



*"Building Academic Accountability and Christian Character"*

**Parent & Student Handbook  
Jr. High & High School  
2018 - 2019**

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# **Introduction**

## **Mission statement**

We seek to train and encourage students spiritually, academically, physically, and socially according to principles from the Word of God. (Luke 2:52, Colossians 1:28-29)

## **Importance of the Home**

We believe that God commanded that children be taught to love God and place Him first in their lives. We believe that God has mandated the authority and responsibility for the education of the children to their parents, particularly fathers. Upon the request of the parents, Christian Liberty Academy becomes a partner in training their children. (Galatians 4:2, Deuteronomy 6, Ephesians 6:4)

## **History**

Christian Liberty Academy was established in the fall of 1985 by Mrs. Melinda Whitfield Ha'o. While awaiting the birth of her daughter she felt led by the Lord to homeschool her son. A few other parents approached her and asked her to consider tutoring their children. Mrs. Ha'o had an immense love for teaching and agreed to work with the other children. In a short amount of time she had grown to have 11 elementary students attending her "classroom" in her home's garage. A short time later she began tutoring several teenage boys in the afternoons. The students were all enrolled under Christian Liberty, a satellite school.

CLA grew quickly and moved over to Grace Baptist Church in Hilo to accommodate the increase in enrollment. Since that time, CLA has grown into an extensive preschool – 12<sup>th</sup> grade program. In 1995 property was purchased in Keaau, Hawaii. The school moved in to their new facility during the summer of 1999. CLA opened its preschool division in March of 2001 to meet the needs of children ages 3-4.

## **Corporate Structure**

Christian Liberty Academy is a privately run non-denominational academy owned and operated by the Board of Directors of Christian Liberty Ministries of Hawaii. The board comprises seven members, and its purpose is to guide in the future direction of the ministry and to direct in the development of policy. The board also determines if the actions and decisions of the administrator and director are in line with the spirit of policies. Christian Liberty Academy is recognized by the Federal and state governments as a 501(c) 3 non-profit corporation

Christian Liberty Ministries of Hawaii also runs "THE WINDS" camping program during the summer months for the younger people of Hawaii.

## **Affiliation**

Christian Liberty Academy is licensed by the Hawaii Council of Private Schools and is accredited by the Western Association of Schools and Colleges and the Hawaii Association of Independent Schools.

# **Philosophy**

## **Purpose**

The purpose of Christian Liberty Academy is to provide an atmosphere wherein young people are exposed to the absolute truth of God's Word. Jesus instructed His disciples in John 8:32, "And ye shall know the truth and the truth shall make you free". Not only is it our objective to teach the truth, but also to teach out students how to apply the truth wisely to their own lives. In John 16:13, we are promised that "when He, the spirit of truth is come, He will guide you into all truth."

As Christian educators, we desire to train each student to accept individual responsibility to God for his/her own actions and to challenge the students to glorify God in every facet of his / her life.

Christian Liberty Academy has the responsibility to provide the best possible education. A biblical viewpoint in the vital areas of life-spiritual growth education, personal self-discipline, and patriotism- must be strongly stressed during a child's formative years. We desire to minister to the needs of the whole child and to promote his spiritual and moral growth, academic and intellectual progress, and physical and social development.

Christian Liberty Academy is an extension of the Christian home and church, and thus must provide a continuity of training for Christian young people.

## **Commitment**

Christian Liberty Academy is dedicated to providing quality Bible-based instructions, encouraging personal development, promoting Godly living, and preparing students for future endeavors. We strive to provide precise, prompt, and courteous services to students, to parents, to one another, and to the community.

## **Doctrinal Statement**

All staff and board members must uphold the beliefs listed below and testify to them both in conduct and conversation:

1. We believe that the Old and New Testament Scriptures are verbally inspired of God and inerrant in the original writings, and that the supreme and final authority in faith and life.
2. We believe in one God -- eternal, omnipotent, omnipresent,-- manifesting Himself in three Persons -- Father, Son, and Holy Spirit, one in nature, and equal in attributes, power and glory.
3. We believe that the Lord Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary, and that He is all God and all man.
4. We believe that man was created in the perfect image of God and in a state of innocence; but man willfully transgressed God's law and lost communion with God, becoming dead in sin, corrupt in nature, and incapable of pleasing God.
5. We believe that Jesus Christ died for our sins, according to the scripture, as a representative and substitution sacrifice and rose again, and that all who believe in Him are justified on the basis of His shed blood and are saved by grace through faith wholly apart from human merit and works.

6. We believe that all who are born again by the Holy Spirit and received the Lord Jesus by faith through the Word of God have thereby become the children of God, possessing eternal life.
7. We believe in the resurrection of the crucified body of our Lord, in His ascension into heaven, and His present life there for us as a High Priest or Advocate.
8. We believe in the personal and visible pre-millennial return of our Lord Jesus Christ to reign upon the earth.
9. We believe in the bodily resurrection of all the dead: the saved to a life of eternal glory and bliss in heaven with God; the unsaved to eternal judgment of conscious suffering and woe in the lake of fire.
10. We believe in separation from all practices that would hinder a believer's testimony and walk with the Lord, since his walk with the Lord and God's everlasting grace is the only Scriptural basis for a useful Christian life.

