

The fear of the Lord is the beginning of knowledge.

**Solomon, Proverbs 1:7**

The education of children for God is the most important business done on earth. It is the one business for which the earth exists. To it all politics, all war, all literature, all money-making, ought to be subordinated; and every parent especially ought to feel, every hour of the day, that, next to making his own calling and election sure, this is the end for which he is kept alive by God--this is his task on earth.

**R. L. Dabney**

A mind is a fire to be kindled, not a vessel to be filled.

**Plutarch**

The only people who achieve much are those who want knowledge so badly that they seek it while the conditions are still unfavorable. Favorable conditions never come.

**C.S. Lewis**

Only the educated are free.

**Epictetus**

The main hope of a nation lies in the proper education of its youth.

**Desiderius Erasmus**

I advise no one to place his child where the scriptures do not reign paramount. Every institution in which men are not increasingly occupied with the Word of God must become corrupt.

**Martin Luther**

Wisdom is the principal thing; therefore, get wisdom.

And in all your getting, get understanding.

**Solomon, Proverbs 4:7**



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## **MISSION STATEMENT**

Liberty Classical Center was established to provide a classical and Biblical adjunct to parentally guided education, primarily at the secondary grade level. We seek to honor parental authority as an extension of the family—under the conviction that education is ultimately the responsibility of families rather than that of any other agency, public or private. We are thus a discipling and tutorial service to families, providing them with Biblically based classical curricula for the teaching of grammar, logic, and rhetoric in each of the basic academic disciplines—which are but the variant parts of an integrated Christian world-view.

Our purpose of each class and program is to ensure that parental authority over the education of their children is respected and reinforced at every level. Thus:

1. Teachers and staff are to remember that they do not function above parental authority, but rather with delegated authority (*loco parentis*) from the parents.
2. Parents have the ultimate responsibility for their children's education and not the Center or its teachers. We are essentially a community tutorial service to families to enable them to do their job more effectively.

All our parents must demonstrate their commitment to the family focus of the Center. Thus, they are to work with their students/children in the completion of assignments. The academic workload at Liberty Classical Center is rigorous. As Douglas Wilson has stated: "If, for whatever reason, we permit slothfulness in education, we are destroying education." It is essential, therefore, that the majority of the learning process takes place at home under the God-ordained supervision of parents. Our classes are structured so that the majority of the assignments, disciplines, and required tasks are completed

within the home. *Diligentia maximum etiam mediocris ingeni subsidium*<sup>1</sup>

Our Statement of Faith is deliberately limited to the broad arena of Biblical Christian doctrine, which is considered to be central to all orthodox Christian churches, and which sets Christianity apart from all other faiths. Therefore, we subscribe to the great historic creeds and confessions—including the Nicene, the Apostles', and the Athanasian. To carefully establish the parameters of doctrinal teaching at LCC and to maintain our non-denominational status, we will adhere to the standards of historic orthodoxy in all essentials but to Biblical diversity in all peripherals. Thus:

1. Classroom discussion of secondary doctrine should be on an informative, non-partisan level. Teachers must be careful not to speak to the students in a manner that would cause offense to the parents.
2. Presentation of all sides of an issue is encouraged.
3. Teachers should encourage the students to follow up any questions they have with their parents and pastor.

Our faculty and staff, strives in each class and program at every level, as well as through any extracurricular activities to be mentoring examples by:

1. Teaching all subjects in the curriculum as parts of an integrated whole with the Scripture at the center.<sup>2</sup>
2. Provide a clear model of Biblical Christian discipleship through the Center staff.<sup>3</sup>
3. Encourage every student to develop a personal relationship with God the Father through Jesus Christ.<sup>4</sup>
4. Emphasize grammar, logic, and rhetoric in all subjects.
5. Encourage every student to develop a love for learning and to achieve maximum academic potential.
6. Provide an orderly and secure atmosphere conducive to maintaining these standards.

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1 "Diligence is a very great help even to a mediocre intelligence." -Seneca the Younger

2 II Timothy 3:16-17

3 Matthew 22-37-40

4 Matthew 28:18-20

## **STATEMENT OF FAITH**

### ***The Scriptures***

The Scriptures of the Old and New Testaments are the verbally inspired Word of God which, in the original writings, are inerrant, infallible and God-breathed. As such, they are the final authoritative rule for all faith and practice.<sup>5</sup>

### ***The Godhead***

There is but one God, who exists as the Father, the Son and the Holy Spirit, without division of essence, attributes or perfections; yet who is distinct in person, office and function. As the Maker, Preserver, and Ruler of all things, He created the universe out of nothing in six days, and continues to sustain it and govern it by His care and power.<sup>6</sup>

### ***Jesus Christ***

The Lord Jesus Christ was, is, and always will be the second person of the Trinity; and as deity he partakes of all the divine attributes and prerogatives. Although he pre-existed in “the form of God,” he took upon himself a sinless human nature and body by the Virgin Birth in order that he might perfectly fulfill the law, suffer and die upon the cross, be buried and rise again on the third day, and reveal God and redeem mankind. His death, burial and resurrection were representative, vicarious, and substitutionary, and accomplished complete salvation for those who believe.<sup>7</sup>

Now ascended, he is exalted as Head of the Church and dwells at the right hand of God where he makes intercession for the saints, governs the universe, and forever lives as perfect God and perfect man with two distinct natures inseparably united in one person.<sup>8</sup>

### ***The Holy Spirit***

God the Holy Spirit is the third person of the Trinity who convicts the world of sin,

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<sup>5</sup> 2Tim.3.16-17; 2Pet.1.20-21; Mt.5.18; Jn.16.12-13

