



Levelland Christian School & Childcare Center Parent/Student Handbook

“Train up a child in the way he should go,
And when he is old he will not depart from it.”

Proverbs 22:6

Section 1 General Information

PLEASE TAKE TIME TO READ and REVIEW THIS HANDBOOK. . .

This handbook will answer many important questions. As unresolved questions or problems arise, please call or come in. Of course, it is always best to first discuss classroom problems directly with the teacher involved. This will solve most problems in the best way. (Matthew 18:15)

Levelland Christian School has a clear sense of mission to lay a Christ-centered foundation by incorporating Biblical principles with excellence in academics in a cooperative effort with the student, parent, and teacher. Levelland Christian School is committed to the concept that children are best prepared for a life of faith and service for Christ when they are nurtured by all three of the key influences in their lives: the home, the school, and the church.

Levelland Christian School (LCS) operates as a 501(c)(3) non-profit organization. Tuition money received does not cover the expense of operating the school. There is a need for financial support in the form of gift income from parents and friends. Gifts are tax deductible. Contributions should be made payable to Levelland Christian School on a separate check from tuition. LCS is staffed by Texas certified teachers and administrators and includes Pre-Kindergarten through 3rd Grade.

LCS is fully accredited through Accrediting Commission Texas Association of Baptist Schools (ACTABS), as approved through the Texas Education Agency. LCS is a member of the Texas Association of Baptist Schools (TABS).

Welcome to Levelland Christian School! The information contained in this handbook is a roadmap meant to guide your journey through the school year. It explains our policies and procedures as well as our expectations for parents and students. It also provides our core values, the principles that guide our decision-making process. In particular, I invite you to review our communication procedure on page 14. Communication is the key to any relationship, and we absolutely value open and honest dialogue with you as we travel this journey together.

I also want to take this opportunity to let you know a couple of things about our school. First, our role is to partner with you, parents, and your church, in the process of training your child in the way that he or she should go. Our world will be transformed as the family, the church, and the school work together in unison to raise a generation of leaders. Because of this, we are not a “student-focused” school. Rather, we are a “family-focused” school.

Second, our mission at LCS is to assist parents in providing students a Biblical worldview education. Everything we do at LCS is designed to encourage your student’s ability to pursue knowledge and to be able to discern truth. LCS is a place where spiritual growth and academic excellence work in tandem. We will challenge your student to grow in body, mind, and spirit in a way that is consistent with a Biblical worldview.

Finally, know that we consider you family! We are humbled and honored by the fact that you have chosen to partner with us, and we are excited about this journey!

God Bless,

Kendra Gibson

Head of School

Administrative and Financial Information

Late Pick-up Fees

Childcare Center

(Childcare and School Age Program)

A late fee of \$5 per child is charged if a child is not picked up and checked out by 5:30 p.m., plus \$5.00 for each additional 15 minutes thereafter. Late fees will begin at 5:31 p.m. To avoid a late fee, please allow enough time to check-out with the teacher, pick-up your child and collect their belongings before 5:30 p.m.

LCS Students

Please pick up your child at, 3:45 p.m. (Pre-K – 3rd). A late fee of \$15 is charged if a child is not picked up within fifteen minutes after dismissal time. This fee also applies to detention pick up. Detention students are released at 4:30 p.m. Please exercise promptness. If your child is picked up by someone other than the parent, the parent is ultimately responsible for the late fee.

Miscellaneous Fees

Expenses for field trips, school supplies, and school uniforms **are not** included in the Registration Fee.

Textbook Replacement Fee

The cost of replacing lost or severely damaged textbooks will be paid by the student.

Tuition / Fees/ Accounts

- Payment options: Quickbooks Payment (via email). Cash, Check, & Credit Card. *There is a 2.5% fee when paying with a credit card.
- Payments may be mailed to or dropped off at the Main Office. Please do not give tuition payments to your child's teacher. If you pay with cash, please bring the correct amount. Change is not always available.
- **School Families:**
 - a. Your total annual tuition is paid out over a ten-month payment plan (August - May). **The first payment is due August 20th.**
 - b. **Tuition accounts are due on the first Monday of each month**, delinquent after the 20th. A \$50 late fee is charged to all accounts not paid by beginning of the following month.
 - c. **Tuition accounts must be kept current.** Students whose accounts remain delinquent may be suspended from the classroom as of the first school day of the following month.
 - d. No student records (report card, transcript, etc.) will be released to parents or forwarded to a school until: all tuition and fees are paid in full, all library books/fines are returned/paid, all textbooks are returned, and any fines for severely damaged or lost textbooks are paid.
- **Childcare Families:**
 - a. Invoices are created on the first of each month for the entire month of care.
 - b. Payments are accepted weekly or the entire balance is to be paid by the 2nd Monday of the month.
 - c. If no payments have been made by the 3rd Monday of the month, your child will not be admitted into care. The entire month's balance must be paid before the following month's care begins.
 - d. Your child will not be admitted on the first of the month if there is an outstanding balance from the previous month.

