

VPK & ELEMENTARY



2010 - 2011

*“Train up a child in the way he should go: and when he is old,
he will not depart from it.”*

Proverbs 22:6

CONTENTS

GENERAL	2
<i>Purpose</i>	2
<i>Curriculum</i>	2
<i>Accidents/Insurance</i>	2
<i>Court Orders</i>	2
FORMS REQUIRED	2
<i>Transfers</i>	3
ATTENDANCE	3
<i>Absences</i>	3
<i>Arrivals and Departures</i>	3
<i>Open Door Policy</i>	4
<i>Parents</i>	4
FINANCIAL INFORMATION	5
<i>Tax Records</i>	5
<i>Illness</i>	5
<i>Medication Policy</i>	5
<i>Lost and Found</i>	5
LUNCH PROGRAM	6
<i>Hot Lunch</i>	6
<i>Lunch Boxes</i>	6
DRESS CODE AND UNIFORMS	6
<i>Girls</i>	7
<i>Boys</i>	7
<i>Shoes and Socks</i>	7
<i>Hair</i>	7
<i>Jewelry</i>	7
<i>Shoes and Socks</i>	7
<i>Piercings & Tattoos</i>	7
BEHAVIOR AND DISCIPLINE	8
<i>Discipline Policies and Practices</i>	8
<i>Student Code of Conduct</i>	8
<i>Demerits</i>	9
<i>Probation</i>	10
<i>Dismissals</i>	10
ACADEMIC POLICIES	10
<i>Retention Policy</i>	10
<i>Standardized Testing</i>	10
<i>Homework</i>	10
<i>Special Programs</i>	11
<i>Field Trips</i>	11
<i>Snacks</i>	11
<i>Fundraiser</i>	11
SUMMER FUN CAMP	12
ACKNOWLEDGMENT	13

PURPOSE:

Liberty Christian School is a ministry of Liberty Baptist Church. The mission of Liberty Christian School is to glorify God by providing a Christ centered education and to provide our community the option of placing their children in a loving Christian environment that stresses academic excellence as the best foundation for learning.

We seek to provide an opportunity for each student to develop within the framework of the student's God given potential, abilities, and personality; individuals who are knowledgeable, and of good Christian character, academically equipped to pursue higher studies and challenges.

LCS does not discriminate on the basis of race, color, and religion, national or ethnic origin.

CURRICULUM:

Liberty Christian School uses the ABEKA CURRICULUM which is advanced in academics. The curriculum is planned to meet the needs of the average to above average student. Textbooks and materials teach personal initiative, hard work, patriotism, love of God and country, and other Christian principles that have made America great.

ACCIDENTS/INSURANCE:

LCS has a program of safety awareness with frequent inspections by the Pinellas County License Board, the Fire Marshall, and the Health Department.

If an accident occurs that requires medical attention, please contact your health insurance provider for reimbursement of the medical costs. LCS does not carry accident insurance for students. **Medical requirements for student injuries suffered at school are the responsibility of the parent.** This is very important, as we do not have this type coverage. If we were to provide it, we would have to charge additional tuition to cover the costs. Your help in this area will allow the school to continue to provide affordable care and Christian education for your child.

COURT ORDERS:

Liberty Christian School abides by all legally served court orders.

FORMS REQUIRED:

(STUDENTS CANNOT START SCHOOL WITHOUT THESE FORMS)

1. Current physical on Florida HRS form #3040 (yellow).
2. Current shot record on Florida HRS form #680 Part A, B and/or C Immunization Certificate (blue).
3. Photocopy of birth certificate is required for all children.

4. Photocopy of most recent report card if entering elementary classes, and standardized achievement test (SAT) scores, if available.
5. Registration form must be filled out completely on each child.
6. Two (2) medical release forms completely filled out and notarized for each child.
7. Photo Release form. (optional)

TRANSFERS:

All official records are exchanged between schools. Parents do not act as carriers to the accepting school. Please see the school office for further details.

ATTENDANCE:

VPK program runs from 8:30 a.m. to 11:30 a.m. Weekly rates for full time VPK students cover hours from 7:00 a.m. to 6:00 p.m. Hours for part time VPK students covered by the state voucher are from 8:30 a.m. until 11:30 a.m. Part time students not picked up by 11:30 a.m. will be charged \$1 a minimum or a maximum of \$15 a day for aftercare.

Elementary hours run from 8:30 a.m. to 3:15 p.m. You may bring your child after 8:15 a.m. and pick up your child by 3:30 p.m. without a before and after school charge. If your child is here before or after that time, you will be charged.