<sup>6</sup> Dt.6.4; 2Cor.13.14; Mt.28.19

<sup>7</sup> Jn.1.1-14; Lk.1.35; Rom.3.24-25; 6.1-5; 8.31; Heb.9.24; 1Jn.2.1-2

<sup>8</sup> Rom.8.31; Acts 2.32-35; 1Cor.15.20-28

righteousness and judgment and draws all men to Christ. His ministry in the life of the believer is to regenerate, baptize, seal, empower and indwell until the day of redemption. He also imparts spiritual gifts and spiritual fruit to those who yield to him.<sup>9</sup>

### ***Satan***

Satan is a spirit being who was originally created good; yet, through his own rebellion against God, he became the author of sin and the cause of the fall of man. He is the declared enemy of God, the tempter of mankind, and the accuser of the brethren. As the god of this age he blinds the minds of those that do not believe the gospel. His final destiny shall be eternal punishment in the Lake of Fire.<sup>10</sup>

### ***The Fall***

Man was originally created by the immediate agency and power of God, and was not a product of evolutionary processes; as such, he was made in the image and likeness of God, having an immortal and immaterial soul, and a physical body. By responding to the temptation of Satan he transgressed the command of God and fell from his original state of innocence. Now all men are born under the wrath of God and are totally depraved; that is, they are spiritually dead, morally polluted and physically mortal. None are righteous, nor are any able to attain righteousness by their works, apart from the salvation provided in Christ.<sup>11</sup>

### ***Salvation***

Salvation from sin and all its evil consequences is offered to all mankind, through the gospel, as the free gift of God's grace, purchased by the atoning death and physical resurrection of Jesus Christ. Those who receive the gift of eternal life by faith in Christ, are baptized, empowered and progressively sanctified by the Holy Spirit, and may

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<sup>9</sup> Jn.16.8-11; 1Cor.12.12-14; Eph.1.13-14; 5.18-21; Rom.12.3-8; 1Cor.12.4-31; Eph.4.11; 1Pet.4.9-11

<sup>10</sup> Isa.14.12-17; Job 1.6-7; Mt.4.2-11; 25.41; Rev.20.10

<sup>11</sup> Gen.1.26-27; 3.1-6; Eph.2.1-3,12; 1Cor.15.53

rejoice in the assurance of their present and future salvation.<sup>12</sup>

### ***The Church***

The universal Church, over which the Lord Jesus is the Head, is the spiritual organism made up of all persons who, through faith in Christ, have been regenerated by the Spirit and baptized into the body of Christ. The visible church finds its expression on earth through the local church, which is governed by elders (pastors) and deacons.

The marks and ministry of a true local church are: 1) the true preaching of God's Word; 2) corporate worship; 3) the celebration of the ordinances of the Lord's Supper and Baptism; 4) the communion of the saints; and 5) the administration of church discipline.<sup>13</sup>

### ***The Family***

In the early chapters of Genesis, we are told that God created "male and female" and commanded them to "be fruitful and multiply."<sup>14</sup> Marriage was instituted to facilitate procreation and alleviate man's loneliness, requiring the "man to leave his mother and father, and cleave unto his wife" in a life-long covenanted union.<sup>15</sup> Clearly, then, God's created order for human sexual expression is heterosexual monogamous marriage. All sexual activity outside of the marriage institution is considered sinful. Therefore, the Scriptures prohibit adultery,<sup>16</sup> fornication,<sup>17</sup> bestiality,<sup>18</sup> incest,<sup>19</sup> and homosexuality.<sup>20</sup> In addition to these biblical limitations, Christians are forbidden to marry unbelievers or those who are guilty of an unlawful divorce.<sup>21</sup>

The duties of spouses to one another are clearly set forth in the Bible, as are the duties of parents to provide for, train and educate their children, and the duties of children to

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<sup>12</sup> Eph.2.8-10; Jn.6.37-40; 10.27-30; Rom.8.35-39; 1Pet.1.5; Rom.8.14-16; 1Jn.5.13

<sup>13</sup> Eph.1.22-23; 1Cor.12.12-14; 11.23-26; Acts 2.41-42; 14.27; 20.17,28; 1Tim.3.1-13; 5.17; Ti.1.5-11; Mt.28.19-20

<sup>14</sup> Gen.1.27-28

<sup>15</sup> Gen 2.18-25;

<sup>16</sup> Ex.20.14; Rom.13.9

<sup>17</sup> Dt.22.28-29; Mk.7.21

<sup>18</sup> Ex.22.19; Lev.20.15

<sup>19</sup> Lev.18.6-18; 1Cor.5.1

<sup>20</sup> Lev.18.22; Rom.1.24ff; 1Tim.1.10

<sup>21</sup> 2Cor.6.14-18; Mt.19.3-9

obey their parents in the Lord and to provide for them in old age.<sup>22</sup>

### ***The State***

Civil government, or the State, has its origin in the divine will and is thus an ordinance of God. Magistrates rule by His providence and command, and are His agents or ministers (deacons). Therefore, Christians are bound to obey the civil government, in the Lord, as a religious duty; and unlawful rebellion is a crime against our fellow-citizens and a sin against God.<sup>23</sup>

The purpose of the State is the good of the community: namely, to secure to man his life, reputation, liberty and property; to provide general law and order; and to provide for the common good; which is achieved when the government punishes evil and rewards good.<sup>24</sup> To this end, civil governments have the right to levy taxes, inflict temporal punishment and to wage defensive war.<sup>25</sup>

### ***The Three Sovereignties***

The State, Church and Family are institutionally separate, with different duties and rights. The State is to administer civil justice as defined by God's Word: its symbol is the sword. The Church is to administer grace through the gospel and the sacraments: its symbol is the keys. And the Family is to administer nurture, instruction and welfare: its symbol is the rod.