After School Care (ASC)

After school care will be provided, on a limited basis through Levelland Christian School Childcare Center for an extra charge from 3:45 p.m. – 5:30 p.m. on Monday - Friday for those children who are enrolled in LCS. For more information concerning the Childcare Center, please call 806-893-7531.

Summer Camp

Our childcare center operates a Summer Camp program for ages 6-weeks thru 10 years old for the months of June and July. There is a set monthly fee for the entire month of care. No drop-ins or part-time options available.

Medical Information

Health & First Aid

- Students who are ill must be kept home from school.
- Students should not attend school if they have had a temperature within the past 24 hours. (No fever medication and fever free for 24 hours.)
- If a student has had emesis in the past 24 hours they should remain at home for 24 hours following the last emesis.
- Students who arrive at school with an illness will be sent home.
- Parents will be asked to pick up a student who becomes ill at school.
- Students cannot take medication without written permission (Medication Request Form) from a parent.
- ***Students must not give medications of any kind to another student under any circumstances.***
- **Childcare:**
 - A childcare student will be sent home if they:
 - Have a fever greater than 100 degrees.
 - Have emesis.
 - Have more than two consecutive diarrhea episodes that cannot be contained in a diaper.
 - Have yellow or green discharge coming from their eyes.
 - Have a rash that is indicative of illness.
- In the event of minor injuries, each classroom is equipped with a first aid kit and the student's teacher will tend to their needs. If a medical emergency arises, an ambulance will be called, then the parent, followed by the administrator of LCS.

LCS reserves the right to send any student home who, in our opinion, would hinder or affect the health of an individual or class group.

Visual and auditory tests are given to all school age students once a year.

Immunizations

Texas Law requires all students attending private or public schools, and childcare facilities to have immunization against vaccine preventable diseases. It is LCS policy that **students not meeting minimum vaccine requirements be excluded from school unless Exceptions for Compliance is filed in the school office.** If the Exemption from Immunizations Affidavit is filed in the school office it must be the original copy. Currently enrolled students who have been notified of a delinquent immunization must have proof of receiving

that immunization within 30 days of notice or that student will be excluded from school until the immunization is received. New students to LCS must provide proof of receiving the required vaccines before being allowed to enroll in school. A copy of the Texas Minimum State Vaccine Requirements for Students may be obtained at the school office.

Medication Guidelines

- Under no circumstances will LCS administer medication to a student.
- The school will provide simple first aid when needed.
- Students may not take medication without written permission (Medication Request Form) from the parent or guardian.
- Students are not allowed to carry medication on the school campus.
- All students with a diagnosis of Diabetes, Asthma, Allergies (Epi Pen required) etc., must have an annual Individualized Health Plan signed by parents or legal guardian. The Health Plan must be accompanied by a Management and Treatment Plan (MPT) signed by the student's physician.

Partnership

All Parent Orientation

Parents whose children are enrolled in LCS are required to attend the Parent Orientation each year. It is held in the Main Gym, the day of **Back to School Night**. This meeting will include information about the handbook, master calendar, introduction to staff, and other pertinent information for a successful school year.

Observation

Observing one's student in a classroom setting can provide the parent with helpful insight into their student's "world." Parents are encouraged to observe in their student's classroom for one hour per semester (fall and spring). The recommended hour may be shared between multiple children. Below are some helpful things to remember when observing your student:

- Please sign in on the classroom observation sheet the day and the hour you observe. (Remember that you may visit any time, but you should try to avoid testing times, the first and last three weeks of school, the day before a holiday, and special event days.)
- Observing a party does not count as classroom observation.
- Younger children are not allowed in the classroom.
- There should be little or no conversation with other observers or the students.
- Please take a seat in the back of the room.
- Please do not sit next to your student's desk.
- An appointment should be made if you wish to discuss your student's progress. Please refrain from conversing with the teacher about your student during observation. It is very important that the teacher's undivided attention be on the students.
- Please no cell phones in the classrooms during observation.

Please remember to pray for your student and your student's teacher.

Things to Look for During Classroom Observation

- What is your student’s response to the teacher?
- What is your student’s response to other students in the classroom?
- Does your student prefer group activities or do they prefer being alone?
- Do you see areas of weakness in your student’s academics?
- Do you see certain areas of their life where you need to help them develop Godly character qualities?
- Is your student attentive?
- Do they ask questions when they do not understand?
- Does your student seem sleepy, tired, or fidgety?
- Does your student seem prepared for the day’s work?
- Is your student easily distracted?

