

# Christian Liberty Academy Parent and Student Handbook



*Train up a child in the way he should go,  
And when he is old he will not depart from it.  
- Proverbs 22:6*







Welcome to Christian Liberty Academy. We are excited for you to be a part of the community that God has brought together for this school year. Whether you are a new or a returning family, we look forward to spending this upcoming year with you and your student as we seek as a community to glorify God in all aspects of education.

Students, the faculty at CLA is prepared to help you to acquire the knowledge, understanding and wisdom necessary for further study and to leave CLA with a desire to serve the Lord Jesus Christ and stand for the truth of God's Word. This handbook is designed to inform and remind you of opportunities and responsibilities that you and your family have as part of the CLA community.

Through the application process you stated you understood our policies and procedures and are voluntarily committing yourself to making the mission and vision of Christian Liberty Academy a reality in your life.

*Ad maiorem  
Dei gloriam  
For the Greater Glory of God*

August 2017 Edition

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## STAFF INFORMATION

### Administration

Philip Bennett	Superintendent	ext. 2012
Thad Bennett	Headmaster	ext. 2012
Peter Held	Academic Dean	ext. 2146
Donna Morrison	Guidance Counselor	ext. 2019
John Benz	Chaplain	ext. 2051

### Office

Tonya Aiello	Finance	ext. 2016
Jeanette Fortner	Registrar	ext. 2011
Mary Beth Horstman	General Office & Books	ext. 2012
Attendance Line		ext. 2125

### School Nurse

Nancy Kramer		ext. 2014
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### Athletic Directors

Jed Bennett		ext. 2151
Natalie Salsgiver		ext. 2131

### KAP Director

Missy Monasterio		ext. 2096
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### Preschool Director

Sherry Kurz		ext. 2081
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### Lunch Program

Timothy Almy		ext. 2071
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### Library

Amber Bennett		ext. 2073
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### Security

David Bergquist		ext. 2010
In case of emergency call 847-284-6865		

## STATEMENT OF FAITH

1. We believe the Bible to be inspired, to be infallible, and to be the supreme and final authority for all faith and life.
2. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. We believe that man was created in the image of God but fell into sin and is therefore lost, and only such as are born of the Holy Spirit are saved from their sins.
5. We believe that the ministry of the Holy Spirit is to convict men, and to indwell, guide, instruct, and empower the believer for godly living and service.
6. We believe in the bodily resurrection of both the saved and the lost—of the saved, to everlasting blessedness and joy with the Lord; of the lost, to judgment and everlasting conscious punishment.
7. We believe in the spiritual unity of believers in our Lord Jesus Christ.

## MISSION STATEMENT

Christian Liberty Academy is a Christ-centered school that unites with parents to educate and train students to think critically through a strong academic curriculum, built on the foundation of Biblical truth, in order to prepare students to influence the world "for the greater glory of God."

## VISION

By the grace of God, when students leave Christian Liberty Academy to pursue their calling, they will be biblically rooted by loving God and obeying His Word. They will be academically prepared to think critically and excel through wisdom and knowledge. They will be salt and light, influencing their place in the world "for the greater glory of God."

## PHILOSOPHY

Progressive education, as practiced in our public schools, is not educationally oriented, but politically oriented to produce within the student an acceptance of the philosophy and character of socialism.

John Dewey, the father of American public education, was consistently opposed to the Triune God and the Bible. Many educators and students, who have been subjected to the non-Christian philosophy of Dewey — as it is incorporated into most of the advances and desirable practices of modern education — have been profoundly influenced and even dominated by secular, decadent thinking.

Our Christian education program stresses the basic, traditional philosophy of education and teaches Christian principles that relate to every subject in our school curriculum. It exists to inculcate the immortal verity of truth into the minds and hearts of its students. As Dr. Philip Bennett has written: "Our present world is in a state of chaos and uncertainty. All is not well within our beloved Constitutional Republic. America the beautiful is disfigured by those who fail to subject their total lives to absolute standards of truth and right. The only adequate answer is in truly Christian education at home, in the church, and at school."

It is our prayer that our Christian education program for the school will produce inwardly secure leaders who will guide our nation back to a freedom governed by the wise and holy laws of God.

*Dr. Paul D. Lindstrom, B.A., M.Div., Ed.D, J.D.  
Academy Founder (1939-2002)*

## **Responsibilities to the U.S.A.**

1. We believe that we have been endowed by our Creator “with certain unalienable Rights, that among these are Life, Liberty, and the Property.”
2. We believe in a Constitutional Republic, as set up by our founding fathers, and the responsibilities inherent in such upon its citizens.
3. We believe that individual responsibility and a free Christian economy are the best way to achieve the highest standard of living among all men.
4. We believe in combating socialism, godless Communism, and all forms of collective tyranny alien to the principles upon which this nation was founded.

## **25 Distinctives of the Church of Christian Liberty and Christian Liberty Academy**

Academic Freedom is often misunderstood – it is freedom for an institution to proclaim its belief, not for instructors to teach what they want. With this in mind, Christian Liberty Academy does not emphasize distinctives that differ from those of the Church of Christian Liberty.

Built upon the agreement that Salvation is by grace through faith alone, the infallibility of God’s Word the Bible, and its applicability to all areas of life, the Church of Christian Liberty unashamedly holds to the following 25 distinctives of a Christian World and Life view and would not want any of them contradicted in its classrooms. We would like to see them promoted.

1. All that one does is to be to the Glory of God.
2. Jesus Christ is the only way to the Father and salvation only comes as God through His Holy Spirit graciously regenerates an unworthy sinner and gives him faith to put his trust in the finished work of Christ at Calvary.
3. All earthly authority is delegated from God. He has established parents, pastors, and civil magistrates and given to each of them limited authority. They are to be respected and obeyed as they act within their area of God-delegated authority.
4. Marriage is an institution between a man and a woman.
5. Sexual activity is to be confined to marriage. (Homosexuality, adultery, and fornication are sin.)
6. Abortion is murder. Human embryos are children.
7. All children are born sinners and in need of Christ. We don’t believe in the basic goodness of man - nor in presumptive regeneration.
8. God has given parents the authority to educate their children. They hire us to assist them.
9. The state is not given a role in education. (It does not take a village)
10. Self-defense is a God-given right. The second amendment of the United States Constitution defends (protects) this right of the individual to keep and carry guns.
11. All of life is sacred and not to be viewed as divided into sacred and secular areas. Full time Christian Service is for all believers.
12. Academic excellence is promoted and hard work rewarded. Slovenly work is not to be praised.
13. Socialism is theft, and thus sin.
14. The term “Christian-socialism” is an oxymoron.
15. Not doing the job one is paid to do is theft.
16. God’s law, the Ten Commandments, has three basic functions:
  - a. To direct unbelievers to Christ.
  - b. To instruct believers how to live.
  - c. The basis for all laws God’s ministers should enforce.
17. The state is given the authority to punish evil doers as well as maintain order. (Not welfare, education, agriculture, etc.)

18. The death penalty is a Biblically appropriate penalty for murder, rape, kidnapping, etc.
19. When there is a conflict between man's law and God's law – God is to be obeyed.
20. We believe that God created the universe in 6 – 24 hour days less than 10,000 years ago.
21. God created a literal Adam & Eve whose sin brought death. (Christ the 2nd Adam brings life).
22. We believe that proper U.S. History should emphasize the godly role of the Pilgrims and the Puritans and the great influence of scripture on the colonial days through the founding of the Republic and its subsequent growth.
23. The Republic grew and prospered because of the blessing of Almighty God.
24. We are experiencing a great downturn because we as a people are turning from the God of the Bible.
25. We believe that God blesses the efforts of a faithful few and pray that this World and Life view will impact the students He has given us.

## ADMISSIONS

### **Notice of Nondiscriminatory Policy as to Students**

Christian Liberty Academy admits students of any race, color, national, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national, or ethnic origin in administration of its educational policies, admissions policies, scholarships, loan programs, athletics, or other school-administered programs.

Admission to Christian Liberty Academy will be determined by available space, past performance, recommendations, testing, and for our students in 6th–12th grades, an interview with the administration. Testing will not be required for Kindergarten. Placement tests will be routinely administered during the summer for 1st grade through 12th grade students. Parents will be notified of the times of admission testing throughout the summer. Application forms may be obtained by contacting the office or by printing an application from our web site: [www.christianlibertyacademy.com](http://www.christianlibertyacademy.com).

The administration reserves the right to assign new pupils to the grade levels they deem most advantageous for that particular pupil. *No student is registered until the registration fee is paid.*

### **Faculty and Class Size**

Christian Liberty Academy thanks God for the quality of its faculty. Many full-time faculty members have advanced degrees with a variety of educational backgrounds and professional experiences to provide the students with truly exceptional expertise.