Extended care is available beginning at 7:00 a.m. until 8:15 then from 3:30 until 6:00 p.m. at a fee of \$33.00 a week. **If a child is not picked up by 3:30 P.M. he/she will be placed in extended care and you will be billed. Charge is \$10.00 a day.**

ABSENCES REQUIRE A NOTE FROM THE PARENT STATING A VALID REASON FOR THE ABSENCE.

Please do not drop your child off without a note or they will not be admitted into class. Any student who has five (5) unexcused absences in a nine week period will be placed on probation for expulsion. If the pattern repeats itself the student will be expelled from our school.

Unexcused absences will result in the grade of zero for all work missed and will affect the total GPA.

The teacher will notify the principal of a student with 10 unexcused absences within 90 calendar days. A parent conference with the principal will be required.

ARRIVALS AND DEPARTURES:

If your child is arriving late to school, please come to the office for permission for your child to enter the class. Parents **are not to go into** the classroom after class has begun.

Excused tardies are for doctor's appointments only. *If a child is tardy, they cannot be admitted to class without a tardy slip.* Three unexcused tardies equals one absence.

Early Departure: For your child's protection we require a note from you if your child is to be picked up at any time before school is out for the day, or by anyone other than the person(s) listed on registration form.

Anyone picking up a child early must go to the school office for permission to go to the classroom.

OPEN DOOR POLICY:

Liberty Christian School has an Open Door Policy and we encourage our parents to visit the school. Parents are **required** to check in with the school office **before** going to the classroom.

PARENTS:

1. **SMOKING WILL NOT BE PERMITTED IN THE BUILDINGS.**
Please dress modestly to bring and pick up your children.
2. Daily check your child's folder. This is the way we communicate with parents on a daily basis.

FINANCIAL INFORMATION:

Tuition may be paid annually, monthly or weekly.

1. Weekly tuition is due on **MONDAY** of each week in advance of service.
2. Monthly tuition is due on the **FIRST DAY** of every month in advance of service.

Payments

1. Checks may be placed in the "tuition boxes" located in the hall of each building.
2. Cash payments **must** be made in the school office in building #4.

A 10% LATE FEE WILL BE ADDED IF PAYMENTS ARE NOT RECEIVED by TUESDAY, for weekly tuition, and the **FIFTEENTH** day of the month for monthly tuition. If payment is not received by Friday, the child **CANNOT** return to school until full payment is made.

THERE IS A \$35.00 SERVICE CHARGE FOR CHECKS RETURNED BY THE BANK.

** Returned checks will be automatically redeposited.

The School Financial office is open:

Monday	12:00 p.m. – 2:00 p.m.
Tuesday thru Thursday	11:00 a.m. - 4:00 p.m.

If you need to talk with the school with student accounts personnel, Rebecca Bonneau, call (727) 576-1317 or e-mail her at Rebecca@libertybaptistchurch.net

Elementary Tuition is based on an ANNUAL FEE, and therefore no reduction in tuition is made for absences of any sort including vacations or holidays. Tuition is due for the weeks of Thanksgiving, Christmas and Spring break.

VPK weekly tuition is **not** due for the two weeks of Christmas break. All other weeks are treated as a full week regardless of vacation, illness, or holidays.

VPK monthly tuition has already factored into your monthly rate the 2 weeks off at Christmas.

Withdrawal - If a child/ren is/are withdrawn during the school year, **a two-week notice is required and tuition is payable for those two-weeks.**

****SEE ELEMENTARY AND VPK TUITION FEE SCHEDULE SHEETS FOR DETAILS.**

TAX RECORDS:

PLEASE retain your weekly or monthly tuition receipts for income tax purposes, as we cannot issue duplicates. Our tax I.D. number is EIN 59-1509657.

ILLNESS:

The school is not staffed to care for sick children. If your child becomes ill at school, the office will call you to pick up the child. Child must be picked up within two (2) hours from the notification. The following guidelines have been developed to protect your child from unnecessary illness.

PLEASE KEEP YOUR CHILD HOME WHEN HE/SHE:

1. Is in the first three days of a fresh cold.
2. Has an elevated temperature, vomiting, or diarrhea, **2 days out**. (See paragraph below)
3. Has an unidentified rash. (Admit with doctor's note after rash has subsided.)
4. Has a sore throat.
5. Has lice or nits, **2 days out**. In order to return to school, the child must be brought to the school office for a head check at 8:00 a.m. The child must be nit free in order to be admitted back to class.

