



# Handbook

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# *Student Handbook*

LIBERTY CHRISTIAN SCHOOL

3864 GUESS ROAD  
DURHAM, NORTH CAROLINA 27705

# STUDENT HANDBOOK

NAME \_\_\_\_\_

DATE \_\_\_\_\_

PHONE (919) 471-5522  
SCHOOL OFFICE HOURS 8:00 AM - 4:00 PM (M-F)  
[www.lbcdurham.org/lcs](http://www.lbcdurham.org/lcs)

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## **PHILOSOPHY OF EDUCATION**

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The philosophy of education at Liberty Christian School is based on the Word of God. Our primary objective and purpose is to bring each student to a saving knowledge and relationship with Jesus Christ, to train the student in a way of life in keeping with Scripture, and to prepare the student for a life of service while providing excellent academic training. Therefore, we operate with a Christian, traditional philosophy of education. The Word of God is at the center of our Christian curriculum and is the basis of all education. The academic program is developed to provide students with the best possible program of study. Character training is an important element in a Christian education. The heart of character training is obedience, which leads to self-discipline. Therefore, the teacher is the authority in the classroom.

## **STATEMENT OF FAITH**

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We believe the Bible to be the inspired, the only infallible, authoritative Word of God. We believe in the plenary, verbal inspiration of Scripture, and the preserved King James Version.

We believe that there is one God eternally existent in three persons: the Father, Son, and Holy Spirit.

We believe in the deity of our Lord Jesus Christ, His virgin birth and sinless life, His miracles, His vicarious death by His shed blood, His ascension to the right hand of the Father, and His personal return in power and glory.

We believe that for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely essential.

We believe in the preset ministry of the Holy Spirit by whose indwelling the Christian is enabled to live godly.

We believe in the resurrection of both the saved and the lost: the saved unto the resurrection of life eternal and the lost unto the resurrection of damnation.

We believe in the second coming of our Lord Jesus Christ. We are pre-tribulation and pre-millennial in our belief.

## **INTRODUCTION**

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Liberty Christian School was organized in 1973 as a ministry of Liberty Baptist Church. The primary purpose of this ministry is to train the student in the knowledge of God and the Christian way of life, while providing excellent academic training. Lives are molded, character is developed, and a Christian philosophy is emphasized for every area of life. The Word of God is at the center of our Christian curriculum and is the basis of all education.

Liberty Christian School meets all requirements given by the NC Division of Non-Public Education; however, Liberty Christian School is not licensed by the state. We do not believe it is appropriate for the state to license the church or its ministries. We have and do meet all health and safety codes given by the respective state departments.

This handbook will answer many questions and will provide some guidelines for students enrolled at Liberty Christian School. However, it is impossible for the rules, regulations, and guidelines to be so specific as to spell out applications to every circumstance. The general guidelines laid down by Liberty Christian School provide a broad base upon which we can build, leaving the specific interpretation and application to the administration and staff. It is most essential that there be an element of trust, rather than question, of those who are given charge of the students.

We trust you will find this handbook to be both informative and helpful.

## **ADMISSION PROCEDURES**

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1. All school applications and re-enrollment forms must be completed on our school's FACTS website.
2. An interview will be arranged for the student and both parents with the principal.

3. Upon the completion of all admission procedures and the payment of the registration fees, parents will be notified of acceptance. All new students are received on a probation basis to allow for adjustments to our standards and procedures. An entrance examination will be given to all new students. Liberty Christian School cannot accept married students.
4. When you sign the enrollment application, you agree to the following: I understand that the policy for the school is to make no refunds on registration, book, or course fees. Curriculum fees will be refunded only if the student is not accepted by the school. I give Liberty Christian School permission for my child to take part in all school activities including bus trips, sports activities, and school-sponsored trips away from the school premises. I also believe that discipline is necessary for the welfare of each student as well as for the entire school. I give permission to my child's teacher and/or the agents of the school to make and enforce classroom regulations in a manner consistent with Christian principles and discipline set forth in the Scriptures. I further agree to hold the school and its agents harmless for any liability to my child or any guardian or parent thereof because of claims on behalf of my child against the school or any agent thereof because of any injury or alleged injury to my child.

The Administration has full responsibility for placing children academically. Cooperation is expected in (a) prompt payment of tuition, (b) practical help, (c) faithful prayer, (d) special gifts, and (e) fundraising projects since tuition does not cover the actual cost of educating your child. The school reserves the right to dismiss any student who does not respect its spiritual standards and cooperate in the education process, or fails to comply with the standards of conduct and attitudes established by the school. Parents and students of Liberty Christian School are expected to faithfully attend a Bible-believing church weekly.

