelines</u>
Athletics	Students must participate in a sport on the varsity level to be eligible to letter in that sport. The specific requirements of lettering will be determined by the coaches in conjunction with the Athletic Department.
TAPPS Academic Contests	Earn at least one point in any contest at state.
TAPPS Art Contests	Earn at least one point in any contest at state.
Music and Fine Arts Contests	Complete all department requirements regarding performances or receive all-state honors.
Academics	Membership in NHS.

## Participation

- It is an honor to be chosen for TAPPS (Texas Association of Private and Parochial Schools) academic competition. Academic, art, and music letters for scholastic achievement will not be awarded unless the student continues to pursue the highest level of competition attainable when eligible. Failure to do so will cause a student to be omitted for departmental and school-wide awards. Any exceptions must be approved by the principal.
- Participants are required to be at school by noon on the day of a game or event to participate in the game, practice, or event. Students who leave school early will not be permitted to return to school for practices, games, or events. Any exceptions must be approved by the principal.
- Participants are required to be present and on time to all practices, games, or events. The coach must be notified well in advance if there is a problem regarding attendance at practice, games, or events.
- Enrollment in athletics is for the entire year, regardless of the number of sports in which a student participates.
- In some cases, extracurricular activities must hold tryouts, as a limited number of members are accepted.
- Students who advance in school competitive events are expected and required to participate at every level of advancement, including activities such as sports, cheerleading, dance team, choir, art, speech and 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 four absences for the fall semester in a 90-minute block class (eight absences in a 45-minute block period) and/or five absences in a 90-minute block class (nine absences in a 45-minute block period) for the spring semester, the teacher or coach may require removal from an extracurricular activity.
- Excessive disciplinary actions may affect a student's eligibility for extracurricular activities.

## Athletic Department Guidelines for Upper School Athletics

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

# 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, class, or class representative must have a “C” average in each academic course to run for said office.
- A student who is an officer of an organization, class, or class representative must maintain a “C” average in each academic course to continue serving in said office. Grades of officers and class representatives will be checked each semester grading period. Students who do not meet this qualification will be put on probation. Students who do not meet the minimum grade requirement by the end of the second consecutive grading period will be removed from office. A replacement will be chosen according to the by-laws of the organization. This regulation does not apply to an organization that has a higher minimum grade requirement in its bylaws.
- Each approved organization may require community service hours per grading period for a student to maintain and continue membership in an organization. If a student has membership in more than one organization, community service hours will only count when performed as an approved activity of the organization for which the service is performed.
- Students who do not meet the requirements for the club or organization to which they belong may be denied membership after being 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.

## Service Organizations and Special Interest Clubs

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

## 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 8<sup>th</sup> grade and below, nor to permit them to attend Liberty-sponsored dances as the guest of an older student. In addition, students may not bring a date more than two years older than themselves to a Liberty social event.

### Homecoming

1. Elections will be held for the following positions in the homecoming court: Freshman Lord and Lady, Sophomore Duke and Duchess, Junior Prince and Princess, and Senior King and Queen.
2. The Homecoming Dance is for students in grades 9–12 only, whether a student at Liberty or a guest from another school. Specifically, students in the 8<sup>th</sup> grade and below may not attend. Students may not bring a date from outside the school more than two years older than themselves.
3. A Liberty student may invite a guest of the opposite sex from another school. The guest must complete a Visitor Reference Form and obtain a letter of reference on school letterhead, signed by an administrator of their school, before being allowed to attend the homecoming dance. The form and letter must be completed and returned no later than one week prior to the dance. The forms may be picked up in the office of the Student Activities Director.

### Prom

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

prom. The form and letter must be completed and returned no later than one week prior to the dance. The forms may be picked up in the office of the Student Activities Director.

Liberty students as well as their visiting guests are expected to adhere to Liberty's Dress Code and Behavioral Expectations as stated in the following section.

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

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

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

### **Females:**

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

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

**Males:****Homecoming Dance**

Must wear dress slacks, dress shirt, and tie

No tennis shoes

No jeans

**Junior-Senior Prom:**

Must wear suit, dress slacks and coat, dress shirt and tie, or tuxedo

No tennis shoes

No jeans

**Behavioral Expectations:**

All Liberty students and their guests are expected to behave in a manner consistent with the "Standards of Behavior" as outlined in the Student/Parent Handbook.

Failure to comply with the behavioral expectations and the dress code could result in the LCS student and/or his or her guest being asked to leave the dance.

