

Introduction

Mission Statement

We seek to train and encourage students spiritually, academically, physically, and socially according to principles from the Word of God. (Luke 2:52, Colossians 1:28-29)

Importance of the Home

We believe that God commanded that children be taught to love God and place Him first in their lives. We believe that God has mandated the authority and responsibility for the education of the children to their parents, particularly the fathers. Upon the request of the parents, Christian Liberty School becomes a partner in training their children. (Galatians 4:2, Deuteronomy 6, Ephesians 6:4)

History

Christian Liberty School was established by Mrs. Melinda Hao in the fall of 1985. The founder sought to provide a quality alternative to the public school system by teaching seven students in her home. In the fall of 1990 the school was moved to Grace Baptist Church in Hilo to accommodate the increase in enrollment. Since that time, Christian Liberty School has grown into an extensive pre-school – 12th grade program. In 1995, property was purchased in Keaau, Hawaii. The school moved into their new facility during the summer of 1999. Christian Liberty School opened its pre-school division in March of 2001 to meet the needs of children ages 3-4.

Corporate Structure

Christian Liberty School is a privately run non-denominational school owned and operated by the Board of Directors of Hawaii Christian Camping Association. The Board comprises seven members, and its purpose is to guide in the future direction of the ministry and to direct in the development of policy. The Board also determines if the actions and decisions of the administrator and director are in line with the spirit of the policies. Christian Liberty School recognized by the Federal and State governments as a 501 (c) 3 non-profit corporation.

Hawaii Christian Camping Association, Inc. also runs “THE WINDS” camping program during the summer months for the young people of Hawaii.

Affiliation

Christian Liberty School is licensed by the Hawaii Council of Private Schools and is accredited by the American Association of Christian Schools.

Philosophy

Purpose

The purpose of Christian Liberty School is to provide an atmosphere wherein young people are exposed to the absolute truth of God’s Word. Jesus instructed His disciples in John 8:2, “And ye shall know the truth and the truth shall make you free.” Not only is it our objective to teach the truth, but also to teach our students how to apply the truth wisely to their own lives. In John 16:13, we are promised that “when He, the spirit of truth is come, He will guide you into all truth.”

We, as Christian educators, desire to train each student to accept individual responsibility to God for his/her own actions and to challenge the student to glorify God in every facet of his/her life.

Our Christian school has the responsibility to provide the best possible education. A biblical viewpoint in the vital areas of life—spiritual growth, education, personal self-discipline, and patriotism—must be strongly stressed during

a child's formative years. We desire to minister to the needs of the whole child and to promote his spiritual and moral growth, academic and intellectual progress, and physical and social development.

Christian Liberty School is an extension of the Christian home and church, and thus must provide a continuity of training for Christian young people.

Commitment

Christian Liberty School is dedicated to providing quality Bible-based instructions, encouraging personal development, promoting Godly living, and preparing students for future endeavors. We strive to provide precise, prompt, and courteous services to students, to parents, to one another, and to the community.

Doctrinal Statement

All staff members and board members must uphold the beliefs listed below and testify to them both in conduct and conversation:

1. We believe that the Old and New Testament Scriptures are verbally inspired of God and inerrant in the original writings, and that they are the supreme and final authority in faith and life.
2. We believe in one God, eternal, omnipotent, omnipresent, manifesting himself in Three Persons—Father, Son, and Holy Spirit—one in nature and equal in attributes, power, and glory.
3. We believe that the Lord Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary, and that He is all God and all man.
4. We believe that man was created in the image of God and in a state of innocence; but man willfully transgressed God's law and lost communion with God, becoming dead in sin, corrupt in nature, and incapable of pleasing God.
5. We believe that Jesus Christ died for our sins according to the Scriptures as a representative and substitutionary sacrifice, and rose again; and that all who believe in him are justified on the basis of His shed blood and are saved by grace through faith wholly apart from human merit and works.
6. We believe that all who are born again by the Holy Spirit and receive the Lord Jesus by faith through the word of God have thereby become the children of God, possessing eternal life.
7. We believe in the resurrection of the crucified body of our Lord, in His ascension into heaven and His present life there for us as High Priest and Advocate.
8. The believer is given the Holy Spirit who leads and guides into all truth and will comfort in time of need. (John 16:13)
9. The ultimate goal of Christian education is the development of Christ-likeness in the life of the student. (Romans 8:29)
 - a. This will be accomplished by teaching the students who God is and what He has done (Deuteronomy 6:4-7)
 - b. Through conveying the knowledge of who God is and what he has done, we seek to lead our students to the saving grace of the Lord Jesus Christ. (Romans 12:2, Colossians 1:28-29, II Timothy 3:14-17)
10. God has mandated the authority and responsibility of the education of children to the parents.
 - a. We believe that the most Biblical form of schooling is home schooling. (Deuteronomy 6:6-7)
 - b. We believe that the father must have an active part in the educating of his children. (Ephesians 6:4)