***ATTENDANCE AT LIBERTY CHRISTIAN SCHOOL IS A PRIVILEGE, NOT A RIGHT!***

Any family that withdraws fellowship from Liberty Baptist Church or is critical of the church or its ministries may lose the privilege of attending Liberty Christian School.

5. All parents and students must agree to the standards of conduct for Liberty Christian School.

Liberty Christian School holds that the Bible is the infallible, divine Word of God and that salvation by faith in Christ is the initial step in the Christian life. There is adequate Biblical basis for the idea of spiritual growth into the image of Christ (Romans 8:29), which is the work of the



Holy Spirit (II Corinthians 3:18). This growth begins with the initial act of saving faith and continues throughout life. The Holy Spirit makes the Christian conscious of the Biblical demands for a holy life which fulfills both God's moral law and high law of love (Matthew 22:37-39; Romans 13:8-10; Galatians 5:14). The result is a life consecrated unto God and separated from the world.

Liberty Christian School must, therefore, provide an environment conducive to the spiritual growth and development of young people who are not yet mature Christians. A standard of conduct based on the following Biblical imperatives is necessary to provide such an environment. All the activities of the Christian must be subordinated to the glory of God Who indwells us (I Corinthians 8:9, 12-13; 10:32). The Christian will endeavor to avoid practices which cause the loss of sensibility to the spiritual needs of the world, and loss of the Christian's physical, mental, or spiritual well-being (I Corinthian 9:27).

A sense for spiritual growth in the light of these principles has led Liberty Christian School to adopt the following standards which it is believed are conducive to the environment that will best promote the spiritual welfare of the student. The school, therefore, requires each student — whether at home, school, or elsewhere — to:

A. Refrain from swearing, indecent language, smoking, drinking alcoholic beverages, the abuse of drugs, gambling, dancing, involvement in inappropriate music, vaping, inappropriate social networking, immorality, touching, and over-familiarity with any member of the student body.

B. Maintain Christian standards in courtesy, kindness, morality, and honesty.

The selection of the restrictions mentioned in this pledge may appear arbitrary to some, but, while not condemning others who see differently, Liberty Christian School believes that the restrictions named are types of conduct which are detrimental to the standards established as its objective.

Students are expected to abide by these standards throughout their enrollment whether at home, school, or elsewhere. Students found to be out of harmony with Liberty Christian School's ideals of work and life will be asked to withdraw whenever the general welfare demands it, even though there may be no specific breach of conduct.

In this atmosphere of definite and positive Christian standards of conduct, good scholastic planning, and personal interest between faculty and students, there is excellent potential for the development of strong Christian character.

## **TUITION**

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We believe that your tuition payments are an investment in your student's spiritual and academic development. The payment of the tuition fees is the only source of revenue to pay our teachers as we do not receive any government funds.

### **TUITION PAYMENT**

All families are expected to make tuition payments according to one of the following payment plans:

1. Full Payment - Under this plan, the entire amount of tuition is paid on or before August 1st. This payment is made directly to the school. All registration and curriculum fees are due August 1st and are to be paid directly to the school.
2. Monthly Payments - Under this plan, the entire amount of tuition is paid monthly over a ten (10) month period beginning in August through our tuition management company. This is an automatic payment plan through your checking or savings account. Those choosing this plan will authorize their bank to make automatic payments to our tuition management company on either the 5th or 20th of each month. All registration and curriculum fees are due August 1st and are to be paid directly to the school.

### **LATE PAYMENTS**

School families who choose the ten (10) month payment plan and miss a monthly payment due to insufficient funds will be automatically charged a \$30.00 missed payment fee by our tuition management company and may incur a similar penalty from their own banking institution. The missed payment will be processed again in fourteen days. In the event the payment is not received

in the second attempt, the school will be notified and financial suspension will begin on the first day of the next month and will continue until the payment is made.

In the event of financial hardship, the family is to notify the Business Manager of LCS, and efforts will be made to make arrangements for the family in such cases.

**TUITION REFUNDS**

Tuition refunds shall be prorated over the number of school days each student is in attendance according to formulas established by the school. There are no refunds for registration or curriculum fees.

After School Care fees and additional fees are not included in this plan. These fees will be paid directly to the school on a monthly basis.