For questions, please contact the Student Activities Director at 940-294-2123.

**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's 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 9–12, any of the uniform items may be worn on any day.

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

### Liberty Locker

LCS Commons

940-294-2350

## Upper School Girls (Grades 9–12)

### 1. Shorts embroidered with the LCS logo

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

### 2. Skirts and Skorts embroidered with the LCS logo

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

### 3. Shirts

- Polos in white or navy with LCS monogram (available in long or short 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.
- T-shirts, long or short sleeved, must be tucked in (no layered look).
- No writing or pictures allowed on any part of shirts worn under the uniform shirt.
- Tight-fitting blouses or T-shirts are not to be worn.
- Camisoles 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 polo uniform shirt.
- Navy fleece pullovers with LCS logo must be worn with a collared polo uniform shirt or a white, gray, or navy crew neck T-shirt.
- Navy full zip-fleece with crest must be worn with a collared polo uniform shirt or a white, gray, or navy crew neck T-shirt.
- Navy or gray sweatshirt (crewneck or hoodie style) with LCS logo must be worn with a collared polo uniform shirt or a white, gray, or navy crew neck T-shirt.
- Liberty jacket with LCS logo.
- If a student decides to remove their sweater/sweatshirt during the school hours, they must be wearing a uniform polo underneath the top layer.

**Note:**

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

**5. Coats**

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

**6. Belts**

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

**7. Socks and Tights**

- Socks must be primarily white, navy, gray, or black.
- Socks must be visible.
- Tights must be solid white, navy, or gray and must have feet.
- Leggings in navy only (with Liberty logo) may be worn
- 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 or solid black with non-marking soles, (as if dipped in white or black paint). Black or white logos on the shoe are acceptable.
- Saddle oxfords in black and white or navy and white
- 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 or studs.
- 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.

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

### Upper School Girls 9–12 Athletic Wear

**Grades 9–12** (must be purchased from the Liberty Locker)

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

**Note:** All athletic wear, either issued or purchased, is to be worn only during athletics with the following exceptions: athletic T-shirts and sweatshirts/jackets, purchased or team-issued, may

be worn on Jeans Days as long as they are clean and in good condition. Athletic wear should not be cut or altered in any way.

## Upper School Boys (Grades 9–12)

### 1. Slacks embroidered with the LCS logo

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

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

### 3. Shirts

- Polos in white or navy with LCS monogram (available in long or short 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 pullovers with LCS logo must be worn with a collared polo uniform shirt or a white, gray, or navy crew neck T-shirt.
- Navy full zip-fleece with crest must be worn with a collared polo uniform shirt or a white, gray, or navy crew neck T-shirt.
- Navy or gray sweatshirt (crewneck or hoodie style) with LCS logo must be worn with a collared polo uniform shirt or a white, gray, or navy crew neck T-shirt
- Liberty jacket with LCS logo
- Non-Liberty sweaters and jackets of other colors and styles may not be worn during school hours on campus, even when walking between classes
- Specific sport-issued or purchased athletic wear or fine arts items (such as baseball warm-up jackets, hooded sweatshirts, Encore jackets, track warm-ups, etc.) are not to be worn on campus during school hours, except on Jeans Days.
- If a student decides to remove their sweater/sweatshirt during the school hours, they must be wearing a uniform polo underneath the top layer.

### 5. Coats

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

- LCS letter jackets may be worn at any time

#### 6. Belts (required)

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

#### 7. Socks

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

#### 8. Shoes

- Tennis shoes in solid white or solid black (as if dipped in white or black paint with non-marking soles. Black or white logos on the shoe are acceptable.
- 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.
- 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.

## Upper School Boys 9–12 Athletic Wear

**Grades 9–12** (must be purchased from the Liberty Locker)

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

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

## 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. 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.

These guidelines also hold true for the school yearbook. If pictures do not meet these guidelines, replacement pictures will be requested and/or the pictures may be modified to meet the guidelines.

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

## Formal Dances

All girl's dresses must be approved by our Formal Dress Code Committee. Please email your dress to [FormalDressApproval@mylcs.com](mailto:FormalDressApproval@mylcs.com) for each dance. You may not wear the dress if it's

not approved by the committee. They will not approve if the dress has cutouts, plunging neckline or too tight.

