

LIBERTY CHRISTIAN SCHOOL PARENT/STUDENT HANDBOOK

Welcome to Liberty Christian School. We have prepared this information to help you understand who we are and the basics of how our school operates.

Thank you for your interest in Liberty Christian Schools. As a ministry of CrossPoint Baptist Church in Huntington Beach, California, it has been our privilege to serve the community since 1970.

We serve Preschool - High School and we are located at 7661 Warner Avenue, Huntington Beach, CA 92647. You may reach us at 714-842-5992 or www.libertychristian.org. Mrs. Teri Yates is the Principal.

MISSION STATEMENT

The mission of Liberty Christian School is to provide students with a Christian education that includes quality academics, traditional values, a caring environment, and abundant opportunity.

EXPECTED SCHOOL WIDE LEARNING RESULTS (ESLRs)

Academic Achievement

Students will demonstrate a high standard of academic achievement by:

- Developing, discussing, and applying logical, critical, and creative thinking.
- Mastering fundamental skills required by each discipline.
- Demonstrating the ability to communicate concepts in written, oral, and artistic forms.

Personal Growth

Students will develop skills for present and future success through exposure to a variety of opportunities by:

- Participating in career, scholastic, fine arts, athletic and extra-curricular activities.

Christlike Behavior

Students will exhibit the impact of biblical and traditional values in their lives by:

- Demonstrating integrity and honesty in all endeavors.
- Respecting self and others.

STATEMENT OF FAITH

1. We believe that the Bible is the infallible, verbally inspired Word of God and that it is therefore, our final authority in matters of faith and practice.

2. We believe in the eternally existing triune God: Father, Son and Holy Spirit.

3. We believe in the Deity of Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through the shed blood, His bodily resurrection, and in His ascension to the right hand of God the Father, where he now acts as Mediator and Advocate.

4. We believe in the personal, imminent return of our Lord Jesus Christ for His own, in His later return in power and glory with His own to reign in righteousness over the earth, and in the resurrection of both the saved and the lost...they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.

5. We believe that Heaven is a place of eternal blessedness for the saved and that Hell is the place of eternal, conscious

punishment for the lost.

6. We believe that regeneration by the Holy Spirit is absolutely essential for the salvation of lost and sinful men, and that all who receive the Lord Jesus Christ by faith, not by works, are born again and become children of God.

7. We believe in the present ministry of the Holy Spirit, whose indwelling in all believers enables them to live Godly lives.

8. We believe in the spiritual unity of believers in our Lord Jesus Christ and in the necessity of all His followers maintaining good works as evidence of faith.

Christian Education Services: Liberty Christian School provides a traditional day school program that is recognized by the State of California and is accredited by the Western Association of Schools and Colleges (WASC). Students are taught by teachers in a traditional classroom setting. Extended daycare services are available to students before and/or after normal school hours.

ADMISSIONS INFORMATION

Liberty Christian welcomes all applicants regardless of race, color, national origin, ancestry, or gender who desire a high quality Christian education. Applicants must be prepared spiritually, academically, socially, and physically to meet the requirements of Liberty Christian's well-defined, college preparatory, English-medium, Christian, educational program. Students must meet regular, general admission requirements.

Enrollment Procedures: Parents or guardians interested in enrolling their students in LCS should first contact the office. After receiving an enrollment packet from the office, the parent or guardian should fill out and return all of the appropriate forms. Upon receipt of these forms the office will set up a testing appointment and an interview with the Principal if necessary. All necessary fees must be included.

Withdrawal Procedures: Withdrawal from LCS for any reason must be completed through the school office by a parent or guardian. All money owed to the school must be paid before the withdrawal is complete and records can be released.

A withdrawal form must be completed and a 30 day notice must be given to withdraw any student. If notice is not given, the parent or guardian will be held responsible for one (1) month's tuition.

ACADEMIC INFORMATION

Academic Calendar: LCS is on a quarter/semester grade reporting system. Report cards are mailed home following each quarter.

Homework: In an effort to reinforce learning, give practice, teach the student responsibility and good study habits, LCS will require a certain amount of homework. Parents are requested not to do the homework for their student, but should provide a specific time, place, and atmosphere that is conducive to study and learning.

