



*“Building Academic Accountability and Christian Character”*

**Parent & Student Handbook  
Elementary School  
2021 - 2022**

Updated 6/2021

# Table of Contents

<b>Introduction</b> .....	<b>4</b>
Mission Statement.....	4
Importance of the Home .....	4
History.....	4
Corporate Structure.....	4
Affiliation .....	4
<b>Philosophy</b> .....	<b>4</b>
Purpose.....	4
Commitment.....	5
Doctrinal Statement.....	5
Philosophy of Education .....	6
Student Learning Objectives.....	7
<b>Policies</b> .....	<b>7</b>
Class Size .....	7
Curriculum .....	7
Grading Scale .....	8
Reporting Grades.....	8
Honor Roll .....	8
Summer School.....	8
Admission Requirements.....	8
Admissions Policy.....	8
Application Procedure .....	8
Re-enrollment Policy .....	9
Financial Policies .....	9
Refund Policy .....	10
School Uniforms.....	10
Physical Education Uniforms .....	10
Leaving Campus .....	10
School Functions.....	10
Field Trips.....	10
Telephones .....	10
Transportation .....	10
Visitors .....	11

Lost and Found .....	11
Orientation Meeting and Open House .....	11
SAT Testing.....	11
Health Services .....	11
Communicable Diseases .....	11
Emergency Procedures .....	12
School Property .....	13
School Hours.....	13
Arrival and Departure .....	13
Homework .....	14
Make-up Work.....	14
Attendance and Tardiness .....	14
Early Dismissal .....	14
What Not to Bring to School.....	14
Athletics .....	15
<b>Discipline System.....</b>	<b>15</b>
Class “A” Offenses/Star Party System .....	15
Class “B” Offenses.....	15
Class “C” Offenses.....	16
<b>Dress Code .....</b>	<b>16</b>
Purpose of Dress Code.....	16
Regular School Uniform .....	16
P.E. Uniforms .....	17
Field Trip Dress Code .....	18
Changing Clothes Policy.....	18
<b>School Details.....</b>	<b>18</b>
School Colors .....	18
School Pep Song.....	18

# **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 for students 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.

## **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 these beliefs 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, visible pre-millennial return of 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. Our walk with the Lord and God's 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 and 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:**

To trust Jesus Christ as their Personal Lord and Savior (2 Corinthians 5:18-20)

1. To continually grow in Christ-likeness through the power of the Holy Spirit (2 Peter 3:18).
2. To view all of the life through the lens of a distinctively Christian worldview (2 Corinthians 10:5)

### **Academically:**

To value academic challenges (Proverbs 1:7b; 2:3-4)

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

### **Physically:**

1. To respect their bodies as temples of God and use 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:**

To develop a biblical attitude toward and an appreciation of culture and heritage (Acts 17:22-34)

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

## **Policies**

### **Class Size**

The goal of CLA is to maintain class sizes between 14-20 students depending on the grade level. Kindergarten classes will not surpass an enrollment of 14 students. 1st to 5th grade will be limited to 18-20 students per class.

### **Curriculum**

The elementary curriculum shall consist of:

Core Subjects: Language Arts (Reading, Writing, and Spelling), Science, Bible, Heritage Studies, Mathematics

Supplemental Subjects: Art, Physical Education, Computer Lab

A student in grades K – 3<sup>rd</sup> grade will be required to repeat his or her grade if the student receives a “2” or an “F” in either reading or math.

A student in 4th and 5th grade 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.

## **Grading Scale**

Kindergarten:

M = Mastered

P = Progressing

N = Needs improvement I = Not taught this quarter

1<sup>st</sup> – 6<sup>th</sup> grade:

100-90 = A

89-80 = B

79-70 = C

69-60 = D

59 and below = F

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 daily access to the grade record in their ALMA account.

## **Honor Roll**

Honor Roll is posted in the Friday letter at the end of each quarter. A student who receives all A's is listed on the Principal's list. A student that at least half A's with nothing lower than a B will be placed on the Honor Roll.

## **Summer School**

A six week Summer school session is offered for preschool – fifth grade. Academics are taught through various hands-on activities. Students may be required upon the recommendation of the teacher to attend summer school.