### **Philosophy of Education**

1. God is the author of all truth and wisdom (Colossians 2:3; Proverbs 1:7)
2. God is sovereign in the affairs of the men and nations (Daniel 2:20,23; Acts 17:22-29)
3. God has revealed Himself in a general way in His creation, in a special way in His written Word, and in a personal way through His Son, Jesus Christ (Psalms 8:3-9; 19:1-6; John 1:14)
4. The Bible is the complete and final authority for all matters of faith and practice; therefore, every subject is to be studied from the perspective of the Word of God (2 Timothy 3:16,17; John 10:35; 2 Corinthians 10:5).
5. The Bible sets absolute moral standards to which we are to conform (Mark 7:14-23; Romans 14; 1Corinthians 8-10; 1John 3:4)
6. Man was created in the image of God but received a sinful nature because of the fall of Adam. For this reason, a man is born depraved and with darkened understanding (Genesis 1:26-27; Romans 3:22-23; Ephesians 2:1-3, 12; 4:12-27).
7. This darkness is removed by salvation, which is the gift of God and act of grace, received by faith in Christ Jesus (Act 16: 3, Ephesians 2:8-9; 4:17-21).
8. The believer is given the Holy Spirit, who leads and guides into all truth and will comfort in time of need (John 16:13).
9. The ultimate goal of Christian education is the development of Christ-likeness in the life of the student (Romans 8:29)
  - a. This goal is to be accomplished in an educational setting by teaching the student who God is and what He has done (Deuteronomy 6:4-7)
  - b. Through conveying the knowledge of who God is and what He has done, we seek to lead our students into the saving grace of our Lord Jesus and/or into a deeper knowledge of Him (Romans 12:2; Colossians 1:28-29; 2 Timothy 3:14-17).

10. God has mandated the authority and responsibility for the education of the kids to the parents.
  - a. We believe the most directly biblical form of schooling is home schooling (Deuteronomy 6:6-7).
  - b. We believe the father must have an active part in the education of his children (Ephesians 6:4).
  - c. Thus we believe the Christian school receives its authority for educating the children from the parents; therefore, the school is an extension of the home.
11. Effective Christian teachers are those who understand and are committed to these principles of Christian Education. They must be personally committed to Jesus Christ and yielded to the Holy Spirit (John 14:26; 16:13)

## **Student Learning Objectives**

We seek to train and encourage students...

### **Spiritually:**

1. To trust Jesus Christ as their Personal Lord and Savior (2 Corinthians 5:18-20)
2. To continually grow in Christ-likeness through the power of the Holy Spirit (2 Peter 3:18).
3. To view all of the life through the lens of a distinctively Christian worldview (2 Corinthians 10:5)

### **Academically:**

1. To value academic challenges (Proverbs 1:7b; 2:3-4)
2. To become competent in extracting information for a variety of purpose (Proverbs 24:3-6)
3. To use information and critical thinking to solve problems (Ecclesiastes 9:13-16)
4. To communicate information, the results of critical analysis, and the solutions to problems using a variety of media (1 Corinthians 14:7-12)
5. To acquire a deeper understanding of the works of God (Psalms 111:2)

### **Physically:**

1. To respect their bodies as temples of God and develop their talents as gifts of God (1 Corinthians 6:19-20)
2. To model and promote basic physical fitness and a healthy lifestyle (Proverbs 20:29)

### **Socially:**

1. To develop a biblical attitude toward and an appreciation of culture and heritage (Acts 17:22-34)
2. To demonstrate biblical love for others through attitudes of respect and actions of services (Romans 13:10; Galatians 5:13-14)
3. To accept responsibility for their actions, works, and continued learning (Matthew 12:36-37 (Romans 14:12)
4. To learn to be a team players and good sports, gracious in both victory and defeat (Philippians 2:3-5; Colossians 3:23-24)
5. To participate in the divine mandate to exercise stewardship over creation (Genesis 1:28)



# Policies

## Class Size

For Christian Liberty Academy, the goal of the administration is to maintain all core academic class sizes for 7<sup>th</sup> thru 12<sup>th</sup> grade at or below 22 students. Our desired student to teacher ratio is 20 to 1.

## Curriculum

The intermediate curriculum shall consist of:

### 7<sup>th</sup> grade

Life Science	Bible
Ancient World History	Physical Education
Basic Math	Ancient Hawaiian History
Grammar 7	Health
Literature	Study Skills / Keyboarding

### 8<sup>th</sup> grade

Earth Science	Bible
Early American History	Physical Education
Pre-Algebra	Speech
Grammar 8	Health
Literature	Study Skills / Keyboarding

A student in grades 7<sup>th</sup>-8<sup>th</sup> will be required to repeat his or her grade if that child receives one of the following:

An "F" in any two academic subjects for a semester average  
One "F" and two "D's" for a semester average in academic subjects  
Four or more "D's" for a semester average in academic subjects

The secondary curriculum (9<sup>th</sup>-12<sup>th</sup> grade) shall consist of:

### Mathematics

Algebra  
Geometry  
Algebra II  
Quantitative Reasoning  
Pre-Calculus  
AP Calculus (AB)

### English

English I-IV  
Ancient Literature  
Modern Literature  
World Literature  
American Literature

### Science

Physical Science  
Biology  
Chemistry  
Physics  
Botany  
Marine Biology  
Physics  
AP Physics (AB)

### Social Studies

Geography  
Modern World History  
Presidential U.S. History  
Government / Economics  
Modern Hawaiian History

### Other Classes:

Bible I-IV	Introduction to Education
Spanish I-II	Physical Education
French I-II	Guidance
Japanese I-II	

### **Vocational Classes:**

Sign-ups for vocational classes are at the Open House at the beginning of each school year. Vocational classes are only for grades 9<sup>th</sup>-12<sup>th</sup>.

These vocational classes are offered the last hour of the day on Monday, Tuesday, and Friday:

Debate  
Nutrition  
Journalism  
Fitness  
Video Production  
Service Learning  
Early Childhood Education  
Office Administration

Any student who receives less than a 65% for the semester average in any academic subject will not receive the semester credit. The credit may be made up in summer school, or it becomes the responsibility of the student to find an accredited correspondence or on-line program to make up the credit.

### **Graduation Requirements**

*Required credits for all graduates of Christian Liberty Academy:*

English/Literature - 4	Science - 4	Bible - 2.5
Social Studies - 4	Health - .5	Physical Education - 1
Math - 4	Vocation- 1.5	Foreign Language - 2
		Guidance - 1

A student will need to receive at least 24 high school credits to receive a diploma. The taking of the SAT or ACT is a graduation requirement. A student can take the SAT / ACT either junior or senior year. A student does not have to take it a second time if the student has been accepted into a college or enlisted in the military.