**PARENT INVOLVEMENT**

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Parent orientation and conferences promote a good understanding between parents and the faculty/administration of LCS. The orientation service is held the Thursday night before school starts. The purpose is to give out general information and acquaint parents and students with the school, the staff, the classrooms, and the teachers. The aim is to establish solid Christian homes and wholesome Christian relationships between the parent and the teacher. We encourage attendance at all school functions.

**AFTER SCHOOL CARE**

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After School Care is offered from 3:00 PM - 5:30 PM each school day. Students who have not left school by 3:15 must go into After School Care in order to remain at school. Charges begin at 3:15 and are \$7.00 per day, per child. No After School Care is provided on days that school dismisses early. After 5:30 PM, parents will be charged \$10.00 per quarter hour or part thereof. Parents will

receive a monthly billing statement for After School Care. Full payment is due by the 15th of the month. Any late payments will be assessed a \$15.00 late fee. Failure to pay promptly may result in the forfeiture of After School Care services.

**DAILY SCHEDULE**

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At the 7:55 AM bell, students in Grades 6-12 should go quietly to class. Students in Kindergarten-Grade 5 remain in the cafeteria until the teacher comes for them. Any student not in his/her proper place at the 8:05 AM tardy bell is considered tardy and must report to the school office to get a tardy slip. A late student will not be admitted to class unless he/she has a tardy slip filled in to present to the teacher.

An adult staff member is on duty in Morning Care each school day from 7:30 AM until 8:05 AM to assist students.

School is dismissed at 3:00 PM. Students are to leave school grounds by 3:15 PM or go to After School Care.

**WEATHER INFORMATION**

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The school office is supplied with a National Weather Service radio which allows us to monitor inclement weather. Should a school dismissal or closing occur, you may tune in to local television stations (WRAL and WTVD) for information. You may also visit our school website ([www.lbcdurham.org/lcs](http://www.lbcdurham.org/lcs)), Facebook page ([facebook.com/lcsdurham](https://facebook.com/lcsdurham)), or Twitter account ([twitter.com/lcsdurham](https://twitter.com/lcsdurham)) for updates on closings and delays.

# PARKING

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1. Morning - Students may be dropped off in the parking lot or under the canopy in front of the school buildings.
2. Afternoon - Students should be picked up in the parking lot from 3:00 PM-3:15 PM. Do not pull under the canopy during this time.
3. Please do not block any driveways.
4. Students Driving to School - Students are permitted to drive vehicles to school as a privilege, not as a right. Permission is given to a student possessing a valid North Carolina Driver's License to drive to school and leave his/her vehicle parked on school property. It is understood that Liberty Baptist Church and Liberty Christian School are not responsible for the care or safety of those vehicles. Any damages or accidents are the sole responsibility of the vehicle's owner. There should be no loitering after 3:00 PM in the student parking lot.

It is understood that it is in the best interest of the school and the students that no student be in or near those vehicles during the school day. Students who drive to school are to leave their vehicles immediately upon arriving at school, seeing that all occupants are out. Doors should be locked. Students are not to return to these vehicles until they are ready to leave school for the day. Students infringing on these regulations may lose the privilege to drive to school and will receive appropriate discipline for disobedience. Reckless driving may be considered immediate grounds for dismissal of the driving privilege.

## REPORT CARDS AND PROGRESS REPORTS

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In Kindergarten through Grade 12, report cards are issued every nine weeks. Each parent will be supplied with the ability to log into a Parent Portal on our FACTS program. The FACTS program will allow each parent the opportunity to access their child's grades on a daily basis as well as enter other student information.

## ATTENDANCE

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Students are to be on time and in attendance all day, every school day. Excused absences are sickness or death in the immediate family. All work missed may be made up upon return of the student to school. Students are excused for doctor and dental appointments only if the teacher is notified in writing by the parent ahead of time. These routine appointments should be made after school.

After being absent for any reason, a written note from the parents must be presented to the teacher. The note should explain the reason of absence and be signed by the parent. If no valid reason is given, the absence is unexcused and any graded work that is missed will receive a zero. Class work or tests given during excused absences will receive the day they return plus the number of days missed to make up tests or work.

Liberty Christian School may retain an elementary student who is absent twenty days during the school year. A high school student who is absent from a class twenty-seven times during the year will fail that course for the year. In addition, any high school student who accumulates more than nine absences in a single quarter will receive a failing grade for that quarter. In the case of unusual or unavoidable circumstances, parents of the student may appeal to the administration for exemption. In Grades 7-12, an absence is defined as missing at least fifteen minutes of a class.

