

Parent-Student Handbook



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Libertas Christian School
PARENT-STUDENT HANDBOOK

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History:

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

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

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

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

Mission Statement:

Libertas Christian School exists to cultivate wisdom and virtue in the souls of our students in order that they will love what is true, good, and beautiful through a distinctively classical and unapologetically Christian paideia.

Vision Statement:

The vision of Libertas Christian School is to prepare graduates who think soundly, reason persuasively, and articulate precisely a biblical worldview, thereby transforming culture through wise and victorious living in the service of the triune God and their fellow man.

The Philosophy of Education at Libertas Christian School:

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

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

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

When we turn to the primary sources of the Western canon, we find men and women aptly described as rational and moral beings. From man’s rationality and morality, we extrapolate a third faculty: man is social or political. Excellence in these three faculties—knowledge of the world, moral self-government, and civic Christian virtue—provides the three legs of the stool upon which civilization and civilized man rests. The purpose of classical Christian education is to lead students to excellence in these faculties, and a classical Christian school serves as a bulwark for our civilized and free society against the onslaught of moral corruption and postmodern degradation currently plaguing Western Civilization. The aim of classical Christian education is high, but not unreasonable. Its primary function is the dissemination of Knowledge, Understanding and Wisdom. The Book of Proverbs states, “For the Lord gives wisdom; from His mouth come knowledge and understanding” ([Proverbs 2:6](#)). This biblical distinction in learning fits perfectly with the classical model of education. The grammar stage is the gaining of knowledge, the logic stage corresponds with understanding, and the rhetoric stage with wisdom. The classical method of education is indeed the best environment for students because the foundation of classical education is the Word of God. Therefore, any curriculum not founded upon “The Fear of the LORD” cannot lead to or develop biblical wisdom in students, but instead leads to the foolishness of denying God as the true source of all knowledge.

The Vision of Classical Education at Libertas Christian School:

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

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

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

Parental Commitments:

As parents of students attending Libertas, we commit to the following to be best of our ability, with the help of the Holy Spirit:

To pray for the ongoing success of Libertas and that the Lord will keep the evil one from hindering the ministries of Libertas and its families.

To spur one another on to love and good works and to forsake a critical spirit and walk humbly before God.

To fulfill our financial obligations/commitments to those to whom we have given our word, including Libertas.

To use the gifts and talents entrusted to us by the Lord to assist Libertas whenever possible. We realize that Christian education demands more than tuition monies to exist. We will give "as God has prospered us" and use the talents of our hands for the success of our school.

To deal with any issues that arise between us and Libertas in a Biblical manner of privacy, prayer, honesty, humility, and meekness and in accord with the specific principles of Matthew 18.

To bear the responsibility of training our children in the nurture and admonition of the Lord at home and to support Libertas as they seek to cultivate wisdom and virtue in the souls of our student (s) in order that they will love what is true, good, and beautiful through a distinctively classical and unapologetically Christian paideia.

Statement of Faith and Authority

A. The whole Bible was written by holy men of God, inspired by the Holy Spirit to write the very words of Scripture. It is without error in the original manuscripts and is the final authority and sufficient for all faith of life. (II Timothy 3:16-17, Psalm 119:89)

B. There is one God, personal, infinite, perfect, and eternally existing as three persons, Father, Son and Holy Spirit, each having the same nature, attributes and perfections, and worthy of the same honor and worship. He is forever sovereign and owner, sustainer, and master of the universe. (I Corinthians 8:6; Matthew 28:19; I Peter 1:2)

C. Jesus Christ was born of the virgin Mary, was 100% God and 100% Man while on earth, lived a perfect and sinless life and satisfied the penalty for all sins by his death on the cross providing a way for man to be reconciled to God. He physically rose from the grave, was seen by many and eternally sits at the right hand of God. (Matthew 1:18-25; I John 5:20; I Corinthians 15:3-4)

D. The Holy Spirit is the person of the Godhead who, in this present age, convicts the world of sin, righteousness, and judgment; who regenerates and baptizes into the Body of Christ those who believe; and who indwells and seals them unto the day of redemption. (John 14:16-17; John 16:8-11; Romans 8:8; Ephesians 1:13-14). The Holy Spirit is the Divine teacher who guides Believers into all truth. The Holy Spirit imparts to Believers spiritual gifts for the purpose of maturing Believers, ministry and building up the Church.

E. We believe that God created the universe from nothing in a literal time period of six twenty-four-hour days – resting on the seventh. We reject both naturalistic and theistic evolutionary theories. (Genesis 1:1, Exodus 20:11, Hebrew 11:3, II Peter 3:5)

F. Satan is a being created by God, fallen and opposed to all that is holy and is ultimately destined for eternal separation from God and punishment. (Isaiah 14:12-15, Revelation 12:10, 19:20, Ezekiel 28)

G. Man was created in God's image and to live in fellowship with God. When Adam sinned, all mankind and all of God's creation entered into a fallen state, separated from God and enslaved to sin. Man's relationship with God can only be restored by Grace, through Faith in the provision God provided through Christ's death and resurrection. (Genesis 1:27, 2:7, 3:1-6; Romans 3:10-19)

H. We believe that Christ's death on the cross and resurrection from the dead is the only provision provided by God for Man to be pardoned from the penalty of Sin. (John 3:16, Romans 6:23, I Peter 3:18)

I. We believe that Salvation is by Faith Alone, through Grace Alone in Christ Alone. (Romans 3:24, 9:16, Ephesians 2:8-9, II Timothy 1:1)

J. Every person who has placed their faith in Christ is eternally secure, being "kept by the power of God". (John 10:28-30, I Peter 1:5, Ephesians 1:13, Philippians 1:6)

K. Every person who has experienced a physical death will experience a resurrection from the dead. Those who have placed their trust in Christ will enter into eternal fellowship and joy in the presence of God while those who have rejected God's provision (Jesus Christ) will enter into eternal punishment and separation from God. (Luke 16:25, Matthew 7:13-14, Revelation 20:15)

L. Jesus Christ will return to earth in a visible, personal and glorious manner for his Church, Old Testament Saints and all who profess Him as savior and Lord. (I Thessalonians 4:13-17, I Corinthians 15:12-25, Revelation 3:10, 20:6, 22:20)

M. We believe civil government is by divine appointment and shall be honored wherein it does not call for violation of Scripture. Additionally, we believe that civil government is appointed by God specifically to punish the evildoers and reward the good and when it acts contrary to this divine appointment, it is in violation of God's will. (Acts 5:29, Romans 13:1-7; 1 Peter 2:13-14)

N. We believe marriage emanates from the nature of the Triune God and has been revealed to us in the person, work, and teaching of Jesus Christ our Lord as revealed in the Christian Scriptures (Genesis 1:27-28; Ephesians 5:21-33). God has decreed and defined marriage to be the intimate and eternal covenant union between Christ and His bride, the church (II Corinthians 11:2; Revelation 19:6-9; 21:1-9; 22:14-17). Therefore, according to the Christian Scriptures, human marriage is also a divine decree in the pattern of Christ and is defined solely as the uniting of one man and one woman in covenant fidelity for a lifetime (Genesis 2:21-25; Psalm 45; Mark 10:6-9; Romans 7:2; I Corinthians 7:39; I Timothy 3:2, 12; 5:9; Titus 1:6). Additionally, we believe that God intends sexual intimacy to occur only between a man and woman who are married to each other (I Corinthians 6:18, 7:2-5; Hebrews 13:4).