WE MUST INSIST that you abide by the five above-mentioned rules. This helps us greatly in preventing an epidemic. All of these precautions are for the benefit of **your** child.

A child returning to school after an absence **MUST have a written excuse stating the reason for the absence** before he/she can be admitted to class.

MEDICATION POLICY:

We are NOT able to administer medication at school. No over the counter medication will be given.

Students With Asthma:

If the student requires an asthma inhaler while at school, STATE STATUTES mandate that the prescribing physician authorize self-administration. There are specific forms available from the physician that must be completed. Permission forms must be filled out and submitted to the school office.

LOST AND FOUND:

All articles left in the classroom, halls, and grounds will be placed in the elementary aftercare room in Bldg. 4. Periodically we will display unclaimed items in various areas. Items unclaimed will be given to the Hope Children's Home or the needy through the church missions program. **[Please label all articles with your child's name to insure a safe return home.]**

LUNCH PROGRAM:

CHILDREN MAY PURCHASE HOT LUNCH OR MAY BRING A WELL-BALANCED LUNCH EACH DAY.

We provide a daily morning and afternoon snack for full-time VPK students. Afternoon Elementary Snack is included for students paying for aftercare.

School Lunch:

We have a caterer that provides lunches for us. School lunch is \$15.00 each week or \$3.00 a day and is billed to you with your tuition each week.

If a child forgets his lunch and you do not bring his lunch to him before his lunch period, we will provide lunch at a cost of \$3.00 and bill your account.

A monthly menu is sent home in advance to parents so you know what is being served.

Lunch Boxes:

Each lunch box should be clearly marked with the child's name. Please use an ice pack to keep items cold in your child's lunch box.

****We are not able to heat up lunches.**

****Lunchables: Please remove candy before bringing to school.**

****No candy, chocolate, or carbonated drinks may be sent to school for lunch.**

****Please do not send glass containers to school.**

Milk or juice can be purchased for \$3.25 a week or 65 cents a day.

NOTE: Lunch and milk fees may change during the year. We charge only the amount the caterer charges us.

DRESS CODES AND UNIFORMS:

VPK: For your child's safety - each child must wear sturdy tennis shoes with tie or Velcro closure only. **If your child comes in shoes other than those noted, you will be called to bring appropriate shoes or pick up your child.**

Each child should also be dressed in comfortable clothes that are appropriate for play. No shirts with inappropriate language or pictures or midriff revealing shirts. We recommend that girls wear shorts under their dresses for playing on the monkey bars.

KINDERGARTEN – FIFTH GRADE: The parent will be called to pick up any child not in correct uniform and proper shoes.

All uniforms shirts (with school logo) are purchased through Royal Palm (527-7282). All other uniform item (slacks, jumpers, shorts, Capri pants) can be purchased in the school uniform section of most department stores.

GIRLS:

Girls wear a navy jumper, shorts, or Capri pants with a black or brown belt with no decorations. A polo shirt in red, green, or light blue with school logo, or a white blouse with a Peter Pan collar may be worn with the jumper. Long sleeve polo shirts in red, green, or light blue, and leotards in coordinating colors, may be worn under the jumper or shorts on days that are cooler than 55 degrees. Also, navy dress slacks can be worn on days that are cooler than 55 degrees. Jeans may not be worn. Girls must wear their shirts tucked in at all times and may not roll-up legs on shorts. Shorts cannot be more than 2” above the knee. Jumpers should be knee length or longer. Girls may not wear jeans, sweats, slacks or uniform shorts under their jumpers.

BOYS:

Boy’s wear Docker style slacks or shorts in navy blue with a brown or black belt. Shirts can be either long or short sleeve polo shirts with the school logo in red, green, or light blue. Shirts must be worn tucked in.

SHOES AND SOCKS: (BOTH BOYS & GIRLS)

For safety reasons, sturdy tennis shoes with tie or Velcro closure only and rubber soles. SOCKS must be worn at all times, matching the color of the shirt the child is wearing that day, or they may be white.

VPK & ELEMENTARY STUDENTS

HAIR:

No faddish hairstyles will be allowed. Boy’s hair must not exceed collar length.

JEWELRY:

Inappropriate jewelry on boys or girls may not be worn. Boys may not wear earrings, and girls may not wear large dangling earrings.

PIERCINGS & TATTOOS:

No visible piercings (other than one in each ear for girls) or tattoos are permitted.

Anyone not complying with the above policies will be sent to the office, and you will be called to bring the appropriate dress or to pick up the student.

