

# **Longview Christian School Parent & Student Handbook**



**Home of the Eagles**

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## INTRODUCTION

Longview Christian School welcomes you and your student! We believe that your association with LCS will be a happy and rewarding experience. Our staff will be glad to assist you in any way we can, so do not hesitate to ask for assistance and guidance.

This handbook will explain the rules and regulations of LCS. We ask each parent to study the handbook carefully, and to accept the responsibility of instructing your students in grades K – 8<sup>th</sup> in its contents. High school students are expected to read the handbook. We ask each student to abide by the stated rules and to be governed by the intended spirit of the handbook. If there are any questions concerning this publication, please feel free to ask any staff member for an answer.

Many institutions take the position that their responsibility to the student does not go beyond academic work. We believe it is our responsibility to set full-behavior standards for our students, and will take a firm stand in doing so. Parents make the decision for their child to attend LCS. By this decision, parents agree to accept the standards, principles, and requirements of LCS. For us to require less would be to abandon the responsibility of a Christian school.

We believe the commitment you have made to LCS represents an important step in your attempt to provide a Christ-centered education for your child. We appreciate the confidence shown in placing your child in in our care as we guide and teach them socially, academically, and spiritually.

In the Master's service,



Ben Cammack, Administrator



Karen Williams, Principal

## **TO THE PARENT/GUARDIAN:**

Thank you for your interest in our school. We have adopted an admissions policy that opens the school to families who are like-minded spiritually, who are supportive of our philosophy, objectives, and standards of education, and whose children meet our enrollment standards. Our purpose is to serve families who desire not simply a private education, but a distinctively Christian education for their children.

Before applying for admission to our school, please read this handbook. It will introduce you to many of the school's policies, procedures, and expectations for both parents and students.

The first several pages of this handbook explain our religious purpose, mission, and beliefs. This school unashamedly believes, teaches, and practices a literal interpretation of the Word of God. If you do not agree with our religious mission and beliefs, enrolling your child in our school will likely cause him or her confusion. For example, if a question regarding biblical lifestyles arises in chapel or your child's classroom, the teacher will answer from a biblical viewpoint consistent with our mission and belief statement. If your beliefs and lifestyle choices are not in agreement with our doctrinal stance, that answer will likely create conflict in your child's heart and mind. This internal conflict could drive a wedge between you and your child, cause your child to negatively judge you as a parent, or force your child to choose between our teaching and what he or she learns at home. We respect your desire to place your child in the best possible learning environment, but if you are not in full agreement with our doctrinal positions, it will be best for all concerned if you do not enroll your child at our school.

Biblical principles are integrated into every subject taught at our school. Our staff is committed not only to academic excellence, but also to teaching students how to apply the truths of God's Word to every aspect of life. If you are in agreement with the teachings of God's Word, this school will complement the beliefs and ideals your child is taught at home. We look forward to partnering with you to educate your child in God's truth.

This handbook has been prepared to explain and clarify the procedures, policies, and regulations at Longview Christian School. These policies are in effect as written or as may be amended during the year. You are urged to contact the LCS Administrator if you have any questions.

All students are held responsible for knowing and abiding by the regulations in the Student-Parent Handbook, which have been approved by the Administration.

## LCS PURPOSE AND STUDENT TARGETS

### LCS Purpose Statement

We exist to challenge and empower our students to reach their full potential for Christ.

### LCS Student Targets

When a student is enrolled at Longview Christian School, parents have decided to trust us to take an important role in preparing that child for life. We take that responsibility very seriously. In that quest, we must address several questions. How do we know if we are accomplishing our goals? What is our measure of success? When a student graduates from Longview Christian School, are they equipped and prepared? The LCS student targets help us identify who we want our students to become. Everything we do at LCS is designed to accomplish one or more of these goals in our students. LCS students should be:

- 1 FAITH-FILLED**  
We believe that an authentic relationship with Jesus Christ is the answer to all of life's challenges. Our goal is that every student understands and accepts God's plan of salvation, pursues an authentic relationship with Him, accepts discipleship and mentoring, and graduates ready to defend their faith and lead others to Christ.
- 2 LEARNING**  
Our academic programs are designed to meet each student's capabilities and encourage them to do their very best. We challenge those who are gifted academically and support those who struggle. An array of high school degree options assists this endeavor. Our partnership with Austen-Coley also enables us to assist students with dyslexia, dyscalculia, and related learning differences.
- 3 DEVELOPING**  
We believe that God gives each individual unique gifts and talents to accomplish unique purposes in life. Not all of our students will be great scholars, athletes, or artists. Our job as teachers is to identify and develop each student's talents, enabling them to flourish and grow into God's plan for their lives.
- 4 EQUIPPED**  
Our students should be equipped for life and the challenges that lie ahead. We pursue opportunities to teach students vital skills (outside of traditional academics) that are essential to life. These include computer skills, social skills, personal finance, vehicle maintenance, etiquette, culinary skills, and public speaking, just to name a few.
- 5 SERVING**  
We challenge our students to live lives dedicated to reaching beyond themselves. We believe God desires that all Christians impact their world. LCS is dedicated to training our students to embrace this idea by submitting their lives to Christ every day. Community outreach, mission trips, and volunteerism all play a role in this training.

## LCS STATEMENT OF FAITH

- We believe the Bible is the verbally inspired, only infallible, authoritative Word of God (II Timothy 3:16-17; II Peter 1:21).
- We believe there is only one God, eternally existent in three persons - God the Father, Jesus Christ the Son, and the Holy Spirit (Genesis 1:1; Matthew 28:19; John 10:30).
- We believe in the deity of our Lord Jesus Christ (John 10:33); His virgin birth (Isaiah 7:14; Luke 1:35; 2:7); His sinless life (Hebrews 4:15); His miracles (John 2:11); His shed blood (Luke 22:20); His atoning death (I Corinthians 15:3; Ephesians 1:7; Hebrews 2:9); His bodily resurrection (I Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); and His personal return in power and glory (Acts 1:11, Revelation 19:11).
- We believe that by nature man is sinful, that salvation of the lost is possible by God's grace through faith, and that regeneration by the Holy Spirit is absolutely essential (John 3:16-19; 5:24; Romans 3:23; 5:8-9; Ephesians 2:9-10; Titus 3:5).
- We believe in the Holy Spirit's present continuous ministries by indwelling the Christian, thereby enabling the living of a Godly life and manifesting the gifts of the Spirit (I Corinthians 3:16; 12:8-10); Ephesians 5:18-21).
- We believe in water baptism, the baptism in the Holy Spirit, the Lord's supper, anointing with oil, divine healing, and the laying on of hands (Matthew 28:18-20; Acts 2:4; I Corinthians 11:23-26; Exodus 15:26; II Timothy 1:6; James 5:4).
- We believe in the resurrection of the dead. The saved will be raised unto eternal life (John 11:25-26); the lost will face condemnation (John 5:28-29).
- We believe in the spiritual unity of all believers in our Lord Jesus Christ (Romans 8:9; I Corinthians 12:12-13; Galatians 3:26-28).
- We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person.
- We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4.) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.
- We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10.)
- We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11.)

- We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Longview Christian School.

Final Authority for Matters of Belief and Conduct - This statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Longview Christian School's faith, doctrine, practice, policy, and discipline, our school board is the final interpretive authority on the Bible's meaning and application.

## FINANCIAL POLICY

LCS operates as a ministry of HighRidge Church. Part of the financial support of LCS comes directly from church giving, part from tuition paid to the school for services rendered, and part from several other sources.

Gifts from patrons and supporters are accepted and may be:

- Designated to a specific student as scholarship, upon approval of the administrator
- Designated to a specific project
- Undesignated and deposited into the General Operating Fund of LCS

Various fees may be assessed including:

- Non-refundable Application Fee due with the completed application
- Non-refundable annual Registration Fee due at the beginning of July

Tuition payments may be paid in full at the beginning of each academic year or monthly in 9, 10, or 12 equal installments due on or before the first of the month beginning July 1, August 1, or September 1 and continuing through May 1.

All tuition payments and school-related fees are to be paid as specified on the "Schedule of Payment of Tuition and Fees" published each year. If tuition payments cannot be made by the first of each month, a twenty-day grace period will be given before any penalty is assessed. After the 20th of each month, a \$25.00 late charge will be assessed. Checks returned for insufficient funds will be charged back to the issuer's account along with any penalty charges assessed by the banking institution.

Students whose accounts fall more than 45 days behind may be denied services. Appeals for payment extensions will be made to the school board through the administrator's office. Student progress reports or student grade cards will not be released from the office until all financial obligations are paid in full. Tuition payments not paid in full by the beginning of the new school year will prohibit the student's re-enrollment.