## Jeans Day/Spirit Day Dress Code

Students may show their school spirit on Jeans Days/Spirit Days by wearing a Liberty-approved spirit shirt with jeans. Jeans must meet the guidelines listed below:

### 1. Jeans

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

### 2. Shirts

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

### 3. Shoes

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

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

All clothing must follow LCS guidelines for modesty. Students choosing not to participate in Jeans Days/Spirit 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 and must not fall into the eyes. Students who choose to have dreadlocks need to comply with this standard. Sideburns should be no longer than the bottom of the ear and may not be flared. Extreme bi-level, shaved, bizarre, spiked, or distracting hairstyles are not allowed. Beards, mustaches, and unshaven faces are not permitted. Young men not in compliance with Liberty's personal appearance guidelines will be issued a detention and will continue to receive a detention each day until they are in compliance.

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

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

# 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 - examples: boys hair length, facial hair, tardies

1. Violation of LCS Standards of Behavior (pages 19 & 20)
2. Dress code and personal appearance violation
  - May be required to change before returning to class.
  - Classes missed will be counted as an absence.
3. Violation of classroom rules

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

Detentions will be assigned by office administration.

### Level I Consequences

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

Number of Level I Offenses	Consequences
1	Warning
2	Warning
3-6	Detention
7-10	Administration has the discretion as to the type of correction or punishment deemed necessary.
11+	Discipline Committee Referral



## Level II Offenses - examples: plagiarism, skipping class

- Honor Code violation (page 18)
- Violation of LCS Standards of Behavior (pages 19 & 20)

## Level II Consequences

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

Number of Level II Offenses	Consequences
1	Detention
2	Administration has the discretion as to the type of correction or punishment deemed necessary.
3+	Discipline Committee Referral

## Level III Offenses

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

## Level III Consequences

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

Number of Level III Offenses	Consequences
1	Administration has the discretion as to type of correction or punishment deemed necessary
2+	Discipline Committee Referral

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

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

Interpreting terms, determining evidence of misconduct, and issuing discipline are the responsibilities of the administration. The 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.

## Discipline Terms

### Infraction

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

### Detention

Detention is a 40-minute block of time in which a student is supervised before school during the school week. Students may not eat, drink, or do homework in detention. They may read their Bible if they so choose. Detentions are served from 7:20 - 8:00 am each Tuesday and Thursday. The Upper School Office will assign the date the detention is to be served and issue the detention slip. If the student is late to detention, the administrator may determine an appropriate level of discipline.

#### Detention Guidelines

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

### Saturday Detention

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

## Saturday Detention Guidelines

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

## 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 in-school suspension, students will be required to complete the assigned work, which will be graded. Students are still responsible for homework and daily work from their scheduled classes by the next day. Students will not be allowed to participate in extracurricular activities during the hours of 8:15 a.m. – 3:45 p.m.

## In-School Suspension (ISS) Guidelines

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

## Out-Of-School Suspension (OSS)

Out-of-school suspensions will be served at the discretion of administration. Students will be prohibited from being on campus for participation in any school-related activities for the duration of their OSS. Days missed for OSS will count as absences. Students will serve ten hours of community service as part of their consequence. Students will be required to complete all missed work, tests, and assignments.

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

## **Discipline Committee**

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

## **Expulsion**

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

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

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

Lockers may be inspected periodically without notice or consent.

## Lost and Found

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

## 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 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.
- Students are required to do their share when their grade has lunch duty. Failure to do so is a Level II offense.
- Students must remain in the cafeteria until the end of the lunch period unless specifically excused for a particular activity.
- Students are not to take food or drink out when lunch is over.
- The school office cannot accept any food deliveries.
- Liberty Christian School is a closed campus.

- Only parents, family members, youth ministers and LCS graduates will be allowed at lunchtime.
- Any exception must gain prior approval from the Upper/Middle School Administration.
- Lunch visitors must dress appropriately while on campus.
- Any food deliveries should be scheduled during lunch period only.

## Student Parking Regulations

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

- Parking is strictly limited to the East and West lots. The student spots are designated with yellow stripes.
- All spots marked “Visitor” are for visitors only. Parking in these spots will result in a detention.
- All student vehicles must be registered with the Upper School Office and display the current year’s parking sticker. Stickers must be adhered to the lower right corner of the front passenger windshield.
- Students may not park in the Main Entrance Circle at the front of the school.
- All drivers must be licensed and covered by insurance. The school is not responsible for automobiles or their contents.
- A student may not go to the parking lot during school hours. No loitering or visitation is allowed in the parking lot without permission. Doing so is a Level II offense.
- Speed limit on campus is 15 miles per hour. Any form of reckless driving on the school grounds will not be tolerated.
- Students leaving campus between 8:15 a.m. – 3:45 p.m. without signing out in the Upper School Office will receive an ISS, and students may lose their driving and parking privileges for up to two weeks.
- Any person or vehicle is subject to search while on school property.
- Areas may be under surveillance.
- Fire lanes are clearly marked. Parking in fire lanes is a violation of the law and may result in a detention, a ticket, or a tow of the vehicle.
- It is considered a privilege to drive and park on school grounds. Suspension of driving privileges, towing of vehicles, and/or suspension from school may result when violations of these regulations occur, such as speeding, transporting others in the bed of a pickup, taking up more than one space, etc.
- Students may not enter, exit, or cross the church parking lot.