BEHAVIOR AND DISCIPLINE:

Discipline policies and practices:

1. Discipline is ordained of God for the building of character and the training of behavior.
 - ◆ Obedience – Hebrews 13:17 – Be obedient the first time and obey cheerfully.
 - ◆ Kindness – Ephesians 4:32 – Be kind to each other.
 - ◆ Honesty – Proverbs 12:17 – Be a truth teller.
 - ◆ Attentiveness – Proverbs 8:33 – Be a good listener.
 - ◆ Diligence – Colossians 3:23 – Be a good worker.
2. Discipline is handled first by the teacher. Discipline is always addressed in light of God’s Word. Children must realize that parents and teachers are in full cooperation with one another. The Administration will give assistance when needed.
3. Consequences may include counseling, a warning, missed recess time, sentence writing, a note or phone call to parents, a visit to the Principal’s office, and/or a parental conference.
4. Situations, which the teacher deems to be chronic, flagrant, or otherwise worthy of special handling, will be referred to the Administration. These situations will be dealt with as is deemed most helpful to the individual and the student body.

Student Code of Conduct:

1. Students shall respect the statements, directions, or corrections from adults. Follow all rules while on school grounds and classroom areas.
2. **Others:** Keep hands, feet and other objects to oneself. Students are expected to demonstrate courtesy and respect in all of their actions and relationships including the authority of all teachers, staff members.
3. **Property:** Students are to be respectful of the property of others. Do not handle, buy or trade property with another student while at school. Radios, tape recorders, cell phones, pagers, and electronic games are not allowed at school or on school trips without specific permission from the teacher in charge (with the agreement of the principal.)
4. **Facilities:** Respect for our God-given facilities is also expected of students. **Damage to property, broken windows, etc. will be billed to the parent when repaired.**

UNACCEPTABLE BEHAVIOR will be handled at the discretion of the administrator, principal or teacher. Students may be given demerits for the following unacceptable behavior areas:

<i>NUMBER OF DEMERITS</i>	<i>TYPE OF OFFENSE</i>
1	Chewing Gum, Candy, etc.
1	Writing on Board Without Permission
2	Talking During Class
2	Getting Out of Seat Without Permission
2	Throwing Things
2	Running in Class or Hallway
2	Not Checking File Daily
2	Leaving Messy Area Around Desk
2	Failure to do "Job of the Week" / failure to finish daily class work
3	Out of Uniform – includes shoes, socks, or belt
3	Passing Notes
3	Disrupting Class
3	Calling Others Names, Being Unkind to Fellow Students
3	Not Showing Proper Respect During Pledges
3	Failure to Return Detention Slips Signed by Parent Within 1 Day
3	Failure to Return Weekly Progress Report Signed by Parent Within 2 Days
3	Failure to Return Report Cards Signed by Parent within 3 Days
3	Homework Not Done
3	Classwork Not Done
4	Not Showing Proper Respect for Authority or School Property
4	Cheating
4	Lying
4	Stealing
4	Disobedience
4	Fighting / Hitting / Kicking / tripping
4	Insolence to Faculty or Staff
4	Threats of Physical Abuse of Teachers or Students
4	Sarcasm or Back Talk
4	Mischief or Vandalism
4	Taking Lord's name in vain or any swearing
4	Not Prepared for Class
4	Failure to be respectful during chapel

*Expect suspension from school for fighting.

Demerits will be calculated on a **daily basis**. If a child accrues 10 demerits in 1 day, he or she will serve a 60-minute detention from 3:15 to 4:15 on the day specified; or 25 demerits in one week, the child will serve a 60 minute detention.

3 Detentions in a 1 Month Period will result in a 1-Day Suspension.

3 Suspensions will result in an Expulsion.

PROBATION:

A student will be placed on probation if their grades or behavior merits it. We will ask for parent conferences to discuss and make suggestions to help the student if there are concerns. However, all students are accepted on a probationary basis. **(The school reserves the right to dismiss any student who does not cooperate with the educational process or those whose attitudes and actions are not in harmony with the atmosphere nurtured here.)**

LCS has a “zero drug tolerance” policy in place for the protection of our students and preservation of school atmosphere.

The school is not equipped to meet the needs of students with excessive learning or extensive behavioral challenges.

DISMISSALS:

Any of the following will result in your child’s dismissal from LCS:

1. Tuition is delinquent for two weeks without satisfactory arrangements having been made with the financial office.
2. A student’s conduct, attitude, or lack of academic effort.
3. Parents will not cooperate with the policies of the school.
4. Habitual tardiness/absence.