### **Grading Scale**

Grades 7-12

100-90 = A  
89-80 = B  
79-70 = C  
69-60 = D  
59 and below = F

\*\* Beginning the 2010 school year, in grades 7, 8, and 9, all grades will be recorded as percentages. This will aid in the accuracy of class standing and GPA.

Percentages that end in 7, 8, or 9 = "+"  
Percentages that end in 0, 1, or 2 = "-"

### **Reporting Grades (Report Cards, Mid-Quarter Progress Reports, Low-Achievement Reports)**

Report cards are sent out to the parents every nine weeks. Progress reports are sent out at the middle of each quarter. Low-achievement reports are used to notify parents that their child is below a 70 (C-) in any class anytime during the quarter. Low-achievement reports are sent out after grade checks every two and half weeks. A low-

achievement report will inform the parents of the grade, why the grade is low and what the student can do to pull the grade up. Teachers are required to communicate the grade to the parent in writing. All classes utilize the online gradebook, Alma. Parents and students will have online access to Alma for each subject.

### **Honor Roll**

Honor Roll is based upon the student's grade point average (GPA). GPA is calculated each quarter, and those students receiving a 4.0 are named to the Principal's List. Those receiving a 3.5 – 3.99 are named to the Honor Roll. The Honor Roll and Principal's list will be published in the Friday Letter at the end of each quarter.

### **Admissions Requirements**

#### ***Admissions Policy***

We admit students of any race, color, nationality, and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at Christian Liberty Academy.

#### ***Application Procedure***

1. Application packets may be picked from the office or downloaded from [www.clahawaii.org](http://www.clahawaii.org).
2. The completed application packet, a copy of the student's academic records (including current SAT and transcripts), a copy of the student's health records (including immunization records, TB clearance, and current physical examination) and a non-refundable application fee of \$25.00 should be turned in to the office.
3. Students entering 7<sup>th</sup>-12<sup>th</sup> grade are also required to submit two letters of reference from a coach, pastor, teacher, or administrator.
4. An interview will be scheduled with parents and the administrator after the application packet has been returned. Students entering 7<sup>th</sup>-12<sup>th</sup> grade must also attend this interview.
5. All students entering Christian Liberty Academy will be required to take the placement test. This test includes sections on math, grammar, reading, comprehension, and an essay.
6. The application process may take up to 2 weeks to complete. Parents will be notified in writing upon acceptance.
7. Spaces are filled with students who meet the requirements in the order in which the applications are received. Any student who does not cooperate or agree with the purpose and program of the Academy will not be admitted or allowed to remain in the Academy. Students will only be accepted at the beginning of each semester.

### **Re-enrollment Policy**

In *February* of each year, currently enrolled students receive a "Re-enrollment Letter" to determine their intentions of returning to CLA for the fall. **The letter of intent and the \$100 re-enrollment fee must be turned in by the first week of March for the student to be placed on the class roster for the upcoming year.** The student's enrollment will be secured when the Comprehensive Fee is paid in May.

## **Financial Policies**

1. An application fee of \$25.00 is due with new applications. This fee is non-refundable. Currently enrolled students may communicate their intent to re-enroll by returning a Letter of Intent along with a non-refundable \$100.00 registration fee (per child) in March. To be considered for re-enrollment a family MUST return this Letter of Intent and registration fee.
2. A non-refundable Comprehensive Fee is due each year in order to secure your child's spot. For currently enrolled students the due date is May 1<sup>st</sup>. For new students this non-refundable fee is due upon receipt of acceptance letter.
3. All families are required to pay a one month's tuition deposit in July of each year. This fee is held as a deposit until the month of May, or the student's last month of school. Monthly tuition payments are made in ten equal payments, July through April.
4. Tuition payments must be received by the first of each month. A \$15.00 late fee will be charged for each payment received after the 5th working day of each month. Failure to make payment by the 15<sup>th</sup> day of the month constitutes withdrawal of student from school. Payments returned from the bank as "insufficient funds" will incur an NSF check charge of \$15.00.
5. A written one month advance notice is required for withdrawal from school for any reason. Failure to give such notice will result in forfeiture of any prepaid tuition. Notice of early withdrawal from school must be given in writing by March 1st. Families failing to give notice prior to March 1<sup>st</sup> will be held responsible for tuition through the remainder of the term.
6. Refund policy:
  - a. The application fee and registration fee is non-refundable.
  - b. The Comprehensive Fee is non-refundable.
  - c. Any unused tuition fees are refundable up to March 1st of term contingent upon a 30-day written notice. No tuition fees will be refunded after March 1st.
  - d. No tuition will be refunded for days or weeks missed due to illness or vacation.

## **General Regulations**

### **Leaving Campus**

Students in grades 7-11<sup>th</sup> are not allowed to leave the school premises during the school day without parental and administrative permission. Students in 12<sup>th</sup> grade are allowed to leave the school premises during their scheduled lunch hour. Their travel distance is limited to the Keaau area.

### **Academy Functions**

Students must adhere to CLA regulations for all CLA-sponsored functions. This includes complying with the dress code (see field trip dress code on page 18). Students must remain at the function until it is finished. Students are

expected to attend all special activities planned during the school day. Cuts slips must be filled out and turned in to the office 2 days in advance.

### **Field Trips**

Field trips will be taken to various local places of interest. Students are expected to attend all class field trips. Permission slips will be sent home to parents at least one week prior to the trip and must be returned by the day of the trip. The students will not be allowed to participate without a properly completed permission slip. ***Verbal permission will not be accepted.***

Transportation cost, as well as admittance fees, will often be the responsibility of the parents. Students are expected to maintain the same level of discipline away from the school as is maintained at the school. Dress code will remain in effect during field trips (see field trip dress code on page 18).

### **Telephones**

Students may use the office telephone if they receive permission from office personnel. Students may not use their cell phones during school hours (7:45 a.m. - 2:35 p.m.). If a student uses his/her phone during school hours it will be taken, and the student must pay a \$5.00 fine to retrieve it at the end of the day. If the student is caught a 2<sup>nd</sup> time using his / her phone it will be taken and the student must pay a \$10.00 fine to retrieve it at the end of the day. A fine of \$15.00 is issued for the third offense. Each additional offense carries a \$5 incremental increase to the fine. With the parents' consent, the fine may be added to the next school bill.