O. We believe that God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God (Genesis 1:26-27). We believe any form of sexual immorality or any attempt to change one's gender in disagreement with one's genetically defined gender, is sinful and offensive to God (Genesis 1:27; 2:18-25; Leviticus 18:22-23; Job 31:1; Matthew 5:27-28; Romans 1:24-28; I Corinthians 5:1-2; 6:9-11;

Galatians 5:19-21; Ephesians 5:3-7; Colossians 3:5-7; I Timothy 1:5-11; Hebrews 13:4; Jude 7; Revelation 21:8; 22:14-15).

POLICIES & PROCEDURES

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

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

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

Admission Policy:

1. Libertas Christian School admits students of any race, color, national origin, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national origin, and ethnic origin in administration of its educational policies, admission policies, tuition policies, or other school policies or programs.
2. The parents applying for admission of their children must be born-again, Bible-believing, Christ-honoring like-minded Christians who wholeheartedly agree with, live by, and support the mission, vision and the above Statement of Faith and Authority. The parents must declare in writing that they have accepted Jesus Christ as their personal Lord and Savior and will strive to live according to all His commands. While this is the general policy, exceptions may be considered on a case-by-case basis at the discretion of the Headmaster and/or School Board.
3. The parents agree that:
 - a. The school has full discretion to discipline their children within the bounds of the discipline policy.
 - b. The school has full discretion for the grade placement of their children.
 - c. They will willingly support the school in prayer and in lending practical help as needed by the school.
 - d. They have read and support the Parent Expectations. (see page 7)

4. All families are expected to maintain active membership and regular attendance in Bible-believing and local church that adheres, at a minimum, to all of the tenants in the Libertas Christian School Statement of Faith and Authority.
5. All prospective students shall be given an entrance test to determine grade placement and to determine if the student meets the educational expectations of the school. Libertas does not have a special education department, but may be able to work with some students entering with mild to moderate learning needs. This is determined on a case-by-case basis.
6. Jr.Kindergarten students must be four years old by September 1 before entering the program. Kindergarten students must be five years old by September 1 before entering the program.
7. Libertas Christian School may refuse to admit students with academic, disciplinary, or psychological problems. Further, any student dismissed from his or her previous school for rule infractions or substance abuse will require a pastor's recommendation at the time of application in order to be considered for admission.
8. Acceptance or rejection of applicants will be by written notification within a week of the assessment and student interview. All new students will have a 6 week trial period to ensure LCS is a right fit.
9. Record of medical examination (Michigan Department of Health & Human Services (MDHHS) Health Appraisal Form) is required for new students enrolling and for students entering Jr.Kindergarten and Kindergarten within 30 days of enrollment. A record of completed immunizations or MDHHS Immunization Waiver must be on file for all new students entering grades Jr.K-12 before starting school. An updated record of completed immunizations must be on file for all currently enrolled students.

Admission Procedures:

All New and Returning Family enrollment forms and documents can be found on the Libertas Christian School website. Through FACTS (formerly known as RenWeb), families will be able to apply to LCS online beginning with the 2023-2024 school year. For each new student applying, the following information must be provided:

- Online Enrollment/Re-Enrollment Complete
- Copy of Student's Birth Certificate
- Health Appraisal & Proof of Immunizations
- Copy of the first page of latest tax return showing AGI (for families utilizing the 10% tuition model)
- Signed Copy of the Student Code of Conduct (grades 5-12)
- Pastor's Recommendation
- Enrollment & Curriculum Fees (non-refundable)

Upon receipt of these documents, students in grades K-12 will be scheduled for an assessment and students in grades 5-12 will also be scheduled for an interview with the Headmaster and/or Principal. Written notification of admission status (accepted or not accepted) will be sent to the parents as soon as all admissions procedures have been completed (usually within a week after the assessment and interview).

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

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

I. Parent Tuition:

1. Parents may choose from one of three tuition options - 10% of household income, full tuition per student (per the most current tuition schedule) or a max family tuition (per the most current tuition schedule). Regardless of the option chosen, no family may pay less than the minimum per student tuition (per the most current tuition schedule). The parent tuition schedule is available on the Libertas Christian School website.
2. Household income will be validated by the parents providing a written and signed statement, as well as a copy of the front page of their latest tax return. The written statement includes their AGI along with the completed "Other Sources of Untaxed Income" questionnaire.
3. The Enrollment and Tuition Policy describes the annual enrollment fee and more information about tuition schedules and payments.

II. Student Tuition

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

1. 7th Grade - \$50 per year
2. 8th Grade - \$75 per year
3. 9th Grade - \$100 per year
4. 10th Grade - \$150 per year
5. 11th Grade - \$200 per year
6. 12th Grade - \$250 per year

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

Student Tuition Payment Plan:

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

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

Tuition & Enrollment Policy:

1. Students who enroll after the first day of school will pay tuition on a pro-rated basis.
2. Total tuition will be divided evenly and paid monthly over 10 months (August-May), with payments due on the 15th of each month. Families may also pay in full at the beginning of the school year or pay half at the beginning of each semester. The first payment must be received no later than the first day of school and all payments must be received by the 15th of the current month to avoid a late fee. There will be a \$25.00 charge per family for every month that a payment is overdue, and a returned check fee equal to the current bank charges for insufficient funds.
3. No student will be permitted to participate in first semester or final exams, and graduation ceremonies, until all tuition and fees are current.
4. Families whose tuition is not current may re-enroll but will not be able to begin school in the fall until all tuition and fees are paid.
5. Students of families with accounts which are two payments overdue will not be allowed to attend classes until their account is current and are subject to dismissal.
6. In the event a student is withdrawn prior to the end of the school year, tuition will be charged in full through the last month in which the student attended. Students withdrawing at the semester break will be charged for tuition through the month of withdrawal. There will be no pro-ration of tuition for a month in which withdrawal occurs. Please note: the withdrawal date will be based on the date the bookkeeper received the withdrawal notification in the administrative office. For any withdrawal after August 1, two months tuition will be charged. No official records shall be released until all financial obligations are met.
7. All past due accounts for returning students are to be paid in full by June 30 or the class space being held may be given to another student. Accounts in default at the end of the fiscal year are subject to the promissory note signed at the time of enrollment/re-enrollment.
8. Libertas Christian School offers a tuition reimbursement incentive program called **SCRIP**. Families may purchase gift cards for businesses that they would normally frequent and earn a percentage that will be applied to their tuition twice a year.
9. Families desiring to take advantage of the ten percent family tuition plan must turn their Income Calculation Tuition forms into the office no later than May 1st. There will be a \$100.00 filing fee for any forms that are turned in after the May 1st deadline. Additionally, the family must submit the first page of the current year's tax return as soon as available but no later than August 1.
10. New families that enroll after the May 1st deadline who would like to fill out the Income Calculation Tuition form will have two weeks to turn it in after receiving their official acceptance letter from the school or will be charged \$100 filing fee at the time of remittance.
11. Requests for any deviation from this policy must be in writing (including appropriate rationale and documentation) and submitted to the Business Manager and/or Board Treasurer.

Tuition Adjustment Policy:

Statements:

- The Libertas Board, who sets the tuition, believes that the tuition schedule is clear, equitable, and generous to our families.
- When a tuition schedule is signed, this is a commitment made to the school and before the Lord upon which the teachers depend for their pay and the school depends to be able to honor its liabilities, etc.
- The school expects families to honor their financial commitments as they would honor any other financial commitment. Tuition should be a high priority expense.
- Tuition is based on household income, not the number of students attending per family. This means that as students are added, tuition remains a percentage of income but it also means as students graduate or otherwise leave Libertas, the tuition still remains a percentage of income.
- Tuition is always based on the most recent available AGI from the most recent years completed taxes and not from what a family anticipates what might happen in the coming year, which is, of course, yet to be written and in God's hands. Additionally, this is a knife that cuts both ways. We tend to fear the coming year will not be as good as the last, and while that could happen, it's also possible the Lord could bless to an even greater extent.
- Tuition is based on the principle of an objective criterion whereas adjustments to tuition are almost always based on subjective criteria which is far more difficult to maintain the standards of clarity and equity.
- The "principle" of an objective criterion will not be violated unless there is a higher and greater principle being appealed to.