## **Admission 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 up from the office ,downloaded, or filled out online from [www.clahawaii.org](http://www.clahawaii.org). Students entering Preschool or Kindergarten must be age 3, 4, or 5 by July 31<sup>st</sup> of that school year.
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 a current physical examination) and a non-refundable application fee of \$25.00 should be turned in to the office. A placement test may be required to determine the appropriate grade level.
3. An interview will be scheduled with parents and the Elementary Principal.
4. The application process may take up to 2 weeks to complete. Parents will be notified upon acceptance.
5. 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 school will not be admitted or allowed to remain in school. No student will be accepted after the 4th quarter begins. Staff children and siblings receive priority when a waiting list exists.



6. Probation:

a. Academic Probation:

- I. A student may be placed on Academic Probation if the student scores below average on the Admissions Placement Test. A student may also be placed on Academic Probation if (s)he receives 2 F's or 1 F and 2 D's on any subject in the semester average.
- II. Academic Probation means that the administration reserves the right to deny reenrollment if the student receives 2 F's or 1 F and 2 D's on any subject in the semester average after being placed on Academic Probation. Administration also holds the right to apply any other alternative requirements to help the student based on the individual situation.

b. Disciplinary Probation

- I. After the 4<sup>th</sup> "B Offense" or the 1<sup>st</sup> "C Offense" by a student, the administration reserves the right to place a student in Disciplinary Probation. A student may also be placed on Disciplinary Probation if the student has exhibited disciplinary issues in his/her previous school history.
- II. Disciplinary Probation means that the administration reserves the right to deny reenrollment or begin the expulsion process if the student receives any additional "B Offenses" after being placed on probation. The Administration also holds the right to apply any other alternative requirements to help the student based on the individual situation.

### **Re-enrollment Policy**

In March of each year, currently enrolled students receive a Letter of Intent to inform us of their plans for the following school year. For families hoping to reenroll their student at CLA, a \$100.00 non-refundable Registration Fee must accompany the Letter of Intent. Placement for returning students will be secured when the non-refundable Comprehensive Fee is paid.

### **Financial Policies**

1. A non-refundable application fee of \$25.00 is due with each application.
2. Upon acceptance, the non-refundable comprehensive fee and the registration fee is due. A one month deposit due July 1<sup>st</sup> will be applied to the May tuition or student's last month's tuition.
3. Tuition payments are due on the first day of each month July-April. A \$15.00 late fee will be charged to any account that is not paid by the 5<sup>th</sup> working day of the month. Failure to make a payment by the 15<sup>th</sup> day of the month constitutes withdrawal of the student from school. Payments returned from the bank "insufficient funds" will incur an NSF check charge of \$15.00.
4. 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. Families failing to give such notice will be responsible for tuition through the remainder of the school year.
5. Tuition is computed on a yearly basis for 10 months and monthly payments do not cover specific number of days in each month.

### **Refund Policy**

1. The Application, Registration and Comprehensive Fees are non-refundable.
2. Any prepaid tuition fees are refundable up to March 1<sup>st</sup> of each school year contingent upon a 30-day written advance withdrawal notice. No tuition fees will be refunded after March 1<sup>st</sup>.
3. No tuition will be refunded for days or weeks missed (i.e., illness or vacation).

### **School Uniforms – (see dress code for more information)**

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 shorts. All students must abide by this dress code. All uniform articles must be purchased online. No exceptions. Kindergarten – fifth grade must have at least, but not limited to a navy blue or gray polo with khaki or blue shorts.

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.

### **Physical Education Uniforms**

The physical education uniform (navy blue athletic shorts and gray P.E. t-shirt) can be purchased through the school's Lands End ordering process. The P.E. uniform is required for P.E. class and is to be worn on the student's P.E. days. Students in grades K-3 may wear the physical education uniform as a school uniform.

### **Leaving Campus**

Students in grades K-5<sup>th</sup> grade are not allowed to leave the school premises during the school day without parental and administrative permission.

### **School Functions**

Students must adhere to school regulations for all school-sponsored functions. This includes complying with the dress codes. Students must remain at the function until it is finished. Students are expected to attend all special activities planned during the school day. Permission slips for cuts must be submitted to the office 2 days prior.

### **Field Trips**

Field trips will be taken to various local places of interest. Students are encouraged to attend all class field trips. Permission slips will be sent home to parents at least two weeks prior to the trip and must be returned by the day of the trip. The student 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 in school. Dress codes will remain in effect during field trips (see Field Trip Dress Code).