- c. We believe that the Christian school receives its authority for educating the children from the parents; therefore, the school is an extension of the home.
11. Effective teachers are those who understand and are committed to these principles of Christian education, who are personally committed to Jesus Christ, and who are yielded to the Holy Spirit. (John 14:26; 16:13)

Aims and Objectives of Christian Liberty School

1. For the spiritual and moral growth of the students, the school seeks to:
 - a. Teach the Bible as God's inspired Word and develop attitudes of love and respect toward it.
 - b. Lead the pupil to a decision of confession and accepting Jesus Christ a Lord and Savior.
 - c. Develop a desire to know and obey the will of God as revealed in Scriptures.
 - d. Develop a biblical attitude toward godliness and overcoming sin.
 - e. Encourage the development of self-discipline and responsibility in the student, based on respect for and submission to God and all other authority.
2. For the student's personal and social development, the school aims to:
 - a. Help the student develop his personality based on a proper understanding of himself as an individual created in the image of God.
 - b. Teach the students to treat everyone with love and respect.
 - c. Encourage the student to become well rounded, contributing members of society, who realize their dependence on others and their dependence on God.
 - d. Show a realistic and biblical view of life and work, and provide skills for developing healthy personal relationships.
 - e. Develop proper attitudes toward marriage and the family and the understanding needed to establish a God-honoring home.
 - f. Promote physical fitness, good health habits, and the wise use of the body as the temple of God.
 - g. Impart biblical attitudes towards material things and encourage individual responsibility for using them for God's glory.
3. Academically, the school endeavors to:
 - a. Promote high academic standards and help the student realize his full potential.
 - b. Help each student gain a thorough comprehension and command of the fundamental process used in communicating with others, such as reading, writing, speaking, listening, and mathematics.
 - c. Teach and encourage the use of good study habits.
 - d. Develop creative and critical thinking and logical reasoning in accordance with the standards of the Bible.
 - e. Promote good citizenship by teaching an appreciation of our Christian, American and Hawaiian heritages.

4. Working with the families from which the students come, the school desires to:
 - a. Communicate closely with the parents in every phase of the student's development, especially as it relates to the school program.
 - b. Help the parents to understand the school's purposes and program.
 - c. Aid families in Christian growth and to help them develop Christ-centered homes.
 - d. Encourage regular attendance and involvement in the local church.
 - e. Encourage a continuing commitment to Christian education.

Policies

Curriculum

The elementary curriculum shall consist of:

Language Arts (Reading, Writing, and Spelling)	Bible (Catechism)
Mathematics	Health
Heritage Studies	Ukulele
Science	Art
Physical Education	Basic Keyboarding
Japanese	
Hawaiian History	

A student in grades K-3rd grade will be required to repeat his or her grade if the student receives a "2" or an "F" in either reading or math.

A student in grades 4th-6th grade will be required to repeat his or her grade if that child receives one of the following.

An "F" in any two academic subjects for a semester average.

One "F" and two "D's" for a semester average in academic subjects.

Four or more "D's" for a semester average in academic subjects.

The intermediate curriculum shall consist of:

<u>7th grade</u>	<u>8th Grade</u>
Life Science	Earth Science
History of Civilizations	Early American History
Basic Math	Pre-Algebra
Grammar 7	Grammar 8
Literature	Literature
Hawaiian History	Vocabulary
Bible	Bible
Physical Education	Physical Education
Health	Elective
Elective	

A student in grades 7th-8th grade will be required to repeat his or her grade if that child receives one of the following.

An "F" in any two academic subjects for a semester average.

One "F" and two "D's" for a semester average in academic subjects.

Four or more “D’s” for a semester average in academic subjects.

The secondary curriculum (9th-12th grade) shall consist of:

<u>MATHEMATICS</u>	<u>ENGLISH</u>	<u>SCIENCE</u>	<u>SOCIAL STUDIES</u>
Algebra I	English I-IV	Basic Science	Geography
Geometry	Ancient Literature	Biology	Modern World History
Algebra II	Modern Literature	Chemistry	Modern U.S. History
Precalculus	World Literature	Physics	Government/Economics
AP Calculus	American Literature		Modern Hawaiian History
Quantitative Reasoning			

OTHER CLASSES

Bible I-IV	Computer	Journalism
Japanese	Drama/Speech	Arts Communication
Introduction to Education	Music History	Choir
Physical Education	Student Body Leadership	Photography
Health	Guidance	

Any student who receives less than 65% for the semester average in any academic subject will not receive the semester credit. The credit may be made up in summer school, or it becomes the responsibility of the student to find an accredited program to make up the credit

Graduation Requirements

Required Credits

English/Literature-4	Health - .5	Physical Education – 1
Social Studies - 4	Electives - 1.0	Foreign Language – 2
Math - 4	Bible - 2.5	Guidance - .5
Science - 4	Hawaiian History - .5	

Students will not receive a diploma from Christian Liberty School unless they have taken the SAT (College entrance exam) during their senior year.