For make-up work from absences, see "reporting absences."

Semester Final Exam: A semester final examination is given in each high school class at the end of the semester. No finals will be given early. Any final taken after the time scheduled for that final will cost \$5 per test, unless a written doctor's excuse is presented to the office.

Drop/Add Classes: After the beginning of a semester, if a student desires to drop or add a class, he must first make an appointment to see a counselor. All class changes must be made within the first week of the semester.

Progress Reports: Parents may see their child's progress in each class via the Liberty Christian School website on the Internet. Grades will be posted weekly by each teacher. Parents will log onto the Liberty Christian School website, click on the Sycamore Education link, type in their user ID and password and see the grades for their child(ren).

Graduation Information:

Class Standing -- High school students will be classified according to the following score:

170+	units completed	Senior
100-169	units completed	Junior
40-99	units completed	Sophomore
0-39	units completed	Freshman

Fourth year high school students are not allowed to participate in Senior activities if the student:

1. Has less than 170 units completed at the start of the school year.
2. Is not passing all classes necessary to complete graduation requirements by the end of the school year.
3. Is on disciplinary or academic probation.

Seniors who have not completed all requirements by the end of the school year will not be allowed to participate in senior activities or graduation exercises. Seniors who are making satisfactory academic progress toward graduation are encouraged to participate in all senior activities and make their senior year the most productive and enjoyable year possible.

Graduation Requirements

Graduation — 240 units		General — 205 units		Elective — 35 units	
Bible *	40	Algebra (One Year)	10		
English	40	Geometry	10		
World Geography	5	Third Year Math Elective *	10		
World History	10	Foreign Language	10		
U.S. History	10	Fine Arts *	10		
Govt./Economics	5/5	Health	5		
Physical Science	10	Physical Education*	20		
Biology Lab	10				

- *Bible A student must be enrolled in Bible class each semester.
- *Math Three years of Math is required to graduate. One year of Algebra (I or II) is required and one year of Geometry. A third year of math is also required and upper division courses (Alg. II and higher) are strongly encouraged since all college entrance programs require them.
- *Fine Arts One full continuous year (1st semester and 2nd semester together) of a Visual or Performing Art is required LCS graduation and entry into a CSU and UC school.
- *P E Students who play after school sports will receive 3.5 units of P E credit for each full season of sport played. Partial P E credit will not be given.

All general requirements must be passed with a “D” grade or above.

Grading Scale:

Letter	%	GPA	
A	92-100	4.0	Superior
A-	90-91	3.67	
B+	88-89	3.33	
B	82-87	3.0	Above Average
B-	80-81	2.67	
C+	78-79	2.33	
C	72-77	2.0	Average
C-	70-71	1.67	
D+	68-69	1.33	
D	62-67	1.0	Below Average
D-	60-61	0.67	
F	Below 60	0.0	Failing
I			Incomplete

Students have two weeks from the end of the grading period to make up any incomplete. After that date, incomplete grades are replaced with a grade of “F”.

ATTENDANCE INFORMATION

School Hours:

Sr. High & Jr. High:	Tardy Bell, 8:00 am	Dismissal, 2:30 pm
Elementary:	Tardy Bell, 8:15 am	Dismissal, 2:45 pm

Attendance Policy: Liberty Christian School believes that good attendance by all students insures maximum learning.

Therefore, prompt and daily attendance is necessary. Students who are absent from class miss valuable classroom instruction and discussion, which cannot be effectively made up. This hinders the student from doing his/her best. Because of this, parents are encouraged to use their best judgment, and allow their student to be absent only when absolutely necessary. When possible, parents are urged to make all appointments, including doctor and dentist, outside of school hours.

Excused Absences: According to the California Educational Code, the only legal reasons for absence from public or private school are:

1. Illness of the student.
2. Death in the family.
3. Dental, Medical, or Optometric appointments, *when accompanied by a written excuse from the Doctor.*

Unexcused Absences: Absences for reasons other than those outlined in “excused absences” are unexcused. Students with an unexcused absence follow the same procedure for make-up work as for excused absences, and receive credit for their work. Students receive a 1% deduction to their final semester grade for each unexcused absence in each class.

