2026-2027

Student-Parent Handbook



LIBERTY CHRISTIAN SCHOOL

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Letter to Parents and Students

Dear Parents and Students:

This 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 this handbook covers most of the general issues of school life, it is important that every parent and student read all of the handbook. Students and parents are responsible for knowing and applying the procedures outlined within.

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 this handbook, 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/Head of School

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.

This handbook supersedes all previous handbooks, policies and practices, which are in any way inconsistent with the contents of this handbook. Liberty reserves the right to interpret the content of this handbook, including the rules and regulations governing the academic and non-academic conduct of students. This handbook is not a contract, nor is it intended to be so construed. Liberty reserves the right to add, change, modify and/or amend the contents of this handbook at any time, as it deems appropriate. If any written modification or amendment is made to this handbook, it will be made available to parents and students.

If you have any questions about this handbook or any of its policies, please contact Dr. Blair McCullough, President at blair.mccullough@mylcs.com.

About Our School

Vision Statement

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

Mission Statement

To provide a holistic college preparatory education in a nurturing, Christ-centered environment.

Why We're Here

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.”

God-Centered Philosophy of Liberty Christian School

The real difference between a Christian school and a public school is philosophy. While a 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).

At Liberty Christian School, we take a student-centered approach to provide students holistic, authentic learning experiences. All classes are taught with a Biblical Worldview, helping students make connections between the learning targets and God's truth. Our classes allow students to apply their growing knowledge in meaningful activities and assignments that have relevance beyond the classroom walls. Because we recognize our youth are living in a digital world, students are provided guidance and lessons to successfully navigate the digital landscape with Christ-like character and discernment. By focusing on social and emotional intelligence and reflective practices, students are self-aware and able to successfully learn and serve alongside others.

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 Rigor

- 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.

Statement of Faith

1. We believe the Old and New Testaments, which constitute the Bible, to be the only inspired, infallible, unchanging, and authoritative word of God (2 Timothy 3:16-17, 2 Peter 1:21) — a metanarrative of reality and truth.
2. We believe there is one God, eternally existent in three divine, distinct, coequal Persons: Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30, 1 Peter 1:2).
3. We believe in the preeminence and deity of the biblical Jesus Christ (hereafter referred to as “Christ”), as the eternal Son of God (Colossians 1:15-19); His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35), His sinless life (Hebrews 4:15; Hebrews 7:26), His miracles (Matthew 8:14-15, Mark 1:32-34, Luke 4:35-41, John 2:1-11), and His atonement for the sins of mankind through the shedding of His blood on the cross as Savior (Romans 5:8-9, 1 Corinthians 15:3; Ephesians 1:7, Hebrews 2:9, 9:22, 1 John 1:7). We believe in His bodily resurrection (John 11:25; 1 Corinthians 15:4) and His ascension to the right hand of the Father (Mark 16:19).
4. We believe God created man in His own image, male and female (Genesis 1:27), but because of man’s rebellion against God (Genesis 3:1-24), all humanity is inherently sinful (Ecclesiastes 7:20, Psalm 51:5, Romans 3:23), and therefore needs a Savior (John 3:16-18, 14:6, Romans 5:12-21, 6:23), available only through faith in Christ, the only begotten Son of God (John 3:16-17, 14:6).
5. We believe that because of the inherent and exceeding sinfulness of man, regeneration by the Holy Spirit is absolutely necessary for salvation (John 3:5-8,

Titus 3:5-6); that people are saved only by faith in Christ through God's grace (Ephesians 2:8-9), and this only through His shed blood (as previously noted), by which we are declared righteous by God (2 Corinthians 5:21, Philippians 3:9, 1 Corinthians 1:30, Romans 4:5).

6. We believe in the present ministry of the Holy Spirit, by whose indwelling a biblical Christian is enabled to live a life pleasing to God (John 14:26, 16:17-15, Acts 1:8, 2:38, Galatians 5:22-23).

7. We believe in the imminent and personal return of Christ in power and glory to gather His Church, to judge the living and the dead, and establish His kingdom on earth (Acts 1:11; 1 Thessalonians 4:16-17, Revelation 19:11).

Our Statement of Faith is not an exhaustive list of our beliefs. The Bible, as the inspired and infallible word of God, speaks with absolute authority regarding the proper conduct of mankind and is the unchanging foundation for all beliefs and behaviors. The administration at Liberty Christian School holds final interpretive authority on biblical meaning and application to faith, doctrine, policy, and practice.

Biblical Worldview

Upon the foundation of the Liberty Christian School Statement of Faith, in all matters Liberty Christian School operates through the framework of a biblical worldview, defined as:

> "A foundational, unified, pervasive, and comprehensive perspective of everything, rooted in and understood through God's Word (both Living and written). It is not merely a 'lens' through which things are seen, but also an understanding that the 'eye' that sees through that lens is itself corrupted by sin and must therefore be transformed by that very Word. A biblical worldview is therefore not what WE say the Bible says, but what the BIBLE says the Bible says."

This is intended to underscore and support essential, historic, and orthodox biblical doctrines (e.g., deity of Christ, salvation by grace through faith, resurrection of Christ and His return, etc.), reject heresies (e.g., salvation through works, anti-trinitarianism, etc.—cf. 2 Timothy 4:3-4) and to avoid "foolish controversies" over debatable matters (e.g., the precise timing of Christ's return, free will vs. predestination, spiritual gifts, etc.—cf. Titus 3:9).

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 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." This is accomplished through intentional faithfulness to the biblical principles of Matthew 18:15-17, Romans 15:1-2, Galatians 6:9-10, Ephesians 4:29-32, et al. 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 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.

However, we do not compromise on the central message of God's Word and our published "Statement of Faith." Liberty remains the final interpretive authority on biblical meaning and its application in all Liberty policies and practices.

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.

Lifestyle Statement

Liberty Christian School is a religious, non-profit organization representing Jesus Christ throughout the evangelical community worldwide. The Liberty Christian School Statement of Faith expects employees to maintain a lifestyle based on biblical standards of moral conduct. Moral misconduct, which violates the bona fide occupational qualification for employees to be Christian role models, includes, but is not limited to, promiscuity, homosexual behavior and/or sexual orientation, bisexuality, polygamy, transgender identity, or any other violation of the unique roles of male and female. (*Exodus 20:14; Leviticus 18:7–23; 20:10–21; Deuteronomy 5:18; Matthew 5:27–28; 15:19; Romans 1:21-27; 1 Corinthians 6:9-20*).

Liberty Christian School believes that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive covenant union, as delineated in Scripture. (*Genesis 2:18-25*) and that God intends sexual intimacy to occur only between a man and a woman who are married to each other, and that God has commanded that no intimate sexual activity is engaged in outside of marriage between a man and a woman. (*Genesis 1:27–28; 2:21–24, Matthew 19:4–9; Mark 10:5–9; Ephesians 5:22-33*).

Liberty Christian School believes that God wonderfully foreordained and immutably created each person as either male or female in conformity with biological sex. These two distinct yet complementary genders together reflect the image and nature of God (Genesis 1:26-27).

The Liberty Christian School Statement of Faith expects employees and students to maintain a lifestyle based on biblical standards of moral conduct. Moral misconduct includes, but is not limited to, promiscuity and homosexual behavior or any other violation of the unique roles of male and female (Romans 1:21-27 and 1 Corinthians 6:9-20). Liberty Christian School believes that biblical marriage is limited to a covenant relationship between a man and a woman. "Honor marriage and guard the sacredness of sexual intimacy between wife and husband. God draws a firm line against casual and illicit sex." (Hebrews 13:4, The Message). Liberty Christian school students and employees will maintain a lifestyle based on biblical standards of conduct. Failure to do so may result in discipline or, in some cases, dismissal from employment and/or withdrawal of the student. It is the goal of Liberty Christian School that each student and

employee will have a lifestyle in which “He may have the preeminence” (Colossians 1:18, NKJV).

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 1300 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.

Although the School separated from Liberty Church in a friendly manner in 1989, the School continues to support the Church’s mission by welcoming Christian families of all denominations and emphasizing 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.

Accreditation and Affiliations

Accreditations

Association of Christian Schools International
Cognia
Southern Association of Colleges and Schools

Affiliations

College Board
Council for Advancement and Support of Education
Duke TIP
Independent School Management
National Merit Scholarship Corporation
National Science Teachers Association
Peacemaker Ministries
Private Schools Interscholastic Association

National Association of College Admission Counselors
National Association of Independent Schools
National Association of Student Councils
National Business Officers Association
National Forensic League
National Honor Society
Texas Association of College Admission Counselors
Texas Association of Private & Parochial Schools
Texas Private Schools Association
Texas Science Olympiad
The American Legion Boys State

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 2026-2027 School Year

- Heart of Liberty Gala
- Warrior Club Annual Chili Cook-off
- Partners Through Faith (PTF) Teacher Appreciation Lunch
- Christmas Tree Auction
- Camps Christmas Decorating
- Liberty Giving Day
- PTF Ladies Tea
- PTF Lasagna Lunch

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

Admissions & Enrollment

Application Process

The application process starts with an interest form, interview, and campus tour. Once an applicant has a campus visit and admission tour, you will be prompted to create an online account through myLiberty. This will provide access to the online application and track the required items to apply such as birth certificates, report cards, transcripts, and the payment of the application fee. In addition, a principal interview will be scheduled, and all 6th-12th grade potential students will have the opportunity to attend an optional shadow day to experience a day as a Liberty Warrior.

Once the application, interview, and all required paperwork is submitted, the Admissions Committee will review all submitted information and make a decision regarding acceptance. Upon acceptance, the online enrollment agreement will be available to you through myLiberty, which will require all parent/guardian signatures. In addition, a Tuition Management account will be set up to make arrangements for enrollment fee payment, as well as tuition and fees.

It has always been the policy of Liberty to maintain a school environment free from unlawful discrimination and to conduct its educational practices, admissions programs, financial aid policies, scholarship and loan programs, athletics, and other school-sponsored programs, as well as its employment practices, 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. This non-discrimination policy applies to those who seek to join the Liberty community in any capacity or to those who interact with Liberty, including citizens, parents, and vendors.

Continuous Enrollment

Enrollment for current Liberty students is continuous each year and will renew automatically for each successive academic school year until the student's graduation or until the student is withdrawn in accordance with the school's withdrawal procedures. Reenrollment fees are due each Spring semester. Non-payment of the registration fee, and/or failure to adhere to payment arrangements may jeopardize the student's return to Liberty. All tuition and fees must be current before students are allowed to attend School. Students who are not returning for the following school year will not be permitted to participate in activities geared to the next school year, including but not limited to elections for student leadership positions for the following school year and participation in athletic activities that will carry over into the following school year.

Liberty has the right to suspend or terminate the attendance of any student for reasons set forth in this Student Handbook or other published document, for reasons that the Liberty administration considers detrimental to the School community, student, or to other students at the School, or for the parent's failure to pay all or any part of the parent's financial obligations for the student's attendance.

The following items are required for all students (new and returning) to be placed on the class roster and formalize their class schedules for the next school year:

1. Payment of nonrefundable enrollment fee(s) if newly enrolling, along with campus enhancement fee (if applicable); nonrefundable annual registration fee will draft automatically.

2. Completed and signed Enrollment and Parent Agreement signed by all legal guardians, if new to enrolling. Once signed, enrollment is considered continuous, and families will not need to re-enroll every year.

3. Up-to-date immunization records (see medical guidelines section for more information).

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 Liberty 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 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. If any student withdraws from Liberty, the parent is financially responsible and obligated to pay the full annual tuition amount as per the Enrollment and Parent Agreement.

Specifically, if the student will not be returning to Liberty for the following school year, the parent is required to submit the Liberty Notice of Withdrawal form to the Admissions Office by no later than January 31 of the preceding school year, or the parent will be responsible for the tuition and fees for the subsequent school year. If the Notice of Withdrawal is received by Liberty by January 31 of the preceding school year, the Parent will be

released from paying 100% of the next year's annual tuition and the student will be withdrawn at the end of the current school year.

The Parent may also terminate the Enrollment Agreement by submitting a written Termination Notice to the President of Liberty in strict compliance with the dates indicated below (the Termination Date). The written Termination Notice must: (a) be dated; (b) state the student's name; (c) provide a reason and any required documentation, if applicable, for the termination of the Agreement; and (d) be received by the Liberty President on or before the Termination Date. If such Termination Notice is timely received, the Parent will be released from the financial obligation to pay for the entire year's tuition and fees subject to the following statements and in the manner set forth below. Even if this Agreement is terminated pursuant to the dates below, the School will not refund any portion of the student's enrollment and/or registration fee or any other non-refundable fees set forth by the School. In addition, a parent will not be released from the financial obligation to pay for the entire year's tuition and fees if the student has been or is in the process of being suspended or expelled at any time by Liberty Christian School for disciplinary reasons or other reasons as set forth in the Enrollment Agreement.

- If the Termination Notice is received on or before May 1, Parent will be released from paying 70% of the next school year's annual tuition.

- If the Termination Notice is received on or before June 1, Parent will be released from paying 60% of the next school year's annual tuition.

- If the Termination Notice is received on or before July 1, Parent will be released from paying 50% of the next school year's annual tuition.

- If the Termination Notice is received after July 1, but on or before December 31 of the current school year, Parent is obligated to pay the entire annual tuition, unless the Parent provides written documentation, which, in the sole discretion of Liberty, is acceptable evidence that the student has moved and now resides 50 or more miles from Liberty Christian School with the parent or another guardian who has legal custody of the student during the majority of the school week, or the student cannot attend due to a medical condition, as diagnosed in written form by the student's physician and provided to Liberty. All such documentation must be provided to Liberty on or before the deadline date herein. In these exceptional cases only, parent(s) will be released from paying 50% of the current year's annual tuition.

- If the Termination notice is received on or after January 1 of the current school year, Parent is obligated to pay the entire annual tuition of that school year, unless the Parent provides written documentation in accordance with the deadline date herein which, in the sole discretion of Liberty, is acceptable evidence that the student has moved 50 or more miles from Liberty Christian School with the parent or another guardian who has legal custody of the student during the majority of the school week, or the student cannot attend due to a medical condition as diagnosed

in written form by the student's physician and provided to Liberty. All such documentation must be provided to Liberty on or before the deadline date herein. In these exceptional cases only, the Parent will be responsible for prorated tuition for that school year, which includes all dates of attendance up to and including the date of withdrawal.

There will be no exceptions or appeals to these withdrawal/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. Liberty 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 Liberty or by utilizing the Tuition Management system. For all checks written to Liberty, 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.

Additional information regarding 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 Liberty 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 Liberty 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 all parents and/or guardians and accepted by Liberty.

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

Withdrawal from Liberty by Parent

If a student intends to withdraw from Liberty, please notify the School as soon as possible by completing the withdrawal form. If a student will not be returning to Liberty for the following school year, the parent is required to submit the Notice of Withdrawal form to the Registrar by no later than January 31 of the preceding school year. Student records will be transferred upon written request from the School to which the student is transferring once all financial accounts are in good standing. Parents in good financial standing may obtain copies of their student's academic records from the School office at any time by written request, but no records will be released until all forms are completed and financial matters are resolved.

Artificial Intelligence Policy

Statement on the Use of AI in School Work

At Liberty Christian School, we believe learning is a gift from God and that every student is called to use their mind, body, and soul to glorify Him. In a world shaped by digital innovation, we strive to help students navigate technology with Christ-like character, wisdom, and purpose.

In keeping with *The Warrior Way*—to embrace God's Truth, strive for excellence, value scholarship, and exhibit Christ-like character—students are encouraged to use artificial intelligence (AI) responsibly and transparently. AI can be a valuable tool for learning, creativity, and exploration when it supports, rather than replaces, personal effort and original thinking.

Students will not use AI or any other technology in a manner that diminishes their responsibility for the content of their work and ability to communicate it, nor will they use AI in a manner inconsistent with the Word of God. Our goal is to guide students to use technology wisely — not as a shortcut, but as a tool for deeper scholarship, honest growth, and faithful stewardship of the gifts God has given them.

Artificial Intelligence (AI)	Software used to perform tasks or produce output, especially by using machine learning to extrapolate from large quantities of available data.
Chatbot	A program that simulates conversation with a human user, especially one that provides information or assistance to the user.
Generative Artificial Intelligence (GenAI)	Artificial intelligence designed specifically to generate text, images, etc. at the request of a human user.
Natural Language Processor (NLP)	A program that comprehends and interprets human language, often with the goal of responding to a human user in real time (e.g. a chatbot).
Personally Identifiable Information (PII)	Name, birthdate, address, financial information, and other information that can be used to identify a person and location,

Deep Fake	A deepfake is a type of synthetic media such as a video, image, or audio recording that has been digitally altered or generated using artificial intelligence to make it appear real, even though it isn't.
AI Black Box	An AI black box is a repository of (the data) and what comes out (the result), but we don't fully know how the AI made its decision in between.

1. Academic Integrity & Use of AI

- Approved Platforms: Students may use only school-approved AI platforms listed on the AI Usage Menu posted on Canvas (e.g., TrekAI, Canva, and others designated by administration).
- Disclosure Requirement: Teachers and students must disclose any use of AI in assignments, projects, or creative work, or properly cite it if the assignment requires citations.
- Documentation: Copies of AI chats, prompts, or generated material must be submitted alongside the assignment.
- Citations: Any AI-created content must be cited in the proper academic format.
- Role of AI (from LCS AI Usage Menu):
    - Thought Partner – brainstorming, generating ideas → disclose usage.
    - Editor – grammar, clarity, rewriting → disclose usage.
    - Analyst – data insights, explanations → cite and submit transcript.
    - Co-Creator – joint production of writing, art, or media → cite and submit transcript.
- Misuse of AI Discipline: Any misuse or dishonesty about GenAI usage on assignments will result in disciplinary action. (*see section in handbook for consequences)

2. Technology & Digital Citizenship

Liberty supports the safe, ethical, and responsible use of technology and artificial intelligence (AI) to enhance learning, encourage innovation, and protect the privacy of students and staff.

Device Use

- Only Liberty-issued devices may be used on campus or connected to the Liberty network.
- Devices should be used responsibly, handled with care, and kept in good working condition.

Responsible AI Use

- AI tools may be used to support learning but must not replace original work or be used for cheating.
- AI can improve learning and access to information; however, users must use discernment and think critically about the accuracy and reliability of AI responses.
- Creating or sharing false, harmful, or inappropriate content including deepfakes or impersonations is strictly prohibited.
- AI use should always reflect The Warrior way and its core values

Privacy and Security

- Do not share personal, private, or confidential information with AI tools or unapproved websites. AI tools use cloud-based servers to process and sometimes temporarily store user inputs. For privacy reasons, students should use these tools wisely and never include personal or sensitive data in their questions or prompts.
- Never attempt to bypass Liberty's network filters or security systems.
- Report any misuse or concerns to a teacher or administrator immediately.

Training and Support

- Liberty will provide training and resources to help staff and students use AI safely, protect data, and make informed digital choices.

Accountability

- Misuse of AI or technology may result in disciplinary action and loss of device or network access.
- When using AI, all users are expected to follow the Acceptable Use Policy outlined in the student handbook to ensure clarity and consistency in expectations.

3. Academic Conduct

- Plagiarism: Copying, pasting, or claiming AI-generated work without citation is academic dishonesty. (*see section in handbook for consequences)
- Collaboration: Group work must clearly distinguish between individual and shared contributions.
- Assessment Integrity: using AI chatbots/NLPs to complete assignments, projects, or exams against the teacher's expectations and/or without proper documentation is considered academic dishonesty. (*see section in handbook for consequences)

4. Faith & Character Expectations

- Christ-Centered Living: Students are expected to act in ways that reflect Christian values of honesty, humility, respect, and love for others.
- Biblical Worldview: All coursework, including use of GenAI and technology, should align with a Biblical Worldview and The Warrior Way.

5. Parent & Community Partnership

- Transparency: Parents will be informed of AI policies and student use.
- Collaboration: Families are encouraged to model and reinforce wise and responsible use of technology at home.
- Accountability: Parents will support the school's discipline process in cases of misuse.

Our Commitment

Liberty Christian School commits to teaching both teachers and students to be discerning, faith-driven users of technology. Through reflective and responsible use of AI, students will learn to

think critically, act ethically, and create purposefully, living out their calling as Warriors for Christ in an ever-changing digital world.

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.

However, Liberty seeks to reasonably accommodate persons with disabilities who require the assistance of service animals, as appropriate. Requests will be evaluated on a case-by-case basis, considering the needs of the individual and the concerns of the Liberty community. See process for accommodation requests for more information.

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. 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.

Child Abuse Reporting

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 individual 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.
- **Make a report to the Texas Department of Family and Protective Services (DFPS) and let them investigate.**

  A person having reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect by any person shall immediately make a report to DFPS. For professionals (which includes teachers and nurses), this report must be made **no later than 24 hours** after the hour the professional first has reasonable cause to believe that the child has been or may be abused or neglected or is a victim of indecency with a child. According to state law, professionals may **not** delegate this task or rely on another person to make this report. Therefore, a professional's report to the school counselor does **not** excuse the professional from the requirement to make a report to DFPS. The report can be made using the Texas Abuse Hotline (1-800-252-5400) or online at txabusehotline.org.

  The law provides immunity from civil or criminal liability for persons who report even unfounded suspicions, as long as the report is made in good faith. While DFPS cannot accept anonymous reports, the identity of the reporter is confidential.

- Report the details to the school counselor, including as much information as possible.
- 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 DFPS, law enforcement, or as required by law.

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

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 are encouraged to visit https://publicsite.dps.texas.gov/SexOffenderRegistry/Search.

Closed Campus/Visitor Policy

As a part of our commitment to providing a safe environment for our students, staff, and families, and to allow our students to focus on their academic, social, spiritual, and co-curricular development, Liberty Christian School is considered a closed campus. We also recognize that the community aspect of our school is vital and will work to create many opportunities for our families to be on campus with their students and our school family.

As a campus with four different schools and many co-curricular areas, it is impossible for our staff members to know every visitor. Identification and following the guidelines below is critical to maintaining a safe environment.

Visitor Policy

- All campus visitors, including parents, are required to check in and check out at a front desk at one of our three main entrances (Preschool, Lower School, or front entrance) during school hours with the exception of the drop-off times noted below. Visitors will be asked to provide a current valid ID to be scanned through our SchoolPass system (owned by Raptor).

- Visitors to Liberty Christian School should have a stated purpose and, in most cases, an appointment during the school day with the individual(s) they are planning to meet with.

- Visitors will be given a name tag including the approved area of visitation that must be visibly worn throughout time on campus.

- If you are in the Middle or Upper School and have an appointment in the Preschool or Lower School, you will need to drive around to those schools to check in at the appropriate front desk.

- Visitors may not roam campus following appointments but should return to the front desk to check out when leaving campus.

- All campus volunteers must be approved through our Voly system.

- Please understand that any visits to the classroom by parents during instructional time must be approved by the administration to avoid disruption of the school day for all students.

- Liberty does not allow outside therapists, evaluators, trainers, tutors, or other third parties to visit the campus, any classroom, or observe or visit with any student during school hours to avoid disruption of the school environment, unless required by law.

Appointment Exceptions

- The following do not require an appointment, but all visitors must follow the visitor policy above.

    - Appointments are not required for visits to the Liberty Locker, lunch visits, when dropping off materials for your child, or for other designated events/community gatherings.

- Parent bible studies and prayer meetings are encouraged and designated areas may be provided for this by reservation with our Community Engagement Director.
- Lower School families will be allowed to attend Lower School chapels following checking in at the Lower School front desk.
- Middle and Upper School chapels are for students only unless specified by the Spiritual Life Team.
- Parent groups that are coming on campus to decorate areas of the school prior to competitions, shows, and events may do so, but these groups will need to make arrangements with the appropriate staff member prior to coming on campus and go directly to the approved area after checking in.

Morning Drop-Off

- Preschool and Lower School parents will be allowed to walk their children to class prior to the start of the school day and drop off, fellowship, and talk to teachers during the below designated times:
  - Preschool 8:15-8:30 a.m.
  - Lower School 8-8:15 a.m. and 9-9:15 a.m. on Wednesdays
- Middle and Upper School families will be able to walk their students in each morning but must remain in the front entrance lobby during this time and should be off campus by the start of the school day at 8:35 a.m. and 9:35 a.m. on Wednesdays.
- Please plan to be off campus by the above designated times unless you have an appointment.

Complaint Procedure

In general, we ask that you pray for our 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. However, the following process applies when a complaint arises:

1. Contact your child's teacher to begin the communication process. Attempt to solve the problem at the teacher-level.
2. If the situation cannot be resolved at the teacher level, contact school administration. We will investigate the situation and may ask to hold a meeting with the student, parents, and staff member(s), as necessary.

3. If the situation cannot be resolved at the school administration level, contact the Vice President of Academics and/or President. We will consider the situation and may ask to hold a meeting with the student, parents, and staff member(s), as necessary.

Tips for Conflict Resolution

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

1. Express it promptly. Keeping it to yourself can cause ill feelings. Jesus says that you cannot properly worship or serve God if there is a disagreement between you and another (Matthew 5:23–24).

2. Tell the right person. Complaints should be expressed first to the individual in question. They should be expressed to the administrator only if you cannot work it out between yourselves. This does not apply to safety concerns which should be raised with administration immediately.

3. Express the problem clearly. Make sure the person to whom you are talking knows all of the details of the situation – exactly what you are complaining about and why. Misunderstandings can lead to further problems and needless hard feelings.

4. Don't broadcast it. Express your complaint only to the person who should hear it. Needless worry, harm, and hard feelings result when problems and dissatisfaction are expressed to persons other than those directly involved (Matthew 18:15).

5. Pray about it. Go to the Heavenly Father for wisdom, insight, and guidance. Ask God to help you make your complaint in such a way that it will result in the betterment of the school and those involved, and thus in the glory and growth of His Kingdom. Read and think about such passages as Ephesians 4:1–3 and Colossians 3:12–13.

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.

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, gambling, 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 displays 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 books, pictures, images, or other inappropriate materials (whether printed or digital) 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. Prohibited items (e.g. knives, weapons, drugs, tobacco in any form, etc.) will not be permitted on the campus, on a school bus, in cars being used for school functions, or at any school-sponsored activity.

8. Courtesy is a must. Running, yelling, or horseplay of any kind is not allowed in the building. Students are expected to be courteous to fellow students, teachers, staff, and visitors.

9. Possession, use, sale, or distribution of 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.

10. 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.”

11. 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 Liberty 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.

12. Extenuating legal issues could result in temporary dismissal or suspension until matters are resolved.

13. Students who drive 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 driver's license.

14. Actions or attitudes should not conflict with or contradict the spiritual or behavioral guidelines of Liberty.

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. However, interpreting terms, investigation of misconduct, determining credibility of evidence of misconduct, and issuing discipline are the responsibilities of the administration. Administrators have the authority to determine consequences for any offense regardless of the specific offense levels, consequences, or guidance listed herein. Serious, excessive and/or continued violations and/or disregard for consequences of any level of offense, consequence, or guideline may result in additional or different consequences, including expulsion, at the sole discretion of Liberty. Students who have withdrawn or have been expelled from Liberty Christian School must obtain approval from Liberty Administration before attending any Liberty event.

Students not conforming to Liberty's standards will be seen by the school administration 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

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.

Liberty Connect – Program Overview

Liberty Connect offers flexible online and hybrid learning in a college-preparatory, biblically infused, non-traditional environment designed to help students achieve academic success and balance co-curricular commitments.

Liberty Connect Hybrid Option
The Liberty Connect Hybrid Program is for 9th-12th grade students, allowing the choice to be involved in a Liberty Christian School co-curricular fine Arts or Athletics that competes in TAPPS. This program is best suited for students pursuing competitive athletics/fine arts who want academic flexibility while remaining TAPPS eligible. Students enrolled in Liberty Connect programs are not eligible for Top 10% ranking, NHS, or Valedictorian or Salutatorian honors. To be (and remain) TAPPS eligible, students must take 4 numeric grade bearing classes on campus.