## **TARDINESS**

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Every student is expected to be at school and in class on time. A tardy student must go to the school office to be issued a tardy excuse form which will admit the student to class. After ten tardies in a semester, the student will receive one day of suspension. Every five tardies thereafter will result in a day of suspension. A student who is tardy to a class during the day may receive two demerits or a detention.

Excessive tardies will result in a conference with the parents and other disciplinary means to discourage the problem.

## **PROMOTION AND RETENTION**

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Liberty Christian School does not hold to an automatic promotion policy. Students are promoted or retained on the basis of their total preparedness to enter the next grade level and do satisfactory work.

Any student who fails two semesters of Bible during a school year in grades 7-12 may not be eligible for re-enrollment at LCS. Likewise, any student who leaves LCS to attend another school may not be eligible for re-enrollment until the following school year.

## **STANDARDS OF DRESS**

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We have a dress code because the Word of God stresses modesty and tells us to abstain from all appearance of evil (I Thessalonians 5:22; I Timothy 2:9). Boys and girls are to adhere to the standards of dress. Fads and other dress and hair styles in keeping with worldly practices such as tattoos, body piercing, copying the peculiar dress, fashion, and/or hair styles of rock singers are totally out of harmony with the philosophy and purpose of Liberty Christian School and therefore are

not permitted. No garments with advertising or logos other than the clothing brands, athletic, patriotic, or school emblems are permitted. The administration reserves the right to decide what clothing is considered to be appropriate or inappropriate.

No student, boy or girl, or parent, man or woman, is to visit the school property or attend any school function (whether the function is at school or away) wearing immodest clothing. No girl is to wear pants at any school function, including athletic events.

We ask that all parents adhere to the school dress policy when attending all school functions. This includes classroom parties, field trips, and athletic events. This helps us maintain consistency and allows us to be an example to the students.

## **BOYS**

1. Boys are to wear the Liberty Christian School uniform. The uniforms must be purchased through the Flynn O'Hara company. In addition, the George brand of pants can be bought at Wal-mart. This uniform consists of pants, shirt, and sweater (optional). No "substitutions" will be allowed on these items. Belts, socks, and shoes must be worn. Tennis shoes can be worn but must be predominately gray, burgundy, black, or white. Dress/casual shoes must be brown, black, gray, burgundy, or white.

Care should be taken to choose the proper size of uniform to avoid a sagging, baggy, unkempt appearance. On pants, the waist should fit snugly while not hanging on the hips.

Shirts should be properly tucked in at all times while on campus. T-shirts (undershirts) must be solid white, burgundy, or blue. If the belt cannot be seen when sitting or standing, the shirt is not tucked in properly

2. Hair should be neatly trimmed and should follow the natural hairline. It must be tapered all around so that it lays close to the head, does not touch the ears, and, when combed straight down in back, does not touch the collar when the student is sitting up straight. Boys should never have to be told to get a haircut. It is the responsibility of the student to always be neat and well-groomed.



- a. Hair should be above the eyebrows.
- b. Hair should be properly thinned.
- c. Hair should be trimmed around the ears.
- d. Sideburns should be no lower than the opening of the inner ear.
- e. The hair should be tapered and in keeping with the natural hairline.
- f. No bleached, highlighted, or dyed hair is allowed.
- h. Boys must be cleanly shaven.

## **GIRLS**

Girls are to wear the Liberty Christian School uniform. This uniform consists of a skirt or jumper, shirt, and sweater (optional). No “substitutions” will be allowed on these items. Socks, tights, hair accessories, and shoes may be purchased independently from other sources. Undershirts and cammies must be solid white, burgundy, or blue.

Care should be taken to avoid or modify any uniform skirt/jumper which does not meet the following guidelines: 1). In Grades K-12, the hem must come to at least to the middle of the knee. When sitting, the knee must be covered. Slits or kick pleats should not extend above the knee when standing or sitting. 2). Shirts must be properly buttoned. 3). Shoes must be worn. Tennis shoes can be worn but must be predominately gray, burgundy, black, or white. Dress/casual shoes must be brown, black, gray, burgundy, or white.

Culottes are permissible for the PE class and athletic events. These culottes must be purchased through Bound and Brewed, our school bookstore. Earrings should be limited to no more than two pair worn only on the lobe of the ear.

## **ATHLETIC EVENTS/SCHOOL FUNCTIONS**

Boy's modestly-cut trousers are required. Care should be taken to avoid a baggy, tight, or unkempt appearance. Shirts should be neat in appearance - not oversized and sloppy. Socks and shoes are required. Boys are not to wear jewelry except a class ring and a watch.

