



**Parent and Student Handbook  
Elementary & Preschool Summer School  
2016-17**

Updated 4/2016

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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 the 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 was established by Mrs. Melinda Whitfield-Hao in the fall of 1985. The founder sought to provide a quality alternative to the public school system by teaching fifteen students in her home. In the fall of 1990 the school was moved to Grace Baptist Church in Hilo to accommodate the increase in enrollment. Since that time, Christian Liberty has grown into an extensive pre-school - 12<sup>th</sup> grade program. In 1995, property was purchased in Keaau, Hawaii. The school moved into their new facility during the summer of 1999. Christian Liberty opened its pre-school 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 school owned and operated by the Board of Directors of Christian Liberty Ministries. The Board is comprised of 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 administrators and director are in line with the spirit of the policies. Christian Liberty is recognized by the Federal and State governments as a 501 (c) 3 non-profit corporation.

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

### **Affiliation**

Christian Liberty is dually accredited by the Hawaii Association of Independent School (HAIS) and is accredited by the Western Association of Schools and Colleges (WASC).

## **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**

### **General**

Summer school is offered for all elementary grade levels. Academics are taught through various hands-on activities. Students may be required upon the recommendation of the teacher to attend summer school.

### **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 the school.

### **Application Procedure**

1. Registration forms are available in the elementary office or on the school website ([www.clahawaii.org](http://www.clahawaii.org)).
2. The completed application, the emergency contact sheet, the parent and student handbook acknowledgement form, and a non-refundable application fee of \$25.00 should be turned in to the office along with the registration.
4. Parents will be notified by phone call or writing upon acceptance into the summer school program.
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. Staff children and siblings receive priority when a waiting list exists.

### **Financial Policies**

1. A non-refundable application fee of \$25.00 is due with each application.
2. Tuition for summer school may be paid in 2 half payments by the published deadlines. Payments must be in the form of a check or money order. The first tuition payment is due by June 1<sup>st</sup>. The second payment is due by July 1<sup>st</sup>. A \$15.00 late fee will be charged to any account that is not paid by the 5<sup>th</sup> working day after published deadlines.

## **Dress Code**

**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. 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 or tops that show their stomachs.

All emblems or advertisements on shirts or hats that are worn must be appropriate. No oversized “grunge” wear will be allowed.

**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 or water 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.

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                      | I 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.

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 flojos are permitted. Heels are not permitted.

1. Girls dress should be modest at all times. Girl’s outfits must not be tight fitting. Any outfit deemed immodest will be changed. Students will wear alternate clothing provided by the office.
2. Haircuts that are identified with an anti-biblical theme, or 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. 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.

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

1. Boys are not permitted to wear earrings or nose rings to school or any school-sponsored activity. No temporary or permanent tattoos.
2. Haircuts should be above the ears, eyebrows, and collar. Haircuts that are identified with an anti-biblical theme, or that are extreme, faddish and unconventional will not be permitted (tracks, tails, pony tails, etc.). The color of the hair must be that which appears natural. No extreme tinting or coloring will be allowed.
3. Hats can be worn before and after school and during recess.

### **General Regulations**

#### **Leaving Campus**

Students 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.

### **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 one week 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 Dress Code above*).

### **Telephones**

Parents must contact the Elementary Principal to receive permission for their children to bring cell phones to school. Cell phones can be used after school hours. The telephone in the elementary office is restricted to office use only. Please 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. Permission forms are available in the elementary office.

### **Visitors**

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

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.

### **Health Services**

By law the school is not permitted to dispense medication. 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. 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 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 public schools in our area are closed, then we are 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.

### **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. Students will be expected to pay for and, if possible, repair any damage for which they are responsible.

### **School Hours**

Summer school hours are from 7:30 a.m. - 2:30 p.m. Office hours are from 7:15 a.m. - 2:30 p.m. Class begins at 8:00 a.m. each day.

### **Arrival and Departures**

Students should arrive no earlier than 6:50 a.m. Students arriving before 7:30 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 7:30 a.m. report to the regular staff on duty in the patio by the office.

After school has been dismissed 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. At 2:45 p.m. (Wednesday, 1:45) all students not picked up will report to the After School Care program.

### **After School Care**

The cost of the After School Care program is \$8.00 per day or \$120.00 per month. All charges will be billed. Any student not picked up by 2:45 p.m. will report to the Rosie "O" Pavilion. Students will be signed in to After School Care at 3:00 pm. If parents have not picked up their child by 5:30 p.m. they will be charged \$2.00 for every fifteen minutes that they are late.

### **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 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 at any school-related activity. These include items like CD's, ipods, tablets, magazines, playing cards, video games, weapons, and games/books/cards dealing with the spirit world, etc.

### **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". Our discipline system seeks to emphasize good behavior, as well as to correct behavior that is not pleasing to the Lord. Here's how it works:

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

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, ipods, and other electronic equipment. This equipment needs to remain off in the student's school bag while on school property.  
Dress code violations.

\*Five Class "A" offenses equals a "B" offense\*

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

Using profanity, improper, and vulgar language.  
Direct disobedience.  
Lying, cheating, stealing.  
Destruction of property.  
Leaving Academy 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 items 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 teacher or staff member will notify the parents personally or by telephone as soon as possible.

#### ***Consequences for "B" offense***

*First offense* - Discipline meeting with the Principal. Verbal warning and phone call to parents.

*Second offense* - Discipline meeting with the Principal. Written warning and letter to parents.

*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. 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, Academy field trips or

class field trips.

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

### **Class "C" Offenses**

Smoking, consuming, or having in possession illegal drugs or alcohol.

Carrying knives, guns, or any kind of explosives.

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

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

Sexual immorality

Any student committing a Class "C" offense will be required to meet with the Principal and/or Director and his/her parents. Immediate expulsion may occur after one Class "C" offense.

\*Students will receive a zero for all class work and homework while on suspension.\*

The book of Proverbs tells us: "Train up a child in the way he should go, and when he is old he will not depart from it." Proverbs 22:6

Let's pray we will be good partners in the discipline of children.

## **School Details**

### **School Colors**

*The School colors are navy blue and orange.*

*Our mascot is Christian Liberty Canefire.*

### **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 Canefire 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!*

*Note: This song is not to be amended from this form.*

Any situations not covered here will be administered consistent with the CLA Student Handbook for the previous school year.