Pre-Approved Absences: If parents must take their children out of school for one day or longer, they must secure a *Pre-Approved Absence Form* from the office. This form should be completed and approved by the principal at least five school days before the first day of the absence. If the reason for the absence is approved by the Principal, the student receives an approved unexcused absence, and avoids the unexcused absence penalty.

Reporting Absences:

Students in grades K-5 – It is not necessary for parents to call the school office. Upon returning to school from the absence, parents should send a note to the child’s teacher explaining the absence. The parent is responsible for getting the child’s make-up assignments from the teacher and insuring that the work is completed.

Students in grades 6-12 – Parents, please call the school office after 7:30 a.m. on the morning of the student’s absence. Call the office each day that the student is absent. If it is impossible to call, send a note stating the date(s) of the absence and giving reasons for the absence. Parents, please remember, the note must be signed by you. Absences that are not cleared by the parents for two days after the return of the student to school are counted as unexcused absences and treated as such (see penalty for unexcused absences).

Make-up work from all absences:

1. The student is responsible for obtaining make-up assignments.
2. All previously assigned work due on the date of the absence must be handed in on the day the student returns from the absence.
3. Any previously assigned test missed during an absence must be taken the day the student returns from the absence.
4. All work assigned during the absence must be made up in the same number of days the student was absent.

Accumulated Absences: If a student is absent for as many as 15 days in any one semester, his/her record will be reviewed as

to whether or not credit will be given for that semester.

Tardies —For purposes of record keeping, distinctions will not be made between excused or unexcused tardies. Students need to develop the habit of punctuality. We do, however, recognize that unforeseen problems do arise, so we have built in a measure of tolerance within our policies. Students will need to make up work missed as a result of being tardy, and will receive credit for their work. This policy applies on a semester basis. **If you arrive late to school, we request that the parent accompany and sign the students in at the office.**

Secondary Tardy Policy: It is important that our students be on time to school and to each class. We are not only training our students academically, but also in the development of essential habits which will be important to their success later in life. Students are tardy if they are late to school or to any class.

Step 1. On the 7th tardy, the student and the parent will receive a letter of warning.

Step 2. On the 15th tardy, the student will receive an at-home or on-campus suspension.

Step 3. After the 15th tardy has been reached, students will receive an additional suspension after every fifth tardy (i.e.: the 20th tardy, the 25th tardy, etc.)

Suspensions: If the school administration holds a student out of classes for disciplinary reasons, the student will receive a 2% GRADE POINT DEDUCTION to their final semester grade for each class period suspended, but will receive credit for make-up work (see “make-up work” under “reporting absences”).

Detention policy for grades 6-12—Detentions are issued by the faculty or staff for minor infractions and offenses by the student. They are served with the assigning teacher for 30 minutes. Detentions will begin at the time designated on the detention form.

Detention slips are to be signed by the parent/guardian and returned with the student to the teacher. Failure to show up to detention, or to show up without a signed detention, will result in an additional detention being issued by the teacher. If a student rides in a carpool or plays after school sports, parents are responsible for providing transportation on the day of the detention.

Expulsion: In cases where expulsion of the student is necessary, the following steps shall be taken:

1. Clear communication with the student and the parents is necessary, showing the cause(s) leading to expulsion.
2. All appeals by the student or parent must be made in writing to the Principal.

ACTIVITIES / SCHOOL LIFE INFORMATION

Chapel: Chapel is an important part of the overall program at LCS. To encourage spiritual growth among students, chapel is held once a week. Students sit with their own class in assigned seats.

Office: The school office staff is eager to help in any way possible. However, since the school offices are a place of business,

student traffic needs to be kept at a minimum. Students should avoid going to the offices except for necessary school business.

Yearbook: Each school year, the LCS yearbook staff produces a top quality yearbook filled with memorable photos. Each student will receive a yearbook at the end of the school year.