### **Transportation (10<sup>th</sup>-12<sup>th</sup> grade only)**

Students driving to school must fill out a form and receive permission to drive their vehicle to school (The vehicle used by the student must be registered in the school office). Permission slips are available in the school office. Students who receive permission to drive to school must park in their assigned spot. Both drivers and passengers need parental permission to be in the same vehicle. Students cannot drive another person's car, and this could result in a referral. There will be no loitering in the parking lot or in the cars. This includes eating breakfast or lunch.

### **Visitors**

Parents and students must receive permission from the school office the day before bringing any visitors to the Academy. We prefer that students don't bring any visitors to school unless they are former or prospective students. Visitors must abide by the same standards of dress and conduct as CLA students.

During school hours, parents are asked to check with office before going to the student's classroom. Personal items that must be delivered to the student should be dropped off in the office and will be taken to the student at an appropriate time.

Generally, friends, former CLA students, or graduates are permitted to visit the school, as long as they are in good standing. Visits should be limited to lunchtime or after school, and may be restricted during certain peak times (end of semester, vacation days, etc.). Graduates of CLA may apply in the school office to volunteer their services to help with a project or with a particular teacher.

## **Lost and Found**

All articles that are left out at the end of the day will be sent directly to Lost and Found which will be located in the courtyard. Students who wish to retrieve their articles must pay \$0.25 per item. Textbooks will be sent back to the teachers. Items may be retrieved from lost and found before school, after school, and during lunch. CLA reserves the right to dispose of any articles left over one month.

## **Orientation Meeting**

At the beginning of each school year there is an orientation meeting for all parents. It is very important that at least one parent of each student attend this meeting. High school students will have the opportunity to sign up for vocational classes the night of the orientation.

## **Testing**

SAT testing is required for grades 2<sup>nd</sup>, 4<sup>th</sup>, 6<sup>th</sup>, and 8<sup>th</sup>. The test will be given in the spring of each year. The cost of the test is included in the comprehensive fee.

The ASVAB test will be given in the fall of each year for all 12<sup>th</sup> graders.

See the note under graduation requirements re: SATs/ACTs. The cost of the SAT/ACT is the responsibility of the student and his/her family.

## **Health Services**

The school is not permitted to dispense medication. Should a child need required medications for allergies (e.g. epi pen, asthma inhaler, etc.) they need to contact the office to set up a plan should an emergency arise with their child.

Students who are unable to participate in physical activities must have a doctor's excuse or a note from home.

If a student becomes ill at school, the parent will be notified first. Any student who is at school and is running a temperature or has vomited will be sent home. Students are not to return to school until they have been fever and vomit free for 24 hours. If parents cannot be contacted, names listed on the child's emergency information card will be contacted. Parents are encouraged to keep the school informed of all changes in telephone numbers at work and at home. Emergency phone numbers and contacts are included in each student's file.

## **Communicable Diseases**

While it is not the desire of CLA to discriminate against any student, we are faced with the challenge of providing a safe haven for those students entrusted to our care by their parents. Our purpose is to protect our students from exposure to communicable diseases. The concern is twofold: (1)To protect other students from developing a like-threatening illness, and (2)To protect the ill student from acquiring a disease from his/her fellow students or staff members that would endanger his/her life.

Should a student be diagnosed with any childhood communicable disease, such as, but not limited to, chicken pox, tuberculosis, measles, mumps, etc., he or she must present a statement of health from an attending physician prior to being admitted back to class.

If there is an outbreak of any childhood communicable disease, the students who have not been immunized due to medical or religious exemptions will not be allowed to attend Academy.

### **Insurance**

The Academy's Student Accident Insurance covers each student enrolled at CLA. The cost of this insurance is included in the Comprehensive Fee. This insurance helps cover some of the medical costs of an accident that takes place during a school function.

### **Emergency Procedures**

In the event of heavy rain, tropical storms, or tsunami warning, please do not call the school office. The information regarding emergency closing of Christian Liberty Academy will be announced over the local radio. Any time public schools are closed due to Civil Defense directives, CLA will also be closed.

Fire drills are conducted once a quarter throughout the year in order to teach our students what to do in case of a true emergency. The signal for a fire drill is a loud high pitch horn accompanied by the strobe lights. Students who are not in their assigned classrooms will leave by the nearest exit and stay with the teacher they are with at the time. Students should leave the room quickly and quietly in single file. Pushing, shoving, and talking are not allowed. When outside, students should stay far enough away from the building to ensure safety. Each class will remain together under their teacher's supervision until the students receive permission from the administration to return to class.

### **Code Red Policy**

#### **General Information**

Our Code Red Policy contains preventive measures to keep students and staff out of harm's way in the event of a school crisis. This policy pertains to any tragic, dangerous (uncontrollable strangers on campus, etc.) or criminal situation that is occurring or has occurred on campus or in close proximity to the campus. (A Code Red Drill is conducted as a practice measure each Semester, and discussed with students in order to keep them informed and aware in the event of a school crisis.) Due to the nature of an emergency situation, it is our intent to notify parents via email as soon as safety permits.

**In the event of a school crisis, every effort should be made to notify the school Administrator – Upper Campus Principal – Mr. Troy Rimel : 966-8445 / Lower Campus Principal – Mr. Matt Summer : 966-8866.**

**In the event of a school crisis, the SCHOOL CRISIS TEAM, (Administrators, Office Personnel, teachers who are having an office hour), will do the following:**

- 1) Call 911 – If deemed necessary.
- 2) The Crisis Team will determine the extent of the crisis.
- 3) If warranted, the School Crisis Team will activate the Code Red Signal (which is a continual ringing of the school bell).
- 4) If possible, the School Crisis Team will check surrounding areas for suspicious activity (Hall of Knowledge, courtyard, front sidewalk area, bank side parking area, mill parking area, and bathrooms).
- 5) The School Crisis Team will continue to monitor the situation until the threat of danger has passed, at which

time they will issue the All Clear Signal (which is the continual beeping of the Fire Alarm).