Girls must wear a dress, jumper, or skirt and a top that is modest. Pants and shorts are never permitted. In grades K-12, the hem must come to the middle of the knee. When sitting, the knee must be covered. No slits are permitted except a normal kick pleat or slit that does not extend above the knee when standing or sitting. Tops must be modest and not low-cut or short-cut so as to expose the bare midriff in any position. Tops should be loose and not tight-fitting. Dresses or tops should not exceed four finger widths below the collar bone in the front and should have no visible cleavage. The backs should not exceed more than five finger widths from the neck bone nor should flesh be visible in excess of this. Shirts and blouses must be properly buttoned. Shoes or sandals must be worn along with hose or socks. Culottes or split skirts are permissible for athletic events and the Fall Festival.

## **SPORTS AND PHYSICAL EDUCATION**

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Every elementary class has regularly scheduled recess with high school students being offered a physical education program. Participation is required of all students through Grade 9. Liberty Christian School competes in sports with other Christian schools. The Patriots look forward each year to competing interscholastically and providing a competitive sports program.

## **MUSIC**

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Music is a vital part of the program of Liberty Christian School. Music classes are conducted regularly to teach the students good songs and music theory. Junior high and high school students are able to participate in our school choir which presents special programs during the school year. Private piano is offered at an additional charge.

## HEALTH SERVICES

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A medical report must be filled out by the student's doctor and submitted to the school office for all students to be admitted to class. All students must be current on all immunizations as required by the State of North Carolina and our school.

If medical attention is necessary, school officials will call the parent, the student's doctor, or a doctor of our choice (in that order). No staff member will be allowed to administer any medication, tranquilizers, aspirin, etc. to any student. Any medication needing to be taken during the school hours should be sent with written authorization, signed by a parent, and turned into the office upon arrival at school. No student is to have any medication at their desk, in their locker, or on their person.

Doctor or dental appointments should be scheduled for after school.

## LUNCHROOM PROCEDURE

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Students may bring their lunches from home or purchase sandwiches from the school. Other items are also available for purchase. No food is to be eaten outside the cafeteria. Exceptions must be approved. Parents may order lunch for their child through our FACTS Parent Portal. If a student comes to school without lunch, the school will do its best to contact parents so they may bring one to them. The school cannot extend credit for lunch purchases. A microwave is available for use only by students in Grades 7-12.

## FIRE DRILLS

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Fire drills are administered monthly. The following regulations will make for safety and will prevent panic in the event of an actual fire.

1. The fire alarm is the steady ringing of the fire bell.

2. Form lines quickly and quietly. Do not run or push. Do not obtain extra clothing or personal items.
3. No talking is allowed either inside or outside the building.
4. Stay in single file. Move quickly toward the exits to the predetermined point on the school grounds.
5. No playing inside or outside the building.
6. The teacher (if it is safe to do so) is responsible for seeing that all windows and doors are closed.
7. The teacher will check attendance once outside of the building to be certain everyone is present.
8. Fire is always unexpected. The drills will also be unexpected so that they will closely simulate actual fire conditions.

## **MISCELLANEOUS SCHOOL RULES OF CONDUCT AND PROCEDURES**

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1. School office hours are from 8:00 AM-4:00 PM. Appointments can be arranged through the school office.
2. Students are enrolled only through the school office and are assigned to the individual teacher by the principal.
3. Students must be respectful of others' rights and property.
4. Students must not damage school property. It will be the student's responsibility to pay for or repair damages done, whether intentional or unintentional.

5. Students must respect the teacher and his/her authority.
6. Students must not leave school without permission from the office. No teacher can give such permission. Parents must send a written request to the school in order for the student to be excused.
7. Parents coming to the school, for whatever reason, should go directly to the school office. Never go directly to the classroom.
8. Under no circumstances can a teacher let a student leave school without first-hand knowledge of office approval.
9. Any messages sent by students to parents or by parents to students during the school day must go through the school office.
10. Every student is expected to be in school each day unless he/she is too sick to be here or unless an unanticipated emergency arises.
11. When a student is absent, it is necessary that verification be obtained from the parent in a written note. If there is no written note from the home, parents may be called. If a parent fails to cooperate in furnishing the teacher with proper reasons for a student's absence, the principal will be notified.
12. When a parent calls the office for a teacher, the secretary will give the message to the teacher. The teacher will return the call after school.
13. There is to be no smoking around or inside the church and school buildings at any time.
14. The telephones at school are not for student use. Please do not call the school asking for your child to call you from school. The phone is for business use only.