Grading Scale

Kindergarten

- 1-Satisfactory
- 2-Needs Improvement

Grades 1-12

- 100-90 = A
- 89-80 = B
- 79-70 = C
- 69-60 = D
- 59 and below = F

- Percentages that end in 7, 8, or 9 = “+”
- Percentages that end in 0, 1, or 2 = “-“Kindergarten

Reporting Grades

Report cards are sent out to the parents every nine weeks. Progress reports are sent out at the middle of each quarter. Low-achievement reports are used to notify parents that their child is below a 70 (C-) in any class anytime during the quarter.

Honor Roll

Honor Roll is based upon the student's grade point average (GPA). GPA is calculated each quarter, and those students receiving a 4.0 are named to the Principal's List. Those receiving a 3.5 – 3.99 are named to the Honor Roll.

Admission Requirements***Admission Policy***

We admit students of any race, color, nationality, and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school.

Application Procedure

1. Application packets may be picked up from the office. Students entering Kindergarten must be 5 years old before the first day of school.
2. The completed application packet, a copy of the student's academic records (including current SAT and transcripts), a copy of the student's health records (including immunization records, TB clearance, and a current physical examination) and a non-refundable application fee of \$25.00 should be turned in to the office. If the student has not taken a recent achievement test, a placement test will be required to determine the appropriate grade level. Students entering 7th-12th grade are also required to submit two letters of reference from a coach, pastor, teacher or administrator. Students entering 9th-12th grade will be required to fill out a "Letter of Intent" before they will be accepted.
3. An interview will be scheduled with both parents and the Admissions Committee. Students entering 7th-12th grade must also attend this interview.
4. The application process may take up to 2 weeks to complete. Parents will be notified by phone call or mail upon acceptance.
5. Spaces are filled with students who meet the requirements in the order in which the applications are received. Any student who does not cooperate or agree with the purpose and program of the school will not be admitted or allowed to remain in school. No student will be accepted after the 4th quarter begins.

Re-enrollment Policy

In March of each year, currently enrolled students receive a "Letter of Intent" to determine their intentions to return to CLS for the fall. Placement for returning students will be secured when the Comprehensive Fee is paid. Returning junior high and high school students will go through a brief interview with the administration about their desire to re-enroll for the upcoming year.

Financial Policies

1. A non-refundable application fee of \$25.00 is due with each application.
2. Upon acceptance, a one-month's tuition is required and will be applied to the May tuition or the student's last month's tuition.

3. Tuition payments are due on the first day of each month, September through April. A \$15.00 late fee will be charged to any account that is not paid by the 5th working day of the month. Failure to make payment by the 15th day of the month constitutes withdrawal of the student from school.
4. A written notice, received one month in advance, is required for withdrawal from school for any reason. Failure to give such notice will result in forfeiture of any prepaid tuition. Notice of early withdrawal from school must be given in writing by March 1st. Families failing to give such notice will be held responsible for tuition through the remainder of the school year.
5. Tuition is computed on a yearly basis and divided into 9 equal monthly payments. Monthly payments do not cover specific numbers of days in each month.

Refund Policy

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

School Uniforms

The school uniforms are navy blue or hunter green polo shirts or school approved aloha shirt with khaki or navy blue long pants, skirts, or shorts. The polo shirts are purchased from the school office. The Aloha shirts can be ordered through the office. The khaki or navy blue long pants, skirts, or shorts may be purchased elsewhere. Please refer to the dress code section in this handbook before making your purchases. All students are expected to abide by this dress code.

Outerwear of navy blue jackets, navy blue sweaters, or CLS sweatshirts may also be purchases from the school. No other outerwear may be worn.

Early Education Uniforms

Students in grades K-3 may use the physical education uniform as a school uniform.

Physical Education Uniforms

The physical education uniform is purchased from the school. The cost of each student's first physical education uniform is included in the Comprehensive Fee.

General Regulations

Leaving Campus

Students in grades K-11th are not allowed to leave the school premises during the school day without parental and administrative permission. Students in 12th grade are allowed to leave the school premises during their scheduled lunch hour.

School Functions

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

Field Trips

Field trips will be taken to various local places of interest. Students are expected to attend all class field trips. Permission slips will be sent home to parents at least one week prior to the trip and must be returned by the day of the trip. The student will not be allowed to participate without a properly completed permission slip. Verbal permission will not be accepted.

Transportation cost, as well as admittance fees, will often be the responsibility of the parents. Students are expected to maintain the same level of discipline away from the school as is maintained in school. Dress codes will remain in effect during field trips.

Telephones

The telephone in the office is restricted to office use only. Please make your daily ride arrangements before coming to school. There are to be no pagers, beepers, cellular phones, or facsimile machines brought to school. Student business must be done before or after school. If these devices are seen at school they will be confiscated and kept in the school office until the end of the day.