Tuition is calculated on the basis of the entire year; therefore, no reductions can be made for vacations or school holidays. If a student leaves the school for any reason or enters after the school year has begun, charges are prorated according to the number of days enrolled. No deductions will be made in tuition for absence during the school year regardless of the cause of such absence. All withdrawals, whether before the school year begins or during the year, must be made in writing and shall be effective when such notice is delivered to the school.

One half (1/2) current month tuition is refunded if the student withdraws from school before the 10<sup>th</sup> of the month. No refund will be given if the student withdraws after the 10<sup>th</sup> of the month.

## **ADMISSION POLICIES**

(All forms are also available at [www.lcseagles.com](http://www.lcseagles.com))

1. **Application Packet** – The initial application packet includes the following forms: Application for Admission, Parent Testimony, Pastoral Recommendation, and the Student Commitment (grades 6<sup>th</sup>-12<sup>th</sup>). All forms must be completed and returned to LCS before the application will be considered. A Parent-Student Handbook can also be obtained from the school office or the school website. Please read the handbook completely.
2. **Application Fee and Records** - Return the completed application packet, the application fee (\$25), your child's current immunization record, a copy of a state issued Birth Certificate, and a copy of your child's last school report card or transcript to the administration office. Students may not be permitted to attend classes until file is complete.
3. **Acceptance Letter** – If accepted, an acceptance letter will be mailed to the family within 10 days of receiving the application.
4. **Additional Forms** - All families are required to complete the following forms after acceptance: Field Trip, Medical Consent, Parent Commitment, and Restricted Pick-up. They are available in the office or on the school website.
4. **Interview** - Parents must schedule a personal interview with the administration. The student should attend this interview.
5. **Entrance Testing** - Enrolling students may be tested for grade placement as deemed necessary. Either parents or administration may request placement testing if desired. Call the principal to schedule a date for your child to take the entrance test.
6. **Probation** - All new students are admitted for a nine-week probationary period.

### **Kindergarten Entrance Requirement (Younger than 5 years)**

As a general policy, students entering kindergarten shall be 5 years old on or before September 31<sup>st</sup>. Special testing may be required for a student whose fifth birthday is not before September 1<sup>st</sup>.

### **Health Records**

Students entering school are to present a certificate of immunization meeting current Health Department regulations. In most cases, immunization certificates can be obtained through the local county nurse or your family doctor. Parents must submit a signed Exemption from Immunizations for Reasons of Conscience Affidavit available from the

state of Texas if a student has not been immunized or received a tuberculin test because of religious or other objections to immunizations.

## GENERAL INFORMATION

### Faculty

All staff members of Longview Christian School have been carefully selected on the basis of their education, experience, and integrity. The most outstanding requirements for the instructional staff are an unselfish spirit of dedication to children, a belief that the Christian school ministry is their service to God, and a complete and personal acceptance of the Lord Jesus Christ. All full time teachers have a Bachelor of Arts or Science degree from a recognized college or university. In addition to their secular training, our teachers are certified or are working on their certification through ACSI.

### Student Grade Level/Schools

At LCS our grade levels are divided into three schools. Elementary is grades Kindergarten through 5<sup>th</sup> grade. Junior High is grades 6<sup>th</sup> through 8<sup>th</sup>. High school is grades 9<sup>th</sup> through 12<sup>th</sup>.

### Office and School Hours

Office and school hours will be established at the beginning of each academic year. Supervision of students will be provided 60 minutes before school starts and for 15 minutes after dismissal. During this time, students will be subject to the supervision, authority, and discipline of LCS. The school will not be responsible for students prior to, or after these times. Parents are asked to adhere closely to this schedule to ensure teachers an adequate preparation and work time.

All students must be picked up by 3:45 p.m. unless they are involved in an after-school activity. Siblings of athletes may not stay for practice. **Students picked up after 3:45 will incur additional charges.**

If students need supervision outside of regular school hours, LCS offers before-school and after-school care for an additional fee. As a part of this program, students may be dropped off as early as 6:30 am and must be picked up by 6:00 pm. Contact the school office for enrollment information.

### Closed Campus

LCS is a closed campus. Students must stay on the school grounds from arrival until dismissal. Students must bring a written request from a parent or guardian to leave campus for any reason during the school day. Students may not bring guests to school unless they are a prospective student and have prior office approval.

Persons coming to the school to visit or transact business must first come to the school office, and not directly to the student's classroom. Parents/guardians are always welcome to visit; however, pre-school children and visiting school-age guests are not permitted to visit classes. Parents planning to visit a classroom should inform the school of their intentions in advance by note or telephone call.

Parents are encouraged to spend time with their son or daughter during lunch. If parents wish to take a student off campus during lunch, please inform the school office at the beginning of the school day. Students must be returned to school on time for the next class or they will be considered tardy from lunch.

### **Calendar**

Each year, parents will be provided a school calendar listing the school holidays and events.

### **Chapel & Daily Devotions**

For elementary students each school day will begin with a devotional period in the classroom consisting of prayer, Bible reading, and/or singing. Weekly chapel programs will be conducted on Wednesdays.

For junior high and high school students each day will include a short morning chapel period. This time will be devoted to worship, teaching, and sharing.

All students will be dismissed at 2:30 pm on Wednesdays.

### **Closing of School**

The TV station KLTN Channel 7 will carry all school closing announcements due to inclement weather or other emergencies by 6:00 a.m., when possible. We will also post school closings to the LCS Facebook page and send out all-school emails immediately. When it becomes necessary to dismiss during the regular school day, announcements will be made via email. Please do not call staff members for potential school closing information. As soon as a decision is made, it will be announced immediately.

## ATTENDANCE

It is the responsibility of the student and parents to develop the habit of being punctual and regular in attendance. Attendance is necessary if the maximum amount of benefit is to be received from the LCS program.

- A. Absences. At LCS our mission is to assist Christian parents in the education of their children. We recognize that God has given parents the responsibility to raise and educate children. Therefore, the parents have the final say in where and how a child is educated. We appreciate that our parents have chosen to trust us to assist in that endeavor. It is this understanding that gives way to our very simple policy regarding excused and unexcused absences. Any absence that is determined to be excused by the parent is excused by the school. An absence is only unexcused when the parent determines it to be so.
- a. Excused absences – When the absence is excused, the student is given an equal number of days to make up work as were missed for full credit. Work received after that time period will be considered late.
  - b. Unexcused absences – When the absence is unexcused (truancy), all missed work will be given a zero grade.
  - c. Cumulative absences – While we recognize the parents are the authority in determining how a student is educated, we are also responsible for the quality of the education we are giving our students. Excessive absences lead to an inability to truly master the material. Class time is also a large part of the grade received. When a student accumulates 10 absences in a semester, 3 points is taken off the total semester grade. For each absence over 10, an additional point will be taken off of the semester grade. (i.e. 13 absences would reduce the semester grade by 6 points.) The penalty for cumulative absences applies to all grades.
  - d. Elementary – Absences are tallied on full day or half day basis. There are seven hours in a day.
    - i. Present – Attends at least 6 hours in the day.
    - ii. Half Day Present – Attends between 2 and 6 hours in the day.
    - iii. Absent – Attends less than 2 hours in the day.
  - e. Junior High and High School – Absences are tallied by class period. A student could have a different number of absences in each class. The penalty for cumulative absences is applied individually on a class by class basis.
- B. Perfect Attendance.
- a. Elementary – Students are allowed one half day absence and will still qualify for perfect attendance. Two half days or one full day absence will eliminate the possibility for perfect attendance.

- b. Junior High and High School – Students can miss up to 4 class periods over the course of the school year and still maintain perfect attendance. If 5 or more periods are missed, they will not earn perfect attendance.
- C. Early Dismissal. Checking out of school early is strongly discouraged. Parents are asked to schedule all medical appointments before/after school hours. However, when it is necessary for a child to be taken from school before dismissal, the school office and teacher should be notified in advance if possible. Parents must go to the school office to pick up their child. All students must be accompanied by a parent or guardian to leave campus unless written permission is given.
- D. Tardiness. It is important for students to be on time to school each morning. Each student is expected to be in their classroom, fully prepared when the day begins. Penalties for tardiness (excluding tardies due to appointment):
  - a. Elementary – Students are counted tardy if they are not in class ready to start the day at 8:30. The third tardy and each additional tardy per quarter will be charged a \$5 tardy fee.
  - b. Junior High and High School – Students are counted tardy if they are late to class or chapel starting at 8:30. The third tardy and each additional tardy per quarter will be charged a \$5 tardy fee. When students are late to class during the day it is addressed using the discipline system (discussed in detail later in this handbook.)
- E. Procedure for Reporting Absences - When a student is absent from school for any reason, the parent or guardian is requested to telephone the school office with that information on the day of the absence by 8:30 a.m.