The distinction between the three sovereignties does not mean that the Church should not expound the biblical teaching on matters addressed in the Scriptures that touch either the Family or the State. Neither does the separation of institutions mean that Christians should not be involved in the political process. On the contrary they are obligated to be "salt and light" in every sphere of life, and to do good to all men their circumstances provide.<sup>26</sup>

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<sup>22</sup> Eph.5.22-33; 6.1-4; Col.3.18-21; Deut.6.1-8; 1Tim.5.4-5

<sup>23</sup> Rom.13.1-7; 1Pet.2.13-18

<sup>24</sup> See the Decalogue and Rom.13.1ff

<sup>25</sup> Mt.22.21; Rom.13.6-7; Gen.9.5-6; Num.35.33; Rom.13.1-5; Ex.17.9; Lk.3.14-15; Acts 10.1-2

<sup>26</sup> Mt.5.13-16; Gal.6.9-10; Eph.5.8-17; Lk.10.30-37

***Last Things***

Eschatology, or the doctrine of last things, includes several major events which will occur at the end of this age. First, the second coming of Christ in the flesh, the time of which no man knows or can know.<sup>27</sup> Secondly, at His coming, Christ will resurrect all the dead, and judge both the just and the unjust.<sup>28</sup> As a result of His judgment, all men will be consigned to their eternal state in either heaven or hell (the Lake of Fire).<sup>29</sup>

***The Creeds***

The ecumenical or general creeds are the doctrinal confessions of the ancient church and are today accepted by all truly orthodox churches, and form a bond of union between them. The three general creeds are: The Apostles' Creed, the Nicene Creed, and the Creed of Chalcedon.<sup>30</sup> These creeds contain, in a popular form, the fundamental articles of the true faith, and adherence to them has, historically, been considered necessary and sufficient for salvation.<sup>31</sup>

However, any and all creeds are subservient to the ultimate rule of our faith, the revealed Word of God, the Bible. Our adherence to the ancient creeds is, nevertheless, a testimony to our unity with the one true universal church.<sup>32</sup>

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<sup>27</sup> Mt.24.44; Phil.3.20; Ti.2.13

<sup>28</sup> Dan.12.2; Jn.5.28-29; Acts 24.15; 2Tim.4.1; 2Cor.5.10

<sup>29</sup> Mt.25.46; Rev.20.14-15; Rev.21.1-3

<sup>30</sup> Some churches also recognized the Athanasian Creed as one of the ecumenical creeds, while others do not.

<sup>31</sup> See Phillip Schiff, *The Creeds of Christendom*, Vol.2, p.13.

<sup>32</sup> See Appendix A for a copy of the Creeds.

## **EDUCATIONAL PHILOSOPHY**

Although most Christian educational institutions would agree on certain fundamentals, it is imperative that parents scrutinize the foundational beliefs of any Center in which they might enroll their child(ren). Therefore, below are the most important philosophical elements that we at Liberty Classical Center believe distinguish our approach to education.

1. We believe that the Bible clearly instructs parents, not the Church or State, to "bring children up in the discipline and instruction of the Lord." The Church's commission is essentially to spread the Gospel and to train believers.<sup>33</sup> The State has been directed to enforce God's laws and protect the innocent.<sup>34</sup> The Church trains parents and the State protects families. The Family raises and educates children.<sup>35</sup> Therefore, under the delegation of the family, we seek to teach and discipline in a manner consistent with the Bible and a godly home environment.
2. We believe that God's character is revealed not only in His Word but also in every facet of the creation. Therefore, we teach that all knowledge is interrelated (integrated) and can instruct us about God himself.
3. God wants us to love Him with our minds, as well as with our hearts, souls, and strength.<sup>36</sup> Therefore, we seek to individually challenge children at all levels and teach them *how* to learn, by using the centuries-old, proven *classical* method (see following explanation), incorporating instruction in Latin.
4. We want to help parents teach their children that all they do should be done "heartily, as unto the Lord".<sup>37</sup> Therefore, we seek to encourage quality academic work and maintain high standards of conduct. This includes biblical discipline

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33 Matt.28:18-20

34 Romans 13

35 Eph.6:1-4

36 Matt. 22:37

37 Col. 3:23

principles.

5. We believe that as long as a child is under the parents' authority and undergoing formal education, he will be trained biblically.<sup>38</sup>

Above all, parents can be confident that their student, at every stage of his development in Center, will be loved with Christ's love at Liberty Classical Center.

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<sup>38</sup> Deut. 6:6,7; Prov. 22:6

## **EMPHASIS ON THE CLASSICAL APPROACH**

*Wisdom has built her house; she has hewn out its seven pillars.*

*-Proverbs 9:1*

In the Western world, our way of life, our theological and intellectual history, our laws and social customs have all been handed down to us. Our culture has grown from the heritage of the ancient Hebrews, Greeks and Romans. As the Gospel spread throughout the ancient classical world, the early Christians developed a teaching method that revolved around what were called the Seven Liberal Arts. This method grew and developed down into the Middle Ages and had remarkable success.

The first three of these Seven Liberal Arts were called the Trivium and comprised the means by which students were given the "tools of learning." Our adoption of the Trivium as a method of instruction is essential to the formation of a classical Center. The three parts of the Trivium are grammar, logic and rhetoric.

- *Grammar* concerns the particulars or fundamental rules of any given subject: *Facilius per partes in cognitionem totius adducimur*<sup>39</sup>
- *Logic* deals with the reasoning or ordered relationship which ties all the various particulars together. The student begins examining the relationship between these particulars.
- *Rhetoric* is then used to teach students how to express what they have learned in a polished and effective way. "Reading maketh a full man....and writing an exact man."<sup>40</sup> Communication through language is a characteristic of human beings, and skill with language is necessary to communicate and persuade.