Activities: A variety of student activities are available as part of the social aspect of student life. There are sports, banquets, class parties, etc. Students are encouraged to participate in the activities that are available to them.

Awards: Awards for honor roll, citizenship, Bible memory and perfect attendance are given at the end of the year. Graduating seniors will receive their awards at graduation.

Student awards will be presented to students who have made outstanding achievement in certain areas. Honor Roll begins at grade 3.

Honor Roll: "A" Honor Roll is for semester academic GPA of 3.67 and above. "B" Honor Roll is for a semester academic GPA of 3.0 to 3.66. In order to be considered for Honor Roll, students may not receive more than one "N" in citizenship. (Grades of "D" or "F" in any subject will disqualify a student from the Honor Roll.)

Physical Education: LCS requires that a student participate in physical education. If for any reason the student is unable to participate in a physical activity during recess or physical education period, a note from the parent to the teacher is necessary. The note should explain the reason, and must be accompanied with a letter from a doctor if the excuse is needed for longer than a one-week period of time.

Grades 6 - 12 —LCS P.E. shirts and shorts are required for a student so that they may participate in P.E. class. Sweat pants may be worn over P.E. uniforms as deemed necessary by the P.E. teacher.

Teacher or Administrator Conferences: Any parent who would like a conference with his child's teacher is asked to arrange for a conference time in advance. Since teachers have duties and responsibilities immediately before and after school, they are not always free for a conference on the spur of the moment.

You may set up a conference by calling the school office or sending an email to their "@libertychristian.org" email address. The teacher will contact you within a short period of time.

EXTRA-CURRICULAR ACTIVITIES

Eligibility:

A. The following is the approved policy at LCS regarding eligibility:

1. Students must maintain a 2.00 total GPA, including all grades.
2. Student must have satisfactory citizenship.
3. Students will be ineligible if they receive an "F" grade in any subject.
4. Students must be making satisfactory progress toward graduation.

5. Students who significantly drop below the standards for grades and conduct during the course of a season or activity may be removed from participation by the Administration.
6. Exceptions to the eligibility standards may be made, on an individual basis, by the Administration.

B. Any student ruled ineligible because of these standards will be restricted by the following policy:

1. The student may not participate or try out in practice, games, or performances, and may be ineligible from other sponsored activities as determined by the Administration.
2. Eligibility will be determined at the end of each quarter grading period. The period of ineligibility will be one quarter.

Opportunities: The opportunities for students at LCS to participate in extracurricular activities are quite varied. The following is a list of some of the activities in which to participate: Yearbook, Class Officers, Band, CIF Athletics, Student Council, Choir, Cheerleading, Math Olympics, Spelling Bee, Handbell Choir.

Discipline: We trust that in a strong academic atmosphere in which the students are constantly being challenged to work up to their capacity, a minimum of disciplinary action will be necessary.

Some disciplinary measures are as follows: teacher/student conferences, phone call to the parent, parent/teacher conferences, detentions, conference with a counselor and/or administration, and suspensions.

SEXUAL HARASSMENT POLICY

Liberty Christian School shall not tolerate the sexual harassment of any student, school employee or volunteer worker by any student. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature. Students are encouraged to report incidences of sexual harassment to the faculty or administration. Each complaint of sexual harassment shall be promptly investigated in a way that ensures privacy of all parties concerned.

Boy/Girl Friendships: LCS is co-educational, operating on the premise that it is wholesome for boys and girls to develop many friendships during school years. Appropriate Christian conduct with the opposite sex will be emphasized in school.

No holding of hands, arms around each other, or other prolonged contact between those of the opposite sex will be permitted on the school grounds, or at athletic and school/class sponsored events.

MISCELLANEOUS STUDENT LIFE

Soliciting: We request that there be no soliciting by students or school parents other than official, school approved fundraising activities.

Textbooks: The textbooks of Liberty Christian Schools have been very carefully selected from the standpoint of academics and practicality. The use of these textbooks does not mean that the school necessarily endorses their contents regarding morals, philosophy, theology, or scientific hypothesis.

While Liberty Christian recognizes that there are several reputable translations of the scriptures, for the sake of consistency and school wide compatibility we use the New King James Version of the Bible for all memorization and official school uses.