We seek to maintain a low student-teacher ratio for each class so that students can be given appropriate help and instruction.

Within the context of a totally Christian atmosphere, our teachers are committed to academic excellence. They have the students' best interests at heart and stand willing to assist parents in fulfilling their God-given responsibility to educate their child. The relationship of school and home is one of sharing and caring for the mutual benefit of each.

### **Accreditation**

We are accredited through the National Association of Private Schools (NAPS), the Association of Christian Schools International (ACSI) and are a member of IHSA.

## **A Personal Word to Our Students**

II Timothy 2:15: “Study to show thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth.”

Christian Liberty Academy does not present a permissive academic program. This means that you, the student, will have to study and regulate your time in order to be a success in your academic program. God’s will for you at this period of your life is the mastery of your school subjects. You should give yourself as earnestly to your studies as you will later to your life’s work. Studies form the most important part of your school training. Good study habits begin with a proper attitude of the heart in receiving studies “as from God” and doing these “as unto the Lord.”

1. Schedule a regular time for study and start promptly. Study in a quiet place where you can settle yourself to do your work.
2. Get organized. Collect all of the materials you will need and set aside all distractions which take your attention.
3. Commit your study time to God in prayer before beginning your work. If you are a trusting in the Lord Jesus Christ, you are a child of God, and you are studying to honor Him. He has given you the Holy Spirit to lead you into all truth. Place this time and yourself in His hands.
4. Budget your time to cover all your studies.
5. Think, for study requires the exercising of your mind. Concentrate on the work at hand and refuse to entertain irrelevant thoughts.
6. Cultivate the dictionary habit, broadening your vocabulary.
7. Be curious. Do independent research and study on topics which are related to your class assignment.
8. Do your own work. Do not ask for help unless you are absolutely sure that you are unable to do your assigned work.
9. Aim for excellence, not mediocrity. Be dissatisfied with any effort which falls short of your God-given ability.
10. Work hard so God can say to you, “Well done.” Be a good workman who does not need to be ashamed when God examines your work. Know what His Word says and then do it.

## **Student Outcomes**

God both created the world and all that it contains and established an order for it to function. We see this from the very first chapters of Genesis and all throughout Scripture. To that end, Christian Liberty Academy seeks for all its students to understand and live in God’s world in various spheres of government.

Christian Liberty Academy partners with parents to train disciples for the Lord Jesus Christ who will understand and demonstrate the following:

### **1) Personal**

- 1a) Know that Triune God is creator and sustainer of the entire universe.
- 1b) Understand that all of creation has been affected by man’s rebellion and God’s judgment on creation and men and women.
- 1c) Can explain the message of salvation through God’s grace received through faith alone in Jesus Christ as Lord and as raised from the dead after making atonement for the sins of all of God’s people.
- 1d) Realize that all areas of life are to be brought under the dominion of Jesus Christ.
- 1e) Seek to pursue a calling as a man or woman that will best help them serve God and advance the kingdom of Jesus Christ.
- 1d) Are ready for work or further education in the pursuit of their callings.
- 1e) Follow the word of God as it sets the perfect standard for maturity and holy living.

## **2) Family**

- 2a) Realize from Scripture God's definition of marriage and family.
- 2b) Seek to be obedient and respectful to their father and mother.
- 2c) Desire to be pure in thought and relationships now in preparation for marriage as God would ordain.
- 2d) Value children and believe in the continued importance of Christian education

## **3) Church**

- 3a) Understand from Scripture that Jesus Christ is the head of the Church and that He establishes local churches both independent and denominational who are to live under His authority as the body of Christ.
- 3b) Believe in the importance of membership in a local church and weekly attendance in gathering for worship.
- 3c) Seek to receive the sacraments of baptism and the Lord's Supper according to the guidelines specified by their own local church.
- 3d) Value the importance of prayer, reading God's Word, and fellowship with God's people as means of grace.
- 3e) Serve as they can in their local church and seek additional opportunities as they learn and grow.

## **4) Civil Government**

- 4a) Understand for Scripture that all authority belongs to God and that He has established civil government to punish evil and praise that which is good.
- 4b) Can articulate the most important aspects of the history of our own nation and the republican form of government established in the US Constitution.
- 4c) Will seek to take an active role as citizens in their local community and will vote for those running for political office according to the standards of God's Word.
- 4d) Realize that we are most importantly citizens of heaven but that we do have a duty to our own nation and particular state

## ACADEMICS

### Bell Schedule (*Time change for first period*)

8:25 - 9:10	1st Period
9:15 - 9:55	2nd Period
10:00 - 10:20	Daily Chapel
10:25 - 11:05	3rd Period
11:10 - 11:50	4th Period
11:55 - 12:35	5th Period
12:40 - 1:20	6th Period
1:25 - 2:05	7th Period
2:10 - 2:50	8th Period
2:55 - 3:35	9th Period

### Grading Scale & Grade Point Average

Percentage	Letter Grade	Grade Point
98-100	A+	4.0
94-97	A	4.0
90-93	A-	3.7
88-89	B+	3.3
84-87	B	3.0
80-83	B-	2.7
78-79	C+	2.3
74-77	C	2.0
70-73	C-	1.7
68-69	D+	1.3
64-67	D	1.0
60-63	D-	0.7
0-59	F	0

For Advanced Placement (AP) classes, add one to the conversion scale. For instance, a B earned in AP Literature would be worth 4 points instead of 3.

A student's cumulative, high school grade point average, or GPA, is a weighted average based on both core and elective classes. It is calculated using weights equal to the credits earned in the class. Consider the following GPA calculation for a student with 7 classes totaling 6.5 credits:

Class	Credits	Grade	Grade Conversion Points
Algebra	1.0	A	$1 \times 4 = 4$
Biology	1.0	B	$1 \times 3 = 3$
History	1.0	B+	$1 \times 3.3 = 3.3$
Literature	1.0	A-	$1 \times 3.7 = 3.7$
Philosophy	1.0	B	$1 \times 3 = 3$
PE	1.0	A	$1 \times 4 = 4$
Art	0.5	A	$0.5 \times 4 = 2$
			$GPA = (4+3+3.3+3.7+3+4+2) \div (6.5 \text{ credits}) = 3.53$

## RenWeb

Parents have access to their student's grades via RenWeb, a secure, on-line student information system used by CLA. To create an account, parents must click on the **ParentsWeb** button, located on front page of the school website ([www.christianlibertyacademy.com](http://www.christianlibertyacademy.com)) and then click on the *Create New ParentsWeb Account* link. Once an account has been created, remember that the district code for our school is CL-IL when logging into the system.

## Progress and Report Cards

Parents will be kept informed of their child's progress through RenWeb, progress reports and report cards. Every nine weeks, students in 1st through 12th will receive an email to go online to see your child's report cards. A printed copy is also given to each student. In addition, progress reports are sent by e-mail to parents in the fifth week of each quarter. If tutoring seems advisable in any area, teachers will communicate this information to the parents.

## Eighth Grade Graduation Requirements

In order to graduate from 8th grade at Christian Liberty Academy, students must obtain a cumulative minimum GPA of 1.5 and receive no more than five failing grades during the school year.

## High School Graduation Requirements

	Minimum Graduation Requirements	Recommended Graduation Requirements
History*	6	6
English	4	4
Philosophy	4	4
Math	3	4
Science	3	4
PE**	3	3
Foreign Language	**	2-4
Electives***	1	1
<b>TOTAL</b>	<b>24</b>	<b>28</b>

\* Includes God & Government/Geography, Economics, Constitution and Ancient, European and U.S. History.

\*\* Electives that meet the same period as physical education (8<sup>th</sup> period) may be taken in lieu of 2 years of P.E.

\*\*\* Foreign Language is considered an elective and counts toward the minimum 1 elective requirement.

## Electives

As demand and resources have allowed, the following high school electives have been offered:

Art	Sewing	Intro to Computer Programming
Orchestra	Auto Shop	Office Essentials (Word, Excel, Power Point)
Choir	Wood Shop	Robotics
Speech	Yearbook	Build Your Own PC
Culinary Arts		Web Design

## Course Drop Policy

Whether a class is a year-long, or only a semester in length, the acceptable drop period for a high school course is the first four weeks of the class. After that time, a penalty will be incurred as follows:

### CLASS IS DROPPED

During first 4 weeks of class

During weeks 5 or 6 of class

During 7<sup>th</sup> week or later of class

### PENALTY

None

W for “withdrawal” is added to student’s transcript

No effect on student GPA

The quarter grade is factored into student’s GPA (grade is based on all assigned work whether completed or not) and W for “withdrawal” is added to student’s transcript for all remaining quarters of class.