In her distinguished essay, *The Lost Tools of Learning*, Dorothy Sayers explains the Trivium:

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<sup>39</sup> "We are more easily led part by part to an understanding of the whole." –Seneca the Younger  
<sup>40</sup> Francis Bacon

The whole of the Trivium was in fact intended to teach the pupil the proper use of the tools of learning, before he began to apply them to "subjects" at all. First, he learned a language: not just how to order a meal in a foreign language, but the structure of language-- *any* language and hence of language itself: what it was, how it was put together and how it worked. Secondly, he learned how to use language: how to define his terms and make accurate statements; how to construct an argument and how to detect fallacies in argument (his own arguments and other people's). Dialectic, that is to say, embraced Logic and Disputation. Thirdly, he learned to express himself in language: how to say what he had to say elegantly and persuasively. At this point, any tendency to express himself windily or to use his eloquence so as to make the worse appear the better reason would, no doubt, be restrained by his previous teaching in Dialectic. If not, his teacher and his fellow-pupils, trained along the same lines, would be quick to point out where he was wrong; for it was they whom he had to seek to persuade. At the end of his course, he was required to compose a thesis upon some theme set by his masters or chosen by himself, and afterwards to defend his thesis against the criticism of the faculty. By this time, he would have learned--or woe betide him--not merely to write an essay on paper, but to speak audibly and intelligibly from a platform, and to use his wits quickly when heckled.

We strive to apply these three categories in every discipline, and every discipline can be divided into these categories. Our goal is to encourage every student to develop a love for learning and live up to his academic potential as well as to provide an orderly atmosphere conducive to the attainment of this goal. The classical approach to teaching also recognizes the child's innate affinity for staged learning that corresponds to the divisions of the Trivium. Thus the various stages of the Trivium are thoughtfully lined up with the abilities and desires of the students.

## **LATIN AT LIBERTY CLASSICAL CENTER**

*“I will say at once, quite firmly, that the best grounding for education is the Latin grammar. I say this not because Latin is traditional and medieval, but simply because even a rudimentary knowledge of Latin cuts down the labor and pains of learning almost any other subject by at least 50 percent.”*

Dorothy Sayers

For centuries the teaching of Latin was an integral part of a quality academic training. Latin is not a “dead language,” but rather a language that lives on in most western languages, including English. However, like many other traditional particulars of good education, Latin's advantages have been neglected and forgotten in recent years. Latin was regularly taught in American High Centers as late as the 1940s. It was considered necessary to a fundamental understanding of English, the history and writings of Western Civilization, and the understanding of Romance languages.

Liberty Classical Center teaches Latin, therefore, for the following reasons:

1. The study of Latin provides an efficient way to learn the grammatical structure of English. Learning the grammar of Latin reinforces the student's understanding of the parts of speech being taught in our traditional English class work, *e.g.* plurals, nouns, verbs, prepositions, direct objects, tenses, etc.
2. Latin is a key to about fifty percent of the English vocabulary--either directly from Latin or via the Romance languages. An understanding of Latin assists the student in enhancing his English vocabulary.
3. All of the Romance languages; *i.e.* Portuguese, Spanish, French, Italian, *etc.* are derived from Latin, and Latin is also an indirect key to all inflected languages, such as Greek. Thus, the study of Latin will greatly help the student who goes on to study *any* of these other languages.

4. The study of Latin requires precision of mind and habitual attention to detail. Thus, it is of great benefit in the study of science, medicine, law, history, literature or any other discipline.
5. The literature of Western Culture is saturated with Latin. History, philosophy, law and literature all require familiarity with the Latin language. Knowing Latin is essential in order to read source texts of ancient thinkers.

### **HONOR CODE**

The Liberty Classical Center Honor Code was designed not only to maintain the clear Christian testimony of each of our families and our Center, but also maintain the distinctive characteristics of Christian classical education. Therefore, this Code applies to all individuals who represent Liberty Classical Center in any capacity. Thus:

1. All our teachers, staff members, and representatives are expected to conform to the standards of basic Biblical virtue and character as delineated in the Code.

All students are likewise to maintain a Christian witness in all their actions and attitudes by strict adherence to the Code. In particular, they are expected to: demonstrate mannerly respect to both their elders and their peers, maintain an absolute standard of honesty and integrity, affirm principles of modesty in word and deed, and to adhere to diligent work habits in the fulfillment of their regular responsibility.

## **PARENTAL INVOLVEMENT**

*“Fathers, do not provoke your children to anger, but bring them up in the discipline and instruction of the Lord.”*

*Ephesians 6:4*

Liberty Classical Center is intended to support families. God, through His Word, the Bible, indicates that the family is the most basic human institution. This is why Liberty Classical Center is meant to support families, and is not intended to be the main source of a child’s education.

We believe that parents must be intimately involved in their child’s education. In that regard, we ask parents to closely monitor and praise their child’s progress by reading all teacher notes and student papers sent home. Additionally, parents should oversee students’ efforts on the homework that will be a part of their classes at Liberty Classical Center.

Parents are welcome to attend class with their students. As a courtesy to the teacher, please contact the teacher in advance if you plan to visit any class. Parents are encouraged to speak with teachers about students’ progress, and feel free to contact the Headmaster about problems or concerns.

## **GENERAL RULES**

The following list of Center rules are those essential policies that we require all our students to be aware of and adhere to.

1. Students are expected to cooperate with basic Christian standards of behavior and conversation.
2. There should be no disrespectful back talking or arguing with teachers or staff.
3. No gum, guns, or knives are allowed on the Center grounds.
4. Students are expected to be aware of and avoid the off-limits areas of the building or grounds.
5. Students are expected to treat all of the Center's materials or facilities with respect and care. This includes all textbooks that may be loaned or distributed to the students. Students will be charged for lost or damaged textbooks if books are provided.
6. Students must leave the Center campus or be picked up within a reasonable period of time after the end of the class.
7. Siblings of students should not be left alone at the campus without adult supervision. Any child who is a non-student, and who is on campus during classes, should remain in the fellowship hall. Parents must also see that the building is left in neat and clean order with chairs, tables, etc. restored to their original positions.
8. Students may not be left at the end of one class to wait for the start of another without adult supervision.
9. Cheating will not be tolerated. A student who is discovered cheating will receive a zero on the assignment or test. A conference with the student and parent may also be required. Extreme or repeated incidents may result in dismissal from the Center.