Students that are not in a co-curricular program will be called Liberty Connect Online Plus and can take a maximum of two classes on campus. *More information can be found at: https://www.libertychristian.com/academics/libertyconnect

Academic Planning Guide Summary (Grades K-12)

- Liberty Connect is a virtual option for K–12th grade students who need online flexibility while staying connected to Liberty Christian School.
- Includes optional in-person social opportunities and follows the Liberty Christian Academic Calendar.
- Requires a semester-long commitment with monthly tuition billing beginning June 1 on a 10-month payment plan.

- For more detailed information, please see the Liberty Connect tab on our website.

Students may not switch to hybrid or online midyear unless a documented reason is presented and approved by the school.

Curriculum & Instruction (K–12th Grade)

- Courses are delivered through **Ethos** or *other approved online providers* used by Liberty for credit recovery or supplemental instruction.
- Students receive a mix of:
    - Asynchronous learning: independent, self-paced work
    - Synchronous learning: scheduled live instruction
    - Teacher-led videos, interactive modules, hands-on activities, and independent study
- Instruction is taught with a biblical worldview by Ethos teachers.
- Midterms and Finals are conducted in person on campus each semester for NCAA compliance.

Student Support

- Each student is assigned a Liberty Advocate Teacher who:
    - Monitors academic progress
    - Supports communication with the online provider
- Students have access to Guidance and College Counseling for educational planning.
- Liberty Connect students are expected to complete the full (four year) academic program and do not qualify for early graduation.

Campus Life, Spiritual Life & Activities

- Students may participate in Chapel, discipleship opportunities, and Liberty campus events
- Students may participate in on-campus classes when space allows for an additional $3,000 per class.
- Students must adhere to Liberty attendance policies for any on-campus activity.

- Co-curricular (including athletics, fine arts, etc) participation is not allowed for Liberty Connect students due to TAPPS regulations.

Academic Considerations

- Online classes taken through Liberty Connect will be included in Liberty Christian's GPA calculations.

- Liberty Connect does not fully align with current class ranking policies; families with concerns should contact the Director of Academic and College Counseling.

Courses do meet College Prep with Honor graduation requirements.

Dual Enrollment

9th–12th grade Liberty Connect students remain eligible to participate in dual-enrollment courses with Liberty's partner colleges, earning simultaneous high school and college credit.

Liberty Uniform Standard for Grades K-12

Our school uniform standards reflect our commitment to honoring God in all aspects of life including appearance. As such, our uniform standard supports modesty, reduces peer pressure related to appearance, and fosters a strong sense of school spirit and community. It enhances safety and security on campus, supports a culture of discipline, and encourages a focused learning environment that contributes to academic success.

Parents of students who believe a reasonable accommodation to this policy should be granted based on disability or other grounds protected by applicable law should discuss the matter with the President. Liberty will consider all requests for reasonable accommodation and will grant reasonable requests unless accommodation would cause an undue hardship or other school circumstances warrant such a denial.

Uniform Purchase

- All approved uniform items, except shoes, socks, and belts, must be purchased from the Liberty Locker or Lands' End.
- All uniform bottoms must be embroidered with the LCS monogram logo.

Liberty Locker, Warrior Union, 940-294-2350

Upper School Uniform (New for 26-27 School Year and only applies to Upper School)

Uniform Shirts:
Male and Female:

- LCS uniform Polo: (long or short sleeve) white, navy, or storm blue (new!) purchased in the Liberty Locker or online via the Land's End LCS page. Shirts must be worn tucked with an exception for females wearing a tab skort.

Uniform Bottoms:
Male and Female:

- Navy denim jeans: (regular fit, not form fitting; no boot cut; no low rise; no torn or frayed; no holes or patches). This option will be offered for the 2026-2027 school year as a test year and will be reconsidered for 2027-2028 and beyond based on results.
- Pants: navy* or khaki with the LCS logo purchased in the Liberty Locker or online via the Land's End LCS page. (*Navy pants are only available online through Land's End.)
- Shorts: navy* or khaki with the LCS logo purchased in the Liberty Locker or online via the Land's End LCS page. Same length requirement as currently required by our handbook. (*Navy shorts are only available online through Land's End.)

Female only:

- Tab Skorts: navy or khaki tab skorts with the LCS logo purchased online via the Land's End LCS page. Same length requirement as currently required by our handbook. These tab skorts include a wrap and built-in shorts. Our current skirt options (with no built-in shorts) are eliminated.

Other Uniform Pieces:

Male and Female:

- Socks: solid white, navy, gray, or black
- Shoes: solid white/solid black
- Belts: solid brown or black, and required with jeans, pants, and shorts

General Appearance – All Students

- Clothing must be clean, pressed, in good repair, with no tears, holes, stains, or excessive wear.
- Polo shirts must be tucked in during school hours.
- All shirts must be tucked into the waistline.
- Pants, shorts, and skirts must be worn at or above the hip (no sagging).
- No tight-fitting shirts, pants, or shorts allowed.
- Blankets may not be carried or worn during school hours.

Girls' Uniform (K-8)

- **Skirts/Skorts:** Khaki or plaid only; length must be no shorter than 3 inches above the middle of the knee.
- Navy modesty shorts must be worn under all skirts and dresses for Lower School and under all skirts for Middle and Upper School.
- **Pants/Shorts:** Khaki or navy, with LCS monogram; pants must not be cut or slit at the hem; shorts length must be no shorter than 3 inches above the middle of the knee.
- **K–2 girls:** Navy polo dresses embroidered with the LCS monogram.

Boys' Uniform (K-8)

- **Slacks/Shorts:** Khaki or navy with LCS monogram; shorts length must be no shorter than 3 inches above the middle of the knee, not tight or rolled.
- Slacks must not be cut or slit at the hem.

Shirts

- White or navy polo shirts with LCS monogram, long or short sleeved, always tucked in.
- Solid white, navy, or gray T-shirts or turtlenecks without writing or logos may be worn underneath polo shirts, tucked in, with no visible camisoles or bra straps.
- No tight-fitting or layered shirts allowed.

Outerwear

- Approved navy quarter zip fleece pullover and navy or gray crew neck sweatshirts are permitted. A crew neck t-shirt (white, navy, or gray) or a uniform polo must be worn under the quarter-zip fleece pullover.
- While a collared shirt is not required underneath approved outerwear, if the outerwear is removed, the polo shirt must be present and tucked in.
- Non-Liberty sweaters, jackets, or coats are not permitted during school hours indoors but may be worn outside.
- Approved LCS extracurricular apparel may only be worn on Jeans/Spirit Days.
- Liberty letter jackets may be worn anytime.

Socks, Tights, and Leggings

- Socks must be solid white, navy, gray, or black. Small black, white, or gray logos are acceptable.
- Tights must be solid white, navy, or gray and have feet.
- Navy leggings may be worn under skirts/dresses.

Shoes

- Closed-toe and closed-heel shoes only.
- Tennis shoes must be solid white or solid black (as if dipped in white or black paint) with matching laces and non-marking soles.
- No sandals, flip-flops, Crocs, boots (except hiking or western boots on Jeans Days), "Hey Dudes," or ragged shoes.
- Tennis shoes worn during school must be different from those worn for athletics.

Belts

- Solid black or dark brown leather belts are required with pants and shorts for boys and girls in grades 1–12.
- Belts must have no ornamentation or large buckles.

Jewelry and Accessories

- Jewelry and hair accessories must be simple and non-distracting.
- Girls may wear up to two earrings per ear; boys may not wear earrings.
- No other visible piercings or tattoos allowed.
- No hats, scarves, sport-type headbands, visors, sock caps, or sunglasses allowed indoors.

Jeans/Spirit Day (Fridays)

- Students may wear **traditional blue denim jeans only**, with no shorts, capris, jeggings, baggy, ripped, torn, or low-rise styles.
- Spirit Day shirts are not required to be tucked in; shirts must be worn at their full length and may not be rolled, tucked, or folded under to alter their intended fit or appearance.
- No tight-fitting shirts, pants, or shorts allowed.
- Liberty spirit shirts, sweatshirts, or team-issued apparel are allowed; seniors may wear college shirts (no Greek letters).
- Shoes may include tennis, dress, hiking, western, Ugg-style, or rain boots (closed toe and heel; socks required).
- Students not participating in Jeans Day must wear full uniform.

Grade-Specific Standards:

- Lower School Students: Navy or gray Liberty “L” Warrior zip-up sweaters are allowed.
- Lower School students are permitted to wear uniform shorts with Spirit Day shirts on approved days.
- Saddle oxfords (black/white or navy/white) are permitted in grades K-1.
- **Athletic Wear:**
  - Allowed only during athletics and on Jeans Days for team-issued or Liberty Locker-purchased items (Grades 6–12).
  - Must be clean, in good condition, unaltered, and fit properly.

Enforcement

- Administration reserves the right to determine the appropriateness of clothing or accessories.
- Students with uniform violations will incur infractions and may be required to change on campus, call parents, purchase from Liberty Locker, or go home to change (absences counted).

Personal Appearance Policy Grades K-12

Hair Standards (All Students):

Hair must be neat, clean, and well groomed. Only natural hair colors are allowed—no exotic colors, unnatural dyes, or distracting styles. If deemed inappropriate, parents will be asked to help bring the student's appearance into compliance. In case of disagreement, the administration will make the final decision for consistency.

Additional Hair Guidelines for Boys (All Grades):

- Hair must not extend below the middle of the ear, the top of the collar, or fall into the eyes.
- Hair must stay above the eyebrows when combed down.
- Hairstyles must not exceed 3 inches in height.

- Buns, mohawks, shaved designs, bi-level cuts, bizarre, extreme spiked, or otherwise distracting hairstyles are not allowed.
- Beards, mustaches, and unshaven faces are not permitted.
- Sideburns may not extend past the bottom of the ear or be flared.
- If a student has dreadlocks, they must be pulled back and tight against the head.

Jewelry & Accessories:

- **Girls:** Up to two earrings are permitted per ear.
- **Boys:** Earrings are not permitted.
- **All Students:** No visible body piercings or tattoos are allowed. Hats, scarves, headbands with long scarves, sock caps, visors, and sunglasses may not be worn during school hours.

Enforcement & Disciplinary Action:

- The administration reserves the right to determine what is appropriate regarding appearance and grooming.
- **Lower School:** Violations will result in a warning through myLiberty. Repeated offenses may require parent contact or immediate student pick-up.
- **Middle and Upper School:** Violations may result in a detention. Continued non-compliance will lead to additional disciplinary action each day until resolved.

Parents of students who believe a reasonable accommodation to this policy should be granted based on disability or other grounds protected by applicable law should discuss the matter with the school administrator. Liberty will consider all requests for reasonable accommodation and will grant reasonable requests unless accommodation would cause an undue hardship or other school circumstances warrant such a denial.

Campus Attire Guidelines for Visitors and Volunteers

As a school, we require all staff, volunteers, and visitors to model the standard of modesty we ask of our students. This partnership reinforces our mission and sets a consistent, positive example across campus. When our entire school community embraces these values, we reflect our identity in Christ and create an environment that supports both spiritual and academic growth.

Criminal Activities

A student engaging in conduct that is defined under law as a misdemeanor or felony (whether charged by law enforcement or not) is grounds for expulsion. Violations of law,

regardless of when or where they occur, are subject to review, investigation and punishment 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 or the next school year. 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.

Disciplinary Reporting

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.

Drugs and Alcohol

Liberty is a drug, alcohol, steroid, and tobacco free zone. The possession and/or use and/or distribution of drugs, controlled substances, unauthorized over the counter drug, steroids, alcohol, tobacco products, e-cigarettes, and vapor cigarettes by a Liberty student both on- and off-campus are prohibited.

No student shall manufacture, distribute, dispense, purchase, possess, use, or be under the influence of any of the following substances on or off campus:

- 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.
- Nicotine cigarettes or nicotine-dispensing electronic devices.

- 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 (including synthetic salts or other substances and steroids).

In addition, off campus possession, use, sale or purchase of the above substances, including off campus alcohol use is also prohibited. A student need not be legally intoxicated to be considered "under the influence" of the above substances. Students who violate this prohibition, including the prohibitions against off campus use, are subject to expulsion and may be referred to appropriate law enforcement officials for prosecution.

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, and any student who possesses, uses, or shares his/her medication or receives another student's medication in violation of this policy will be referred to administration who may take necessary disciplinary or other action in its sole discretion.

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 Nurse's Office unless otherwise authorized by the Nurse.

Drug and Alcohol Testing

Mandatory random drug testing is conducted throughout the year to ensure consistent compliance with Liberty's drug-free philosophy, to uphold Liberty's Christian mission and values, and to protect all students and the greater Liberty community. 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 to other consequences imposed under school policy.

Students may also 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 reasonably 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.

As part of our school safety program, Liberty contracts with a detection canine service to visit campus periodically during the school year. This service includes random searches of any school grounds including inside the building and in the parking lot as well as student property.

Harassment and Bullying

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. 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.

Bullying involves any repeated, unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. Similarly, harassment in the form of slurs, jokes, comments, and other verbal, graphic, or offensive conduct relating to race, religion, color, sex, sexual orientation, national origin, citizenship, or disability are not tolerated at Liberty under any circumstances. Liberty's prohibition on bullying and harassment includes cyber-bullying/harassment (creating websites, instant messaging, and emails, or using camera phones or other forms of technology to engage in harassment or bullying). Bullying and/or harassment can occur through any type of communications method, including face-to-face communications, phone, text, email, postings on social media (Facebook, Twitter, SnapChat, TikTok, etc.), camera phones, or other forms of technology. The communications can be direct or indirect, such as through friends or others. Any type of offensive conduct, whether on or off campus, on a school bus, or at a school-related event, can create an uncomfortable school environment and is prohibited by this policy.

All students are required to immediately report any actual or suspected bullying or harassment activity among the students to the administration. When the school administration and/or counselor become aware of any actual or planned bullying or harassment activity, the situation will be promptly investigated. Retaliation in any form against anyone for making a good faith report under this policy or for participating in an investigation is strictly prohibited, and any retaliation should be reported pursuant to this policy and will be cause for disciplinary action. However, intentionally submitting false reports intended to harm another will be treated as a major disciplinary infraction. Additionally, failure to report may result in disciplinary action in accordance with the school's disciplinary procedures.

Bullying and harassment will be dealt with swiftly and appropriately, as well as preemptively, through chapels and Bible classes. School administration reserves the right to modify consequences or discipline based upon the circumstances of the bullying/harassment and evidence presented in the report. Considerations include the ages and maturity of the students involved, the types of behaviors, the frequency and/ or repetition/pattern of behaviors, the context in which the incident occurred, and other

relevant circumstances. Consequences may range from positive behavioral supports up to and including suspension, expulsion, and/or reports to law enforcement officials.

Sexual Harassment

All students and teachers are prohibited from engaging in offensive verbal or physical conduct of a sexual nature. Sexualized bullying or harassment involves behaviors that are sexual in nature. Examples of sexualized bullying or harassment may include sexting, physical bullying involving exposure of private body parts, and verbal bullying involving sexualized language or innuendos. 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.

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.

Reporting Requirements to the Texas Education Agency

The President is required by law to notify the Texas Education Agency if the President becomes aware of evidence that an employee or a person seeking employment with Liberty engaged in the following misconduct: (1) abused or otherwise committed an unlawful act with a student or minor, including by engaging in conduct that involves physical mistreatment or constitutes a threat of violence to a student or minor and that is not justified under the law, regardless of whether the conduct resulted in bodily injury; (2) was involved in or solicited a romantic relationship with or solicited or engaged in sexual contact with a student or minor; (3) engaged in inappropriate communications with a student or minor; or (4) failed to maintain appropriate boundaries with a student or minor.

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.

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 a significant nature, parents will be notified by school administration. However, school administration has a right to question a student without his/her parent present.

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.

Medical Guidelines

The Liberty Nurse's 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 Nurse's Office is open from 8:00a.m. to 4:00 p.m. each day. The office closes early on early release days.

Between 8:00 and 9 a.m., the Nurse's 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 Nurse's 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 Nurse's 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.

Food and Nut Allergies

Liberty cannot guarantee any of our school environments will be allergen or nut-free. To the extent possible, Liberty tries to maintain a nut-free environment in its kitchen(s). Because Liberty does not restrict the sort of food that our students can bring to campus and eat during Liberty's scheduled lunch times, Liberty's cafeteria(s) is not allergen or nut-free. Whether a classroom is nut-free is determined on a case-by-case basis. If you have questions about whether a classroom is nut-free, please talk to your child's teacher and/or the school nurse.

If your child has an allergy of any kind, including a nut allergy, you must notify the School nurse and your child's teacher about his/her allergy. If your student's allergy is severe and/or your student has a disability and you would like to request accommodation, please refer to additional information about requesting an accommodation for your student in this handbook.

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, unless such notification is prohibited.

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. Liberty reserves the right to require proof of supplementary vaccinations in addition to those required under state law.

Exclusions from compliance with the state's immunization requirements are allowable on an individual basis for those on active duty with the armed forces of the United States or who have medical contraindications and/or a conscientious objection, 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, signed, and notarized affidavit on a form provided by the Texas Department of State Health Services to the Liberty Christian School Nurse's Office. The affidavit must state that the student's parent, legal guardian, or the student declines vaccinations for reasons of conscience, including because of the person's religious beliefs.

The affidavit will be valid for a two-year period from the date of notarization. A 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. To verify that your child's records are current, please contact your child's physician.

Medical Exclusion from School

Students with a temperature of 100.4F or greater will not be allowed to attend school. Students who have a fever must remain home until they have been fever-free for at least 24 hours without the use of fever-reducing medication.

Students who become ill during the school day must report to the Nurse's Office for evaluation and assistance. The school nurse will assess the student's condition, provide appropriate care, and communicate with parents or guardians whether the student must leave campus or may return to class. If a parent or guardian determines that their child should be picked up due to illness, the student must be signed out through the school office following normal checkout procedures.

To ensure proper care and documentation, students should not contact parents directly to arrange an early dismissal due to illness. If your child contacts you because they are not feeling well, please direct them to report to the Nurse's 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 Nurse's Office if you are not sure whether your child should return to school. Liberty Christian School utilizes recommendations from the Texas Department of State Health Services (DSHS) Communicable Disease Chart for Schools 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. 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

Students with pink or red sclera will be evaluated by a school nurse for pinkeye (conjunctivitis). 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, Covid 19, strep throat, chicken pox, and mononucleosis are examples of illnesses that need to be reported to the Nurse's Office. When returning to school, all physician return-to-school notes should be given to the Nurse's 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 health record for your child.

Medications

All medication for Pre-K–12th grade students is to be kept in the Nurse's Office and may only be dispensed by the nurse. This does not include Inhalers, Epi Pens and Insulin (6th-12 grade) with approved paperwork in the Nurse's office. All parents or guardians must complete the online Medication Administration Request Form to permit the school nurse to provide medication (whether prescription or over the counter) to your child. Medications must be provided to the nurse after completing the required forms. No narcotics will be dispensed at school.

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 judgement, is not in the best interest of the student.

Self-Administration of Medication

With the exception of 6th-12th grade students approved Inhalers, Epi Pens and Insulin, no medication or drugs of any type are to be in the possession of a student at any time. Any exception to this rule must be approved and documented in writing with the Nurse's Office. Liberty has the discretion to determine whether a student may possess and self-administer medication on a case-by-case basis and may revoke a decision allowing a student to do so at any time for any reason.

Parents relieve the school of any responsibility for benefits or consequences of medication when it is self-administered at the request of the parent and acknowledge that the school bears no responsibility for ensuring medication is taken.

Unassigned Epinephrine

Liberty will stock prescribed Unassigned Epinephrine for emergency use only to assist a student, staff member, or visitor reasonably believed to be experiencing an anaphylactic reaction. Individuals experiencing anaphylaxis may often require aggressive and prompt treatment with Epinephrine.

Following the administration of Epinephrine, Liberty personnel must call Emergency Medical Services (911) and report the anaphylactic episode. EMS transport is required after administration of an epinephrine injection. Liberty employees will complete training regarding recognizing anaphylaxis and administering Epinephrine prior to administering an Epi pen to any Liberty student, staff member or visitor.

Liberty Christian School follows the guidelines in accordance with the Texas Education Code, Chapter 38, Subchapter E. Please contact the Nurse's office for further information.

Opioid Antagonists

Liberty will stock opioid antagonists (e.g., Narcan) for emergency use to assist a student, staff member, or visitor who is reasonably believed to be experiencing an opioid-related drug overdose. Liberty employees will complete training regarding recognizing opioid overdoses and administering opioid antagonists prior to administering an opioid antagonist to any Liberty student, staff member, or visitor.

Liberty will store opioid antagonists in multiple safe locations across the campus to ensure they are readily accessible.

Liberty Christian School follows the guidelines in accordance with the Texas Education Code, Chapter 38, Subchapter E-1. Please contact the Nurse's office for further information.

Pandemics and Other Public Health Emergencies

In the event of a pandemic or other public health emergency, Liberty reserves the right to include additional policies and procedures related to protecting the health and safety of the Liberty community. This includes, but is not limited to, the implementation of policies and procedures related to face masks, temperature checks, vaccination requirements, social distancing, visitor policies, self-quarantine protocols, medical testing, school closures, etc.

In the event of an entire school closure initiated by the administration, the entire campus will be deeply cleaned and disinfected, and all students and faculty may be required to participate in remote learning. Liberty will notify the Public Health Department of the school closure, and the length of the closure will be determined by the situation and/or current federal, state, and local guidelines. Should the circumstances require closure of certain division(s) or class(es) only, the impacted division(s)/class(es) will be deeply cleaned and disinfected, and all students and faculty from the impacted division may be required to participate in remote learning. Should it be determined that the non-affected divisions may remain open, Liberty may implement preventative procedures to ensure the health and safety of the non-affected divisions.

Non-Discrimination 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.

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 always apply 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.

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.
- 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 Liberty Administration, Liberty 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.”

Drivers should not cut through the parking lot belonging to Milestone Church.

Parent/Family Cooperation and Involvement

In this handbook, “parent” refers to the parent, legal guardian, or any person granted the right to make educational decisions for the student under a court order. The term does not include a person as to whom the parent-child relationship has been terminated, or a person not entitled to possession of or access to a child and/or information about the child under a court order.

Liberty welcomes and encourages parents to be involved in areas that support our School programs. All parents are expected to lead in a manner consistent with the School’s Christian principles and beliefs at all times and encourage their children to do the same.

Throughout this handbook, the term “parent” includes a natural parent, adoptive parent, legal guardian, or person having legal authority for the student. “Parent” may also include an adult student who has reached the age of majority and who is not under legal guardianship.

As agreed to in the Enrollment Agreement signed by the parents of all enrolled students, Liberty believes that a positive and constructive working relationship between Liberty, each student, and all of the student’s parent(s)/legal guardian(s) is essential to the accomplishment of Liberty’s education mission and responsibilities to its students. Accordingly, if, in the sole judgment and discretion of Liberty, the student’s, the parent’s/legal guardian’s, other family member’s, or other adults associated with the student’s behavior, communications, or interactions, on or off campus (including during school-sponsored events and non-school related conduct), is disruptive, intimidating, or overly aggressive, or reflects a loss of confidence or serious disagreement with the school’s policies, Statement of Faith, Lifestyle Statement, methods of instruction, or discipline, or otherwise interferes with Liberty’s safety procedures, responsibilities, or accomplishment of its educational and Christian purpose or program, Liberty reserves the right to dismiss the student and any sibling of the student from the community without regard to circumstances of why, when and where such conduct occurs. In addition, Liberty reserves the right to place restrictions on the student’s, parent’s, legal guardian’s, or other family members’ involvement or activity at school, presence on school property or at school-related events, and/or communication with and/or to Liberty or any Liberty employee, agent, or Board member if the student, parent, legal guardian, or other family member engages in behavior or has a status (such as a criminal conviction or arrest) that would, in the sole discretion of Liberty, reasonably suggest that such restrictions may be appropriate for the community. There will be no refund of tuition where such enforced withdrawal occurs, and any unpaid balance is payable in full by the parent/legal guardian. If, for any reason and in the sole discretion of Liberty, it is in the best interest of Liberty, Liberty also reserves the right to withdraw an offer of enrollment or re-enrollment at any

time and to nullify an executed Enrollment Agreement. This policy applies to any communications of a student, parent, and/or family member on social media, on a digital platform, in public, and/or to the media.

Distribution of 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.

Legal Disputes

Liberty's primary purpose is to provide educational opportunities to the students within its institution. It is disruptive to Liberty for either Parent to involve Liberty (or any of its employees, Board members, or agents) in legal disputes between the student's parents/legal guardians and/or other legal disputes and Liberty often must pay for legal fees and costs associated with such issues. Therefore, as agreed to in the Enrollment Agreement, Liberty requires the parent to promptly reimburse Liberty for all expenditures incurred by Liberty as a result of either parent's actions or seeking to involve Liberty or any of it employees, Board members or agents in any domestic or other legal dispute brought by or on behalf of either parent, student, or any other member of the student' family or anyone acting on their behalf, including, but not limited to: actions against Liberty and/or Liberty employees, staff, agents, or Board members; disagreements about the student's education or placement; divorce proceedings; custody proceedings; modifications of custody proceedings; bankruptcy proceedings; and/or any other proceedings in which Liberty must seek the advice of an attorney(s). Costs incurred may involve reasonable attorneys' fees/costs to prepare for and/or attend depositions, trials, or hearings; to communicate with parent or parent's counsel, guardians ad litem, attorneys ad litem, or other representative(s); to respond to subpoenas and/or requests for records; to draft letters or motions; to attend meetings; and/or to perform research. Parent's failure to pay such fees/costs promptly will result in dismissal of the student from Liberty.

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.

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 for 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.

- 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)

Personal Social Media and Publicity Policies and Procedures

Social media encompasses a broad array of online activities, including but not limited to social networks such as Facebook, Instagram, Twitter, TikTok, Snapchat, YouTube, blogs, and other similar online of Internet communications. Because this form of communication is vast and constantly evolving, it is important that parents and students understand Liberty's position regarding a student's use of social media or networking.

To minimize barriers to learning, Liberty does not permit students to access social media and/or social networking sites while on School property or at School-related events. We have taken steps to block many of the social media/networking sites on our network.

Students and parents are expected to represent Liberty in a positive manner and uphold the School's Christian principles and beliefs when posting on social media. Any postings including the following will not be tolerated and will subject the individual to discipline:

- Proprietary and confidential School information.
- Discriminatory statements or sexual innuendos regarding any member of the Liberty community and others.
- Defamatory or threatening statements regarding the School, its employees, members/students/families, competitors, or vendors;
- Use or racial slurs; or
- Any other statement that the Liberty Administration believes does not align with the School's Christian principles and beliefs.

It is not our goal to regulate a parent's or student's personal online or public activities when not on School property, at a School-related event, or when not using School technology. Please understand, however, that certain activities might impact the policies, procedures, and philosophies of Liberty and/or a student's and/or parent's relationships with other students or parents, School employees, or School rights that we do reserve the right to regulate.

For example, parents and students should ensure that their online or public activities do not violate a School policy regarding bullying or harassment, or other similar policies pertaining to how students interact with each other. If you post or say something online or in public that makes another student or employee feel uncomfortable, your activity may result in an investigation and possible discipline. In addition, postings on social networking or other Internet sites of students engaging in inappropriate behavior (such as drinking, smoking, sexual actions, etc.) is prohibited. Further, students and/or parents are not permitted to create websites or social networking profiles to rate teachers, discuss aspects of the School, or otherwise disclose information online that the School would find offensive or inappropriate. Finally, students and/or parents are not permitted to disclose any confidential information of the School, employees, students, parents, or activities or make any disparaging or negative comments about the School, administration, or faculty

members in a manner that is disruptive to the School's educational mission or activities. The administration will deal directly with a student or parent who draws attention to Liberty in a negative manner, and negative actions causing public notoriety may result in separation from the School. Students and parents should be aware that teachers and administrators periodically check digital sites and may determine that off-campus behavior violates the School conduct code and/or other policies or philosophies of Liberty.

