



**Student Handbook**  
2016-2017

# Liberty Christian School Student Handbook

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## **I. Introduction**

*Inasmuch as we refute arguments and theories and reasonings, and every proud and lofty thing that sets itself up against the true knowledge of God; and we lead every thought and purpose captive into the true obedience of Christ the Messiah, the Anointed One. II Corinthians 10:5 (Amplified)*

### **Mission Statement**

The Mission of Liberty Christian School (LCS) is to assist families in providing a Christ-centered, academically challenging education for their children, emphasizing Christian values and character, equipping them to excel as leaders, impacting the world for Jesus Christ.

### **Objectives**

Liberty Christian School's determination to provide Christian education is born of a conviction that we cannot begin too early the process to provide students with the tools to learn, to think, to speak, to read, to write, to calculate, and enable them to live as, "culturally different, biblically based...", men and women. (Beckett, 1998) LCS's goals are to enable students to address tangible facts, consider logical concepts, use intelligent language, develop a strong work ethic, master academic subjects and skills, seek and know Jesus Christ, and to further apply Christian ideology to home, college, work, and community.

### **Purpose and Philosophy**

LCS offers children a Christian education in the newness of the Holy Spirit, emphasizing academic excellence. The purpose and vision of LCS is to provide high quality, community based, and Christian education and to provide godly men and women the leadership skills necessary to take places of authority in the world and in Christ's Church.

LCS believes that parents, teachers, students, and staff are part of a team effort in Christian education. LCS expects that parents will support and affirm the educational philosophy set forth by LCS. LCS exists as an extension of the Christian home to help parents fulfill the responsibility of educating their child(ren).

Our prayer for the students is taken from Isaiah 54:13, which says: *"And all the children shall be taught of the Lord, and great shall be the peace of thy children."*

The foundation for teaching the Word in the classroom is based on some foundational truths. LCS believes:

1. The Bible to be the inspired and only infallible, inerrant, and authoritative Word of God (2 Timothy 3:15; 2 Peter 1:21).
2. That there is one God, Yahweh, eternally existent as Father, Son and Holy Spirit (Genesis 1:1; John 1:1-3; John 10:30; John 14:25).
3. The Deity of our Lord Jesus Christ (John 10:33), in His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35), in His sinless life (Hebrews 4:15; 7:26), His miracles (John 2:11); His vicarious and atoning death (I Corinthians 15:3; Ephesians 1:7; Hebrews 2:9); in His bodily resurrection (John 11:25; I Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); and in the hope of His personal, visible future return to earth to receive to Himself His blood-bought Church that it may be with Him forever. (Acts 1:11; Revelation 19:1)
4. In the precious blood of Christ, and that regeneration is absolutely essential for personal salvation because of the exceeding sinfulness of human nature; and that people are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone are we saved (John 3:16; Titus 3:5).
5. In the resurrection of both the saved and the lost; that they are saved unto the resurrection of life, and they that are lost unto the resurrection of the damnation (John 5:28-29).
6. In the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; I Corinthians 12:12-13; Galatians 3: 26-28).
7. In the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a Godly life (Romans 8:13-14; I Corinthians 3:16; 6:19-20; Ephesians 4:30; 5:18).
8. In the liberty of each individual to pursue the Christ life as shown in the Scriptures, free of the guilt of sin, religious legalism and condemnation, because of the atoning blood of Jesus Christ. (Romans 8:1; Galatians 5:1, 25)
9. In showing the love and compassion of Christ to all especially those in the faith. (John 15:9-17; Galatians 5:13; 6:8-10)

## **Admissions Policy**

LCS will admit students of any race, color, gender, national or ethnic origin to all the rights, privileges, programs and activities made available to students at this school.

## **Arkansas Immunization**

It is required by the state of Arkansas that every student file an updated Arkansas Record of Immunization before the first day of school. Immunizations can be taken care of through a family physician or the local health department authorities. **Immunization exemption forms must be applied for annually** through the Arkansas Dept. of Health and LCS must have a current copy.