**In the event of a school crisis during the school day, the students and staff will do the following:**

- 1) Upon hearing the Code Red Signal, all students, staff members and visitors will be directed into the nearest classroom or office. Teachers who are with students on the playground will blow their whistle 3 times, shout "Code Red" and immediately help students to get down and take cover. Teachers inside will lock all windows and doors and everyone will be directed to stay in a drop position alongside of a desk, to stay away from windows and doors, and to stay quiet.
- 2) Staff members will stay with their students in their place of hiding until they hear the All Clear Signal. Staff members will take roll, using their grade book, and add names of others present. Once the All Clear Signal is issued, all staff members and students on both campuses will gather at the assembly area in the rear parking lot of the Upper Campus.
- 3) Once out at the assembly area the administration will brief the faculty and students and give additional instructions.

**In the event of a school crisis outside of school hours, students should do the following:**

- 1) If you hear shots immediately get down and take cover. Stay down and hidden until help comes.
- 2) If students scatter they are to report to the parking lot of C.U. Hawaii.

**What to do if you notice an unidentified or suspicious visitor on campus:**

Students should always notify a staff member of any unidentified or suspicious visitor on campus. When notified, a staff member will assess the situation and, if prudent, approach the person and ask if they need help. They will then determine what the need of the person is (looking for a classroom, teacher, or student). They will politely explain to the person that Christian Liberty is a closed campus and accompany them to the main office, taking note of their physical description and attire.

If the unidentified or suspicious person refuses to respond, or behaves unusually, they will enlist the help of other staff members, while continuing to observe the unidentified person.

If at any time it is determined that the unidentified or suspicious person poses a threat to our school community, the staff members will notify the administration that we have a possible Code Red and the School Crisis Team will be activated.

**School Property**

The appearance and care of our school campus is a part of our testimony and the testimony of our students. Students are required to help take good care of the facilities and property. Willful damage or destruction of school property will not be tolerated. Students will be expected to pay for and, if possible, repair any damage for which they are responsible. Any student caught writing on the school furniture or equipment will be charged a \$7.00 maintenance fee.

Students should keep the inside and outside of the building and surrounding areas neat and clean. The tidiness and appearance of the school building during the day depends on each student's cooperation in keeping locker areas and classrooms in order. Teachers should assist with keeping classrooms tidy.



All school-owned textbooks are to be covered within one week of being issued. Damages to school-owned textbooks will be the responsibility of the students to whom they are assigned.

### **School Hours**

The regular school day runs from 7:55 a.m. – 2:35 p.m. The office hours are from 7:30 a.m. – 3:30 p.m. During the summer, the office will be open from 8:00 a.m. until 12:00 p.m. daily - except for holidays and weekends.

### **Vault Shop Hours (Bookstore)**

The Vault Store will be open from 7:20 a.m. - 8:00 a.m. / 11:20 a.m.- 12:45 p.m. / 2:30 p.m.- 3:00 p.m. daily. The Vault Shop will also be serving lunch daily for upper campus students. They also have limited snacks, juice and water, schools supplies, and CLA monogrammed merchandise.

### **Arrival and Departures**

Because of liability, students should arrive no earlier than 7:20 a.m. All 7<sup>th</sup>-12<sup>th</sup> grade students arriving before 7:45 a.m. should report to the court yard area on the east side of the building. Students are to remain in this area until the 7:45 a.m. bell. Students may also go to the Vault Shop. 11<sup>th</sup> and 12<sup>th</sup> graders may study in the library.

### **After School Program**

After school all junior high students must report to after school care at the lower campus in the Rosie O pavilion at 3:00 p.m. every school day. When parents come to pick up their child, they are required to sign them out of the program. There is no after school program for 9<sup>th</sup> through 12<sup>th</sup> graders.

The cost of the after school program is \$10.00 per day or a monthly fee. All charges will be applied to the student's school bill.

### **Mandatory Study Hall**

Teachers may require students to attend the Wednesday Study Hall in Room One from 2:00 p.m. – 3:30 p.m. A student who has missing work or has a D or an F in a class attends study hall to complete the work and bring the grade up. A teacher can require the student to attend Study Hall until the grade is brought up. Students who are required to attend must be informed in writing by Tuesday afternoon. A form is sent home and signed by the parents and returned to the study hall teacher. Students may not use cell phones during study hall. Teachers who have required students to attend must be reachable by person or by phone during the time students are in study hall.

If there is a legitimate conflict and a student is not able to attend, he/she can make up the work during lunch periods. This could continue until the work is made up.

### **Class Preparation**

A student should come to each class period with all the necessary items that may be needed during that class period. If the student forgets a book they may rent a textbook from the teacher for \$0.25 for that class period. A student who consistently comes to class unprepared can be written up for "lax attitude" towards academics.

### **Homework**

The purpose of homework is to strengthen classroom taught subjects by practice and drill. Research for different projects is done as homework assignments. Parents are asked to insure that students do homework assignments. These assignments are expected to be turned in promptly, and parents will be notified if a student is delinquent in this matter. Failure to do homework will affect the grade of the student.

### **Make-up work**

When a student is absent from class and the absence is excused, he will be allowed equal time to the number of days absent to make up work. The student should check with each of his teachers to determine when the work will be due. If the absence is unexcused, the student may receive a "0" for all work missed.

Make-up work during times of cuts should be turned in the day a student returns to school from a cuts break.

### **Attendance and Tardies**

We feel that regular attendance and promptness is very important in education. If a student misses more than 20 days in a year, the school has the right to not promote the student to the next grade. Absences will be excused for personal illness, death in a family, and other emergencies. If the student is to be absent for any other reason, the student must fill out and turn in a Cuts Slip two days before the student is to miss school. If the student does not fulfill these responsibilities, the absence is not excused. A student may miss no more than 5 days a semester for cuts or sickness; however, the student will be responsible to complete all missed assignments.