Please realize that the earlier in the year that you observe, the more beneficial it will be for your student. You may find areas where you may help your student as you become familiar with their world.

If, after observing, you have questions concerning any area of the classroom, please feel free to contact your student’s teacher.

Observation begins the 3rd week of school. It is recommended that you do not wait to observe until the final week of the semester.

Parent Ministry

Parenting is a hallmark of Levelland Christian School, a concept that has been foundational since the inception of the school. LCS was founded on the premise that parents are the child’s primary teachers and should be involved in the child’s ongoing formal education. Never before has there been a greater need for bridging the communication gap between the school and the home. LCS encourages parental involvement in our school through many avenues.

- LCS believes that the Word of God clearly teaches that the only legitimate marriage is the joining of one man and one woman. (Genesis 2:24; Romans 7:2; 1 Corinthians 7:10; Ephesians 5:22-23)
- The Word of God is clear that parents are to be the primary teachers and role models for their children (“These commandments I give you today are to be upon your hearts. Impress them on your children.” Deut. 6:6-7)
- God established the family as the first institution in human relationship and commanded fathers to teach His precepts to their children. (“For I have chosen him [Abraham as a father], so that he will direct his children and his household after him to keep the way of the Lord by doing what is right and just, so that the Lord will bring about for Abraham [and all fathers] what He has promised him” Gen. 18:19)
- Therefore, parents are to teach and model for their children not only God’s rules and precepts but also His heart and mind.

Parent Participation

Parent involvement is an essential part of the student’s education at Levelland Christian School.

Each parent is recommended to do the following:

1. Observe your child in the classroom, not special activities, for **one hour each semester.**
2. Attend the **Parent Orientation at Back to School Night.**

Parents will sign an observation sheet in the school office.

Volunteer Opportunities

Many volunteer opportunities are available to parents and will be notified throughout the year of such opportunities. LCS has two main fundraisers, the annual Fish Fry in October, and the annual Golf Tournament in May. Both events heavily rely on volunteers and donors for success. To enhance the safety and security of LCS, parent and other volunteers may be subject to a background check.

School Information

Hours

Childcare Center:	6 weeks thru 4 Years	Monday-Friday	7:00 AM – 5:30 PM
LCS:	Pre-K-3 rd Grade	Monday-Friday	8:10 AM - 3:45 PM

School Student: Students should not arrive before 7:30 AM. Children left after 4:00 PM will be taken to Childcare. A late fee is charged to parents picking up students after 4:00 PM.

Childcare Students: Drop-off begins at 7:00AM.

Phone Numbers

Childcare Center	(806) 853-7351
Pre-Kindergarten – 3 rd Grade	(806) 894-6019
Fax	(806) 897-0522

Email

General/Billing: business@lcswarriors.com Childcare: childcare@lcswarriors.com

Weather

On occasion, school may be called off due to inclement weather (snow or ice). A parent alert will be sent by school officials via text message. Please also check social media for updates. LCS will follow the LISD weather-closing schedule. In case of a 2-hour delay, school will begin at 10:00 a.m.

Withdrawal From School

Should you decide to withdraw a student during the school year please notify the school office. A verbal notice to your child’s teacher is not acceptable. A parent/guardian is required to officially withdraw a student by signing a Parent Authorization to Withdraw form.

No student records (report card, transcript, etc.) will be released to parents or forwarded to a school until all tuition and fees are paid in full, all library books/fines are returned/paid, all textbooks are returned and any fines for severely damaged or lost textbooks are paid. Families using the ten-month payment option may have a “Balance Due” or a refund (depending on account status) at the time of withdrawal.

Release of Children

Children will only be released to parents or to the person whose name appears on the admission form. If a person who is not authorized on the admission form to pick up a child, the parents must notify the school ahead of time. The person may be required to show a picture ID.

Section 2 Policies and Beliefs

School Board Right to Change

LCS School Board reserves the right to change any policy or procedure at any time in its sole discretion.

Admission Policy

1. Levelland Christian School (LCS) accepts applicants from families that are defined according to the Biblical perspective that marriage is between a male and a female.
2. Admission is based on a combination of several factors: availability of space, application date, interview, and evaluation of prior school records.
3. Final acceptance is based upon admission committee's approval.
4. Students who are admitted to LCS must agree to adhere to all policies outlined in the Parent/Student Handbook.

Communication Procedure: MATTHEW 18 PRINCIPLE

If you Have a Complaint...