## Academic Probation

In order to maintain a positive learning atmosphere and help students make appropriate academic progress, it is necessary to establish minimum academic requirements that students must achieve to continue their education at Christian Liberty Academy. Students’ academic progress is monitored on a regular basis. *A student may be placed on academic probation at the semester if he or she has a 1.7 GPA during the semester for core academic classes.*

The period of probation will occur during the next semester. During the period of probation, the Guidance Counselor will carefully monitor the student’s progress and an individual academic plan will be put in place. If at the end of the probationary period the student has not improved sufficiently, the probationary period may be extended or the student may be asked to withdraw from Christian Liberty Academy.

## Class Rank

Class rank will be computed at the end of the freshman and sophomore years, at the end of the second and fourth quarters for the junior year, and at the end of every quarter for the senior year. Class rank is based on a student’s grade point average. Class rank does not include courses taken at other schools.

## Valedictorian and Salutatorian

The valedictorian will be awarded to the student having the highest class rank after his or her four years of high school and completing at least three years at Christian Liberty Academy. The class rank will be based upon the student’s grade point average calculated from scores made in academic classes at Christian Liberty Academy, and the results will be announced at the end of the second semester of the student’s senior year. The salutatorian will be awarded to the student having the second highest class rank and meeting the same requirements as the valedictorian. AP classes are weighted in calculating averages.

## Honor Graduates and Honor Roll

Students officially ranked with a cumulative 3.2 GPA or higher will be recognized upon completion of their 12th grade year at the graduation ceremony and receive an honor cord. A 3.7 GPA will be recognized as high honors. These same GPA requirements will be used for the quarterly Honor Roll.

## **ATTENDANCE POLICY**

The school day begins promptly at 8:25 a.m. Students are required to be in their classroom by that time. The school day ends at 3:35 p.m. Unless absolutely necessary, students should not arrive on campus until 8:10 a.m. All students must go directly to their classrooms (or locker, then classroom) upon arrival. Students arriving before 8:10 a.m. must be dropped off at the second entrance from Euclid on Walnut and wait in the Faith Gym area until the morning supervisor dismisses them to class. All students arriving after 8:25 a.m. must sign in at the Academy office and receive a pass to class.

### **Absence Procedures**

We expect our students to be in attendance at school daily. Students who are at school consistently are more likely to succeed in school. Although we understand that sickness, family emergencies, and other issues can cause absences we would like to see these kept to a minimum. If an absence does occur, a parent or guardian should call the office by 9:00 a.m. to give the reason for the absence. If there is no phone call, the absence will be unexcused.

If a student is going to be absent for an extended period due to illness or injury we ask that the office be contacted as soon as possible.

### **Make Up Work**

Make up work is the responsibility of the student. If a student knows beforehand that he will be gone, he should contact the teacher to get his assignments. Teachers will have policies in their syllabi concerning missed homework and tests so students know the rules regarding make up work.

### **Unexcused Absences**

A student's absence is unexcused if it is due to a cut class. The student will receive a failing grade for tests, quizzes, or other in-class work on the day of an unexcused absence.

### **Excessive Absences**

More than 5 absences in any given quarter may result in a lower grade in classes. Teachers may use attendance and participation in class as part of the student's grade. Students who are absent may lose points as well as not understand the material for the next test. Students who have 10 or more unexcused absences in a class may receive no credit for the class.

### **Vacations**

We understand reasons for taking a family vacation. We would like to remind you it is the CLA's policy that students who take vacations during school hours do so with the full understanding that they are responsible for the course work covered during their absence. Since part of a student's evaluation may include daily contributions and quizzes, etc., absence from school has a direct effect upon his or her learning and its subsequent evaluation. Due to the nature of some course work, it may not be possible to 'make up' all material. We are concerned that vacations during class time will affect your child's progress. We do not give tuition rebates for time missed. There may be a cost for teachers to prepare 'make up' work for extended vacations from CLA.

### **Class Attendance and Tardiness**

A student is expected to be in attendance for all classes. Arriving on time is necessary for success in academic and employment endeavors. Students are expected to arrive on time for school and for each of their classes during the school day. Students may receive level I detentions for tardiness. No student is to leave a class without the permission of the teacher in charge of the class.

**Hall Passes**

Once class has begun, all students must have a hall pass if they need to go to another area of the building during class time. All students are required to have a hall pass when not in class.

**Closed Campus Policy**

We have a closed campus policy for grades K-11th. Students are not permitted to leave campus at any time (including lunch hour), unless they have an outside appointment. If a student is to leave campus, a parental note must first be submitted to the school office with permission to leave granted by the administration. No student will be dismissed from school without written request or call from the parent. Seniors may leave the campus for lunch, or during any afternoon free periods, as long as the parent has filled out the required permission form. All students are required to sign in and out in the office when leaving the campus.

## **DISCIPLINE AND DETENTION POLICY**

### **Philosophy of Discipline**

Christian Liberty Academy partners with parents in order to train disciples for the Lord Jesus Christ. This partnership includes appropriate correction and discipline of students. We understand that all children are sinners even while in the womb. Sinful behavior is not caused simply by a bad environment but is a matter of the heart.

While we believe that God alone by His grace can change a sinful heart, it is necessary to address and seek to correct poor and sinful behaviors. We seek to do this with love and consistency.

While it is not always possible to address every situation, the following guidelines are given for the benefit of teachers, students, and parents to address sinful behavior in and outside of the classroom. These are the steps Christian Liberty Academy will take in giving discipline inside the classroom.

1. Verbal correction
2. Communication with parents via “Discipline Communicator”
3. Detention (Level 1)
4. Student is sent to Administration and may be given a Level 2 Detention.
5. Repeated offenses will be dealt by the Administration and subject to suspension or expulsion.

Detentions may also be given for other discipline issues as follows.

### **Level I Detentions**

Served during lunch; students sit silently under adult supervision. Examples of Level I detentions include, but are not limited to:

- Campus misconduct
- Tardiness
- Skipping class
- Displays of affection
- Dress code violation
- Inappropriate language
- Leaving class without permission
- Disrespect toward a teacher, student, or staff worker
- Missed detentions
- No Hall Pass

Failure to show up for a Level I detention will result in an additional Level I detention (two detentions must now be served). Four Level I Detentions results in a Level II Detention.

## **Level II Detentions**

A working detention served before school (7:15-8:10am) or after school (3:45-4:45pm)

Examples of Level II detentions include, but are not limited to:

- Academic Dishonesty (cheating on homework, quizzes or tests; plagiarism; selling/distributing or buying/receiving academic materials)
- Leaving school grounds without permission
- Being sent to the office for disruptive classroom behavior

In addition to detentions, students guilty of academic dishonesty will also receive zeros on related assignments. Failure to show up for a scheduled working detention will result in a \$20 fine and a second working detention. After receiving two Level II detentions, a student will be evaluated by the administration and may receive a Level III detention.

## **Level III Detentions**

Handled by the school disciplinary board. May result in suspension or expulsion.

Examples of Level III detentions include, but are not limited to:

- The use of tobacco on campus
- The use or possession of alcohol on campus
- The use, possession, or sale of drugs
- The threat to use firearms, knives, incendiary, or other such harmful devices and weapons on school grounds
- Pulling a fire alarm or tampering with fire safety equipment
- Theft
- Vandalizing or misusing school property
- Planning or committing arson (lighting fires)
- Fighting
- Profanity or profane gestures (sexual innuendos)
- Gang solicitation and/or activities including dress, signage, etc.
- Repeated Level II infractions including academic dishonesty
- Sexual immorality
- Gambling

## **Conduct and Lifestyle**

We expect our students to live a lifestyle that is consistent with the teachings of the Bible. Students are encouraged to spend time reading their Bible and praying on a daily basis. We expect students will treat each other with love and respect while at school. We desire for students of Christian Liberty be a good witness to friends outside of school. Please remember that your actions are important both inside and outside of the school, and we reserve the right to discipline actions that come to our attention in other areas of a student's life.

## **Possible Consequences**

### **Work Hours**

Students will be given work hours for failing to observe school standards concerning behavior, obedience, respect of authority, etc. As a principle, work hours take precedence over other activities, including scheduled athletic practices or games. Work hours will be assigned by Administration.

Students will be informed at least two days in advance about where and when to report for their work hours. Students will be given specific manual work assignments under the supervision of a faculty member, and will be kept busy during the entire assignment. If a reschedule is necessary, it must be done at least 24 hours in advance of the assigned work hours. Failure to serve assigned work hours will result in a \$20 fine and an additional hour of work.

### **Suspension**

A suspension may be assigned for a period of up to 3 school days. In the event that a student is suspended, the administration will notify the student's parents or legal guardians of the suspension as soon as possible by telephone, and will explain the reasons for the suspension.

A suspension can occur as an in school or out of school disciplinary action. This is decided by the Disciplinary Board.