School begins promptly at 7:55 a.m. Any student arriving after 7:55 a.m. will be marked tardy. Any student arriving after 8:30 a.m. should report to the office to verify his/her attendance. If a student arrives after 12:00 p.m., it is counted as an absence. Every five tardies will result in a lunch detention. The administrator reserves the right not to re-enroll a student who is consistently late or absent. Parents, please note that your child's absences and tardies will be recorded on the quarterly report cards.

### **Early Dismissal**

Parents who wish to pick their children up before regular dismissal time should notify the office personnel the morning of the early dismissal. A note is needed stating the time and reason for the early dismissal. Whenever possible, please make a doctor or dental appointment after school hours. Parents need to sign their child out before the student leaves.

### **What Not To Bring To School**

Anything that has worldly connotations or promotes a negative influence on our students should not be brought to school. These items will not be allowed on campus or any school function (including after school care or athletic practice). Personal entertainment devices should not be used during school hours, and also students run the risk of these costly items being lost or stolen.

### **Boy-Girl Relationships**

Boys and girls are expected to maintain Biblical standards of moral conduct. Immoral or indecent behavior in private or in public will subject the students to disciplinary action. Handholding, embracing, kissing hello/goodbye or other such physical contact between dating couples is not permitted at school or any school-related functions.

Couples are not to go off alone at any time while under the school's supervision.

### **Off-Limit Areas**

Students who wish to visit an administrator must go to the office and seek permission from the office clerk. The office clerk will check the availability of the administrator. If the administrator is not available an appointment may be scheduled. Students are not allowed in the administrative office area without permission.

Students who must go between the Elementary Campus (Lower Campus) and the Upper Campus must use the designated walk-ways. Students must use the crosswalk by the Elementary Campus' lower gate. No student is to cross the road unless using the crosswalk. When walking on the Elementary campus driveway students and faculty are to use the designated sidewalk when working as a teacher's aide or going to physical education class.

Students are forbidden to go to the lower sections of the Mill Property (unless escorted by a faculty or staff member). Students may only go as far as the student parking area and are not allowed to loiter in any vehicle or in the school parking lot.

Students are not allowed to go to the upstairs vault area without a faculty or staff member's permission.

### **Lockers**

All academy students will receive a locker assignment. Students are not allowed to decorate their lockers with anything that is permanent or that leaves a mark (such as stickers). Students are not allowed to have any objectionable material in their lockers. Anything left on top of the lockers will be taken to lost and found. It is recommended that students lock their lockers with either a key lock or a combination lock. Combinations and extra keys then must be turned into the office.

## **Extracurricular Activities**

### **Athletics**

Christian Liberty Academy is a member of the Big Island Interscholastic Federation and the HHSAA. We also participate in some county and city recreation leagues for the intermediate students.

The purpose of the athletic program at CLA is to provide the means by which a student may participate in sports under the tutelage of a Christian coach. Through athletics we seek to familiarize our students with the principles of setting goals both for the team and the individual. We seek to teach the athlete the importance of teamwork as well as obeying authority. We desire that the athlete learns the fundamental skills associated with the sport that he/she is involved in, and this increases the enjoyment of the game through active participation. Most importantly, we seek that a participant realizes that the talents and strength that he/she possess are gifts from God. It is important that each participant uses his/her talents for the glory of God during practice and competition.

### ***Participation Requirements***

1. Proof of Insurance – As a requirement for participation in all sports, student athletes should provide proof of health insurance.
2. Physicals – All athletes must have a yearly physical examination by a licensed medical practitioner. Physical

Verification forms are provided through the athletic department.

3. Athletic Fees – Athletes will be charged a one-time \$150.00 non-refundable fee to participate in any BIIF sport. This will be collected before the student may participate in preseason practices.

### ***Practice Policy***

In order to be eligible to participate in any academy-sponsored athletic activity (including intramurals), the student must maintain an overall 2.0 average with no Fs in any subject. Grades will be checked regularly throughout the period of participation. Any F or GPA lower than a 2.0 at mid-quarter or the 2<sup>nd</sup> low achievement time period makes an athlete ineligible. Also participation will be based on the quarter before, as well as the quarter of participation. An athlete who is ineligible due to academics may not attend practice or participate in any games until such eligibility is restored.

### **Student Body Leadership Team**

Student Body Leadership Team (SBLT) is a spiritual accountability group. There is an application process to become a member of the team, and their duties include chapel and spiritual retreat planning for the student body. They are encouraged to set the spiritual tone for the rest of the student body.

In order to serve on SBLT a student must attend church on a regular basis, have a positive Christian testimony among the faculty and students and be known as a good citizen.

### **Student Activity Council**

The student activity council is made up of class representatives and a student body president. Members of the council are nominated by the student body, approved by the administration and faculty and elected by the specific classes. This group plans homecoming events, Thanksgiving stew lunch, Walk-in-the-Park activities and class competitions.

### **Dramatic Productions**

Each year CLA produces a full-length historical dramatic production. Students may be involved in all areas from stage crew to acting. The play is held in the spring of each year after many weeks of rehearsal. In order to participate in the dramatic productions a student must maintain a 2.0 academic average with no Fs in the quarter before as well as during the production. They must be willing to sign a letter of commitment.

### **Historical Tour**

Every two years CLA takes a historical tour to the East Coast of the United States. This 12 day trip includes tours to: Jamestown and Williamsburg, Virginia; Washington D.C.; Gettysburg and Philadelphia, Pennsylvania; Boston, Massachusetts; and New York City. We discuss history from the founding of our country to current political issues being debated on Capitol Hill. The trip is usually taken in the spring of even-numbered years. The trip is limited to juniors and seniors, and they are expected to raise their own funds. A one-half history credit is offered to those students on the trip.

## **Discipline System**

In order for our educational program to be successful, we expect certain standards, attitudes and cooperation among our student body. The parent's support and cooperation is also needed. It is impossible to make rules to cover every type of infraction. Good behavior comes from the heart and must not be mere conformity to man-made regulations. We base our discipline standards on Romans 13 and I Peter 2:13-25.

Disciplinary offenses are divided into three categories: Class "A", Class "B" and Class "C".