## Upper School 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 lane between the visitor parking and the fire lane is to remain moving at all times. Please do not stop in this lane.

### Afternoon Dismissal

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

## Visitors and Visiting Procedures

An Upper School administrator must approve all visitors to classrooms.

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

# Miscellaneous Information

## Communications

News and information concerning the Upper School is published on the Liberty Christian School website, [www.LibertyChristian.com](http://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 teacher/parent conference.

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

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

## Telephone Calls/Messages

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

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



Please limit requests for delivery of messages to students to those messages of utmost importance. We do not like to interrupt the students in class, nor is it always possible to locate them between classes. Parents who need to see their child during the school day should report to the Upper School Office rather than going to the classroom. The child will be notified and brought to the office, or the articles may be delivered to the student. Because of lunch staffing, please try to avoid calls to the school between 11:55 a.m. and 1:40 p.m.

# Upper 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.

Technology at Liberty aims to inspire and equip leaders to impact the world for Christ by **providing access** to technology that supports and enhances pedagogy. By training our 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 a holistic college preparatory education in a nurturing, Christ-centered environment.

We **provide access** to technology by equipping our teachers with the training and tools to enhance learning and our students with devices that empower them with the necessary skills for life. This access to technology provides students with the environment to think critically, be productive, collaborate, and create. We believe that access should be safeguarded with protections in order to keep our students safe.

We train our students to **live out the Warrior Way** online and offline through lessons in digital citizenship. It is our goal to give our students a framework for how to honor God with their digital lives. These lessons teach our students to recognize appropriate and inappropriate sites, good and bad sources, and safe and unsafe practices online. They also provide an opportunity for our students to understand, avoid, and appropriately react to cyber-bullying.

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

We **equip and partner with our parents** by creating learning opportunities and making ourselves available to talk about how they can prepare their students for using technology in a God-honoring way.

## Upper School Technology Goals

Technology use in Upper School can look like a lot of different things. Whether students are creating music, writing code, building websites, or writing documents technology use is purposeful and full of opportunities. Students' use of technology in Upper School should be centered around using real life technology that exposes students to experiences that they will need for college and the workplace. Productive and efficient use of workplace and learning tools should be developed to give students the correct framework to know when to use technology and what technology is appropriate for the task at hand. The goal for an Upper School student is to have enough exposure to technologies that students can make wise and productive choices for their learning and future success.

In the Upper School students are given a Macbook Air to use for their learning. Students will also have access to two dedicated Upper School computer labs. We believe that providing access to this technology is essential in preparing our 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 our expectations for technology use. We provide various technology tools to enhance learning with hands-on application.

The technology handbooks serve to establish clear guidelines and expectations of acceptable use of each tool that is available to our students and staff. We expect all parents and students to become familiar with and adhere to these guidelines to help create a safe and acceptable technology environment. As we continually grow and change in our technology offerings we require students to adhere to responsible use of all technology, including that outside of our 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. In order 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 below Digital Citizenship expectations.

### **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 details, 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 forwarding inappropriate materials or communications 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 the 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 everyday.

Students should understand that if the Digital Citizenship Agreement is not followed, and disciplinary actions are necessary, the process will follow the standard procedures as outlined in the Liberty Christian School Parent/Student Handbook.

The Digital Citizenship Agreement will be discussed in the classroom. Students will be asked to sign the agreement. Parents/guardians will also be required to sign the Digital Citizenship Agreement online through myLiberty to agree their child will adhere. The agreement must be signed before students will be issued or have access to 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 in these technology policies.