- An in-school suspension is a day that the student will spend in the library catching up on school work or studying. During the day, a student will remain under the supervision of library personnel for all 9 periods. *All school work completed during the suspension will have 10% deducted from their grades.*
- An out of school suspension is a time period that the student will stay off campus. The student will need to meet with teachers to get all work that they will be missing during the suspension. *All school work completed during the suspension will have 20% deducted from their grades.*

Students serving a suspension may not have contact with other students. During the period of a suspension, a suspended student is not permitted to be on school property after school hours or to participate in any school activity.

Students suspended for serious violations of school standards, illegal substance use, and morality issues, etc., (if allowed to remain in school) may be removed from a team or activity for the season or the semester. Coaches may also have a specific probation policy for athletes they coach.

**Disciplinary Probation**

The administration reserves the right to place a student on social or academic probation, until the student proves that he or she is able and willing to cooperate with Administration.

Social probation can include restricting electives, athletics, student events, etc. Academic Probation can include mandatory tutoring, meetings with the guidance counselor, and frequent grade checks to ensure progress is being made. Probation will last until a student proves a change of attitude through his or her efforts in other areas of the school (i.e., raising grades, turning in homework, being attentive during class, etc.).

Recommendations from teachers as well as the Guidance Counselor will determine when the probationary period is over

**Expulsion**

Expulsion is the most severe form of punishment to be exercised at Christian Liberty Academy. It is enforced only after all previous forms of discipline have been exhausted and without resolution of the problem. It will also be considered when the offense is by its very nature one which even in a single act creates a situation that the school finds untenable or presents a threat to the safety of its staff or students.

Offenses deemed expellable will result in immediate out-of-school suspension pending an investigation by the school's Administration. Under no circumstance will the student be allowed on campus or at any school-related activity on or off campus pending termination of the investigation. We want to show grace and mercy, but we feel our job is to look after the school as a whole. Love and mercy can be shown by not allowing a student to continue in his or her misconduct and we pray that those who are expelled will understand their actions have consequences. The Academy reserves the right to dismiss a student at any time such action is believed desirable either for the student's interest or that of the school.

## ACADEMIC HONESTY

At Christian Liberty Academy, we hold our students to high standards academically. We want our students to understand the seriousness of academic honesty as they prepare for further education. It is our job to ensure that students understand what constitutes academic dishonesty so that they may avoid any such infractions.

### Definition of Academic Misconduct (Not All Inclusive)

- Cheating – turning in anything (i.e. quiz, test, homework, paper, etc.) that is not your own work.
- Plagiarism – a form of cheating that involves one claiming another’s work as his own without giving credit to the original author. This includes copying a work or copying ideas and turning them in as one’s own thoughts.
- Selling and Distributing Materials, or Buying and Receiving Materials – We expect our students to turn in their own work, and selling or distributing materials that will be turned in is not allowed. It should be noted that those buying any materials are just as much at fault as those who are distributing.

### Standard Consequences

When an incident of academic misconduct is suspected, the teacher will take reasonable action to establish whether it actually occurred. After giving the student notice of the suspicion and an opportunity to explain his or her actions, the teacher will take the following disciplinary actions when it has been determined that academic misconduct has occurred.

#### 1st Violation

- The student receives a failing grade of zero on the assignment or test.
- The student receives a level II detention.
- The teacher will notify the student’s parents.

#### 2nd Violation

- The student receives a failing grade of zero on the assignment or test.
- The student receives a level III detention and will go before the Disciplinary Board.
- The student may be removed from positions of leadership within school (i.e., student council)

#### 3rd Violation

- The student will receive a zero on the assignment.
- Student will receive a level III detention and receive a minimum of a 1-day suspension if allowed to remain in school.
- The parents and student will meet with the Guidance Counselor and Headmaster.

## Academic Dress Code 1st-12th

Christian Liberty Academy does not require or encourage a uniform dress. Students however should not be dressed dishonorably. Scripture does encourage all individuals to dress modestly and in a way that reflects the moral standards found in the Word of God. It is important to point out that part of our dress code is not based entirely on any particular moral principle, but it is focused upon promoting a professional and dignified learning environment that honors the Lord.

### Boys

- Shirts must be tucked in if they do not have a squared hem.
- Shirts must be collared. CLA T-shirts are allowed.
- Shirts (if untucked) must overlap pants by no more than 6 inches.
- Pants must be worn at the waist.
- No earrings or any other body piercings are permitted
- Hair must not be long enough to extend over the ears or shirt collar and must not be conspicuously sloppy.
- No sleeveless shirts or tank tops

### Girls

- Bra straps and backs must be covered.
- Low and revealing necklines are prohibited.
- Shirts may not be sheer or lace or see-through.
- Girls may wear earrings.
- Girls may wear slacks, skirts, or dresses.
- Skirts and dresses including slits should be no higher than 3 inches above the knee.
- Leggings or jeggings may not be worn as pants. They may be worn under a dress-code appropriate skirt.
- All shirts must extend below the waist of the student and the waistband of the slacks or skirt. If a student's midsection can be seen at any time, the shirt should not be worn to school. When you raise one hand above your head, if your midsection can be seen, the shirt is too short. When bending or sitting, if your midsection is exposed or your chest is visible, the shirt should not be worn for school.
- No tank tops  
No sleeveless shirts or tank tops

### All Students

- No exposed skin/underwear at the waistline.
- No flip flops (October - April).
- No one may wear hats during the school day.
- No blue jeans, shorts or sweatpants. Pants must be of a single color.
- No writing or pictures on any shirts; this includes name brands. Small logos (i.e the size of a quarter) are acceptable.
- Visible body piercings and tattoos are prohibited on campus (*this includes nose rings*).
- No excessively tight clothing.
- Hoodies/sweatshirts may only be worn over proper attire and must be CLA wear or have no logos/writing on them.
- Sweats or sweat style clothing is not acceptable in any fabric such as terry, velour or velvet, etc.
- *Official school sports attire may be worn by athlete's on game day's only (with coach's permission). You may not substitute personal clothing items that are similar to your sports attire. Cheerleaders may only wear their cheerleading tops on game days.*

## ATHLETICS

### Sports Programs Available:

- 5th/6th: Cheerleading, Track (B/G), Basketball (B)  
7th/8th: Cheerleading, Volleyball (G), Basketball (B/G),  
Soccer (B/G), Track (B/G), Baseball (B)  
9th/10th: JV Volleyball (G), Basketball (B/G)  
11th/12th: Varsity Soccer (B/G), Volleyball (G), Basketball (B/G),  
Softball (G), Baseball (B), Wrestling (B),  
Track (B/G), Cheerleading

### Athletic Participation Requirements

As a Christian Liberty Academy student-athlete, you must have on file, in the athletic or school office, the following completed forms:

1. Pre-Participation Physical Examination (performed annually and good for 12 months).
2. Medical Emergency Card.
3. Standards of Conduct Form – See Athletic Handbook.

These forms are completed by parents and are collected by the athletic office prior to the beginning of the school year or season. Extra forms may be obtained from the athletic office.

4. Students are expected to be academically eligible by keeping at least a 2.0 average in core academic classes and no failing grades. Students who do not keep this average will not be able to participate in games (see athletic handbook for more details).

Charges for the various sports are available in the school office or directly from the Athletic Department.

**Payment is due at the beginning of sports season and students will not be able to participate with unpaid bills.**

### Student Athlete Conduct and Sportsmanship

The coaches and players will make every effort to exhibit godly character and uphold biblical values by respecting their teammates and opponents and by submitting to the authority of the officials and their coaches. Disrespect and improper behavior may result in disciplinary action, and if repeated may result in suspension from the team at the discretion of the Headmaster, Athletic Director, and/or Coach. Any student-athlete suspended from school will not be allowed to participate in sports until approved by the Headmaster and Athletic Director.

### Spectator Conduct for Athletic and Student Events

As a spectator at athletic contests we would like you to remember that you are also representing Christian Liberty Academy. We encourage fans to cheer loudly, but ask that they cheer for our team instead of cheering against the other team. We coach our students to win with humility and lose with grace, and we would like to see the same thing from fans. We reserve the right to ask spectators to leave if they are out of control. Foul language, yelling at officials, or heckling the other team are examples of unacceptable behavior.

### Performance Enhancing Substances

Christian Liberty does not allow the use of any type of illegal performance enhancing supplements or substances.

## **STUDENT CULTURE**

### **Conduct and Lifestyle**

We expect our students to live a lifestyle that is consistent with the teachings of the Bible. Students are encouraged to spend time reading their Bible and praying on a daily basis. We expect students will treat each other with love and respect while at school. We desire for students of Christian Liberty be a good witness to friends outside of school. Please remember that your actions are important both inside and outside of the school, and we reserve the right to discipline actions that come to our attention in other areas of a student's life.