Therefore:

- The Board will consider appeals for tuition adjustments on a case by case basis. The school and Board will not consider bearing a family's financial responsibility before the family has exhausted all other resources, including most importantly stepping out in faith and trusting the Lord to provide. A family shall not ask the school to have faith in the Lord's provision "on their behalf" or "in their place". Further, the school will not deprive a family of the opportunity to put their trust in the Lord for provision and the spiritual growth and maturity that comes with this.
- If a family believes they may have difficulty honoring their commitment, they should let the school know in written form why they feel this is the case and the school will work closely with them to monitor the situation as the school year progresses.
- After hearing the situation and seeking the Lord's guidance, the Board may decide to adjust final tuition owed based on the circumstances.

STUDENT LIFE

Accidents at School:

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

Athletics:

See the *Libertas Christian School Athletic Handbook*

Attendance:

At Libertas Christian School, the teacher is the living curriculum. Regular school attendance is important to a student's academic success and promotes good work habits and self-discipline. Textbooks, literature selections, workbooks, and worksheets are used to support teacher-directed instruction, but in no way reflect the whole of the lesson. To that end, attendance is essential and missed instruction can never be made up. Make up work sent home does not ensure that a student is keeping up with lessons missed. While illness and family emergencies cannot be avoided, it is strongly recommended that family vacations be scheduled to avoid missing school. The reasons for this are significant. Most importantly, it is in the best interest of the students to be present for class instruction and hands-on activities. Students often have difficulty getting back on track following a prolonged absence. When they return, it is often impossible to bring them along with lessons taught and projects began in their absence. Also, preparing and grading make-up work is very time consuming for teachers, adding to a full workload of preparing for daily classroom instruction. In light of this, if a family chooses to have their child miss school it is their right, but it must be understood that the instruction will also be missed, and the absence considered unexcused. Please see unexcused absence policy below.

Student absences (excused or unexcused) should not be more than 10 per semester and not exceed a total of 20 for the entire academic year. Apart from extreme circumstances, eleven (11) or more total absences in a given semester may result in failure of that term. Any absences may be addressed at the discretion of the Headmaster.

Absences

Parents are to report all unplanned absences due to family emergency or illness to the front office via email, phone, or voicemail before 9:00 a.m. Students are not to report their own absences. Students who are dismissed from school early, for any reason, must be signed out by a parent in the front office. Any student coming in late must have a parent sign them in at the front office. Student drivers who arrive late or dismiss early must have parent permission.

Prearranged Absences

Students who know in advance that they will miss school or class are required to obtain a Planned Absence Request Form from the office or on the website. Completed forms should be submitted to the office for final approval at least 10 days in advance of the requested time off from school.

Please note the following about prearranged absences:

- A submitted form does not guarantee approval. Absences deemed unexcused will be treated in the manner outlined below (found under “Unexcused Absences”).
- Students on academic probation will not receive approval for prearranged absences.
- Documentation may be requested.
- Absences for Upper School students during final exams week will not be excused except in the case of illness.

Unexcused Absences

The following will be considered unexcused absences:

- Vacations
 - Non-school related activities, including non-Libertas sports and extracurricular activities
 - Any absence that is not pre-arranged with a form submitted to the office
- Please note: Pre-Arranged Absence forms must still be submitted when a student is to miss school for an unexcused absence.

Unexcused Absence: Lower School Policy

- NO make-up work will be given for an unexcused absence.
- Missed class time equals missed instruction which cannot be made up with paperwork. However, some paperwork may be provided upon return to be completed with parent assistance at home. This work is not returned to school and is not graded. It is provided solely for the benefit of the student to see some of the content that was missed. Students are still responsible for the missed content/instruction on future assignments, tests, or projects.
- Since future instruction builds on previous instruction, absence will inevitably impact academic progress and overall grades.
 - Missed assignments lower the total number of grades to be averaged on report cards which will affect final grades.
 - Missed tests may be administered upon return, at the discretion of the teacher. Students are responsible for taking scheduled tests upon return to school.
 - All major papers/projects are expected to be completed and turned in on time. If a project is due during an unexcused absence, the paper/project must be turned in before the absence. Papers/projects turned in after the absence will be considered late.

Unexcused Absence: Upper School Policy

- Make-up work will be provided before or after an unexcused absence, at the discretion of the teacher. Homework can be obtained by using the ParentsWeb (the parent’s version of RenWeb, the student data base used at Libertas Christian School). Parents may also request homework directly from teacher(s) using school email, but students are responsible for

obtaining class notes from peers and may also need to arrange a time outside of school hours to have lessons explained, etc.

- All missed make-up work must be completed and submitted to their teacher. Completed make-up work from their absence will not be recorded for a grade; instead those assignments will be listed as “exempt” in the calculation of their final grade. Assignments that are not completed in the agreed upon timeline will be recorded as a “0.” Due dates for make-up work are arranged individually between student and teacher.
- All major papers/projects are expected to be completed and turned in on time. If a paper/project is due during an unexcused absence, the paper/project *must be turned in before the absence*. Papers/projects turned in after the absence will be considered late and graded accordingly.
- Missed tests will be administered before the absence or upon return, at the discretion of the teacher. Students are responsible for taking scheduled tests upon return to school.
- Students are responsible for obtaining make-up work and scheduling with their teacher any missed tests/quizzes.

Excused Absences

The following will be considered excused absences:

- Medical appointments and other medical related needs
- Illness (extended illness may require documentation from student’s physician)
- Funerals and bereavement
- Team sports for athletes on Libertas Christian School teams
- College Visits (juniors/seniors only; limit of 4 days per year)

Please note the following for excused absences:

- For illness, parents must email, call, or leave a voicemail with the office before 9:00am to request make up work to be gathered. Make up work can be picked up in the office at the end of the day. Make up work will only be gathered upon specific request via email.
- In the event make up work is not requested, upon return, students in grades 7-12 are responsible for obtaining all missed work and rescheduling any missed tests/quizzes. They will have one day per day absent to make up missed work. (Ex. If a student misses Monday and Tuesday, they have Wednesday and Thursday to make up the work that will be due 8am Friday morning to teacher’s mailboxes).
- For early dismissal for Libertas Christian School sporting events, teachers will send what they can with the student. Any other work will need to be made up upon return.
- Although occasionally medical appointments cannot be avoided, parents are strongly encouraged to avoid scheduling appointments during school hours, if possible.
- Planned Absence Request Forms must be filled out and returned to the office prior to the absence for appointments and bereavement time. Emailing the teacher is not an effective way to communicate this information. A copy of the Planned Absence Request Form is on the school website.

Other Attendance and Tardy Information

- All students are expected to be in class on time every day and teachers will take attendance at 8:05 a.m.
- Each Logic & Rhetoric School teacher will also take attendance at the beginning of every block throughout the day. A student is considered tardy if he/she is not in the proper place when the bell rings (even if they may be in the classroom).
- Students arriving late to school are required to have their parents sign them in at the School Office:
 - a. to submit a written excuse after a day (days) absence
 - b. to obtain a tardy pass when arriving after 8:05am
 - c. to obtain an early dismissal pass prior to the start of school
- After students arrive on school property, they may not leave school property until the proper dismissal time unless they have signed out and received a dismissal pass from the School Office.
- A Logic/Rhetoric School student who does not attend at least two full blocks may not participate in any extracurricular activities (including any type of practice, performance, or game) that afternoon or evening.
- All students are required to attend homeroom, assemblies, chapels and concerts. A doctor's note or documentation from a court appearance is required for an excuse to be granted.