### **College Days**

Juniors and seniors are allowed a maximum of two days per year to visit colleges. These days are not considered absences. Students must have these days approved in advanced by the Academic Advisor.

### **Accumulated Absences**

Any absence due to illness involving five consecutive days must have a written statement from a doctor. If a student accumulates more than 20 absences in a year, the administration reserves the right to deny credit for any course in which the student has missed this much material during the year.

## **Truancy**

Absence without the knowledge and consent of parents and/or the LCS staff will be considered truancy. Students leaving school without permission before the end of the day, or staying out of any scheduled class without permission, will not be tolerated.

Disciplinary action will be taken.

## **Permission to Leave School**

Students who must leave school during the school day must sign out in the school office. In order for the student to receive authorization to leave school, he/she must present a written request to the office before his/her first period class. The parental request must:

1. Identify the need for release from school.
2. Specify the exact time for early dismissal.
3. Unanticipated emergencies are dealt with on an individual basis.

## **ILLNESS OR INJURY**

If a student becomes ill during the school day, he will be excused and the parent notified by telephone. It is very important that we have an **updated, working phone number** on file to reach you. As a general rule, when a student has a fever of 100 degrees Fahrenheit or above, or exhibits symptoms severe enough to prevent him/her being in the classroom, the student will be sent home. Most children do not perform well when feeling ill. Since contagious diseases are most communicable during the fever stage, students should stay home until free from fever for twenty-four (24) hours. Parents of students injured in school to the degree he/she must see a doctor must submit written permission before the student can return to participate in PE or athletics. The student will be expected to obtain and complete any work missed from illness. The student will have the same number of days in which he was absent to complete make up work.

Our staff will exercise reasonable judgment for the care of students. In the case of physical injury, which appears to be serious, LCS retains the right to seek professional help, including ambulance, doctor, and emergency room services. In the event of emergencies, students will be transported to Good Shepherd Hospital in Longview, Texas, or according to the parental preference on the medical consent form. Parents will be called to meet the school official and will be financially responsible for the services obtained in their child's behalf.

### **Insurance**

A small accident insurance policy is carried on each student at no additional cost. This is a co-insurance that covers only charges not covered by other private insurance.

### **Long Term Illness**

Students who experience a long-term illness/hospitalization (five or more consecutive school days), or who have a physical impairment and/or a medically substantiated problem which entails repeated absences, can be granted an attendance allowance based on a review of the individual case by the principal/administrator.

### **Control of Communicable Diseases and Parasites**

Please report all contagious diseases/parasites to the school. This is of great help when other students in the class develop symptoms. These would include:

Chicken Pox

Mononucleosis

Impetigo

Measles	Ringworm	German Measles
Mumps	Meningitis	Hepatitis
Strep Throat	Whooping Cough	Upper respiratory infections
Lice	Scabies	Intestinal parasites
Gastroenteritis (vomiting and/or severe diarrhea)		Staph Infections

When your child has been ill over the weekend or has been sent home from school due to illness or fever, please do not return the student to school until symptom free and no fever for twenty-four (24) hours without the use of aspirin or Tylenol. No child with a communicable disease is allowed to attend class.

### **Medicine**

- All medications, whether prescription or non-prescription must be turned in to the school office. Students are not allowed to keep medications on their person or in their bags.
- Prescription drugs will be given only if turned into the office in the **ORIGINAL CONTAINER** and accompanied by a note from the parent stating the time of administration (student's name and dosage should already be on the label). The school will not administer prescriptions that are out of date or written for someone other than the student.
- No student is at any time to give or sell another student medication. If a student does give or sell medication to another student, disciplinary action will be taken.
- All medications will be stored in a locked cabinet except those requiring refrigeration.
- Teachers can dispense medication to students on field trips.
- Eye drops, ear drops, lotions, creams, or ointments should not be used at school, if at all possible.
- Dressing changes will not be done by school staff.
- Injections, narcotics, and controlled substances will not be given at school.
- Students may have their own non-prescription medication that will be stored in the office with a permission slip attached.

## CURRICULUM

**Bible** - A Bible lesson is taught each day. Each student learns a number of Bible verses from memory each year.

**Language Arts** - Reading skills are taught using a phonetic approach. In addition to traditional English grammar, students receive instruction in spelling, poetry, vocabulary, and literature.

**Math** - A traditional and practical course of study is used in math classes. Students are taught basic concepts and applications. Advanced courses are available to high school students.

**Science** - Students receive instruction in areas such as plants, animals, the earth, the solar system, and creation. Advanced science courses are available to upper grade students. In science, as in all other subjects, the Bible is the absolute authority.

**History** - Historical facts and events are presented with emphasis on great Americans and patriotism. History classes are taught from a Christian perspective.

**Music** - Elementary students have music classes on a regular basis. Students in grades six and up may participate in choir or band.

**Art** - Elementary students receive instruction through craft projects and art projects on a regular basis.

**Physical Education** - Kindergarten and elementary students participate in organized playground games and activities. All students receive instruction in physical fitness.

**Elective Subjects** - High school students may choose from a variety of elective subjects in addition to required courses.

## **GRADUATION REQUIREMENTS**

All LCS graduates are awarded the same type of diploma. The transcript, rather than the diploma, records individual accomplishments, achievements, and courses completed and displays appropriate graduation seals. All graduation credits must be earned no later than Grade 12.

Except as noted below, every student shall enroll in the courses necessary to complete the curriculum requirements for the college preparatory program or the distinguished achievement program. LCS administration (including the principal, administrator, and school counselor) determines when it is appropriate for a student to be placed in the general studies high school program. Any student with a learning disability on a modified curriculum in a subject area will be automatically placed in the general studies high school program.

A transfer student is eligible to receive a LCS diploma, but must complete all requirements of this policy to satisfy graduation requirements. Any course credit required in this section that is not completed by the student before he or she enrolls in LCS must be satisfied prior to graduation.

Seniors will not be permitted to march in commencement exercises if they lack more than ½ credit for graduation. Arrangements must also have been made to earn this ½ credit in an approved manner before the student may march. Longview Christian School cannot be responsible for the inconvenience caused by a senior failing a course during the last days of school. An asterisk will appear by the students' name in the graduation program indicating that they have not yet completed all of the requirements necessary to be considered a graduate.

In order to be eligible for honors at graduation, students must have completed the college preparatory or distinguished achievement program. Honors students will have an overall G.P.A. of 3.5 or higher.

Valedictorian will have the highest overall G.P.A. (4.0 maximum); Salutatorian will have the second highest overall G.P.A. In case of a tie, the highest overall numerical average of grades as stated on the transcript will determine the Valedictorian. If there is still a tie, then the students' College Entrance Exam scores (A.C.T. or S.A.T.) will determine the highest honors. Valedictorian and Salutatorian must have been enrolled at LCS for at least the full junior and senior years.

College classes taken during the junior or senior year will be handled in the following manner:

- All college level classes passed with a 70 or above will earn a LCS project grade of 100 averaged with the college course grade to determine the LCS transcript grade.

- To qualify for an “Honors” class, a college level class must be in one of the following disciplines: Bible, History, Math, Science, or English.
- College level classes taken to fulfill a high school graduation requirement will not qualify for “Honors” status.
- College level classes taken with the purpose to shorten the senior year or to substitute for an LCS class will be reviewed for approval by the school board/administration.