## **IN THE BUILDING**

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1. No running. Stay in one line when moving as a class. Do not wander off, push, bother others, or talk in line.
2. No rowdiness or loud talking is permitted in halls, restrooms, classrooms, or lunchroom.
3. Restrooms should be kept clean and used properly at all times. Students should not deface the property by writing on walls or other school property.
4. When walking in the halls, stay to your right and be extra careful when going around corners or into classrooms. Students should keep their hands off the walls and should not walk close to the walls.
5. Coats, sweaters, etc., are to be hung on hooks or in lockers provided. Liberty Christian School retains the right to inspect lockers at our discretion.

## **IN THE CLASSROOM**

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1. Students must raise their hands to get permission to talk. Anyone talking without permission will be disciplined. Talking during a test is strictly forbidden and could merit a zero on the test.
2. When students are working at their desks, they should sit up straight with their back against the lower part of the chair and their feet on the floor under the desk.
3. Listen when others are speaking. Do not interrupt.
4. Writing or passing notes, throwing objects, and playing during class are not allowed.
5. Chewing gum or eating food is not permitted in the classroom or hallway.

6. Do not leave your desk without permission. Do not sit on desktops.
7. Boys and girls must avoid physical contact with one another.
8. Students must at all times respect the authority of all staff.
9. Students are allowed to go to the restrooms during breaks, at lunch, and recess times. Only rare exceptions will be made. If a student has a medical problem, a note or phone call should come from a doctor stating the problem.
10. In the elementary grades, at the beginning of class, students should have their homework folders and efficient clean paper for the day on their desks with pencils ready and sitting quietly in their seats. Notebooks, book sacks, lunch bags or boxes, and other items will not be permitted on or beside the students' desks.
11. Each grade will have a specific time for study and make-up work.
12. Students are not to bring personal games and sports equipment from home except as authorized by the school. The school will furnish most necessary articles.
13. Students are not to bring magazines to school.
14. Students may not bring electronics (iPod, game systems, cameras, etc.) to school.
15. Students who bring a cellular phone must turn their phone into the school office before 8:05 AM.

## ON THE PLAYGROUND

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1. Be orderly going to and from the play areas. Do not run on the concrete or paved areas.
2. When entering the buildings, students should be quiet and orderly.
3. No standing or rough playing on the swings, see-saws, or other playground equipment is allowed.
4. Stay on the school property. No students are to go beyond the playground boundary (i.e. woods, creek, etc.).
5. Trash is to be placed in trash cans. Students are to be taught to pick up trash, even if they did not throw it down.
6. Under no circumstances are students to kick, throw, or handle sticks, stones, or dirt.

## DISCIPLINE SYSTEM

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### INTRODUCTION

Discipline falls into two categories: actions and attitude. Improper actions or attitudes are normally handled with detentions, demerits, or suspensions. The best discipline, which is self-discipline, prevents problems and thus eliminates the need for other forms of discipline. The student who learns this and practices doing right because it is right will find no conflict with the school rules and procedures. A proper regard for the authority of the teacher is important, for this provides a Biblical principle that creates a good school-student relationship.



The elementary student is under the watch care of one teacher for most of the day. Therefore, discipline problems can be dealt with effectively by that one teacher. However, in high school, with the changing of classes, a student can have a problem and not be effectively disciplined until some drastic situation develops. Therefore, a demerit system is most essential for Grades 7-12.

## **INTENT**

The teachers and administration deal with discipline both negatively and positively. The demerit system keeps the records of the implementation of the school guidelines. So, the demerit system is not the punishment but rather a record-keeping system. This means the staff, administration, and parents are kept aware of behavior problems. Three major areas are covered in the demerit program.

1. It provides a means of communication between the administration and the home regarding actual or potential problems.
2. It serves as a deterrent by providing punitive measures, or punishment, for misbehavior.
3. It also provides corrective measures that support the evangelistic and character-building ministries so vital to the school.

The staff of Liberty Christian School is dedicated to upholding the standards of conduct and procedures. The staff have the freedom to work within the framework of the individual classroom in maintaining the rules.

## **IMPLEMENTATION**

When a student steps outside the boundaries that are set, there are two options available:

First, for normal discipline matters such as, but not limited to, talking without permission, interrupting a teacher, writing and passing notes in class, throwing objects while indoors, being unprepared for class, chewing gum during school, meddling with the property of others, lighters, matches, and other things not in harmony with school policy, detentions or two demerits may be issued for each offense.