Tardies

- If a student is tardy to school, he/she must check in with the school office and state the reason for the tardy.
- Students tardy to class without a note from the school office will be sent back to the office to obtain a pass.
- Three tardies will equal one absence and will count toward total days of absence for the year.

Relationships at School:

Libertas Christian School desires to promote wholesome, Christ-honoring relationships between our students that will not be spiritually, academically or socially distracting therefore, students shall refrain from public displays of affection with members of the opposite sex and from being overly or inappropriately affectionate with members of the same sex during the school day, on campus or at any school sponsored event. Persistent violations of this policy will result in a conference with the Headmaster, students and parents, and may result in disciplinary action.

Chapel:

As Christians, we are to do all things for the glory of God (1 Cor 10:31) and present our entire lives as a living sacrifice (Rom 12:1), meaning that everything we do as Christians, including the school day at Libertas, is to be considered worship offered to our King. But we also take intentional time to worship the Lord in Psalms, hymns and spiritual songs as well as encouragement from His Word in our weekly chapel services. Chapel attendance is required.

Discipline:

There are two different forms of discipline - instructive and corrective. Instructive discipline is more simply called discipleship and is part of the Paideia we are seeking in our mission. Its purpose is to instruct and develop and encourage right behavior, or behavior that is in line with what is true, good and beautiful. This is what we do all day every day at Libertas and where we want the majority of our time and effort to be spent. However, as we all know, sometimes corrective discipline is required. Corrective discipline is just that, corrective. Its purpose is to correct errant behavior, or behavior that is not in line with what is true, good and beautiful and to restore a student to fellowship so that instructive discipline can resume.

As we endeavor to work with parents in helping our students to become responsible and self-disciplined individuals, it becomes necessary at times to administer different forms of corrective discipline. Our approach to discipline is to have the student fully aware of the nature of the problem. Opportunity is then given to the child to correct the problem and have guilt removed by making the situation right with the Lord and any other individual involved. Our general principle is to have a Biblical form of discipline suited to the problem involved. The Teachers, Staff, and Administrators are authority figures in all areas of our school. Be it in the halls or on the playground, adults are to be respected and listened to when giving instructions. In the classroom, there are rules and consequences within the general guidelines governing the school. Rule infractions and student behavior is first the responsibility of the teacher. Major infractions and repeated offenses shall be referred to the Principal and when necessary, the Headmaster.

Suspensions: What a suspension (or any discipline) confirms for the student is that he is a moral agent capable of right and wrong, virtue and vice. A suspension says to the suspended student, you can do better. To the male student it says, "Be a man of God!" To the female student it says, "Act like a lady of the one true King." Flagrant violations of school policy may warrant suspension (i.e. stealing, cheating, lying, smoking, fighting, bullying or threatening behaviors, lack of submission to authority, pornography, vandalism, profanity) from classroom attendance or expulsion (i.e. use and/or possession of drugs, alcohol, immoral conduct or relationships, etc.) from the school. The Administration will determine if a particular situation is an offense for suspension and the length of suspension (up to five days). The suspensions may be in-school or out-of-school at the Headmaster's discretion. Decisions of suspension by the Headmaster are final. A conference including the parents, student and Administration will be necessary before a student will be allowed to return to the classroom. Students are not to be on school property or present at school functions while on suspension. This includes "away" athletic events. Any student who is suspended two or more times in one school year faces expulsion.

Grounds for Dismissal-Expulsions: Libertas Christian School reserves the right to deny admission (to the school or its sponsored events), re-admission or continued enrollment to any student whose actions demonstrate that it is not in the school's best interest to allow such. While Libertas Christian School is not in the regular practice of dismissing students, it must be acknowledged that there are times where expulsion is required in order to love all of the students of Libertas well. Expulsions will be determined by the Headmaster after consulting with the Board. A student may be expelled by escalating the

disciplinary levels. A student may also be expelled for a single “major” violation with approval of the Headmaster. Expulsion is never considered lightly, and its consequences are devastating, yet the responsibility for the safety and well-being of all students sometimes makes it necessary. The following are possible grounds for immediate dismissal:

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

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

Any student who is dismissed from Libertas Christian School, and who seeks readmission in a subsequent school year, must be approved for re-admission by the Headmaster and School Board after completing the following procedures:

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

1. All expulsions will be for a minimum of one semester away from Libertas Christian School.
2. Re-admission interviews will be preceded by written recommendation from the student’s pastor, youth pastor, or Sunday School teacher regarding the student’s personal testimony within the activities of the church. The initial interview for re-admission will be conducted by the Principal and Headmaster whose recommendation will include an evaluation of the student’s behavior as solicited from the Principal of the school where the student has been attending during the time of expulsion. A positive recommendation from the Principal and Headmaster will be critical in the School Board’s consideration for readmission.
3. A second interview will be conducted by the School Board with both parents and child, parents alone, and then child alone (if in 5th grade or above).

4. The student's admission of guilt and/or attitude in the expelling situation complimented by evidence of repentance will be critically important in any consideration of re-admission. The final decision regarding re-admission will rest with the Headmaster and School Board and is subject to space available.
5. All students readmitted following a period of expulsion will serve a one-year period of probation during which time any severe misbehavior may result in immediate and permanent expulsion from Libertas Christian School.
6. By administrative prerogative, each student being considered for expulsion or having been expelled will be given the option of expressing personal repentance before the student body of Libertas Christian School. This activity would be considered optional and would neither guarantee nor restrict readmission to Libertas Christian School.

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

Dress Code:

“The Christian’s wardrobe is no small matter. The daily statements we make with our clothing - intentional or unintentional, interpreted correctly or incorrectly - are among the boldest statements we make. Our children, siblings, coworkers, classmates and fellow church members cannot help but see our clothing. Everyone notices if we are sloppy or neat, simple or glamorous, provocative or modest. Clothing can both affect our self image and shape other people’s perceptions of us.” - Robert Spinney
In light of this, Libertas has chosen to be intentional about the statement we make with our clothing and proactively communicate a message of propriety, professionalism, non-androgyny and unity within our school culture and to the watching world around us. This is the purpose of the “uniform dress code” policy.

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

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

In-School Dress & Appearance:

Starting with the 2023-2024 school year, students in grades JrK-12 will not be allowed to wear hoodies to school or outerwear in the classrooms. In addition, blankets, hats, visors, bandanas, sunglasses or the like will not be permitted in class.

For the 2023-2024 school year, grades 7-12 will maintain the dress code from the 2022-2023 school year, with the exception of Thursdays and Formal Days.

Mondays: LCS polos with student choice of bottoms

Tuesdays and Fridays: refer to the general dress code from 2022-2023.

Wednesdays: House shirts with student choice of bottoms

Thursdays and Formal Days: see below

Hair color should generally reflect a student's God-given image. Minor changes to hair color are acceptable (i.e. different shade of natural color, modest highlights) but drastic changes (i.e. blond to black or vice versa, or unnatural colors) are not acceptable. Temporary extreme changes (i.e. color for a special event or circumstance) are not acceptable without special permission from the Headmaster, in advance.

Gentlemen's hair styles, beards or mustaches must be neatly trimmed and conservative with no extremes, such as Mohawks, ponytail, buns, or other unusual styles. Gentlemen's hair should be off the collar and the eyebrows, and no longer than the middle of the ear.