### **Cell Phones**

Students should not bring cell phones to school. Should a student need to make a phone call during the day they may go to the office and ask the office staff. For children that do need to bring a phone to school for use after school (e.g. sports practice, etc.), they need to leave the phone, turned off, in their bag during the day.

Please remember to make your daily ride arrangements before coming to school.

### **Transportation**

Students who ride with another student must have written permission from his or her parents. The permission note/letter must be submitted to the office in writing or by email prior to the students' departure.

### **Visitors**

Parents and students must receive permission from the administration/office the day before bringing any visitors to school. Visitors must abide by the same standards of dress and conduct of CLA students. All visitors must sign-in at the office upon their arrival to campus. The administration/office reserves the right to refuse visitors due to the safety of our students and staff. Visitors are welcome to attend the annual Open House.

During school hours, parents are asked to check with the elementary office before going to the student's classroom. Personal items that must be delivered to the student should be dropped off in the office.

### **Lost and Found**

All articles that are left out at the end of the day will be sent directly to Lost and Found. Textbooks will be sent back to the teachers. Students are never to go to Lost and Found without a staff member being present. Items may be retrieved from Lost and Found before school, during lunch, between classes, or after school. CLA reserves the right to dispose of articles left over one month. It is important that parents label their child's belongings with both first and last name.

### **Orientation Meeting / Open House / Parent – Teacher Meetings**

At the beginning of each school year there is an Orientation Meeting and Open House for all parents and students. It is mandatory that at least one parent of each student attend this meeting. In the Spring of each school an Open House is held for the community and prospective families.

### **SAT Testing**

SAT testing is required for students in first – fifth grade at CLA. The test will be given in the spring of each year. The cost of the test is included in the Comprehensive Fee.

### **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. 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.

### **Fever Policy**

A student will not be able to attend school if they have a temperature of over 100 degrees. They will not be allowed to return to school until they are fever free for 24 hours and they are displaying any symptoms and they

are free from medication.

### **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 life-threatening illness, and (2) To protect the ill student from acquiring a disease from his/her fellow students or from a staff member 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 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 school.

### **Emergency Procedures**

In the event of heavy rain, tropical storms, or a tsunami warning, please do not call the school. The information regarding emergency closing of schools will be announced over the local radio stations.

\* If DOE schools in our area are closed, then CLA will be closed.\*

Fire Drills are conducted once a month throughout the school 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 that time. Students should leave the room quickly and quietly in single file. Pushing, shoving, and talking are not allowed. Only one line is permitted on the sidewalk with the line forming on the right side. 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. CLA also has a lockdown drill which is practiced 2 or 3 times a year.

### **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 by 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 – Mrs. Andrea Shrinski : 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 School Crisis Team will determine the extent of the crisis.
- 3) If warranted, the School Crisis Team activates the Code Red Signal (which is 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 at the assembly area the administration will brief everyone 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 an 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 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, and students responsible will be expected to pay for or repair damages.

## **School Hours**

The traditional school day runs from 8:00 a.m. - 2:30 p.m. The extended school day runs from 8:00 a.m. – 5:30 p.m. The office hours are from 7:00 a.m. - 5:30 p.m.

## **Arrival and Departure**

Because of liability, students should arrive no earlier than 6:45 a.m. Students arriving before 7:15 a.m. will need to be checked in with the Before School Care staff, at a cost of \$1.00 per/day per/child to be paid upon arrival. Students arriving after 7:15 a.m. report to the regular staff on duty in the Rosie “O” Pavilion. Students are not allowed to wait without a parent or adult until the 7:20 a.m. transition time.

After school has been dismissed (either at 2:30 or 5:30) Kindergarten – 3<sup>rd</sup> grade students should report to the sidewalk to be picked up by their parents. 4<sup>th</sup> – 6<sup>th</sup> grade students will report to the Rosie “O” Pavilion.

## **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. Elementary students must have their parents sign all homework tablets. Assignments are expected to be turned in promptly, and parents will be notified if a student is delinquent in this matter.

Time allotted for homework:

Homework should not exceed times listed below. (Per night/Average)

K – 5-10 min. – Plus Reading

1<sup>st</sup> and 2<sup>nd</sup> grade – 15-25 min. – Plus Reading

3<sup>rd</sup> – 20 – 30 min. – Plus Reading

5<sup>th</sup> and 6<sup>th</sup> – 40 – 60 min.