- Express it promptly
Keeping it to yourself can cause ill feelings and friction which decreases our effectiveness as Christians. Jesus says that we cannot properly worship or serve God if there is a disagreement between ourselves and someone else (Matthew 5:23-24). So, get it out of your system. Express it promptly.
- Tell it to the right person
Complaints about school policy or operations should be expressed directly to the school principal. Complaints against specific individuals should be expressed first to the individual in question and should be expressed to the principal only if you cannot work it out between yourselves or if you feel they should know about it.
- Express it clearly
Make sure the person you are expressing your complaint to knows all the details of the situation, exactly what you are complaining about, and why. Misunderstanding of complaints can lead to further problems and needless hard feelings.
- Don't broadcast it
Express your complaint only to the person who should hear it. Unnecessary worry, harm, and hard feelings result when problems and dissatisfactions are expressed to persons other than those directly involved with the problem, and an impression of disharmony is presented.
- Pray about it
Ask God to help you make your complaint in such a way that it will result in the betterment of our school. Read & think about such passages as Ephesians 4:1-3 and Colossians 3:12-13. Pray about it!

Child Abuse Awareness

Each staff member and (or) volunteer of the Levelland Christian Childcare Center has received training for recognizing and reporting child abuse. Parents may contact the local Childcare Licensing Office at 5121 69th St. Suite A4, Lubbock, TX 79424 806.698.5511, the Child abuse hotline at 1-800-252-5400, or on the Internet at www.dfps.state.tx.us

If You Overhear or are Told a Complaint...

Express it promptly to the person who should hear it, and only him/her.

“As a prisoner for the Lord, then, I urge you to live a life worthy of the calling you have received. Be completely humble and gentle; be patient, bearing with one another in love. Make every effort to keep the unity of the Spirit through the bond of peace.” Ephesians 4:1-3

“Therefore, as God’s chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience. Bear with each other and forgive one another if any of you has a grievance against someone. Forgive as the Lord forgave you.” Colossians 3:12-13

If a Complaint is Made to or About You...

- Understand the problem
Make sure you know exactly what the complaint is and why it is being made. Ask the person making the complaint, if necessary.
- Give it prompt attention
Talk to the person who is complaining about you; or if necessary, discuss with the principal as soon as possible. Try to agree on an effective solution to the problem as soon as possible. This will show your concern and desire to cooperate and will stop the problem from getting bigger or worse. Give it prompt attention.
- Make it into a growth experience
Instead of taking offense at the complaint, realize that someone has pointed out something that can help you to grow as a Christian. Solomon says many times that the wise man is one who can accept and learn from counsel, reproof, and/or instruction. Learn from your mistake or from what has displeased the complainer. Make it a growth experience.
- Pray about it
Ask God’s wisdom in solving the problem and His help in putting the solution into effect. Pray that all may work out for the good of the school and for the good of His kingdom. Pray for the person who complained about you, and ask God to help you love them more. Above all, pray about reconciliation.

Parents should request a meeting with their child’s teacher if a problem arises.

If the matter remains unresolved, it should then be taken to the head of school. It is very important that the chain of authority be followed in such cases. This is the clear biblical standard of Matthew 18:15-17.

If a student develops a severe academic or character difficulty, the teacher is expected to contact the parents as quickly as possible to circumvent continued or increasing problems. Telephone calls are excellent ways to notify a parent of significant problems that may arise. Please avoid addressing any potentially difficult situations through email. Try to avoid explanations of why, or your expressed views of the problem from a source of purely spiritual insight. Stick to the facts.

- Communicate while there is still time to work together for success.
- Welcome parents into your room for observations.
- Inform parents of failing grades or any area where you see a concern.

Discipline Policy for Childcare Students

We will use positive redirection and the time out system in the discipline of children 18 months to four years of age. The child will only be put in time out for the minutes of his or her age.

If the child inflicts bodily injury to another child on purpose, the parents of the child will be called to the Childcare Center to discipline the child. The discipline will be individualized and consistent for each child, appropriate for the child's level of understanding, and directed towards teaching the child acceptable behavior and self-control.

Good discipline means that the classroom is free from confusion, disorder, and antisocial behavior. It means that each child, and the group operates freely within a structured framework, which they understand, accept, and incorporate into their behavior without constant reminder or punishment. Discipline is more than outward pressure; it involves inner understanding and acceptance. The goal of discipline is to develop Godly self-control.

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

- Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior.
- Reminding a child of behavior expectation daily by using clear, positive statements.
- Redirecting behavior using positive statements.
- Using brief supervised separation of time out from the group, when appropriate for the child's age and development.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- Corporal punishment or threats of corporal punishment.
- Punishment associated with food, naps, or toilet training.
- Pinching, shaking, or biting a child.
- Hitting a child with a hand or instrument.
- Putting anything in or on a child's mouth.
- Humiliating, ridiculing, rejecting, or yelling at a child.
- Subjecting a child to harsh, abusive, or profane language.
- Placing a child in a locked or dark room, bathroom, or closet with the door closed
- Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Discipline Policy for School Age Level Students

Tally System

The goal of the tally system is to encourage students to live more peacefully within the framework of normal school rules. If the system is working properly, students are able to correct misbehavior at the earliest time in order to avoid more serious consequences.