Students should not be "friends" with any faculty member or other adult member of the Liberty community (other than the student's parent) on any social networking sites. Any violation of this prohibition should be reported to the student's Principal immediately. Furthermore, if a student or parent becomes aware of any adult communications or actions toward one of more students via social media that seems unusual, overly friendly, or otherwise inappropriate, such information should immediately be reported to the student's Principal.

Students are not permitted to use the School's name, logo, trademark, or service mark in online activities. Further, students are not permitted to disclose any confidential information of the School, employees, students, parents, or activities online.

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 videos or photographic images may be published on the internet.

Video Monitoring Policy

To ensure the safety, security, and well-being of students, staff, and visitors, Liberty Christian School may employ video/audio monitoring systems on campus, in parking lots, on buses or other school-operated vehicles, and/or other locations as deemed necessary to ensure the safety of the campus community. Video footage may be monitored and/or accessed by designated personnel for security and safety purposes. However, the footage will only be accessed when necessary and is not continuously monitored in real-time. The purpose of the video monitoring is to provide a safer environment, deter violations of school rules, investigate violations of the code of conduct, and to maintain a general overview of campus activity to ensure safety and school policies are being followed. Video recordings will be retained for a period of up to 30 days before being automatically erased, unless the footage is needed for an ongoing investigation or other matter. Video surveillance will not be used in restrooms or locker rooms. By enrolling your child in Liberty Christian School, parents/guardians acknowledge and consent to the school's use of video monitoring as outlined in this policy

Search and Seizure Policy

To maintain order and discipline on school property and at any school-related event, to protect the safety and welfare of students and school personnel, and to ensure that Liberty's Christian principles and beliefs are being upheld, situations may arise where Liberty authorities find it imperative to conduct a search of a student, his or her locker, vehicle, and/or belongings, including a personal cell phone if there is reason to believe that a student has an item in his or her possession prohibited by Liberty policies or procedures (contraband); has engaged in conduct in violation of Liberty policies or procedure; or has engaged in conduct which may constitute a criminal offense under the laws of this state.

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

Failure to comply with a search or seizure request may result in the student/family being released from Liberty. Students must agree to turn over any contraband in their possession to the school at any time. Liberty 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 storage, return, or destruction of such items is at the discretion of the school. Further, the school may submit seized contraband to law enforcement authorities, whether by choice or as required by state or federal law.

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.

Sexting Policy

In keeping with the School's responsibility to provide a safe learning environment for all students and in accordance with the School's Christian principles and beliefs, Liberty has established the following policy regarding the issue of "sexting." Sexting is the act of

sending, receiving, or forwarding sexually explicit or suggestive messages, photos, or images via cell phone, computer, or any other digital device. Students engaged in such activities are subject to state laws and school discipline. The School considers sending, sharing, possessing, or even viewing pictures, text messages, or emails that contain a sexual message or image a violation of this policy, and such a violation will result in school discipline, up to and including expulsion. The School also reserves the right—and may be obligated under the law—to notify local law enforcement depending on the scope of the incident. Students and parents are required to immediately report any such activities to a teacher or a school administrator.

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 has 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 doing 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 classroom accommodations or medical-related procedures such as the administration of medication), the parent must contact the school administration and the school nurse of the need. The School will then advise the parent of the type of documentation needed, which generally will state the student's mental or physical impairment, how the condition limits the student, the recommended accommodations, and the length of time that the accommodation(s) will be needed.

Sometimes, the documentation received from the health care professional 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 health care professional, when necessary. In addition, if there is any cost associated with the health care professional's cooperation (i.e., to answer a set of questions submitted, etc.), the parent must agree to bear the cost of such processes.

Assessment of Request

Once the parent's request and 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. In addition, if the accommodation request is over and above a reasonable accommodation, the parent may also be referred to the Liberty Learning Center (LLC) for additional services that may be available for the student.

Limitations of Requests

Please understand that the school is not a medical facility and/or able to accommodate every student's disability-related needs without fundamentally altering its programs. Liberty does not have the personnel, training, or equipment to handle certain types of medical procedures or disabilities best left to the student, parent, physician, or other special facilities. If an accommodation would fundamentally alter the nature of Liberty's programs or result in an undue burden to Liberty, the request will be denied. In addition, the school reserves the right to modify any consent to previously granted accommodation requests based on changed circumstances.

Student Protection Plan

Purpose of Student Protection Plan

Liberty Christian School is committed to the safety of all students. The Liberty Christian School Student Protection Program (SPP) was created to educate and equip employees, students, and parents on recognizing inappropriate boundaries and how to prevent, detect, and respond to forms of student abuse and concerns. 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.

The SPP process consists of multiple layers of management oversight in all areas concerning safety, health, and risk management. Liberty operates day to day under a strict schedule of programs and activities with continuous supervision provided by our staff. Staff and students receive training and orientation regarding appropriate and inappropriate behavior when interacting at Liberty. Liberty's supervision process directs each person to monitor the conduct of all persons and to report any behavior which is not consistent with Liberty's code of conduct guidelines.

Liberty Safety 360 Plan

The Liberty Safety 360 plan implements common language and expectations school wide with three rules and 6 boundaries. Specifically, the 3 rules are:

1. Recognize – Practice the appropriate boundaries and pay attention to identify inappropriate behavior.

2. Resist – If anyone or anything makes you feel uncomfortable or unsafe, resist, say "NO," and get away from the situation immediately.

3. Report – Speak to a trusted adult or make a report online.

In addition, the 6 Boundaries are:

1. Modesty: Private body parts covered at all times.

2. Talk: No talk that is unkind, aggressive, or inappropriate.

3. Touch: No touch that is uncomfortable, violent, or inappropriate.

4. No One-on-Ones: Always practice rule number 3.

5. Secrets: Respect the privacy of others, but secrets are not allowed.

6. Bullying: If someone asks you to stop, you must stop.

SPP Reporting Process

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. 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. Where appropriate, matters are reported to authorities without hesitation. The national child abuse hotline (1-800-4-A-CHILD) is posted throughout Liberty Christian informing all staff, students, and visitors of this direct abuse reporting number. (See Child Abuse Reporting policy.)

Parents may report concerns of student safety to the respective school Principals. The Principal will initiate the next step of the process, and if warranted, notify the Student Protection Plan Team. 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.

In certain circumstances, depending on the nature of a report or concern, a student may be required to attend three (3) counseling sessions prior to returning to school. This measure is intended to prioritize the student's safety, emotional well-being, and readiness to re-engage in the school environment. The counseling sessions must be conducted with an approved licensed mental health professional, and documentation of participation will be required.

Volunteers and Chaperones

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 sponsors many activities, such as staff appreciation days, new parent events, used uniform sales, holiday decorating, workroom activities, and more.

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.

Liberty encourages every parent to volunteer and make a difference in the Liberty community. Volunteer opportunities promote interaction among parents, faculty, staff, and students. To learn more about ways to get involved, please visit www.LibertyChristian.com or the Volunteer Engagement Associate at BethAnn.Kehoe@mylcs.com.

In compliance with school policy and insurance recommendations, Liberty will conduct confidential background checks on all volunteers each year. Volunteer applications are accessible at https://libertychristian.voly.org/.

Chaperones

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 communication. 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.

  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.

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

- 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 that is not their own child.
- 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.

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.

Weather Conditions

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

Wednesday Late Start

Liberty Christian School faculty will participate in weekly professional development each Wednesday throughout the school year. See annual bell schedule for start time. Students in K-5 can attend before school enrichment activities in the Lower School Gym while MS/US may participate in a supervised study hall period. Preschool does not participate in Wednesday late start. If you choose to bring your child late on this day, please arrive at 9:15. Preschool students are to enter at the preschool entrance and will be escorted to the classroom as a group by a preschool staff member.

Liberty Technology Policies

Technology Vision and Philosophy

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

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

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

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

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

Lower School Technology Goals

The goal of technology in Lower School is to create a student-centered innovative learning environment that prepares students for learning success in their future at Liberty and beyond. Lower School students will be able to understand how to use and leverage technology to improve themselves and their learning in a digital age. Lower School students will be introduced to technology as a means of a tool rather than a toy. Technology in Lower School introduces basic skills and focuses on building a strong foundation of digital literacy and citizenship as well as beginning to develop the soft skills of creativity, collaboration, and critical thinking.

In Lower School, we provide a 1:1 iPad program that helps deliver the kind of teaching and learning that we want to accomplish for our next generation. Students also have access to Robotics and STEM activities.

We believe that providing access to this technology is essential in preparing our students with the necessary skills for their future.

Middle School Technology Goals

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

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

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. We believe that providing access to this technology is essential in preparing our students with the necessary skills for their future.

Technology Use Guidelines and Agreements

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

This section of the Student/Parent Handbook serves to establish clear guidelines and expectations of acceptable use of each tool that is available to students and staff. The guidelines and agreements apply to all information resources at Liberty, whether

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

Device Care

Students agree to adhere to the device use expectations as outlined in this section of the Student/Parent Handbook. Students should show proper safety and care while handling any Liberty-issued device. Devices should never be thrown, intentionally dropped, or tossed. When walking with or moving a Liberty-issued device, proper care must be exercised at all times.

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

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

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 all devices, as outlined in the Digital Citizenship Agreement. Students agree to respect the device by following the guidelines as outlined 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 (or to their teacher for Lower School students) for repairs. Students will not take a Liberty-issued device to an outside vendor for repair or attempt to repair on his or her own.

- ❏ If a Liberty-issued device is damaged, the student is responsible for paying full price for repairs.

- ❏ If a device is damaged by another student, the device will remain the responsibility of the student to whom it is assigned, and that student will be responsible for all repair costs.

- ❏ 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 Apple charging cable and brick issued with their device. If either item is damaged or lost, the student is responsible for paying the full replacement price, as determined by 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.

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

Digital Citizenship Agreement

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

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

Respect Yourself

I will show respect for myself through my actions. I will select online names that are appropriate. I will consider the

Protect Yourself

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

information and images that I post online to build a positive digital footprint.

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.

Respect Intellectual Property

I will respect copyright rules and follow fair use guidelines.

Respect Property

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

healthy balance between online and offline activity.

Protect Others

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

Protect Intellectual Property

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

Protect Property

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

Ready to Learn

Middle and Upper School students are expected to report to class with their Liberty-issued devices in a “ready to learn” state. Successful learning with the assistance of a Liberty-issued device in the classroom setting requires that the Liberty-issued device be kept in a “ready to learn” state by the following:

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

Infractions will be issued if necessary if students fail to ensure their devices are “ready to learn.”

Sharing and Collaboration

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

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

Sharing

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

Considerations for sharing online:

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

Collaboration

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

User Responsibilities

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

identification information belonging to another user is prohibited. Unauthorized use of the user account of others will be treated as a form of attempted theft.

2. Students shall not deliberately use the computer to annoy or harass others with unacceptable language, images, or threats.

3. Students shall not deliberately access any unacceptable, obscene, or objectionable information, internet sites, language, or images. If such information is accessed accidentally, students must notify a school staff member immediately. However, the school cannot completely protect students from accessing inappropriate materials and specifically denies any responsibility for a student accessing any inappropriate, offensive, illegal, or obscene sites.

4. Use of the internet should be primarily for academic purposes, as directed by a teacher and/or administrator. Students shall not reveal personal information over the internet about themselves or anyone else without authorization from a school staff member. Students shall not arrange a meeting with anyone met online. Students shall not enter any internet “chat rooms,” unless authorized by a school staff member. Any inappropriate use of the internet should be reported to a school staff member.

5. Transmission of any material in violation of federal or state regulation is prohibited. Students shall not violate copyright laws or plagiarize the work of another. The school shall not be liable for users' inappropriate use of electronic communication resources, violations of copyright restrictions or other laws, users' mistakes or negligence, or costs incurred by users.

6. Forgery or attempted forgery of electronic messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users or deliberate interference with the ability of other system users to send/receive electronic mail is prohibited.

7. Use of any school-owned computer or network for commercial, religious, or political purposes, without explicit authorization, is a violation of these terms and conditions of use.

8. Users are prohibited from installing, storing, or using unlicensed or illegal copies of software on school computers. Transmission of such software over the school's network is prohibited. Only the Technology Coordinator is authorized to install or uninstall software on the school's computers. A student cannot install, remove, alter, or copy freeware or shareware programs from the network or hard drive from any school computer. While installing or copying this type of software is not illegal, this is not appropriate behavior for students.

9. Users may use only the computing resources they are authorized to use and only for the purposes specified when their user accounts were issued or when permission to use the computing resources was granted.

10. The introduction of data or programs that in some way endangers computing resources or the information of other users (e.g., a computer worm, virus, or other destructive program), or that infringes upon the rights of other school computer users (e.g., inappropriate, obscene, pornographic, bigoted, or abusive materials) is prohibited.

11. Recognizing that computers and networks are limited resources, users must use them efficiently.

12. Students may not attempt to circumvent security systems or to exploit or probe for security holes in any school network or system, nor may individuals attempt any such activity against other systems accessed through the school's computers. Execution or compilation of programs designed to breach system security is prohibited unless authorized in advance.

13. Students shall not encrypt any electronic communications.

14. Students should use school printing resources judiciously. If printing is necessary, student printers are available in the Student Union. Unnecessary printing places a strain on network resources, increases costs, and reduces equipment longevity. Students are encouraged to develop on-screen proofreading skills and use copy/paste techniques appropriately to conserve printing resources and support system efficiency.

15. Vandalism will result in cancellation of system privileges and in other disciplinary measures in compliance with school policy and the discipline code. Vandalism is defined as any malicious attempt to access, copy, use, harm, or destroy data of another user, of the system, or of any of the agencies or other networks that are connected to the internet, and as the intentional damaging or destruction of school-owned hardware or software on the school's system.

16. A student shall not, for any reason, alter, damage, or destroy any computer, network, internet connection, peripheral equipment, cabling, associated technology, or any data of another user. Vandalism will be reported to the police. In addition, the user will be held monetarily responsible for the damage or destruction of any computer, network, associated equipment, or data. In addition, the student will be subject to disciplinary actions up to and including withdrawal from school. A student shall not break or attempt to break into the school's computer network under any circumstances. Any student caught in this endeavor will be reported to the police and will be subject to discipline.

17. All hardware, software, peripheral equipment, store text, data files, cabling, programs, document sites, or information obtained on a School computer are the property of the school.

18. Access to the school's electronic computer system is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of these guidelines.

19. Additionally, students are not permitted to create websites or social networking profiles to rate teachers, discuss aspects of the school, or otherwise disclose information online that the school would find offensive or inappropriate if posted in a school newspaper. Finally, students are not permitted to disclose any confidential information of the school, employees, students, parents, or activities online.

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

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

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

Device Content and User Accounts

Content and App Restrictions

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

Curriculum Specific Technology

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

Device Cameras

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

Google Accounts

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

The Google Apps for Education accounts are the property of Liberty Christian School, and content in these accounts may be accessed or searched by Liberty employees (IT staff, administrators, etc.) at any time.

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

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

Students will begin to receive access to their school-issued Google account in the third grade. With this privilege, they will have access to Google Apps for Education, such as classroom, drive, and Google office tools. The Google account must be used solely for school purposes, which includes but is not limited to any Google app accounts, such as YouTube. Students in kindergarten through 5th grade will have the YouTube account creation option disabled. Students are expected to adhere to the guidelines in this section of the Student/Parent Handbook when using and accessing their Google account.

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

Google Terms of Service

Students under the age of 18 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 on Liberty-issued devices. Refer to the Google Terms of Service at https://policies.google.com/terms.

Liberty Accounts

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

Students in grades K–4 will be assigned a Liberty email address to serve as a username only; the account will not function as an active email.

Fifth-grade students will begin the year with email access disabled. However, email functionality will be enabled mid-year to facilitate a smoother transition to sixth grade, as they use the same credentials for login.

Students should not use their school-issued account as a login for creation of any non-school-related accounts.

Microsoft Office 365

Microsoft Office 365 accounts are provided to students at Liberty Christian School. Students will begin to receive access to their school-issued Office 365 account in the third grade. Students' school-issued Office 365 account includes an email address and access to Microsoft online and offline apps that aid in learning and collaboration.

Students are expected to adhere to the guidelines in this section of the Student/Parent Handbook when using and accessing their Office 365 account.

Microsoft Office 365 accounts are the property of Liberty Christian School and may be accessed or searched by Liberty employees (IT staff, administrators, etc.) at any time.

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.

Microsoft Office 365 Emails

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

Office 365 email accounts are activated once the student begins sixth grade. Liberty student email accounts should never be used for personal matters unrelated to education but should always be used for educational purposes. Appropriate examples include

students using email to communicate with other students about a group project or to ask their teacher a question about classwork.

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

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

Student Email Content Monitoring

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

Office 365 Terms of Service

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

myLiberty Use Guidelines

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

Middle and 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. Lower School students will gain access to their myLiberty accounts in third grade. 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, and these accounts may be accessed or searched by Liberty employees (IT staff, administrators, etc.) at any time.

Student Wi-Fi

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

Technology Safety and Security

Disclaimer Statement

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

To limit access to inappropriate content, the school has filters that block access to certain content. In addition, the online activity of students will be monitored. However, Liberty cannot completely protect students from accessing, intentionally or inadvertently, inappropriate materials and specifically denies any responsibility for a student accessing any inappropriate, offensive, illegal, or obscene sites. If inappropriate content is accessed intentionally or inadvertently, students must notify a school staff member immediately, and Liberty will address the situation promptly and appropriately. Liberty shall not be liable for users' inappropriate use of electronic resources, inappropriate electronic communications, violations of copyright restrictions or other laws, mistakes, negligence, or costs incurred by users.

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

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

Monitoring

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

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

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

Protection

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

DNS Filter

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

MDM (Mobile Device Management)

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

- Apple Content Filter for the device.
- Restrict access to web browsers on devices (varies by age).

- Whitelist specific “Google Custom Search” sites (varies by age).
- Whitelisted Sites/Apps from the teacher (Mosyle Classroom App).

Network Web Filter

Liberty Christian utilizes Microsoft Intune to promote safe and compliant web use. These tools provide web filtering, mobile security, and reporting functions designed to keep students safe online. Liberty Christian uses a web filter to do the following:

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

Parent Monitoring

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

Random Device Checks

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

Safe Search

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

Responsible Use of Technology by Students

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

- All students will comply with this section of the Student/Parent Handbook, including the Digital Citizenship Agreement, and the Device Use Agreement.

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

Classroom Management of Technology

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

Teachers are provided with tools to monitor student device usage during instructional time. These include the Apple Classroom App, and Lightspeed App.

- Teachers follow school discipline guidelines as referenced in this Handbook when inappropriate use is found.

- Teachers assess and request apps through an App Request Form. After the form is filled out, the requested app is reviewed by the Technology Department and the school level principal for appropriateness and cost.

- Liberty reserves the right to collect and examine Liberty-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.

YouTube Restricted Mode

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

Technology Training

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

actively engaged in ensuring students learn, grow, and lead as discerning and knowledgeable users of technology.

Parent Training

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

Liberty will seek to:

- Increase Liberty Christian School community of digital citizenship and safety issues.
- Engage Liberty community and parents as partners in proactively educating, training, supporting, and enforcing all digital safety measures at school and home.
- Outline and maintain Liberty Tech Tips through email communication.

Student Training

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

- Digital Citizenship curriculum presented in assembly and classroom formats.
- Common Sense Media Digital Citizenship for Kindergarten through 5th grade.
- Digital Safety Campaigns to take place in classrooms and hallways for reminders and positive reinforcement.
- Creation of student run "Common Sense" Digital Safety Committees for students to promote awareness and positive peer influence.

Digital citizenship curriculum in the classroom can be an effective way to empower students to think critically, behave safely, and participate responsibly in the digital world. Teachers have the unique opportunity to model ethical technology use for their students on a daily basis and can naturally incorporate appropriate conversations while weaving digital citizenship seamlessly throughout the curriculum. Common Sense is a comprehensive, digital citizenship curriculum from Common Sense Media and is stratified by grade and content with topics including Self-Image and Identity, Relationships and Communication, Digital Footprint and Reputation, Cyberbullying and Digital Drama, Information Literacy, Internet Safety, Privacy and Security, and Creative Credit and Copyright.

Teacher Training

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

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

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

Technology Procedures

Collection and Inspection

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

Information prepared, stored, transmitted, or otherwise developed through the use of Liberty resources shall not be considered private. Liberty may approve access to individual files, information, metadata, or electronic activity at any time. Any personal device brought to school or a school-related event is subject to inspection and seizure by Liberty for any suspected violations of this handbook, the Liberty Student/Parent Handbook, or any other Liberty policy or guideline. Students must provide any passwords or information necessary for school personnel to access and/or search any personal device.

Consequences for Misuse

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

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

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

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

Certain device and software abuse will be subject to a fine to alleviate the cost of repairs and/or device replacement. It is at the discretion of administration along with the Technology Department to determine the fine amounts as outlined in the Device Use Agreement, which includes but is not limited to potential device 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.

Distribution and Return

iPads will be available to Lower School students within their classroom. iPads are numbered and are assigned to a set of students with the corresponding number. Students will have access to iPads during designated instruction times as determined by the teacher. Lower School students will not be allowed to take the iPads home and will be required to return iPads to the designated classroom area when the teacher asks them to. iPads will be stored in an orderly fashion within the classroom along with charging stations.

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

Other Technology Use Guidelines

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

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.

Personal Devices

Students are not permitted to bring personal laptops, tablets, readers, or other similar electronic devices to school. Students are expected to use only their Liberty-issued 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. For personal cell phone use, see policies below.

Inappropriate use or use of these devices without permission from the teacher will result in the device being taken up, as well as other disciplinary consequences.

Frequently Asked Questions for Parents Regarding Technology

When can my children log in to their Liberty account?

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

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

Upper School 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.

What kind of iPad will my Middle/Lower School child use?

Both 8th, 9th, and 10th generation 64GB iPads are used throughout Lower and Middle Schools.

Does my Middle/Lower School child get to take the iPad home?

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

All Lower School iPads stay in the classroom.

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

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

How do I know which apps my child is using?

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

May I take my Liberty-issued device to be fixed outside of Liberty?

No. All Liberty-issued devices should be serviced through the Liberty Technology Department.

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.

May my Lower/Middle School child add apps to his or her iPad?

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

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

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

May my Lower/Middle School child use his or her iPad during break times?

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

Will all of my Lower/Middle School child's work be done on the iPad?

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

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

Liberty uses multiple layers of protection to keep students safe while online. Liberty uses a web filter, DNS filter, iPad level restrictions, and teacher monitoring as layers of protection.

Sometimes the best protection involves the low-tech approach of ongoing conversations between parents, teachers, and students around “acceptable use” and “boundary-setting.” If a student experiences difficulty adhering to the boundaries that have been set, it is best to seek consultation with your child's classroom teacher. Safety and protection require team effort.

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

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

May my Lower/Middle School child opt out of the iPad program?

No. Students will need to use their school issued iPad for their learning at Liberty. Liberty has committed to delivering the best curriculum for its students, and some of the curriculum requires the use of iPads.

Athletic Policies

Athletics Foundation and Philosophy

A Word from the Athletic Directors

We are thankful that you have chosen to be a part of Liberty Christian School athletics. Choosing to be part of our programs is an intentional commitment. We are excited to travel on this journey with you. We promise, as coaches, to help you grow spiritually, mentally, and physically.

Core Value

FOR HIM - Col. 3:17 And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him.

Mission Statement

Liberty Christian School athletic programs are designed to partner with families to help our students develop a closer relationship with Jesus Christ while discovering their passions and developing their unique gifts and abilities that Christ has given them.

Vision

To prepare & empower student athletes to impact the world for Christ.

Warrior Way

- Embrace God's Truth
- Strive for Excellence
- Demonstrate Leadership
- Value Scholarship
- Exhibit Christ-like Character
- Pursue Service
- Build Community

Athletics Philosophy

Liberty Christian School uses the avenue of athletics to glorify God with the talents and abilities He has given. The strength of our athletics program lies in its ability to develop student athletes in striving for excellence, exhibiting Christ-like character, and building community. These principles are rooted in our Warrior Way.

Liberty Christian is committed to training and developing all athletes, at all levels, in all sports. We value multi-sport athletes, which produce diverse skill sets. Healthy competition is an integral part of athletics and breeds life-long traits of determination, cooperation, perseverance, humility, and self-discipline.

Leadership and playing time are awarded to athletes that demonstrate these traits. In some cases, at the discretion of the coach, priority may be given to athletes that have invested more time in the program. While each sport is unique in how it carries out our philosophy, all our sports follow a biblical model for competing. The pursuit of competition is the drive to achieve goals by outperforming yourself and others. This is a balance of spiritual growth, development, and winning.

Middle School Athletics

The primary focus of middle school athletics is to teach fundamentals and general team concepts in a Christian environment. Students are encouraged to be multisport athletes and develop physical fitness. Students develop socially while learning lessons in character, respect, sportsmanship, and teamwork.

Upper School Athletics

At the upper school level, we will continue to build on the lessons learned in the middle school programs. Coaches will teach team concepts and acceptance of the role you are given. Our teams will play hard, fair, and aggressively to compete.

TAPPS

Liberty Christian School is a member of the Texas Association of Private and Parochial Schools (TAPPS). As a member in good standing, we recognize and adhere to its guidelines, and we submit to its authority in all athletics at the upper school level. The TAPPS rules and regulations are outlined in its members' handbook which can be found online at www.TAPPS.biz.

Liberty follows the guidelines of TAPPS as our minimum standard, but Liberty's requirements may exceed the TAPPS guidelines in determining eligibility for participation.

Human Element

The standards, expectations and guidelines herein are set forth by the Athletic Administrators. We will make every effort to stay within the lines of the document because we believe they are based on sound principles that coincide with the vision and purpose of Liberty Christian School. However, we also understand that every situation is unique and could reach outside the policies within. So, when deemed necessary the Athletic Council will be advised to make the final decision based on what is in the best interest of all those involved.

Athletic Events

Banquets and Award Ceremonies

Each Upper School sport will have an end of season banquet. Middle School teams will be recognized at the conclusion of the fall, winter, and spring sports seasons during an awards assembly on campus during the athletic period.

College Recruiting

Liberty Christian School has a College Recruiting Coordinator devoted specifically to help our athletes find the best fit for their academic and athletic futures. The College Recruiting Coordinator will meet with families and students to help navigate the NCAA process. The College Recruiting Coordinator will meet with head coaches to start the process for prospective athletes.

Fundraising

Athletes may be asked to participate in fundraising events for their sport. All fundraising events must have approval from the Development office.

Senior Night

We will honor each senior who participates in athletics during each season. The head coach will determine the appropriate avenue to recognize their seniors.

Signing Day

- Athletes enrolled in Liberty Athletics competing at the collegiate level will be honored at one of our National Signing Day events.

- If an athlete is signing with a college for a sport that is not offered at Liberty, the athletic administration will determine if the athlete can participate in a National Signing Day.

- It is the responsibility of the athlete to inform the Liberty Head Coach, Athletic Office, and College Recruiting Coordinator that they will be signing a letter of intent to play at the college level and to communicate the name of the college.

Communications

Coaches' Contact Information

Coaches' contact information can be found on the athletic portion of the Liberty Christian School website.

Communication to and From Parents

Parents can expect a weekly email from each program while they are in season. Parents may communicate with coaches through their Liberty email account or by calling their Liberty office (room) phones. Contacting a coach by use of their personal cell phone numbers should be limited to emergencies only.

Parents are asked to wait 24 hours before contacting a coach with a concern after a competition.

Changes to Practices or Games

Communication regarding any changes to practice or game schedules will be sent out directly by coaches to players and families with as much notice as possible.

Google Chat/Email

Google chat and email are the two available options for student athlete and coach communication at the Upper School Level (Liberty email only). Communication at the middle school level should be limited to email only.

Social Media

Follow Liberty Athletics@NavyOut on Twitter, Instagram, & Liberty Athletics on Facebook.

Athlete Expectations and Conduct

Academic Eligibility/Ineligibility

To participate in extracurricular activities, students in grades 6–12 must meet the following criteria.