## **DRESS CODE**

Liberty Classical Center is a *workplace* for students as well as for teachers. Students should dress in a way that appropriately demonstrates respect for the Center.

Therefore, students shall:

### *I. General*

- A. **Dress neatly:** That is, all shirts tucked in, shoes tied, no holes/tears in clothes, clothing appropriately sized for the student.
- B. **Be clean.** That is, recently washed, hair combed, older boys are to be clean shaven.
- C. **Be modest.** That is, no tops of stretchy, clingy fabric, no short skirts or short shorts. Outlandish or distracting clothing or appearance will not be allowed.

### *II. Enforcement*

The teacher will determine if there is a violation of the dress code. Students not in compliance with this dress code will be required to alter their clothing as quickly as possible. Cheerful, consistent compliance is expected; grumbling and rebellious attitudes will be subject to disciplinary action.

## **ATTENDANCE REQUIREMENTS**

Students at Liberty Classical Center are expected to attend every session of their classes. In addition, students are expected to arrive to each class session on time, since late arrivals are disruptive to the class. If a student must miss a class for health or family emergency reasons, parents should contact the teacher, preferably before the class meeting time.

Habitual tardiness or absenteeism will be reported to the Administrator, who will then confer with the parents to seek resolution. Numerous absences may be cause for disciplinary action from Liberty Classical Center.

## **LUNCH POLICY**

Study Hall is the designated area for students to eat lunch. No food or drink will be consumed outside the study hall without the Administrator or his or her designated monitor's permission. Students may use the kitchen, micro wave, refrigerator and freezer to prepare and store their lunch. All students are expected to completely clean up after themselves and all trash and garbage will be placed in the provided trash bins.

## **STUDENT VEHICLE OPERATION POLICY**

Students who have a valid driver's license and the permission of their parents to drive to and from class are permitted to do so under the responsibility and liability of the parents and driver. Leaving the campus in a vehicle (for Lunch) while under the protection and care of the Center is deemed as a responsibility of the Center. (See Appendix B).

If a student who has their parent's permission and access to a vehicle, desires to drive to a restaurant for lunch, they may do so only after notifying the Administrator or designated adult. Any student who desires to be transported by the driving student to obtain lunch must have their parent's permission to ride with the student driver.

The student driver must have a valid driver's license to drive off campus with other students. The excursion off campus for lunch can be made to purchase lunch and transport the meal back to the campus or to eat lunch at a local O'Fallon restaurant. This can only be done with the attached parental permission slip, signed by a parent and kept on file in the Administrator's Office.

Students who leave campus for lunch and have class after lunch, must be back on campus in time for class.

Since the students are off campus for lunch with the parent's permission, Liberty Classical Center is not responsible or liable for the conduct of the students or any incident that may occur while the students are off campus.

## **GRADING**

Sufficient opportunity for students to earn grades and demonstrate the mastery of the subject matter should be given over the course of the semester. It would not, for example, be appropriate to base a student's semester grade on one final examination.

The number of grades taken during the semester, and the type of assessment used, will be dependent upon the subject matter. For example, grades could be earned for chapter/unit tests and quizzes, projects, labs, assignments, and participation in class. A midterm exam and a final exam can be administered, but a final exam for each semester is required. The "weight" of all such grades should be determined by the teacher, with heavier weight being given to the more rigorous components.

The semester final exam should represent the work done over the course of the semester. The exam should be rigorous and should constitute a significant portion of the final semester grade.

Written grade reports will be given to the Administrator at the end of the semester. The Administrator will send out final grades when all grades have been turned in. Of course, it is always appropriate to give updates to students and parents as often as the teacher desires to do so or at the student's or parent's request.

Liberty Classical Center will use a 10-point grading scale;  
A-100-90, B-80-89, C-70-79, D-60-69 and F 0-59.

## **INCOMPLETE GRADE POLICY**

Occasionally, extenuating circumstances (see criteria below) occur that prevent students from completing coursework during a given semester or class year, such as when a student incurs extended illness or unforeseeable circumstances that make it impossible to meet course requirements on time or within a time frame established by this policy. The student then may request a grade of incomplete "I" if he or she cannot meet those requirements.

Assigning an incomplete is at the discretion of the course instructor. Additional time granted to complete course work will normally not exceed the amount of time lost due to the extenuating circumstances. (e.g. Student misses one week of class due to a death in the family, the student has one week to make up the finished work). Final approval or denial of a request to complete make up work beyond this criteria (e.g. complete missed work by the end of the semester or the end of the class year) will be made by the instructor. A missed exam must be made up within a grace period of 1 week of the exam date or the grade for the missed exam will be "0" and the student will receive a "I" (Incomplete) letter grade if the absence is excusable under the guidelines of this policy. The make-up exam must be taken at the center; it will not be a take home exam.

There must be extenuating circumstances for the opportunity to be granted an Incomplete for a class. Simply failing to complete all required assignments by the end of the semester or the end of the year will result in a "0" for the missed assignments and those grades will be factored into the final grade ranging from "A" to "F."

Extenuating circumstances for the purpose of granting additional time to complete course work or a final grade of Incomplete "I" include, death in the family, serious accident or illness resulting in an inability to attend class or do the required work, unusual circumstances and similarly mitigating circumstances which could not have been prevented or anticipated by the student and were completely beyond his or her control. Examples of

situations that will not be considered extenuating include being too busy, employment demands, minor illness, and commitments from optional responsibilities.

A student with an excused absence due to extenuating circumstances who fails to make up missed work or exam by the end of the semester or grace period, will receive a grade of incomplete (I) for the course.

A student must complete all class assignments and requirements in order to receive a letter grade other than an Incomplete (I) and the student must reenroll in the class when it is offered again and complete the class to receive credit.

### **HOMEWORK GUIDELINES**

Each student at Liberty Classical Center will be expected to work on his studies at home. This element is critical to the success of the student.