## **II. DAILY PROCEDURES**

Please note that the school bell rings in conjunction with Searcy Time and Temperature. - 268-5532

### **A. Student Drop-off**

Students are expected to be on time for school, which begins at 8:00 a.m. Students may not be dropped off at school before 7:40 a.m., as doors will be locked. For the safety of all students, only one traffic line is needed for student drop-off. The student is the only one who may exit the vehicle in this traffic line. If your child needs assistance exiting the vehicle you will need to park in the gravel area on the north side of the building and assist them there. In order for student drop-off to be timely and effective for everyone, please make sure your child has everything they need and will be able to exit the vehicle as quickly as possible.

**Pre-Kindergarten students must be escorted into the school each morning by their parent(s) and /or guardian. Parent or guardian must sign the daily attendance record noting the check-in time each morning.**

### **B. Student Pick-up**

All parents should use the circle drive to pick up your child. All cars should wait in the street, please do not wait to enter or park in neighboring business parking lots. Students will be dismissed to the appropriate vehicles in the order in which they arrive. Please do not enter the building to retrieve your child from school.

1. School is dismissed at 3:00 p.m. Parents are expected to pick-up students promptly. Please call the school as soon as possible if you have an unforeseen delay. **Any parent arriving after 3:15 p.m. must enter the building to pick up students. Habitual tardiness in picking-up your child will not be tolerated.**
2. The parents/guardians are to submit a list of names of people who have permission to pick up their child(ren). LCS will not release a child to anyone without prior approval from parent/guardian. Anytime a student must leave with someone not on the regular permission list, LCS must have a note from the parent/guardian giving that permission ahead of time. If a person not listed on the pick-up list attempts to pick-up a student, the parent/guardian will be contacted as soon as possible and the student will remain at LCS until the matter is settled.
3. If parents are divorced or separated (or there is a custody change), and one parent is not allowed to see or pick-up a student, LCS must have a certified copy of the court order of Final Judgment on file.

**Pre-Kindergarten students must be escorted from their classroom each afternoon by their parent(s) and /or guardian. Parent or guardian must sign the daily attendance record noting the check-out time each afternoon.**

### **C. Attendance Policies and Procedures**

In order for LCS students to achieve excellence in their academics, students must attend on a regular basis. The curriculum used at LCS is academically challenging to most students; therefore, every day of classroom instruction is important. We highly stress that your child be absent only for personal sickness or family emergencies. *Attendance records will be carefully maintained.* LCS will follow Arkansas Compulsory Attendance Law, which makes it mandatory that all children attend school. If an excessive amount of days are missed it is the responsibility of LCS to report this to the proper officials.

## 1. Absences

If a student MUST be absent due to illness, the parent should call the school office. If a call is not received in our office by 9:00 a.m., we will contact you to verify the absence. If a student MUST be absent more than two days due to reasons other than illness, the parent or guardian must complete a student absentee form. This form is available in the office. The form must be submitted to the principal prior to the planned absence.

- a) If it is necessary for a student to leave LCS other than at normal times, clearance with the office must be obtained beforehand either in writing or by telephone. A student MUST be signed out when he/she leaves.
- b) Parents or guardians must provide a written explanation of the reason(s) for each absence within two (2) school days after absence (or consecutive absences). These will be placed in the child's office file.
- c) **No student should have more than a total of six absences (excused or unexcused) for each semester. In the event that a student exceeds this number, a review of the absences will be conducted by the administration. A conference will be held with the parents, if necessary, to discuss the nature of the absences. The administration may deny a student credit for the year if the number of class absences, excused or unexcused, exceeds the allowed number of absences. Furthermore, the administration reserves the right to deny the privilege of making up work for future absences.**
- d) Students who arrive to school after 9:00 a.m. or leave before 11:30 a.m. will be marked absent ½ day. Students who leave school after 11:30 a.m. and before 2:00 p.m. will be marked absent ½ day. Students who leave school before 9:00 a.m. will be marked absent 1 day.
- e) Make up work will be the responsibility of the student. The parent needs to be responsible for communicating with the teacher regarding work that will be or is missed.