### **Chapel**

Students are encouraged to approach Chapel as a worship and devotional time during which they may learn about God in a different context from the classroom. During chapel, students will hear different faculty speak and lead worship as well as have an opportunity to be a part of student led chapel. Inattentive, disrespectful, or disruptive behavior (talking, text messaging, or distracting others) is unacceptable.

Every person speaking during chapel deserves our respectful attention. Repeated violations will be considered to be an act of defiance and will be disciplined appropriately.

### **Student council**

Student council is an elected body of students inside CLA who provide leadership in several different ways for the high school.

1. Student council sponsors and runs high school activities and events known as SLAM events.
2. Student council helps at events such as Liberty Banquet and high school information nights.

### **Service Hours**

One of the goals of CLA is to promote Christ-like humility in our students. Using service hours as a graduation requirement is a practical way to help students cultivate this humility through self-sacrifice. Another goal of this program is to create students that are spiritually well rounded.

Service hours encourage students to use the knowledge learned in the classroom in a practical, real world experience. As our students grow spiritually, they will be able to affect the school in a positive way. Our school should become more like a community that supports itself in its Christian beliefs. More information can be found online.

Each year high school students are expected to complete 15 service hours.

### **Display of Affection**

God's Word sets an extremely high standard for purity in relationships, especially between males and females. Therefore, public display of physical affection between students is not appropriate at school or school activities. Repeated violations will be considered an act of defiance and will be disciplined appropriately. Students should refrain from touching, hugging, kissing, holding hands, or any other display of affection.

## COMMUNICATION

As our partners in education, we believe that communication with parents is absolutely critical. Parents will be kept current about Christian Liberty Academy events and activities through a variety of communication tools.

- Normal phone calls to CLA staff should be directed to individual voicemail boxes.
- Staff members are required to answer their messages within 48 hours.
- If a staff member has a specific way he or she would like to be contacted, that will be given to parents at the beginning of the year through a syllabus.
- Emergency messages to students will be taken and given to the student within the hour. Please advise your student that there may be a change in the daily schedule and to check in the school office, or please phone in before your child's lunch hour. In the event of an extreme emergency, we will advise students as soon as possible.
- On a daily basis, parents may access the school's website for bell schedules, changes to schedules, times and locations of athletic contests, lunch menus, etc.
- In addition, a weekly publication entitled **CLA News** will be distributed via email giving parents information on current and upcoming events or activities.
- Although two formal parent teacher conferences will be held each school year, they should be considered only a portion of the communication process between parents and teachers. Throughout the entire year, parents and teachers are encouraged to communicate by email, phone call, or individual conferences as needed. Parents should assume responsibility to initiate communication at any time they have a concern regarding their student.
- If a student or parent is offended by the words or actions of a teacher, then as a Christian brother/sister he or she is to go first to the teacher through whom the offense came, in accordance with the principle of Matthew 18:15-17, and share this with him/her (during business hours whenever possible). If, after consulting together and praying for mutual understanding, there is no reconciliation, then they should go together to counsel with an administrator.

## FINANCES

Tuition may be paid in one yearly sum, by semesters, or in ten (10) installments. There is a service charge if paying by the semester or by the month.

Acceptance of the student by the Academy is for a full year's term and the student's parents or guardians shall be liable for the full year's tuition. The previous year's balance must be paid before the student will be accepted for the next school year.

The first tuition payment (monthly and semester) is due on August 15. Those who will be paying tuition by way of the yearly plan must have their full tuition paid on September 1.

There will be a \$15 per family tuition late charge when tuition is paid after the 10<sup>th</sup> of the month. There is a \$25 fee for "not sufficient funds" (NSF) checks that will be charged to the responsible party. After two NSF checks, we will no longer accept personal check, and subsequent payments must be made in cash, by money order, or by credit card.

Refunds of tuition shall be made on a prorated basis for the following situations: expulsion and job transfers. There is a \$100.00 processing fee for all early voluntary withdrawals. No refunds, credits, or releasing of school records will be allowed unless all payments or accounts are current. The registration fee is nonrefundable.

Student textbooks are purchased and classroom fees are paid before the school year begins.

Parents should plan their financial schedule so as to make all payments prior to the last day of school. This includes tuition and any other bills incurred throughout the school year.

Parents will be responsible for all credit card processing fees when using credit cards.

### **Delinquent Accounts**

Students whose accounts are not current will not receive Report Cards or have transcript requests processed. Access to academic information on RenWeb will be restricted. Students with very delinquent accounts may not be allowed to attend classes. We are aware that emergency situations may occur which might prevent someone from meeting a tuition payment on time, and we do not want to penalize the student in such a case. We therefore ask that you please notify the Financial Secretary if such a situation occurs so that other arrangements can be made.

Students in 8th and 12th grades may not be permitted to participate in graduation if their accounts are not up-to-date. Kindergarten graduates will not receive a graduation certificate until their accounts are paid. Students will not receive report cards if their accounts are delinquent. Transcripts and records will be held and will not be sent to other schools until accounts are paid in full.

## **FEES**

### **Books**

Most texts are included in the cost of tuition. Students may need to purchase gym uniforms and locks from the school office. See 'Book Use Agreement' form on next page.

### **Elective Fees**

Some electives may require the purchase of text-books as well as payment of fees for materials used. A list of available electives and their fees are given to students. Students will be billed for electives at the time of registering for the elective.

**Book Use Agreement**  
**1<sup>st</sup> – 12<sup>th</sup> Grade**

In consideration for being allowed to use textbooks, I agree to the following terms and conditions:

I understand all textbooks are the property of Christian Liberty Academy. I understand the book cost is included in my tuition fees.

I will return all textbooks at the end of the year to the appropriate teacher in good, undamaged and useable condition. I will not highlight, underline or make any markings in these books.

I authorize Christian Liberty Academy to charge my account according to the damages listed below. The replacement cost is listed on the inside cover of each book.

As a registered student at Christian Liberty Academy, I have chosen to enter into this agreement with the school to use the textbooks that are required for my class.

All students are required to use the New King James Bible. Students in 1<sup>st</sup> grade will receive a Bible with their books. 5<sup>th</sup> grade students will receive gym clothing and a padlock in addition to their rental books. Students participating in PE are required to wear CLA gym clothing.

Items that may be purchased in the office:

Gym Shirt	\$13.00	New King James Bible	\$10.00
Gym Shorts	\$15.00	Yearbook	\$35.00 – With completed order form
		Personalized Yearbook	\$40.00 – With completed order form
		Personalized/Icon Yearbook	\$45.00 – With completed order form

**I have read and fully understand the provisions and terms of this agreement and agree to be bound thereby as evidenced by my signature below.**

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Parent Signature

\_\_\_\_\_

Date

**Minor Damage**

Writing answers  
Doodling  
Marker damage  
Ripped pages

**Major Damage – New book price**

Damaged binding  
Excessive marking  
Water damage

**PLEASE RETURN FORMS TO YOUR CHILDS TEACHER OR  
THE DAY SCHOOL OFFICE WHEN YOU COME FOR ORIENTATION.**

## HEALTH AND SAFETY

### Health Concerns

CLA subscribes to the idea that parents are responsible for the health of their family. We do not, therefore, seek to dictate how to make medical decisions for their children. However, in order to provide the best care for their children at school, we require that parents submit an Emergency Medical Record that gives us authorization for emergency medical treatment, if needed. Confidential medical records are kept on all students as required by the Illinois School Code. All medical exam requirements and forms can be found online at [www.ChristianLibertyAcademy.com](http://www.ChristianLibertyAcademy.com).

The CLA School Nurse promotes the physical, mental, emotional and social well being of students by providing the following school health services:

- Providing services including first aid, care for ill students and emergency care to students and staff.
- Determining the impact of students' contagious illnesses and acts to prevent the spread of communicable disease in the school setting.
- Administering and monitoring effectiveness of medications given at school.
- Acting as a liaison between home and school by communicating with parents regarding students' health and safety needs and develops plans to meet those needs at school.
- Providing school staff with current information about students' health concerns and care on a confidential need to know basis.
- Recommending modifications in the school program for students who require accommodations because of health concerns.
- Developing and maintaining healthcare plans for students who need special nursing interventions during the school day.
- Maintaining confidentiality regarding all school and health-related issues.
- Maintaining compliance as required by the Illinois School Code for physical, dental, and vision examination and immunization records.

### General Guidelines for When Not to Report to School

Good attendance at school is important in order for a child to do well. However, there will be times when your child is really too ill to attend. Either they are contagious to the other students or they feel so poorly that they would gain nothing from being at school. The following guidelines can help you determine whether your child should stay home.