The teacher will determine homework assignments; a maximum of approximately 15 minutes of homework per Center night (total 2.0 – 2.5 hours of homework maximum per week). Students are expected to come to class prepared, with all homework assignments completed. There will be no homework assigned during holiday schedules, Spring and Christmas breaks.

### **STUDY HALL RULES**

Study Hall is the designated location for all students, to study read or socialize while on campus and not in class.

Study Hall will be monitored during class time and lunch hour by the administrator or a designated adult.

All students must be in study hall when they are not in class or on campus during the lunch hour. If a student wants to read, study or use a personal device in another location other than the study hall, that student must receive permission from the Administrator or designated adult.

Study Hall is used for studying or doing homework, reading or being on a personal device, as well as eating lunch and socializing. Study Hall is used to monitor students at all times when the

student is not in class and after being dropped off for class and waiting to be picked up after class.

Personal conduct in study hall will not be loud or disruptive to other students who may be studying, doing homework or reading.

No student may be alone with another student of the opposite sex at any time outside the study hall for any reason.

### **ELECTRONIC DEVICE USE IN CLASS AND ON CAMPUS**

During class time, all cell phone, tablets, I-Pads or I-Pods or other electronic device will not be used in class unless expressly permitted by the instructor. This included phone calls, sending or receiving text messages, being on the internet and watching or listening to any media on the student's device.

All devices will be placed on the desk in plain view of the instructor.

The device will be placed on silent mode during class time.

If the student receives what he or she believes is an emergency call, the student will be allowed to answer the call, monitored by the instructor.

If it is a true emergency, the instructor will direct the student to the duty Center or Church Administrator for assistance.

An emergency is a situation the parents deems as an any situation that makes it necessary for the student to leave the classroom or the campus.

Between classes and during lunch break all students will be allowed to use their devices in study hall or other designated areas by the Administrator.

The use of the devise must not be disruptive, to other students who are reading or studying in study hall.

The device may not be used to visit any inappropriate web sites that would violate standing Center policy.

Any violations of this policy will be reported to the Administrator.

## **DISCIPLINE POLICY**

Discipline problems of any kind will not be tolerated at Liberty Classical Center. The focus during the limited class time must remain on curricular objectives. The Liberty Classical Center Honor code and all policy and rules should be adhered to by all students at all times.

Class disruptions or other discipline problems will be resolved by a teacher conference with the student, parent, and possibly the Administrator. After an initial conference, continuing problems will be dealt with by the Center Board.

Any suspension or expulsion of a student will not negate the parent's obligation to pay the full tuition for any class or classes their student is suspended from or expelled.

## **STUDENT HEALTH STATEMENT**

Liberty Classical Center Staff will not administer any prescription or over-the-counter medications. Students who are ill should stay home. If it is necessary to miss class due to illness, please contact the teacher in order to arrange for making up work that was missed. Teachers will provide contact information.

Parents should provide emergency information on the Student Application. Students will not be admitted to Liberty Classical Center if this information is not completely filled out.

## **INCLEMENT WEATHER POLICY**

It will occasionally be necessary to cancel classes due to snow or other inclement weather. An email to all students and teachers will be sent out. Class cancelations will be posted on Channels 5 & 30. Every effort will be made to make this announcement in a timely manner, at least two hours before the scheduled class time. Snow days will be made up at the end of the semester.

## **APPLICATION AND FEES POLICY**

### **APPLICATION ONLINE**

Application can be made online at [www.libertyclassicalcenter.com](http://www.libertyclassicalcenter.com). Application fees should be mailed to: Liberty Classical Center 709 Crestview Drive O'Fallon, MO 63366, along with the **Confidential Reference Form** (which can be printed from the website) and the **Parent Testimony in one envelope**. (Parent Testimony is not required from families previously enrolled at Liberty Classical Center). Application will not be considered completed until the application fee, **Confidential Reference Form**, and **Parent Testimony** has been received. Receipt of all of the above materials assumes that the family has read and agrees with the information contained in the **Parent/Student Handbook**, including the **Liberty Classical Center Honor Code**.

### **APPLICATION BY MAIL**

Application can be made by mail by following the instructions on the Application Information packet, which can be obtained at Liberty Classical Center or can be printed from the Center's website at [www.libertyclassicalcenter.com](http://www.libertyclassicalcenter.com). The Liberty Classical Center address appears on the previous page and in the section above.

### **APPLICATION FEES**

Application fees will be charged according to the published fee schedule. The established application fee structure rewards those who register early by providing a financial incentive. Please familiarize yourself with the published application fee schedule and timeline.

## **Registration and Tuition Policy**

### **Registration, Tuition and Fees Policy**

#### **Registration**

There is an annual one-time registration fee for each family of \$20.00.

There is also a one-time Administration fee of \$20.00 per family.

The Registration deadline for the 2016-2017 Center year is Fri. July 15 All

registrations after that date will result in a \$20.00 tuition fee increase for each class.

Payment due upon Registration;

Registration Fee, (\$20.00)

(Full year classes; 2 semesters, the Administrative will be applied to the 2<sup>nd</sup>. Semester).

Lab and web Access Fees (Varies)

1<sup>st</sup>. month tuition payment for all classes registered (1/8<sup>th</sup>) of full tuition of all classes.

#### **Tuition**

The Tuition for each full year class (two semesters) is \$200.00.

The Tuition for one semester classes is \$100.00.

The 1<sup>st</sup> month payment for tuition, (\$25.00 per class), 1/8<sup>th</sup> of full tuition, is also due at registration.

#### **Tuition Payments**

Each family will receive a monthly tuition statement that is due by the end of the month. Each statement will have a minimum payment due, or any amount above the minimum payment including paying the full tuition is acceptable at any time.

Mid-term grades and final grades will be issued only when the tuition payments are up to date, for mid-term grades and all tuition is paid for final grades.

#### **Fees**

Lab fees and web access fees for certain classes are additional costs that will need to be paid at registration. They will vary depending on the class.