## 2. Tardies

Students learn the responsibility of promptness by being on time for school. Any student arriving after 8:05 a.m. will be tardy. Tardiness disrupts the classroom and will be documented. These policies will also be followed:

- a) Three tardies will equal one absence.
- b) If habitual tardiness occurs with a student, the classroom teacher may find it necessary to implement additional consequences in order to stop this negative pattern of behavior.
- c) Tardy students must stop at the office in order to obtain an admit slip to class.

## 3. Early Checkouts

Any student who is checked out after 2:00 p.m. will be considered "checking out of school early."

A parent/legal guardian must come to the office to sign out a student. Please do not assume that children will not be "doing anything" during these last minutes of school. Early checkouts will be recorded, and three early checkouts will equal one absence.

### ***D. Make-up Work Policy***

On the day a student returns to school after having been absent, it is the responsibility of the student or parent to ask the teacher for any missed assignments. Students will be given a minimum of two days, for every day missed, to turn in missed work.

For example, if a child does not attend classes on Monday, missed assignments should be given to student on Tuesday. The child will then turn in completed work on Thursday. In the event that a child misses two days, i.e. Tuesday and Wednesday, missed assignments will be given to child on Thursday. The student will then turn in all work on Monday.

A teacher may find it necessary to extend the number of days to complete any missed work, based upon the intensity and quantity of assignments.

If a student knows in advance of an upcoming absence, he may request his assignments prior to the absence. Also, parents may call the school and request to pick-up assignments on the day of absence. Assuming the teacher has had sufficient time to gather the work, the assignments may be given early so the student will have

early opportunity to complete such work. *However, the student will still be given a minimum of two days for every day missed, from the time he returns to school, to turn in missed work.*

If an isolated absence occurs on the due date of a major assignment that has been assigned well in advance of such absence (book reports, science projects, research papers, etc.), the student is expected to bring completed assignment to school on the first day he returns to class. If such assignment is not brought on the first day of return, points may be deducted for late work.

Note: Any exceptions to this policy, whether requested by teachers or parents, should receive approval from administration.

### **III. GENERAL INFORMATION**

#### ***A. Academic Probation and Suspension***

Teachers will stay in close communication with parents throughout the school year regarding student academic performance. A satisfactory level of academic achievement is determined on the basis of a student's cumulative grade point average, calculated on the basis of all academic work. If a student is failing in two or more subjects, a conference will be held with the students, parents, and administration to discuss appropriate intervention.

#### ***B. Custody***

When one parent of a student has custody of the child, a photocopy of the official custody papers must be submitted to the school office. When this document is on file, a student will not be released to the non-custodial parent without the permission of the custodial parent. A non-custodial parent may not designate another person to pick up a child without the custodial parent's consent.

Any non-custodial parent of a student enrolled in Liberty Christian School may request to receive a copy of his/her student's report card, notice of school attendance, name of teacher, class schedules, standardized test scores, and any other records customarily available to parents. This request must be in writing and must include the non-custodial parent's mailing address. Such written requests must be submitted to the principal.

#### ***C. Field Trips***

Prior to a field trip, notes that detail all necessary information will be sent home so parents will know what to expect. Written permission slips and any necessary money must be turned in by the specified date in order for a student to participate. Only parents or legal guardians may attend field strips with students. No other adult may accompany students unless permission is granted by administration. Pre-school siblings of students may accompany parents when appropriate and space allows; however, parents assume sole responsibility for their supervision and expenditures. The classroom teacher, in conjunction with the principal, will decide which field trips are appropriate for pre-school siblings.

#### ***D. Fire/Disaster Drills***

Fire drills are to be held once a month. When the alarm sounds, students are to go quickly and quietly outside the building to the designated areas. An announcement will be made by the principal when to return to the building. Tornado drills are to be held at least twice (2) a year. During a tornado drill, students are to go directly to the designated areas. Teachers will familiarize students with proper signals and exit routes.

#### ***E. Fundraising***

All fund-raising activities by organizations that are not affiliated with LCS are not permitted on campus at any time. All school-affiliated fundraisers must be approved by LCS School Board.

## ***F. Gifts/Invitations***

**Please** do not bring gifts or party invitations to school unless you are bringing one for each student in the class. **Any** gifts delivered to the school for a student such as flowers, candy or balloon bouquets, etc. will be given to the student at the end of the day upon dismissal.