Ladies' hair styles should clearly reflect their God-given femininity. While the Bible is not specific about this, there are aspects that are clear from the phrase "God-given" and He expects that we will apply Biblical principles with wisdom. We ask students and parents to be considerate in this but if there is any question about what would be acceptable, it is advisable to seek the input of the Administration.

Wearing of earrings on gentlemen and body piercing of any other kind (ladies or gentlemen, including eyebrow, nose, gauges, tongue, etc.) is not acceptable. Ladies may not wear earrings larger than a quarter and should not wear anything as jewelry that was not intended for that purpose.

Visible tattoos are not acceptable, but because they are permanent if a student has one prior to admission or receives one while admitted, this is not an offense egregious enough to warrant expulsion. If a student is non-conforming to this policy, they may be required to wear clothing that covers the tattoo (long sleeves, turtleneck, band-aids, etc.).

2022-2023 Dress Code (7th-12th grades): The following are not permissible: Any style of top that reveals skin at the waist (even when raising a hand, or bending over), shows cleavage, or is skin tight is not appropriate. Tops consisting of spaghetti straps, sheer blouses, lace tops, sleeveless dresses, or sleeveless tops are not allowed. Skin cannot be visible through a lace inset, sheer fabrics or any cut out.

Cap sleeves are allowed, however “cold shoulder” shirts (sleeves which are slit, eliminated or non-existent up to the shoulder) are considered a sleeveless shirt and therefore are not permitted. Any backless dresses or shirts are not appropriate. Hemlines of skirts or dresses must be at the kneecap when standing. Girls may wear leggings when worn with a shirt/dress/skirt that is at the kneecap when standing.

Uniform Dress Code: Effective beginning 2023-2024 school year

Grammar School Ladies (JrK-6th, 5 days a week; skirts must be worn on Thursdays and Formal Days)

Shirts - Maroon or White Polos

Sweaters - Maroon or Gray vest, pull over v-neck or button-up cardigan

Pants - Gray

Jumpers* - Maroon Plaid

Skirts* - Maroon Plaid, Solid Gray (skort, kick pleat, full pleat; MUST have shorts, solid white or black leggings or tights underneath & MUST reach the top of the knee)

Shoes - Black with black soles (no: open toes, open backs, Crocs, winter or rain boots, etc.)

Socks - Maroon or White knee socks, White crew socks, or Solid Maroon/White/Black tights (flat/cable knit)

Accessories - hair bows, headbands, scrunchies, etc. all optional but must match uniform colors

Logic & Rhetoric School Ladies (7th-12th Thursdays only & Formal Days 23-24; 5 days 24-25)

Shirts - White Oxford Shirts* tucked in

Sweaters - Maroon or Gray vest, pull over v-neck or button-up cardigan

Ties - 7th-8th: Cross tie; 9th-12th: Striped Maroon

Blazers (required 2024-2025) - 9th-12th only: Black with logo

Pants - Gray

Skirts* - Maroon Plaid, Solid Gray (skort, kick pleat, full pleat; MUST have shorts, tights or solid black or white leggings underneath and MUST reach the top of the knee)

Shoes - Black with Black soles (no: open toes, open backs, Crocs, winter or rain boots, etc.)

Socks - Maroon or White knee socks, White crew socks, or Solid Maroon/White/Black tights (flat/cable knit)

Accessories - hair bows, headbands, scrunchies, etc. all optional but must match uniform colors

Grammar School Gentlemen (JrK-6th, 5 days a week)

Shirts - Maroon or Gray Polos

Sweaters - Maroon or Gray vest, pull over v-neck or v-neck cardigan

Pants - Black or khaki

Shoes - Black with black soles (no: open toes, open backs, Crocs, winter or rain boots, etc.)

Socks - Black socks

Shorts - Black or khaki (August-September and May-June only)

Logic & Rhetoric School Gentlemen (7th-12th Thursdays only & Formal Days 23-24; 5 days 24-25)

Shirts - White Oxford Shirts* tucked in

Sweaters - Maroon or Gray pull over vest, pull over v-neck or pull over v-neck cardigan

Ties* - Striped maroon

Blazers (required 2024-2025) - 9th-12th only: Black with logo

Pants - Black or khaki

Shoes - Black with black soles (no: open toes, open backs, Crocs, winter or rain boots, etc.)

Socks - Black socks

*Indicate a required article of clothing for Thursdays and Formal Day, such as Pastor's Day, Dad's Day, Grandparent's Day, etc. Sweaters are optional on Thursdays/Formal Days in 23-24.

Other Information:

The following items must be purchased through our uniform companies: pants, polos, oxfords, skirts, jumpers, ties, sweaters/vests, blazers

The following items may be purchased at retailers other than our uniform company, but must remain in dress code: socks, tights, bike or other shorts for under skirts, shoes, accessories

Dress Code at Libertas Events:

Libertas students should remember, regardless of their location or the event they may be attending, that they are first and foremost representations of Christ. In addition, they reflect the values of their families and of Libertas Christian School. Therefore, all students should always seek to dress in a manner that acknowledges these realities. Ladies and gentlemen are expected to dress appropriately in regard to both modesty and style.

Banquet Dress Code:

Adhering to Scriptural principles of modest and appropriate dress, Libertas Christian School acknowledges there are opportunities for our students to dress in more formal attire. Students, therefore, are expected to dress for the occasion, while still in line with Scripture. The goal of the Banquet Dress Code is to honor God, be practical, be easily enforced, be edifying to one another, and serve as a positive testimony to those watching Libertas from the outside.

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

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

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

Ladies Banquet Dress:

1. A semi-formal dress or gown is to be worn
 - a. The length of the dress and any slits or split skirts may not be any more than 1" above the knee when kneeling.

- b. Dress is to be modest and not revealing of any cleavage, midriff or the lower 1/3 of the back. Spaghetti straps and strapless dresses are acceptable, but the bodice must sit no lower than parallel to and straight across from the top of the armpit. Some halter-style dresses may be accepted if they don't reveal cleavage and aren't tied at the neck. A jacket may be worn over this style of dress, as well.
 - c. Dress may not have any mesh or cutouts in the front or back.
 - d. Extremely form-fitting dresses may not be worn.
2. Dress shoes (heels or flats) are to be worn for dinner
 3. Clean athletic shoes may be worn for dancing

Boys Banquet Dress:

1. Dress slacks
2. Dress shirt with ties (blazer optional)
3. Dress shoes with dress socks

Banquet attire must follow the above guidelines. Young ladies arriving at the banquet in violation of these guidelines will be asked to leave the Banquet, or where applicable, wear a sweater or leggings which will be provided, in addition to their dress. Young men arriving at the banquet in violation of these guidelines will be asked to leave the Banquet, or where applicable, wear a tie/blazer/socks which will be provided. These expectations also apply to any guests (non-Libertas students) attending the banquet (who must be approved to attend by the Administration a month in advance of the Banquet). Any student with questions about their Banquet attire may set up an appointment with the Administration to have the items approved ahead of time.

Drills:

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

Emergency School Closings for Inclement Weather:

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

All weather-related closings and delays will be reported to families via Parent Alert text through RenWeb, an email from the school, posting on the Facebook Parent's Page and local TV stations.

In the event of a tornado watch:

1. Students will not be dismissed early. We will carefully monitor conditions. Students will remain in the school building under the supervision of their teachers. Students will be dismissed at the completion of the school day.
2. If, in the opinion of the school Administration, it is advisable to dismiss students early, regular transportation methods will be followed and parents will be informed by announcements via Parent Alert text, email and from local TV stations.
3. If a tornado watch is in effect at the close of the school day, there will be no after school activities.

