



## NEW FAMILY INFORMATION PACKET

Welcome to Longview Christian School! This document will give you some vital information about how we function everyday here at LCS. Please read through it carefully and let us know if you have any questions.

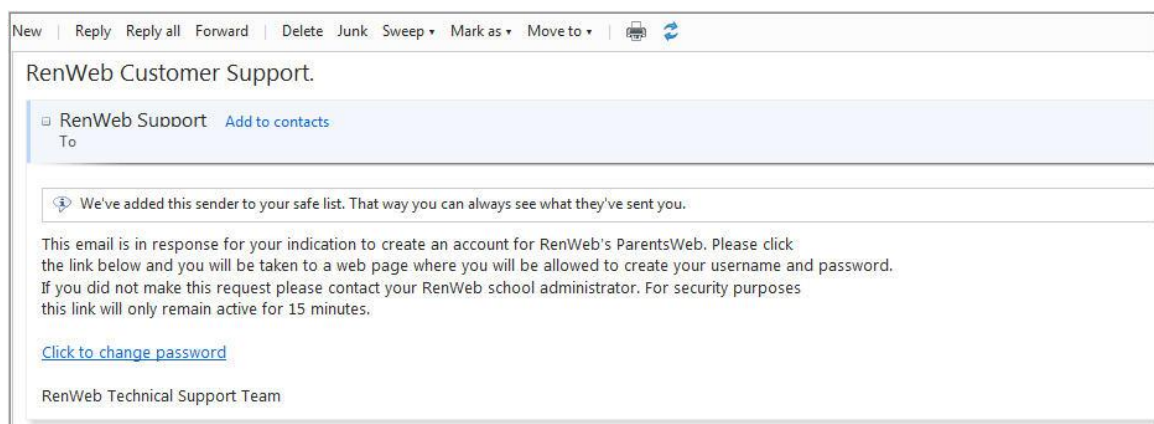
### **RENWEB:**

RenWeb School Management Software gives you, the busy parent, the ability to get more involved in your child's academic progress and future success – all via the Internet!

RenWeb's ParentsWeb is a private and secure parents' portal that will allow parents to view academic information specific to their children, while protecting their children's information from others. You can see your child's grades, attendance, homework and conduct, as well as other useful school information. You can also communicate with teachers and other school staff online whenever necessary. All you need is an Internet-capable computer or smartphone.

### **Here's how to access our easy-to-use RenWeb ParentsWeb:**

- First, you need to make sure that the school has your email address in RenWeb.
- Next, go to [www.renweb.com](http://www.renweb.com) and click "Logins".
- Click "ParentsWeb Login".
- Click "Create New ParentsWeb Account".
- Enter the District Code: LV-TX
- Type your email address and an email is sent to you.



- Click the "Click to change password" link. This link is only valid for 30 minutes.

- A web browser displays your Name and RenWeb ID.



- Type a User Name, Password and Confirm the password.
  - Click "Save Password".
- A message displays at the top of the browser, "User Name/Password successfully updated."



- You can now log into ParentsWeb using your new User Name and Password.

### Here's how to navigate in ParentsWeb:

- On the left side of the main screen are three tabs: School Information, Student Information, and Family Information.
- Under the School Information tab, you can access the School Home, Calendar, Directory, and Classes.
- Under the Student Information tab, you can access Student Home, Grades, Homework, Attendance, Behavior, Library, Lunch, and Schedules.
  - Behavior is only used for Junior High and High School students
  - The Lunch tab gives you the ability to order lunch for your student. More information on the lunch program is below.
- Under the Family Information tab, you can access Family Home, Family Profile, and User Name/Password.

### Another option – The ParentsWeb Phone App!

- The app is available for download to iPhone and Androids phones.
- The cost is \$4.99 per year.
- It allows you to access many parts of ParentsWeb on your phone.

### **LUNCH PROGRAM:**

At LCS we have an optional lunch program that families may choose to participate in. It is a prepaid program. This means you need to deposit funds into your lunch account (by making a payment in the office), and then you can order lunch until the funds are depleted. Orders can be placed on ParentsWeb by following these instructions:

- Log into ParentsWeb. Under Student Information, select “Lunch”.
- Scroll down to the bottom of the page and click “Create Web Order”
- Enter the quantity next to each item you want to order. Pay special attention to which day for which you are ordering. You may order for the entire week or one day at a time.
- Scroll down to the bottom of the page to see the Grand Total. Click “Order Items”.

Students may also order a select portion of items in the cafeteria at lunch time.

All students are welcome to bring their lunches from home. The lunch program is completely optional.

### **PICK-UP AND DROP-OFF:**

Students in grades Kindergarten – 12<sup>th</sup> are dropped off and picked up in the parking lot on the south side of the campus (on Lake Drive). Drop-off is from 7:30am to 8:30am, Monday - Friday. Pick-up is from 3:30pm to 3:45pm, Monday, Tuesday, Thursday, and Friday. Wednesday pick-up is from 2:30pm to 2:45pm.