- Enrolled in at least four academic courses on campus.
- Cannot fail two or more courses during the grading period. A grade of incomplete shall be considered a failing grade for purposes of establishing student eligibility if not resolved within one week of the end of the grading period.
- Must attend 50% of the academic day to compete in a game or event. Extenuating circumstances will be evaluated by the Athletic Council.

Student grades will be reviewed after each grading period. If a student fails two or more courses, the student is deemed ineligible. Ineligibility will begin the week immediately after grades are checked each quarter.

The length of time for the ineligibility after each grading period will be at least 10 school days. Extended school closings will not be included in the period of ineligibility. At the conclusion of the 10 days, eligibility will be reevaluated. A student who continues to fail more than one course (not limited to the initial courses) shall be ineligible on a week-to-week basis until such time as the student is failing no more than one course.

During the ineligibility period, student athletes will not be allowed to travel on the team bus to away contests. They will be allowed to be on the sideline, bench and dugout

wearing non-athletic uniforms. Athletes are still expected to attend practice as scheduled. Other additional limitations could be administered as they pertain to that particular sport.

Liberty follows the guidelines of TAPPS as our minimum standard, but Liberty's requirements may exceed the TAPPS guidelines in determining eligibility for participation.

Attendance

Attendance at practice sessions and contests is mandatory and will be documented daily. Athletes are expected to attend all practices and contests. Please plan other activities and appointments outside of practice/game times.

In middle school, if your child needs to leave during athletics, we ask that you pick them up prior to the start of the athletic period. Repeated absences/signing a student out repeatedly could result in the removal from athletics.

The student athlete is responsible for communicating with their coach/director if two school events coincide with the best plan of action (i.e., concert and game).

Cell Phones and Other Electronic Devices

We support and adhere to the campus tech free zones. Cell phones or other electronic devices are not to be out or in use in locker rooms. There may also be times that coaches require athletes to turn in their cell phones or other electronic device such as overnight trips, bus rides etc. Per Upper School policy, students in grades 9^{th} – 12^{th} must have their cell phones or other electronic devices in their Yondr pouch during the school day.

Conflict Resolution

"If a fellow believer hurts you, go and tell him—work it out between the two of you. If he listens, you've made a friend. If he won't listen, take one or two others along so that the presence of witnesses will keep things honest, and try again." Matthew 18:15-16 (The Message)

1. Athlete addresses the coach.
2. Athlete and parent address the coach.
3. Athlete and parent address the coach and athletic director(s).

Athletics Uniform Standard

The following detailed guidelines state the acceptable athletic wear for a Liberty Christian athlete. Please be sure to uphold the uniform standard. Repeat offenders will be sent to the Athletic Office for discipline.

Athletic Wear Grades 6-12 (Off-Season apparel)

Liberty athletes are required to purchase athletic wear from the Liberty Locker located on the Liberty campus. Check the website for operating hours. Below are the required apparel items:

- Gray Liberty athletics T-shirt with Liberty screen print logo.
- Navy dri-fit shorts with Liberty screen print logo.

Team Shop Athletic Wear (In season apparel)

- Athletes may wear sport-specific team shop items that have been purchased for that season as directed by their head coach.
- Team shops are facilitated through approved vendors, not the school. All questions regarding items purchased on the team shop should be directed to the vendor.

Drones

Official school issued drones are permitted within TAPPS Guidelines. Personal drones may not be used.

Drug and Alcohol Policy

Please refer to the Liberty Christian School Handbook regarding drugs, alcohol and/or vape usage Following a violation of Liberty's Drug and Alcohol policy, the Athletic Administration will meet to determine the athletic consequence(s) to be imposed on the offending student. In doing so, the Athletic Administration will consider the severity of the infraction, including criminal charges, prior offenses, and other relevant circumstances. Athletes who are in attendance in places where drugs, alcohol, and/or other prohibited substances are in use, will also be subject to discipline.

Consequence(s) may include:

1. Suspension from contest(s)
2. Removal from team and/or team activities
3. Removal from athletics
4. Ineligibility for team awards and/or TAPPS awards

The consequences imposed by the Athletic Council are in addition to those imposed by the Liberty administration under its Drug and Alcohol policy.

Ejections

TAPPS assigns fees to athletes, coaches and spectators ejected from any contest. Athletes that are ejected will be responsible for promptly making the payment to TAPPS.

In all sports but football, a student removed from a contest shall serve a one game suspension at the next scheduled contest as shown on the schedule submitted to the TAPPS office prior to the season (single game or tournament game). Football

suspensions are served in the 1st half of the next scheduled contest. Additional details on removal from contests & fines can be found in section 138 of TAPPS by-laws.

The consequences imposed by TAPPS for ejections are in addition to those that may be imposed by Liberty administration or the Athletics Department on any student, coach, or spectator that engages in this conduct.

Removal from Contest/Rushing the Field, Court or Pitch - TAPPS

As we look ahead to a new year of competition and in keeping with our motto, "Competition with Honor", the TAPPS Executive Board has unanimously approved the following penalties in the cases of a coach, athlete or fan being removed from an athletic contest. In addition, the Board has addressed the issue of fans rushing the field, court or pitch. The following are in place:

Removal from Contest:

- Fan – school is fined $250
- Player – 1 game suspension (1st half of next game in football) and a $100 fine ($200 fine for playoffs)
- Coach – 2 game suspension (1 game in football), public reprimand and a $300 fine ($500 fine for playoffs)
- After 3 ejections (player or coach) in a sport/5 ejections as a school

In addition to a required meeting by the coaches and AD with TAPPS, the AD will receive a public reprimand and probation. Fans rushing the field/court/pitch at the buzzer with no incident (players and officials no longer on the court):

- First Offense – warning
- Second Offense – $1500 fine
- Third Offense – $1500 fine and no fans at next game

Fans rushing the field/court/pitch at the buzzer with players and officials still on the court:

- First Offense – $1500 fine
- Second Offense – $1500 fine and no fans at next game
- Third Offense – Additional sanctions to be determined by TAPPS

Please join TAPPS in our commitment to Competition with Honor. If questions arise, please contact the TAPPS office at info@tapps.biz or 254-947-9268.

The consequences imposed by TAPPS for removal from contest or rushing the field, court, or pitch are in addition to those that may be imposed by Liberty administration or the Athletics Department for any student or parent who engages in this conduct.

Facilities

Athletes are responsible for keeping the facilities in order and they should report any damage or problems to their coach or to the athletic director.

Locker Rooms

- Athletes must maintain proper conduct at all times.
- Camera/video use in locker rooms is strictly prohibited.
- All showers should be turned off after use.
- Personal items should never be left on the floor. Facilities cannot clean properly with personal items on the floor, nor will they remove personal items.
- Items not placed in a locker or a personal bag are subject to be taken to lost and found or disposed of.
- Students should utilize the locker for changing only. Students who are lingering in locker rooms or socializing will be asked to leave.

Athletic Facilities

- Do not enter the equipment room or closet without the coach's permission.
- Each athlete is responsible for seeing that the equipment is in its proper place before leaving.
- All shoes must be clean before entering any building. Athletes who wear cleats or spikes must remove these items before entering any building.
- Athletes are not to climb the fences surrounding any school building or field at any time.

Letter Jackets

Each sport has criteria that athletes must achieve in order to receive a Varsity letter. The Program Director or Head Coach will share lettering criteria with the families at the beginning of each year. Letter jacket ordering information will be handed out by the head coach.

Lost & Found

There will be two Lost & Found Bins, one located in the men's coach's office and the other located in the women's coach's office. These bins will be clearly labeled, and items left out at the end of the day will be placed in the Lost & Found Bins. Items will remain in the Lost & Found Bins for one week and then will be taken down to the Upper School/Middle School Lost & Found area in the cafeteria.

To aid in the retrieval of lost items, it is paramount that all athletes clearly label all their gear and athletic wear.

Music

All music played on the Liberty Christian campus and at any Liberty athletic contest must be pre-approved by the Sports Performance Coordinators & Athletic Office. Coaches should use preapproved Spotify accounts. To add a song to the approved playlist, the students can email a request to the Sports Performance Coordinators.

Social Media

Athletes are expected to represent Liberty Christian School in a Godly manner. Athlete accounts will be monitored for appropriateness of content. This may include language, music, etc. Athletes who choose to post content that is questionable may be referred to the Athletic Administration and may incur disciplinary action.

Uniforms

Liberty Christian School will provide athletic uniforms and may also provide warm-up attire for the student-athlete. Occasionally, additional equipment and/or apparel may be purchased for and kept by the team members.

- All school-owned uniforms, warm-ups, and equipment must be returned in acceptable condition at the end of the season.
- There should be no alterations made to the school owned items unless approved by the coach.
- Items that are the property of Liberty Christian School need to be washed and returned by the designated post season deadline.
- Athletes will be held financially responsible for any items not returned or damaged beyond normal wear-and-tear.
- Awards and honors may be withheld if items are missing or damaged.

TAPPS prohibits athletes from removing their game jersey or uniform while inside the playing arena. Removal of an athlete's game jersey or uniform shall be considered by TAPPS to be unsportsmanlike conduct and grounds for removal from a contest.

Varsity Football Game Policy

To ensure a safe, enjoyable, and well-organized experience for all attendees, the following stadium and game day guidelines will be strictly enforced at all varsity football games.

Student Attendance & Supervision

- Lower School students must be accompanied at all times by a parent, guardian, or designated chaperone.

- Approved supervised areas for Lower School students include the concession stand and the grassy area behind the stadium.

- No *unaccompanied* Middle School students are permitted except in designated supervised areas; concession stand and the grassy area behind the stadium

- Middle School students may attend if accompanied by:

    - A parent or guardian
    - An Upper School sibling
    - A responsible adult

- No student drop-offs are permitted for Lower School or Middle School students. Students who are dropped off will not be allowed entry into the stadium.

Stadium Conduct & Safety Rules

- Students are not permitted under the stadium stands at any time.

- No re-entry is allowed once a parent or student exits the stadium.

    - Wristbands will be used to enforce this policy.

- No outside metal water bottles or containers are permitted, even if empty.

- Outside food and drinks are not allowed, with the exception of:

    - Clear, unopened water bottles

- The following items are strictly prohibited:

    - Alcohol
    - Tobacco products of any kind
    - E-cigarettes or vaping devices
    - Illegal drugs
    - Weapons (concealed or otherwise)

Bag Policy

All attendees must adhere to the Liberty Clear Bag Policy.

Approved Bags

- Clear tote bag no larger than 12" x 6" x 12"
- One-gallon clear plastic storage bag
- Small clutch or crossbody bag no larger than 4.5" x 6.5"
- Medically necessary bags
- Diaper bags (must enter at the same time as the infant)

Unapproved Bags

- Purses, bags, or containers larger than 4.5" x 6.5"
- Backpacks (including student backpacks)
- Computer bags
- Coolers
- Luggage of any kind
- Cinch bags
- Briefcases
- Camera bags

Exceptions

- Credentialed news media equipment
- Official team and field photographers' equipment
- Booster club materials for approved sales

Consequences for Policy Violations

Failure to comply with these guidelines may result in:

- Immediate removal from the game
- No return to any games for the remainder of the season

We appreciate the cooperation of our students, families, and guests as we work together to provide a safe and positive game day environment for everyone

Parent Participation in Athletics

Parent Meetings

Parents are encouraged to attend the Athletic Parent Orientation Meeting in the fall. Parents are also encouraged to attend sport specific team meetings prior to the start of each season.

Parent Volunteers

Parent participation is essential to the success of our athletic programs. You will learn about service opportunities at parent meetings and through communication from your coaches.

Team Meals

Team meals may be provided by the parents in partnership with the head coach.

Team Parent

If you are interested in being a team parent, please contact your head coach prior to the beginning of the season to receive the information regarding duties and responsibilities.

Team parent responsibilities may include:

- Organize team meals and/or snacks.
- Help organize approved fundraising events.
- Help with organization of game day and/or tournament needs.

Past Due Payments

The Athletic Department commits to communicating twice via email regarding any athletic payment such as travel expenses and other miscellaneous costs that have not been paid. Following two emails from the Athletic Office, non-payment will be forwarded to the business office. To make payment arrangements, please reach out to the Athletic Office.

Spectators

At Liberty Christian School, we expect the following fan behavior:

- Applaud good team play and individual skill.
- Treat opponents and officials respectfully.
- Refrain from criticizing and disparaging players, coaches, and officials.
- Never address opposing players or coaches by name or number in a negative fashion.
- Fans should not attempt to engage officials in conversation prior to, during or approach them after the game.
- Fans should not enter the court or field of play. Instead, they should remain in the stands:
    b. During pre-game warm-ups and at halftime.
    c. During the contest.
    d. Until all players, coaches and officials have left the floor or field.
- Fans should never throw objects of any kind in the stands, or toward the court.
- Fans should never “rush the court or field” after a game to celebrate as this action may cause safety issues or misunderstandings with your opponents.

Violations of the above or similar disruptions at TAPPS events will be reviewed by TAPPS and may lead to removal from the event and/or meeting with the head coach and Athletic Administration. The consequences imposed by TAPPS for such behavior are in addition to those that may be imposed by Liberty administration or the Athletics Administration.

Ticketing

Liberty Christian uses online ticketing for all Middle School and Upper School sporting events. Cash and credit cards are accepted at the gate; however, pre-purchased tickets through the online platform is the preferred ticketing method.

Tickets are non-refundable. Please check the school website for additional ticket sale information.

Student Participation in Athletics

Athletic Period

The Upper School athletic periods will be used for sports performance training. These periods are built into each student athlete's academic schedule. You must be enrolled in a Sports Performance period in order to participate in Athletics. If you drop a Sports Performance class at any time, you will not be allowed to participate in Athletics.

Middle School athletic period will be used for sport specific practices for in-season athletes and sports performance training for off-season athletes.

The Liberty Athletic Uniform purchased through the Liberty Locker is required during the upper school athletic period and off-season sports performance for middle school athletes.

Dropping/Changing Sports

Senior Out

Seniors that are no longer participating in a Liberty sport program, may choose to drop athletics from their schedule. These students must meet with their academic advisor to attain the proper form which is to be signed by the parents and then brought to the Athletic Office to meet with the Athletic Director and acquire the proper signature.

Changing Sports Mid-Season

No athlete shall drop a sport in season and join another team in the same season without the written approval of both head coaches.

Leaving an In Season Team

Athletes must meet with their head coach prior to leaving and will then be referred to the Athletic Council for review.

Grading Scale

An athlete's grade for the semester will be based on their attendance during the athletic period, practices, and contests. Each In-Season and Sports Performance athlete will

receive a Pass or Fail grade for the semester. Any athlete that does not receive a “pass” will result in the athlete not receiving credit for the course.

Off Campus Athletics

A student who participates in an Olympic medal sport that is not offered by Liberty may be able to gain P.E. credit for the off-campus athletic activity with approval from the Athletic Department. Questions regarding Off-Campus Athletics should be directed to the US/MS Academic Office before coming to athletics.

Playing Time

Middle School

At the middle school level, skill development and team building are our main focus. As dictated by game situations and the coach, attempts will be made to play every athlete, unless safety is a factor. Playing time proportions cannot be expected to be equal.

Junior Varsity

At the junior-varsity level, concepts of competition and role-playing within the team become more evident. As dictated by game situation, the coach may or may not play every player in the contest.

Varsity

At the varsity level, concepts of competition and role playing within a team setting enter into the equation and playing time is decided by the coach to provide the best opportunity to win the contest. Depending on the game situation, a player may or may not play in the game.

Players, regardless of grade level and past experience, will enter contests based on the discretion of the coaches. Often in a team sport it becomes necessary to put the individual’s needs aside for the greater good of the team. This type of teamwork must be taught and is a valuable skill for life. The coach will strive to actively involve all team members in the game, but players should be taught to accept their various roles and support their teammates in any way they can.

Programs Offered

The following sports are offered at Liberty and are listed by their competitive seasons:

Upper School

FALL	WINTER	SPRING
Football	Boys & Girls Basketball	Softball
Volleyball	Boys & Girls Soccer	Baseball
Boys & Girls Cross	Wrestling	Boys & Girls Track*
Cheer and Dance*	Boys & Girls	Boys & Girls Tennis*
Boys & Girls Tennis*		Boys & Girls Golf*
Boys & Girls Golf*		

Middle School

FALL	WINTER	SPRING
Football	Boys & Girls	Softball
Volleyball	Boys & Girls Soccer	Baseball
Boys & Girls Cross	Wrestling	Boys & Girls Track
Cheer*	Boys & Girls	Boys & Girls Tennis*
		Golf

*Sport that trains/competes year-round.

Schedules

Schedules by sport are available online by visiting the main Liberty calendar or by selecting your child's team in the athletic portion of the website.

School Closure

When Liberty Christian School is closed due to inclement weather, all athletic activities are canceled as well unless given permission by the athletic director to conduct the athletic activity.

TAPPS Transfer Forms

Transfer students who previously participated in athletics at the high school level must complete and submit the Previous Athletic Participation Form and the Student Transfer Forms (A and B). To participate in a varsity sport, all forms must be completed and approved by TAPPS prior to the transfer deadline(s) given by TAPPS.

Team Selection

The makeup of each individual team is at the discretion of the head coach.

Evaluations

The evaluation (try-out) format will vary from sport to sport. Any student who is enrolled in athletics and is in good academic standing may try out.

- Evaluations will be based on coachability, skill, chemistry with other players, and experience.
- The coach will inform each athlete about their decision.
- Team rosters will not be posted publicly.

Middle School (6-8)

- Teams may consist of mixed grade levels.
- Cuts may be necessary.
- Skills training or practice team participation may be offered to students as an alternative to athletes that did not make one of the teams.

Upper School (9-12)

- Junior Varsity teams can consist of freshmen, sophomores, and juniors.
- Varsity teams can be made up of freshmen through seniors.
- Cuts may be necessary.

Sports Medicine

Mission Statement

The Sports Medicine Staff at Liberty Christian School is committed to providing the best medical care to our student athletes through a Christ-centered atmosphere. Liberty Sports Medicine is dedicated to the development of each individual's physical health, mental health, performance, and spiritual life. The Sports Medicine Team strives to serve every student athlete through comprehensive treatment, evaluation, education, and support to lead healthy athletic careers here at Liberty and their future endeavors.

Concussion Policy

Each Upper School student athlete will be required to perform a baseline exam. The baseline exam must be completed prior to the start of the season. This will be used as a tool to aid in monitoring progress during the entire management process of the athlete's concussion. If an athlete shows any signs, symptoms, or behaviors consistent with a concussion, the athlete shall be removed from practice or competition and evaluated by a certified athletic trainer, and/or an athletic healthcare provider with experience in evaluation and management in concussions. Baseline assessments for Middle School students are administered in response to parent requests only.

Based on the athlete's exam, the athlete will either be referred to an appropriate physician for further evaluation or given an observation period of 24-48 hours to monitor symptoms. Once the athlete is diagnosed with a concussion, they must follow the Liberty Sports

Medicine's Staff Return to Play Protocol which states that they must be seen by an appropriate concussion trained specialist.

Under no circumstances will a coach allow an athlete to return to play prior to their full release from the Liberty Athletic Training Staff and diagnosing physician. Our certified athletic trainer will be in contact with the physician and the student's teachers in order to monitor Return to Play and Return to Learn Process.

Injuries/Dr. Notes

We understand that from time-to-time injuries and sickness occur causing athletes to miss a practice/sports performance. We will allow the student athlete to sit out of the athletic period with a parent note for *one day*. If a student needs to be exempt from practice/sports performance any day thereafter, a doctor's note must be presented to the athletic training staff. The note must include a description of the injury or illness, date of return for participation, and/or necessary modifications to the workouts.

In the event that an athlete is injured in an activity outside of Liberty Christian athletics, rehabilitation would be at the discretion of the athletic training staff. If they are not able to participate in athletics, they may be asked to assist with athletic department needs.

Insurance

Students must have proof of insurance or student accident insurance to participate in co-curricular sports activities including intra-mural. Participation will be denied until insurance coverage is verified. Liberty Christian School offers secondary insurance to athletes that are injured while participating in school related activities. Please contact the Liberty athletic office for additional information.

Parents and legal guardians are solely responsible for maintaining active insurance coverage for their student. Liberty Christian Schools shall not be held liable for any injury, illness, medical expense, or loss incurred during any period in which such coverage is not in effect.

Medication

The Sports Medicine staff and coaches cannot dispense medication during the school day. Students needing medication will be referred to the school nurse. If medication is needed while traveling overnight and/or during a game, the athletic trainer and/or coaches will require the parent to follow the school nurse's procedures for administration of medication by designated personnel prior to the overnight/game.

MyLiberty Pre-Participation Forms

Each of the following forms must be completed prior to participating in any athletic workouts, including practices, scrimmages, and/or contests. All athletes and their parents must log into MyLiberty and complete the following forms.

- Continuing Participation Waiver & Release
- Medical Treatment Authorization and Release
- Medication Administration Form
- Liberty Athletic Agreements

Physical Paperwork

Each athlete must have a current physical and medical history form on file in order to participate in athletics. Physical paperwork is good for one calendar year.

Policies and Procedures

The Liberty Sports Medicine staff has policies and procedures for the following and can be presented upon request.

- Lightning
- Hot/Cold Weather
- Emergency Action Plans

TMS Pre-Participation Forms

A link to the forms will be sent from the Athletic Department. Student accounts must be signed in using their Liberty emails prior to parent access. Each of the following forms must be completed prior to participating in any athletic practices, scrimmages, or contests.

- Student Acknowledgement of Rules
- Pre-Participation Physical Evaluation Physical Examination
- Pre-Participation Physical Evaluation Medical History
- Sudden Cardiac Arrest
- Concussion and Traumatic Brain Injury
- Steroid and Substance Abuse
- Acknowledgement of proof of insurance

Sports Performance

Liberty has a team of Sports Performance (strength and conditioning) employees who facilitate the sport specific training necessary for our athletes and their teams to be successful. The goal of this program is injury prevention, improved athletic performance, and to build character in our athletes. The Sports performance classes are built into the school day for high school students.

Acclimation Conditioning Class

When students return to campus for the upcoming school year, the PACER Test will be used to evaluate their physical fitness level. All new students will be included in this

evaluation. Athletes that do not meet the predetermined requirements will be required to participate in 2 weeks of acclimation conditioning.

Summer Athletic Development Training Plan

Here at Liberty, we believe in a unified, year-round, performance training plan for all of our athletes. This training plan includes consistent weightlifting, speed development, plyometric training, flexibility, and conditioning.

Summer Program

- Highly encouraged.
- 4 available training sessions per week that consist of lifting, speed mechanics and conditioning.
- Summer Program days and times will be communicated by the Athletic Office.
- Meeting the minimum standard of participation exempts athletes from the Acclimation Conditioning Class.

Sports Performance Training Outside of Liberty

Many of our athletes participate in training for their sport outside of Liberty athletics. This training can range from skill training to club sport, to performance training. We ask that any extra training be communicated to the Director of Sports Performance and Head Sport Coaches to ensure athletes are not overtraining.

Travel and Transportation

Student Travel Eligibility

- Students must meet eligibility requirements to travel with their team/group.
- All students must travel with the group and participate in the activity/competition itinerary (in its entirety) as finalized and approved by the appropriate administration. Parents must complete and submit the Alternative Travel Form if requesting an exception to this rule & approved by the head coach for an overnight event; this must be submitted to the appropriate administrator 24 hours before the event.
- Students leaving a same day away event, a parent must sign-out with their coach using the Travel Release Form. If an athlete is riding home with someone other than their parents, then they must fill out the alternative travel form 24 hours prior to the event.
- Students must follow the itinerary given to them by their coach.
- Students should abide by all Liberty Christian School policies as listed in the handbook
- Female students are not allowed in male students' hotel rooms at any time. Male students are not allowed in female students' hotel rooms at any time.
- Students are not allowed to leave the hotel or event site premises without the Head Coach's approval.

- Students are not allowed to call a hired vehicle (Uber, Lyft, etc.) during the duration of the trip.
- International Trips: No drinking alcohol (even if the country you are visiting has a lower age limit).
- On the bus, students must sit with their same gender and in their assigned section of the bus.
- Team members must follow the rules and regulations set forth by the operator of the charter transportation at all times.

Breaking of any rules listed in the travel policies could result in the following disciplinary actions:

1. Athletes will have a suspension of contest compliant with TAPPS Removal Policy. Parents will be notified, and at the coach's discretion, parents may be asked to come pick up the student (First Offense).
    - In football, the minimum suspension shall be the first half of the next contest.
    - In all other sports, the player shall serve a full one game suspension at the next scheduled contest shown on the schedule.
2. Upon a Second Offense, the suspension will be doubled for the contest. The athlete will additionally receive OSS (Out of School Suspension). Parents will be notified, and such consequences shall include a requirement that individuals who violated the rules a second time will be required to return home early at the parent's expense. If a student is asked to leave a trip, a parent must pick them up and sign them out from either the hotel, or event site as indicated on the itinerary.
3. Upon a Third Offense, the athlete will be removed from athletics and the family will have a behavior meeting with athletic and academic administrations to discuss the possibility of removal from Liberty Christian School.

Breaking of any team rules or not following events on itinerary will be left to the Head Coaches responsibility for disciplinary actions. The consequences imposed by Head Coaches and/or the Athletics Administration are in addition to those that may be imposed by Liberty school administration.

Away Events

Liberty Christian School will provide the transportation to and from most away events. All student-athletes are expected to ride with the team and coach to the away event. Some coaches may require athletes to ride the bus home from away events. Otherwise, parents may sign out their athlete post-game. All Liberty driving policies and procedures in non-Liberty vehicles or charter buses will be required to be followed prior to any away event.

All transportation is considered part of Liberty's facilities, and no conduct will be allowed that reflects adversely on the individual, team, or school.

Away Events with Overnight Stay

The parent/guardian(s) are responsible for the hotel costs when overnight stays are required. Costs will be divided by the number of athletes in each room. Hotel information will be emailed out to families by the Head Coach and payment is expected to be made prior to departure. Athletes who do not complete their payment prior to the payment deadline may not be permitted to attend.

The following policies apply to overnight stays:

- Male and female athletes may not be in a hotel room together at any time.
- Athletes must be in their room at the time determined by their coach.
- Athletes cell phones will be taken up by their coach at curfew.
    - Students will notify parents of their room number.
    - Parents will be given the exact trip itinerary of the student.
- Doors will be taped at curfew.
- Only athletes of the team traveling are allowed in rooms.
- Student-Athletes are expected to model the Warrior Way.
- Students are expected to follow all Liberty rules and regulations. Any violations of school rules will result in both athletic and academic consequences.
- Coaches will conduct morning and evening room checks.
- Students are to remain on the hotel premises, unless provided permission by the trip supervisor and during curfew, inside their assigned hotel rooms.

Home Events and Practices

It is the parents' responsibility to arrange for transportation to and from practices and games. Athletes are expected to be picked up immediately after a practice session and game.

Leaving School Early

When a team leaves school early for an athletic event, athletes are excused but are required to communicate with their teachers and make up any work that is missed.

Returning to Campus after a School-Day Event

Athletes are required to return to campus after the end of an event if the school day is in session. School teams that return after midnight when school is in session later that day, may miss the first period of class of the school day.

Alternative Transportation

If an athlete intends to leave an away event by any means other than the transportation provided by Liberty, a parent must sign-out with a coach using the Travel Release Form.

If a parent is transporting a student to an away event when Liberty is providing transportation, the parent must notify the appropriate coach in writing 24 hours prior to the trip.

If an athlete is riding home with someone other than their parent, parent communication must be provided to the coach in writing 24 hours before departure, and the Alternative Travel Form must be signed by the parent.

Pre-School Policies

Pre-K Academic Policies

Attendance

If you know your child will be absent for a period of time (i.e., vacation, hospital stay, etc.) or must leave before the end of the school day, please let your child's teacher know as early as possible. The school will not allow a student to leave with a person other than a parent unless authorized in writing by a parent in advance to do so.

Please report all transmittable diseases or fever to the office immediately (i.e., chicken pox, strep, etc.). Please keep children at home until their illness is no longer contagious. Students must be free of fever ***without fever-reducing medicine, diarrhea, or vomiting for 24 hours before returning to school***.