## **STUDENT CLASS WITHDRAWAL POLICY**

A student may withdraw from a class, up to and including the 1<sup>st</sup> day of class and not be responsible for the full tuition of that class.

If, the withdrawal from a class is before the first day of class, any tuition that has been pre-paid, above the first tuition payment due at registration, will be refunded to the student or can be applied to another class. Pre-paid fees and web access fees will not be refunded. The 1<sup>st</sup>. tuition payment due at registration will not be refunded.

If a student withdraws from a class after the first day of class, the family is responsible for the full tuition and the family will be billed for the full tuition of that class.

When a student withdraws from a class after the first day of class, he or she may register for another class, but will pay the late registration fee of \$20.00, the tuition and any applicable lab or web access fees.

To properly withdraw from a class, to receive a tuition refund and not be responsible for the full tuition, notification must be made on, or before the 1<sup>st</sup> day of class. This must be done in writing or by email to the Administrator at [dan.benson@libertyclassicalcenter.com](mailto:dan.benson@libertyclassicalcenter.com)

## **LIBERTY CLASSICAL CENTER CLASS CANCELLATION**

When a class is cancelled by Liberty Classical Center, the student affected by the cancellation may switch to another class without penalty or additional cost. Pre-paid fees and tuition paid will be transferred to the new class. Any pre-paid fees or tuition will be refunded to the student or can be transferred to another class.

## **TEXBOOK POLICY**

Liberty Classical Center will have the student be responsible for all textbooks and materials the teachers have required for their classes. Textbooks and other required materials will be posted with each class on the Liberty Classical Center's website with the Textbook's ISBN number. We desire that all students have all textbooks and required materials on the first day of class. Some classes will require textbook rental and web access for homework.

## **APPENDIX A:**

### **Student Honor Code**

Attendance at Liberty Classical Center is a privilege. And like all privileges, it comes with certain responsibilities. I, therefore, personally accept each of the following Christian responsibilities:

#### **To Almighty God:**

- I will seek to honor the Lord in all that I think, say and do (Deut. 26:17).
- I will submit myself to the authority of His grace and His commands (2 Tim. 3:16-17).
- I recognize that my appearance and behavior reflects on Him as much as on me (I Cor. 10:31).

#### **To my Parents:**

- I will attempt to honor my parents in everything I think, say and do (Ex. 20:12).
- I will seek to learn all that I can from them (Eph. 6:1-3).
- I acknowledge that I cannot receive what I need in life or godliness without them (Ps. 78:1-8).

#### **To my Church:**

- I will submit to all the ecclesiastical authorities God has placed over me (Titus 2:1-5).
- I will make worship, discipleship and spiritual growth a priority in my life (Gal. 2:20).
- I will attempt to be an ambassador of Christ and His Church wherever I am (Mt. 28:19-20).

#### **To my Teachers:**

- I will demonstrate respect, attentiveness, gratitude and obedience to my teachers (Heb. 13:1).
- I will seek to do all the work I have been assigned with diligence and integrity (Eph. 5:8-7).

- I will do my utmost to learn as much and achieve as much as I possibly can (Phil. 4:8-9).

**To my Classmates:**

- I will honor and respect the time, work and feelings of my fellow students (Rom. 12:9-18).
- I will try to model honesty, integrity, kindness and modesty in my relationships (Phil. 2:3-7).
- I realize that disturbances affect everyone at Center, and will thus strive for peace (Eph. 4:1-6).

I affirm my commitment to uphold these Christian responsibilities, realizing that I will be able to enjoy privileges of LCC only so long as I fully maintain this commitment--by the bounteous grace and according to the merciful providence of God the Father, Son and Holy Spirit.

**Appendix B:**

**The General Creeds<sup>41</sup>**

**APOSTLES' CREED**

I believe in God the Father Almighty; Maker of heaven and earth

And in Jesus Christ his only begotten Son our Lord; who was conceived by the Holy Ghost, born of the Virgin Mary; suffered under Pontius Pilate, was crucified, dead, and buried; he descended into hell [Hades]; the third day he rose from the dead; he ascended into heaven; and sitteth at the right hand of God the Father Almighty; from thence he shall come to judge the quick [living] and the dead.

I believe in the Holy Ghost; the holy catholic [general] church<sup>42</sup>; the communion of saints; the forgiveness of sins; the resurrection of the body [flesh]; and life everlasting. Amen.

**NICENE CREED**

I believe in one God the Father Almighty; Maker of heaven and earth, and of all things visible and invisible.

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<sup>41</sup> Taken from Philip Schiff, *The Creeds of Christendom*, Vol.2.

<sup>42</sup> As used in the Creeds, the term "catholic" does not mean the Roman Catholic Church; rather it refers to the general or universal church: all those who through saving faith have been united to Christ and are a part of his Church.

And in one Lord Jesus Christ, the only-begotten Son of God, begotten of the Father before all words [God of God], Light of Light, very God of very God, begotten, not made, being of one substance [essence] with the Father; by whom all things were made; who, for us men and for our salvation, came down from heaven and was incarnate by the Holy Ghost of the Virgin Mary, and was made man; and was crucified also for us under Pontius Pilate; he suffered and was buried; and the third day he rose again, according to the Scriptures; and ascended into heaven and sitteth on the right hand of the Father; and he shall come again, with glory, to judge both the quick [living] and the dead; whose kingdom shall have no end.

And [I believe] in the Holy Ghost, the Lord and Giver of Life; who proceedeth from the Father [and the Son]; who with the Father and the Son together is worshipped and glorified; who spake by the prophets. And [I believe in] one holy catholic and apostolic church. I acknowledge one baptism for the remission of sins;<sup>43</sup> and I look for the resurrection of the dead, and the life of the world to come. Amen.