## **Make-up Work**

When a student is absent from class and the absence is excused, he will be allowed time equal to the number of days absent to make up the 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.

## **Attendance and Tardiness**

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 not to promote the student to the next grade. Absences will be excused for personal illness, death in the family, and other emergencies. If a student is planning to be absent for any other reason, the student must fill out a “Cuts Permission Slip” 1 week before the student is to miss school (e.g. family trip, etc.). If a student does not fulfill these responsibilities, the absences may be unexcused. The student will be responsible to complete all missed assignments.

School begins promptly at 8:00 a.m. Any student arriving after 8:00 a.m. will be marked tardy. Any student arriving after 8:15 a.m. should report to the office to verify their attendance. If a student arrives after 12:00 p.m., it is counted as an absence. The administration 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 the 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 doctor or dental appointments after school hours.

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

Anything that promotes a negative influence on our students should not be brought to school. These items will not be allowed on campus or at any school-related activity. These include items like personal electronics (e.g. tablets, phones, etc.), magazines, video games, weapons, and games/books/cards dealing with the spirit world, etc.

### **Athletics**

Athletic Fees: Some sports may require one-time fees. Christian Liberty Academy does participate in some county and city recreation leagues.

Our purpose in athletics is to familiarize our students with the principles of setting goals both for the team and the individual. We seek that the athlete learns 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 with and, thereby, 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 possesses are gifts from God. It is important that each participant uses his/her talents for the glory of God during practice and competition.

## **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.

"Stars" and the "Star Party" is a reward system for good behavior. Teachers may pull stars away from students for bad behavior and/or reward students for good behavior by allowing them to earn stars. Each teacher may use their own method of stars. Teachers will notify parents in writing explaining their class' grade level appropriate individualized star system. Teachers keep a record of stars and will communicate this to the parents.

Disciplinary offenses are divided into three categories: Class "A", Class "B", and Class "C". Our discipline system seeks to emphasize good behavior, as well as to correct behavior that is not pleasing to the Lord.

### **Class "A" Offenses/Star Party System**

Talking, disrupting, or making a disturbance in class.

Running in the building, on sidewalks, etc.

Yelling unnecessarily/horseplay/unsafe behavior.

Chewing gum on campus.

Spitting, unacceptable manners.

Use of cell phones, tablets, and other electronic equipment (This equipment needs to remain off in the student's school bag while on school property)

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

Using profanity, improper, and vulgar language.

Inappropriate behavior  
Direct disobedience.  
Lying, cheating, stealing.  
Destruction of property.  
Leaving campus or class without a proper pass.  
Participating in any other serious offenses that jeopardize the safety and welfare of other students. This includes fighting and verbal harassment. These actions could be cause for immediate dismissals.

When a student is caught committing a Class “B” offense he/she will receive a discipline referral and report to the office for a meeting with the Principal. The administration will notify the parents as soon as possible.

### ***Consequences for “B” offense***

**First offense** - Discipline meeting with the Principal. Phone call to parents, referral report sent home.

**Second offense** - Discipline meeting with the Principal. Phone call to parents, referral report sent home.

**Third offense** - Discipline meeting with the Principal. One-day suspension and letter to parents.

Evaluation of student by faculty and staff.

**Fourth offense** - Discipline meeting with the Principal and Parents. Three-day suspension and letter to parents.

After a student has received the 4<sup>th</sup> “B” offense he/she may not participate in any extracurricular activities, school field trips or class field trips.

**Fifth offense** - Discipline meeting with the Principal and Parents. Possible expulsion.

### **Class “C” Offenses**

Smoking, consuming, or having in possession illegal drugs or alcohol. Carrying knives, guns, or explosives.

Terrorist threatening of teachers or other students on or off campus.

Possession or distribution of pornographic material. This includes guide addresses to internet pornography.

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.

Proverbs 22:6 – “Train up a child in the way he should go, and when he is old he will not depart from it.”

## **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 school. 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, I Corinthians 11:14-15      |
| 3. Identification with the Lord | I Timothy 4:12, Romans 12:1-2, I John 2:15-16 |
| 4. Neatness                     | I 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 School Uniform**

**Kindergarten – 3<sup>rd</sup> Grade** – The elementary students in grades K-3<sup>rd</sup> may wear the regular school uniforms or the physical education uniform. Shoes must be worn daily. Kindergarten – Third grade need to have at least one pair of Lands End navy blue or gray school polo. They also must have at least one pair of navy blue or khaki bottoms.