## ***G. Health Policies***

The health care of each student is the responsibility of the parents. LCS office staff is here only to assist the parents in this area. If a child has evident signs of sickness, such as a fever of 100 degrees or vomiting, parents will be called to pick up their child. **PLEASE DO NOT** send a sick child to school. **Children must be fever-free without the use of fever-reducing medicines for at least 24 hours before returning to school.**

LCS is available to give medication to students **ONLY** with the written permission from the parent. **All medication, prescription and non-prescription must be sent from home and clearly labeled for storage in the office.** Students are not permitted to keep any medicine with them at school. (The information sheet that parents complete each year has a designated section for medications). In the case of medication that has been prescribed for a daily or temporary time frame, it is best to only send the amount of medicine that is needed at school. The rest of the medicine should be kept at home for home doses.

LCS needs parents/guardians cooperation when a child is suspected to be contagious. We encourage parents to please keep their child home at least twenty-four (24) hours after the end of the illness. Otherwise, a physician's form stating that the child may re-enter the classroom will be required.

A written note from the parent is required to excuse the students from participating in physical exercise class and/or recess. If illness persists longer than two days, a physician's excuse will be required to excuse the child from physical exercise.

## ***H. Homework***

Homework is a part of the learning process to assist students in developing independent work habits and reinforce concepts learned in the classroom. Homework is assigned to students in order to complete or complement daily lessons. Parents should check steno pads regularly to ensure that assignments are current and to check for notes from teachers. Please do not remove pages from steno pads.

## ***I. Items Brought to School***

LCS has a policy that nothing is brought to school except those items used in the classroom for learning. Only items directed by the teachers should be brought to class. Any reading material brought from home is subject to the approval of teacher and administration.

During "Show and Tell", birthday parties, holiday parties, and other events in which items from home are brought to school for show or giving, we want to avoid all room for offense. Questionable items need to be approved, in advance, by the administration.

Dangerous items (including but not limited to knives, guns, needles, fireworks, explosives, matches, razor blades, laser pens, etc.) are not permitted at LCS at any time.

Electronic equipment is not permitted at school **UNLESS** authorized by a teacher for a specific purpose. Cell phones are permissible when kept in student's backpack and they are not used, seen or heard throughout the school day. If this rule is violated, cell phones will be confiscated.

## ***J. Lost and Found***

All lost and found items will be kept in a designated area in the school office. At the end of each semester, all unclaimed items will be given to charities. We encourage parents to see that their students' belongings (clothes, books, etc.) are labeled with the student's name and grade.

## ***K. Lunch***

Students are required to bring a "sack" lunch from home on Tuesday and Thursday. Please do not send any food that requires cooking or warming.

Students MAY NOT use the refrigerator for storage of lunches or drinks. Students are not allowed to be in the food preparation area of the kitchen. If condiments are needed, do not obtain these from the refrigerator. These must be brought with the student's lunch. Remember to pack all necessary utensils and paper products (napkins, plates, silverware, etc.)

Prepared lunches are available for purchase on Monday and Wednesday. Cost of student lunches is \$3.50 each. Orders should be placed and payment made at the first of each month. Students may not eat the prepared lunches if payment has not been received, thus, making it your responsibility to provide your child's lunch.

**Lunches may not be charged.**

Friday is "Pizza Day". Students may purchase pizza for \$1.50 a slice. Soft drinks, 100% juice boxes and bottled water may be purchased for .50 cents, and snack/dessert may be purchased for .50 cents also. Again, please place and pay for your order at the first of each month, as pizza may not be charged.

Parents are welcome to eat lunch with their children on any day. However, no siblings will be allowed on the playground unless supervised by the parent. Prepared lunches are \$5.00 for adults. "Pizza Day" prices for adults are the same as student prices.

Should you choose to bring lunch to your child on any given day, please have the lunch at the school at the beginning of your child's lunch period.