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

- ❑ If a Liberty-issued device is damaged or malfunctioning, the student will take it to the Technology Department for repairs. Students will not take a Liberty-issued device to an outside vendor for repair or attempt to repair it on their own.
- ❑ If a Liberty-issued device is damaged, the student is responsible to pay a deductible of up to \$100 for repairs.
- ❑ If a Liberty-issued device is lost, stolen, or damaged beyond repair, the student is responsible for paying a deductible of up to \$500 for the first occurrence and the full replacement price of a Liberty-issued device 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 is 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 Liberty-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 Liberty-issued devices and internet use at school to ensure compliance. Liberty-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 that 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.” The device must be fully charged and ready for use at the beginning of each day. Infractions will be issued if necessary.

## Ready to Learn

Students are expected to be ready to learn with their device. The success of device use in the classroom and students work can depend on their readiness to learn 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
- Students must not deface cases, which includes permanent stickers.

Liberty will not be responsible for any damage to a personal device nor will the Technology Department service any personal device for any reason.

## Keeping Health and Balance in Mind

Technology use 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 need to consider 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 device.

Students should not eat or drink while using Liberty devices. Liquids should not be placed on the same surface as a Liberty device. If drinks or other liquids are on the same surface (table, etc.), they can spill and cause irreparable damage.

## Liberty Accounts

All students at Liberty Christian School are provided with a school-specific email address that will be used to access accounts, such as the school's learning management system (LMS) myLiberty, Google Apps for Education, email for students in sixth grade and up, and much more. 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. Passwords will need to be set or reset at the beginning of each year. 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.

Upper 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 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's 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.

Upper 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 the 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 above 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 nonschool accounts.

### Google Terms of Service

Students under the age of 13 ordinarily need parent permission to have private Google accounts, however Liberty acts as the parents' agent and approves the accounts for students under this age on their behalf. Therefore, all students will have Google Apps accounts built in Liberty's private domain.

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 by Liberty Christian School. 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. Upper 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 above when using and accessing their Office 365 account.

Microsoft Office 365 accounts are property of Liberty Christian School. This 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 here: <https://www.microsoft.com/en-us/servicesagreement/>.



## Microsoft Office 365 Email Guidelines

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

Liberty student email accounts should never be used as a way to socially communicate 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. Cyber bullying will not be tolerated.

Students found abusing these guidelines will have access to their email account terminated and the account will be deactivated.

### Student Email Content Monitoring

As a way to further protect our students we utilize Exchange eDiscovery to monitor student emails based on keywords that could be flagged as inappropriate, or relating to topics involving 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 communication. These skills are important elements to learning and require students to sometimes publish their work online or to a greater audience other than just their teacher.

### Sharing

We encourage students to publish both in-process and completed work in a variety of online spaces in order 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 them a real audience from whom they can continue to grow and learn.

A couple things to consider when sharing online are:

- Think before you post. Ask yourself: 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: 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 your work for you or for you to tamper with or alter others' work during the assignment. The ability to effectively collaborate on tasks and assignments will prepare you 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 the student parent handbook.

### Curriculum Specific Technology

Content specific websites are often utilized by teachers to supplement 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 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 are 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 Device Use Agreement guidelines while using computer labs. This includes but is not limited to, agreeing to not access any inappropriate content and exercising gentle proper care while using the 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 we strongly encourage students to always sign out of their account when they are finished using the computer.

### Personal Devices

School issued Macbooks can be used in the classroom for learning purposes only. Teachers reserve the right to ask a student or class to discontinue use at any time.

### 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 our 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 level's disciplinary policy as outlined in the Student/Parent Handbook. Students are expected to obey and adhere to the guidelines and policies outlined within this Technology handbook. If a student is caught violating any of the rules or guidelines laid out in his handbook they will be subject to the consequences as stated in the Student/Parent Handbook specific school level Disciplinary Policy.

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. This 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

In order to train and equip our students to be safe and successful digital citizens at school and in life, Liberty believes it takes the combined efforts of our school, teachers, students, and parents. Through this comprehensive approach, including enhanced communication, training, curriculum, technology safeguards, and more, our entire community will be actively engaged in

ensuring our students will learn, grow, and lead as discerning and knowledgeable users of technology.

## Teachers

Digital devices in the classroom require that teachers be the frontline defense in helping to equip their students with the foundational skills they need to create a safe and positive experience online. 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.

Teacher professional development is core to the success of our technology implementation and student learning. Below are some of the ways that we facilitate training and learning opportunities for our 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
- Procedures for reporting violations and general technology 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 our students to live out the Warrior Way online and offline for the use of various forms of technology throughout the year.

- Digital Citizenship curriculum will be presented in assembly and classroom formats
- Digital Safety Campaigns will take place in classrooms and hallways as 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 our 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 is 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 our students safe at school and at home.