**4th and 5th Grade Girls** - The regular school uniform consists of the Land's End navy blue or gray school polo shirt and navy blue or khaki pants, shorts or knee length skorts. The school uniforms must be purchased through the Land's End CLA school uniform website. The hemline of the shorts must be no more than three inches above the knee and should not be tight around the legs. For cooler days, a CLA navy blue jacket, sweater or hoodie is available from Land's End CLA school uniform website. If parents prefer, they may purchase a plain navy blue jacket, sweater or hoodie from another source as long as there are no other colors or identifying marks. No logos, no piping, no liners of a different color. No other outerwear is allowed.

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 crocs are permitted. No heels above 1 inch.

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 extreme and unconventional will not be permitted. The color of the hair must that which appears naturally on humans. No extreme tinting or coloring will be allowed.
3. Earrings are permissible for girls only. Earrings should be no larger than a nickel. All other body piercing is forbidden.
4. Cosmetics/make-up is not permitted.
5. T-shirts worn under the school polo or Aloha shirts must be white or gray.

**4th and 5th Grade Boys** - The regular school uniform consists of the Land's End navy blue or gray school polo shirt and navy blue or khaki pants or shorts. The school uniforms must be purchased through the Land's End CLA school uniform website. For cooler days, a CLA navy blue jacket, sweater or hoodie is available from Land's End CLA school uniform website. If parents prefer, they may purchase a plain navy blue jacket, sweater or hoodie from another source as long as there are no other colors or identifying marks. No logos, no piping, no liners of a different color. No other outerwear is allowed. Students wearing inappropriate clothing will be sent to the office where they will wait for their parents to bring them an appropriate school uniform.

Boys must wear shoes daily. Shoes with laces must be tied. No slippers or Crocs are permitted.

1. Boys may not wear earrings to school or school-sponsored activities. No temporary/permanent tattoos.
2. Boys haircuts should be above the ears, eyebrows, and collar. Haircuts that are identified with an anti-biblical theme, or that are extreme and unconventional will not be permitted (tracks, tails, pony tails, Mohawks, etc.). The color of the hair must that which appears naturally on humans. No extreme tinting or coloring of the hair will be allowed.

3. T-shirts worn under the school's polo shirts or Aloha shirts must be white or gray.
4. Hats cannot be worn inside of classrooms.

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

Every student participating in physical education must attend P.E. in their CLA issued P.E. uniform. P.E. uniforms may be purchased through the school's online ordering process.

All other styles/brands are not permitted. If students do not wear their uniforms, they may not be able to participate in P.E. and their grade may be affected. Students are expected to wear tennis shoes on P.E. days.

### **Wednesday and Friday Dress days**

A student may wear a CLA Ministry shirt and loose fitting jeans every Wednesday.

A student may wear any CLA shirt or "Aloha Wear" and loose fitting jeans every Friday.

Jeans is defined as denim fabric, no holes, any color that extends below the knees.

### **Special Free Dress Days**

Students must follow the dress code that was outlined for the day.

### **Field Trip Dress Code**

**Non-active Field Trips**-Regular school uniform

**Active Field Trips- (Athletic events, P.E. outings, Gym days, Hiking trips, Retreats)** Shorts must be no shorter than three inches above the top of the knee. If the clothing has belt loops a belt must be worn. Closed toe shoes and socks must be worn. If the shoes have laces they must be tied. T-shirts must be long enough to tuck in. In keeping with our policy of modest dress, girls may not wear spaghetti straps, halter or tank tops with straps less than two inches wide. If a girl chooses to wear a dress or skirt, the hemline should be at the knee. All emblems or advertisements on shirts that are worn must be appropriate. No crude violent language or images

**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. Beachwear is only to be worn during actual beach activity. Slippers may be worn at the beach or the pool. In route to the beach or on the way to the school, regular Active Field Trip attire must be worn.

### **Changing Clothes Policy**

Students may change out of their uniforms after school for scheduled practices or work related activities.

## **School Details**

### **School Colors**

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

### **School Pep Song**

Our alma mater is as follows and sung to the tune of "Beulah Land."

*Hail to Christian Liberty, the orange and blue 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 deep 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.  
We're looking to the future when we'll wear a golden crown.*

*For now we're fighting for C L A!*