Transportation (10th-12th grade only)

Students driving to school must fill out a form and receive permission to drive their vehicle to school. Permission slips are available in the office. Due to limited parking spaces, only one car per family will be allowed on campus during school hours. Students who receive permission to drive to school must park in student parking areas. Students who ride with another student must have written permission his or her parents.

Visitors

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

During school hours, parents are asked to check with the office before going to the student's classroom. Personal items that must be delivered to the student should be dropped off and will be taken to the student at an appropriate time.

Generally, friends, former CLS students, or graduates are permitted to visit the school, as long as they are in good standing. Visits should be limited to lunchtime or after school, and may be restricted during certain peak times (end of semester, vacation days, etc.). Graduates of CLS may apply in the office to volunteer their services to help with a project or with a particular teacher.

Lost and Found

All articles that are left out at the end of the day will be sent directly to Lost and Found. Students who wish to retrieve their articles must pay 10 cents per item. Textbooks will be sent back to the teachers. Students are never to go to Lost and Found without a staff member being present. Items may be retrieved from Lost and Found before school, during lunch, between classes, or after school.

Orientation Meeting

At the beginning of each school year there is an orientation meeting for all parents. It is very important that at least one parent of each student attend this meeting.

Parent-Teacher Fellowship

The CLS Parent-Teacher Fellowship (PTF) is a service organization. Its primary purposes are: (1) to assist in school projects, (2) to help parents become better acquainted with one another, (3) to communicate the benefits of a sound, Christian education to the community, and (4) to facilitate a closer relationship between parents and school staff.

Meetings of the PTF will be held on a quarterly basis to provide Christian fellowship for parents and teachers. Dates of PTF meetings are listed in the school calendar. Election of officers will be held at the last meeting of the year.

Testing

SAT testing is required for all students at CLS. The test will be given in the spring of each year. The SAT for college entrance is a graduation requirement for seniors. The cost of the test is included in the comprehensive fee.

The ASVAB Test will be given in the fall of each year for all 10th-12th graders.

Health Services

By law the school is not permitted to dispense medication. Permission to give aspirin or Tylenol may be given on the emergency information card. If a student must take medication during the school day, specific directions for administering it must be sent in writing to the office. All medications brought to school are to be taken to the office immediately upon the student's arrival.

Students who are unable to participate in physical activities must have a doctor's excuse or a note from home.

If a student becomes ill at school, the parent will be notified first. If parents cannot be contacted, names listed on the child's emergency information card will be contacted. Parents are encouraged to keep the school informed of all changes in telephone numbers at work and at home. Emergency phone numbers and contacts are included in each student's file.

Communicable Diseases

While it is not the desire of CLS to discriminate against any student, we are faced with the challenge of providing a safe haven for those students entrusted to our care by their parents. Our purpose is to protect our students from exposure to communicable diseases. The concern is twofold: (1) To protect other students from developing a life-threatening illness, and (2) To protect the ill student from acquiring a disease from his/her fellow students or from a staff member that would endanger his/her life.

Should a student be diagnosed with any childhood communicable disease, such as, but not limited to, chicken pox, tuberculosis, measles, mumps, etc., he must present a statement of health from an attending physician prior to being admitted back to class.

If there is an outbreak of any childhood communicable disease, the students who have not been immunized due to medical or religious exemptions will not be allowed to attend school.

Insurance

The school's Student Accident Insurance covers each student enrolled at CLS. The cost of this insurance is included in the Comprehensive Fee.

Emergency Procedures

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

Fire Drills are conducted once a month throughout the school year in order to teach our students what to do in case of a true emergency. The signal for a fire drill is a loud high pitch horn accompanied by the strobe lights. Students who are not in their assigned classrooms will leave by the nearest exit and stay with the teacher they are with at that time. Students should leave the room quickly and quietly in single file. Pushing, shoving, and talking are not allowed. Only one line is permitted on the sidewalk with the line forming on the right side. When outside, students should stay far enough away from the building to ensure safety. Each class will remain together under their teacher's supervision until the students receive permission from the Administration to return to class.

School Property

The appearance and care of our school is a part of our testimony and the testimony of our students. Students are required to help take good care of the facilities and property. Willful damage or destruction of school property will not be tolerated. Students will be expected to pay for and, if possible, repair any damage for which they are responsible. Any student caught writing on school furniture or equipment will be charged a \$5.00 maintenance fee.

Students should keep the inside and outside of the building and surrounding areas neat and clean. The tidiness and appearance of the school building during the day depends on each student's cooperation in keeping locker areas in order and keeping individual desks in each classroom in order.

All school-owned textbooks are to be covered within one week of being issued. Damages to school-owned textbooks will be the responsibility of the students to whom they are assigned.

School Hours

The regular school day runs from 8:00 a.m. – 2:30 p.m. On Wednesdays school runs from 8:00 a.m. – 1:30 p.m. The office hours are from 7:30 a.m. – 3:30 p.m. During the summer, the office will be open from 8:00 a.m. – 12:00 p.m. daily except for holidays.