No student with a fever above 100 degrees or vomiting will be allowed to remain in school. When a student is sent home with a fever or vomiting, that student may not return to school until he or she has been fever- and symptom-free for at least 24 hours. Even though a fever may be reduced with medication, the student may still be contagious. If the student is not feeling well, he or she may receive over-the-counter medication with a parent's signed permission on the health record. The school nurse will make a decision as to whether or not the parent or guardian needs to pick up the student from school. A resting area is available for students to rest short-term. We request that you pick up your student within an hour of being called by the nurse. Students will not be allowed to stay in the resting area for long periods of time. Once a parent is called, he or she must come immediately to pick up the child or make arrangements for someone else to come. If someone other than a parent or legal guardian is picking up the child, the school nurse must be notified.

If a student is to be excused from participation in physical education (PE) he/she must bring a note from the parent to the nurse requesting this and stating the reason. The nurse will then send a copy to the PE instructor. A note from the doctor will be needed to excuse a student from PE for an extended period of time.

A student should not be sent to school with a communicable disease. Should a student display symptoms of a communicable disease (including vomiting) while at school, the nurse will make a preliminary evaluation and notify the parent or guardian to take the child home or to the doctor for confirmation. In the event of head lice being found, even if there is just one, the parent or guardian will be called and the student will be sent home for proper treatment. When the student returns to school, he/she will be checked again before being allowed to return to class. All eggs/nits which are attached to the hair shaft must be removed prior to the student being readmitted.

A student may have to be sent home with a rash or eye infection if there is any question of contagion. The student may return to school when a physician states that the student is no longer contagious and the student is cleared to return by the school nurse. If the rash is chicken pox, the student must stay home until he or she is fever-free and all scabs are dry and healing — usually at least six (6) days. The student may return to school when a physician states that the student is no longer contagious and the student is cleared to return by the school nurse.

After an antibiotic is prescribed for a contagious condition, please be advised that doubling up on medication does not shorten the time that your child needs to stay home. It takes 24 hours for the antibiotic to begin to take full effect. Please keep your child home until they have taken the antibiotics for 24 hours.

A sick child cannot learn effectively and is unable to participate in classes in a meaningful way. Keeping a sick child home prevents the spread of illness in the school community and allows the child opportunity to rest and recover.

Partnership: As your partner trying to maintain good health for your child, it is important that the school nurse knows when there has been a change in your child's medical condition, such as an ear infection or strep throat, a newly diagnosed allergy, scheduled surgery, medication taken at home or school, or even just a difficult start to the day. Keeping us informed helps us identify and manage your student's health concerns so they are ready to learn.

## **Parent Badges**

*Parents should always wear their badges when picking up their children or they will be asked to pick up a visitors pass from the office. These badges are available at the school security desk.*

### **Visitors**

Students from other schools who are prospective students may request approval to visit. Requests must be made by their parents 3 days in advance to the day of attendance. Visiting students and parents must complete a “Shadowing Agreement” form before visiting classes. Do not bring visitors to school without approval. No other visitors (besides parents or approved visitors) should be in the school building or on the school’s private property at any time. All approved visitors must check in at the office and carry a visitor’s pass.

### **Security**

Although we are a Christian school, it is still necessary for each student to take responsibility for the security of their personal belongings.

- Hallway locks on lockers are encouraged and locks on gym lockers should be used and locked. All locks must be CLA issued locks; personal locks may be cut off.
- Because visitors use our athletic facilities and we rent our educational buildings on a weekly basis, Christian Liberty Academy students should not ever leave clothes or personal belongings unlocked in locker rooms.
- Personal belongings (bags, books, cell phones, video cameras, musical instruments etc.) should be locked up at all times. Christian Liberty Academy cannot be responsible for personal belongings.
- Students should keep their cars locked at all times and never leave valuables visible.
- All doors are locked, except door #1 during the schoolday.

Because the Christian Liberty Academy is private property, we reserve the right to search any vehicle on school property. Students are strongly encouraged to leave valuables at home or lock them in the trunk.

Christian Liberty Academy has a full-time Security Guard on duty during school and after school hours.

## **AFTER SCHOOL CARE INFORMATION K-12TH**

Welcome to Christian Liberty Academy's After School Care Program for Jr. Kindergarten through 12<sup>th</sup> grade. As a service to you and your family, we offer a safe and fun place for your child to stay after school Monday through Friday. The program is designed to meet the needs of your child which includes completing homework for 1<sup>st</sup>-6<sup>th</sup> grade. Enjoying time in various activities and playing with friends.

**PLEASE READ CAREFULLY TO BE INFORMED ON THE LOCATIONS PROVIDED TO STUDENTS AFTER 4PM.**

### **TIME**

Kindergarten afterschool care 3:36pm-6:00pm

1<sup>st</sup>-12<sup>th</sup> afterschool care 3:45pm-6:00pm

### **LOCATION**

After school care for K - 6th begins in the main cafeteria located under the Grace Gym.

7th - 12th begins in the school library.

### **AFTERCARE TO PARENT COMMUNICATION**

Families can download the Remind App to receive texts to find out our location.

*(more information will be provided on how to sign up to be a part of this at orientation and on your first day of Aftercare)*

### **SCHEDULE FOR Kindergarten - 6th**

When your child arrives they will get settled and have snack time. ***You can either pack a snack for your child or provide money to be used in the vending machines.*** Following snack time the children will have 20 – 30 minutes to complete their homework. After homework we will either go outside to the playground (weather permitting), or stay in the cafeteria for game day, movie day or gym day. ☺

#### ***Kindergarten - 5th***

The cost is \$7.50 an hour which is prorated by the minute.

***If you arrive after 6:00 p.m. the cost is \$60.00 an hour. Late fee will be prorated by the minute.***

Families will be charged a one-time fee of \$10 for supplies.

You will be billed weekly for this service.

#### ***6th Grade***

**Game days students will be dismissed 15 minutes before the game.**

**Families will not be charged for Aftercare these days.**

Students will check in when they arrive in the cafeteria.

Families will be charged a set \$2.00 a day fee. *This fee is not prorated.*

***If you arrive after 6:00 p.m. the cost is \$60.00 an hour. Late fee will be prorated by the minute.***

Families will be charged a one-time fee of \$10 for supplies.

You will be billed weekly for this service.

### **SCHEDULE FOR 7th—12th**

7th - 12th grade students still in the building after 4pm will be required to go to the CLA Library.

Students will be encouraged to use this time to finish homework, study for upcoming exams, etc.

***7th-12th (If attendance is low this option will be reviewed and changes in the below may occur)***

***Game days students will be dismissed 15 minutes before the game. Families of 7th-12th graders will not be charged for Aftercare these days.***

Students will need to check in when they arrive at the library.

Students will need to sign out before leaving the library.

Families will be charged a set \$2.00 a day fee. *This fee is not prorated.*

***If you arrive after 6:00 p.m. the cost is \$60.00 an hour. Late fee will be prorated by the minute.***

You will be billed weekly for this service.

## *Supervision Fees for 2017-2018*

<u>SUPERVISION</u>	<u>TIME</u>	<u>COST</u>
Before School Care	7:00 - 8:10 AM	\$7.50/hour
AM K.A.P Care	8:10 - 12:09 AM	\$7.50/hour
PM K.A.P Care	11:50 - 3:35 PM	\$7.50/hour
Kindergarten After School Care	3:36 - 6:00 PM	\$7.50/hour
1st-5th After School Care	3:45 - 6:00 PM	\$7.50/hour
6th-12th After School Care	3:45 - 6:00 PM	\$2.00 a day ( <i>not prorated</i> )
	<b>After 6:00PM</b>	<b>\$60.00/hour</b>

### **Pick up and Drop off Procedures**

To alleviate any traffic and congestion programs and for the safety of all our students, we are taking the following steps.

*Please note that Arlington Heights Police have requested that cars not be parked unattended on Ridge or Walnut, and never double-parked at any parking lot location around the school.*

### **AM Kindergarten - Parent badges should be visible when entering the school**

- 
- Circle Drive and door #43 will be unlocked at 8:10 AM. Door #42 should not be used to enter the building. For security purposes it will be locked at all times.
- 8:10 AM Students should be dropped off in their classroom.  
*If entering the building with your student you must park in the Walnut parking lot.*
- Circle Drive and door # 43 will be locked by 8:45 AM and you will then have to enter through the front entrance on Walnut, Door #1.
- Dismissal is 11:45 AM. Parents should pick up their children from their classrooms.  
Students who are not picked up at 11:45 AM will be taken to K.A.P.

### **PM Kindergarten - Parent badges should be visible when entering the school**

- 
- Circle Drive and door #43 will be unlocked at 12:05 PM. Door #42 should not be used to enter the building. For security purposes it will be locked at all times.
- Students should be dropped off in their classroom.  
*If entering the building with your student you must park in the Walnut parking lot.*
- Circle Drive and door #43 will be locked by 12:15 PM and you will then have to enter through the front entrance on Walnut.
- Dismissal is 3:35 PM. Parents should pick up their students from their classrooms.  
Students not picked up at 3:35 PM will be taken to after-school care.