LCS utilizes the Tally System as a means of efficient and effective discipline. This system incorporates the parents and involves them directly in the discipline of their children. Tallies are given to students for misbehavior, for failure to observe school rules, and for irresponsible conduct. The purpose of this discipline is to **love and build up the child to become Christ-like.**

Tallies (small notes on pink paper) are given to students in the place of continued verbal warnings for inappropriate behavior. This is done after all rules are discussed and understood. When issuing a tally, it is the responsibility of the teacher to insure the student knows he/she has been given a tally. The teacher will speak to the student briefly about his behavior and note it on the tally. All issued tallies must be submitted to the office at the end of each day. Teachers must make sure the student understands the tally. To be sure, have the student repeat the rule back, restore and **ALWAYS PRAY!!**

Any teacher or staff member at LCS may give a direction to a student. However, only lead teachers and administrators may give tallies to students.

A student receiving **3 tallies** in one week must serve a detention. The detention slip will be sent home for the signature of the parent. If a student continues to receive excessive tallies within a short time period, a conference is called with the student's parents, an administrator, and the student. In the event of serious issues, the LCS school administration will address the situation.

Tally Guide

Put God First

*"Thou shalt love the Lord, thy God with all thy heart, and with all thy soul, and with all thy mind."
(Matthew 22:37)*

Respect for Others

"Thou shalt love thy neighbor as thyself." (Matthew 22:39)

Ready Obedience

"If you be willing and obedient, ye shall eat the good of the land." (Isaiah 1:19)

Diligence to Duty

"In whatever you do in word or deed, do all in the name of the Lord Jesus, giving thanks through Him to God, the Father." (Colossians 3:17)

1-3 Tallies. The following are general school guidelines:

- Show respect for the teacher (or substitute teacher) at all times. (1-3 tallies)
- Come to class prepared: textbook, notebook, paper, pens and pencils and assignment book. (1 tally)
- Be in your chair, or the classroom (teacher's choice) before the bell rings or you will be considered tardy. This applies to every class period, and some classes have specific consequences (See tardy policy). (3 tallies)
- Students are required to work on task as directed by the teacher. (1-3 tallies)
- Raise your hand for permission to speak or permission to get out of your chair. (1-3 tallies)
- Throwing items in classroom, commons, chapel, hallway or cafeteria (1-3 tallies)
- Students are NOT allowed to use cell phones or any other electronic device at any time during the school day, unless a need is established by a diagnostician. This includes watches with texting capabilities. Electronic devices should remain in their backpack or locker until after school. The faculty and staff may confiscate any unapproved electronic devices, and there will also be a \$15 fee to retrieve the device after school. (3 tallies)
- Students may only use cell phones or other electronic devices at approved times for academic purposes only. Students may use their phones before and after school and during lunch. Students will not be allowed to wear watches with texting capability or headphones on campus. The faculty and staff may confiscate electronic devices if used inappropriately, and there will also be a \$15 fee to retrieve the device after school. (3 tallies)
- Any confiscated electronic device may be examined, including phone numbers called, pictures stored, and text messages sent or received. Inappropriate materials found may result in further discipline. (3-6 tallies)
- Consuming food or drinks (bottled water is ok) without permission from the teacher. (1-3 tallies)
- Chewing gum in the school facility is not allowed. (2 tallies)
- Profanity or questionable language. (1-6 tallies)
- Public displays of affection, including hand-holding, kissing or hugging. (1-3 tallies)
- Speaking without permission (1-3 tallies)
- Working off-task (1-3 tallies)

6 Tallies. The following are general school guidelines:

- Lying, stealing or fighting. (6 tallies)
- Profanity or questionable language. (1-6 tallies)
- Cheating, directly copying or providing answers on homework, tests or projects. Some teachers allow peer tutoring or working toward a solution were all students have major input. Please check with your teacher to see if they allow peer tutoring for specific assignments. (6 tallies and a zero on all work for all parties involved)
- Solution manuals for math are not allowed at school. The manual will be taken from the student and returned to the parent after a conference with the principal or assistant principal. (6 tallies)

Dismissal from LCS - The following are general school guidelines:

- Firearms, knives, chains and any item considered a weapon are not permitted on the school grounds, campus or school-related activity. A violation is grounds for dismissal. Items will be confiscated.
- Books or magazines that represent immoral or controversial topics are not permitted and may lead to dismissal.
- Bullying, hazing or harassment of any type, including through social media, may lead to dismissal from Levelland Christian School.