### **Class "A" Offenses**

1. Talking, disrupting, or making a disturbance in class that results in the student being sent out
2. Running in the building or on the sidewalks
3. Loud and obnoxious noise making
4. Horseplay / unnecessary rough housing
5. Spitting, unacceptable manners

When a student is caught committing a Class "A" offense he/she will be given a referral. The student will be expected to sign the referral acknowledging the fact that he/she received the offense. The teacher who writes up the referral will notify the parents verbally within 24 hours (if possible). Teachers can also have the student call the parent in the presence of the teacher. The referral will then be turned into the office.

Outside of the classroom, students may receive a Class "A" offense without a warning. The rules listed in the handbook stand as a warning.

### *Consequences for "A" offenses*

When a student receives a first or second offense in a quarter, there is a verbal warning from an administrator. Three Class "A" offenses in one quarter become a Class "B" offense. At the end of the quarter all Class "A" offenses will be erased from the student's record. Class "B" offenses remain on file throughout the remainder of the school year.

### **Class "B" Offenses**

1. Using profanity, improper and vulgar language
2. Direct disobedience
3. Lying, cheating, stealing
4. Destruction of property
5. Leaving school or class without permission
6. Participating in any other serious offenses that jeopardize the safety and welfare of other students. This includes fighting and verbal harassment. These items could cause immediate dismissal.
7. Performing below achievement level and having a lax attitude about academics.

When a student commits a Class "B" offense he / she will receive a discipline referral and report to the office for a meeting with an administrator. The teacher or staff member will notify the parents personally or by telephone as soon as possible. Once again the teacher can have the student call the parent in the presence of the teacher.

### *Consequences for “B” offenses (7<sup>th</sup> – 12<sup>th</sup> grade)*

**First offense** – Discipline meeting with an administrator. Verbal warning and letter to parents.

**Second offense** – Discipline meeting with an administrator. Written warning in letter to parents.

**Third offense** – Discipline meeting with an administrator. One-day suspension and letter to parents. Evaluation of the student by faculty and staff.

**Fourth offense** – Discipline meeting with an administrator. Three-day suspension and letter to parents.

After a student has received the 4<sup>th</sup> “B” offense he/she may face the following consequences: limited participation in extracurricular activities, and/or school or class field trips.

**Fifth offense** – Discipline meeting with an administrator. Possible expulsion.

### **Class “C” Offenses**

1. Smoking, consuming or having in possession illegal drugs or alcohol.
2. Carrying knives, guns or any kind of explosives.
3. Terroristic threatening of teachers or other students
4. Possession or distribution of pornographic material
5. Sexual immorality

Any student committing a Class “C” offense will be required to meet with the administration and his/her parents. Immediate expulsion may occur after one Class “C” offense.

It is a privilege to attend CLA. We want our students to truly want to attend and to be educated at CLA. Christian Liberty Academy reserves the right not to enroll or re-enroll any student who willingly displays an uncooperative attitude towards the academics, policies and rules, our Christian beliefs, or shows blatant disrespect towards any member of the faculty or staff.

### **Detention**

A student who receives a Class “A” referral will serve lunch detention that day or the following day. Students may also receive detention for chewing gum, eating in class, dress code violations, and tardiness. Every five tardies result in a lunch detention. After 15 tardies a student will be required to attend mandatory study hall on Wednesday.

### **Evaluations**

Since our objective is to establish in our students a positive attitude towards Christian growth, we seek not to just discipline or correct but to instruct and guide. Although a student’s actions may seem acceptable, through negative comments or a lack of participation his/her attitude may display a hidden struggle. These situations cannot be handled by the discipline system; therefore the evaluation system provides another opportunity to help a student pinpoint and correct a problem area.

### *Process*

If a teacher notices that a student is struggling with his/her attitude, the teacher may make a request that the student be evaluated. An administrator will send a memo to each of the student’s teachers for them to evaluate the student. A letter will be sent to the parents letting them know that their child is being evaluated. The student will be evaluated in the following areas: God (Activities, Attitude, Testimony), Others (Compassion, Cooperation,

Influence, Loyalty, Obedience, Respect), Self (Humility, Initiative, Integrity, Responsibility, Self-discipline, Service). Once all of the evaluations are completed the administrator will compile the scores to determine an average. Anonymous comments will be transferred onto a master sheet. The administration and faculty will meet to discuss the scores. Then an administrator will meet with the student and his / her parents with the goal of pinpointing the problem and begin steps to correct it.

**Probation Candidates**

1. Student will have a conference with an administrator to discuss the evaluation score.
2. Parents will be notified by letter and / or phone call.
3. The probation period will last for nine weeks.
4. Students must fulfill obligations (in and out of school) that are designed by the administration to help improve character quality.
5. At the end of the nine weeks probation period the student will be re-evaluated.
6. Unsatisfactory improvement will result in the student remaining on probation or being released.
7. A student remaining on probation after two consecutive nine-week periods may be released.
8. Students on probation who receive three “A” offenses or one “B” offense during a probation period may be released from CLA.

**Dress Code**

While we realize that the Bible does not specifically tell us how we should dress or how our hair should be cut, it does give us some principles to follow. In light of these principles, we must set an institutional standard for our Academy. Our intention is not to say that a Christian who fails to meet our standards is sinning, but only that our students must meet this standard in order for us to be consistent in our enforcement of a recognizable code. Some general scriptural guidelines for dress are as follows:

- |                                 |       |  |
|---------------------------------|-------|--|
| 1. Modesty                      | ..... | 1 Timothy 2:9                              |
| 2. Distinction                  | ..... | Deuteronomy 22:5, 1 Corinthians 11:14-15   |
| 3. Identification with the Lord | ..... | 1 Tim. 4:12, Romans 12:1-2, 1 John 2:15-16 |
| 4. Neatness                     | ..... | 1 Corinthians 14:40                        |

**Purpose of Dress Code**

1. To maintain a recognizable standard
2. To develop a concern for personal appearance
3. To provide an environment that is conducive to learning
4. To focus attention on Christ rather than ourselves
5. To avoid offending others by what we wear or causing others to stumble in their Christian walk.