### **CREED OF CHALCEDON**

We, then, following the holy Fathers, all with one consent, teach men to confess one and the same Son, our Lord Jesus Christ, the same perfect in Godhead and also perfect in manhood; truly God and truly man, of a reasonable [rational] soul and body; consubstantial [co-essential] with the Father according to the Godhead, and consubstantial with us according to the Manhood; in all things like unto us, without sin; begotten before all ages of the Father according to the Godhead, and in these latter days, for us and for our salvation, born of the Virgin Mary, the Mother of God,<sup>44</sup> according to the Manhood; one and the same Christ, Son, Lord, Only-begotten, to be acknowledged in two natures, inconfusedly, unchangeably, indivisibly, inseparably; the distinction of nature's being by no means taken away by the union, but rather the property of each nature being preserved, and concurring in one Person and one Subsistence, not parted or divided into two persons, but one and the same Son, and only begotten, God the Word, the Lord Jesus Christ, as the prophets from the beginning [have declared] concerning him, and the Lord Jesus Christ himself has taught us, and the Creed of the holy Fathers has handed down to us.

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<sup>43</sup> In and of itself baptism does not save us. However, it is an act of faith, or an outward profession of that faith, in the death, burial and resurrection of Christ which does remit our sins.

<sup>44</sup> The phrase *Mother of God* literally means "bringer-fourth of God," and is intended to emphasize the true deity of Christ and the realness of the Incarnation, not to exalt Mary.

## **Athanasian Creed**

Whosoever will be saved: before all things it is necessary that he hold the catholic Faith: Which Faith except every one do keep whole and undefiled: without doubt he shall perish everlastingly. And the catholic Faith is this: That we worship one God in Trinity, and Trinity in Unity; Neither confounding the Persons: nor dividing the Substance [Essence].

For there is one Person of the Father: another of the Son: and another of the Holy Ghost.

But the Godhead of the Father, of the Son, and of the Holy Ghost, is all one: The Glory equal, the Majesty co-eternal.

Such as the Father is: such is the Son: and such is the Holy Ghost.

The Father uncreate [uncreated], the Son uncreate [uncreated]: and the Holy Ghost uncreate [uncreated].

The Father incomprehensible [unlimited]: The Son incomprehensible [unlimited]: and the Holy Ghost incomprehensible [unlimited, or infinite].

The Father eternal: The Son eternal: and the Holy Ghost eternal.

And yet they are not three eternals: but one eternal.

As also there are not three uncreated: nor three incomprehensible [infinities], but one uncreated and one incomprehensible [infinite].

So likewise the Father is Almighty: The Son Almighty: and the Holy Ghost Almighty.

And yet they are not three Almighty: but one Almighty.

So the Father is God: The Son is God: and the Holy Ghost is God.

And yet they are not three Gods: but one God.

So likewise the Father is Lord: The Son Lord: and the Holy Ghost Lord.

And yet not three Lords: but one Lord.

For like as we are compelled by the Christian verity: to acknowledge every Person by himself to be God and Lord:

So are we forbidden by the catholic Religion: to say, there be [are] three Gods, or three Lords.

The Father is made of none: neither created, nor begotten.

The Son is of the Father alone: not made, nor created: but begotten.

The Holy Ghost is of the Father and of the Son: neither made, nor created, nor begotten: but proceeding.

So there is one Father, not three Fathers: one Son, not three Sons: one Holy Ghost, not three Holy Ghosts.

And in this Trinity none is afore, or after another: none is greater, or less than another [there is nothing before, or after: nothing greater or less].

But the whole three Persons are co-eternal and co-equal.

So that in all things, as aforesaid: The Unity in Trinity, and the Trinity in Unity, is to be worshipped.

He therefore that will be saved: must [let him] thus think of the Trinity.

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Furthermore, it is necessary to everlasting salvation: that he also believe rightly [faithfully] the Incarnation of our Lord Jesus Christ.

For the right Faith is, that we believe and confess: that our Lord Jesus Christ, the Son of God, is God and Man;

God, of the Substance [Essence] of the Father; begotten before the worlds: and Man, of the Substance [Essence] of his Mother, born in the world.

Perfect God: and Perfect Man, of a reasonable soul and human flesh subsisting;

Equal to the Father, as touching his Godhead: and inferior to the Father, as touching his Manhood.

Who although he be [is] God and Man; yet he is not two, but one Christ.

One; not by conversion of the Godhead into flesh: but by taking [assumption] of the Manhood into God.

One altogether; not by confusion of Substance [Essence]: but by unity of Person.

For as the reasonable soul and flesh is one man: so God and Man is one Christ;

Who suffered for our salvation: descended into hell [Hades, spirit-world]: rose again the third day from the dead.

He ascended into heaven, he sitteth on the right hand of the Father God [God the Father] Almighty.

From whence [thence] he shall come to judge the quick and the dead.

At whose coming all men shall rise again with their bodies;

And shall give account for their own works.

And they that have done good shall go into life everlasting: and they that have done evil, into everlasting fire.

This is the catholic Faith: which except a man believe faithfully [truly and firmly].

**APPENDIX C:**

## Liberty Classical Center Off Campus Permission Slip

This form is to be filled out by all Parents of students who are willing to allow their student to drive or ride with a student off campus for lunch or driven to the Center (before classes) or from the Center (after classes).

### Driver

I, \_\_\_\_\_, allow my child \_\_\_\_\_,  
Parent or Parents name Student' Name

to drive other students (to and from lunch off campus), and or (to and from class). Not to exceed the legal seating capacity of my vehicle.

I am verifying that my student driver has a valid driver's license, the vehicle is properly registered and insured.

### Passenger

I, \_\_\_\_\_, allow my child \_\_\_\_\_,  
Parent or Parents name Student' Name

To ride with another student driver

\_\_\_\_\_,  
student driver's name or names

(to and from lunch off campus) and or (to and from class). Not to exceed the legal seating capacity of my vehicle.

That this permission is contingent on the driver of the vehicle having a valid driver's license and the vehicle is properly registered and insured. That the number of passengers in the vehicle does not exceed the legal limit of the vehicle.

Signed, \_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

Signed \_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date