Extended Day Care: Please check with the Business Office if you intend to use Extended Day Care. The Business Office will be able to provide you with all of the necessary information and a fee schedule.

Morning Extended Day Care is available (grades K-6) beginning at 6:30 a.m.

Afternoon Extended Day Care is available until 6:00 p.m.

All students, K through 8th grade (except those participating in official after-school sports or other functions) not picked up by 15 minutes after school must report to Extended Day Care and be charged for the time used. They may not remain on school grounds in the care of a brother or sister.

Extended Day Care closes at 6:00 p.m. sharp! If a student is not picked up by this time, there will be a late charge of \$1 per child per minute or fraction thereof. Please pay the Day Care worker at the time the child is picked up.

Students will be released only to those persons authorized in writing by the student's parent(s). Persons picking up Extended Day Care students must come to the Day Care worker and check them out.

Insurance: It is understood according to the enrollment application that every parent will maintain his own insurance on his child.

Medication: The front office staff must keep any medication brought to school. Students taking prescribed or over-the-counter medication during school hours must have a parent-signed medication form on file in the front office. Bring medicine to school in the original prescription container. ***The school has the right to prohibit the administration of any drugs or procedures that appear to be beyond the ability of unlicensed school personnel (e.g. injections).***

Passes: No student may be outside his classroom while class is in session unless he has a pass given to him by his teacher.

Property: Students will be encouraged to develop a respect for property, whether it be their own property or that of someone else. A student will be required to pay for any damage done to school, church or personal property.

The school cannot be responsible for personal property left in the building or on the premises. All sweatshirts, lunch boxes, coats, etc., must be clearly marked with the students' name.

We also kindly request that there be NO SMOKING on the property at any school function.

Littering and vandalism will be considered a very serious offense.

Lunches: Each student is to bring his lunch in a lunchbox or sack that is clearly marked with his name. All food not eaten by the student is to be put back in his lunch and carried home.

In order to maintain a clean eating area, before leaving each lunch period, students are to pick up trash and debris around the lunch area. Students are not allowed to eat their lunches in their cars.

Lockers: Junior and Senior High students are assigned a locker. Students must keep their lockers locked. If a student leaves his locker unlocked, he does so at his own risk. LCS cannot be responsible for items kept in lockers. Students are issued

combination locks at the beginning of the school year. The school will keep a master key. Occasionally there may be an unannounced locker inspection.

Lockers are to be kept neat, clean, and orderly at all times. Nothing should be on the floor surrounding the lockers, or on top of the lockers.

If lockers are available, students who desire an additional locker may purchase another lock from the school office, and will be assigned a second locker.

Telephone: Students may not use the office business phone unless given specific permission by a member of the office staff. If necessary, students may use the office telephone during lunch and before or after school with permission from the office staff.

If a student is sick and parent notification is necessary, the office will call the parents for the student.

Class Parties: All class parties must be approved through the school office. LCS is not responsible for parties held after school unless they have been approved by the administration.

Grades K-5 — Parents may bring refreshments or treats on a student's birthday with permission from the teacher. The teacher must be notified at least one day in advance. We request that no gifts be given and that parents will be responsible for all serving and clean-up. In kindergarten, the teacher will designate the time for the party. In the first grade and above, the party must be held during the lunch hour.

ATTITUDE/CONDUCT INFORMATION

Conduct and attitude of Students: It is the desire of Liberty Christian School to not only work toward good outward development from each of the students, but to also stress the importance of good, healthy attitudes which enable the student to learn to cope with life's successes and failures without developing a negative attitude toward teachers and classmates.

Ideally, good behavior is motivated from within the student. Realistically, however, standards are necessary in order to maintain an atmosphere conducive to academic learning and character training.

Because of our commitment to provide an atmosphere where the student body can receive a Christ-centered education, Liberty Christian School has a no tolerance policy toward certain practices. The following is a list of specific policies of Liberty Christian School regarding conduct of students. The administration determines compliance with the policy, and has final word in all instances.