**Pre-Kindergarten student lunches sent from home must follow the guidelines of the Arkansas Department of Human Services. These guidelines will be given to parents by the Pre-Kindergarten teacher.**

## ***L. Report Cards***

Report cards are sent home every nine (9) weeks. Official progress reports are not sent home during the nine weeks. We encourage you to communicate with your child's teacher regarding their classroom performance. All final report cards will be mailed to the parents who do not have an outstanding balance at the end of the school year. LCS has adopted the following grading scale:

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
Below 60	F

## ***M. School Closings***

LCS Administration will make decisions regarding closing school during inclement weather. **The Board has agreed to be consistent with Searcy Public School's closings and openings due to bad weather.**

Announcements regarding school closings will be announced on television stations KATV Channel 7 and KARK Channel 4 and KTHV Channel 11. If severe weather arises during the school day, LCS administration will decide on school closing. Please note that any school days missed due to inclement weather will be added to the school year at the administrator's discretion.

## ***N. Telephones***

No student is allowed to use the school telephone except in an emergency and with permission from the office. Each situation must first be evaluated and determined as an emergency by a member of the faculty or administration.

## ***O. Visitors***

We encourage parents to visit LCS. However, we do not want classes to be interrupted. Parents **MUST** check in at the office **BEFORE** visiting a class for any reason. We ask that all parents and guests dress with "modesty and neatness".

## **IV. RULES OF CONDUCT**

At LCS, our goal is to develop Christ-like characteristics, along with motivation and good study habits, among the students. Students are to follow rules and are to be respectful to authority at all times.

"Do everything without complaining or arguing, so that you may become blameless and pure, children of God without fault in a crooked and depraved generation, in which you shine like stars in the universe." (Phil 2:14-15 NIV)

### ***A. Students are to Respect Authority.***

They must obey teachers and all others in authority.

1. Talking back or arguing is not permitted. If a student disagrees with the teacher or feels that the teacher is being unfair about a discipline procedure, the student should quietly and respectfully ask for a time to discuss it. Discussion times could be: the beginning of recess, during class work time, after school, or any other time convenient to both student and teacher.
2. Negative talk about the school, staff, or students is not permitted. Scoffing, scolding, or disrespectful remarks or behavior will not be tolerated.
3. Inappropriate gestures will not be tolerated.

### ***B. Students Must Respect Others.***

Words spoken are to be true and should edify. Hands and actions should help or bless others.

1. Gossiping about, or picking, on another student is not permitted.
2. Rumors (started or repeated) are not permitted.
3. Name-calling is not permitted.
4. Profanity, vulgar speech, and obscene actions are not permitted.
5. Fighting and any other physical action that results in harming someone will not be tolerated.
6. Cheating, lying, and stealing will not be tolerated. Any student who assists another student in cheating will also be penalized.
7. Horseplay, loud noises, and running (other than at recess) are not permitted.

### ***C. Students are to Respect Property.***

The building, grounds, equipment, and supplies are provided by the sacrifice of Christian people.

Students are to care for the school's property.

1. Writing, carving, or any other damage to desks, walls, floors, furniture, or building is not permitted. A vandalism fee may be assessed to a student when appropriate.
2. Gum is not allowed on the school grounds.
3. Students should not handle another person's (student or teacher) personal property without permission.

## **V. DISCIPLINE**

### ***A. Parental support***

It is not possible to maintain and enforce discipline without the cooperation and support of the parents. When students come home complaining of disciplinary measures, we ask parents to remember the following:

1. Give the staff and administration the benefit of the doubt. Keep in mind that we have the best interest of your child at heart.
2. Realize that your child is emotionally involved in the situation and may not be able to accurately provide all information.
3. Realize that the school has reasons for all rules and that they are enforced impartially.
4. Support the administration and contact the school for all of the facts.

## **B. Classroom Discipline Policies**

Each classroom teacher will send a copy of her discipline policy home during the 1<sup>st</sup> week of school. These should be signed, returned, and filed in the school office. If changes need to be made during the year, parents will be notified in writing and the amended policy will be put on file as well. Possible negative consequences might include, but are not limited to: "time-out" situations, loss of privileges, clean-up duty, written assignment, being sent to the Principal, etc.