**General Studies High School Program:**

- 1) Credits – A student must earn 26 credits to complete the General Studies program.
- 2) Core Courses. A student must demonstrate proficiency in the following:
  - a) English language arts – 4 credits (English I, II, III, and IV)
  - b) Mathematics – 3 credits (Algebra I, Geometry, and one elective math)
  - c) Science – 2 credits (Biology and one elective science)
  - d) Social Studies – 4 credits (Geography, World History, U.S. History, Government/Economics)
  - e) Bible – 4 credits\*
  - f) Physical Education – 1 ½ credits
  - g) Health/Fitness – 1 credit
  - h) Speech – ½ credit
  - i) Foreign Language – 1 credit
  - j) Community Service – 1 credit
  - k) Fine Arts – 1 credit (Band, Choir, Theater, Culinary Arts, or Photography)
  - l) Electives – 2 credits

**College Preparatory High School Program:**

- 1) Credits – A student must earn 28 credits to complete the College Preparatory program.
- 2) Core Courses. A student must demonstrate proficiency in the following:
  - a) English language arts – 4 credits (English I, II, III, and IV)
  - b) Mathematics – 4 credits (Algebra I, Geometry, Algebra II and one elective math)
  - c) Science – 4 credits (Biology, Chemistry, Physics, and one elective science)
  - d) Social Studies – 4 credits (Geography, World History, U.S. History, Government/Economics)

- e) Bible – 4 credits\*
- f) Physical Education – 1 ½ credits
- g) Health/Fitness – 1 credit
- h) Speech – ½ credit
- i) Foreign Language – 2 credits
- j) Fine Arts – 1 credit (Band, Choir, Theater, Culinary Arts, or Photography)
- k) Community Service – 1 credit
- l) Electives – 1 credit

**Distinguished Achievement High School Program:**

- 1) Credits – A student must earn 28 credits to complete the Distinguished Achievement program.
- 2) Core Courses. A student must demonstrate proficiency in the following:
  - a) English language arts – 4 credits (English I, II, III, and IV)
  - b) Mathematics – 4 credits (Algebra I, Geometry, Algebra II and one higher level math elective)
  - c) Science – 4 credits (Biology, Chemistry, Physics, and one elective science)
  - d) Social Studies – 4 credits (Geography, World History, U.S. History, Government/Economics)
  - e) Bible – 4 credits\*
  - f) Physical Education – 1 ½ credits
  - g) Health/Fitness – 1 credit
  - h) Speech – ½ credit
  - i) Foreign Language – 3 credits
  - j) Fine Arts – 1 credit (Band, Choir, Theater, Culinary Arts, or Photography)
  - k) Community Service – 1 credit
- 3) Advanced Measures. A student also must achieve any combination of four of the following advanced measures. The measures must focus on demonstrating student performance at the college or professional level. No single advanced measure category listed below may be used for more than two of the four required advanced measures. The student may choose from the following options:

- a) Original Research Paper/Project – Details and criteria for this assignment may be obtained from the school principal or academic counselor. All projects must be approved in advance.
- b) Test data showing the student has earned:
  - i) A score on the Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT) that qualifies the student for recognition as a commended scholar or higher by the College Board and National Merit Scholarship Corporation.
  - ii) A score on the ACT of 27 or higher.
  - iii) A score on the SAT of 1200 or higher.
- c) College academic courses, including those taken for dual credit, and advanced technical credit courses, with a grade of 3.0 or higher.

\* The student must pass one semester of Bible for each semester in attendance at Longview Christian School. Fewer Bible credits for transfer students will be balanced by more elective courses from the previous school.

## ACADEMICS

### LCS Academic Grade Codes Listing

GRADE	DESCRIPTION	NUMERICAL RANGE	GRADE POINTS
A	Excellent	90.00 – 100.00	4.00
B	Above Average	80.00 – 89.00	3.00
C	Average	70.00 – 79.00	2.00
F	Failed	00.00 – 69.00	0.00

### Cheating

Any student cheating in any form will receive a "0" for the assignment and disciplinary penalty. The second offense of cheating may result in disciplinary action, which may include suspension.

### Doctrine in Bible teaching

At LCS we avoid highly controversial topics as much as possible, especially as they relate to denominational issues. Our student body represents a wide variety of church denominations and theologies. We choose to focus on unifying the body of Christ at LCS. Issues such as the charismatic movement, sequence of events of the last times, mode of baptism after conversion, etc., are avoided and referred to the individual's local church.

### Homework

Generally, it will be the policy of the school not to assign large amounts of homework. However, when homework is assigned, it is to be geared to the student's ability and relative deficiencies. Homework provides a means of making parents aware of the academic level of the child. Homework allows parents to observe any difficulties encountered by the student in acquiring concepts and skills. Homework provides extra reinforcement of skills and concepts being taught in the classroom.

### Grading Policies

- Late work
  - K-5<sup>th</sup> grade - 10 points taken off for each day daily work is late. 15-20 points taken off each day projects/book reports are late. After the third day the student will receive a zero.
  - 6<sup>th</sup>-12<sup>th</sup> grade - 15 points taken off for each day daily work is late. 20

points taken off each day projects/book reports are late. After the third day the student will receive a zero.

- Failed tests - It is up to the teacher's discretion whether a test will be given over. If a teacher retests individuals, no higher than a 70 can be made. The decision to retest will be made based on a desire to help the student master the material. If the student fails due to lack of effort or preparation, they will face the natural consequences of their choices.
- Full Day Absences-Make up work/tests – If a student’s absence is excused (see attendance policy), that student will have 1 day for each day they were absent to make up their work that was missed. Any tests missed must be taken the day they return. If the absence is unexcused, no make-up work will be accepted and all daily work and tests missed will be given a zero. NOTE: Major projects and assignments are due on time. If the student is absent, the project or assignment must be turned in by the class period or it will be considered late. No make-up days will be allowed.
- Partial Day Absences-Make up work/tests (6<sup>th</sup>-12<sup>th</sup> Grade) – If a student’s absence is excused (see attendance policy), that student will have 1 day for each day they were absent from class to make up any new assignments that they missed. However, they are expected to complete any tests or quizzes they will miss that day during the time they are here. They are also expected to turn in any homework or assignments that were due in class that day. Tests, quizzes, and assignments that are not properly completed according to these rules will follow the late penalty guidelines described above.
- Missed work for tardies (K-5<sup>th</sup> Grade) - Any work missed because a child is late to class will be sent home to be done for homework that night. Missed tests will be given during the day at the teacher's convenience.
- Communication with parents
  - Grades K-5<sup>th</sup> – If a student fails to turn in an assignment on time, this information will be recorded in the student’s daily folder.
  - Grades 6<sup>th</sup>-12<sup>th</sup> – If a student fails to turn in an assignment on time, an email notification will be sent to the parents.
- Cross-subject grading – As a part of our education philosophy at LCS, we believe that students are learning information to be able to implement in life. While we do focus on individual subjects one class at a time, we do not individualize those subjects for the purposes of grading. Students are expected to utilize learned skills across subjects according to their grade level. This principle is employed in all grades, but especially at the junior high and high school levels. Some practical examples of this philosophy:
  - In any writing assignment in any class, points will be deducted for

improper English or spelling. This might be a more costly deduction in the English class than the Bible class, but poor writing must be corrected at every level to show significant improvement.

- A science question might also require mathematics to answer correctly. If they display mastery of the scientific principle, but fail to answer correctly due to miscalculation, they will only receive partial credit. We deduct for the math error because we expect the principles learned in math class to be applied correctly in science class as well.

### **Promotion and Retention**

The decision to promote or retain a child at the end of the school year is based on the child's ability to function adequately at the current grade level. Aspects to be considered include academic progress (especially in reading, language, and mathematics), presence of any learning disabilities, and on occasion, social immaturity.

### **Standardized Testing**

Standardized testing is used to help meet the needs of the family by giving information about the student's ability, knowledge, experiences, and interest. Testing serves to indicate the student's progress and provides his teacher with information necessary to determine the need for remedial help, enrichment, or other special programs. The result of this test has no bearing on whether or not the student is promoted to the next grade level.

Standardized achievement tests are given in April each year. Third, fifth, seventh, and tenth graders also take the In View test. Data from all tests are kept in the permanent records of the school.

### **Report Cards**

Report cards will be emailed at the end of each nine weeks period. At the end of the fourth quarter, report cards will be emailed after final statements are paid.

### **Quarterly Honor Roll**

There are two honor rolls. The "A" honor roll consists of students scoring "A's" in every subject for the quarter. The "A/B" honor roll consists of students scoring "A's" and "B's" in every subject for the quarter. To be listed on either honor roll, the student must be working on grade level and must not have any unsatisfactory conduct grades.

## **Tests, Exams, and Special Assignments (Grades 6<sup>th</sup> – 12<sup>th</sup>)**

We believe that speaking and writing skills are essential to future success. We also desire to inspire students to truly think. If they are simply regurgitating facts and information, we are failing at our job.

To that end, public speaking opportunities, writing assignments, and creative thinking will be integrated across all subjects as much as possible. Essays and verbal presentations are excellent tools to prepare students for the future. Tests and exams will not be all multiple choice questions. Tests will contain questions that require essay responses and require the students to apply the principles they have learned to real world situations, not just to recite information.

## **Test and Final Exam Reviews (Grades 6<sup>th</sup> – 12<sup>th</sup>)**

One of the goals of an LCS education is to graduate students who are prepared for college. Two important aspects of being ready for that next step are:

1. *Retaining* the knowledge conveyed to them in the classroom and through assignments.
2. Knowing *how to study* and evaluate which facts and concepts are most important to remember.

Our goal is **not** to graduate students with high GPAs, unless that GPA is a reflection of the knowledge they have truly learned and retained.