Arrival and Departures

Because of liability, students should arrive no earlier than 7:15 a.m. All elementary students arriving before 7:45 a.m. should report to the Patio next to the office. All 7th-12th grade students arriving before 7:45 a.m. should report to the tarp area.

After school has been dismissed elementary students should report to the benches on the north side of the main building until being picked up by their parents. 7th-12th grade students are to report to the tarp area until they are picked up or are required to attend a scheduled meeting. At 3:00 p.m., all students not picked up will report to the After School Enrichment.

Class Preparation

A student should come to each class period with all the necessary items that may be needed during that class period. If a student forgets a book he may rent a textbook from the teacher for \$.25 for that hour. A student who consistently comes to class unprepared can be written up for a "lax attitude" towards academics.

After School Enrichment

The cost of the After School Enrichment is \$5.00 per day, \$25.00 per week, or \$90.00 per month. All charges will be applied to the student's school bill.

Any student not picked up by 3:00 p.m. will be required to report to After School Enrichment. When parents come to pick up their child, they will need to sign them out of the After School Enrichment. The schedule is as follows:

3:00 p.m. – 4:00 p.m. Mandatory study hall. If the student has no homework then he or she will be required to do quiet reading.

4:00 p.m. – 5:30 p.m. Free recreation

If parents have not picked up their child by 3:00 p.m. they will be charged \$1.00 for every fifteen minutes that they are late. If parents have not picked up their child by 5:30 p.m. they will be charged \$2.00 for every fifteen minutes that they are late.

Homework

The purpose of homework is to strengthen classroom taught subjects by practice and drill. Research for different projects is done as homework assignments. Parents are asked to insure that students do homework assignments. Elementary students must have their parents sign all homework assignments. These assignments are expected to be turned in promptly, and parents will be notified if a student is delinquent in this matter. Failure to do homework will affect the grade of the student.

TIME ALLOTTED FOR HOMEWORK: Per night/average

K - 2nd grade – 15-30 minutes
3rd - 4th grade – 30-60 minutes
5th - 8th grade – 60-90 minutes
9th - 12th grade – 90-120 minutes

When a student is absent from class and the absence is excused, he will be allowed time equal to the number of days absent to make up the work. The student should check with each of his teachers to determine when the work will be due. If the absence is unexcused, the student may receive a “0” for all work missed.

Make-up Work

When a student is absent from class and the absence is excused, he will be allowed time equal to the number of days absent to make up the work. The student should check with each of his teachers to determine when the work will be due. If the absence is unexcused, the student may receive a “0” for all work missed.

Attendance and Tardies

We feel that regular attendance and promptness is very important in education. If a student misses more than 20 days in a year the school has the right not to promote the student to the next grade. Absences will be excused for personal illness, death in the family, and other emergencies. If a student is to be absent for any other reason, the student must fill out a “Cuts Permission Slip” 2 days before the student is to miss school. A student may miss no more than 5 days a semester for cuts or sickness; however, the student will be responsible to complete all missed assignments.

School begins promptly at 8:00 a.m. Any student arriving after 8:00 a.m. will be marked tardy. Any student arriving after 8:15 a.m. should report to the office to verify their attendance. If a student arrives after 10:15 a.m., it is counted as an absence. Every 5 tardies will result in a Class “A” offense. The administrator reserves the right not to re-enroll a student who is consistently late or absent. Parents, please note that your child’s absences and tardies will be recorded on the quarterly report cards.

Early Dismissal

Parents who wish to pick their children up before the regular dismissal time should notify the office personnel the morning of the early dismissal. A note is needed stating the time and reason for the early dismissal. Whenever possible, please make doctor or dental appointments after school hours.

What Not To Bring To School

Anything that has worldly connotations or promotes a negative influence on our students should not be brought to school. These items will not be allowed on campus or at any school-related activity. These include items like CD’s,

personal CD players, magazines, playing cards, games dealing with the spirit world, video games, weapons, cell phones, etc.

Boy-Girl Relations

Boys and girls are expected to maintain Biblical standards of moral conduct. Immoral or indecent behavior in private or in public will subject the students to severe disciplinary action. Handholding, embracing, or other such physical contact between a dating couple is not permitted at school or any school-related functions. Couples are not to go off alone at any time while under the school's supervision.

Extracurricular Activities

Athletics

Christian Liberty School is a member of the Big Island Interscholastic Federation. We also participate in many county and city recreation leagues for the elementary and intermediate students.

The purpose of the athletic program at CLS is to provide the means by which a student may participate in sports under the tutelage of a coach who is a Christian. Through athletics we seek to familiarize our students with the principles of setting goals both for the team and individual. We seek that the athlete learns the importance of teamwork as well as obeying authority. We desire that the athlete learns the fundamental skills associated with the sport that he/she is involved with and, thereby, increases the enjoyment of the game through active participation. Most importantly, we seek that a participant realizes that the talents and strength that he/she possesses are gifts from God. It is important that each participant uses his/her talents for the glory of God during practice and competition.