Curriculum

We use a Christ-Centered hands-on curriculum, which is considered one of the best for preschool. Developing memory and lengthening attention span are achieved by listening to stories, using role-playing activities, and applying the practical part of lessons. Providing children with pre-reading and writing experiences helps early learners excel academically. Your child will not only learn the alphabet but will also learn proper phonetic pronunciation. Students will continually practice key math skills throughout the year to help them master math concepts. Fine motor skills are developed through art and other special projects. Blocks, finger plays, and fine motor activities will help children to hold a pencil correctly when they begin writing letters and numbers. All concepts in the prekindergarten programs are reinforced through academic activities, music and movement class, STEAM activities, science experiences, games, and songs. Our preschool program is accredited by the Association of Christian Schools International (ACSI) and is exempted from Texas Childcare Licensing requirements. As a school we stay informed of these requirements and work to meet or exceed the minimum standards when appropriate.

As the world opens to children, it is important for them to learn how to get along with others. They will learn how their actions affect others and how to understand the way others feel.

Our Pre-K curriculum is a program that has been proven successful year after year. It has been shown to thoroughly prepare children for their beginning years at school and to build a firm foundation upon which to develop their future. Through this training, a solid foundation will be laid for an easy adjustment to school life.

Parent Involvement

Birthdays

Parents are welcome, if they wish, to send cupcakes or a special snack for their child's birthday. If a treat is provided, it will be distributed in the classroom, during afternoon snack for PreK-4 or at lunchtime for PreK-3. Children with summer birthdays will be assigned a day during school on which to celebrate their birthdays if you wish.

Conferences

Parents are encouraged to communicate frequently with the teacher concerning any needs of their child. It is best to make an appointment rather than drop in during class or planning time. Parents or teachers may request a conference at any time they deem one necessary. Parents are asked to always schedule visits first through email, asking the teacher for a convenient time and date. Emails will be returned within 24 hours. If you want to leave a word of encouragement or prayer, feel free to write a note or email.

If parents need to discuss any aspect of their child's education, the teacher should be contacted first. The principal or dean of students should be contacted only if the matter has not been successfully resolved in the teacher/parent conference or where the matter concerns student safety.

A planned Parent-Teacher Conference Day is scheduled in October following the end of the first quarter reporting period and again in February. There will be no school for Preschool that day. No report cards will be given during this conference. Children will receive their first report card at the end of the second quarterly grading period.

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

Homeroom Coordinator

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

1. Exhibiting the Warrior Way principles.
2. Seeking to involve parents in parties.
3. Assisting in coordinating prekindergarten parent volunteers.
4. Encouraging and praying for the teacher and staff.

Money and Notes

All money and notes should be turned into the Preschool Office. Money should always be sent in an envelope with the following information on the outside: (1) child's name, (2)

amount and purpose, and (3) teacher's name. All notes should be sent in a sealed envelope to protect the privacy of any written communication between parent and teacher.

Parent Checklist

1. Please check the parent bulletin board and your child's backpack daily.
2. Please remember that your child's bedding should be washed weekly or sooner if it is soiled and to reduce the spread of infectious disease.
3. Please make sure your emergency contacts are up to date.
4. Please be sure the staff is aware of any food allergies your child may have and leave written detailed information concerning the situation.
5. Please leave all medicines with the school nurse for dispensing. Do not send medicine in your child's lunch box or backpack (including cough drops). Please call the school nurse with any questions at 940-294-2181.
6. Children may not enter or leave the building without adult supervision.

Parties

The principal and teachers work with homeroom coordinators in the planning of the two class parties per year. The homeroom parent in turn seeks to involve the other parents in at least one of the parties. The two parties include the Christmas party and Valentine's Day party. If a party falls on a day your child does not normally attend, you are invited to accompany them to the party. Parties are planned for the children in the class, so we ask that parents not bring younger or older siblings to class parties.

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

Pre-K Campus Guidelines

Safety Guidelines

Indoor Playroom Safety Rules

- Remove shoes before entering/must wear socks.
- Slides are down only, no climbing up.
- No toys allowed inside play equipment.
- No more than 12 children inside play equipment at one time.

Playground Safety Rules

- Children are not allowed to climb on top of the tunnel on the playground equipment.
- Children are not allowed to walk up the slide.
- No classroom or personal toys are allowed outside (except balls and sandbox toys).

- Children are to stay in visual range at all times.
- Children may not climb on the fence.
- Balls must remain inside the fenced area.
- Children may not play with mulch or throw sand.
- Children may not go into the building without permission from a teacher.
- Children must wear closed-toed shoes.

Toys from Home

- No toys should be brought from home unless permission is given.
- No toy guns or other weaponry will be permitted on school grounds.
- On “Show and Tell” days, please send an item of interest with your child or one that follows the theme for the week.
- Do not bring electronics/valuables (i.e., iPads, iPods, etc.) or pets (due to allergies).

Tricycle/Wagon Safety Rules

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

Lost and Found

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

Lunch and Snacks

Included in your tuition fees, a hot lunch or boxed lunch (on special days) will be provided each day by SAGE in the students’ classroom. However, your child may bring a sack lunch, if preferred. Please do not include items to be heated. Snacks will be provided by SAGE. Snacks brought from home are not allowed.

Children will eat after the group gives thanks. Students are expected to maintain proper behavior while eating and remain seated until dismissed.

Students may not share food. For children who have a food allergy, the parents or SAGE, with documentation, will provide a lunch that meets the child’s allergy needs. If needed, parents will provide special milk, a snack, and “fun with food” for them each week. Special snacks and “fun with food items” may only be brought in for children with documented

allergies snacks. All other children will be given the opportunity to experience new foods with the items provided by Liberty during those times.

Rest Time

Children may have their blanket, pillow, and stuffed animal at their nap mat during naptime. At the teacher's discretion, a child may have a book during naptime. Children must be quiet and remain on their cot.

School Hours

Regular school hours for PreK-3 are 8:15a.m.-2:00p.m. PreK-4 hours are 8:15 a.m. – 2:45p.m. Any student that arrives after 8:30a.m. will need to be signed in at the preschool office. A preschool staff member will escort the child to the classroom. Parents that wish to pick their child up early need to arrive at the preschool office by 2:15p.m. to sign out the student. If someone other than the custodial parent or guardian picks up your child, that individual's name must appear on your child's information card or in a dated and signed note or email.

Preschool does not participate in Wednesday late start. If you choose to bring your child late on this day, please arrive at 9:10. Preschool students are to enter at the preschool entrance and will be escorted to the classroom as a group by a preschool staff member.

Registration is required for after-care for prekindergarten from 3:00 pm until 6 p.m. and is subject to availability. Enrollment for after school care is for the entire school year. There is no drop-in option available for preschool. A $3 late fee is charged for each minute a child is left after 6 p.m., to be paid by check made payable to Liberty to the after-care teacher on duty.

Before school care is available for those who have registered from 7:45-8:15. A parent must accompany the student into the preschool playroom for drop-off. Please be sure your child has eaten breakfast before arriving and is ready to start the day. Breakfast should not be sent with a student to be eaten at school. The Academic Year Calendar is posted and updated as needed on our website, www.LibertyChristian.com, and provides information regarding special events and holidays. Check weather stations for closing information during inclement weather. (*See* General Policy Section, Weather Conditions.)

Visitors and Visiting Procedures

All visitors must sign in at the Preschool Office, receive a visitor's pass, and park in an approved parking space or parking lot. Visitors other than parents of current students must receive permission from the administration to visit campus.

Designated parking spaces for prekindergarten 5-minute drop-off and pick-up are for parents of prekindergarten students only. Only vehicles displaying the current school

year's parking hangtag for prekindergarten and lower school students may use those parking spaces during the hours of 7:45 – 8:45 a.m. and 2:00 – 3:10 p.m. On half days only vehicles displaying the current school year's parking hangtag for prekindergarten and lower school students may use those parking spaces during the hour of 11:00am – 12:00pm

Pre-K Dress Code

- Children are not required to wear uniforms and are encouraged to wear play clothes that are comfortable.
- Spaghetti strapped dresses and tops are not allowed without a shirt.
- All shirts must cover the midriff at all times.
- Shorts must be worn under all girls' dresses.
- Please check weather forecasts daily to be sure your child is dressed appropriately.
- A clean set of extra clothes and a jacket suitable for the current season should always be in your child's cubby. When worn, the extra set of clothes should be replaced the next day. Please promptly return any borrowed clothes. If a spare set of clothing is not available in your child's cubby, we will call a parent to bring a change of clothing to change into.
- Children must wear socks with shoes. Sandals, including flip-flops and crocs, are not allowed. Shoes with retractable skates are also not allowed.
- No pull-ups are allowed. All children must be independently potty trained.

Weather Guidelines

Heat Index	
Heat Index Below 89 F	**Outside Recess** ● Students can comfortably play outside for 30 minutes. ● Provide water breaks and shade.
Heat Index 90-98 F	**Caution at Recess** ● Monitor conditions during 30-minute recess. ● Students should be allowed water before, during, and after recess. ● Play in shaded area if available.
Heat Index 99-103 F	**Limited Recess** ● Limit activity to 20 minutes or less ● Students should be allowed water before, during, and after recess. ● Consider actual temperature. ● Allow for cool down period.
Heat Index Above 103 F	**Danger** ● No outdoor play ● All students should remain inside.

Wind Chill Factor	
Wind Chill 41 or Above	**Outside Recess** ● Students can comfortably play outside for 30 minutes. ● Allow for water and breaks.
Wind Chill 34 - 40	**Caution at Recess** ● Monitor conditions for 20-30 minutes recess. ● Students should be dressed appropriately for the weather ● Allow for water and breaks.
Wind Chill 33 or Below	**Danger** ● No outdoor play ● All students should remain inside.

Type the campus zip code in the upper left-hand corner of this site for current heat index and wind chill conditions: https://www.weatherbug.com.

Student Expectations

Behavior

Children must be completely potty trained and able to use the restroom independently with no pull-ups. If a potty accident occurs at school, the child must be able to change his/her own clothes. If a spare set of clothes is not available, a parent will be called to bring them to school. In a 4-week period, if a child has 5 potty accidents (students attending 5 days) or 4 potty accidents (students attending 2 or 3 days) the child will be asked to stay home for 2 weeks to complete the potty-training process.

1. Through the course of the year, the children will work to learn how to do the following:
   - Be Kind to one another
   - Treat others with respect
   - Take turns
   - Clean up after yourself
   - Keep hands and feet to self
2. Children are not to play with toy guns or participate in pretend gunplay at school.
3. Adults are addressed as Mrs., Miss, or Mr. and their last name.
4. Children may not argue with or be disrespectful to their teachers.
5. No gum is permitted.

Discipline

Discipline is a word that means “to train”: guiding, molding, encouraging, teaching, reproving, and correcting, all with a goal of students learning to manage their own behavior. When a student is trained, they will become self-disciplined. As much as possible, the characteristics of our discipline system are modeled after God’s.

- God teaches us out of unconditional love. He does not love us anymore when we do good, nor does he love us any *less* when we do evil. (*Proverbs 3:12, Hebrews 12:6)*
- God delights in us. *(Proverbs 3:12)*
- As Christ did with his disciples, we work to see a student's potential and what he or she can become. *(Romans 8:29, Hebrews 12:10)*
- God expects us to produce fruit in our lives. *(Colossians 1:10)*
- The fruit of repentance. *(2 Corinthians 7:9-11)*
- The peaceable fruit of righteousness. *(Hebrews 12:12, Galatians 5:22, 23)*
- God forgives and forgets. *(Hebrews 8:12, Titus 2:14)*

Attendance at Liberty Christian School is a privilege. Each student is accepted as an individual with individual needs. When the need for correction is required, it is viewed as an opportunity for the student to learn by his or her mistake. The students will be actively involved in determining the best course to make amends; by asking forgiveness and deciding to repair damaged relationships or objects (cleaning up their “mess”). The student must learn that, as in life, when a bad choice is made, it affects others, and it is important for him or her to fix it. Teachers, staff and administration are here to guide the students in making better choices.

Liberty Christian endeavors to work with and communicate closely with parents in all matters of discipline. For any discipline to be successful in training a child, it is essential for the school staff and parents to be in agreement. A parent or guardian who is not supportive of the school’s discipline program will undermine the structure of the school. For this reason, parents who are not in agreement with (or are against) the policies of this school may be asked to leave the school if an understanding cannot be reached.

Hitting, pushing, kicking, pinching, and biting are not acceptable behaviors. If a child hits or bites and/or breaks the skin of another child or teacher, the child will be asked to go home for the day. If that child hits or bites another child more than three times, the child will be asked to stay home for two school days. If after two days of staying home, if a child hits or bites again, a meeting with the parent(s) will be requested with the principal.

If a child has repeated discipline issues, a committee will convene to discuss and implement a behavior plan. Consequences may include but are not limited to parent conferences, time out, early dismissal from school to the parents, and time spent at home. Certain serious infractions or repeated discipline issues could result in suspension from school or expulsion. All discipline is administered with prayer and discernment (Proverbs 13:24, 19:18, 22:15, and 29:15, 17). However, interpreting terms, investigation of misconduct, determining credibility of evidence of misconduct, and issuing discipline are the responsibilities of the administration. Serious, excessive and/or continued violations

and/or disregard for consequences may result in additional or different consequences, including expulsion, at the sole discretion of Liberty.

Lower School Policies

Academic Information

Awards

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

- Christian Character – given to every student, identifying an outstanding character trait
- Gold Honor Roll – all A's for the school year (grades 1–5)
- Silver Honor Roll – all A's and B's for the school year (grades 1–5)

Counseling

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

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

While Liberty Christian School employs School Counselors to support student success in an academic environment, any professional counseling services (e.g., LPC) should be obtained by the family. Parents should consult their child's physician if outside counseling is necessary.

Field Trips

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

The dress code for field trips is specified in the field trip information sent home by the teacher. When jeans are permitted, they are to be worn with a Liberty uniform top. Parents who plan to accompany a field trip group need to meet and remain in the designated

parking area, which will keep classes already underway in the Lower School building from being disturbed.

For educational and safety purposes, siblings (younger or older) will usually not be allowed on class field trips. However, there may be certain field trips where younger siblings are welcome. These exceptions will be specified in the note teachers send home concerning each field trip. Parents who chaperone students on a field trip must bring no other children (older or younger) with them, as their full attention is needed for supervision of the students assigned to their group.

All chaperones must have a current criminal history background check on file. The criminal history background check must be completed every school year to be considered current. Parents should contact their child's teacher or the Lower School Office for an application.

Grade Report Procedures

The school year is divided into four quarters. Parents may find their child's digital grade report on myLiberty at the end of each grading period.

The grading scale is as follows:

Letter Grade	Numerical Average	Scale	Alphabetical Average
A	90-100	E	Excellent
B	80-89	M	Meets Expectations
C-F	<79	N	Needs Improvement or Practice

Grade Retention

School administrators will consider parent requests for grade retention. The following is an outline of the decision-making process:

1. Family notifies admissions by (established annual enrollment deadline) of intent to repeat grade.
2. School administration will review requests and discuss with parents by phone or in-person meeting.
3. After parent meeting, school administration will consider the following items:
    a. Character & spiritual maturity
    b. Social context and development
    c. Academic performance
    d. Family partnership with Liberty
    e. Teacher recommendations
4. School administration will make final decision and notify families within 14 days of request.

Families who do not meet the established admissions deadline for the retention request are not guaranteed to have their request reviewed by the school administration. The final decision on retention comes from the school principal.

Homework

Homework is an essential part of the school program and is given regularly. Homework is not given for busy work but for reinforcement, practice, remedial activity, and special projects.

Approximate work time per night for the average student in grades 1–5 is as follows:

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

Homework must be turned in on time the day it is due. The only excuse for late homework is student illness or a written note stating a family emergency that prevented the student from doing homework. Students need to develop independence in remembering homework assignments and other items needed for school each day.

So that children will become conscious of the appearance of their work, **no** papers will be accepted that are not done neatly. All papers are required to have the proper heading.

Liberty Learning Center

Liberty Learning Center Services are determined through Learning Center Meetings for students who have diagnosed learning differences. Knowing God is the source of all knowledge and truth, found in His Son, Jesus Christ, the Vision of the Liberty Learning Center is to challenge and equip all students to strive for excellence for His glory and purpose. The Mission of the Liberty Learning Center, through promotion of the Warrior Way Values, is to empower our students with strategies and skills to overcome learning differences to achieve academic success. The Liberty Learning Center provides supplemental resources and services in the learning center. Please contact your child's teacher or the Director of Learning Center Services at 940-294-2048 for further information.

Music

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

Physical Education

In addition to the regular recess periods, planned physical education classes are conducted as a part of the student's "specials" rotation. The goals of the P.E. program include building students' character and helping them become aware of the importance of physical fitness. Students have the opportunity to practice Christ-like attitudes and actions whether their team wins or loses. Students are taught specific skills appropriate to their age and skill level. Participation, behavior, and attitudes are more important than a child's ability to perform physically.

Map Testing

MAP, Measures of Academic Progress, tests are norm-referenced assessments administered nationwide to students from kindergarten through 5th grade. These assessments are conducted three times per year to measure student progress. The results are added to the student's permanent record, and a copy is provided to parents to track their child's academic growth.

Tutoring

When a student needs more long-term academic assistance due to an educational gap, private tutoring may be appropriate. A list of private tutors is available from the school office. The school will not recommend a specific tutor, accept the responsibility for the accomplishments of the tutor, or become involved financially in setting or collecting fees. Approved tutoring hours are Monday, Tuesday, Wednesday, and Friday from 7:15 to 7:45am and 4:00 to 6:00pm. No tutoring is offered on Thursday mornings.

Attendance/Tardies

Attendance

Regular and punctual attendance is vital in determining one's success in any field or endeavor, especially in schoolwork. Students are required to be on time and in their class each day to create opportunities for their success.

Being a successful student involves more than the completion of a worksheet. It involves participation in discussions, demonstrations of learning, 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 misses a significant portion of the learning experience at Liberty.

Examples of valid absences are as follows:

1. Illness of the student.
2. Illness or death in the student's immediate family.
3. Medical or dental appointments that could not be scheduled after school – these appointments should not be scheduled during test times.

4. Family trips or special trips that have been excused by the principal at least one week before the trip.
5. Parent-requested absences that have been approved by the principal.
6. School-sponsored activities.

7. All reoccurring requests for early dismissal must be run by administration.

Parents of students who accumulate 8 absences or 8 tardies within a school semester will be notified by a school official. If absences/tardies continue, a parent meeting will be scheduled to determine the appropriate measures needed to ensure attendance standards are met. Excessive absences or tardies could lead to grade level retention to be determined by the Lower School Administration.

The following information applies to all absences:

- Students with absences will be allowed one day for every day missed to complete and turn in work missed. However, work, quizzes, or tests, which were assigned before the absence occurred, are due on the day the student returns to school unless other arrangements are made at the discretion of the teacher.

- The parent is responsible for calling to obtain any work assigned during the student's absence. By 9 a.m. on the morning of the absence, email your child's teacher or call the Lower School absence line (940-294-2121) to report your child's absence. At that time, you may request makeup assignments, and the office will notify the teacher. The assignments will then be sent to the Lower School Office by 3 p.m. (Makeup assignments will not be sent to the office unless the parent makes the request the morning of the absence). This procedure helps to minimize classroom disruption, provides the teacher with time to organize the material, and prevents parents from having an unnecessary wait.

- Students who have excused absences and school sponsored events will be permitted to make up regular coursework and receive the actual grade earned. Students are given the number of days absent to make up all work assigned in their absence. Students will be responsible for obtaining, completing, and turning in the make-up work within the time frame.

- When students return to school after being absent, they are to present a note to their teacher stating the reason for the absence, the date of the absence, and the parent's signature, with a daytime phone number.

- If the absence is lengthy and foreseeable, a note or email must be sent at least a week in advance to be approved by the principal. When possible, on previously approved absences, the assignments are to be obtained from the teacher in advance and completed by the time the student returns to class.

- Doctor, dental, and other appointments should be scheduled after school hours. Students who leave early because of illness or an unavoidable appointment must have a parent sign them out in the Lower School Office before 2:30pm.

- The school will not allow a Lower School student to leave early with a person other than a parent unless authorized in writing by a parent in advance to do so.

- Students who return on the same day should be signed in by a parent upon their return.

- To receive credit for attendance in Lower School, a student must be present for three and one-half hours of the school day.

Tardies

Students are considered tardy if they are not in the classroom by 8:20 a.m. Tardiness creates a hardship for the student and the learning environment. The student may miss assignments, instructions, quizzes, and other important occurrences. The class is always disrupted when a student enters late. Students and parents must decide to establish the habit of punctuality.

Tardies should be held to an absolute minimum. K–5th grade students who are tardy must check in at the Lower School Office. Excessive tardies will necessitate a parent conference to determine appropriate measures to alleviate the problem.

Campus Procedures

Arrival/Dismissal

Morning Arrival/Before-Care

Supervision is provided in the School cafeteria for Lower School students who arrive before school begins. School hours are 8:15 a.m. to 3:10 p.m. School students in kindergarten–5th grade arriving between 7:30 a.m. and 8:00 a.m. should be dropped off at the gymnasium entrance and proceed immediately to the School gymnasium for supervision. No students are to be brought to the school grounds before supervision begins at 7:30 a.m. Students are not allowed in the classrooms until they are dismissed to enter by the personnel on duty.

Students arriving between 8:00 a.m. and 8:15 a.m. should go directly to their classrooms. The arrival zone for students in kindergarten–5th grade is the Lower School Circle using the Lower School main entrance.

Lower School class instruction begins promptly at 8:15 am. and parents will not be allowed to walk their student to class beyond this time. Arrivals after 8:20 am will be considered tardy and must check in with the front desk receptionist for a tardy slip.

Students arriving after 8:15 am will need to be walked in and checked in at the front office.

The following traffic guidelines apply to morning drop-off:

- The lane nearest to the Lower School entrance is for dropping off students when School personnel are present. Parents should pull as far forward as possible to allow other parents to fill in behind. The center lane is intended for exit and pass-through only. Parents should not use that lane for dropping off students.

- In no case should any driver cut in front of a car already in line. The Golden Rule is the guiding principle in the line at all times.

Afternoon After-School Dismissal

The following traffic guidelines apply to afternoon dismissal for K-5th in the Lower School Circle:

- All three lanes are used during afternoon dismissal. Vehicles form three lines in the Lower School circle. Unattended vehicles in any of the traffic lanes are prohibited after 2:30 p.m.

- K-5th grade uses the PikMyKid app as a way to ensure that students are safely distributed to the approved/designated pick-up person. Please download the PikMyKid app and review the instructions presented at Parent Orientation night.

- Parents intending to pick up their children early must do so before 2:30 pm. For the safety of our students, students will not be released after 2:30 and must follow normal school dismissal procedures.

- Any changes made to PikMyKid must be done before 2:45 pm of the same day.

- Student name cards (distributed at Parent Orientation by classroom teachers) should be placed in the window of each vehicle, visible to the School personnel on duty. Parents should remove the card from the window when their child is brought to their vehicle. This process improves the efficiency of dismissal time. Misplaced name cards may be replaced by contacting the front office.

- School personnel on duty will supervise the placement of students in their vehicles, as well as vehicles exiting the pick-up lanes. Parents should remain in their vehicles at all times when in pick-up lanes.

- For the safety of students, cell phones may not be used while driving on campus.

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

Additional Guidelines for Early Dismissal and After-School Pick-up

- Students may not eat snacks and must remain seated until picked up by parents or carpool. Students who will be picked up by someone not listed on the parent authorization form must have a written note or email from the parent stating the person's name. When sending an email, parents should submit authorization to their child's teacher and office administration at somer.hughes@mylcs.com by 2:30 p.m. of the same day for pick-up.

- For parents who would like to walk-up to pick up their child, there is a designated line for parents to line up at. School personnel will be standing at the door to take your name to let your child's teacher know that you are ready and waiting.

- Lower School students must be picked up before **3:40 p.m.**, as supervision ends at that time. Only students engaged in organized, supervised activities may remain on campus after 3:40 p.m. Students must remain with the School personnel on duty at the pick-up zone until 3:40 p.m. The basis for these rules is concern for student safety.

- At 3:40 p.m., all kindergarten – 5th grade students who have not been picked up will be taken to the after-school care programs and charged a drop-in rate, through Triumph Sports. It is important that you pick your children up promptly. Information concerning regular after-school care is in the next section.

- While it is not encouraged, we recognize that there may be times when a child needs to be picked up outside of the regularly scheduled drop-off/pick-up schedule. In this case, parents must inform the classroom teacher *in advance* for early dismissal. All early release and early pick-ups should be completed before 2:30 p.m., as the regular dismissal process will begin at that time, and we want to honor the dismissal process for the students.

After-School Care

There is after-school care available for kindergarten – 5th grade children from dismissal until 6:00 p.m. each school day for an additional fee. Enrollment for this program is through Triumph Sports. The program for students in kindergarten – 5th grade is located in the Lower School gymnasium.

After-school care students may be picked up at the Lower School gymnasium. A late fee is charged for each minute a child is left after 6:00 p.m., which will be billed through Triumph Sports.

Students that repeatedly disrupt the environment will be contacted by the after-care program administration and suspension from the program will be considered.

After-school care ends at 6:00pm each day. Parents will receive a phone call from administration after the third time of being late for pick up and suspension from the program will be considered.

Additional Fees

1. **Before-School Care:** Before-care and after-care are available for kindergarten through 5th grade students. Supervision is provided in the Lower School gymnasium at no charge for Lower School students who arrive before school begins. See the "Arrival/Dismissal" section in the Lower School portion of this handbook for more information.

2. A Wednesday late start program is offered for Lower School students through Triumph Sports for a fee. This program begins at 7:30am and the drop-off deadline will be 8:15am. Any students arriving after 8:15am must check in at regular school time – 9:00am.

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

Cell Phones, Smart Watches, and Other Personal Electronic Devices

Cell phones, smart watches, smart glasses, and other internet/cellular enabled devices should not be used during the school day. If a Lower School student uses a cell phone or personal communication device during school hours, the teacher will collect the device and turn it into the Lower School Office for pick-up the following school day. Parents must pay a $25.00 fine to retrieve the cell phone or device.

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 K and 1st, two items for 2nd grade, four items for 3rd and 4th grade, and six items for 5th through 12th grade, but no more than two non-book items per patron.

- 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 $2.00 restocking fee.

Lost and Found

Parents should label all clothing and lunch boxes with their child's first and last name. Misplaced items are placed in the Lost and Found shelves located in the Lower School main entrance. Parents may check the Lost and Found during school hours for their child's misplaced items. Any items not claimed within the month will be donated.

Lunch Procedures

Lunch is provided for every student through the All-In Lunch program. Kindergarten through 2nd grade lunch is served in the Lower School cafeteria, and 3rd grade through 5th grade lunch is served in the main school cafeteria. Lunch is a special time for students to eat and visit with classmates. Students are expected to practice good manners and appropriate lunch table behavior. The following lunchroom policies will be observed:

1. Students will go directly to lunch in an orderly manner.
2. Classes will be assigned seating areas.
3. Food and drinks are to be consumed in the lunchroom only.
4. Microwave use is not permitted for all Lower School grade levels.

Parents, grandparents, or immediate family are welcome to join their children for lunch but must check in at the Lower School Office or the Main Entrance in the Warrior Union (see Visitor's Sign-In). Designated guest tables are available for each grade level. Parents who plan to eat food provided through the cafeteria must purchase a $6.50 meal ticket. Purchase a meal ticket through this link: Sage Meal Ticket.

Parents are welcome to bring outside food or join their child at lunchtime. This special time is reserved for parents and their child only; therefore, students are not allowed to invite peers to join them at lunch. We also ask that food not be brought for other students unless it is a birthday treat for your child's class. See parent involvement section for more information about birthday celebrations.