### **Pick Up**

1. 1<sup>st</sup> – 6<sup>th</sup> grade students can be picked up on Ridge or Walnut.
2. 7<sup>th</sup> – 12<sup>th</sup> grade students should leave through exit #3 on Walnut.

## OTHER INFORMATION

### Driving Privileges and Responsibilities

Please note that driving/parking on the Christian Liberty campus is a privilege, not a right. Each driver must observe the following rules:

- We expect our students to use vehicles appropriately on school property at all times; even if it is not a school day. The parking lot is not a hangout and should not be used as such.
- Speed must be kept under 10 M.P.H. at all times on school property. (Spinning or squealing tires is not acceptable.)
- Students may not go to their cars during school hours without a pass from the office.
- All cars that are parked inappropriately or left in the parking lot overnight or on weekends may be towed at the owners' expense. Please leave a note in the front office if you have extenuating circumstances.

### Electronic Devices

Students who bring electronic devices to school (including cell phones, iPods or other devices) are responsible for them. Christian Liberty is not responsible if they are lost or stolen. Cell phones, iPods and other electronic devices may only be used before and after school, and should not be brought into classrooms. Students who utilize cell phones, iPods, etc., inappropriately will be disciplined. Teachers and staff have permission to take cell phones, iPods, etc. away from students if they are seen or heard in the classroom. Teachers will turn in those items to the front office and the student may retrieve items at the end of the school day and pay a fine of \$5. The fine increases to \$10 for repeated offenses.

### Gum and Food Fines

No gum may be chewed during the school day inside the building. If you are caught chewing gum, you may be issued a fine of \$10. Unless special permission is given, the only place where food or drink is allowed is in the cafeteria or another designated area. You may be fined \$5 if you are caught eating and drinking outside the cafeteria. Bottled water is permitted.

### Cafeteria and Lunch Procedure

Students may bring their lunch to school. We expect students to eat their lunch or take uneaten food back home (please do not leave food in lockers). Milk and bottled water are offered daily. The **Charger Café** offers various lunch options throughout the week. (*Menus for lunch can be found online at [ChristianLibertyAcademy.com](http://ChristianLibertyAcademy.com)*)

Kindergarten children staying for the KAP supervision program may purchase lunch, but they do not go to the cafeteria. They must order and give their teacher the money for the purchased items. The food will be brought to the KAP lunchroom area. All other students are to line up for lunch—no running, shoving, or cutting in line. Students shall follow the lunchroom supervisor's directions at all times. The supervisor will decide whether recess will be inside or outside. Students are expected to bring appropriate outdoor attire every day. When time for recess, students shall leave the cafeteria promptly, placing their refuse in the proper containers.

All meals, foods and beverages are prepared and served by qualified professionals. We provide students with access to a variety of affordable and appealing foods that meet the health and nutrition needs of students.

CLA is a closed campus, and students may not leave school at lunchtime. Seniors with permission may leave the campus for lunch.

### **Money and Valuables**

Students are responsible for all of their belongings. Neither the school nor teachers will be responsible for any student's personal belongings. Identification cards should be kept in purses or wallets. Large sums of money or valuables should not be brought to school. Lockers should be locked at all times. Names should be written on gym uniforms and all personal belongings, school books, etc.

Any thefts should be reported to homeroom teachers who will notify the security guard.

### **Library and Educational Materials**

The mission of the Paul D. Lindstrom Library Resource Center is to support the mission, vision, and values of the Christian Liberty Academy and to foster critical thinking by supporting faculty and students as they assess information and ideas from a wide array of print and non-print resources. Our library is a 'hub' of the school community: a place where students, parents and faculty are encouraged to become life-long users of information and ideas.

Students, faculty, and parents may all utilize and check out the resources found in the Lindstrom Library. Students in kindergarten through seventh grade will have a weekly time slot to come into the library, check out books and other materials, and participate in various reading incentive programs. (Note: kindergarten through second grade students must keep their checked-out materials in their classroom.) Kindergarten through seventh grade students have a week in which to read their books. Eighth through twelfth grade students have three weeks for their materials, while parents and faculty have four weeks. One renewal per book is allowable. If materials are overdue, students and parents will receive one day of grace. After that, overdue books will be charged at \$0.05 per day and videos at \$0.25 per day. Students and parents will not be allowed to check out new materials if they have other materials that are over two weeks overdue.

The Lindstrom Library also has several computers which are available **for student use only**. Students may, after signing the library computer policy consent form, use the computers for research, typing, or other homework purposes.

We also have a senior lounge available. Seniors in high school who have a study hall period are allowed to come to the senior lounge in order to study and talk quietly. No food is allowed in the senior lounge or in any other part of the library.

Our goal as a library is to make all ages feel welcome and to encourage students, parents, and faculty to make the best use possible of all materials available in the library.

### **Use of School Equipment and Property**

Extreme care should be taken in the use of all school equipment and property. Microscopes, lab equipment, computers, band equipment, physical education equipment, rental textbooks, lockers, and even chairs and desks should be used with proper care. You may be held responsible to pay if negligent use results in damages to school property assigned to your student.

### **Transportation**

The Administration is eager to assist in carpools for the convenience and financial benefit of our families. There are no bussing services available at this time. When you register, you can request to be added to a car pool list that is available in the school office.

### **Weather Closing Information**

If CLA will be closed for the day because of weather or other issues, parents will be notified through an automated RenWeb contact system. Please make sure your information is up to date in RenWeb. Additionally, information will be posted to: [www.emergencyclosingcenter.com](http://www.emergencyclosingcenter.com)

### **Field Trips**

Classes may take trips to places of interest that will contribute to their education. These trips are a vital part of a pupil's education. Parents will be notified beforehand and must sign a permission slip before the student may go on a field trip. The school dress code is in effect for all field trips unless specifically changed. Please remember students are representing CLA to the community and their behavior will reflect upon the school.

### **School Calendar**

The Academy year begins the Thursday after Labor Day in September and ends early in the month of June. Holiday periods observed at the Academy are confined to a Thanksgiving break, a Christmas break, a one-day mid-semester break, President's Day, an Easter break, and Memorial Day. There is a teacher institute day during mid-October.

A school calendar may be viewed on the CLA website. Additional copies may be obtained in the office. Updates will be included in monthly online newsletters.

### **Summer School**

We have a limited summer school program based on the needs and interests of the students. Contact the guidance office during the third quarter of school for summer school offerings for the upcoming summer.

### **Moms in Touch**

Once a week, a group named Moms in Touch meets. It is part of a national, nondenominational organization that meets for prayer. Special prayer requests can be handwritten and sent or brought into the Academy Office. For more information, please contact the Academy Office.

### **Booster Club**

Parents should consider joining our Booster Club which meets the second Monday of every month to support ongoing sports activities that include concessions, Sports Award Nights, and special sports events. See the website for more information.

### **School Pictures**

Pictures are taken in September each year. Every student must have their picture taken for the Administration album, school ID card, and yearbook. Absentee picture and picture retake days are also scheduled as well as sports picture days and spring picture day. *Families are not required to purchase pictures.*

### **Safety Drills - Fire, Lockdown, Tornado**

Drills are held in conjunction with the Fire Department and Police Department at various times during the school year. Students should recognize the seriousness of such a drill and follow the teacher's lead for each scheduled drill. Students are to refrain from improper behavior.

### **Change of Address, Telephone number, or Email**

All changes in information should be reported to the school office as soon as the change is made. It is important that the office records contain the correct information at all times. Updates are given to the school nurse as well. Please make sure to send corrections to the office so that tax information can be sent at year end.

### **Donations and Gifts**

Christian Liberty Academy is a nonprofit ministry of the Church of Christian Liberty. The tuition is kept as low as possible to make Christian education available to those who could not normally afford private schooling but desire a Christ-centered education for their children. We ask our patrons and friends who share this vision of Christian education to support our ministry. All cash gifts and gifts of real property are tax deductible.

### **Guidance Counseling Services**

The guidance counselor works to help students achieve academic success during their time at Christian Liberty Academy. The counselor monitors student performance and progress towards completion of elementary school core curriculum and high school graduation requirements. The counselor works with parents and teachers to help students that are struggling. Most often this is done through the school's peer tutoring program, which is run by the guidance counselor. Arrangements are made for students to be tutored in the Lindstrom Library by older peers, for a small fee paid to the tutor by the parents. Parents who need a tutor for their child can complete an *I Need a Tutor* form in the school office. Similarly, students who are interested in tutoring can complete an *I Want to Tutor* form in the office.

