

# VPK & ELEMENTARY



**2017 - 2018**

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

Proverbs 22:6

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## **PURPOSE:**

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

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

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

## **CURRICULUM:**

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

## **FORMS REQUIRED:** (STUDENTS CANNOT START SCHOOL WITHOUT THESE FORMS)

1. Current physical on Florida HRS form #3040.
2. Current shot record on Florida HRS form #680 Part A, B and/or C Immunization Certificate/
3. Photocopy of birth certificate is required for all children.
4. Photocopy of most recent report card if entering elementary classes, and standardized achievement test (SAT) scores, if available.
5. Registration form must be filled out completely on each child.
6. Medical release form completely filled out and notarized for each child.
7. Photo Release form. (optional)

## **TRANSFERS:**

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

## **ATTENDANCE:**

VPK program runs from 8:30 a.m. to 11:30 a.m. Weekly rates for full time VPK students cover hours from 7:00 a.m. to 6:00 p.m. Hours for part time VPK students covered by the state voucher are from 8:30 a.m. until 11:30 a.m. Part time students not picked up by 11:30 a.m. will be charged \$1 a minute or a maximum of \$20 a day for extended care.

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

Extended care is available beginning at 7:00 a.m. until 8:15 then from 3:30 until 6:00 p.m. at a fee of \$50.00 a week. If a child is not picked up by 3:30 P.M. he/she will be placed in extended care and you will be billed. Charge is \$12.00 a day. Parents who **pre-register for extended care** may opt for mornings only at \$25 a week or afternoons only for \$45 a week.

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

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

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

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

### **ARRIVALS AND DEPARTURES:**

Class begins at 8:30 a.m. Arrival after 8: 30 a.m. requires a tardy slip from the school office. Excused tardies are for doctor's appointments only.

Three unexcused tardies equals one absence.

**Parents are not to go into the classroom after class has begun.**

Early Departure: For your child's protection we require a note from the parents if your child is to be picked up by anyone other than the person(s) listed on their registration form.

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

School closes at 6:00 p.m. If your child is picked up after 6:00 p.m., there will be a late fee of \$1 a minute. Habitual late pick up (3 times) will result in a \$5 a minute charge.

Program Nights: Christmas, Spring, and Kindergarten Graduation program nights school closes at 5:30 p.m. **Late fees charged after 5:30 p.m.**

### **SCHOOL CLOSINGS DUE TO STORMS:**

LCS follows the Pinellas County School District's closing announcements due to storms.

### **PARENTS:**

1. SMOKING WILL NOT BE PERMITTED IN THE BUILDINGS.

Please dress modestly to bring and pick up your child.

2. Daily check your child's folder. This is the way we communicate with parents on a daily basis.

### **OPEN DOOR POLICY:**

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

## **ILLNESS:**

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

### **PLEASE KEEP YOUR CHILD HOME WHEN HE/SHE:**

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

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

A child returning to school after an absence MUST have a written excuse stating the reason for the absence before he/she can be admitted to class. A child returning to school without a note is considered to have an unexcused absence which will result in a zero for the day. No make-up tests will be given.

## **MEDICATION POLICY:**

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

### **Students with Asthma:**

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

## **DRESS CODES AND UNIFORMS:**

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

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

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

All uniform shirts (with school name embroidered) are purchased through Royal Palm (727-527-7282). All other uniform items (navy slacks, jumpers, shorts, skirts Capri pants) can be purchased in the school uniform section of most department stores.

## GIRLS:

Polo shirt (long or short sleeve) in red, green, gold, sapphire or light blue with school name embroidered on it. Girls must wear their shirts tucked in at all times

Navy blue jumper, shorts, skirts, or Capri pants are to be worn with a black or brown belt (with no decorations).

Length – must pass the fingertip test with shoulders at rest. Students may not roll-up legs on shorts or slacks.

Cold Weather – Tights or leggings in coordinating **solid** colors may be worn under the jumper or skirts on days that are cooler than 55 degrees. Girls may not wear jeans, sweats, slacks under their skirts or jumpers.

## BOYS:

Navy blue slacks or shorts (Dockers style) with a brown or black belt.

Polo shirt (long or short sleeve) in red, green, gold, sapphire or light blue with school name embroidered on it. Boys must wear their shirts tucked in at all times.

## SHOES AND SOCKS: (BOTH BOYS & GIRLS)

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

## VPK & ELEMENTARY STUDENTS

**HAIR:** No faddish hairstyles will be allowed. Boy's hair must not exceed collar length.

**JEWELRY:** Earrings must be small post style not large or dangling. Please do not send children to school with expensive jewelry.