Playground Rules

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

1. Students will not throw rocks or mulch or move them from one area of the playground to another.

2. Students will not crawl up the slides.
3. Students will go from one bar or ring to another without skipping any bars or rings for safety's sake.
4. No rough play such as kicking or pushing is allowed.
5. Organized team games (basketball, dodgeball, gaga ball, soccer, and four-square) must be in a certain area and approved by the supervising teacher during recess.

Weather Guidelines

Heat Index			
Heat Index Below 89F	Heat Index 90 – 98F	Heat Index 99 – 103F	Heat Index 104F or Above
Outside Recess ➢ Students can comfortably play outside for 30 minutes ➢ Provide water, breaks, and shade	Caution at Recess ➢ Monitor conditions during 30-minute recess ➢ Students should be allowed water before, during, and after recess ➢ Play in shaded area, if available	Limited Recess ➢ Limit activity to 20 minutes or less ➢ Students should be allowed water before, during, and after recess. ➢ Consider actual temperature ➢ Allow for cool down period	Danger ➢ No outdoor play ➢ All students should remain inside

Wind Chill Factor		
Wind Chill 33F or Below	Wind Chill 34 – 40F	Wind Chill 41F or Above
Danger ➢ No outdoor play ➢ All students should remain inside	Caution at Recess ➢ Monitor conditions during 20 – 30-minute recess ➢ Students should be dressed appropriately for weather ➢ Allow for water and breaks	Outside Recess ➢ Students can comfortably play outside for 30 minutes ➢ Allow for water and breaks

Type the campus zip code in the upper left-hand corner of this site for current heat index and wind-chill conditions: https://www.weatherbug.com.

School Office

Lower School Office hours are 8:00 a.m. to 4:00 p.m. Parents need to leave all information and items such as messages, money, books, etc., with the receptionist to be delivered to the classroom. This procedure is necessary to protect valuable teaching time from interruption.

Lower School Uniform Standard

See Liberty Christian School K-12 Uniform Standards section under General School Policies/Guidelines.

Behavior and Discipline

Discipline is a word that means “to train”: guiding, molding, encouraging, teaching, reproving, and correcting, all with a goal of students learning to manage their own behavior. When a student is trained, they will become self-disciplined. As much as possible, the characteristics of our discipline are modeled after God’s.

- God teaches us out of unconditional love. He does not love us anymore when we do good, nor does he love us any less when we do evil. (Proverbs 3:12, Hebrews 12:6)
- God delights in us. (Proverbs 3:12)
- As Christ did with his disciples, we work to see student’s potential and what he or she can become. (Romans 8:29, Hebrews 12:10)
- God expects us to produce fruit in our lives. (Colossians 1:10)
- The fruit of repentance. (2 Corinthians 7:9-11)
- The peaceable fruit of righteousness. (Hebrews 12:12, Galatians 5:22, 23)
- God forgives and forgets. (Hebrews 8:12, Titus 2:14)

Attendance at Liberty Christian School is a privilege. Each student is accepted as an individual with individual needs. When the need for correction is required, it is viewed as an opportunity for the student to learn by his or her mistake. The students will be actively involved in determining the best course to make amends; by asking forgiveness and deciding to repair damaged relationships or objects (cleaning up their “mess”). The student must learn that, as in life, when a bad choice is made, it affects others, and it is important to fix it. Teachers, staff, and administration are here to guide the students in making better choices.

Each teacher is given the responsibility of enforcing classroom and school rules. Discipline will be based on a careful assessment of the circumstances of each case. Factors to consider will include the seriousness of the offense, student's age, frequency of misconduct, and student's attitude. Corrective discipline occurs when the student has stepped outside of determined guidelines and boundaries. Creative solutions that are well suited to the infraction may be utilized. The teachers and administrative staff have been delegated the authority to act as disciplinarians and may use their discretion as to the type of correction or consequences deemed necessary.

Discipline and order are attained through a proper balance of classroom management techniques and positive reinforcement of student behavior. Teachers promote good behavior and aid in character training by incorporating systems of positive reinforcement for those who follow standards of good behavior.

Parents are needed to help lay a spiritual foundation through a godly example in the home. Parents should become involved with their children: "Follow through" with homework assignments, sign papers they bring home, see that they reach school on time every day, and encourage good character-building traits in them. Parent involvement in these areas will help students develop self-discipline and executive functioning skills needed to navigate their learning.

If a child has repeated discipline issues, a committee may convene, if appropriate, to discuss a behavior plan. Consequences may include, but are not limited to time out, walking at recess, a separate lunch table, detention, community service, early dismissal from school to the parents, and in-school suspension. Certain serious infractions or repeated discipline issues could result in suspension from school or expulsion. All discipline is administered with prayer and discernment (Proverbs 13:24, 19:18, 22:15, and 29:15, 17).

For any discipline to be successful in training a child, it is essential for the school staff and parents to be in agreement. Liberty Christian endeavors to work with and communicate closely with parents in all matters of discipline. Parents are encouraged to discuss disciplinary concerns with administration. However, if an understanding cannot be reached, Liberty may not be the best placement for the student, and parents may be asked to leave the school.

In Proverbs 22:6, the Bible teaches us to "Train up a child in the way he should go; even when he is old he will not depart from it." With this in mind, 5th grade has a system to guide our students in making positive choices.

Infractions can include, but are not limited to:

- Disruptive behavior
- Inappropriate language
- Disrespect
- Failure to follow school rules
- Dress code violations
- Theft
- Teasing or bullying
- Defiance
- Physical contact
- Cheating
- Dishonesty
- Other behaviors that do not align with school expectations

Once a student accumulates 5 infractions within a 9-week grading period, we will schedule a parent-teacher conference to discuss these behaviors and develop strategies for improvement. If a student accumulates 9 infractions within the same 9-week grading period, it will result in a referral to the administration, with potential further disciplinary action. Please note that all infractions will be communicated electronically through MyLiberty, allowing you to stay informed about your child's behavior and progress.

Interpreting terms, investigation of misconduct, determining credibility of evidence of misconduct, and issuing discipline are the responsibilities of the administration. Administrators have the authority to determine consequences for any offense regardless of the specific offense levels, consequence, or guidance listed herein. Serious, excessive and/or continued violations and/or disregard for consequences of any level of offense, consequence, or guideline may result in additional or different consequences, including expulsion, at the sole discretion of Liberty. Students who have withdrawn or have been expelled from Liberty Christian School must obtain approval from Liberty Administration before attending any Liberty event.

Parent Involvement

Birthdays

Parents are welcome to send cupcakes or a special snack for a child’s birthday. If a treat is provided, it will be distributed at lunchtime. Parents are not allowed to send food trucks for birthday or class party celebrations. Children with summer birthdays will be assigned a day during school on which to celebrate their birthdays.

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

No birthday presents are to be brought to school or delivered at any time on any part of the school grounds by a student. If parents want to pass presents in carpools, it is permitted. We recognize that this necessary rule is inconvenient, but most importantly, this inconvenience is more easily overcome than the hurt felt by children when they realize they have not been invited to a classmate’s party. We appreciate your sensitivity to this rule.

Communication

Faculty and staff are committed to keeping communication open between home and school. Teachers will keep parents informed as to their child’s progress and will send home a weekly newsletter to update parents concerning classroom activities. Parents are asked to read the letters carefully, as they are responsible for knowing the contents.

Email communication provides the most up-to-date information, including weather-related school closings. School wide communication is sent to everyone with an email address in the school system. Parents may add or change their email address by logging into myLiberty with their username and password. If they have lost their password, parents are asked to contact the Technology Department at 940-294-2060.

Conferences

Parents are encouraged to communicate frequently with the teacher concerning any needs of their child. Confidentiality concerning students is important. Teachers have been asked not to discuss children's individual needs or progress while on duty, in the hallway, in the lunchroom, or while other children or adults are present. Parents are asked not to engage a teacher in conversation about their child when the teacher is supervising children.

Parents should schedule an appointment with the teacher rather than drop in during class or planning time. Parents or teachers may request a conference at any time they deem one necessary. Parents are asked to always schedule visits first through email, asking the teacher for a convenient time and date. Emails will be returned within 24 hours. If parents would like to leave a word of encouragement or prayer, they should feel free to write a note or send an email.

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

A planned parent conference day is scheduled for October at the end of the first quarterly grading period and again in February. There will be no school for Lower School that day.

Grandparents Day

Grandparents Day usually takes place in the spring. Grandparents of Lower School students are invited to campus for a special presentation and to visit their grandchild's classroom as a guest of honor. School is dismissed by noon, to allow students the opportunity to spend time with their grandparents.

Help Your Child

To help your children embrace their learning opportunities at school:

- Let your children know you are interested in what they are learning in school.
- Read with your child to model a love for reading.
- Keep learning (not grades) as a goal to promote a relaxed and happy experience.
- Provide a dedicated place at home to study.
- Help your children with study habits, organization, and time management.
- Encourage them to believe in themselves and trust God.

- Stimulate your children's interest in learning by taking trips to museums, concerts, etc.
- Teach your children to use reference books and other resources.
- Listening to understand is a skill that is learned. Model this for your children to help them recognize its importance.
- Work with your children to write legibly, with speed and without sacrificing quality.
- Limit the use of electronic devices.

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

Money and Notes

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

Parties

Parties are planned for the children in that particular class, parents are asked not to bring younger or older siblings to class parties.

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

Room Coordinators

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

1. Exhibiting the Warrior Way principles.
2. Encouraging and praying for the teacher.
3. Seeking to involve the new families in the class.
4. Seeking to involve parents in parties.
5. Assisting the teacher in making class party arrangements.
6. Organizing, wrapping, and decorating students' desks on their birthdays.
7. Being available to help the teacher organize field trips, if needed.

The room coordinator works with the teacher in the planning of three class parties per year. The room coordinator in turn seeks to involve the other parents in at least one of the parties. The three parties include the Christmas Party, Valentine's Day Party, and End-of-School Party.

Visitors and Visiting Procedures

Parents or grandparents who drop by the school for lunch must sign in at the Lower School Office or at the Main Entrance. Parents or grandparents volunteering or visiting for any other reason must first sign in at the Lower School Office. Please understand that any visits to the classroom by parents during instructional time must be approved by the administration as to avoid disruption of the school day for all of our students. Liberty does not allow outside therapists, evaluators, trainers, tutors, or other third parties to visit the campus, any classroom, or observe or visit with any student during school hours, as to avoid disruption of the school environment, unless required by law. Visitors must sign in at the Lower School Office, receive a visitor's pass, and park in an approved parking place.

Middle School Policies and Procedures

Academic Information and Policies

Academic Awards Convocation

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

Academic Probation

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

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

- Continuation of probation period for an additional one-week period
- Any student who fails two or more classes in the first semester will automatically be placed on an academic success contract.
- Continuation of probation period with removal from participation in extracurricular activities until academic requirements have been attained; and/or
- Expulsion.

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

Cell Phones, Smart Watches, and Other Personal Electronic Devices Policy

- Students are not allowed to use cell phones, earbuds, smart glasses, smart watches or any internet enabled device from the time they enter the building until the end of the school day.

- If a student uses a cell phone, earbuds, smart glasses, or a smart watch during this time, teachers are to collect the device and turn it into the Middle School Office for pick up at the end of the day. Students must pay a $25 fine to retrieve the item.

- Parents should be mindful of the restrictions during school and refrain from communicating with their children. Parents may contact the Middle School Office at 940-294-2073 to have a note delivered to their children.

- At no time may a cell phone or iPad 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, including confiscation at administrative discretion. Confiscated cell phones are subject to search by school administration.

- A student phone is provided for all students who need to contact their parents at the Middle School Office

Classroom Guidelines for Students

- Be in your classroom **before** class start time, or you will be considered tardy.

- Always show respect for the teacher. Use “ma’am” and “sir” when responding.

- Come to class prepared with textbook, notebook, paper, pen or pencil, and assignment book.

- No candy, gum, food, or drinks are allowed in the classroom, except hard candy or breath mint and water in a closed container. No food or drink, including water, is allowed in the computer labs.

- Always use the standard school heading on papers, quizzes, and tests.

- Proper spelling, punctuation, penmanship, and sentence structure are required. Written work is a reflection of the student.

- Work must be neat and complete to be accepted.

- Work done poorly or sloppily will be returned to the student to be redone and is subject to a lower grade. This policy is true for daily homework, quizzes, or tests.

- If you are absent, it is **your responsibility** to either get assignments from myLiberty, a teacher, or a classmate. (One class day allowed for each day absent.)

- The teacher will dismiss class. Leave the room in an orderly manner.

- No use of cell phones or smart watches are allowed before school or during school hours.

Class Scheduling

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

- Selection for Honors courses is based on grades/benchmark assessments and final approval by an academic committee.
- Students in Middle School who are taking Upper School Courses will earn High School credit that will be reflected on their transcript and in their grade point average for high school (GPA). In addition, if the student meets all requirements for a test exemption, the student could feasibly be exempted from the final exam.
- It is best to adhere to the recommended sequence of courses whenever possible, as they are planned with specific grade levels in mind.
- There is a five-day drop period at the beginning of each semester.

Counseling

Growing, living for Christ, and learning the disciplines and academic rigor of Middle School can sometimes be overwhelming. There may be times when we need help in our relationships with God, ourselves, and others. In addition, we may need academic guidance and encouragement in learning the disciplines of Middle School. The Director of MS/US School Counseling and Spiritual Life team members are available to offer assistance with specific issues that may impact personal, spiritual, and academic growth and success.

Liberty Christian School does not employ a Licensed Professional Counselor (LPC), and any professional counseling services should be obtained by the family. Parents should consult their child's physician if outside counseling is necessary.

Exams

Exams are a critical component of assessing students' knowledge of the content material that has been taught, in addition to classwork, homework, formative/summative assessments, and projects. The following percentages apply for Middle School end of semester exams:

- 6th grade - 10%
- 7th grade - 15%
- 8th grade - 20%

Examination Exemption Policy

In an Honors course, 6th, 7th, and 8th grade students may have the opportunity to exempt from two final examinations by subject if they have met the following criteria:

- Student made an “A” in Honors courses on each report card and for the current grading period, quarter 1, quarter 2 of semester 1, and quarter three of semester 2
- Student’s conduct has not required exceptional disciplinary action (no Level III or above, or excessive Level I or Level II offenses during the **entire** year). Determination of eligibility is at the principal's discretion.
- Student absences may not exceed the allowed number of absences per semester.
- Students who exceed five absences, per class, in the fall semester and five absences in the spring semester for block schedule classes, or nine absences in the fall and seven absences in the spring for classes that meet every day, may not be exempt from taking semester finals. Students who exceed the absence limits may be exempt if credit is restored by the Attendance Committee. Students who are to enter makeup school will not be eligible for exemption.

Grade Redemption Policy

If a student performs poorly on an assignment, test, or quiz, a “Grade Redemption” assignment may be made available at the discretion of the teacher. This Grade Redemption opportunity provides a student with an assignment that is directly related to the subject content with which he or she struggled. The purpose is to improve understanding. Grade Redemption guidelines are as follows:

- Students are allowed up to one grade redemption opportunity per quarter and must be a summative assignment.
- Examples include rewriting an essay, resubmitting a project, or taking a retest designed at the same level of difficulty.
- Grade redemption cannot be used on a semester exam.
- The student must commit to and demonstrate additional practice to increase their understanding.
- The grade redemption opportunity must be completed within one week of the return of the graded assessment.
- The student’s new grade will be an average of the original grade and the redeemed grade.

Grade Retention

School administrators will consider parent requests for grade retention. Liberty Christian School recognizes that middle school students develop at different academic, social, and emotional rates. As a result, grade placement or reclassification requests may be considered in middle school when initiated by parents and supported by academic, developmental, or social-emotional factors. Any such decisions are made collaboratively by school leadership and are centered on the overall well-being and long-term success of the student.

The following is an outline of the decision-making process:

- Family notifies admissions by established annual enrollment deadline of intent to repeat grade.
- School administration will review requests and discuss with parents by phone or in-person meeting.
- After parent meeting, school administration will consider the following items:
    - Character & spiritual maturity
    - Social context and development
    - Academic performance
    - Family partnership with Liberty
    - Teacher recommendations
- School administration will make final decision and notify family within 14 days of request

Families who do not meet the established admissions deadline for the retention request are not guaranteed to have their request reviewed by the school administration. The final decision on retention comes from the school principal.

Homework/Makeup Work

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

- Late major assignments may receive a 20 percent deduction per day late.
- Homework is expected to be turned in on time and may not be accepted late.
- Students are allowed one class period for each class missed to make up homework or class work. Students will need to make special arrangements with teachers about making up formative or summative assessments (within one week).

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

- Teachers have the authority to give grace in special circumstances.

- When students are absent, it is their responsibility to obtain everything they will need to make up for their missed assignments.

Honors Program

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

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

A minimum of 85 percent in an Honors course or 90 percent in a regular course is required and must be maintained in the subject for the entire previous year. German Honors must obtain a minimum overall average of 80 percent. Computer Science courses are exempt from prior grade requirements.

In addition to teacher recommendation, an Honors student in grades 6-8 must have a MAP percentile score of 60 or above (in the respective subject area) to be considered for course placement. Students may request reconsideration of this course placement decision with the subject-specific teacher. The final decision for course placement is at the discretion of the school administration. Academic Advisors recommend that 6th–8th grade students enroll in no more than two Honors courses per year.

Students must not have incurred excessive absences, tardy notices, or recurring zeroes in the most recent school year. Students must agree to remain in their scheduled Honors courses through the first semester. Any extenuating circumstances need to be approved by the Academic Committee.

Students should obtain a minimum average of 75 percent at the end of the first quarter to continue enrollment in an Honors or AP course. Placement of students who fall below 75 is subject to review by the Academic Committee at semester.

Transfer students must receive approval from the Academic Committee to enroll in Honors courses.

Departmental Requirements

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

Liberty Learning Center

Liberty Learning Center Services are determined through Learning Center Meetings for students who have diagnosed learning differences. Knowing God is the source of all knowledge and truth, found in His Son, Jesus Christ, and the Vision of the Liberty Learning Center is to challenge and equip all students to strive for excellence for His glory and purpose. The Mission of the Liberty Learning Center, through promotion of the Warrior Way Values, is to empower our students with strategies and skills to overcome learning differences to achieve academic success. The Liberty Learning Center provides supplemental resources and services in the learning center. Please contact your child's teacher or the Director of Learning Center Services at 940-294-2048 for further information.

Library Policies

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

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

Plagiarism/Cheating

Plagiarism is the act of claiming as one’s own, the ideas, words, or artistic talent of another. The use of another person’s creative output without offering a citation of its origin is not allowed. This policy includes the use of Artificial Intelligence. The penalty for cheating or plagiarizing another person’s work, whether published or unpublished, will be:

- 1st Offense: Zero given for tests, major assignments, homework.
- 2nd Offense: Zero and a Level II infraction
- 3rd Offense: Zero and student will be placed on a Behavior Contract

Each incident will include a visit with the school administration.

Final decisions are at the discretion of the administration. Administration may administer any discipline deemed necessary, which may include expulsion. The offense will carry over to the next semester of the current school year. In addition, the student will not receive recognition for academic achievement of any kind for the remainder of the current year.

Report Cards and Grading

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

Standardized Testing

We use the NWEA MAP assessment in our middle school grades to gain a clear, research-based understanding of each student's academic growth over time. MAP helps teachers tailor instruction to student needs, celebrate progress, and partner more effectively with families to support learning.

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

Summer School Requirements and Credit Recovery

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

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

Students must pass their classes in order to be promoted to the next grade.

If a student fails a Semester, the following protocol will be initiated:

- The student will be required to take a credit recovery course at an additional expense.
- If a student fails two or more classes, the student will be placed on an academic contract and grades/progress will be monitored by administration for the next semester.
    - The student must pass the credit recovery course(s) and pass all classes the following semester, or they will be in jeopardy of being dismissed from Liberty.
- Semester averaging is another option for credit recovery. Students have the option of averaging a failing Semester 1 grade with a passing Semester 2 grade. The average of both semesters must be a 70 for course completion. Semester averaging does not work in reverse (passing Sem 1 and failing Sem 2).
    - Note: Students who fail a Semester 1 course with a grade of 60 or below will not have the option to semester average.

Textbooks

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

Students must pay to replace books that are lost, marked in, damaged, or unreasonably worn.

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

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

The Nook

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

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

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

Tutoring

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

Attendance Policies

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. We request that you do not plan family trips during semester tests or semester exams.

Reporting Absences

Parents/guardians of 6^{th} – 8^{th} grade students must call the Middle School office at 940-294-2073 or email Denise.Piper@mylcs.com 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.

Post-Absence Procedure

A parent/legal guardian or doctor's note is required when a student returns to school. All students in Middle School who arrive late must sign in at the Middle School Office before going to class. A tardy slip will be issued for entrance into class. After signing in, the student must promptly proceed to the classroom.

Absence Consequences

Attendance regulations require a minimum number of days in attendance per school year. Students who miss more than five days in a course in the fall semester or five days in the spring semester will not receive credit for the course unless it is restored by the Attendance Committee or makeup school is attended. Middle School students who take Upper School courses will be subject to Upper School attendance policies in those classes.

If a student accumulates more than the allowed number of absences in the same extracurricular class, the teacher/coach in charge of the activity may require removal from the extracurricular activity. An absence due to participation in school-related activities is considered a school- related absence and is not counted in the total number of absences allowed.

Once a student has accumulated 4 tardies per class, an infraction will be written. A student who misses more than one third of a class period will be considered absent for that class period. Tardies clear every semester.

Students with excessive unexcused absences will be required to attend Saturday school.

School-Related Absences

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

When a student chooses not to attend a school trip, he/she will be considered absent, and the absence will not be designated as school related.

Attendance Committee

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

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, e-mail, or call to the Middle School Office by the parent requesting early dismissal and stating pertinent information should be given the day of the planned early release by 8:45 a.m. (M/T/R/F) and 9:45 a.m. every Wednesday.
- Middle School students are required to sign out in the Middle School Office. Failure to do so will be considered a Level II offense.
- Students must leave campus immediately after signing out.
- Students must sign in immediately upon returning to school or upon arrival if the appointment is before school. Failure to do so is a Level I offense. A note from the parent or doctor is required upon returning to school.
- For early release, please call the Middle School Office well before the athletic period starts.
- If your child needs early dismissal during athletics, it can be difficult to locate them, which results in a longer time for them to be released. If your child needs to leave during that time, we ask that you pick them up prior to the start of the athletic period. Repeated absences/signing a student out could result in the removal from athletics.
- To leave campus for an illness, students must report to the school Nurse's Office and then sign out in the school office.

Makeup School

Middle School does not offer makeup school opportunities. If a Middle School student is enrolled in an Upper School class, they will be held accountable to the Upper School requirements for make-up school.

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

Discipline

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 Liberty 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.

Lower School 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 Liberty 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 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 Liberty 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 divided into levels according to their severity. These behaviors are intended as examples; other similar offenses may be assigned an offense level at the discretion of teachers and/or staff members. Appropriate discipline is determined based on the level of the offense. Some examples of corrective discipline at Liberty include verbal correction, classroom discipline systems, community service, suspension, and expulsion. Detention, in-school suspension, or in-school community service also may be issued for continued or somewhat serious offenses.

However, interpreting terms, investigation of misconduct, determining credibility of evidence of misconduct, and issuing discipline are the responsibilities of the Liberty Administration. Administrators have the authority to determine consequences for any offense regardless of the offense levels, consequences, or guidance listed in this discipline code. Serious, excessive and/or continued violations and/or disregard for consequences of any level of offense may result in additional or different consequences, including expulsion, at the sole discretion of Liberty. Students who have withdrawn or have been expelled from Liberty Christian School must obtain approval from Liberty Administration before attending any Liberty event.

Discipline records are kept on file separately from academic records.

Level Offenses and Consequences

Level I Offenses

- A minor violation of Liberty Standards of Behavior, such as being tardy, out of uniform standard, or unprepared for class.
- A minor violation of classroom rules.

Level II Offenses

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

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

Level III Offenses

Level III Offenses include violations of the Honor Code, Standards of Behavior, Drug and Alcohol policy, or any other violation deemed serious at the sole discretion of Liberty. Consequences will be determined at the sole discretion of the administration up to and including suspension and expulsion. Level III offenses **will** carry forward to the next semester.

Detention

Detention is a 40-minute block of time in which a student is supervised before school during the school week. Students may not eat, drink, or do homework in detention. Detentions are served from 7:45 – 8:25a.m. The Middle School Office will assign the date the detention is to be served and issue the detention slip. The student must take the slip home to be signed by a parent or guardian and return the detention slip to the Middle School Office before the start of the scheduled detention.

If students are more than five minutes late to detention, they will be turned away, and the detention will be rescheduled. If a detention has to be rescheduled a second time, it will result in a Saturday detention.

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

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

3. Saturday detentions may be scheduled for Level III infractions.

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 and siblings 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 or arrest) that would reasonably suggest that such restrictions may be appropriate for the community.

Infraction

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

In-School Community Service

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

In-School Suspension (ISS)

In-school suspensions will be served in confinement under the supervision of an administrative proctor. During the in-school suspension, students will be required to complete assigned work, which will be graded. Students are still responsible for

homework and daily work from their scheduled classes by the next day. Quizzes or tests must be rescheduled with the teacher.

Students will not be allowed to participate in extracurricular activities during school hours. After completion of all schoolwork, students may be required to write an essay for the proctor.

Out-of-School Suspension (OSS)

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

Extracurricular and Athletic Activities

Athletic Department Guidelines for Middle School Athletics

Please see the Athletic Policies portion of this handbook for all additional policies and procedures regarding Middle School athletes.

Clubs and Organizations

National Junior Honor Society

To be considered for membership in the National Junior Honor Society (NJHS), students must meet specific academic and personal qualifications. A student must maintain a cumulative average of **90 or higher in all middle school core classes, including Bible**, and must have completed at least **one honors-level course**. In addition to academic achievement, students are expected to consistently demonstrate strong **character, achievement, and excellence** in both their studies and daily conduct. Students must continue to meet these qualifications to maintain their membership, which includes enrollment in at least one honors-level course. These standards ensure that NJHS members not only excel in the classroom but also serve as positive role models within the school community.

Eligibility will be evaluated at the end of the school year, and invitations will be mailed out in the summer. After this invitation, students will provide information to the Faculty Council to support their candidacy for membership. Membership is offered only to those students who have met the above requirements. Membership in this national organization is highly honored at Liberty. While minimum standards are required nationally, students must meet Liberty's standard for membership renewal for the following school year.

Eligibility

Liberty's grade requirements for interscholastic competition state that a student in grades 6-12 cannot fail two or more courses during each grading period. The length of time for ineligibility after each grading period shall be 10 school days. The ineligibility will begin the week after report cards are posted. 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, the student continues to fail two or more courses, the student will continue to be ineligible and will be subject to the consequences outlined under the "Academic Probation" section in the Middle School Academic portion of this handbook.

Disciplinary actions may affect a student's eligibility for extracurricular activities.

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 Following Events

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

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

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.

Participation

Attendance

Participants must 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/sponsor 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.

If a student is ineligible for any reason, the student may attend the game/event but may not participate in the activity in any way, nor may he/she be in uniform for the game/event. The student may participate in team/event practices unless a study hall is deemed necessary by the academic advisor.

Competitive Activities

In some cases, extracurricular activities must hold tryouts, as a limited number of members are accepted.

Students who advance in school competitive events are expected and required to participate at every level of advancement, including activities such as sports, cheerleading, art, speech, 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, sponsors, 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 five absences for the fall semester and/or six absences for the spring semester, the teacher or coach may require removal from an extracurricular activity.

Youth Sports

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

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 the administration.

Student Activities and Club 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.

- 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.

- 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.

- An individual student may not serve as an elected officer of more than one organization governed by these rules.

- A student who is seeking election as an officer of an organization must have a “C” average in each academic course to run for said office.

- A student who is an officer of an organization, class, or class representative must maintain a “C” average in each academic course to continue serving in said office. Grades of officers and class representatives will be checked each semester grading period. Students who do not meet this qualification will be put on probation. Students who do not meet the minimum grade requirement by the end of the second consecutive grading period will be removed from the 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.

