

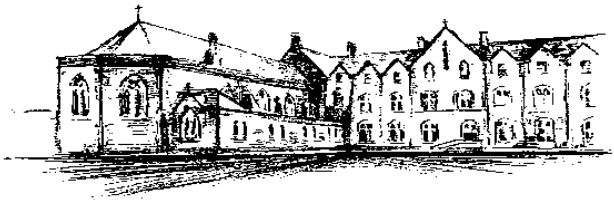
LIBERTY CHRISTIAN SCHOOL



PARENT AND STUDENT
HANDBOOK

CONTENTS

	Page
Welcome	1
Statement of Faith	2
LCS Organisation	3
Educational Philosophy	4
Qualifications Framework	6
Admissions	8
Financial Information	9
School Hours & Procedures	11
General Behaviour	14
Discipline	16
Parental Responsibilities	18
Non-Discriminatory Policy	19
Colours & Dress Code	20
Student Care	22
Child Protection Policy Statement	23



WELCOME!

Dear Parents and Students,

*Welcome! We are very excited about this school year, and we hope that you are too. **Liberty Christian School** is counting on your support to make this year the best that it can be.*

*The staff at **Liberty Christian School** are dedicated to discovering your needs and helping you benefit as much as possible from your experience with us. Many opportunities for spiritual and personal growth, as well as deep and lasting friendships, will be possible through our programme.*

*This handbook is designed to give you an understanding of the basic policies and procedures of **Liberty Christian School**. We hope it is of benefit to you. If you have any questions, please feel free to contact us.*

*We look forward to getting to know each one of you. Please join us in praying daily for our school. By working together, **Liberty Christian School** can become all that God has destined it to be.*

Sincerely in Christ,

*The Principal, staff and Trustees of **Liberty Christian School***

STATEMENT OF FAITH

WE BELIEVE

There is only one God, eternally existent in three persons: God the Father, God the Son, God the Holy Spirit.

The Bible is the inspired and only infallible and authoritative written word of God.

In the deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death, His bodily resurrection, His ascension to the right hand of the Father, His personal future return to this earth to receive to Himself the Church and to reign as king over all.

In the universal sinfulness and guilt of fallen man.

The only means of being cleansed from sin is through repentance and faith in Jesus.

In the redemptive work of Christ on the cross.

In the essential work of God the Holy Spirit in illumination, regeneration and sanctification to live a holy life, and in the operation in a believer's life of the gifts and graces of the Holy Spirit.

In the resurrection of both the saved and the lost—the one to everlasting life and the other to everlasting damnation.



LIBERTY CHRISTIAN SCHOOL ORGANISATION

Liberty Christian School operates within the structure of the Liberty Christian Centre.

SCHOOL MISSION STATEMENT

At Liberty Christian School, we partner with parents to prepare and develop the whole student—mind, body and spirit—through academic training, ministry and worship.

SCHOOL PHILOSOPHY

We at Liberty Christian School believe the Bible to be the infallible word of God and teach our students from a Biblical worldview.

Jesus Christ, God's only Son, is our mentor and model. Christ was sinless in nature and was the demonstration of all God intended for man to be. The Bible says that Jesus grew in wisdom (intellectually), stature (physically), and in favour with God (spiritually) and man (socially) (Luke 2:52). Therefore, our educational goals encompass the spiritual, social, intellectual and physical areas of our students' lives.

It is our aim to avoid the tendency to teach the Bible compartmentally or on the intellectual level alone.

The Bible clearly commands parents to be responsible for the education of their children. Liberty Christian School is here to assist parents in the exercise of their biblical duty. (See Deuteronomy 6:4-9, Proverbs 22:6)

EDUCATIONAL PHILOSOPHY

Our purpose at **Liberty Christian School** is to partner with parents to prepare and develop the whole student—mind, body and spirit—through academic training that is interwoven with biblical teaching, ministry and worship.

We believe that the spiritual man is integrated into all aspects of learning and life. In order for students to gain a comprehensive education, all materials must be presented with spiritual and academic truth.

We teach that God wants to edify, comfort and exhort His children. Through this understanding, students will gain self-confidence, enabling them to achieve what God has purposed for their lives.

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

Proverbs 22:6

CORE VALUES

Commissioned to make disciples

God reveals Himself in the Bible as Creator and Jesus as ‘the way, the truth and the life’. Therefore, all curriculum and instruction flows from a biblical worldview.