**PIERCINGS:** No visible piercings (other than one in each ear).

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

## **LOST AND FOUND:**

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

## **LUNCH PROGRAM:**

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

**School Lunch:** We have a caterer that provides lunches for us. School lunch is \$17.50 each week or \$3.50 a day and is billed to you with your tuition each week. Lunches must be ordered or cancelled by 9 a.m. Lunches ordered after 9:00 a.m. are \$4 each.

If a child forgets his lunch and you do not bring his lunch to him before his lunch period, we will provide lunch at a cost of \$4.00 and bill your account.

**A monthly menu will be posted on the school website.** (Copies are available in the school office.)

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

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

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

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

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

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

**SNACKS:**

VPK students who attend full-time will receive a morning snack between 8:00-8:15 a.m. **Food is not permitted in the classroom after 8:15 a.m.** Parents arriving with morning snack after this time may use the picnic tables to feed their child. Afternoon snack is served at 2:30 p.m.

Elementary aftercare students are served an afternoon snack at 3:45 p.m.

### **BEHAVIOR AND DISCIPLINE:**

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

### **STUDENT CODE OF CONDUCT:**

1. Rules: Students shall respect the statements, directions, or corrections from school staff. Follow all rules while on school grounds and classroom areas.
2. Others: Keep hands, feet and other objects to oneself. Students are expected to demonstrate courtesy and respect in all of their actions and relationships including the authority of all teachers and staff members.
3. Property: Students are to be respectful of the property of others. Do not handle, buy or trade property with another student while at school. Radios, I Pods, cell phones, pagers, and electronic games are not allowed at school or on school trips without specific permission from the teacher in charge (with the agreement of the principal.) No toys are to be brought to school except for “show and tell” days. Toys brought to school will be turned into the school office for parents to pick up at the end of the day.
4. Facilities: Respect for our God-given facilities is also expected of students. Damage to property, broken windows, etc. will be billed to the parent when repaired.



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

<b>Demerits</b>	<b>Type of Offense</b>
1	Chewing gum, candy, etc.
1	Writing on board without permission
2	Talking during class
2	Getting out of seat without permission
2	Throwing things
2	Running in class or hallway
2	Impolite table manners
2	Leaving messy area around desk/lunch table
3	Out of uniform- includes shoes, socks and belt
3	Passing notes
3	Disrupting class
3	Failure to be attentive in class/Failure to follow directions
3	Calling others names, being unkind to fellow students
3	Not showing proper respect during pledges/chapel
3	Failure to return detention slips, progress reports, report cards etc. on time
3	Homework incomplete
3	Class work incomplete
4*	Not showing proper respect for authority and/or others (each offense)
4	Sarcasm or back talk
4*	Fighting/hitting/kicking/tripping others
4*	Threats of physical abuse of teachers or students
4	Lying
4	Stealing
4	Disobedience
4	Cheating
4	Mischief or vandalism of school property or property of others
4	Taking the Lord's name in vain or any swearing
4	Not prepared for class

**\*Up to Suspension**

School rules apply for students in extended care. Demerits given in extended care will be in addition to any received during the school day.

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

3 Detentions in a 30 days period will result in a 1 day suspension.

3 Suspensions will result in expulsion.

**PROBATION:**

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

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

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

**DISMISSALS:**

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

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

**ACADEMIC POLICIES:**

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

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

**HOMEWORK:**

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

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

**SPECIAL PROGRAMS:** Close at 5:30 p.m. **Late fees apply at 5:31 p.m.**

Christmas Program	Tuesday, Dec. 12 <sup>th</sup>	6:45 p.m.
Spring Program	Tuesday, March 20 <sup>th</sup>	6:45 p.m.
Kindergarten Graduation	Tuesday, May 15 <sup>th</sup>	6:45 p.m.

VPK: Students perform in the Christmas program. Students are strongly encouraged to participate.

Elementary: Spring program participation accounts for one half the music grade. This program is an important part of the student's education. Students are required to attend; grades will be affected for non-attendance.

### **FIELD TRIPS: (Elementary)**

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

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

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

### **ELEMENTARY SUMMER FUN CAMP:**

Summer Fun Camp operates for the summer weeks from 8:30 A.M. to 3:30 P.M. (extended hours are also available from 7:00 a.m. to 6:00 p.m.) Monday through Friday. Liberty Christian will be closed during the week of July 4th (No tuition is due for that week.) Many activities and trips are provided, such as swimming, picnics, bowling, roller-skating, movies, puppet shows, magic shows and much more. Summer activity fees cover all field trips and transportation.