- Disciplinary actions may result in ineligibility to hold or run for office.

- Excessive absences may result in ineligibility to hold or run for office.

Transportation

In general, Liberty utilizes chartered buses, or parent and staff drivers, to transport students to events. Parents and staff who transport students must be on the Liberty Approved Drivers list. To do so, all drivers must complete an application that includes a confidential criminal history background check. The application can be accessed on the Liberty website under “Campus Life” then “Volunteers.” The application may also be obtained and completed in the Liberty Business Office. Please return the completed application to the Business Office.

In processing the application, 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. 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.

Parents also have the option to decline their child's transportation to and from school-related events. Students and/or parents are also permitted to drive themselves and/or their own child to school-related events. However, parents are not permitted to transport other Liberty students unless they are Liberty-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.

Students may return home from the trip by other means if written permission by a parent/guardian is given in advance to the person in charge of the trip. For unusual circumstances, the principal, vice principal, or athletic director must approve any exception.

For overnight trips, all students must travel on the bus or Liberty-approved vehicle with the group/team and stay in the hotel with the group/team. Parents wanting to stay with their child in a separate room at the hotel must get approval from one of the principals. A student may meet the group at the destination only in the event of a conflict with another Liberty-sponsored activity.

Special Liberty Functions

School Philosophy

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

Visitors

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

Middle School Campus Procedures

Backpack Storage Room

8th grade student backpacks, and musical instruments must be kept on marked shelves in MS1030. Any items found on the floor of the room or in the hallway will result in an infraction.

Drop-Off/Pick-Up Procedures

- To park and get out of your car, parents must use a designated visitor parking space.

- Do not park in the fire lane at any time. You may briefly stop in the fire lane to let your child out of your car, but you may not park and get out of your car in the fire lane.

- In the Main Entrance drive, the parking spaces next to the grassy island may be used for parking only. The curb/sidewalk lane must be kept open for drop-off/pick-up only. The center lane must be always kept open for moving traffic. Do not drop-off/pick-up students from the center lane or island parking space.

Afternoon Dismissal

Grades	Dismissal Time	Dismissal Zone
Preschool	2:45 p.m.	Preschool
K–5th	3:10 p.m.	Lower School Circle
6th–8th	3:35 p.m.	Main Entrance Circle
9th–12th	3:35 p.m.	Main Entrance Circle

Lockers

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

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

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

Lockers may be inspected periodically without notice or consent.

Lost and Found

Please label all clothing, backpacks, calculators, and personal items with first and last name. Lost and Found is located in Middle School room 1030. Please check the Lost and Found room anytime during school hours for misplaced items. Partners Through Faith

(PTF) sponsors a Lost and Found Pick-Up Day at the end of each month. Any items not claimed after that day will be donated.

Lunch

Lunch is provided for every student through the All In Lunch program. Students are to clear the classroom areas and be in the cafeteria within five minutes and may not leave the cafeteria until dismissed. Food and drink are to be consumed in the cafeteria: students are not to take food or drink out when lunch is over. Exceptions exist for students who are invited to eat with a group participating in a special function.

The school office cannot accept any food deliveries. Meal delivery (DoorDash, Uber Eats, etc.) is not allowed for Middle School students. Parents may bring lunch for their student but are to stay and eat with him/her.

If a parent chooses to bring lunch and eat in the Commons with their child, they may only invite one friend to join them. If a parent wishes to bring lunch for a larger group of students, they must eat in the cafeteria.

Cleanliness

Students will exhibit good manners by helping to maintain the cleanliness of the cafeteria area. Students must clean up their own spills and messes, and paper and waste must be disposed of in trash cans. When asked by a person of authority to clean up spills and messes in the proximity of where they are eating or transporting food, regardless of if the mess is theirs or not. Failure to do so is a level II offense. Students are required to do their share when their grade level has lunch duty. Failure to do so is a Level II offense.

Jesus came to clean up our mess. Let's be more Christ-like in character and help clean up.

Parent Visitation

Students participating in a special function outside the cafeteria during lunch must be supervised at all times.

If a parent is visiting with their child for a celebration and is dining in the Commons area, the parent must be present for the entire lunch period, and the child may only invite one friend to join them. If the parent is unable to be present for the entire lunch period, the celebration must take place in the cafeteria.

Parent supervision of a celebration activity is limited to a controllable number of participants. One adult must be present for each table of participants and must stay in the cafeteria

Visitors and Visiting Procedures

A Middle School administrator must approve all visitors to classrooms. Please understand that any visits to the classroom, even by parents, during instructional time must be approved by the administration as to avoid disruption of the school day for all of our students. Liberty does not allow outside therapists, evaluators, trainers, tutors, or other third parties to visit the campus, any classroom, or observe or visit with any student during school hours, as to avoid disruption of the school environment, unless required by law.

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

Middle School Student Uniform Standard

General Uniform Standard

See Liberty Christian School K-12 Uniform Standards section under General School Policies/Guidelines.

Uniform Standard Violations

- First Violation - out of code: verbal and warning (in myLiberty).
    - Teacher submits infraction.
    - Student makes an adjustment to the skirt (if long enough when unrolled, they may stay in class).
    - If still too short the student is sent to the office; they will put on another skirt immediately.
        - Student makes a phone call to parent to have them bring another skirt. Student stays in the office until a new skirt arrives.
        - OR they can go to the Liberty Locker to purchase a new skirt.
    - Skirt is resolved before they return to class.

- Second Violation - out of code:
    - Teacher submits the infraction.
    - Student comes to office (whether or not it was rolled).
    - They need to put on another skirt immediately.
        - Student makes a phone call to parent to have them bring another skirt. Student stays in the office until a new skirt arrives.
        - OR they can go to the Liberty Locker to purchase a new skirt.

- Third Violation - out of code:

- Teacher submits the infraction.
- Student comes to office (whether or not it was rolled).
- They need to put on another skirt immediately
  - OR have them make a phone call to parent to have them bring another skirt. Student stays in the office until a new skirt arrives
  - OR they can go to the Liberty Locker to purchase a new skirt.

- Fourth Violation – out of code:
  - Teacher submits the infraction.
  - Student comes to office (whether or not it was rolled).
  - They need to put on another skirt immediately
    - OR have them make a phone call to parent to have them bring another skirt.
      Student stays in the office until a new skirt arrives
    - OR they can go to the Liberty Locker to purchase a new skirt.
  - Saturday School is issued.

Hair Violations:

- The teacher gives a verbal warning and writes the infraction. Note in myLiberty to get it cut by Monday.
- Hair check on Monday.
  - if not cut, infraction issued.
- Hair check on Tuesday.
  - If not cut, infraction issued.
- Hair check on Wednesday,
  - If not cut, infraction issued.
- Hair check on Thursday,
  - If not cut, they are issued the 4th infraction.
  - Saturday School is issued.

Dress-Up Day/Liberty Function Guidelines

All students are required to dress modestly and respectfully while at school or school functions.

For school functions such as awards, banquets, etc. boys should wear slacks, dress shoes, shirts with collars, or dress sweaters. Slacks and tops must not be tight fitting. Ties and jackets may be requested for certain functions. No sandals, flip-flops, crocs, or tennis shoes may be worn. Jeans are never appropriate for dress-up days.

For school functions such as awards, banquets, etc., girls may wear dresses, skirts, or slacks. Dresses and skirts must not be more than 3 inches from the middle of the knee. Slits in skirts or dresses must not exceed three inches above the top of 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. No sandals, flip-flops, crocs, or tennis shoes may be worn.

Miscellaneous Information

Communications

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

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

Conferences

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

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

Telephone Calls/Messages

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

Parents, please do not call or text your child's cell phone during school hours. If the student answers your call or text, it would be a violation of the cell phone policy which will result in your child's phone being taken and a $25 fine. In case of an emergency, please call the appropriate school office, and your message will be delivered immediately.

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

No parents should be in the MS hallways or classrooms without checking in at the Middle School Office.

Upper School Policies and Procedures

Academic Information

Academic Awards Convocation

The Upper School recognizes students who have excelled in various disciplines, including 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 As on their report card for the entire year.

Students who have maintained a satisfactory attendance record, with no more than four absences in the fall and five absences in the spring per class, may also be eligible for an attendance award.

Academic Contract/Probation

All students at Liberty in grades 6–12 are required to achieve minimum grade requirements **for each semester's grading period**. Students failing two or more classes will result in an Academic Contract for Success and will be placed on the Ineligibility List for the first two weeks of the following term or until they return to good standing academically. This includes May failures for August ineligibility. Academic Advising will administer the Contract for Success with the Principal’s approval. This will affect eligibility for extracurricular activities. (See “Eligibility” under “Extracurricular and Athletic Activities.”)

If the minimum academic requirements set out in the student’s academic agreement have been attained, the student will be removed from the agreement stipulations/academic probation. If 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.

Students who fail two or more semester courses may be asked to leave Liberty.

Academic Integrity

Liberty students understand that their role is to learn and grow. We are made in God's image and are given a purpose that goes beyond mere personal gain or performance. Our identity is not found in our grades, but in God's opinion of us.

We should aim to love the Lord with our heart, soul, and mind (Matthew 22:27). He has given us not only the ability to learn but also the opportunity to be in this school, so as a way of thanking and glorifying him, we should always strive for excellence, not perfection.

Colossians 3:17 says to do everything for the glory of God. Our Warrior Way leads us to exhibit integrity in all aspects of the school. Honoring Christ in all our work requires honesty and intentionality. This means we strive to only submit excellent, original work and do not avoid the work it takes to grow. As Warriors, we believe that the work we do equips us with genuine learning and glorifies God.

Practicing integrity builds a foundation for us to develop the leadership qualities we need for our next steps in life.

Cell Phone and Other Personal Electronic Devices Policy

Cell phones and other personal electronic devices 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.

The Upper School uses Yondr Pouches to create a focused learning environment for all students from arrival to dismissal.

Students are not allowed to use cell phones, wireless earbuds/headphones, smart glasses, or smart watches during school hours. Cell phones or other personal electronic devices are to be turned off and stowed in the student's Yondr pouch in their backpack for the school day. With permission, students may use the school office phone to make a call to parents/guardians. The cell phone/electronic device policy applies to all areas of campus during the entire school day (including hallways, restrooms, locker rooms, Warrior Union, the Student Union, and the cafeteria).

If a student uses a cell phone, smart watch, wireless earbuds/headphones, or any internet enabled device during any part of the school day, teachers/administrators/staff are to collect the device and turn it into the Upper School Office (with the name) for pick up at the end of the school day. Parents must come to collect the phone/watch/earbuds/headphones and pay a $50 fee. An infraction will be written by the staff member who collects the device.

If the student forgets their pouch and brings it to the attention of the US Office, their phone or other electronic device will be collected to remain in the US Office for the school day.

The student may collect their phone/electronic device at the end of the day without penalty.

The Yondr pouches are school property and will be issued to a student for use during the school year. It is each student's responsibility to bring their pouch with them to school every day and keep it in good working condition. Students may not personalize or decorate their Yondr pouch.

Pouch Damage, Lost Pouch, or Using Phone/Electronic Device during School:

If a student damages the Yondr pouch, the student will be responsible for paying a $50 fine. Damage could include the following:

- Deep scratches on the globe and on the green ring around it.
- Intentional pen marks on the inside of the pouch.
- Bent pin.
- Pin and button not fully recessing due to pin damage.

If a student consistently forgets their pouch, it is considered lost. The student must pay $50 to replace the pouch.

If a student uses their cell phone/electronic device during the school day, the phone/device will be collected and brought to the US Office for pickup after the school day by a parent. Parents must come to collect the phone and pay a $50 fee. If the student has a decoy phone/device in their pouch and has a second phone/device on their person, the student will receive a Level II consequence for being deceptive with the Cell Phone Policy. Multiple violations of this policy may result in additional consequences other than the fee (ex. suspension).

Parents should be mindful of the restrictions on cell phone/electronic device 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 or other electronic device be used in a restroom or locker room. Students violating this rule are subject to school discipline and/or legal consequences. Violation of the this policy falls under the regulation guidelines for student discipline, device confiscation, or administrative discretion for additional consequences. All personal electronic devices brought on campus are subject to search by school administration at any time.

Class Ranking Calculation

Liberty Christian School is a non-ranking school. However, Liberty ranks the top 10 percent of students for the purpose of automatic admissions to Texas public colleges and universities. **Class rank is calculated using the 100-point weighted GPA.** Class rank is calculated at the end of every semester, starting with the spring semester of 10th grade.

The top 10 percent rank is released on transcripts by August of the senior year.

Approved summer courses will factor into Semester 1 GPA calculation in January.

Important! Transfer students will be eligible for ranking after **four consecutive semesters** at Liberty. Liberty Connect students are not eligible for class ranking.

Classroom Guidelines for Students

- Be in your classroom **before** class starts 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 gum is allowed in the classroom. No food or drink, including water, is allowed in the science labs or STRIVE Center.
- 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 assignments or 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 check myLiberty for assignments, obtain notes from a classmate, and turn assignments in on time. (one day allowed for each day absent). If the student is absent for more than one day in a row, the student should e-mail his/her teacher to communicate.
- Leave your classroom in an orderly manner when dismissed by your teacher.

Class Scheduling

In the spring semester, the Academic Advising 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.

Selection for Honors and AP courses is based on grades, MAP scores, and teacher recommendation with final approval by an academic committee (also see Advanced Placement Courses).

It is best to adhere to the recommended sequence of courses whenever possible, as they are planned with specific grade levels in mind (e.g., biology in the 9th grade, chemistry in the 10th grade, etc.).

Study hall is an excellent way for students to begin their homework during the day, but it is important to note that it is a noncredit course.

There is a drop period at the beginning of each semester. No drops will be permitted after the scheduled change period. Reference the Academic Planning Guide for more information.

All course descriptions are contained in LCS's Academic Planning Guide and are intended to detail the course options for the designated year.

Please note that since this document is published annually in the early spring, there could be changes that occur and result in a course being cancelled, reclassified as honors or college prep, or offered on a different platform (online or in person). These changes include but are not limited to, low enrollment, inability to obtain necessary resources, or staffing changes**.**

College Admission Timeline

Begin Search – Visit Colleges

10th Grade

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

11th Grade or Before

Take PSAT Administered at Liberty

9th, 10th, and 11th Grades – October

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

11th Grade – Spring

Begin taking the SAT and/or ACT

11th Grade – Fall

Retake SAT/ACT

11th Grade – Late Spring

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

Summer before the Senior Year

Retake SAT/ACT if necessary

12th Grade – Fall

Complete Financial Aid Form

12th Grade – October

Make Final College Plans/Advanced Placement Exams

12th Grade – April/May

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 on campus. Additionally, our youth pastors are very helpful in encouraging students to seek spiritual solutions to areas of conflict in the school.

Liberty Christian School does not employ a Licensed Professional Counselor (LPC), and any professional counseling and/or mental health services should be obtained by the family. Parents should consult their child's physician if outside counseling or other mental health services are necessary.

Dual Credit

A Dual Credit course is a college course taken from a Liberty approved college or university. The student is enrolled at Liberty and concurrently enrolled with the post-secondary school. The courses must be approved by Liberty's Academic Committee. Students will be required to meet college entrance requirements and remain in the course

for the entire semester. If a class is offered from a secular university, the student must complete the Biblical Worldview Reflection Project by the end of the course. Approved Core Dual Credit courses will earn the same GPA weighting as an AP course. Credit transfer of Dual Credit courses is at the discretion of the incoming college. Students should refer to the college's transfer credit requirements and consult with the college's academic advisor for transferability.

Approved core Dual Credit course grades will be included in a student's GPA if they are taking the college course as a core class for Liberty credit as well. If it is not a class in Liberty core curriculum, it will be counted as an elective course and not be included into GPA calculation but will show on a student's transcript.

Please see the Academic Planning Guide for all dual credit options and fees associated with the various providers.

Dual Enrollment

Similar to dual credit, by participating in a Dual Enrollment (DE) course, a student is working in college-level curriculum while in high school. However, dual enrollment means that there is a separate college course grade earned, and a separate high school course grade earned. The college course grade and high school course grade may not be the same. The University of Texas at Austin OnRamps courses are an ***example*** of this course type. Each dual enrollment course in the guide will have the corresponding High School course equivalent. Students will register for dual enrollment courses with UT Austin at the beginning of the school year after selecting the dual enrollment course for Liberty Christian School. There is a cost of $300 to be enrolled in the class, payable at the beginning of October. Students will have the option of accepting UT credit on a transcript at the end of the course, after receiving their college grade.

Please see the Academic Planning Guide for all dual enrollment options and fees associated with the various providers.

In addition to earning .5 credit toward fulfilling Liberty graduation requirements, students will be eligible to earn college credit hours upon successful completion of course requirements, and payment of any outstanding college tuition and fees. Liberty Core DC/DE courses will earn the same GPA weighting as an AP course (see GPA calculation section). Weighted points are not added to the student's GPA until the completion of the course. Credit transfer of DC/DE courses is at the discretion of the incoming college. Students should refer to the college's transfer credit requirements and consult with the college's academic advisor for transferability. See your Academic Advisor for more information.

Examination Exemption

Final exams are a part of every semester at the Upper School, and every student should begin the semester expecting to take a comprehensive final exam in their core classes. Throughout the course of a semester, **students can earn the privilege to be exempt** from one or more of their exams by meeting a rigorous set of criteria outlined by the school's administration. Exemptions will be awarded based on: attendance, punctuality, discipline, and academic achievement (see requirements below). **Not all students will meet the requirements and earn this privilege of being exempt from a final exam.** The requirements for exam exemptions will be communicated to students and parents throughout the school year, and exceptions to these requirements will **not** be granted by the school administration.

Fall Semester

- All students may choose to exempt one (1) final exam in a core subject area provided that they meet **ALL** of the requirements listed below for the fall semester.

- Fall Semester Requirements **-**

    - Students can incur no more than 3 absences to a block class (excused, unexcused, pre-planned, or unauthorized) or 5 absences to a daily class in the exempting class during the semester.

    - Students must earn an average grade of 90% or higher for Quarters 1 and 2.

    - Students must not have received a detention or suspension during the semester.

    - If a student is enrolled in a dual credit/On Ramps course, the student must fulfill all academic requirements outlined by the college/university. In other words, if the college requires a semester exam, students must take the semester exam.

    - Students may be exempt from all end-of-course finals in AP Classes if they qualify. They are required to take the College Board AP Exam in May.

Spring Semester

- Freshmen, Sophomores, and Juniors - All 9th,10th and 11th graders may choose to exempt two (2) final exams in core subject areas, provided that they meet all of the requirements listed below for the spring semester.

- Seniors - All 12th graders may choose to exempt all final exams in core subject areas, provided that they meet all of the requirements listed below for the spring semester.

- Spring Semester Requirements -

    - Students can incur no more than 3 absences to a block class (excused, unexcused, pre-planned, or unauthorized) or 5 absences to a daily class in the exempting class during the semester.

    - Students must earn an average grade of 90% or higher for Quarters 3 and 4.

    - Students must not have received a detention or suspension during the semester.

    - If a student is enrolled in a dual credit/On Ramps course, the student must fulfill all academic requirements outlined by the college/university. In other words, if the college requires a final exam, students must take the final exam.

    - Students may be exempt from all end-of-course finals in AP Classes if they qualify. They are required to take the College Board AP Exam in May.

- If a student does not qualify for a fall exemption in a class, they may still be eligible for a spring exemption if they meet the spring requirements.

Grade Point Average (GPA)

The student's GPA is calculated on both 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 I taken in 7th or 8th grade); World Languages; the first semester of a Speech course; the first semester of a Career and Technology Education (CTE) course, and all Honors, AP courses, and Liberty core Dual Credit and Dual Enrollment courses. *Beginning with the class of 2028, Speech and Career and Technology Education (CTE) courses will not be calculated into the student's GPA.

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 courses and 10 points for AP and Liberty core Dual Credit and Dual Enrollment courses; For the 4-point grading scale, .5 points are awarded for Honors courses and 1 point for AP or Liberty core Dual Credit and Dual Enrollment courses. Weighted points are added to the GPA each semester. GPA is calculated at the end of every semester; approved summer courses will factor into Semester 1 calculation in January.

Only grades earned or accepted by Liberty Christian School for eligible courses will be included in the GPA calculations and transcribed onto transcripts. Transfer grades or online classes (except for credit recovery and approved core classes) are not included in GPA or rank calculations. For students who transfer during the first semester of 9th grade, 7th and 8th grade high school courses are transcribed onto transcripts but are not included in GPA calculations.

All online courses must be approved through the Academic Advising department prior to enrollment. Courses taken without prior approval will not count towards Liberty graduation requirements.

Grade Redemption Policy

If a student performs poorly on an assignment, test, or quiz, a "Grade Redemption" assignment may be made available at the discretion of the teacher. This Grade Redemption opportunity provides a student with an assignment that is directly related to the subject content with which he or she struggled. The purpose is to improve understanding. Grade Redemption guidelines are as follows:

- Students are allowed up to one grade redemption opportunity per quarter and must be a summative assignment.
- Examples include rewriting an essay, resubmitting a project, or taking a retest designed at the same level of difficulty.
- Grade redemption cannot be used on a semester exam.
- The student must commit to and demonstrate additional practice to increase their understanding.
- The grade redemption opportunity must be completed within one week of the return of the graded assessment.
- The student's new grade will be an average of the original grade and the redeemed grade.

Grade Reclassification

Liberty Christian School does not permit grade retention or reclassification for the purposes of gaining a competitive advantage in athletics. In accordance with NCAA guidance and best practices, grade placement decisions are based solely on academic readiness, developmental needs, and the overall well-being of the student. Liberty does not support actions intended to extend athletic eligibility, delay graduation, or enhance athletic competitiveness through reclassification. All athletic participation aligns with established eligibility timelines and governing body expectations.

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
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	½	½
Speech*	½	½
Fine Arts*	1	1
12 Semesters in Honors/AP/DC/DE Courses*	No	Yes
Week Without Walls	Yes	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 must be continuously enrolled in a different and progressive math class every year in grades 9-12 to meet Liberty's graduation requirements.

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

Bible: Students in grades 9-11 have specific yearlong bible classes they must complete and pass for credit. Seniors may choose from bible course offerings and must complete and pass each semester of bible their senior year to meet this graduation requirement. New students will be placed in Biblical Foundations.

World Language: World Language requirements must be met with credits from the same language in grades 8-12.

Physical Education: Physical Education requirements may be met through Athletics, Cheer, Dance Team, Band, or Encore.

Electives: After the required course credits are satisfied, a student may choose from other subject areas to satisfy elective credit(s). Electives can include one credit of Athletics. Refer to the Academic Planning Guide, on the Liberty website under Academic Advising, 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 and Entrepreneurship may be approved as a speech credit through the Academic Advising Department.

Honors/AP Courses/Core Dual Enrollment (DE): To graduate College Prep with Honors, students must pass six year-long Honors/Core DE 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 or Core DE courses.

Early Graduation Requirements

The Early Graduation Program provides a structured pathway for qualified students to complete high school graduation requirements ahead of the traditional four-year timeline. This option is designed to support students with clearly defined postsecondary plans, such as early college enrollment, specialized academic opportunities, or competitive athletic commitments.

Participation in the Early Graduation Program requires careful academic planning and a demonstrated record of responsibility, maturity, and readiness for accelerated completion. Students must remain in good academic standing and meet all graduation, credit, and assessment requirements established by the school and applicable accrediting bodies.

Early graduation is available only to students enrolled full-time or Hybrid in the school's on-campus academic program and is granted through an approval process that includes administrative review. Approval ensures that each student's academic progress, social-emotional readiness, and long-term goals are thoughtfully considered.

The school is committed to maintaining high academic standards while providing flexibility to support individual student pathways. Early graduation is not intended to shorten or diminish the high school experience, but rather to offer an intentional, well-supported option for students who are prepared to take the next step in their academic or vocational journey.

Basic guidelines for selection include:

- GPA 3.0 or higher
- Meet the graduation course requirements effective for their graduating class
- It is recommended that students initiate this option in his/her 10th-grade year and no later than December of his/her junior year
- Any outside courses must be approved by Liberty and be NCAA-compliant
- Contract signed by parents, Principal, Athletic Director, and Academic Director

The process starts with the student's academic advisor receiving a complete list of guidelines and agreements. When approved, the early graduation contract is created and signed by the student, parents, and Liberty staff. Parents/guardians are responsible for the entire year of tuition for the student's senior year. Financial commitments are paid by December 1st of the graduating year. Transcripts will be sent once the student is cleared by the Liberty Business Office and any property of Liberty is returned.

Liberty Learning Center

Liberty Learning Center Services are determined through Learning Center Meetings for students who have diagnosed learning differences. Knowing God is the source of all knowledge and truth, found in His Son, Jesus Christ and the Vision of the Liberty Learning Center is to challenge and equip all students to strive for excellence for His glory and purpose. The Mission of the Liberty Learning Center, through promotion of the Warrior Way Values, is to empower our students with strategies and skills to overcome learning differences to achieve academic success. The Liberty Learning Center provides supplemental resources and services in the learning center. Please contact your child's teacher or the Director of Learning Center Services at 940-294-2048 for further information

Online Courses

All online courses must be approved through the Academic Advising Department prior to enrollment. Courses taken without prior approval will not count towards Liberty graduation requirements.

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

Academic Advising 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 Academic Advising Office is trained to help students set their academic and career goals, build their academic record, and navigate through the college application process. Liberty has Certified College Academic Counselors on staff to provide college planning guidance.

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 will result in a grade of "0."
- Late major assignments will receive a 20 percent deduction per day late.

Students are allowed one class period for each day missed to make up homework. If a 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. Teachers have the authority to consider special circumstances in imposing the above.

Honors and AP Programs

An Honors 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. Liberty cannot guarantee that a student's preferred college will grant credit for or otherwise recognize the student's completion of an AP course.

Completion of Honors 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 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 an Honors or AP course.

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

Eligibility for 6th – 12th Grades

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

- A minimum of 85 percent in an Honors course or 90 percent in a regular course is required and must have been maintained in the subject for the entire previous year. German Honors must obtain a minimum overall average of 80 percent. Computer Science courses are exempt from prior grade requirements.
    - In addition to teacher recommendation, an Honors or AP student candidate in grades 6-10 must have a MAP percentile score of 60 or above (in the respective subject area) to be considered for course placement. Students may request reconsideration of this course placement decision with the subject-specific teacher. The final decision for course placement is at the discretion of the school administration.
- For Honors, AP, and Dual Credit/Dual Enrollment courses, the student must be committed to considerably more work per course per night than the standard homework requirement.
- Academic Advisors recommend that 6th–8th grade students enroll in **no more than two** Honors courses per year.
- Students must not have incurred excessive absences, tardy notices, or recurring zeroes in the most recent school year.
- Students must agree to remain in their scheduled Honors, AP, Dual Enrollment and Dual Credit courses through the first semester. Any extenuating circumstances need to be approved by the Academic Committee.
- Students should obtain a minimum average of 75 percent at the end of the first semester to continue enrollment in an Honors or AP course. Placement of students who fall below 75 is subject to review by the Academic Committee during the semester.

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 or speak with an Academic Advisor.

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 2nd grade, four items for 3rd and 4th grade, and six items for 5th–12th grade, but no more than two non-book items per patron.

- Late fees are no longer charged for any student or parent with overdue materials. However, late items are still due back to the library, and students who have outstanding materials will not be able to borrow additional books or audiovisuals.

- Overdue notifications are 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.

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. This policy includes the use of Artificial Intelligence (AI).

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 school year. Review the Upper School statement on Academic Integrity.

This policy applies to all online classes.

Report Cards and Grading

Should a student incur more than 14 absences in a block class during a semester, no credit will be awarded for the course(s) in which the excessive absences were incurred. Should a student incur more than 18 absences in a daily class during a semester, no credit will be awarded for the course(s) in which the excessive absences were incurred.

The Liberty Grading 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

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.

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 with 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.

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.

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.

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. Students are requested to meet with their Liberty advisor for direction for test options for standardized tests.