Friends with God

A student's personal relationship with Christ is the core of all they learn and accomplish. We teach our students to receive and respond to God's offer of personal relationship by loving Him in return with all their heart, soul, mind and strength through communion with the Holy Spirit. (See Luke 2:52, Mark 12:30, 2 Corinthians 13:14.)

Knowing God and personally experiencing His transforming love, power and truth is the deepest need and greatest joy of humanity. As our students grow in friendship with the Lord and learn to follow the Holy Spirit's leading, they will perceive themselves as God perceives them and embrace their true identity as a child of the King.

As they work *from* God's acceptance rather than *for* it, holiness and Christ-like character will become an internal motivation to excellence, positioning them to fulfil God's call on their lives. (See Galatians 4:7, Romans 8:14-17.)

Successful, self-directed learners and leaders

Our purpose is to nurture a love for learning in our students and to equip them with the skills to be successful, self-directed learners. Students with this self-understanding become excellent contributors and leaders in both church and society. They impart what they are to others, for the glory of God. (See Ephesians 2:12, Psalm 15.)

Passionate worshippers

Worship is fundamental to our relationship with God. It is a way for us to demonstrate our recognition of His worth; we become like the One whom we worship.

THE ICCE CERTIFICATES & NATIONAL QUALIFICATIONS FRAMEWORK

Students at Liberty Christian School work toward the ICCE Certificate, an equivalent to the National Leaving Certificate in Ireland.

ACE CURRICULUM

The Core subjects of English, Maths, Science, Social Studies (History and Geography) are taught through PACE work in accordance with ACE procedures.

ACE/ICCE/CEE information:
www.christian-education.org
www.aceministries.com

NARIC information:
www.uknec.org.uk

OTHER SUBJECTS INCLUDE

- Communication Skills
- Mathematics
- Science and Biology
- Physical Education
- Aesthetic and Creative Arts
- Personal, Social and Health Courses
- Devotions, Assemblies and Bible Studies
- Additional classes taught by guest teachers

AS PART OF THE LEARNING EXPERIENCE, STUDENTS WILL BECOME:

A Whole Person

Students will practice and develop Christ-like attitudes and actions encompassing the body, soul and spirit.

A Communicator

Students will improve relationships and personal effectiveness through diverse communication.

A Self-Directed Learner

Students will achieve a balance between external expectations and an internal desire to learn, grow and excel.

A Life-Long Christian

Students will be trained and encouraged to pursue an intimate growing relationship with Christ as evidenced by the fruits of the Holy Spirit. Students will also be encouraged to establish routine patterns of worship, Bible study, prayer and Christian fellowship.

An Effective Witness

Students will have an understanding of their God-given gifts and skills and how to best use them to impact and influence the world around them.

ADMISSIONS

Attendance at **Liberty Christian School** is a privilege and admittance is by application only. Acceptance, including terms and conditions, is determined by the administration.

The enrolment process is as follows:

1. Read the entire Handbook and share appropriate sections with your child.
2. Submit a completed application. Applications are available from the school office.
3. Following a review of the application, the student will be scheduled for testing which will give an indication of the student's working grade level.
4. Interview with the Principal.

If it is determined the student is able to work successfully within **Liberty Christian School's** curriculum and expectations, the parents of the student will be notified of the student's acceptance into **Liberty Christian School**. They will then be asked to come to the office to complete the necessary financial arrangements.

Students transferring into **Liberty Christian School** will start work at their appropriate level, once the diagnostic testing has been reviewed and discussed by the principal and the supervisor who administered the tests. If there are concerns about a student's ability or proficiency in a particular subject area, this is discussed with the parents and accommodations or adjustments are made to the child's programme.

FINANCIAL TUITION AND FEES

All payments are made through a Standing Order with your bank unless other arrangements have been approved.

Tuition

Tuition is based on an annual fee, with a monthly payment option.

[2016-2017 school year tuition and fees](#)
Tuition: €160 per month (September – June)
Books and supplies: €100

The annual tuition amount is to be paid over a ten month period, with payment due on the first of each month. Payment could also be made in cash payment if submitted with a written record of the transaction; include your name, student name, date, amount enclosed, and category of payment (tuition, supplies, etc.) along with payment in a sealed envelope. The school office will supply all necessary paperwork.

Refunds

Refunds will not be made for absences due to illness, holidays or other causes.

Any refund due in the event of a withdrawal will only be made if a credit remains on your account after all other payment responsibilities are cleared. No part-months will be credited.