ACADEMIC POLICIES:

Retention Policy:

Retention: When it is believed to be in the student’s best interest, parents will be alerted to the possibility of retention. Students must maintain a “C” average to be promoted to the next grade level the following year. The final decision rests with administration after a thorough investigation has been made, including parent conferences and interventions.

Standardized Testing for Kindergarten – Fifth grade:

All elementary students are given the Stanford Achievement Test in the spring of each school year. (see school calendar) Parents should make every effort to have their child in school during test week and make sure that their children are well rested. There will be no makeup tests. Parents will be provided with testing results.

HOMEWORK:

Each teacher will determine what and when homework will be assigned. Reading or studying is an active form of homework. Failure to turn in homework will lower grades.

NOTE: No homework will be assigned on Wednesdays or on the night of programs.

SPECIAL PROGRAMS:

Elementary: Music program participation accounts for one half the music grade.

During the school year the students will perform a Christmas program which is conducted in the evening. This program is an important part of the student's education. Students are required to attend, and grades will be affected for non-attendance.

Kindergarten students must also participate in Kindergarten Graduation.

VPK: Students perform with the preschool students in the Spring program. Students are strongly encouraged to participate.

FIELD TRIPS: (Elementary)

Field trips are an extension of the classroom, specifically planned to acquaint the students with learning experiences that cannot be scheduled or duplicated with the classroom. All school rules and regulations continue during field trips.

- ◆ Attendance on field trip is mandatory unless student is ill or has doctor/dentist appointment.
- ◆ Permission slips, signed by the parent or guardian, must be turned in before a student is permitted to leave on a field trip. Permission by phone will not be accepted.
- ◆ The teacher is solely in charge while on a field trip.
- ◆ All students must ride in school-provided transportation to the destination.
- ◆ Parent chaperones may ride in the school bus, if space is available.

There will be a nominal field trip charge for admission fees and/or other expenses.

SNACKS:

VPK students receive a 8:15 morning snack and a 2:15 afternoon snack.

Elementary aftercare students are served an afternoon snack.

FUNDRAISER:

Each family is encouraged to participate in our fundraising activities as tuition does not cover the full expenses of educating a child at LCS. We use fund-raisers and depend on tax-deductible gifts to help us meet our budget requirements.

ELEMENTARY SUMMER FUN CAMP (2011)

Summer Fun Camp operates for the 9 weeks of summer from 8:30 A.M. to 3:30 P.M. Monday through Friday. Liberty Christian will be closed during the week of July 4-8, 2010. (**No** tuition is due for that week.) Many activities and trips are provided, such as swimming, picnics, bowling, roller-skating, movies, weekly field trips and much more. **Activity fee is \$50 for Kindergarten and \$80 for First-Fifth. This fee covers all field trips and transportation except for optional swimming lessons.**

Summer Fun Camp Tuition

\$90.00	a week tuition	\$33	a week aftercare
\$54.00	tuition 3 day min.	\$10	a day for aftercare.
\$18.00	special day*	\$10	for aftercare

*A child may attend for a special day and pay \$18 for the day plus the cost of the field trip for that day. Reservations **must be made in advance.**

NOTE: To attend *Summer Camp* your child **MUST** be registered. Activity fee **must be paid** at time of registration. (Fees are subject to change.)

Summer Fun Camp is for students who attended LCS during the last school year or is enrolled in the new school year.

Children that did not attend LCS this year or are not enrolled for fall may be accepted on an application basis.

The uniform is not required during Summer Fun Camp. Children may wear play clothes; however, shorts must be with-in two (2) inches of knee. Blouses and shirts must completely cover the stomach, and no tee shirts with inappropriate language or pictures are permitted.

A flyer regarding these plans will be sent to you during the spring.

ACKNOWLEDGMENT

WE THE UNDERSIGNED PARENTS/GUARDIANS OF:

Name of Student

WHO IS IN _____ CLASS.
TEACHER

AND IS ENROLLED IN LIBERTY CHRISTIAN SCHOOL FOR THE 2009-2010 SCHOOL YEAR, HAVE **RECEIVED, READ, AND AGREE TO ABIDE BY** THE SCHOOL HANDBOOK.

SIGNED _____ PARENT/GUARDIAN

SIGNED _____ PARENT/GUARDIAN

DATE _____

I HAVE READ THE "BEHAVIOR AND DISCIPLINE" SECTION OF THE HANDBOOK (pages 9-11) AND I AM AWARE AND UNDERSTAND THE CONSEQUENCES FOR NOT FOLLOWING THE RULES.

SIGNED _____ ELEMENTARY STUDENT

This sheet must be signed and returned within five days of receiving it.