With that principle in mind, teachers will be very careful in how they review for important tests and final exams. These tests are designed to determine what knowledge was retained from weeks of classroom lectures, quizzes, homework, and projects. To provide a complete review prior to the test has the potential to allow students to “cram” information (short-term memory) to score well on the test, but retain little.

Test reviews should guide students. They should help students navigate their own notes to determine what concepts are most important and what information will probably be tested. Teachers will not provide comprehensive review materials or “cheat sheets” as a part of the review. These types of materials marginalize the work that should have been done all semester.

## **Access to Records**

The Buckley Amendment of the Family Educational Rights and Privacy Act of 1974 grants the right of access to educational records accumulated subsequent to December 21, 1974. Access must be granted within 45 days of parents submitting written request to the Administrator's office. Records available include student grades, evaluations, and

standardized test results. Records will not be released to persons or institutions outside the school without a parent's written request.

The Buckley Amendment affords parents the right to challenge the accuracy of recorded information. A parent making a written statement may challenge the content of student records. That statement shall be inserted in the records. Parents must submit challenges in writing to the Administrator. Statements of challenge will be inserted in the student's records.

## **CODE OF BEHAVIOR**

In order to ensure spiritual and educational benefits for all students, each student will be required to conform to and obey all LCS rules and regulations. The primary objective of our system of discipline is to reach the heart of the student and consistently point them to Jesus Christ. If we succeed in this mission (by producing students who are devoted followers of Christ), desired behaviors such as respect for others, self-discipline, obedience, responsibility, and kindness will all be natural by-products. Students are held to high behavior standards, but redirection and discipline are designed to be administered in an attitude of love and grace.

In the narrative below, we detail many specific actions or behaviors that are considered infractions at LCS. These are listed to help students clearly understand our expectations. However, it is important to note that our desire is to avoid the circumstance where the focus of the discipline system shifts from “heart change” to “behavior modification.” We never want students to feel that our goal is to keep a record of their wrongs, but rather to explain the heart behind each rule and to encourage them in every circumstance to deepen their relationship with Christ.

### **Minor Infractions**

Teachers will generally be responsible for the conduct of students throughout the school day. Students should expect to be corrected by a teacher when they violate the code of behavior. In the case of minor infractions, parents will not be contacted in every circumstance. If the teacher's corrective action has proven unsuccessful, parents will always be involved and informed.

The following examples of unacceptable conduct will be considered MINOR INFRACTIONS of the Code of Behavior.

- Unprepared for class
- Inattention/not participating in class/off task
- Late to class
- Running in the building, horseplay in hallways
- Excessive talking
- Rude or inconsiderate talk
- Minor property damage, meddling with other people's property
- Misconduct in chapels, assemblies, or school-sponsored activities

- Minor dress code violations
- Littering building or grounds or leaving a mess
- Possession of unauthorized items (i.e. electronic devices, toys, etc.)
- Violation of the school cell phone policy
- Consumption of food/drink in "unauthorized areas"
- Other lesser actions considered inappropriate at school

### **Major Infractions**

The Principal/Administrator will generally be responsible for handling major infractions. Parents will be notified in writing and/or telephone of the nature of the infraction and the disciplinary action taken.

The following infractions constitute examples of unacceptable behavior considered MAJOR INFRACTIONS of the Code of Behavior that will be handled in a firm and earnest manner.

- Cheating or Lying
- Profanity or obscenity
- Fighting
- Suggestive language or gestures
- Major dress code violations
- Disrespect for staff members
- Major or intentional property damage
- Rebellious attitudes
- Possession/consumption of alcohol, tobacco, or illicit drugs
- Sexual misconduct
- Theft or vandalism
- Truancy
- Possession of knives or other dangerous objects or weapons
- Any gross violation of the Word of God

## **Sexuality and Gender**

LCS provides opportunities for boys and girls to cultivate friendships with the opposite sex. In some instances, these associations will deepen into more than passing friendships. This is both natural and expected; however, all such friendships must be handled in a responsible manner. Holding hands and other physical intimacies are not allowed at school. Inappropriate public displays of affections will not be allowed at school functions.

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person. As such, students are expected to 1) dress in conformance with one's biological sex both on and off campus; (2) use the restrooms, locker rooms, and changing facilities conforming with one's biological sex; and (3) abstain from all intimate sexual conduct outside the marital union of one man and one woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10.) All such instances will be dealt with as a major infraction.

## **Disciplinary Methods for Grades Kindergarten – 5<sup>th</sup>**

Each elementary teacher will have the freedom to personalize their classroom discipline system to fit the changing needs of our young students. At the beginning of the school year, your child's teacher will be happy to share the specifics of their system with parents. Below are the key components that will be present in every classroom discipline system.

- Training and redirection are a normal part of the classroom. Just as we teach our students basic mathematics and language arts, we must teach them to obey and follow the teacher's direction and classroom rules. Consistent training will produce consistent results over time. (Proverbs 22:6)
- Classroom order is necessary for learning. Freedom, fun, and excitement all have their place in the LCS classroom, but to ensure that all children have the opportunity to learn, order and organization must be maintained.
- Love motivates true discipline. Even when students are corrected, they must sense that the penalty has been imposed because they are loved. (Hebrews 12:5-6)
- Behavior failures will happen. Students are humans and like the rest of us, are predisposed to fall short from time to time. We are not surprised when failure occurs. Instead we focus on the mission of restoration in love. (Romans 3:23)

- Behavior failures reflect a heart issue. To simply focus on correcting behavior is to only treat symptoms while ignoring the deeper problem. Teachers understand that discipline must always go back to the heart. When the true nature of Christ is revealed to a child, that encounter will be transformative. (John 10:27-30)
- Performance-based systems will always produce performers, but normally not Christ-followers. Discipline systems are necessary to train in God's ways, to teach responsibility, and to model justice and consequences. However, if the system simply encourages/rewards good behavior and discourages/punishes bad behavior, it will ultimately fail the student. Any person can be trained to do the right thing, but without a heart transformation and true love for the One who created the rules, they often abandon the training when the system is removed (adulthood). For this reason, we consciously choose to keep our focus on a relationship with God, rather than keeping track of successes and failures.
- Teachers will not send daily behavior reports home to parents. We understand that parents want to stay informed about their child's behavior - and for good reason, that child is your responsibility! However, problems arise when a child's full day of ups and downs must be characterized by a singular color, smiling stamp, or short note. This method does not allow for a complete understanding of all the successes and failures that occurred in the last 7 hours. Instead we ask for your trust that we will train and instruct your child throughout the day in a manner that is consistent with Biblical instruction. Normal redirection and instruction will be handled by the classroom teacher. When problems are recurring or major violations occur, we will contact you immediately and encourage your involvement in the training process.

### **Disciplinary Methods for Grades 6<sup>th</sup> – 12<sup>th</sup>**

The principles explained in the Elementary section apply to Junior High and High School students as well. The goal of our discipline system is to reach/change the hearts of our students, pointing them to Christ in all situations. Instead of "rule-followers", we work to graduate "Christ-followers." One of the biggest goals for our teachers to successfully reach the students' hearts, is to form personal relationships and to show them genuine love and care. We have purposefully designed our discipline system to be relational.

When our goals are accomplished successfully, students should:

1. Have a comprehensive knowledge of Biblical truth and a desire to follow God's laws.
2. Be completely devoted to Christ. Their desire to obey should flow naturally out of their love for God.

3. Live lives full of respect and love for others and a passion to introduce the people around them to Christ.

Specific infractions are listed above to provide clarity, but this list is neither comprehensive nor complete. Some LCS policies are detailed in other parts of the handbook. Some teachers may have specific rules not listed at all in the handbook. The point is not to list every action that is considered to be a violation, but instead to focus on the characteristics that are complementary to a Christ-filled life.

The following steps make up the LCS discipline method for 6<sup>th</sup>-12<sup>th</sup> grades:

1. Immediate Redirection - Throughout the day teachers may need to remind, redirect, and instruct various students regarding minor infractions or slight missteps. When redirection is well-received and corrective action is taken immediately, the discipline process will be complete.
2. Direct Instruction - When immediate redirection is not sufficient, the teacher will ask the student to stay after class. This will be a 1-2 minute conversation, intended to speak heart to heart about the situation and encourage correction and restoration. When instruction is well-received and corrective action is taken, the discipline process will be complete.
3. Teacher Appointment - If the teacher feels the issue is not resolved by direct instruction and additional discussion would be helpful, he/she will schedule a teacher-student lunch appointment. During this time, the teacher may discuss the specific problem more thoroughly, but will also spend time developing relationship and trust. When a teacher appointment is necessary, the teacher will send parents a behavior notification email informing them of the situation and asking for their cooperation. If you receive this email, please speak to your student and reinforce the teacher's efforts. When the appointment is well-received and corrective action is taken, the discipline process will be complete.
4. Administrative Referral - If the teacher feels the issue is not resolved by the teacher appointment, they will refer the student to the principal or administrator for additional discipline. Administrative referral will also be automatic in the case of Major Infractions. Administrative staff will meet with the student. The focus of the conversation will always be the heart of the matter. Parents will receive a phone call when administrative referral takes place. Normally this meeting will also result in automatic discipline. Discipline may include (but not be limited to): Parent conferences, noon/recess/before school detention, work detail, non-participation in extra-curricular activities, probation, suspension, and expulsion, and will be left to the discretion of the administration. Appeals with regard to discipline may be made to the school board.