- Levelland Christian School maintains a strict policy for any type of drug or illegal substance. Students involved with the possession of, the sale of, or who are under the influence of any type of drug or illegal substance will be subject to dismissal from Levelland Christian School.

The teacher may set additional classroom rules.

Any behavior or action that is potentially destructive or harmful to any student or staff member will be appropriately addressed as a discipline issue.

Drug and Alcohol Policy

Deterrent to the use of Illegal Drugs and Alcohol

Objectives

1. Prevent injury, illness, and harm resulting from the use of illegal and performance-enhancing drugs or alcohol;
2. Help enforce a drug-free educational environment;
3. Deter student use of illegal and performance-enhancing drugs or alcohol;
4. Give students a valid reason to resist peer pressure to use illegal drugs or alcohol; and
5. Educate students regarding the harm caused by the use of illegal and performance-enhancing drugs or alcohol.

Introduction

LCS is implementing a drug and alcohol policy because of our passion to help our students make good choices that are healthy and biblically based, and to ensure that we are above reproach in our interactions with our community. We are very blessed at LCS to have outstanding students and families that partner with us. Nevertheless, drugs and alcohol are a real temptation and we believe it is important for us to do all we can to ensure the safety and well-being of our students. LCS retains the right to drug test any student.

Prohibited Behavior

- **Illegal Drugs**
The use, sale, or offer to sell, purchase, transfer, manufacture, or possession in any detectable manner of an illegal drug or alcohol or any synthetic or “look-alike” substance by any student is strictly prohibited.
- **Drug Paraphernalia**
The sale, offer to sell, purchase, transfer, manufacture, or possession of drug paraphernalia by any student is strictly prohibited.

LCS Statement on Marriage and Sexuality

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 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 LCS.

Non-Discrimination Policy

Levelland Christian School admits students of any race, color, national and ethnic origin to all 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 and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, or athletic and other school-administered programs.

Operating Constitution

1. Mission

- a. Levelland Christian School will assist parents in providing students with a Biblical worldview education, equipping them to become Christ-like leaders in their homes, churches, communities and workplaces.

2. Core Values

a. Bible

God's inspired, inerrant, and infallible Word of truth that serves as the foundation for all instruction and learning. 2 Tim. 3:16; John 1:1, 14; Ps. 33:4; 119:9,11

LCS will:

1. Honor and uphold God's Word in our policies, procedures and relationships.
2. Have the Bible serve as the foundation for all instruction and curriculum.
3. Promote daily study and meditation and application of God's Word for faculty, staff, students and families.
4. Model in words and actions the truth of God's Word.
5. Implement God's Word as a filter for life choices.
6. Focus on the application of God's Word throughout the educational programs of the school.
7. Integrate Biblical truth throughout all of its educational programs.
8. Will develop a structured Bible curriculum at every grade level that will cause students to study and know God's Word.
9. Provide staff with training to integrate God's Word into all they teach and do.

b. Family

The God ordained and defined foundational unit of society that is the training ground for preparing future generations to know and serve Jesus Christ. (Eph 6:1-4; Col 3:18-21; Psalm 127:3-5)

LCS will:

1. View parents as the primary educators of their children.
2. Uphold and esteem the Biblical definition of marriage and the family.
3. Infuse throughout the curriculum the Biblical definition of marriage and the importance of the family in God's kingdom.
4. Help students understand and fulfill God's command to obey and honor their parents.

5. Hire and develop administrators, faculty and staff who model God's standard for the family.
6. Develop policies and procedures that reflect the importance of the Christian family.
7. Assist all families within the school community to live out God's priorities for life: God, marriage relationship, children, church, work.
8. Assist parents in fulfilling their God-given responsibilities related to educating their children by providing parent training opportunities and resources.

c. Education

Christian education is Bible-based, Christ-centered training that imparts knowledge and wisdom equipping students to be life-long learners and enabling them to achieve their full potential in Christ. (Proverbs 22:6; Luke 6:40)

LCS will:

1. Seek to hire highly qualified faculty and staff who are passionate about educating students from a Biblical worldview framework.
2. Consistently develop and evaluate Biblically-based curriculum and methods that maintain the highest academic standards.
3. Consistently emphasize the redemptive work of Christ in all of its educational efforts.
4. Provide staff with ongoing training in Biblical worldview development, a Biblical philosophy of education, and Biblical worldview integration.
5. Develop and maintain a comprehensive fine arts program that teaches students to express their talents in a way that glorifies God.
6. Develop and maintain an athletic program that teaches students to compete to their fullest potential to bring glory to God.
7. Provide the facilities and resources needed to provide all students with quality, Bible-based education.
8. Develop and maintain an academic program that is designed to meet the learning and behavioral needs of all students enrolled at the school.

d. Character

The reflection of Jesus Christ working in the life of an individual believer as evidenced by the fruit of the Spirit. (Gal. 5:22; 1 John 2:6; 4:17; Col. 3:23)

LCS will:

1. Hire and develop staff that model Christ-like character to students, families and each other.
2. Teach the nature and character of Christ found in Scripture.
3. Provide opportunities for students to develop Christ-like character through academics, the arts, athletics and missions.
4. Design activities that encourage Christ-like service to others.
5. Promote a culture of excellence defined by Christ's character - not the world's standard.
6. Implement a school-wide student discipline system and code of conduct that is designed to develop Christ-like character.
7. Train staff to intentionally and consistently implement the LCS student code of conduct and discipline system with the goal of developing Christ-like character in all students.