Participation Requirements

- (1). Proof of Insurance—As a requirement for participation in soccer, student athletes should provide proof of health insurance.
- (2). Physicals—All athletes must have a yearly physical examination by a licensed medical practitioner. Physical verification forms are provided through the athletic department.
- (3). Athletic Fees—Athletes will be charged a one-time \$40.00 non-refundable fee to participate in any BIIF sport. This will be collected during the first quarter of the school year.

Practice Policy

In order to be eligible to participate in any school-sponsored athletic activity, the student must maintain an overall 2.0 average with no "F"s in any subject. Grades will be regularly checked throughout the period of participation. Participation will be based on the quarter before, as well as the quarter of participation. An athlete who is ineligible due to academics may not attend practice or participate in any games until such eligibility is restored.

Student Body Leadership Team

Student Body Leadership Team (SBLT) is the student governing body of the school. The members of the team are elected in May, and their duties include planning student body meetings and special activities throughout the year. They are encouraged to set the spiritual tone for the rest of the student body.

In order to serve on SBLT a student must maintain a 3.0 academic average. They must attend church on a regular basis and have a positive Christian testimony among the faculty and students.

Dramatic Productions

Each year the high school produces a full-length historical dramatic production. Students may be involved in all areas from stage crew to acting. The play is held in the spring of each year after 8 weeks of rehearsal.

In order to participate in the dramatic productions a student must maintain a 2.0 academic average with no “F”s in the quarter before as well as during the production. They must not have had a suspension and must be willing to sign a letter of commitment.

Historical Tour

Every two years the CLS High School takes a historical tour to the East Coast of the United States or the Midwest. This ten-day trip includes tours to: Charleston, South Carolina, Williamsburg, Virginia, Washington D.C., Indianapolis, Chicago, Gettysburg, Pennsylvania, Philadelphia, and New York City. We discuss history from the founding of our country to current political issues being debated on Capitol Hill. The trip is usually taken in the spring of every even-numbered year. Students are expected to raise their own funds for this trip.

In order to participate in the historical tour a student must maintain a 2.0 academic average with no “F”s. The student must not have had a suspension during the course of the year.

Elementary Science Trip

Every odd numbered year, grades 4-6 take a science excursion to Maui and Lanai. The trip includes exploration of sea life and a catamaran ride to Lanai. Students are expected to raise their own funds for this trip.

In order to participate in the Elementary Science Trip a student must maintain a 2.0 academic average with no “F”s.

Debate

This 9-12th grade program exposes the students to the different types of debate and prepares them for statewide competition. The students participate in several off-island competitions each year.

Discipline System

In order for our educational program to be successful, we expect certain standards, attitudes and cooperation among our student body. The parent’s support and cooperation is also needed. It is impossible to make rules to cover every type of infraction. Good behavior comes from the heart and must not be mere conformity to man-made regulations. We base our discipline standards on Romans 13 and I Peter 2:13-25.

Disciplinary offenses are divided into three categories: Class “A”, Class “B” and Class “C”.

Class “A” Offenses

1. Talking, disrupting, or making a disturbance in class
2. Running in the building, on sidewalks, etc.
3. Yelling unnecessarily/horseplay
4. Chewing gum
5. Spitting, unacceptable manners
6. Excessive tardiness
7. Dress code violations

When a student is caught committing a Class “A” offense in the classroom, he/she will be warned and have their name put on the board. That student’s name will stay on the board until the end of the day. If the student is caught again in the day committing a Class “A” offense, that student will receive a check mark next to his/her name and a discipline referral will be filled out. The teacher who writes up the referral will notify the parents as soon as possible. The referral will then be handed in to the office and the student will be expected to attend a meeting with the Disciplinary Committee. At the meeting the student will be reminded of the infraction and made aware of their disciplinary standing.

Outside of the classroom, students may receive a Class “A” offense without warning.

Consequences for “A” offenses (1st-6th grade)

First and second offense—Recess detention (student must sit out of recess and not do anything including homework).

Third offense—A third Class “A” offense becomes a Class “B” offense—The student will miss Break recess and Lunch recess. During these detentions the student will pick up trash outside, sweep the sidewalks, or clean the trash cans the entire time.

Consequences for “A” offenses (7th-12th grade)

First and second offense in a quarter—Verbal warning from the disciplinarian

Students who accumulate three Class “A” offenses in one quarter will receive a Class “B” offense. At the end of the quarter all Class “A” offenses will be erased from the student’s record. Class “B” offenses will remain on file.

Class “B” Offenses

1. Using profanity, improper, and vulgar language
2. Direct disobedience
3. Lying, cheating, stealing
4. Destruction of property
5. Leaving school or class without a proper pass
6. Participating in any other serious offenses that jeopardize the safety and welfare of other students. This includes fighting and verbal harassment. These items could be cause for immediate dismissals.
7. Performing below achievement level and having a lax attitude about academics

When a student is caught committing a Class “B” offense he/she will receive a discipline referral and report to the office for a meeting with the Guidance Counselor. The teacher and staff member will notify the parents personally or by telephone as soon as possible.