## CO-CURRICULAR ACTIVITIES

Longview Christian School has established an outstanding record in athletic and co-curricular competition throughout its years of existence. Success at the district and state level in basketball, volleyball, track, academics, music and other activities are part of the LCS heritage. The LCS Lady Eagles volleyball team won a National Championship in 2005.

- **Sports** - Athletic teams are available to students in grades 6 through 12. Boys' teams compete against other schools in cross country, soccer, basketball, baseball, and track. Girls' teams compete in cross country, volleyball, basketball, and track. Golf and tennis are individual sports and may be available based on student demand.
- **Class Officers and Student Government Officers** - High school classes elect class officers each year. In addition, a very active Student Government is in place at LCS. Student Government officers campaign for office and are elected by the student body. Students choosing to run for an elected office must be willing to spend time outside of school hours to fulfill the duties of their office.
- **Parties** - Room mothers in K through 8th grade will contact parents concerning regular school parties. Parties for high school will be planned by the students through their class organizations.
- **Field Trips** - Classes at Longview Christian School enjoy the educational advantage of learning away from the school campus. Students enjoy field trips that enlarge their understanding of some phase of their class work. Field trips are designed to be educational, as well as recreational in nature. All students are expected to attend. However, students may be retained at school for disciplinary reasons.
- **Transportation to and from Activities** - Students participating in athletics or other activities are expected to ride the vehicles provided by the school. Drivers are licensed to operate these vehicles. After an activity or game is completed, students may leave to go home with their parents. Parents will need to check out with the coach/sponsor in order for their son/daughter to leave an activity/game with them or any other person. Students will not be allowed to leave with another student or parent without written permission.
- **Transportation Policy**
  - LCS will transport students to and from scheduled field trips and other class activities.
  - If school transportation is not available, responsible parents will be approached and asked to drive for the event.

- Parents have the option to transport their child, and only their child, if for some reason the school provided transportation is objectionable.
- All music played or sung on LCS-provided transportation must be uplifting to the Lord Jesus.
- If seat belts are available in the vehicle, they must be worn while the vehicle is moving.
- Students using LCS transportation are expected to follow the bus rules.
- **Rules for Bus Riders**
  - Stay seated while bus is moving.
  - No more than three (3) to a seat on the bus.
  - Keep hands, arms, and heads inside the bus at all times.
  - Close windows and pick up trash before leaving your seat.

## **ATHLETICS**

### **General**

Athletic events at LCS are designated as the organized school team sports, which play in the name of the school, wear school uniforms and/or have a school employee as the coach. The members of these teams, their managers, scorekeepers, and other support personnel will be regulated by the following conditions:

Only the most current grades will be considered for this eligibility. Students with more than one failing grade will be ineligible for the next three weeks. Students who are failing multiple classes cannot travel to the games with the team or play in the game. Practices during P.E. periods at the junior high level are permitted since this is for a P.E. grade. Students may attend games or events on their own.

Probation starts after the progress reports or report cards are issued. It concludes after three weeks if the student is now meeting eligibility standards. If not, the student will be reevaluated at the next report card/progress report. Exceptions must be approved by the school board education committee. Athletic schedules are available on our school website: [www.lcseagles.com](http://www.lcseagles.com).

### **Medical Regulations**

All participants in athletics must have a sports physical report on file. High school athletes must obtain a physical every year. Each player, member, manager, and helper must complete an athletic contract. An authorization for emergency medical treatment must be on file with the athletic director. Students must be on a team roster and thereby covered by athletic insurance. Rules of conduct for Student Activities will be applicable to all athletic participants.

### **Transportation Regulations**

- Transportation or pickup arrangements must be made for each event.
- Transportation from school to local event site may be the responsibility of the parents.
- Pickup of student athletes may be the event site or school - whichever is designated by the athletic director for that specific event.
- Transportation regulations for student activities are applicable.

## **Extracurricular Absentee Policy**

When an event requires that a student miss class, whether an academic or athletic event, the following applies:

- Missed work is to be done according to the regular school rule of one (1) day for each day missed to complete the work.
- Students must attend school the day after an event unless there is a valid excuse. "They were tired" is not a valid excuse. Students absent without a valid excuse will not play in the next event.

If sickness requires a student to stay home from school on an event day, they will not be allowed to participate. If a student is absent from school because of illness, a note from either a parent or a doctor is required before a student can play again. Absences due to a scheduled appointment will not affect participation.

## **Athletics Travel/Homework Policy**

When athletes have out of town games that arrive back to town late at night, they will be given one extra day to complete homework assignments (detailed below):

- If the arrival time is after 9:00pm, the extra day rule will be in effect. If they arrive before 9:00, homework will be due as originally assigned.
- This policy does not apply to tests or long-term projects, only daily homework. The idea is that if they have had multiple days to prepare (tests, major projects, papers, etc.), then they should do the work in advance, knowing the game will be late. If it is an assignment/homework from the daily lesson or quiz related to the daily reading assignment, then they get an extra day to complete.
- The work is due in class the next day (after the extra day). If they do not turn it in during class, the normal rules regarding late assignments will commence.

## **Conduct at LCS Sporting Events**

It is important to realize most of us have grown up in an atmosphere of athletic competition different from that in Christian schools such as LCS. As such, it is sometimes difficult to acclimate ourselves to the "strange" atmosphere of Christian athletics. One of our first jobs with new athletes at LCS is to "educate out" some of the attitudes and philosophy instilled in them by professional and other sports. We coach our young people to win and be winners, but, more importantly, to be Christians at all times.

Part of our philosophy of Christian athletics is that no opposing team is an "enemy" to be downgraded or harassed. We also teach that no official is ever doing anything but his best and, as one in authority, deserves our respect and obedience. Our young people must be taught that those in authority are to be respected at all times, not just when we agree with them.

For this reason we at LCS require, among other things:

1. No downgrading or yelling at or against the opposing team. Yell for ours but never against the opponent. Players are prohibited from "trash talk" to opponents.
2. No display of disagreement, at any time, for any reason, with official's decisions and no criticism of officials verbally, physically by expression, or in any way, for any reason, at any time, by anyone.

Penalties for players violating these tenets include suspension or removal from the team. Our goal is for LCS teams and fans to be recognized as having the very best Christian sportsmanship. This is the highest tribute possible for the Christian character of our youngsters and the success of our program. It is far more important for the character development of our athletes than whether we win or lose. No athletic event ever played is worth risking a person's Christian testimony, yet that's what negative reactions to fellow Christians (be they players or officials) does - it harms our Christian testimony.

We request from all our many loyal and invaluable supporters that you assume individual responsibility to adhere to the same guidelines as our students do. We request this both because it is the **right thing to do**; because it sets the **right example** for our youth; and because the leagues and Christian circles in which we play expect it of our fans and players if we are to continue to participate!

## MISCELLANEOUS

### **Student Information Record Changes**

Changes in a student's address, phone number, parent's work location, or emergency contact information should be kept current in the school office. Please notify the school in writing of information changes as soon as possible.

### **Care of Facilities, Equipment, and Textbooks**

Students are expected to take care of school facilities, equipment, and textbooks. Disciplinary action will be taken when students abuse the facilities or equipment. A student will also be expected to pay for repair or replacement of any facilities or equipment he/she damages. Hardback textbooks are to be covered immediately after being issued. Fines may be charged for abused textbooks, books lost, or books left in unapproved areas.

### **Phone Calls**

Please feel free to call the office at any time. To contact a teacher, please call the office and leave your number with the secretary. The teacher will return your call. To contact your son/daughter, call the office and the secretary will give the student a message or have the student return your call. Incoming messages will be relayed during breaks between classes only. Classes will not be disturbed for non-emergency messages.