Summer School Requirements for Credit Recovery

Liberty Christian School offers the option of credit recovery during the summer for students. Liberty partners with Ethos. **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 higher in the course to earn semester credit.**

Semester grades earned for Liberty credit recovery will appear on the student’s transcript and be included in the GPA calculation.

Regardless of the method of credit recovery, the grade for the first attempt of the course will remain on the Liberty transcript. The recovery course grade will not replace the failing grade on the transcript or in the GPA. Both grades will remain on the student’s transcript. Credit recovery must be done through a Liberty-approved course, through a Liberty affiliated program. Liberty advisors will enroll you in the course. Please visit the Academic Advising Office for more details about summer school options, and the associated fees.

Seniors who fail a required course will receive their diplomas upon completion of the equivalent summer school course. Final transcripts will not be submitted to the incoming college until all credits for graduation are earned.

Textbooks

Students will be required to return their textbooks prior to taking their spring final examination. If a student is exempt from their exam, they need to return their textbook prior to the first day of final exams, or a hold will be placed on their myLiberty account.

Tutoring

If a student requires private tutoring, it must be done outside of the academic and extracurricular daily class schedule. Before school, after school, and advisory period are

opportunities to connect with a teacher to make up work or receive clarification on content and assignments; not for private tutoring. Phone numbers for private tutorial services are available 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 Liberty 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 Liberty the longest will be awarded the position.

Week Without Walls

All Upper School Students and Staff will participate in a Week Without Walls in March (the week before Spring Break). The purpose of the Week Without Walls is to provide a real-world, tangible experience designed to fulfill Liberty Christian School's mission and vision.

Experiences may include the following:

- RIM Mission Trip
- International educational travel
- Domestic educational travel
- Parent-led college tours
- Internships
- Serve DFW (local service projects)

Participation in the Week Without Walls is a graduation requirement, and it will be noted on each student's transcript. Students who miss due to illness will be required to provide documentation of local service hours (outside of the school day).

Extracurricular Activities and Clubs

Participation

- Student participation in extracurricular activities and clubs is a privilege, not a right.

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

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 Liberty 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.

Dress Code for All Events

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 (1 Timothy 2:9-10) and conduct themselves appropriately for these special evenings.

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

Females

- All dresses should be modest and properly fitted: low-cut garments that reveal cleavage may not be worn, and slits should not be more the 4 inches above the kneecap.
- Strapless dresses are permitted but must cover the bust area completely, including the sides of the dress. They should not be low-cut or revealing, and no cleavage should be seen.
- The back of the dress may not be lower than the natural waistline.
- Cutouts in the midriff area (front, back, or sides) are not allowed.

- No dresses are permitted that are open or sheer in the front, or on the sides of the dress, unless the openness is covered by solid (not sheer) material. No see-through material.
- Two-piece garments are not allowed.
- Short dresses must be no shorter than 4 inches above the kneecap, including slits.
- Dresses should not be 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 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 email the pictures to the Student Activities Director at formaldressapproval@mylcs.com.

Males

Homecoming Dance

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

Junior-Senior Prom

- Must wear a suit, dress slacks and coat, dress shirt and tie, or tuxedo.
- No tennis shoes.
- No jeans.

Guests

Student guests 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.

Homecoming

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.

The Homecoming Dance is for students in grades 9–12 only, whether a student at Liberty or a guest from another school. Students may not bring a date from outside the school more than two years older than themselves. 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 the 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

The prom is a Junior-Senior prom and is primarily for students in grades 11 and 12. However, members of the junior and senior classes may invite members of the sophomore and freshman classes to the prom if they desire.

Students in the 8th grade and below are not allowed to attend the prom, whether a student of Liberty or another school. Students may not bring a date from outside the school more than two years older than themselves.

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 here in. Students who used to attend Liberty but who have withdrawn or are asked to leave for behavior or academic reasons must be approved by the Upper School Principal to come as a guest with a Liberty student to school-sponsored dances.

Attendance Policies

Regular and punctual attendance is a vital factor in determining one's success in any field of endeavor, especially in schoolwork. Regular attendance conveys a commitment to valuing scholarship and the process of education. Students are required to be on time and in their classes each day to give them the best chance to be successful. 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 replicate. Most importantly, classes at Liberty Christian offer an essential opportunity to engage students

with material through a biblical worldview lens. Consequently, a student with excessive absences will miss out on a large percentage of the learning process at Liberty. As a result, students and parents are encouraged to avoid unnecessary absences, including planning trips or vacations during the school year. **Excessive absences, as detailed below, may result in a course failure.**

Attendance for Course Credit or Final Grade

Attendance regulations at Liberty require students to attend a minimum number of days per semester to receive credit for their courses of study.

Students are expected to be in the classroom before the tardy bell rings, or they will incur a "tardy." Four "tardies" in one class will count as an absence in that class. Such an absence will count toward the course limit. Once a student accumulates four tardies in any combination to his/her classes, he/she will receive a detention. Automatic detentions will also accompany fifth and sixth tardies, and the sixth tardy will require a parent conference. Subsequent tardies could result in additional corrective measures or consequences deemed appropriate by administration. Tardy counts reset at the beginning of each semester.

A student is marked with an "Absence" if he/she arrives after the first 15 minutes of the class period. In addition, once a student is in class he/she may not leave until they are dismissed, or he/she will also be marked absent. Exceptions to this policy are for approved school-related absences.

CATEGORIES OF ABSENCES

The Upper School at Liberty Christian recognizes 5 categories when it comes to students being absent from class. Each category of absence is outlined below.

Exempt Absences - Exempt absences are not counted toward a student's absence limit and are not considered when it comes to course credit, make-up work, and grades. Exempt absences include:

- Absences due to participation in a school-related activity (athletic events, academic events, fine arts events, field trips, etc.).
- Absences due to a physical or mental impairment which requires hospitalization or medical treatment in which the student is confined to the hospital or home or is unable to attend school full time due to such medical treatment. Such absences to be exempt require documentation from the treating physician and only after approval of this accommodation through the school's accommodation process. See Student Accommodation Requests.
- Death in the family as verified by a note from the parent or legal guardian.

- Natural disaster which prevents the student from attending school as verified by a note from the parent or legal guardian.
- Absences due to approved college visits.
    - College days are offered as a privilege for students to tour colleges they are considering after graduation. In order to utilize an official college visit, students cannot have excessive absences to school and **must complete and submit the Liberty Christian Upper School College Day Request Form** (available on the Student Resource page of MyLiberty or at the front desk) prior to the date of absence.
    - Sophomores, juniors, and seniors are allowed two college days per school year. Freshmen are allowed one college day per school year.
    - College days are considered **exempt absences** if they do not exceed the number allowed and if the student provides a proof-of-visit letter from the Admissions Office of the university/college to the Upper School Office citing the date of the visit and student's name. Official and unofficial athletic visits may count as college visits.
    - Any college visit that exceeds the allowable number will be considered an unexcused absence and will count toward a student's allowable number of absences. College days may not be taken during the week of semester exams. College days taken after May 1 will be considered an unexcused absence and will count toward a student's allowable number of absences. 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.

- Liberty Christian School recognizes the unique opportunities afforded to students who ***qualify to represent the United States of America*** in officially sanctioned international events. Upon verification, submission of required documentation, and administrative approval, absences directly related to participation, travel, and mandatory training for these events will be considered exempt. Administrative approval and the total number of exempt days allowed will be determined on a case-by-case basis.
    - To maintain the highest standard of academic integrity while honoring these achievements, this policy is strictly limited to:
        - **Athletic events** sanctioned directly by a USOPC-recognized National Governing Body (NGB).
        - **Mandatory U.S. National Team training** or selection camps directly required for final international roster placement.
        - **Non-athletic academic, artistic, or civic events** sanctioned by an internationally recognized charter or federally sponsored organization.

- To qualify for this exemption, the student must be selected through an official, merit-based selection process to represent the country, rather than a regional club, private academy, or commercial entity. Domestic club tournaments, regional qualifiers, and standard club national championships do not qualify for this exemption and must utilize the standard pre-planned absence process. The student and their family must submit official written documentation from the event's National Governing Body or sponsoring organization to the administration prior to approval. The student is responsible for communicating with teachers in advance, establishing a pre-approved Independent Academic Plan, and completing all required coursework within the timelines established by the administration.

Excused Absences - Excused absences count toward the total allowable absence limit for a course. Students may complete any make-up work due to an excused absence for full credit provided a proper note is furnished within **two school days of returning to campus.** If no note is provided, the absence will be considered "unexcused," and the student's make-up work will not be accepted (even if the work was submitted early as approved by the teacher).

Excused absences include (but are not limited to):

- Injury or illness of the student as verified by a note from the parent or legal guardian. (Should a student begin to incur an abundance of absences due to illness, the school reserves the right to require a note from a healthcare provider in order to excuse the absence.)
- Severe injury or illness in the family as verified by a note from the parent or legal guardian.
- Appointments with a healthcare provider as verified by a note from the healthcare provider's office. Such appointments should be made outside of the school day when possible.
- Court appearances as verified by summons or by a note from the parent or legal guardian.
- An appointment to obtain a Texas Driver's License as verified by documentation from the driver's license office.
- Participation in an athletic, fine art, or academic event not sponsored by Liberty. This would include club sports or approved off-campus athletics. A Pre-Planned Absence form is required for the absence to be excused.

- Students may not leave for an illness unless first reporting to the school's Nurses Office. The school nurse will assess the student's condition, provide appropriate care, and communicate with parents or guardians whether the student must leave campus or may return to class. If a parent or guardian determines that their child should be picked up due to illness, the student must be signed out through the school office following normal checkout procedures.

- Absences not school-related or coded as pre-planned will be coded as unexcused (accompanied by zeros for all classwork) unless we receive a note excusing the absence.

Pre-Planned Absences - Any time a student knows they will be absent; they are expected to communicate ahead of time with their teacher(s). When an unexcused absence is known in advance, Upper School students may submit a Pre-Planned Absence Form. Any missed class work cannot be made up for unexcused absences without approval of a Pre-Planned Absence Form.

- A parent or legal guardian must complete the required Pre-Planned Absence Form available on the Student Resource page of MyLiberty or at the front desk.
- Teachers may require work or tests to be completed in advance of the absence.
- The Pre-Planned Absence Form must be signed by the teachers for whom class will be missed and submitted to and approved by the US Principal at least 48 hours in advance of the absence. The US Principal may accept late submissions at their discretion.
- Students should return to school prepared for testing and with all of their missing assignments completed.
- No more than six pre-planned absences per the year are allowed.
- These absences count towards a student's total allowable absence limit.
- Upper School administrators will partner with students and families to support the thoughtful use of these absences and assist with planning to minimize academic impact. While instructional time cannot be fully replicated, proactive communication and shared responsibility help students remain engaged and successful.

Unexcused Absences include any absence that is not considered exempt or excused and will count toward the total allowable absence limit. Make-up work for unexcused absences will not be accepted unless a Pre-Planned Absence Form has been approved.

Unauthorized Absences - The school is responsible for students during the school day. As a result, strict regulations are enforced concerning unauthorized absences. Anytime a student is considered to have an unauthorized absence, the student will earn a zero on any classwork or assessment and will be subject to further disciplinary actions.

Unauthorized absences will also count toward a student's total allowable number of absences. Unauthorized absences include:

- Skipping class or any required activity
- Leaving class without permission
- Departures from campus without prior parental/legal guardian permission

Upper School Absences		
Type of Absence	*Counts toward Allowance* 5 per semester (Block class) 6 per semester (Daily class)	*Makeup Work Allowed?*
Exempt	No	Yes
Excused	Yes	Yes
Pre-Planned	Yes	Yes (if approved)
Unexcused	Yes	No
Unauthorized	Yes	No

In order to receive credit and a final grade in a class, a student must meet the requirements outlined below.

Block Classes

- Block classes meet on Mon/Wed/Thurs or Tues/Wed/Fri each week.
- Students may incur **no more than 5 absences** during a semester for a block class. This includes excused, unexcused, pre-planned and unauthorized absences.
- Should a student incur absences that exceed the allowable number, the Attendance Committee of the Upper School will propose a plan that will enable a student to make up the missed class time. If the plan is successfully completed in the timeframe given by the Attendance Committee, the student will be considered in good standing with regard to their school attendance. This policy includes Middle School students who take Upper School courses.
- Students who incur more than three absences per semester will not qualify for semester exam exemptions. Makeup school will not restore a student to good standing for qualifying for exam exemptions.

- Should a student incur **more than 14 absences** in a block class during a semester, no credit will be awarded for the course(s) in which the excessive absences were incurred. Additionally, should a student be unsuccessful in meeting the requirements set forth by the Attendance Committee, no credit will be awarded for the course(s) in which the excessive absences were incurred.

Daily Classes

- Daily classes meet on Monday, Tuesday, Thursday, and Friday each week.

- Students may incur **no more than 6 absences** during a semester for a daily class. This includes excused, unexcused, pre-planned and unauthorized absences.

- Should a student incur absences that exceed the allowable number, the Attendance Committee of the Upper School will consider a plan that will enable a student to make up the missed class time. If the plan is successfully completed in the timeframe given by the Attendance Committee, the student will be considered in good standing with regard to their school attendance. This policy includes Middle School students who take Upper School courses.

- Students who incur more than three absences per semester will not qualify for semester exam exemptions. Makeup school will not restore a student to good standing for qualifying for exam exemptions.

- Should a student incur **more than 18 absences** in a daily class during a semester, no credit will be awarded for the course(s) in which the excessive absences were incurred. Additionally, should a student be unsuccessful in meeting the requirements set forth by the Attendance Committee; no credit will be awarded for the course(s) in which the excessive absences were incurred.

Reporting Absences

Parents/guardians of 9th–12th grade students should call the Upper School Office at 940-294-2030 before 8:45 a.m. on the day of absence. This includes both full-day or partial-day absences. Parents should also contact the Upper School Office if their student will be more than 15 minutes late arriving to school. Please include all pertinent information as prompted by the voicemail.

Late Arrival/Early Release/Check-Out Procedure

All students in grades 9-12 who arrive late to campus (after the bell for class has sounded) must sign in at the Upper School Office before going to class. Parents and guardians are encouraged to contact the Upper School Office when they know that their child will be late to school.

Parents are encouraged to schedule medical and dental appointments outside of school hours whenever possible. Please keep such appointments to a minimum during the school day and avoid them entirely during testing times.

- Upper School students are required to sign out in the Upper School Office before leaving campus. Failure to do so will be considered a Level II offense.

- Students must leave campus immediately after signing out.

- Students may not leave for an illness unless first reporting to the school's Nurses Office and then signing out in the school office.

- The Early Release/Check-Out Procedure applies to the athletic period as well as all academic classes.

- Students must sign in immediately upon returning to campus or upon arrival if the appointment is before school. Failure to do so is a Level I offense. Upon signing in, the student must present a doctor's note or appropriate documentation. Failure to submit such a note will result in the absence being considered unexcused.

- If a student signs out and returns the same day, they must present a doctor's note or appropriate documentation to return to school. If the student signs out and does not return to school, he/she must present a doctor's note or appropriate documentation to return to school the next school day. Failure to submit such a note will result in the absence being considered unexcused.

- Liberty is a closed campus. Only seniors who are on the approved off-campus lunch list may have the off-campus lunch privilege, and they may only do so on days approved by the US Administration. Seniors leaving for off-campus lunch will sign out at the main entrance with an administrator. Food delivery orders (Door Dash/Uber) are only allowed during snack or lunch.

Attendance for Extracurricular Participation
Students must be in attendance at school for at least half of their class periods (including early release days) to participate in a game, performance, or any other school-related activity scheduled for that day.

Makeup Work
Students with exempt, excused, or approved pre-planned absences are allowed a reasonable time to make up homework, class work, or tests missed during the absence as outlined in the absence categories above.

Students that are absent are responsible for obtaining missed assignments. All makeup work is available on course pages in Canvas, and homework is posted daily. When absences are known in advance, students should make every effort to obtain assignments in advance so as to not fall behind in classes. Due dates for papers and

projects assigned in advance are firm. All other makeup work will be completed as outlined in the absence categories above. When tests and quizzes can be made up per the guidelines, they should be made up in the Testing Center as soon as possible (within one week without penalty).

The teacher will record this due date in the gradebook in Canvas. Makeup for semester exams are scheduled one week after the test/exam date. Tests may not be taken prior to the regularly scheduled dates unless part of the Pre-Planned Absence approval process.

Students should proactively communicate with their teachers and self-advocate when extenuating circumstances are involved, or there are multiple assessments to make up.

Upper School Disciplinary Policies

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 Liberty 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.

Liberty 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 Liberty 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 Liberty 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 (Proverbs 12:1, Hebrews 12:11).

The following is a list of offenses and consequences divided into levels according to their severity. These behaviors are intended as examples. other similar offenses may be assigned an offense level at the discretion of teachers and/or staff members. (See Definition Section for definition of terms used below.) Some examples of corrective discipline at Liberty include verbal correction, classroom discipline systems, community service, behavior contracts, suspension, and expulsion. Detention, in-school suspension, or in-school community service also may be issued for continued or somewhat serious offenses.

However, interpreting terms, investigation of misconduct, determining credibility of evidence of misconduct, and issuing discipline are the responsibilities of the administration. Administrators have the authority to determine consequences for any offense regardless of the offense levels, consequence, or guidance listed herein. Serious, excessive and/or continued violations and/or disregard for consequences of any level of offense may result in additional or different consequences, including expulsion, at the sole discretion of Liberty. Students who have withdrawn or have been expelled from Liberty Christian School must obtain approval from Liberty Administration before attending any Liberty event.

Discipline records are kept on file separately from academic records.

Level I Offenses

1. Minor violation of Liberty Standards of Behavior that disrupt the learning environment (pages 19 & 20)

2. Uniform standard and personal appearance violation (e.g., hair length, facial hair)

3. Violation of classroom rules (e.g., tardies)

Level I Consequences

The following consequences may be issued for Level I infractions, at the administration's sole discretion. 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
1-3	Warning/Infraction
4–6	Detention
7–10	Administration has discretion as to the type of correction or punishment deemed necessary. This may include ISS, OSS, Saturday detention, on-campus community service, or expulsion.
11+	Discipline Committee Referral* *Designated group of LCS staff who review discipline related to decisions.

Level II Offenses

- Honor Code violation (e.g., plagiarism)
- Moderate violation of Liberty Standards of Behavior that affect the safety, respect, or well-being of the community (e.g., skipping class)

Level II Consequences

The following consequences may be issued for Level II offenses at the administration's sole discretion. Level II offenses **will** carry forward to the next semester.

Number of Level II Offenses	Consequences
1	Detention
2	Administration has discretion as to the type of correction or punishment deemed necessary. This may include ISS, OSS, Saturday detention, on-campus community service, or expulsion.
3+	Discipline Committee Referral* *Designated group of LCS staff who review discipline related to decisions.

Level III Offenses

Level III Offenses include violations of the Honor Code, Standards of Behavior, or any other violation deemed serious as determined by the school administration.

Level III Consequences

The following consequences may be issued for Level III offenses at the administration's sole discretion. Level III offenses **will** carry forward to the next semester.

Number of Level III Offenses	Consequences
1	Administration has discretion as to the type of correction or punishment deemed necessary. This may include ISS, OSS, Saturday detention, or on-campus community service, or expulsion.
2+	Discipline Committee Referral* *Designed group of LCS staff who review discipline related to decisions.

Discipline Terms

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 7:45 – 8:25 am each Tuesday and Friday. 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.

Infraction

An infraction is a written record of behavior outside the expectations of a Liberty Christian Student.

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 the case of an absence on the day of a scheduled ISS, the student will be rescheduled for an ISS.

Out-Of-School Suspension (OSS)

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

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

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 uniform standard is required; students out of uniform standard 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. In the case of an absence for a Saturday detention, the student will be issued makeup for the next scheduled Saturday.

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.

If a student is expelled from Liberty or withdraws for disciplinary reasons, the student will not be allowed to attend Liberty Christian School functions unless the event is open to the public.

Extracurricular and Athletic Activities

Athletic Department Guidelines for Upper School Athletics

Please see the Athletic Policies portion of this handbook for all additional policies and procedures regarding Upper School athletes.

Eligibility

Liberty's grade requirements for interscholastic competition or events, 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, the student continues to fail two or more courses, he/she 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.

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 Following Events

Any student participating in a school-sponsored extracurricular activity who arrives back at school from the event later than midnight on a school day is excused from first and

second period only on the school day following the event and such absence is considered a school-related absence.

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.

Categories	Eligibility Guidelines
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
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

Attendance

Participants must be at school half of the day of a game or event to participate in the game, practice, or event. 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 for the spring semester in a 90-minute block class (nine absences in a 45-minute block period), the teacher or coach may require removal from an extracurricular activity.

Students who sign out of 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 for all practices, games, or events. The coach or

sponsor 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. Disciplinary actions may affect a student's eligibility for extracurricular activities.

Competitive Activities

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. 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.

All efforts will be made by all coaches, sponsors, and directors to make arrangements so that students may participate in multiple competitions they are involved in if a conflict arises. 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.

In some cases, extracurricular activities must hold tryouts, as a limited number of members are accepted.

Transportation

In general, Liberty utilizes chartered buses and faculty/staff drivers, to transport students to events. Faculty/staff are required to be on the Liberty Approved Drivers list.

Parents also have the option to decline their child's transportation to and from school-related events. Students and/or parents are also permitted to drive themselves and/or their own child to school-related events with permission of the School administrator. Students are not permitted to drive other students to school-related events under any circumstances.

Students may return home from the trip by other means if written permission by a parent/guardian is given in advance to the person in charge of the trip. For unusual circumstances, the principal, vice principal, or athletic director must approve any exception.

For overnight trips, all students must travel on the bus or Liberty-approved vehicle with the group/team and stay in the hotel with the group/team. Parents wanting to stay in the group hotel in a separate room with their child must get approval from one of the

principals. A student may meet the group at the destination only in the event of a conflict with another Liberty-sponsored activity.

Upper School Campus Procedures

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 always remain moving. Please do not stop in this lane.

Afternoon Dismissal

Grades	Dismissal Time	Dismissal Zone
Preschool	2:45 p.m.	Preschool
K–5th	3:30 p.m.	Lower School Circle
6th–8th	3:35 p.m.	Commons Circle
9th–12th	3:35 p.m.	Commons Circle

Laptops

See the Technology section of this handbook.

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

Liberty Christian School is a closed campus. Lunch is provided for every student through the All In Lunch program. Food and drink are to be consumed in the cafeteria. Students are not to take food or drink out when lunch is over. Exceptions are students who are invited to eat with a group participating in a special function.

Only parents, family members, youth ministers and Liberty graduates will be allowed at lunchtime. Any exception must gain prior approval from the Upper School Administration. Lunch visitors must dress appropriately while on campus.

Students are to clear the classroom areas and be in the cafeteria within five minutes and may not leave the cafeteria until dismissed. Students must remain in the cafeteria until the end of the lunch period unless specifically excused for a particular activity.

Students will exhibit good manners by helping to maintain the cleanliness of the cafeteria area. Students must clean up their own spills and messes. Paper and waste must be disposed of in trash cans. Students are required to do their share when their grade has lunch duty. Failure to do so is a Level II offense.

Only seniors may have the privilege of off-campus lunch on days approved by the US Administration.

Any food or drink deliveries should be scheduled during the lunch period only. The school office cannot accept any food deliveries.

Student Parking Regulations

To retain student-parking privileges, students must always drive cautiously, use the proper entrance and exit, and keep the parking area clean and orderly. The speed limit on campus is 15 miles per hour. Any form of reckless driving on the school grounds will not be tolerated and is subject to disciplinary consequences, including but not limited to revocation of the privilege to drive on campus.

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. All drivers must be licensed and covered by insurance. The school is not responsible for automobiles or their contents.

Parking is strictly limited to the East and West lots. The student spots are designated with yellow stripes. 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. All spots marked "Visitor" are for visitors only. Parking in these spots will result in detention. Students may not park in the Main Entrance Circle at the front of the school. Students may not enter, exit, or cross the church parking lot.

Students leaving campus between 8:45 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. 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.

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.

Any person or vehicle is subject to search while on school property. Areas may be under surveillance.

Students who park in unauthorized areas will be required to move their car. They will receive an infraction and be fined $50.00.

Textbooks

Textbooks are the property of Liberty and are issued to all students on the opening day of school except for novels required by various courses. Books will be collected at the end of each course; students must not mark in these books.

Students must pay to replace books that are lost, marked in, damaged, or unreasonably worn. Textbooks must be replaced within two weeks after loss. Please see the Upper School Office Manager to replace textbooks.

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

Visitors and Visiting Procedures

An Upper School administrator must approve all visitors to classrooms. Please understand that any visits to the classroom even by parents during instructional time must be approved by the administration as to avoid disruption of the school day for all of our students. Liberty does not allow outside therapists, evaluators, trainers, tutors, or other third parties to visit the campus, any classroom, or observe or visit with any student during school hours, as to avoid disruption of the school environment, unless required by law.

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

Upper School Student Uniform Standard

General Uniform Standard

See Liberty Christian School K-12 Uniform Standards section under General School Policies/Guidelines.

Uniform Standard Violations

- First Violation - out of code: verbal and warning (in myLiberty).
  - Teacher submits infraction.
  - Student makes an adjustment to the skirt (if long enough when unrolled, they may stay in class).
  - If still too short the student is sent to the office; they will put on another skirt immediately.
  - Student makes a phone call to parent to have them bring another skirt. Student stays in the office until a new skirt arrives.
  - OR they can go to the Liberty Locker to purchase a new skirt.
  - Skirt is resolved before they return to class.

- Second Violation - out of code:
  - Teacher submits the infraction.
  - Student comes to office (whether or not it was rolled).
  - They need to put on another skirt immediately.
    - Student makes a phone call to parent to have them bring another skirt. Student stays in the office until a new skirt arrives.
    - OR they can go to the Liberty Locker to purchase a new skirt.

- Third Violation - out of code:
  - Teacher submits the infraction.
  - Student comes to office (whether or not it was rolled).
  - They need to put on another skirt immediately
    - OR have them make a phone call to parent to have them bring another skirt. Student stays in the office until a new skirt arrives
    - OR they can go to the Liberty Locker to purchase a new skirt.

- Fourth Violation – out of code:
    - Teacher submits the infraction.
    - Student comes to office (whether or not it was rolled).
    - They need to put on another skirt immediately
        - OR have them make a phone call to parent to have them bring another skirt. Student stays in the office until a new skirt arrives
        - OR they can go to the Liberty Locker to purchase a new skirt.
    - Saturday School is issued.

Hair Violations:

- Teacher gives a verbal warning and writes the infraction. Note in myLiberty to get it cut by Monday.
- Hair check on Monday.
    - if not cut, infraction issued.
- Hair check on Tuesday.
    - If not cut, infraction issued.
- Hair check on Wednesday,
    - If not cut, infraction issued.
- Hair check on Thursday,
    - If not cut, they are issued the 4th infraction.
    - Saturday School is issued.

Dress-up Day/Liberty Function Guidelines

All students are required to dress modestly and respectfully while at school or school functions.

Males should wear slacks, dress shoes, shirts with collars, or dress sweaters (business casual wear). Slacks and tops must not be tight fitting. Ties and jackets may be requested for certain functions. No sandals, flip-flops, crocs, or tennis shoes may be worn. Jeans are never appropriate for dress-up days.

Females should 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. For the formal senior picture, females wear the velvet drape with pearls, and males wear the coat and tie.

*All dress up days must be approved by the Upper School Principals.

Formal Dance Dress Approval

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 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.

Miscellaneous Information

Communications

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

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

Conferences

Parents are encouraged to communicate frequently with the teacher concerning any needs of their child but are required to make an appointment rather than drop in during class or planning time. Parents or teachers may request a conference at any time they deem necessary. A conference may be scheduled by contacting the teacher via email.

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.

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.

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 all 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 Student/Parent handbook are not meant to be all encompassing. 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, where applicable to the student. All 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 (where applicable to students).

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

_____	_____	_____
Student	Age	Date
_____	_____	_____
Parent or Guardian	Relationship	Date
_____	_____	_____
Parent or Guardian	Relationship	Date