In the event of a tornado warning:

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

Parents' Responsibilities:

1. Discuss and plan with your child where or with whom he/she will go in case school is dismissed early or late and you are unavailable.
2. Communicate with the office early in the school year your emergency pick up preferences/plans. Parents may only pick up their own children, unless specific arrangements have been made with another child's parents and the school office has been contacted.
3. Do not telephone school except for extreme emergencies during these periods. It is extremely important to have open telephone lines in emergency situations. Announcements will be texted, emailed and broadcast on local TV stations as soon as decisions are made.

Homework Procedures Due to a School Closing:

Grammar School (JrK-6):

- Grammar School students will not typically be assigned new schoolwork to complete in the event of a school closure, however students will be expected to do daily homework drills (reading, math, spelling, etc.), as they would any other school day.
- Teachers will email parents with any other specific information or schedule updates as a result of the closure.

Logic & Rhetoric School (7th -12th):

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

Entrance and Exit:

All students and visitors must enter and exit at the main entrance and no other doors during school hours.

A.M. Arrival: Students are to be dropped off according to the designated traffic pattern.

- All students are to line up at designated points outside the school entrance where they remain until a staff member directs them to enter the building (after 7:55a.m.).
- In case of severe weather, students are permitted inside the building ahead of the usual 7:55am time and will wait in the school lobby until 7:55am. After 7:55am, students are to report to their homeroom classroom after depositing their belongings in their lockers.

- Students dropped off before 7:55am will be unattended. A staff member will be present to supervise students from 7:55am-8:05am.

P.M. Dismissal: Students are to be picked up according to the traffic pattern.

- All grammar school students are expected to be picked up outside the main entrance.
- Older siblings and carpoolers are to join the youngest member being picked up.
- Younger siblings may be released to an older sibling driver with written parent permission (obtain form in the School Office).
- Students in grades 6-12 should be picked up in the church parking lot and not through the car line, unless they have a sibling in grades JrK-5.

Extra-Curricular Activities:

Activities that are deemed extra-curricular are those activities that take place outside of school hours or are not a specific graduation requirement (i.e. sports, annual theater production, special music groups, yearbook, after school clubs, etc.). Students participating in extra-curricular activities must have been in school for a minimum of two full blocks in order to participate in the extra-curricular activity.

Extra-Curricular Eligibility Rules

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

Facility Care & Use:

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

Field Trips:

Children are expected to participate in their class field trips, and ride school approved transportation. If a student is unable to participate in a field trip, the student’s parents/guardians will have to make alternate care arrangements for that day. They may be assigned a special assignment to replicate the knowledge missed during the time their class is gone. Students who do not attend school or participate

in the field trip will be counted as absent. Parents are always welcome and encouraged to participate in field trips. Parents of students in grades 7-12, who wish their student to participate, must sign a field trip permission form for each school year in which their child participates. Parents of students in grades JrK-6, who wish their student to participate, must sign a field trip permission form for each trip the class takes.

Fine Arts:

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

Grammar School: Students will participate in music class, recorders, Beginning Band and drama.

The grammar school fine arts program is also a part of the curriculum and students are expected to participate in all rehearsals, concerts, and programs. Parents with concerns about this should meet with the Administration.

Logic & Rhetoric School: Chorale, Intermediate and Advanced Band, Drama and Aesthetics are all fine arts opportunities, as well as a means of ministry. Grades are determined based on faithful participation, practice and attitude. All concerts and performance engagements are required activities with mandatory attendance; missing a concert or singing engagement will result in grade reduction.

Fines and Obligations:

Students in grades JrK-12 will not be permitted to take exams (semester or final) or receive report cards until all obligations are paid (i.e. fines, fees, uniform returns, etc.). Parents and students in grades 7-12 will be notified well in advance to provide ample time to pay.

Grading System:

Grades are given for three basic reasons:

1. Academic Measurement - a standard scale by which each student's achievements can be measured.
2. Motivation - to encourage the student to do his best work.
3. Parental Information - so you will know how your child is doing in order to encourage him/her properly.

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

JrK, Kindergarten, and Grammar School Grading Scale is dependent upon the course as well as the grade level of the student. Where letter grades are not applicable, the following Grading Scale is implemented: O - Outstanding; S - Satisfactory; N - Needs Improvement

2nd-12th Grading Scale:

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

Each quarter students will receive a grade for their work done in a particular course. Exams are given in all classes in the Logic and Rhetoric School. Students in grades 7-12 will be required to take both first and second semester exams to determine their final grades.

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

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

Logic & Rhetoric School Academic Probation: If a Logic & Rhetoric School student falls below an accumulative average of 67% he/she will:

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

If a student raises his/her cumulative average above 67% the next semester, he/she will be taken off probation.

If the student fails to raise their cumulative average above 67% for the probation semester, or the student does not meet the terms of the probation contract, the Administration will review whether the student will be allowed to re-enroll at Libertas Christian School. The School Headmaster reserves all rights to not reinstate any student on probation.

Graduation Requirements:

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

<u>Students Graduating in 2020+</u>	
Bible	4 credits
English (including Rhetoric)	4 credits
Foreign Language	2 credits
Math	4 credits
Physical Education	1 credit
Science	4 credits
History	4 credits
Fine Arts	2 credits
Electives	1 credit
Logic	1 credit
TOTAL	27 credits

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

There will be no permission granted by Libertas Christian School for early graduation.

To qualify for the honor of Valedictorian or Salutatorian, a student must have attended the five-day Logic & Rhetoric School program at Libertas Christian School for all four years and have the highest or second highest overall grade point average of the graduating class. Designation of Valedictorian and Salutatorian shall be based on computer generated grade percentage averages (GPA's) and shall be validated by the School Headmaster. *Beginning with the graduating class of 2026*, Valedictorian and Salutatorian will also be determined with consideration given to the leadership and Christian character of the student, and may not be based on GPA alone, especially in the case of a tie.

Grievances—How to appeal to authority

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

1. Check my motive - Will God be more glorified by my request that the ruling be changed or by my Godly submission to a situation that I don't want to live with? Is God using this negative situation to develop positive qualities in me?
2. Check my attitude - Will my request be presented in an attitude of challenge or rebellion? Do I sincerely desire the advancement of this other person and the school by this request, or am I simply being inflexible and self-centered?

3. Suggest a creative alternative to reach the same goal - Do I understand the basic purpose of this policy or ruling? Can I suggest with a right attitude a creative alternative that will be more acceptable to me while fulfilling the basic intent of the original ruling?
4. Commit the outcome to God - Am I committed to doing God's will and responding to His sovereign control of all things for my good? (Romans 8:28-29) Have I reviewed the Biblical examples of people whom God has allowed to suffer unjust negative situations to build positive character qualities? (Job, Joseph, Daniel, Jesus)
5. Carefully word your request - Nehemiah illustrates that his appeal was carefully worded so as to acknowledge the authority of the king and show respect for the king's responsibility to make wise decisions. So, too, our request must provide full information so that the person in authority can respond correctly.

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

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

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

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

Guidance and Counseling:

The Guidance Counselor is available to Logic & Rhetoric School students for questions relative to the coursework needed for graduation. The school Administrators are also available to any student desiring personal or college/career counseling. Any student may contact the School Office at any time to set up an appropriate time to meet with an Administrator to discuss a personal problem.

Gum:

Chewing gum is allowed in the Logic & Rhetoric School provided it is not a class distraction and is disposed of properly.