In the case of a severely disruptive student, a parent will be called to come and take the student home for the day. A conference will then be scheduled with the parents, student, teacher, and principal. This conference will be used to discuss alternative discipline for this child such as: suspension, corporal punishment, and/or possible expulsion.

## **C. Corporal Punishment**

Liberty Christian School reserves the right to administer corporal punishment as an appropriate form of discipline. The responsibility of administering corporal punishment is taken very seriously and is always one of the last measures used to correct serious misbehavior such as disrespecting authority, cheating, stealing, etc. Only the principal of LCS may administer corporal punishment. Another adult witness will always be present. *Parental notification will always occur prior to administration of corporal punishment.* At such time, if the parent verbally states they do not wish their child to be spanked, the child will, instead, be immediately suspended until a review of the situation can be made by the School Board. The School Board may choose to expel the student if the parent is unwilling to comply with discipline measures that LCS deems as necessary. By signing the Parental Letter of Commitment a parent acknowledges that he/she agrees with this policy.

## **D. Suspension/Expulsion**

Should the need arise; suspension of one (1) day to one (1) week may be administered. Permanent expulsion will be a school board action, but the principal makes the temporary suspensions. Decisions to expel a student will be made by the Principal and presented to the School Board for approval. If more than three (3) suspensions are received in any one school year, the student will be dismissed from school.

## **VI. Pre-K–6<sup>th</sup> GRADE DRESS CODE**

Over the past several years, schools have noticed a close relationship between performance and appearance. It is our belief that students will achieve and develop their potential in proportion to how they view themselves. Wanting all students to be viewed as equally valued individuals, LCS has adopted the following guidelines. Students must abide by these guidelines and remain in proper dress code at all times while on campus or school-sponsored field trips. The key words in our dress code are "**Neatness and modesty.**" The store from which clothing is purchased is not significant as long as items purchased follow the prescribed guidelines.

**If prescribed clothing is not worn to class, the student's parent will be called and asked to bring in proper clothing.**

### **A. Shirts, tops, etc.**

All shirts will be purchased through the school. No other shirt should be worn while at school. School shirts will be short sleeve and long-sleeve "polo" shirts. No sweatshirts may be worn over the shirts. Undershirts must be solid white. Solid color cardigan sweaters, matching the uniform may be worn for additional warmth as needed. All shirts must be tucked in at all times and a belt worn if the item has belt loops.

### **B. Slacks, Shorts, Skirts, Skorts, or Jumpers**

Must be solid navy or khaki-colored (light to tan, NO olive or brown colors) cotton twill. No stripes or additional decorations of any type will be permitted. Slacks must fit properly around the waist. Baggy slacks hanging from the hips and/or dragging the ground will NOT be permitted. No overalls. All students

MUST wear a belt with ANY slacks, shorts, etc., having belt loops. Shorts, skirts, skorts, or jumpers must be no shorter than **three** inches from the top of the knee.

### **C. Socks**

Socks must be solid color, white or matching the uniforms. Socks must be worn with all shoes with the exception of sandals.

### **D. Shoes**

Footwear should be neat and comfortable. No flip-flops. Sandals must have a heel strap OR closed toe. Shoes must be worn at all times.

### **E. Jewelry**

The wearing of jewelry in moderation will be permitted.

### **F. Hair**

Hair should be neat, clean, and kept out of the face and eyes. Mismatched or distracting hair accessories are not acceptable. Hair should not vary greatly from its natural color (no extreme colors). Boys' haircuts should be kept short and should not touch the shoulders.

### **G. Make-up**

Students are not permitted to wear make-up on field trips or while attending classes at LCS.

### **H. Outerwear**

Outerwear such as jackets and coats are NOT to be worn in the classroom.  
Hats and caps are to be worn outside the building only.

### **I. Belts**

Belts should be solid brown, black, or matching the uniform. Belts should be free from decoration, such as fringe, etc. Belts should be worn with all items of clothing having belt loops.

### **J. Friday Attire**

Rams or Liberty Christian School logo t-shirts/sweatshirts and jeans/jean shorts may be worn on Fridays. No overalls. A student is not allowed to wear jeans unless the school t-shirt is worn. T-shirts must be tucked in pants and belt worn. School t-shirts will be ordered at the beginning of each school year.