The guidance counselor also works to prepare students for life after high school by guiding students in their high school class selections and educating and assisting students in the college admissions process. The counselor will work to disseminate college and scholarship information to students and provide opportunities for students to meet with college recruiters on the Christian Liberty campus. Each year in the late fall, the counselor will also coordinate a parent/student Financial Aid Information meeting.

## **AWARDS**

### **High School Academic Achievement Awards**

At the end of each year, the teachers select outstanding students in every department. Awards are given during an Honors Assembly.

### **George Washington Award**

Each year the George Washington Award is given to two students: a middle school student and a high school student. These students have demonstrated good scholarship (not necessarily the top academic student), and a Christian character that exhibits a heart for the Lord through exemplary attitude and behavior.

### **Christian Liberty Founders Scholarship**

Presented to a student demonstrating pursuit of excellence in academic studies and desire to walk pleasing to the Lord. This award honors several founding members of the Church of Christian Liberty.

### **Charger Awards**

The Charger Award is given to athletes who glorify God in sportsmanship and attitude as they participate in extracurricular sports activities.

## HISTORY

To understand the story of The Church of Christian Liberty you must start with the convictions and passions of its founding pastor – The Reverend Paul Lindstrom.

Pastor Lindstrom was no ordinary individual. He possessed a passion for the truth, a love for people, and a determination to act on his convictions that set him apart from many of his contemporaries. While the term “activist” is typically reserved for those on the theological and political left of the spectrum, Paul Lindstrom was in every sense an exception. “Buy up the time, let’s get going!” was one of his frequent mottos.

While some conservative Christians of his time believed that they should limit their activities to only those causes that directly impacted the local church, Paul Lindstrom believed that the Gospel required that Christians engage the larger culture, educational institutions, as well as governmental policies. As a result, he rarely saw any contradiction between preaching a sermon on Sunday and leading a protest on Monday.

While many if not most Christians hold to their beliefs and convictions, Paul Lindstrom was different in that he actually attempted to do something tangible each day to help make them a reality in our society. While his critics said some of his views or actions were too activist or extreme for a conservative minister of the Gospel, he never took such criticism to heart. Rather, he believed that the moral and spiritual principles of the Word of God are the source of any nation’s liberties and freedom, and therefore are also applicable to the society and its institutions.

He watched in deep dismay as the public education system continued its drift toward the secular and atheistic principles of John Dewey and The Humanist Manifesto. His soul was even more troubled as he watched many Christian parents effectively abdicate their God-given responsibilities to teach their children the moral and spiritual principles of the Scriptures by turning them over for twelve years or more to the public education system.

He not only believed there was a moral and spiritual bankruptcy to the modern education curriculum, but worse yet it was actively attempting to undo the Christian heritage that had guided families in America for over 200 years. Further proof of the failure of this system was the fact test scores were plummeting and millions of American students were finishing their public education careers functionally illiterate.

As we have said, to understand the history of the Church of Christian Liberty you must first understand the driving principles and passions of its founder – Paul Lindstrom.

Chief among his guiding principles were five core convictions:

1. The mandate to spread the Gospel of Jesus Christ throughout the world both through the local church and the modern mission movement;
2. The legitimate right of the principles of Scripture to serve as the guiding directives in the policies and activities of our governmental, social and educational institutions;
3. The right of parents to educate their children with God’s Word as the foundation in whatever setting they desired without government interference; thereby instilling in their sons and daughters a truly practical and beneficial education based on a biblical worldview and the authority of Scripture;

4. The need to remain constantly vigilant to protect the liberties bequeathed to us by our Founding Fathers as outlined in the Constitution, Declaration of Independence and Bill of Rights, and to guard our nation against all enemies of liberty both foreign and domestic; and finally
5. The right to life for all human beings from conception to natural death.

These basic principles served as the roadmap for Paul Lindstrom's life and ministry.

When it came to choosing a motto for the Church of Christian Liberty, the church which he would help found, he chose, "*Ad maiorem, Dei Gloriam.*" Translated from Latin it means, "For the greater glory of God." Indeed, Paul Lindstrom would dedicate his life to fulfilling the greater glory of God. He left behind a legacy of faithfulness, courage and vision that continues to impact families, the church, and our world today.

A poster that now hangs in the hallway of Christian Liberty Academy in Arlington Heights, Illinois, perhaps best summarizes his conviction regarding the education of children. The words are attributed to Martin Luther, the great leader of the Protestant Reformation:

"I am much afraid that schools will be the great gates of hell unless they diligently labor in explaining the Holy Scriptures engraving them in the hearts of youth. I advise no one to place his child where the Scriptures do not reign paramount.

In the fall of 1968 Christian Liberty Academy officially opened its doors at the site of the church in Prospect Heights. Among the first students were children of Pastor Paul (Kim Lindstrom) and Phil Roos (Linda Roos). These students would attend all fourteen years of their elementary and secondary education at the new school.

There was immediate interest in the school. Nearly sixty students from kindergarten through ninth grade crowded into the newly remodeled "school" when the school began classes in the basement of the church building.

While initially Christian Liberty Academy provided classes for K through 9<sup>th</sup> grade, within three years the high school program was fully functional. In 1969 two men would join the staff of teachers that would have a profound and lasting influence on the development and direction of the new academy --Dr. Philip Bennett who came to teach both math and science, and Mr. Mike Sherman who taught the Bible.

As increased enrollment put more and more pressure on the already overcrowded church facility, in 1971 three trailers were purchased to add additional classroom space. Each trailer was designed with a classroom at each end that was divided in the middle by washrooms. Pastor Paul's trailer became the first library for the church and school.

Finally, by 1973 construction began on an educational building that would include twelve classrooms, one office, a library, two locker rooms and a gym. Dr. Bennett and Phil Roos did the general contracting and much of the carpentry and electrical work to save costs. A group of volunteers also put in scores of hours to keep the construction costs within budget. With a mixture of great diligence and ardent prayer the new work was completed in 1975.

Later in his life, Pastor Paul explained why he and other Christian families in those early days were compelled to leave public education and provide a Christian alternative for the education of their children.

The reasons that led them to do so then are as true today (if not more so):

1. From their perspective, they (Christian parents) believe public education has shifted its emphasis from that of teaching the academic tools to that of shaping a child's worldview
2. They disagree with the evolutionary concept of origins that is almost uniformly presented to their children in public school textbooks.
3. They disagree with the concept of history and how it is usually interpreted and taught in public schools.
4. They disagree with the concepts generally presented to their children regarding human relationships, e.g. social studies. Specifically, they reject the concepts that are presented by most psychology textbooks.
5. They object to the measure of standard of success that is often assumed in the public schools.
6. They disagree with what they have observed to be public education's policy on student discipline.
7. They object to the excessive peer pressure present in most public schools, especially at the junior high level.
8. They object to having their children spend twelve very important years of their lives in the oftentimes sheltered and artificial world of public education.

The Psalmist asks the question, "When the foundations are being destroyed what can the righteous do?" (Psalm 11:3). As Pastor Paul and others surveyed the landscape of American society and the disintegrating moral structure of public education in the late 1960's and early 1970's, they believed there was something they could do.

# DID YOU KNOW?

- **CLA offers a mentoring program.** All 5th and 6th graders are welcome to join one day a week during chapel. Each week we focus on a topic and how certain verses apply to that topic and how to apply those verses to their everyday life.

We are seeking God honoring 9th through 12th graders to come alongside a 5th or 6th grader to help them understand what is being taught and also to make a new friend. I have seen friendships bloom and remain so even after the high school student has graduated! Many high school students serve in this program after they have been mentored as a 5th and 6th grader.

-Natalie Salsgiver head of mentoring program

- **CLA offers Peer Tutoring** - For a minimal fee of \$6 per session, your child can be tutored by a high school student during 9th period study hall. Contact the guidance office at 847-385-2019 or email [guidance@christianliberty.com](mailto:guidance@christianliberty.com) for more information.
- **We offer an amazing Preschool program.** The Christian Liberty Academy Preschool provides three-year-old children a safe, nurturing environment to develop intellectually, physically, socially, and spiritually.
- **We now have a:**  
*Facebook Page*                      *Twitter*                      *Instagram*
- **We send out a weekly email** to help make your life easier by keeping you up to date on all the activities and news of the school. If you are not receiving the weekly email, please check your spam section, and if you cannot find it [Click here](#) and sign up.
- **You can pay your tuition** payments from your parent RenWeb account.
- **We collect Box Tops!** Make sure to cut out your box tops and send them in a sandwich bag with your child.
- **We have many volunteer positions available.** By volunteering you get to play a part in making a difference here at Christian Liberty and play a part in helping to keep our tuition low. If you are interested in volunteering please call Mary Beth Horstman at 847-385-2012.
- **We appreciate you being a part of the Christian Liberty Academy community.** We are blessed each day by your child and your family. We are looking forward to another great year with everyone. **See you September 7th!!**





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