Consequences for “B” offenses (1st-6th grade)

First offense—2 recess detention

Second offense—4 recess detention and will miss the next class field trip

Third offense—In house suspension. Student will do his/her work in a designated area away from other students.

Fourth offense—3-day suspension

Consequences for “B” offense (7th-12th grade)

First offense—Discipline meeting with the committee. Verbal warning and letter to parents.

Second offense—Discipline meeting with the committee. Written warning in letter to parents.

Third offense—Discipline meeting with the committee. One-day suspension and letter to parents.

Fourth offense—Discipline meeting with the committee. Three-day suspension and letter to parents. After a student has received the 4th “B” offense he/she may not participate in any extracurricular activities, school field trips or class field trips.

Fifth offense—Discipline meeting with the School Board. Possible Expulsion.

Class “C” Offense

1. Smoking, consuming or having in possession illegal drugs or alcohol.
2. Carrying knives, guns or any kind of explosives.
3. Terroristic threatening of teachers or other students
4. Possession or distribution of pornographic material

5. Sexual immorality

Any student committing a Class “C” offense will be required to meet with the Discipline Committee and his/her parents. Immediate expulsion may occur after one Class “C” offense.

It is a privilege to attend CLS. We want students to attend who truly want to be educated at our school. The school reserves the right not to enroll or re-enroll any child who willingly displays an uncooperative attitude towards the academics, policies and rules, our Christian beliefs, or shows blatant disrespect towards any member of the faculty or staff.

Evaluations

Since our objective is to establish in our students a positive attitude towards Christian growth, we seek not to just discipline or correct but to instruct and guide. Although a student’s actions may seem acceptable, through negative comments or a lack of participation his/her attitudes may display a hidden struggle. These situations cannot be handled by the discipline system; therefore, the evaluation system provides another opportunity to help a student pinpoint and correct a problem area.

Process

If a teacher notices that a student is struggling with his/her attitude, the teacher may make a request that the student be evaluated. The Guidance Counselor will send a memo to each of the student’s teachers for them to evaluate the student. A letter will be sent to the parents letting them know that their child is being evaluated. The student will be evaluated in the following areas: God (Activities, Attitude, Testimony), Others (Compassion, Cooperation, Influence, Loyalty, Obedience, Respect), Self (Humility, Initiative, Integrity, Responsibility, Self-discipline, Service). Once all of the evaluations are completed the Guidance Counselor will compile the scores and determine an average. He will then transfer any teacher comments anonymously onto a master sheet and meet with the student and his/her parents with the goal of pinpointing the problem and begin steps to correct it.

Evaluation scores

91-100	Student is excelling
81-90	Student is progressing
61-80	Student is receptive
51-60	Student is a candidate for probation
0-50	Student is a candidate for release

Probation Candidates

1. Student will have a conference with the Guidance Counselor to discuss the evaluation score.
2. Parents will be notified by letter and/or phone call.
3. The probation period will last for nine weeks.
4. Students must fulfill obligations (in or out of school hours) that are designed by the Guidance Counselor to help improve character quality.
5. At the end of the nine weeks probation period the student will be reevaluated.
6. Unsatisfactory improvement will result in the student remaining on probation or being released.
7. A student remaining on probation after two consecutive nine-week periods will be released.
8. Students on probation who receive three “A” offenses or one “B” offense during a probation period will possibly be released from CLS.

Dress Code

While we realize that the Bible does not specifically tell us how we should dress or how our hair should be cut, it does give us some principles to follow. In light of these principles, we must set an institutional standard for our school. Our intention is not to say that a Christian who fails to meet our standards is sinning, but only that our students must meet this standard in order for us to be consistent in our enforcement of a recognizable code. Some general scriptural guidelines for dress are as follows:

1. Modesty I Timothy 2:9
2. Distinction Deuteronomy 22:5, I Corinthians 11:14-15
3. Identification with the Lord. I Timothy 4:12, Romans 12:1-2, I John 2:15-16
4. Neatness I Corinthians 14:40

Purpose of Dress Code

1. To maintain a recognizable standard.
2. To develop a concern for personal appearance.
3. To provide an environment that is conducive to learning.
4. To focus attention on Christ rather than ourselves.
5. To avoid offending others by what we wear or causing others to stumble in their Christian walk.

Regular School Uniform

1st – 3rd Grade

The elementary students in grades 1-3 may wear the regular school uniforms or the physical education uniform. Shoes and socks must be worn daily

4th – 12th Grade Girls

The regular school uniform consists of a navy blue or hunter green school polo shirt or the school approved aloha shirt and navy blue or khaki skirts, pants or shorts. The school polo shirts must be purchased from the school. The hemline of the skirts must be below the knee. The hemline of the shorts must be no more than three inches above the knee. No blue jean, denim, or corduroy material is allowed. Cargo pants or capri pants are not permitted. For cooler days, a CLS sweatshirt is available for purchase, as well as a navy blue jacket. Jackets must be a plain navy. There should be no other colors or identifying marks on the jackets. No other outerwear is allowed.