As a part of the enrollment forms you completed, you should have filled out a Restricted Pick-up Form. Anyone who authorized to pick-up your student must be listed on this form. The office will issue you several pick-up numbers for your car and the cars of other friends and family. Your number must hang from your rear-view mirror during pick-up.

### **SCHOOL SUPPLIES:**

School supplies are provided by the parent at the beginning of the school year. A complete list of necessary school supplies by grade level is available at [www.lcseagles.com](http://www.lcseagles.com). Click on “Admissions” and then click on “Student/Parent Information.” Parents also have the option of purchasing school supplies online at [www.classbundl.com](http://www.classbundl.com). Just search for “Longview Christian School” and select the supply “bundl” you need to purchase. You can add or subtract items from the list as needed. All supplies will be mailed directly to your home!

### **LAND’S END:**

Land’s End is the official supplier of LCS polos and outerwear. Please refer to the official dress code for all the information regarding the LCS standards of dress. The following directions will assist you in purchasing your LCS apparel.

- Go to [www.landsend.com](http://www.landsend.com)
- Click on the “Uniforms” tab near the top of the page.
- Click on the “Find My School” button.
- Search for LCS using the school name or enter the preferred school number (900156639).
- Logos will be applied to the shirts and outerwear automatically. Additional charges may apply.

It is important to watch for the best sales in order to reduce the cost of the LCS apparel. We try to keep our parents informed when online sales and specials are available throughout the school year. At the

end of each school year, we organize a uniform sale, allowing parents to resell shirts and jackets that are no longer needed (if they are in good repair).

### **COMMUNICATION:**

One of our top priorities at the school is excellent communication between the school and the parents. We communicate with our families in the following ways:

- **Email** – Email is our primary means of communication. It is very important that every parent gives us a working email address that they check at least once a day. We send “LCS Information” emails at least once a week during the school year. All tuition and lunch statements are also sent by email. Progress reports and report cards are sent by email. All teachers communicate with parents via email at times. For JH and HS students, behavior emails can also be sent from teachers to parents.
- **RenWeb** – One of the important aspects of ParentsWeb is that parents may view announcements and calendar dates.
- **LCS Website** – Events can be viewed on the “Events” page of the school website. Go to [www.lcseagles.com](http://www.lcseagles.com). The athletics calendar is only kept in one place: the school website. Paper schedules are distributed at the beginning of the season, but these are subject to constant change. For the most current information, the website is the best place to look.
- **Parent-Teacher Conferences** – At least once year, parents of elementary students will meet with the teacher to discuss progress and behavior. For JH and HS students, these meetings will occur upon teacher or parent request. Additional meetings may be requested as needed.
- **PTSF Meetings** – Parent-Teacher-Student Fellowship meetings are called from time to time. These meeting are used to discuss major changes or upcoming events. At least one parent from each family is expected to attend these meetings.

### **PERSONNEL:**

This section is designed to give you a rundown and quick description of the key LCS staff (non-teachers) who you will meet around our campus.

- **Ben Cammack, Administrator** – The administrator is the head of LCS operations, personnel, and finances and reports directly to the school board.
- **Karen Williams, Principal and ELC Executive Director** – The principal is the leader of the LCS education department. She supervises the teachers and reports directly to the administrator. The ELC executive director is in charge of every aspect of the Early Learning Center. She reports to the administrator.
- **Carla Matthews, Education Specialist** – Mrs. Matthews assists Mrs. Williams in the academic efforts of the school. She also manages the Austen-Coley Dyslexia Program.
- **Dr. Catherine Davis** – Dr. Davis is a part-time high school teacher but is also our Academic Advisor. She guides students (and parents) through the college and scholarship application processes and coordinates testing.
- **Kurt Harris, Facilities Manager** – The facilities manager is responsible for all the buildings and other LCS facilities. He also supervises any contractors working on campus.
- **Kathy Harris, Facilities Assistant** – Mrs. Harris assists her husband in the care and maintenance of the facilities.
- **Paul du Feu, Campus Pastor** – Pastor Paul leads our JH and HS chapels, retreats, and outreach opportunities. He also teaches a Bible class and coaches JH soccer.

- **Tammy Smith, ELC Director of Daily Operations** – She works directly with the ELC executive director to supervise all ELC employees and operations.
- **Tiny Miller, Athletic Director** – The athletic director supervises the athletic programs and coaches at LCS. He also coordinates the scheduling for all LCS teams.
- **Leslie Cammack, Receptionist** – Mrs. Cammack answers the phone, greets visitors, and performs other job around the campus.
- **Shawna Reaves, Chef** – Mrs. Reaves supervises all activities in the kitchen and cafeteria. She also instructs all kitchen employees and volunteers.