8. Conduct all of its educational and business efforts in a manner that reflects Christ-like character.

e. Church

The church is an institution ordained by God and headed by Jesus Christ. It consists of all believers and is represented by local bodies of believers who meet on a regular basis to worship, fellowship and study the Bible for the purpose of equipping the saints for the work of the ministry. (Acts 2:42; I Cor 12; Eph 5:24)

LCS will:

1. Emphasize the importance of family participation in a local church throughout the school community.
2. Implement policies and procedures that promote family participation in the local church.
3. Submit to the spiritual authority of Levelland Church as the school fulfills its responsibility as a ministry of Levelland Church.
4. Require all board members, administration, faculty and staff to be active members of a local Christ-centered, Bible-believing church.
5. Teach God's purpose for the church throughout its curriculum.
6. Develop relationships with local churches in an effort to strengthen the body of Christ in the Lubbock area.

f. Leadership

With Christ as supreme example, servant leadership is selflessly utilizing one's influence to impact the lives of others for God's glory. (Matt. 20:16, 25-28; John 13:1-7)

LCS will:

1. Hire, develop and maintain administrators, faculty and staff who model servant leadership in all they do.
2. Infuse the biblical principles of servant leadership throughout its educational programs.
3. Provide students with programs, activities and opportunities to serve others within their sphere of influence.
4. Encourage all staff to model servant leadership as they partner with LCS families.
5. Continually emphasize the importance of missions as we develop servant leaders.

g. Discipleship

Training students to follow Christ in every area of life. (John 8:31; Matt. 28:19-20; Ps. 78:6-7)

LCS will:

1. Hire and train staff that model discipleship in their own lives.
2. Emphasize the importance of a personal relationship with Christ.
3. Model and teach the importance of prayer, Bible study, worship and service to God and others in the life of a maturing believer.
4. Model and teach the importance of involvement in a local church in the life of a maturing believer.
5. Encourage all employees to disciple others through building strong, Christ-like relationships.

h. Stewardship

Stewardship is the intentional and responsible management and development of all that God has provided to LCS. It is the use of time, talent and treasure for God's profit. (Luke 16:10-13; 1 Peter 4:10-11)

LCS will:

1. View every employee, parent and student as a stewardship responsibility from God.
2. Teach and train students, staff and families on a Biblical view of lifestyle stewardship.
3. Provide, maintain and develop facilities to meet the educational needs of LCS students and staff.
4. Use wisely and responsibly the physical and financial resources available to LCS.
5. Educate and equip LCS students to recognize and answer God's call on their lives.
6. Assist parents in the ongoing Christian education of their children and the development of family values based on a Biblical worldview.
7. Hire, train and equip staff and faculty to fulfill the mission of LCS.

Student Electronic Devices/Network/Internet Policy

This policy sets forth the rights for the students accessing the Internet via the Levelland Christian School (LCS) network and the use of electronic devices.

POLICY

A. EDUCATIONAL PURPOSE

- Access to the Internet has been established for educational purposes only.
- Access to the Internet has not been established as a public service or a public forum. LCS has the right to place reasonable restrictions on the material you access or post.
- You may not use the Internet and/or the LCS network for commercial purposes – meaning you may not offer, provide or purchase products/services.

B. ACCESS TO ONLINE MATERIALS

- The material you access should be for class assignments or for educational research. Use of the Internet for sole entertainment purposes is not allowed.

C. You will not use the Internet or the LCS network to access any obscene, sexually offensive, illegal, malicious or any material that has been designated as for adults only.

- If you mistakenly access inappropriate information, you should immediately report this activity to a teacher, librarian or administrator.

D. PRIVACY, UNAUTHORIZED, and COMMUNICATION / INAPPROPRIATE USE

- Privacy
- You will not disclose names, personal contact information or any other private or personal information about other students, teachers or administrators.
- You are responsible for your own individual access and should take reasonable precautions to prevent others from gaining your rights.
- You will not share passwords or accounts.
- Unauthorized Activities
 - You will not attempt to gain access to any other computer, device or personal files via the Internet or by the LCS network.
 - You will not make deliberate attempts to interrupt or delay the LCS network or data contained within its files/servers by inserting any malicious code – including viruses, malware or spyware.
 - You will not gain access to the LCS network by any device not provided and/or supported by LCS – including laptops, iPads and other technology devices.