Second, when the offense involves things such as, but not limited to, negative attitude, disrespect, lying, cheating, swearing, indecent language, smoking, inappropriate music, cutting class, gambling, immorality, inappropriate contact with any student, alcoholic beverages, vaping, possession of knives or weapons, using or possession of narcotics or unlawful drugs, talking favorably about any of the above, or any action(s) that disrupts the educational process of the school, the student is referred immediately to the Disciplinary Committee. These offenses may result in enough demerits that the student may be expelled and not allowed to re-enroll at Liberty Christian School in the future, or the student may be asked to withdraw from Liberty Christian School for the remainder of the current semester and the full semester following. If a student is asked to withdraw, but is not expelled, the student may seek readmission to Liberty Christian School after the allotted time. Readmission may be considered if the pastor of the student gives a written recommendation of a consistent Christian testimony, the student makes a written request stating why he/she wants to return to Liberty Christian School along with evidence of a consistent Christian life and regular church attendance, and the parents are in full harmony with the policies and procedures of Liberty Christian School. A student who accumulates twenty-two demerits during the school year will be expelled or will be asked to withdraw from Liberty Christian School for the remainder of the current semester and the full semester following.

The procedures for re-admittance are the same whatever the reason for the student being asked to withdraw. When a student receives the following number of demerits, the indicated action is taken:

8 Demerits: 2000 word essay on an appropriate subject and the student is not listed on any honor roll for the remainder of the current semester.

14 Demerits: one day suspension from school and a conference with parents.

20 Demerits: three day suspension from school and a conference with parents.

22 Demerits: student is sent to Disciplinary Committee. This committee may recommend that the student either be expelled or asked to withdraw from school.

## **GENERAL INFORMATION**

1. Demerits are accumulated on a semester basis. Each student begins each new semester with no demerits. The exception is if a student has 14 or more demerits at the end of a semester, he/she will begin the next semester with one-half that amount.
2. The record sheets for previous years will be kept in the student's permanent file.
3. After a period of three weeks, if no demerits have been received during that period, the student may request and have 1 demerit removed from the record.
4. After-school detentions may be used as disciplinary action. Detentions may be used for, but are not limited to, minor infractions of "first-time offenders."

## **GUIDELINES FOR CORPORAL PUNISHMENT**

We believe that corporal punishment is both Biblically mandated and unmistakably effective in training of children (Revelation 3:19, Hebrews 12:5-11, Proverbs 13:24, Proverbs 22:15, Proverbs 23:13-14, and Proverbs 29:15). In the event that the administration determines that corporal punishment is necessary, the parents of the student will be contacted to administer the corporal punishment.

## **ELEMENTARY DISCIPLINE PROCEDURES**

The individual classroom teacher handles discipline that is consistent with school procedure. Both positive and negative reinforcement is used and may consist of such things as loss of privilege, loss of recess, or a writing assignment.

In the event that the administration determines that corporal punishment is necessary, the parents of the student will be contacted to administer the corporal punishment.

## **SPECIAL EVENTS**

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There are several events that take place during the school year. Among them are class outings, Senior Banquet, Music Programs, Fall Festival, Homecoming, Awards Service, and Graduations. Formal dresses for any events must be approved by the administration no less than one week prior to the event.

There are also several fundraising events because the income from fees does not cover operating expenses. If every school family helps a little, the goals can be reached easily so there will be fewer increases in fees and tuition. Cooperation is required.

## **LIBRARY**

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The elementary and high school library is open for use by students. Books may be checked out for a reasonable length of time. It is important that books be returned on time. There is an overdue book fee for books not returned on time. The library welcomes contributions of books in keeping with our Christian philosophy of education.

## **LIBERTY BOOKSTORE**

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The Bound and Brewed Bookstore provides a variety of items for sale from school supplies to Bibles and gift items. Students and parents are invited to come and see the assortment of items available. Your suggestions of additional stock items are welcome.

## **SUMMER SCHOOL**

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The summer school program offers personal tutoring for students. Students completing grades K-8 with a year grade average below 60 in either math or English may be required to attend summer school and successfully complete the course of study in order to be placed in the next grade during the coming school year. Students in grades 9-12 may be required to attend summer school to receive credit for any failed course.

The specific purpose of the course is to provide additional helps in developing the needed skills in English or math or as a refresher course and not for additional credit. Only approved staff may administer tutoring for credit at Liberty Christian School.