1. **No tolerance policy:** Students who are enrolled in LCS are expected to refrain from possessing or using alcohol, tobacco, illegal drugs or weapons. LCS students are also expected to refrain from violent and sexually immoral behavior both on and off campus. Students in violation of these rules may be subject to immediate expulsion.
2. No swearing and/or indecent disorderly conversation may be used both on or off campus.
3. Students are not to be in any buildings without teacher supervision or permission.
4. Students are to keep voices quiet in the classrooms and restrooms.
5. There is to be no loitering in or around the restrooms.
6. Students must not chew gum while on school grounds.
7. Eating is permitted only at the picnic tables or in a room with teacher supervision.

8. Students are to be courteous in their speech to teachers and other students. It is required that students address adults as Mr., Mrs., or Miss.
9. Throwing of any object is not allowed.
10. Obedience to teachers is expected to be prompt and cheerful. Gripping and negative attitudes will not be tolerated, as they are contagious and damaging to the character of the student.
11. Use of the phone is for business only: be courteous and limit your calls to three minutes.
12. Cell phones, radios, iPods, and/or any other stereos or CD players, or electronic video games or devices are not to be used during school hours including recess, break or lunch.
13. Cheating is not tolerated.

DRESS CODE

Purpose: The school code serves to give students and parents reasonable expectations for school dress that will contribute toward a businesslike school atmosphere. The purpose of our dress code is to promote modesty and neatness among the student body. This policy will inform parents and students of expected dress standards, specify inappropriate dress, and give guidelines for shopping for school clothes.

The school administrator is charged with maintaining a proper standard of school dress. It is the parent's responsibility to carry out the spirit and intent of our school dress code.

The school administration will make the final decision on the interpretation of the dress code.

For All Students:

1. Students are required to wear a school uniform top with the embroidered LCS logo as their approved shirt and jacket. Shirts must be clean, neat and buttoned appropriately. All shirts must be appropriately sized.

Approved shirts, tops and jackets are available only from **Lands End**. All student tops, shirts, and jackets can be viewed on www.landsend.com/school and must be purchased by calling **1-800-469-2222**. A list of approved items is available in the school office or by calling **1-800-469-2222**. The Liberty Christian School code for Lands End is **#9001-1952-0**.

2. Pants, shorts, skirts, skorts, capris, etc., are to be no shorter than the top of the kneecap and are to be worn around the waist. The following clothing is not allowed at school regardless of cost or attractiveness: Jogging attire, warm ups, sweat suits, ripped jeans, pajamas, leggings, long underwear, spandex tights, thin and/or sheer material, camouflage, and excessively tight or loose fitting pants. Students in grades K-5 may wear appropriate sweat pants and all students may wear athletic apparel during approved athletic activities.

3. On approved free-dress days, shirts worn must cover the torso and shoulders and necklines must be modest. All shirts/tops must have sleeves. Hemlines must follow the above rule in #2. Free-dress day apparel must not display anti-Christian themes, suggestive pictures, inappropriate slogans, or graphics related to alcohol, drugs or tobacco, secular music groups or media, or gangs.

4. Shoes are to be worn at all times. At no time are bare feet permitted on campus or at school activities unless approved (including before or after school hours).
5. Hats that attract attention or any hat that may be considered inappropriate may not be worn. Hats and sunglasses are not to be worn inside of any school building.
6. Hairstyles, makeup and jewelry should be modest, avoiding extreme styles and colors. Unnatural hair colors (pink, blue, green, etc.) are not allowed. Makeup is not to be worn in grades K-6.
7. Visible piercings or tattoos are not allowed. Earrings worn by girls are acceptable.

Girls:

1. Clothing must cover all undergarments. Appropriate undergarments must be worn at all school functions.
2. The minimum length for a skirt, capris or split skirt is to the knee. Slits in skirts may not go above the knee.

Boys:

1. Boys are allowed to have neatly and very closely trimmed facial hair. Hair must not touch the collar, be no thicker than 3" thick, be neatly trimmed, and be no longer than the middle of the ear.

Discipline: Students NOT adhering to the dress code will be SUSPENDED UNTIL THEY COMPLY WITH PROPER DRESS STANDARDS FOR LCS (see attendance information).