**Regular Academy Uniform**

*7<sup>th</sup> – 12<sup>th</sup> Grade Girls*

The school uniforms are purchased from Land’s End CLA school uniform website. Uniforms must all have the school logo embroidered, and are navy blue or gray polo shirts with khaki or navy blue long pants, shorts, or knee length skorts. All students are expected to abide by this dress code. All uniform articles must be purchased online. No exceptions.

Outerwear of navy blue jackets, navy blue sweaters, or CLA sweatshirts may also be purchased from Land's End. A plain navy blue jacket or sweater may be purchased from an outside source and worn to school, but it must be plain solid navy blue with no logos, images, stripes, piping, borders, etc. No other outerwear may be worn.

Girls who wear closed toe shoes (loafers or tennis shoes) must wear socks. Girls may also wear dress shoes or sandals as long as they have a back strap. The back strap must be worn around the back of the heel at all times. If the shoes have laces they must be tied. No slippers or beachwear permitted.

1. Girls dress should be modest at all times. Girl's outfits must not be tight fitting. Students wearing inappropriate clothing will be sent to the office where they will wait for their parents to bring them an appropriate school uniform.
2. Haircuts that are identified with as extreme, faddish and unconventional will not be permitted. The color of the hair must be that which appears natural. No extreme tinting or coloring will be allowed.
3. Earrings are permissible for girls only. All other body piercing is not permitted.
4. T-shirts worn under the polo or Aloha shirts must be either white or gray. A non-CLA white or gray long-sleeved undershirt must be solid with no writing down the arms.
5. The length of the school uniform pants, shorts or skirts may not be altered.

### *7<sup>th</sup> – 12<sup>th</sup> Grade Boys*

The school uniforms are purchased from Land's End CLA school uniform website. Uniforms must all have the school logo embroidered, and are navy blue or gray polo shirts with khaki or navy blue long pants or shorts. All students are expected to abide by this dress code. All uniform articles must be purchased online. No exceptions.

Outerwear of navy blue jackets, navy blue sweaters, or CLA sweatshirts may also be purchased from Land's End. A plain navy blue jacket or sweater may be purchased from an outside source and worn to school, but it must be plain solid navy blue with no logos, images, stripes, piping, borders, etc. No other outerwear may be worn.

Boys must wear shoes and socks daily. Shoes with laces must be tied. No sandals, slippers or beachwear is permitted.

1. Boys are not permitted to wear earrings to school or any school-sponsored activity. No temporary or permanent tattoos are permitted. Excessive jewelry is not allowed.
2. Hair should be to the top of the ears, above the eyebrows and not touching the collar. Haircuts that are extreme, faddish and unconventional will not be permitted. The color of the hair must be that which appears natural. No extreme tinting or coloring will be allowed.
3. Hair check will be conducted every chapel. If the student receives a hair warning, the student will have one week (until the following chapel) to get his hair cut. It must meet the standards before the next chapel. If the student still does not meet the standards, he will be given a lunch detention for everyday that it is not cut and the parents will be notified.
4. T-shirts worn under the polo or Aloha shirts must be either white or gray. A non-CLA white or gray long-sleeved undershirt must be solid with no writing down the arms.

### **P.E. Uniforms**

Every student participating in physical education must attend class in his/her P.E. uniform. If students do not wear the uniform, they will not be able to participate in the class, and the grade will be affected due to lack of participation. It is recommended that each student buy more than one P.E. uniform.



### **Friday Dress Code**

On Fridays, students are allowed to wear the regular CLA uniform or they can wear “Aloha Wear.” Students may wear a traditional Aloha shirt with jeans. Students may also wear any Canefire t-shirts on Fridays with jeans.

### **Field Trip Dress Code**

Non-active field trips – Regular school uniform

Active Field Trips – (Athletic events, P.E. outings, gym days, retreats, science outings). Shorts must be no shorter than three inches above the top of the knee. Closed toe shoes and socks must be worn. If the shoes have laces they must be tied. In keeping with our policy of modest dress, girls may not wear spaghetti straps, halter tops or tank tops with straps less than two inches wide. If a girl chooses to wear a dress or skirt, the hemline should reach the knee. All emblems or advertisements on shirts or hats must be appropriate. No liquor or cigarette advertisements are acceptable.

Active Field Trips – (Beach Wear). All swimsuits must be modest. Girls are required to wear a one-piece swimsuit or may wear surf shorts and a tank top with straps that are two inches wide. If two piece bathing suits are worn, a shirt must be worn over the bathing suit. Slippers may be worn at the beach or the pool. In route to the beach or the pool regular Active Field Trip attire must be worn.

### **Changing Clothes After School**

If students change out of their school uniforms after school for scheduled practices or physical activity, they must wear a practice uniform or a P.E. uniform. Students staying after to school to socialize or heading out to a social event may not change unless they change into a practice or P.E. uniform.

## **Academy Details**

### **Academy Colors**

Christian Liberty Academy’s school colors are orange and blue.

### **Academy Nickname**

Canefire was chosen as our nickname in the summer of 2004. Canefire was chosen because of the history of our community, Keaau, which at one time was sugar cane country. The cane farmers used to set fire to the fields in order to burn off the impurities so that only the cane stalks remained. In the same way the Holy Spirit burns in us to remove all the impurities, preparing us for a life of service. Cane fire is two words; however for our purpose we have combined it into one word, Canefire, to emphasize our unity as one in the Body of Christ. In addition, we leave it in the singular form to further emphasize unity. We burn together as one flame and are thereby known as the Christian Liberty Academy Canefire.

### **Academy Pep Song**

Our alma mater is as follows, and it is sung to the tune of “Beulah Land”.

*Hail to Christian Liberty, the blue and orange are fighting  
On the courts and on the fields, the Canefire make their stand.  
Fears and doubts and things of earth in vain to them are calling.  
Win the deeper vic'try – Oh C L A!*

*We're fighting in a battle that the world will never win.  
We're Monarchs in the Kingdom; We're joint heirs to the throne.  
Oh yes we're looking to the future when we'll wear a golden crown.  
For now we're fighting for C L A!*