Liberty will seek to:

- Increase Liberty Christian School community and parental awareness 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.
- Increase visibility of Liberty technology and administration.
- Hold monthly parent outreach and training through Liberty Parent Tech Coffees.
- Provide access to the Mosyle Parent App.
- Outline and maintain LCS Tech Tips.

## Protect

Safety and protection of our students is our priority as we aim to provide an exceptional learning environment. There are many layers of protection that we take to make sure that our students are safe as they use devices and digital tools. We understand that our ministry is to guide our students to have Christ-like character in all that we do. The best protection requires a team effort as we all partner together to prepare our 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 at home
- Real-time inspection and controls
- Social media controls
- Real-time web content classification that is age appropriate and reviewed
- Comprehensive behavioral analysis, monitoring and reporting
- Guest network password protected and filtered

## Safe Search

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

## Youtube Restricted Mode

Youtube restricted mode is enabled to block inappropriate and controversial content, but allows teachers to unblock content for teaching purposes.

## DNS Filter

DNS stands for Domain Name System and is how domain names are translated into IP addresses. DNS is what allows you to use your web browser to find web sites as well as send and receive email. Liberty utilizes DNS Blocking as a strategy for making it difficult for users to locate specific domains or web sites on the Internet.

## Teachers and Classrooms

Teachers play a vital role in the protection of our students as they use devices in their classrooms. Classroom management and active monitoring go a long way in keeping our kids 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 vet and request Apps through an App Request Form. After the form is filled out, the requested app is reviewed by the tech department and the school level principal for appropriateness and cost.
- 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.

## Students

Responsible use with regards to technology is expected for all of our 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 (no matter the device).

- All students will comply with Liberty’s Student/Parent Handbook, 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 at home and through our parents that we can ultimately be successful in our goal towards creating discerning, knowledgeable leaders in technology.

- Liberty provides access to ScreenGuide, a parental control app for all Liberty assigned devices. ScreenGuide also allows parents to have control over their students’ devices when not at Liberty. It also gives the opportunity to add other personal devices.
- Parents have full rights to act as parents on the device of their students. Liberty and parents reserve 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.

## Measure

The successful protection of our students is an ongoing process that Liberty will constantly be evaluating 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 our students.

## Reporting

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

- Monitor on a user by user basis as well as overall Internet traffic use by categories.
- Report on all web use within our organization to ensure policy compliance and optimize resource utilization.
- Secure our network and get real-time alerts for suspicious activity, malware, and virus detections.
- We make necessary changes based on the reporting from staff and student data. This includes blocking sites that need to be blocked or unblocking those that do not.
- Success of student safeguarding is best measured by the lack of incidents reported by staff and students.

- Daily reports of network usage will be run and referenced when appropriate or necessary by request.

## Disclaimer Statement

Liberty believes that technology and the Internet are invaluable tools in an educational setting and that with proper guidance and education on the dangers of the internet the valuable information and interaction available far exceeds any disadvantages. For example, materials may contain items that are inaccurate, illegal, pornographic, profane, defamatory, or potentially offensive to some people. It is Liberty's intent to curate a safe environment for all users by taking measures to protect your child from these things as outlined in the school specific technology handbooks. In order to limit the access of inappropriate items, the School will attempt to install filters to block access to certain visual depictions. In addition, the online activities of minors will be monitored. However, Liberty cannot completely protect students from accessing inappropriate materials and specifically denies any responsibility for a student accessing any inappropriate, offensive, illegal, or obscene sites. If such inappropriate information is accessed accidentally, 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 communications, resources, violations of copyright restrictions or other laws, users' mistakes or negligence, or costs incurred by users. Each user creates their 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

When can my children log in to their Liberty account?

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

Is my Upper School child required to purchase a personal device?

Students are given a Macbook Air and are expected to use that device for their learning on campus. Teachers will use technology as a part of their classrooms when appropriate and will supply supplemental technology when needed.

May I bring a personal device to be fixed by Liberty?

No. We are unable to provide support services for outside devices. Students will be directed to contact support for their specific device.



How do I view my child's grades?

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

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.

Will all of my child's work be done on a device?

No. Devices and classroom technology are one part of a student's 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 our 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." In the event that a student is experiencing 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.

## **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) (and all international students)	940-294-2320
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

1301 S. HIGHWAY 377  
ARGYLE, TX 76226  
940-294-2000  
[www.libertychristian.com](http://www.libertychristian.com)