Hallway Conduct:

Grammar School Students

Classes should maintain straight lines while walking in the hallway with the teacher appropriately positioned to supervise the entire class. When preparing for recess, teachers are to supervise their class while in the hallway--keeping them orderly. Class restroom and drink breaks are also to be

monitored by the teacher. Snacks should only be consumed in the classroom and not the hallways or restrooms.

Logic & Rhetoric School Students

Teachers should be visible in the hallways and are responsible for supervising student conduct in the hallways between classes. There shall be no horseplay, running, pushing, etc. Note: Logic and Rhetoric students should bear in mind that the Grammar school students are always watching, specifically with regard to how the older students behave in the halls. If the older students do not act responsibly and respectfully in the hallways, the younger students can think or ask “why do we have to learn ‘straight and quiet’ if older students disregard it?”

Hallway Appearance:

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

Hall Decor

Libertas Christian School believes it is important to communicate school activities and events throughout the school building in a manner that adds to the overall learning atmosphere of the school.

- Decorations need to be supportive of school philosophy, mission and current activity and are to be removed at the end of the activity or when worn or faded.
- Prior to posting, all decorations, signs, announcements, etc. must be approved by the Administration.
- Decorations may only be attached with adhesives approved by the Administration.

Homework:

At Libertas Christian School, homework is considered a vital part of the learning process. Its purpose is to reinforce skills taught in the classroom and to provide opportunity for the student to do further study beyond what is covered during the regular school day. As a general principle, the amount of daily homework increases according to grade level. In general, homework should not exceed 10-15 minutes per grade level. For instance, a 2nd grader should expect 20-30 minutes of homework per night, while a 10th grader should expect 100-150 minutes of homework per night. Logic & Rhetoric School students also have study hall opportunities, which should reduce the evening workload with wise time management. In order for students to be prepared for tests and exams, they must complete all work assigned during the semester. Late work will receive a reduction of 10% of the grade per day it is late. After 5 days late, the assignment will receive no greater than a 59% (F). All late homework must be made up within two weeks of the due date. Work in any course that is not completed will receive a zero (0) and may affect a student’s eligibility. In the event of extenuating circumstances (i.e. extended illness, family emergencies), a student may be granted an extension by Administration (see Absences for further information).

Illness:

1. If your child becomes ill during the school day, they will be removed from the classroom and the parent will be contacted and asked to pick up the sick child. In the event the parent cannot be reached, the next person on the emergency list will be contacted until someone is available to take the student home.
2. If your child has a fever (100.4 or above), diarrhea, or is throwing up, he/she will not be allowed to return to school until he/she is *symptom free without medication for 24 hours*.
3. If your child has strep throat, he/she may not return to school unless he/she has been taking strep medication for 24 hours.
4. If your child has one of the following communicable diseases, please notify the School Office as soon as possible: pink eye, strep throat, influenza, Covid, chicken pox.
5. Adhering to these guidelines will reduce the transmission of illness at school.

Independent Study:

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

Lockers:

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

Lost and Found:

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

Lunch:

Students are to eat lunch in designated areas. Students are allowed to talk quietly in a relaxed atmosphere. However, noisy or boisterous behavior of any kind is not permitted. Good etiquette should be taught and observed. No student should be eating lunch in an unsupervised classroom, but with the rest of their class. Students must clean up after lunch, according to the schedule posted.

Medication Policy:

All students taking medication on the school property must have written permission from their parent/legal guardian on the Libertas Christian School Medication Form. A new form must be filled out each school year. This form must be on file in the school office. Medication includes both prescription and non-prescription medications and includes those taken by mouth, taken by inhaler, which are injectable (epi-pen), applied as drops to eye(s) or nose, applied to the skin, etc.

Students may not self-medicate at school except under the direct supervision of the Office Manager, his/her designee, or parent/legal guardian. This includes all prescription and non-prescription medications including aspirin, other pain relievers, and cold medicines which are to be provided by the student's parent. Written instructions on the Libertas Christian School medication form which include name of student, name of medication, dosage, time to be administered, route of administration, and duration of administration must accompany the medication. All prescribed medication will be kept in a labeled container as prepared by a pharmacy, physician, or pharmaceutical company and labeled with dosage and frequency of administration.

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

A log of medication, by individual, will be kept. The log will contain the name of the student, the name of the medication, the dosage to be given, and the time to be given. The person giving the medication must record the date and time of the administration of the medication and sign their name. The witness (second adult in attendance) must initial the log. The individual student log will be placed in his/her student file at the completion of the school year.

Messages:

Except in an emergency situation, neither students nor teachers will be called out of their class to receive telephone calls. The school office will relay messages to students and/or teachers. Teachers will return calls and emails within 24 hours. Routine calls to teachers' homes are discouraged.

Microwaves:

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

Parent-Teacher Conferences:

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

Parties:

Class parties are scheduled from time to time as a school event. Logic & Rhetoric School parties are arranged through House leadership with the Principal and/or Headmaster's approval. Grammar School parties are arranged through the teacher with the Principal and/or Headmaster's approval. Other parties should be scheduled through the office. Official class parties always have a Libertas Christian School staff member in attendance. Class parties are announced to the parents in writing in advance. Parties that are organized by the students without the school's knowledge or approval are not school sponsored events and may not be advertised on campus.

Personal Conduct/Self-Discipline:

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

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

- Faithful weekly attendance, with their parents, at church is essential.
- No electronic entertainment devices (including phones) may be used during the school day.
- The throwing of snowballs, ice, rocks, and sticks is prohibited on school property at all times.
- Movement in the halls should be done quietly and without running.
- Proper care shall be taken of the school building, equipment, lockers, furniture and property. Damage from intentional or foolish/negligent behavior may result in disciplinary action and/or monetary retribution.
- Rooms and desks shall be kept clean.
- All waste materials shall be properly and promptly disposed of.

Phoenix Focus - Weekly Newsletter:

Phoenix Focus is the school newsletter sent home electronically at the end of each week. It is very important that the family reads this newsletter faithfully. Special notices and all general events are reported in the *Phoenix Focus* regularly. If you have an announcement for the *Phoenix Focus* it must

be emailed to the school office by noon on Wednesday and is subject to school Administrator approval.

Photo Usage:

What we do all day everyday is our greatest tool for encouraging our current families, recruiting new families, inspiring donors, and every other form of portraying the image of Libertas. Therefore, from time to time, we will photograph our students and faculty in all their normal daily activities including but not limited to classes, chapel, recess, hallways and special events. Parents are asked annually to allow the use of those photos/videos for marketing or other lawful purposes (including but not limited to yearbooks, publicity, illustration, advertising, web content, etc.).

Recess (Grammar School Only):

Recess, a part of our daily Grammar School schedule, is designed to give our students fresh air and an outlet for physical energy. It benefits the health and work habits of our students. Only if there has been a prolonged illness or a chronic respiratory condition (i.e. asthma) in which a child's health will be endangered, will a child be permitted to stay inside for recess. Except for circumstances mentioned, a note from the parents to keep a child in for recess is strongly discouraged. Under certain weather conditions all children are kept inside. Also, the teacher on recess duty is free to use his or her judgment to bring students in early in severely cold weather. In the winter, Grammar School students should dress for the weather with boots, mittens, snow pants, and hats for outside play. Students are required to go out for recess when weather permits. Winter boots may not be worn in the building throughout the school day. Shoes may be brought or kept at school for daily indoor use.

Conduct at recess should reflect attitudes and principles of Christian living and behavior. Rough play and unkind actions toward others will not be permitted, however we recognize that at the Grammar school level, children, especially young men, require energetic play, which is encouraged.