Girls who wear closed toe shoes (loafers or tennis shoes) must wear socks. Girls may also wear dress shoes or sandals as long as they have a back strap. The back strap must be worn around the back of the heel at all times. If the shoes have laces they must be tied. No slippers or flojos are permitted.

1. Girls dress should be modest at all times. Girl's outfits must not be tight fitting. Any outfit deemed immodest will be changed. Students will wear alternate clothing provided by the office.
2. Shirts must be tucked in. When a student bends over to touch their toes, the shirt must remain tucked in. If it comes untucked the length of the shirt is unacceptable. (Aloha shirts do not have to be tucked in).
3. If the clothing has belt loops a belt must be worn. No makeshift belts will be allowed.
4. Haircuts that are identified with an anti-biblical theme, or that are extreme, faddish and unconventional will not be permitted. The color of the hair must that which appears naturally on humans. No extreme tinting or coloring will be allowed.
5. Earrings are permissible for girls only. All other body piercing is forbidden.
6. T-shirts worn under the school polo or Aloha shirts must be white or gray.

4th – 12th Grade Boys

The regular school uniform consists of a navy blue or hunter green school polo shirt or the school approved aloha shirts and navy blue or khaki pants or walking shorts. The school polo shirts must be purchased from the school. No blue jean, denim, or corduroy material is allowed. Cargo pants are not permitted. For cooler days, a CLS sweatshirt is available for purchase, as well as a navy blue jacket. Jackets must be a plain navy. There should be no other color or identifying marks. No other outerwear is allowed.

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

1. Shirts must be tucked in at all times. (Aloha shirts do not have to be tucked in).
2. If the clothing has belt loops a belt must be worn. No makeshift belts will be allowed.
3. Boys are not permitted to wear earrings to school or any school-sponsored activity. No temporary or permanent tattoos.
4. Haircuts should be above the ears, eyebrows, and shoulders. Haircuts that are identified with an anti-biblical theme, or that are extreme, faddish and unconventional will not be permitted (tracks, tails, pony tails, etc.). The color of the hair must that which appears naturally on humans. No extreme tinting or coloring of the hair will be allowed.
5. T-shirts worn under the school's polo shirts or Aloha shirts must be white or gray.

If a student is warned five times about having his or her shirt tucked in during the course of first quarter that student will lose polo shirt privileges and will only be allowed to wear the approved aloha shirt for the rest of the year. It is only three warnings for all other quarters. At the end of each quarter the warnings are erased unless they reached the limit for that quarter.

P.E. Uniforms

Every student participating in physical education must attend class in their P.E. uniform. If students do not wear their uniforms, they will not be able to participate in the class and their grade will be marked down because of lack of participation. It is recommended that each student buy more than one set of uniforms. They may be ordered in the office. The price of the first P.E. uniform is included in the Comprehensive Fee.

Aloha Fridays

On Fridays, students are allowed to wear the regular school uniform or "aloha wear". Girls may wear a muumuu, a floral print dress, or an Aloha shirt with navy blue or khaki skirt, pants or shorts. Boys may wear regular school pants or shorts with a "traditional aloha shirt". No beachwear is allowed.

Field Trip Dress Code

Non-active Field Trips—Regular school uniform

Active Field Trips- (Athletic events, P.E. outings, Gym days, Hiking trips, Retreats) Shorts must be no shorter than three inches above the top of the knee. If the clothing has belt loops a belt must be worn. Closed toe shoes and socks must be worn. If the shoes have laces they must be tied. T-shirts must be long enough to tuck in. When a student bends over to touch their toes the shirt must remain tucked in. If it comes untucked the length of the shirt is unacceptable. In keeping with our policy of modest dress, girls may not wear spaghetti straps, halter or tank tops with straps less than two inches wide. All emblems or advertisements on shirts or hats that are worn must be appropriate. No oversized "grunge" wear will be allowed.

Active Field Trips- (Beach Wear) All swimsuits must be modest. Girls are required to wear a one-piece swimsuit or may wear surf shorts and a tank top with straps that are two inches wide. Beachwear is only to be worn during actual beach activity. Slippers may be worn at the beach or the pool. In route to the beach or on the way to the school regular Active Field Trip attire must be worn.

Changing Clothes Policy

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

School Details

School Colors

The school is colors are navy blue and hunter green.
The school is known as Christian Liberty School (as in royalty).

School Pep Song

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

Hail to Christian Liberty, the green and blue are fighting.
On the courts and on the fields, the Monarchs make their stand.
Fears and doubts and things of earth in vain to them are calling.
Win the deep vic’try – Oh C L S!

We’re fighting in a battle that the world will never win.
We’re Monarchs in the Kingdom; We’re joint heirs to the throne.
We’re looking to the future when we’ll wear a golden crown.
For now we’re fighting for C L S!