All refunds require a withdrawal form to be filled out in the reception office. Refunds require 20-30 days from withdrawal date to process.

Discounts

Multiple child discounts are available within the following schedule:

1st child - full payment, no discount

2nd child - 10% off tuition

3rd child - 20% off tuition

4th child - 30% off tuition

An additional 10% off tuition for every child after this.

Extracurricular Activities Fees

These fees when deemed necessary are paid in the reception office and are due prior to participation in the activity.

Invoices will be sent for the amount due. All cheques should be made payable to Liberty Christian School.



SCHOOL HOURS & PROCEDURES

Regular attendance is required by law and is vital to the student's success in school. Good attendance by all students promotes learning without interruption.

All parents are asked to use good judgment and not allow their child to be absent unless it is absolutely necessary. While it is not always possible, parents are asked to make all appointments, including doctor and dentists, outside of school hours.

SCHOOL HOURS

Students are not to arrive at school more than 15 minutes prior to the school start time and are to be off the school premises no later than 15 minutes following dismissal.

All Learning centres start at 8:45.

Times for Dismissal*

Junior Infants	12:30	Monday - Friday
Senior Infants	14:45	
Primary through Seniors	14:45	

* There are periodic early release days, usually before a school break, bank holiday or staff training day. The release time for these days is 12:30.

VISITORS

All visitors to the school must report to the office before visiting classrooms.

DROP OFF AND PICK-UP PROCEDURES

Children will only be allowed outside of the building when a parent or the person responsible for them arrives to pick them up.

If the parent is not the one to pick up their child, please inform the supervisor prior to the pick-up of whom that person will be (either by letter, telephone or in person).

Keep all conversations with supervisors and others to a minimum. If your topic of conversation needs any length of time then please make an appointment to meet with the supervisor at a more convenient time.

CLOSED PREMISES

[Liberty Christian School](#) operates a closed premises policy.

Before leaving the premises at any time, prior to the normal dismissal, students must present a signed permission note from their parents and have approval from their Supervisor.

Students leaving the school premises for any reason must be signed out of the office by a parent and signed back in upon their return to school.

TRUANCY / ABSENCES

Parents of students with excessive absences, late arrivals or early departures will be required to meet with the principal to develop a plan with a timeline for correcting attendance problems.

Following an absence, a student must present to the office a signed note explaining the reason for the absence. If the note is not specific, the absence will be considered unexcused.

PROGRESS REPORTS

Parents will be given progress reports at the end of the first and third quarters at a Parent-Teacher Conference. Parents must then sign and return the progress reports to the supervisor. These reports record the student's progress throughout the year. Parent-Teacher meetings are a great time to discuss any concerns or issues.

ACHIEVEMENT TESTING

Stanford Achievement Test 10 (SAT) or equivalent is given to each of the students at [Liberty Christian School](#) in the spring of the year (usually April). These tests measure the student's progress annually and the results are shared with the parents.

GENERAL BEHAVIOUR

Listed below are guidelines regarding standards of student behaviour. Students are expected to act according to these guidelines at all times, whether on or off school premises, including sports events and school-related activities.

1. It is expected that every student will conduct himself/herself in an orderly, courteous manner at all times with prompt and respectful obedience to all adults.
2. Lying, cheating, stealing or inappropriate language is not acceptable. We expect students to conduct themselves with honesty, fair play and good sportsmanship.
3. Students are not allowed to loiter, play or socialise in the toilet areas.
4. Students are expected to conduct themselves according to the highest Christian standards of honesty, integrity, responsibility and love toward their fellow students.
5. Students are to follow the school dress code when on the school premises or participating in a school activity.
6. The telephone may only be used in an emergency with permission from the Supervisor. Cell phones are not to be used during school hours, but may be used by the students after school with permission of the Supervisor.
7. Students are to come prepared to learn and bring proper materials with them (i.e., books, notebooks, homework, etc.).
8. Eating in the learning centre is at the Supervisor's discretion. Gum chewing is not allowed at any time anywhere on school premises.

*The administration reserves the right to dismiss a student who, in its judgement, does not conform either to the stated regulations governing student conduct or to the expressed principles, policies and programmes of the school.

SCHOOL ASSEMBLY

School Assembly is mandatory. Assembly is held weekly and is designed to be an opportunity for the expression of worship and praise to God. Assembly consists of announcements, music, testimonies, scriptures, teaching and sharing the Word of God, and awarding congratulations slips for all PACE tests taken.