### **Cell Phones**

At LCS our desire is to have more technologically advanced classrooms incorporating the use of tablet computers, wireless technologies, smart-boards, etc. At the present, limited funds prevent the implementation of most of these advancements. However, student smartphones do present an opportunity to incorporate some technology in the classroom. We also recognize that society has come to accept cell phones as the norm throughout our daily lives. They are used at home, in the marketplace, in the business world, and even in schools. We know that parents give students cell phones because they want to be able to contact them when necessary. Cell phone usage by students on campus will abide by the following guidelines:

## **Cell Phones – High School Students (9<sup>th</sup>-12<sup>th</sup>):**

1. General Rules
  - a. Cell phones should never prevent a student from listening and following a staff member's instructions.
  - b. Cell phones should always remain in silent mode. No loud or distracting ring tones. No noisy games or apps.
2. Rules for in the Classroom during Class
  - a. In the classroom, students are expected to keep their phones out on the corner of their desk or table at all times, in a face-down position. It should be in silent mode. Students are only allowed to pick up the phone when given permission by the teacher.
  - b. Students should not use phones for non-educational purposes in the classroom including, but not limited to:
    - i. No texting
    - ii. No emails
    - iii. No phone calls
    - iv. No games
    - v. No social media
  - c. Some examples of proper use in the classroom (with teacher permission):
    - i. Reading an electronic book assigned by the teacher.
    - ii. Taking notes
    - iii. Taking pictures of class materials as instructed by the teacher
    - iv. Recording audio of lectures if previously approved by school staff
    - v. Using the calculator or other educationally-based apps as instructed by the teacher
3. Rules for Outside the Classroom During Normal Hours (8:00am-4:00pm):
  - a. Normal, appropriate cell phone use is allowed including phone calls, texting, emails, social media, games, etc.
  - b. Cell phone use that is not allowed:
    - i. Music may not be played.
    - ii. No headphones (unless authorized by the teacher/staff for a specific purpose)
    - iii. If inappropriate messages, emails, or social media are posted online or inappropriate videos, pictures, or websites are visited during school hours, the phone will be immediately confiscated.
4. Penalties for Violation of the Rules
  - a. 1st Violation – Phone will be confiscated and held until payment of a \$25 charge.

- b. 2nd Violation – Phone will be confiscated and held until payment of a \$25 charge. Parents will be consulted.
- c. 3rd Violation - Phone will be confiscated and held until payment of a \$25 charge. Parents will be consulted. Student will forfeit the right to bring their cell phone to school.
- d. Additional violations will be handled by the principal/administrator as deemed necessary.

LCS is **not liable** for inappropriate cell phone usage by a student. If we discover it, we will deal with it as necessary. We cannot prevent or police all inappropriate usage. Parents are responsible for determining at what age their children are mature enough to be trusted with a cell phone and for regulating its use.

### **Cell Phones – Elementary and Junior High Students (K -8<sup>th</sup>):**

- 1. General Rules
  - a. Cell phones are not to be used, seen, or heard during school hours (while under school supervision\*). Teachers will confiscate phones if this policy is violated.
  - b. Cell phones may be brought to school AT YOUR OWN RISK. It is recommended that they be kept in the student backpack or locker on silent mode during school hours.
- 2. Rules for in the Classroom during Class
  - a. In the classroom, a teacher may allow for cell phone use that is for educational purposes. The teacher will notify students in advance if they are allowed to bring phones into class. Phones will never be required for any assignment.
  - b. Students should not use phones for non-educational purposes in the classroom including, but not limited to:
    - i. No texting
    - ii. No emails
    - iii. No phone calls
    - iv. No games
    - v. No social media
  - c. Some examples of proper use in the classroom:
    - i. Reading an electronic book assigned by the teacher.
    - ii. Taking notes
    - iii. Taking pictures of class materials as instructed by the teacher
    - iv. Recording audio of lectures if previously approved by school staff

- v. Using the calculator or other educationally-based apps as instructed by the teacher
3. Penalties for Violation of the Rules
- a. 1st Violation – Phone will be confiscated and held until payment of a \$25 charge.
  - b. 2nd Violation – Phone will be confiscated and held until payment of a \$25 charge. Parents will be consulted.
  - c. 3rd Violation - Phone will be confiscated and held until payment of a \$25 charge. Parents will be consulted. Student will forfeit the right to bring their cell phone to school.
  - d. Additional violations will be handled by the principal/administrator as deemed necessary.

LCS is **not liable** for inappropriate cell phone usage by a student. If we discover it, we will deal with it as necessary. We cannot prevent or police all inappropriate usage. Parents are responsible for determining at what age their children are mature enough to be trusted with a cell phone and for regulating its use.

\* Rules apply at any time the school is responsible for supervision of the student including early drop off, after school care, campus field trips, bus trips, etc.

### **Lunches**

Students should bring a nutritious lunch to school. Parents of students K-5th should not send lunches, which require special treatment, refrigeration, or re-heating. We offer a daily hot lunch program. Lunches are ordered through RenWeb. Students are to remain in the lunchroom until they have finished eating. Student behavior in the lunchroom should be based on courtesy and cleanliness. Each student is expected to clean up after himself. At no time are pupils allowed to take food outside of the lunchroom (except to eat in the picnic area when properly supervised). No student is permitted to leave school for lunch unless accompanied by an authorized person over the age of 21.

### **Use of Automobiles**

Students who drive to school must abide by the following rules:

- Cars must be parked in the designated area upon arrival at school
- Students should always lock cars parked on the school grounds
- Students will not be allowed to sit in cars upon arrival or dismissal - they must enter the school immediately upon arrival and exit the parking lot immediately upon dismissal

- Students will not be allowed to enter cars, their own or someone else's, at any time during school hours without permission

Students violating school regulations regarding use of an automobile will be disciplined accordingly and may be denied permission for auto use on school grounds. The school is not responsible for any stolen items.

### **Sending Money**

When sending money to the school office; please place it in an envelope showing the student's name, amount, and reason for payment.

### **Student Pick-Up and Drop Off**

Students may be dropped off in the morning between 7:30 and 8:30 am at the school entrance on Lake Drive. There will be teachers assigned to supervise students in the morning. Late arrivals (after 8:30 am) must be signed in at the school office (Pegues Place side of campus) by their parents.

Pick-up in the afternoon will be at the Lake Drive entrance. School is dismissed at 3:30 Monday, Tuesday, Thursday, and Friday and at 2:30 on Wednesday. Students must be placed in vehicles by a teacher only after verifying that the vehicle has the proper pickup number.

Pick-up numbers are provided to parents. Students may not be picked up without this number displayed in the vehicle. If the number is forgotten, please proceed to the school office. The office will communicate with the teacher to allow pickup. Students not picked up by 3:45 will be sent to the office and additional charges will apply.

### **P.E. Participation**

Students who are unable to participate in physical education classes must have a note from the parents. A note from a doctor may be requested if the period of time exceeds three days.

### **Lost and Found**

All student clothing and personal items (gym clothes, sweaters, coats, lunch boxes, games, toys, supplies, etc.) should be labeled with the student's name. Lost items will be placed in a box in the office building. Unclaimed lost items will be given away at the end of each semester.

## **Party Invitations**

Birthday or party invitations cannot be passed out at school unless they include all the girls or all the boys in the class.

## **Fire Drills**

Unannounced fire drills will be held throughout the school year. When the fire alarm sounds, all persons in the school building will file out in a quiet, orderly fashion. Each class will have an “assigned exit” through which to pass. Students are to remain quiet without talking with classmates during the drill. A signal will be given to end the drill and grant permission to re-assemble in the classrooms.

## **Tornado Drills**

Unannounced tornado drills will be held throughout the school year. When the siren sounds, all persons in the school building will file quietly to the designated area and sit down. A signal will be given to end the drill and grant permission to re-assemble in the classrooms

## **Parent-School Communications**

1. Communication between the parents and school is of utmost importance. Parents are issued a school calendar that gives important dates. While face to face, phone calls, letters, text messages, LCS website, and social media are all ways that communication may occur, LCS has designated two methods to be our primary means of communication. If you do not have access to either of these options, please contact the school office for assistance.
  - a. Email – We send out informational emails several times per week to parents. Our monthly billing, behavior notices, and academic progress reports are also sent by email.
  - b. RenWeb – Each parent is given a log-in to our school RenWeb account. RenWeb is a direct line of communication between the school, teachers, and parents. It can be used to view the calendar, receive important information from teacher, view billing, view progress reports and grades, confirm homework assignments, and order lunch.

2. Parent-teacher communications may be in the form of written notes, phone calls, emails, or RenWeb. Parents may call the office to set up a conference with the teacher or may send a note requesting a call.
3. Longview Christian School encourages parents to be as involved as possible in their child's education. If you would like to visit your child's classroom, you are more than welcome. Please follow these procedures:
  - a. Call or talk with the school office to let them know when you would like to visit. They will check schedules, etc. Classroom visits should be limited to one hour and at a time that will not be distracting to the students. Please check in at the school office when you arrive.
  - b. Any items (supplies, lunches, sports equipment, etc.) to be delivered to your student should be left in the office. Please do not interrupt the class.
  - c. For security purposes, no one can be on campus without first obtaining a visitor badge from the front desk.