SAFETY INFORMATION

Automobile Information:

All drivers—Due to the many children on our campus, and to the activities before, during and after school in which they are involved, safety first is a must in driving on campus.

1. Careless driving and excess speed may make it necessary to revoke driving/parking privileges on the campus.
2. All drivers are expected to use proper entrance and exit driveways.
3. THE CAMPUS SPEED LIMIT IS 5 MILES PER HOUR.

Student drivers—Students who drive a car to school must adhere to all LCS auto regulations:

1. Student drivers park in the rear parking lot directly behind the church, next to the flood control channel, or in the front parking lot next to the front fence facing Warner Ave. or Nichols St. Cars may not be moved until school is dismissed and the student driver is ready to leave campus.
2. Students are not allowed to eat lunch in their cars. Students may not go to their cars during the day except to leave the campus.

Bicycles and Skateboards: Bicycles and skateboards may be ridden to and from school with permission from a student's

parents. Upon arrival at school, students must walk their bicycles or skateboards and not ride them on campus. Students are responsible for keeping their items locked securely throughout the day.

Car Pools/Car Lines (K-5): If you are driving a group of students in a car pool, we trust that you will be responsible in notifying parents of extreme lateness or change of plans. **If you arrive late to school, we request that you accompany and sign the students in at the office.** You will be notified of the appropriate car line location for your children's class.

Arrival and Departure

(K-5): All students must remain on the school grounds during the school day, including recesses and lunch. Students should not arrive earlier than 30 minutes before school begins, unless checked into morning Extended Day Care. LCS will not be responsible for unsupervised students who arrive before this time.

Upon arrival, students go to their room, leave their lunches and books, and go directly to the playground. There is to be no loitering on the balconies.

Unless parents are paying for Extended Day Care, students are not to be left at the school later than 15 minutes after school ends.

If someone other than the parent will be picking up the student, the parent must identify this person in a note.

(6-12): For supervision and safety reasons, all Junior and Senior high school students are to arrive no earlier than 7:30 am and should not be on the campus after 3 pm. The playground parking lot is open to vehicles 30 minutes before school ends. Students in grades 6-8 must be checked into Extended Day Care and pay the appropriate fees if they remain on the campus after the appropriate hours.

School Boundaries: Students are to stay on the school property at all times during the day, including recesses and lunch. A written request from the parent is necessary before a student will be allowed to leave early. The following areas are off limits for all students:

1. Parking areas that are in use during school hours.
2. Preschool playground.
3. In or around the church building, without faculty supervision.
4. Students are to stay off the grass.

Lost and Found: Books, Bibles, purses, clothing and any other articles of value will be taken to the school office. At the end of each month any articles still in the lost and found will become the property of the school and be disposed of accordingly.

Additionally, please mark or label every item, if possible (coats, jackets, sweaters, lunch boxes, etc.).

Visiting Policies: Parents of students may visit classes or chapel after the first four weeks and before the last four weeks of each semester. If you wish to visit a class, please make arrangements through the school office at least 24 hours in advance.

Upon arrival to the campus, all visitors must check in with the school office. Visitors must adhere to all student dress regulations, and school-age visitors must be approved 24 hours in advance.

Playground Rules:

1. Shoes are to be worn on the school grounds at all times
2. Running is allowed only in organized games under teacher supervision in the designated areas.
3. Students are not to climb any fences or walls on the school property (even to retrieve balls).
4. Students are expected to use the playground equipment properly.
5. Fighting or the watching of fights is not permitted.
6. Students should help keep the playground neat and clean at all times.
7. Tackle football will not be played on the school grounds.
8. Softball and tag football are to be played only on the back blacktop area.
9. Junior and Senior High students are not allowed on the playground equipment except as directed by their P.E. teacher.
10. Students are to remain fully dressed at all times while on campus, including Extended Day Care, except during P.E., at which time specific and appropriate attire will be worn.
11. Hard balls (leather or rubber coated) should not be brought to school.

The Liberty Christian School Administration will have the final interpretation of all rules, policies, and procedures.