RADIOS, CD PLAYERS, GAMES, ETC.

Radios, CD players, MP3 Players, iPods, collectable cards, video toys and games and miscellaneous toys are not to be brought to school or to any school function unless specific permission has been given by your Supervisor.

HOMEWORK

To aid the student in learning to be a disciplined person, we feel that homework is both necessary and vital. The homework assignment is to be done outside the learning centre. The amount of time necessary to complete homework assignments will vary from student to student, and most students will have homework two to three times a week. The Supervisor will be responsible for setting the homework for each student.

While parents may assist in seeing that the work is done and explaining work when necessary, the work must be done by the student and he/she must take responsibility for it.

ASSIGNMENTS

1. The Supervisor may not accept work that is not at least reasonably neat and readable.
2. Assignments are due on the day announced. 'I forgot it at home' is not an acceptable excuse for late work.
3. Assignments will be accepted late only if approved by the Supervisor.



CONCERN FOR PROPERTY

As an expression of pride and respect toward their school, students should assume responsibility for keeping all facilities clean and in good repair. Any student who defaces or destroys school property will be charged the full cost of repairs and will be subject to disciplinary action. All students are expected to treat school property as one would treat any other gift from God.

DISCIPLINE

Attendance at [Liberty Christian School](#) is a privilege. Each student is accepted as an individual with individual needs. Students are expected to conduct themselves according to the stated policies and programmes of the school while on or off the premises. The school endeavours to work and to communicate closely with parents in all matters of discipline. When the student's conduct, attitude, or academics do not correspond to the school's standards, disciplinary actions are undertaken in order to assist the student.

The student must learn that in school, as in life, when you make a bad choice you have to deal with the consequences. We are not here to bail them out, but to guide them so they will make better choices in the future. When it is required, discipline is viewed as an opportunity for the student to learn from their mistake. The student will be actively involved in determining the best course to make amends, by asking forgiveness and deciding how to resolve the unacceptable behaviour or situation. The punishment should be appropriate to the behaviour; it may be as simple as saying 'I'm sorry' or as severe as being given a detention or suspension.

It is our goal to work with parent or guardian in the area of discipline. In order for any discipline to work in training children, it is essential for the school staff and parent or guardian to be in agreement. A parent or guardian who is not supportive of the school's discipline programme will undermine the structure of the school.

DETENTION

Detention may be assigned to a student for, but not limited to, the following:

- Attitude or behaviour unbecoming to a student at this school.
- Repeated dress code violation
- Failing to report to an assigned detention on time
- As a consequence of a supervisor's discipline plan
- Fighting or aggressive behaviour
- Incidents of lying, cheating, stealing, profanity, vulgarity
- Wilful damage to school property
- Defiance of authority
- Excessive lateness

Detention will be served during the lunch break or during extracurricular activities at the discretion of the supervisor. The length of time will depend on the demerits accumulated in one day. A Demerit Listing may be requested from the office.

A Corrective Action Notice explaining the reason for the detention will be sent to the parent and should be signed and returned to the Supervisor the following day.

If a student receives repeated detentions, there will be a conference held with the student. If the problem is not resolved, a parent conference may be scheduled.

PARENTAL RESPONSIBILITIES

- Attend the Back-to-School orientation meeting for all parents at the beginning of the school year.
- Regularly attend the Parent-Teacher Conferences.
- Make a concerted effort to attend the school activities in which your child is involved. This lets your child know you support them.
- Support **Liberty Christian School's** standards and policies. Heart-felt support from parents is necessary if we are to have an effective ministry with your child.
- When you have questions concerning school procedures or policies, contact the person most immediately involved by calling the office to make an appointment.

- Do not share problems you have concerning the school or its members with anyone who is not directly involved or part of the solution to your concern (i.e., other parents or students). (See Matthew 5:23-24, 18:15-17.)
- Refrain from taking your child out of school unnecessarily.
- Be informed and involved with your child's homework. If your child is having a problem, make an appointment with their Supervisor. Do not wait for the Supervisor to contact you.

COMPLAINTS PROCEDURE

If at any time a parent has cause for complaint about the treatment their child is receiving in the school, they need to discuss the situation with the Supervisor. This will be recorded as an informal complaint.

If the parent is not satisfied with the outcome from their complaint, they should then make an appointment with the Principal.