However, please limit any designs on jeans/jean shorts, (i.e. flowers, stripes, etc.) Students may wear blue or black jeans.

### **Dress Code Violations**

It is not acceptable to be out of dress code. Students who do not follow dress code will be subject to disciplinary actions (depending on severity). Any student who is continually out of dress code will be dismissed from school.

\*LCS reserves the right to change and amend all dress code policies as new fashion "trends" emerge and present themselves in the popular culture. Any questions regarding the dress code shall be decided by the administrator.

## VIII. FINANCES

All payments must be paid with cash, check, or money order. No credit card payments are accepted. No checks will be "held" for later deposits.

### **Registration Fee**

There is a \$250 registration fee for all new students. Returning students will have the opportunity to register early at a reduced rate. Payment of this fee reserves a place for the student on the class list. This fee is non-refundable and non-transferable.

### **Tuition**

Tuition is to be paid in 10 monthly installments beginning August 1<sup>st</sup> and ending May 1<sup>st</sup>.

Tuition should be brought by an adult or mailed to the school office by the first of each month. **On the 11th of each month a \$5.00 per day, per student, late fee will be added to delinquent accounts.** When the 10th falls on a Saturday or Sunday, tuition payment may be made on Monday with no penalty. If payment has not been received by the 20th of the month – *including late fees*, the student will not be admitted to class until payment is received.

Also, there will be a \$25.00 charge for each returned check. If there are two returned checks in one school year, future payments must be made with cashier checks and/or money orders.

All account balances must be paid in full before report cards will be mailed or any student records released.

**If circumstances beyond your control temporarily interfere with meeting your scheduled payments: submit relevant information in writing. Include dates of and alternative payment plan with specified amounts listed. This will be submitted for review to the school board. School Board decisions will be rendered by phone or letter.**

### **Withdrawals**

All withdrawals from LCS must go through our school office. A minimum 24-hour notice is required. All books, materials, equipment, and other school-owned property, including tuition payments must be turned in before withdrawal can be completed. **Students having attended one (1) day or more of any month will owe the full month's tuition.**

**This Student Handbook is intended to acquaint the students and parents with the current policies and practices of LCS. Liberty Christian School reserves the right to make changes to the handbook anytime.**

## LCS School Calendar 2016-2017

August 15 <sup>th</sup>	First Day of School
September 5 <sup>th</sup>	NO SCHOOL – Labor Day
October 14 <sup>th</sup>	End of First Quarter (44 days)
October 18 <sup>th</sup>	Parent-Teacher Conferences Early Dismissal – 1:30 pm.
November 22 <sup>nd</sup>	Thanksgiving Luncheon Early Dismissal – 1:00 p.m.
November 23 <sup>rd</sup> - 25 <sup>th</sup>	NO SCHOOL – Thanksgiving Holiday
December 22 <sup>nd</sup>	Early Dismissal – 1:30 p.m. Second Quarter Ends (46 days)
December 23 <sup>rd</sup> – Jan 8 <sup>th</sup>	NO SCHOOL – Christmas Holiday
January 9 <sup>th</sup>	Back to School! Classes Resume
January 16 <sup>th</sup>	NO SCHOOL – Martin Luther King Day (possible Make-up Day if needed)
February 20 <sup>th</sup>	NO SCHOOL - President's Day (possible Make-up Day if needed)
March 10 <sup>th</sup>	Third Quarter Ends (43 days)
March 14 <sup>th</sup>	Parent-Teacher Conferences Early Dismissal – 1:30 p.m.
March 20 <sup>th</sup> – 24 <sup>th</sup>	NO SCHOOL –Spring Break
April 14 <sup>th</sup>	NO SCHOOL - Good Friday (possible Make-up Day if needed)
May 22 <sup>nd</sup>	Last Day of School – (45 days) Early Dismissal – 1:30 p.m

OPEN HOUSE  
Sunday, August 14<sup>th</sup>, 2:00 – 4:00 p.m.  
“Drop in” to meet teachers, see classrooms, bring school supplies, etc.!

Any days missed due to inclement weather will be added to the school calendar at the administrator's discretion.