Playground rules:

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

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

Records Release Policy:

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

Sales:

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

Schedule Changes:

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

School Sponsored Events:

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

School Supplies:

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

Search and Seizure:

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

Student Dignity Policy:

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

Student Drivers:

Rhetoric School students who possess a valid driver's license may drive to and from school if their parents permit them to. All drivers must register their vehicles with the office by completing a vehicle registration form. Parking is limited to designated areas. Traffic, speeding, or parking violations may result in suspended privileges of driving to school. When the students leave their cars in the morning,

they must take all their items for school, lock their doors, and not return to their cars until dismissed for the day unless special permission is granted from the office.

Students Living Apart from their Parents:

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

Substance Abuse:

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

Teacher's Lounge:

No student is allowed in the teachers' lounge before, during, or after school without permission from and oversight by a staff member.

Technology-Electronic Information Access and Use Policy:

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

Technology is to be used for **ACADEMIC PURPOSES** only.

Use of Electronic Devices:

In order to minimize distractions and interruptions during the school day, and to encourage student interaction between classes and during breaks, all electronic devices must be turned off and stored away during school hours: 7:50 a.m. - 3:05 p.m. They may be in student's backpack or purse, but must not be used, seen or heard at any time during the school day. Furthermore, any device capable of

electronic communication will not be used during school hours. Examples of this include cell phones, digital watches, smart watches, and activity trackers. If there is an emergency, parents may call the Libertas office number and your student will be notified. If any student has an emergency, they should seek permission from a faculty or staff member before they use their phone or other electronic device.

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

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

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

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

A. Privileges - Members have the privilege:

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

B. Responsibilities - Members are responsible for:

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

8. Adhering to copyright guidelines in the use of hardware and software and in the transmission or copying of text or files on the Internet or from other resources.
 9. Using only appropriate programs assigned by the systems administrator to the user.
 10. Agree to follow the generally accepted rules of etiquette.
- C. Members are prohibited from:
1. Usage of personal physical media without approval of the staff or administration member(s) designated by the systems administrator.
 2. Using the technology for business ventures or for product advertisement or political lobbying.
 3. The malicious use of technology to disrupt the use of technology by others, to harass or discriminate against others, and to infiltrate an unauthorized computer system(s).
 4. Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users, or misrepresenting other users.
 5. Eating or drinking fluids while working on or by school system(s).
 6. Using the school system(s) to violate any rules in the handbook(s) or to violate any U.S. or state laws and regulations.
 7. Installing programs or software on computers or changing network files, leaving this responsibility to the system administrator.

Consequences of Inappropriate Network Behavior:

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

Definitions:

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

Member Responsibility Declaration:

Access and use of the Internet, local and wide area networks, computers, email, voice mail, phones, and related equipment is a privilege for the member. Libertas Christian School makes no warranties of

any kind, either expressed or implied, that the functions or the services by or through the network will be error-free or without defect. Libertas Christian School will not be responsible for any damages users may suffer, including but not limited to, loss of data or interruptions of service. Libertas Christian School is not responsible for the accuracy or quality of the information obtained through or stored on the network. Libertas Christian School will not be responsible for financial obligations arising through the unauthorized use of the services through the network.

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

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

Telephone Usage:

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

Textbooks:

Families are responsible for an annual Curriculum Fee which will cover the purchase of the books the students will need for the school year. Consumable books may be kept by the student and reusable textbooks will need to be given back to the school at the conclusion of the year, or when a student stops attending Libertas Christian School. Parents will be responsible to replace lost or damaged books.

Transcripts:

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

Transportation:

Students will be expected to conduct themselves in a manner that is honoring to both Christ and Libertas Christian School on field trips, sporting events, and other related activities consistent with the policies and standards of the school. The following guidelines should be observed:

1. Throwing of any objects inside or outside the vehicle is prohibited.
2. Students shall keep hands, arms, and heads inside the vehicle at all times.
3. Students may not move from seat to seat when the vehicle is in motion.
4. Loud or uncomplimentary language is prohibited.

5. Students should keep the vehicle clean and refrain from damaging it.
6. Students are to be courteous to the driver, to fellow students, and to those on the street.
7. While waiting for vehicles after school, students must stay in designated areas or on the sidewalk.

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

Missing a Ride/Child Left at School: If a student misses their designated ride at the end of the day, the school office will contact the parents and make arrangements for transportation. If all emergency contacts are exhausted and students are left at school for over an hour after the conclusion of the school day, the school will assume an emergency has occurred and call the police.

Visitors:

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

Students:

Libertas Christian School students may bring student visitors to visit during the school day (for lunch, a class or the entire day) on the following conditions:

1. The visiting student must be a prospective student, an out-of-town guest, or alumni (having graduated from Libertas Christian School).
2. Permission must be secured from the school office at least one day in advance of the visit.
3. The visitor must be brought to the school office to be placed on the visitor's list before visiting classrooms or attending lunch.
4. Each visitor must abide by all the school rules as to conduct and dress. Visitors attending classes must do so with their host-friend.
5. Visitors will not be permitted during special testing times and other times left to the discretion of the Administration.

Weapons Policy:

Any object, such as guns or knives, used to threaten or otherwise create concern in the school community will be treated as if the object were a weapon. Students may not use weapons on the school campus or at school sponsored events. Violations of this policy will result in suspension and could also be grounds for expulsion. Libertas Christian School will report assaults involving firearms, aggravated battery, sexual offenses, brandishing deadly weapons, activities regarding marijuana or other controlled substance to local police immediately.

APPENDIX

Afternoon Pick-up Procedures

For all parents:

School is dismissed at 3:05. You are responsible to ensure all of your children who are not engaged in school sponsored activities have exited the campus prior to 3:25. Students may not remain on the campus while their siblings participate in school sponsored events.

Procedures for driving through the car lane:

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

1. No car should be left unattended.
2. Please pull all the way to the end of the carpool line before stopping and refrain from use of the center driveway, except in the case of emergency.
3. Please help us keep the line moving.
4. For the safety of students and to ensure that students are picked up in a timely manner, please limit conversations with the teachers on duty.
5. Please wait for the car ahead of you to leave, rather than pull around them.
6. In the event that your child does not load while you are going through the carpool line, pull through and go to the back of the line.

Parents of Logic & Rhetoric School Students:

Please park across the street in the church parking lot. Your student(s) will be dismissed out the north doors (by the playground) and will walk to the parking lot to find you. If you are going to be late, please let the office know so that we can have your students wait in the building rather than unattended in the parking lot.

Rhetoric School Drivers Transporting Siblings:

All Rhetoric School drivers transporting siblings must have an annual form on file with the office granting permission from parents to pick up their sibling from the appropriate Grammar School classroom and walk them across the street to the parking lot. If a student/parent prefers, the teenage driver may have their sibling's number called in the office, pick up their car, and come through the car line to pick up the younger sibling.

Dear Parents and Students:

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

In order for Libertas to complete its mission and vision, it is of the utmost importance that our families are like minded and supportive of that mission and vision and the policies outlined above for pursuing that mission and vision.

Therefore, after completely reading this handbook and talking about it with your students, please sign the next page to indicate your agreement and support of the mission, vision and above policies and return the form to the school office no later than the first day of school as an indication of your agreement.

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

For Him,

Mr. Robert Davis
Headmaster

**Parent/Student Handbook
Agreement Form**

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

Parent/Guardian Signature _____ Date _____

Parent/Guardian Name (please print) _____

Parent/Guardian Signature _____ Date _____

Parent/Guardian Name (please print) _____

Student Signature (5th-12th Grade) _____ Date _____

Student Name (please print): _____

Please complete one form per student.