Written records will be kept of all complaints and their outcomes and will remain confidential.

NON-DISCRIMINATORY POLICY

It is, and shall be, the policy and practice of **Liberty Christian School** in the admission of students or the hiring of employees, not to discriminate on the basis of the applicant's race, colour, gender or national origin.

COLOURS AND DRESS CODE

Liberty Christian School colours are Navy, Silver and White.

The uniform dress code is for the purpose of helping to establish and maintain a general attitude that is conducive to learning and non-distracting to fellow students and the school. Although there are many philosophies concerning proper school dress, we feel that requiring clothes that are uniform in appearance lends to a better learning and social atmosphere.

Customized jumpers and ties are to be ordered through the school office. Most parents find the cost of purchasing and maintaining a uniform wardrobe is less expensive than maintaining a full wardrobe. To save funds, parents may enquire in the office about attaining previously worn uniforms.

THE SCHOOL
UNIFORM
CONSISTS OF:

Uniform jumper
White shirt
School tie
Navy or grey
trousers/skirt
Black shoes

NOTE: Parents are expected to make sure that their children are dressed in the proper uniform and do not deviate from it.

GIRLS

- Hair must be kept clean, well-groomed and tied back as to not cover the eyes.
- Earrings should be small.
- No nail varnish.
- Uniform jumpers, polo shirts and skirts/trousers must be worn to school and be in good repair.
- Trousers must not be too baggy or too tight.

- Hats may be worn only while out doors for protection from the weather.
- Stockings should match the uniform's colour.
- Outerwear (i.e., Jackets, coats, etc.) logos must be non-offensive.

BOYS

- Hair must be kept clean, well-groomed and must not cover the eyes.
- Navy dress trousers must be worn and they are not to be torn or faded.
- No excessively tight or baggy pants are to be worn.
- Hats may be worn only while out of doors for protection from the weather.
- Earrings are not allowed.
- Outerwear (i.e., jackets, coats, etc.) logos must be non-offensive.

P.E. DRESS

Physical Education uniforms are the same for both boys and girls.

Junior Learning Centre

Navy shorts or navy track suit bottoms

White polo shirt or LCS P.E. shirt

Grey hoodie

Runners

Senior Learning Centre

Grey shorts or grey track suit bottoms

White polo shirt or LCS P.E. shirt

Navy hoodie

Runners

NOTE: The administration reserves the right of final judgement regarding proper dress.

STUDENT CARE

FIRST AID EMERGENCIES

First aid for minor injuries will be given at school. In case of more serious accidents or sudden illness, the parent will be notified. It is essential that the emergency call number is up to date and on record.

The School Office cannot:

1. Treat old wounds, cuts, remove splinters, etc.
2. Treat skin disease (itch, impetigo, etc.)
3. Treat pink eye
4. Administer any remedy (cough drops, aspirin etc.)
5. Diagnose illness

ILLNESS

[Liberty Christian School](#) will not administer prescription or non-prescription drugs. If a child becomes ill, the parent will be notified and requested to collect them from school.

Please be sure your child is completely recovered before returning to school.

TRANSPORTATION

Parents are responsible for getting their children to and from school. If a student is to be picked up after school by someone not designated at time of registration, a note or phone call of explanation must be made in advance.

SCHOOL MEALS

[Liberty Christian School](#) does not supply food or drink to students. Each child must be sent with a packed lunch and drink each day.

CHILD PROTECTION POLICY STATEMENT

We in **Liberty Christian School** want to make sure that children are protected and kept safe from harm while they are with staff and volunteers in this organisation. We do this by:

- Creating an environment in which children are valued, encouraged and affirmed; have their rights respected and are treated as individuals.
- Taking steps to ensure that children know their rights and responsibilities.
- Accepting that the welfare of the child is the most important consideration of any organisation providing services to children.
- Eliminating as far as possible any threatening, violent or degrading behaviour.
- Giving parents, children and workers information about what we do and what to expect from us.
- Making sure that our staff and volunteers are carefully selected, trained and supervised.
- Letting parents and children know how to voice their concerns or complaint if there is anything they are not happy about.
- Ensuring a quick response to complaints and allegations by implementing procedures for dealing with accidents and complaints.
- Adopting, as part of the child protection policy, procedures based on Children First-National Guidelines for the Protection and Welfare of Children for reporting suspected abuse (Department of Health & Children, 1999).

Excellence in
Education



In a Christ-Centred
Atmosphere