### **Parent – Teacher – Student Fellowship**

The PTSF is a fellowship/teacher support group. Parents may serve as elected officers for one-year terms. Elections take place at the last meeting of the year, if at all possible. If not, they will take place at the first meeting of the year. The current PTSF Board, along with the administrator, will serve as the nominating committee. The school board must approve fund-raising projects. The administrator is an ex-officio member of the PTSF board and attends meetings as needed.

PTSF meetings occur from time to time. These meetings are attended by all teachers and are recommended to all parents and students. They are an excellent time to obtain information about upcoming school events and volunteer opportunities. Occasionally the school board utilizes these meetings to discuss policy changes and important school information.

### **Fund-Raising**

LCS is endeavoring to keep tuition rates at a minimum. For that reason we will have periodic fundraising events throughout the year. We anticipate every student and/or parent's participation in helping us raise additional funds for designated school projects. The school is supported entirely by tuition, gifts, and these projects. Each family is required to raise at least \$500 annually as a part of the fundraising efforts. Any families who do not meet this requirement will be billed for the difference.

## **Volunteers**

Longview Christian School encourages volunteers to assist in many areas of the school program. Some areas of opportunity include: library helpers, lunchroom workers, fundraiser assistants, concession workers, handyman helpers, etc.

## **Conflict Resolution**

As in any endeavor, problems may arise. Longview Christian School follows the Matthew 18 principal in regard to conflict resolution. Parents should understand and agree that resolution must follow these steps:

1. Pray about the situation and determine if it seems serious enough to pursue.
2. Contact the teacher or other individual directly involved for a personal conference.
3. If unresolved, contact the principal or administrator for a conference.

## **WITHDRAWALS AND DISMISSALS**

### **Withdrawals**

Withdrawals from school must be made through the administrative office. Any account left open will incur additional tuition and fees until a withdrawal is signed in the office. School records will not be released until all financial accounts are paid.

### **Dismissals**

Students will not be permitted to attend class if the family fails to keep their financial agreement with the school.

A student may be dismissed from school at any time he/she is found out of harmony with the rules and policies of the school.

## **NONDISCRIMINATORY POLICY**

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

# Longview Christian School

## Dress Code

### Basic Dress Code - All Students (K - 12<sup>th</sup> grade)

**Polos:** Red, white, or navy LCS monogrammed polos (tucked or untucked) purchased from Land's End. All students must have at least one **RED** LCS polo for field trips and special events.

**Pants:** Blue jeans in good repair. No holes, no jeweled embellishment, no frayed edges, and blue color only - various other colors are not acceptable. Navy, khaki, or tan colored slacks in good repair.

**Socks and Girls Leggings:** Must be solid red, white, tan, black, or navy and matching.

**Acceptable Outerwear:** Only LCS monogrammed jackets, sweaters, and other outerwear purchased from Land's End may be worn in the classroom or school buildings during the school day. Non-LCS zip-up or button-up jackets or coats may be worn outside between buildings or during recess. No sweatshirts may be worn on campus. LCS Letterman jackets are also acceptable.

**Acceptable Undershirts:** Long-sleeve or short-sleeve undershirts may be worn under school polos. Acceptable colors include: white, navy, red, tan, gray, and black.

**Hats:** No hats may be worn on campus *during the school day*.

**2<sup>nd</sup>-8<sup>th</sup> PE Uniforms:** All LCS PE shorts, T-shirts, and sweats must be purchased from the LCS Land's End account. Athletic shoes are required. (K-1<sup>st</sup> do not change for PE.)

**9<sup>th</sup>-12<sup>th</sup> PE / Athletics Dress Code:** T-shirts should not be in disrepair (holes, cut-off, stained, or visibly dirty). Sleeveless shirts and tank tops are not allowed. Shorts length may be no shorter than 4 inches above the knee for boys and 6 inches above the knee for girls. Clothing should not reflect branding or messages that could be considered contrary to the Christian faith.

**Grooming:** Visible body piercing or the appearance of body piercing is not allowed (with the exception of pierced ears on women). Hair is to be neat and trimmed, kept out of the eyes, and a natural color. Men are to be clean shaven. No tattoos.

### Additional Options for Elementary Girls (K - 5<sup>th</sup> grade)

**Shorts:** Blue jean shorts or navy/khaki shorts (dress-style shorts) must be properly hemmed and in good repair. No athletic shorts.

**Skorts:** Blue jean or navy/khaki skorts are acceptable for the elementary girls and must be in good repair.

**Polo Dresses:** Monogrammed polo dresses purchased through the LCS account at Land's End are also acceptable for elementary girls.

**Shoes:** Closed toed shoes must be worn for safety on the playground.

### Additional Options for Boys (K - 12<sup>th</sup> grade)

**Shorts:** Blue jean shorts or navy/khaki shorts (dress-style shorts) must be properly hemmed and in good repair. No athletic shorts.

### Additional Options for Girls (K - 12<sup>th</sup> grade)

**Capris:** Blue jean or navy/khaki capris are acceptable for the girls and must be in good repair.

**IMPORTANT:** *This dress code is **NOT OPTIONAL**. Students who arrive at school without proper attire will receive a demerit or other disciplinary action. **The school office will call the parents to have proper clothes brought to the school so the student can change.** Repeated violations will result in more severe consequences.*

## **LCS Dress Code Special School Events**

Below you will find the general guidelines for school activities that do not require the students to be in uniform. These are to be considered "minimum standards." School staff may enforce more detailed rules for a specific trip. Please keep in mind that the goal of these standards is modesty and being a positive reflection of Christ and LCS. Everyone has different standards for what is appropriate; therefore we strive to err more on the conservative side to respect the convictions of our brothers and sisters in Christ.

### **School retreats, Athletic trips, Class trips, Mission trips, etc:**

- **Boys** – Shirts should not be in disrepair (holes, cut-off, stained, or visibly dirty). Sleeveless shirts and tank tops are not allowed. Shorts length may be no shorter than 4 inches above the knee. Clothing should not reflect branding or messages that could be considered contrary to the Christian faith.
- **Girls** – Shirt straps must be at least 1 inch wide and cover the bra strap. Shirts should not be low cut in the front or the back. Shorts length may be no shorter than 6 inches above the knee. Skirts and dresses length may be no shorter than 2.5 inches above the knee. Clothing should not reflect branding or messages that could be considered contrary to the Christian faith.
- **Swimming/Beach Activities** – Boys should wear shirts to and from the swimming area. No speedos for the boys. Girls should wear a cover-up over their bathing suit to and from the swimming area. Girls' bathing suits must be a modest one-piece or a two-piece that covers the midriff (long tankini). If a bathing suit is worn that shows the midriff, girls must wear a colored t-shirt over it at all times.

### **Banquets and other formal occasions:**

- **Boys** – Boys should dress in appropriate formal attire including tuxedos, suits, shirt and tie, etc. Some events are more formal than others, but it is important that the students dress in attire that is appropriate and respectful.
- **Girls** – Skirts and dresses length may be no shorter than 2.5 inches above the knee. Dresses must have straps that do not show the bra strap and should not be low cut in the front or the back. Dresses must be tried on and approved by school staff prior to the event for all high school banquets.

### **Special ceremonies (Graduation, Awards ceremonies, Academic competitions, etc.):**

- **Boys** – Boys should dress in nice attire that could be classified as "Sunday-best" including dress pants or very nice jeans, polo-style or button-down collared shirt, dress shoes, and possibly a tie. Some events are dressier than others, but it is important that the students dress in attire that is appropriate and respectful.
- **Girls** – Skirts and dresses length may be no shorter than 2.5 inches above the knee. Dresses must have straps that do not show the bra strap and should not be low cut in the front or the back.

### **Picture Days:**

- **Boys** – Boys should dress in nice attire that could be classified as "Sunday-best" including dress pants or very nice jeans and polo-style or button-down collared shirt. No t-shirts, sweatshirts, athletic pants or shorts.
- **Elementary Girls** – Slacks, dress pants, or very nice jeans with a polo-style or button-down shirt or blouse. No t-shirts, sweatshirts, athletic pants, or shorts. Skirts and dresses length may be no shorter than 2.5 inches above the knee.
- **JH & HS Girls** – Slacks, dress pants, or very nice jeans with a polo-style or button-down shirt or blouse. No t-shirts, sweatshirts, athletic pants, shorts, skirts, or dresses. Shirts and blouses must have sleeves and should not be low cut in the front or the back.