Summer Fun Camp Tuition rates will be posted on the web site and handed out in the Spring when registration begins.

**NOTE:** To attend Summer Camp your child **MUST** be registered. Summer activity fee will be billed to student accounts in June. (Fees are subject to change.)

Summer Fun Camp is for students who attended LCS during the last school year or are enrolled in the new school year. Children who did not attend LCS this year or are not enrolled for fall may be accepted on an application basis.

#### **Summer Fun Dress Code**

The uniform is not required during Summer Fun Camp. Children may wear play clothes; however, shorts must pass the fingertip test with shoulders at rest. Blouses and shirts must completely cover the stomach, and no tee shirts with inappropriate language or pictures are permitted. Tennis Shoes must be worn with the exception of trips to the pool.

## **ELEMENTARY & VPK FINANCIAL INFORMATION:**

**Please note:** If your child attended Liberty Christian School last year or Liberty's Summer Fun Camp this past summer, **YOUR CHILD'S ACCOUNT MUST BE PAID IN FULL BEFORE THE START OF THE NEW SCHOOL YEAR.**

**TUITION RATES:** Our annual tuition for the academic year will be billed in 10 equal monthly installments on the 1st of each month beginning August 1<sup>st</sup> through May 1<sup>st</sup>.

\*\*SEE CURRENT SCHOOL TUITION SCHEDULE FOR DETAILED INFORMATION.

Tuition is based on an ANNUAL FEE and therefore **no reduction in tuition is made for absences, vacations, or holidays.**

**TUITION PAYMENTS:** Tuition may be paid annually, monthly or weekly. Annual payment is due August 15<sup>th</sup>. Monthly payments are due on the **1<sup>st</sup> of each month** in advance of service. Weekly payments are due on the **Monday** of each week in advance of service. Payments may be made in one of the following ways:

1. **Checks** can be dropped off in the finance office or drop boxes found in each school building.
2. **Cash** payments must be handed to finance office personnel in building #2. You will receive a receipt when paying cash. Teachers do NOT have receipt books. Please do not place cash in any drop box or leave with any teacher.
3. **Credit/Debit card** payments can be made in person, taken over the phone or setup as recurring payments through the finance office. Please contact the finance office for details.

**Tuition is expected to be paid in full by the end of each month in order to ensure your child's continued education at Liberty Christian School. The only exception is for parents making weekly payments and tuition is expected to be paid in full by last week in May.**

**A 10% late fee *may* be added to your account if payment is not received by Wednesday. If you pay monthly, a 10% late fee *may* be added if payment is not received by the 10<sup>th</sup> of the month.**

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

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

**Enrollment Status** – If a VPK child is switched from part time to full time, or vice versus, a \$25 administrative fee will be assessed.

Please contact the Finance Office regarding your student's account. The Principal and Asst. Principal do not have access to your account and are unable to assist with billing and/or payment questions.

Renee Davis (727) 576-1317 ext. 114 email  
[rdavis@libertybaptistchurch.net](mailto:rdavis@libertybaptistchurch.net)  
Monday – Friday 8:00 a.m. – 4:00 p.m.

PLEASE retain your monthly tuition statements for income tax purposes, as duplicates may take several weeks to be re-issued. **OUR TAX I.D. NUMBER is: EIN 59-1509657.**

**FUNDRAISERS:**

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

**ACCIDENTS/INSURANCE:**

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

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

**COURT ORDERS:**

Liberty Christian School abides by all legally served court orders. Parents are responsible to submit a copy of court orders to the school office to be kept on file.

ACKNOWLEDGMENT

WE THE UNDERSIGNED PARENTS/GUARDIANS OF:

\_\_\_\_\_  
Name of Student

WHO IS IN \_\_\_\_\_ CLASS.  
TEACHER

AND IS ENROLLED IN LIBERTY CHRISTIAN SCHOOL FOR THE 2017-2018 SCHOOL YEAR, HAVE RECEIVED, READ, AND AGREE TO ABIDE BY THE SCHOOL HANDBOOK.

SIGNED \_\_\_\_\_ PARENT/GUARDIAN

SIGNED \_\_\_\_\_ PARENT/GUARDIAN

DATE \_\_\_\_\_

I HAVE READ THE "BEHAVIOR AND DISCIPLINE" SECTION OF THE HANDBOOK (pages 7-9) AND I AM AWARE AND UNDERSTAND THE CONSEQUENCES FOR NOT FOLLOWING THE RULES.

SIGNED \_\_\_\_\_ ELEMENTARY STUDENT

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