## **HIGH SCHOOL ATHLETICS**

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1. The Liberty Patriots are active during the school year with many scheduled games and events. Participation is a privilege and students who participate are expected to be a positive influence for the school. Conduct unbecoming a Liberty Christian Patriot will result in the student being removed from the team for the remainder of the school year.
2. It is the policy of Liberty Christian School to schedule and play schools of like standards. Therefore, it is important for our students and parents, both participants and spectators, to set a proper Christian example in manners and attire. It is also important that all participants in the Liberty Christian School athletic program, whether player, cheerleader, or helper, be an example of a Christian leader. This means that all those who participate in the Patriot activities should be regular and faithful in church attendance.

## **WITHDRAWALS**

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A principal-parent conference must be held before a student is permitted to withdraw. Any student withdrawing from school is charged all fees and tuition. Notification of intent to withdraw should be made ahead of time with the school business office. Any student who leaves Liberty Christian School to attend another school may not be eligible for re-enrollment until the following school year.

## **HONOR ROLL**

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### **GRADES K5-6**

There are two honor rolls. The “A” honor roll is for students who achieve all A’s each reporting period. The “A/B” honor roll is for students who achieve all A’s and B’s during the grading period. The semester honor roll is based on the semester grades, and the yearly honor roll is based on the averages for first and second semester.

### **GRADES 7-12**

The honor roll is based on the student’s grade point average (GPA). Grade points are earned as follows:

- A - 4 grade points
- B - 3 grade points
- C - 2 grade points
- D - 1 grade point
- F - 0 grade points

Recognition will be made each semester. A semester honor roll is the average of the two nine weeks, and the yearly honor roll is the average of the first and second semesters. No student may qualify who has a grade lower than a “C” for the reporting period. The honor roll consists of students with a 3.0-3.74 GPA for the grading period. The principal’s honor roll consists of students with a 3.75-4.0 GPA for the grading period. Any student grades 7-12 with a 95% average and twelve or fewer absences in a course may be exempted from the final exam for that course.

## PREPARATION FOR GRADUATION

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Liberty Christian School offers two kinds of high school diplomas - a general diploma reflecting students who successfully completed basic requirements and an academic diploma for students who successfully completed basic requirements as well as other more advanced classes.

1. General diploma requirements are as follows:

- (4) units of Bible (*provision made for transfer students*)
- (4) units of English
- (3) units of Mathematics (*one of which must be Integrated Math I*)
- (3) units of Science (*one of which is Biology and one is Physical Science*)
- (3) units of Social Studies (*including one in Civics, one in US History, and one in World History*)
- (1) unit in Computer
- (1) unit of a foreign language
- (1) unit in Health and Physical Education

**(20) units total.**

2. Academic diploma minimum requirements:

- (5) units of Science (*one of which is Physical Science, one of Biology, one of Computer Science, one of Chemistry, and one of Physics*)
- (4) units of Bible (*provision made for transfer students*)
- (4) units of English
- (4) units of Math (*including Integrated Math I, II, and one advanced mathematics [3 semesters required], 1 semester of Calculus*)
- (3) units of Social Studies (*one of which is Government, one in US History, and one in World History*)
- (2) units of a foreign language
- (1) unit of Computer
- (1) unit of Health/Physical Education

**(24) units total**

**TRANSFER CREDIT**

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Liberty Christian School accepts transfer credit from other schools. Only those academic subjects that will effectively replace subjects we offer will count toward requirements for graduation.

**STUDENT FEES**

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**LIBERTY CHRISTIAN SCHOOL DOES NOT OFFER  
SCHOLARSHIPS OF ANY KIND**

Class Dues		Private Piano <i>(to be arranged with the teacher)</i>	
K5-6 .....	\$5.00	Athletic Fees	
7-10 .....	\$10.00	Basketball .....	\$65.00
11-12 .....	\$20.00	Cheerleading .....	\$65.00
Computer Fees .....	\$25.00	Volleyball .....	\$65.00
Parking Fee .....	\$5.00	Soccer .....	\$65.00
Locker Fee <i>(Grades 4-12)</i> .....	\$2.00	Baseball .....	\$65.00
Graduation Fee <i>(High School)</i> .....	\$50.00		





**THIS PAGE MUST BE RETURNED  
TO THE OFFICE BEFORE  
ATTENDANCE TO CLASSES.**

I have read and agree to follow  
the rules and guidelines  
given in this handbook.

**Parent's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Student's Signature:** \_\_\_\_\_

*(Grades 7-12)*

**Date:** \_\_\_\_\_



# EDUCATING THE NEXT GENERATION SINCE 1973

A MINISTRY OF LIBERTY BAPTIST CHURCH  
**3864 GUESS ROAD, DURHAM, NC 27705**

**(919) 471-5522**