- You will not use the Internet via the LCS network to engage in any unlawful act.
- You will avoid the inadvertent spread of malicious computer code, including viruses.
- You will not misuse any distribution lists for sending irrelevant email messages – referred to as Spam.
- You will not use the Internet via the LCS network to engage in any activity that violates the standards for student conduct as set forth in the Parent/Student Handbook and the Honor Code.
- Plagiarism and Copyright Infringement
 - You will not plagiarize works that you find on the Internet.
 - You will respect the rights of copyright owners in your use of materials found on the Internet – including, but not limited to pictures, songs, logos and other affiliated documentation.
- Communication
 - Restrictions against inappropriate language apply to all speech communicated through the LCS network and Internet – including private mail/messages, public mail/messages, material posted on web pages and work performed/saved in user files.
 - You will not use obscene, profane, lewd, vulgar, rude, threatening or disrespectful language.
 - You will not post information that could cause damage or danger of disruption to any entity.
 - You will not engage in personal attacks, harassment or bully another person.
 - You will not post false or defamatory information about a person or organization, or post a parody page or otherwise impersonate another person on the Internet – this includes activity via social media outlets such as Facebook, Twitter, Instagram, SnapChat or any other web-related site.

E. LIMITATION OF LIABILITY

- LCS will not guarantee that the functions or services provided through the Internet or LCS network will be without error. LCS will not be responsible for any damage you may suffer, including but not limited to loss of data, interruption of service or exposure to inappropriate material or people. LCS will not be responsible for the accuracy or quality of the information obtained on the Internet. LCS will not be responsible for any financial obligations arising through your use of the Internet.

F. NO EXPECTATION OF PRIVACY

- Use of any LCS technology resource, including the use of its network to access the Internet, shall not be considered confidential and may be monitored at any time by designated LCS staff for routine maintenance and/or to ensure appropriate use for educational or administrative purposes. By using the LCS network to access the Internet, you voluntarily consent and agree to the monitoring of all of your activities on such network. LCS technology resources, including your use of its network to access the Internet, are subject to search at any time. All students have no expectation of privacy and should not use a LCS technology resource, including the LCS network, to share or send private or personal information.

G. POLICY VIOLATION

- Students violating the Student Electronic Devices/Network/Internet Policy may be disciplined in accordance with the severity of the violation, including dismissal from school for serious violations.

Property Searches

The LCS administration may conduct locker searches, book bag searches, clothing searches, and personal item searches (including electronic devices in the possession of a student) if, in the administration's sole discretion, it believes that such a search is necessary for the effective and efficient administration of the school. Students have no expectation of privacy in the items that they bring onto school property.

Students and parents agree that school officials may confiscate any property in the possession of a student that, in the judgment of the school official, constitutes evidence of a violation of school rules. Parents may schedule a conference with their student's campus administrator to discuss the return of such property; however, the administration reserves the right to maintain possession of the property until such time as it is no longer needed, in the administration's sole discretion, as evidence of a violation of school rules.

Statement of Doctrinal Belief

The Student and we (LCS parents and staff) acknowledge receipt of these doctrinal beliefs and affirm our adherence to these doctrinal positions:

- A. We believe the Bible to be the inspired, the only infallible, authoritative Word of God. (2 Timothy 3:15; 2 Peter 1:21)
- B. We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit. (Genesis 1:1; Matthew 28:19; John 10:30)
- C. We believe in the deity of our Lord Jesus Christ (John 10:33); in His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35); in His sinless life (Hebrews 4:15; Hebrews 7:26); in His miracles (John 2:11); in His vicarious and atoning death through his shed blood (1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9); in His bodily resurrection (John 11:25; 1 Corinthians 15:4); in His ascension to the right hand of the Father (Mark 16:19); and in His personal return in power and glory (Acts 1:11; Revelation 19:11).
- D. We believe that salvation is only by faith in the finished work of Jesus Christ through His death on the cross. There is no other way to be saved. (John 3:16-19; John 5:24; Romans 3:23; 5:8-9; Ephesians 2:8-10; Titus 3:5)
- E. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation. (John 5:28-29)
- F. We believe in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9; 1 Corinthians 12:12-13; Galatians 3:26-28)
- G. We believe in the present ministry of the Holy Spirit by the indwelling of Christians, enabling them to live godly lives. (Romans 8:13-14; 1 Corinthians 3:16; 1 Corinthians 6:19-20; Ephesians 4:30; Ephesians 5:18)
- H. We believe that in the beginning God created mankind in His image, and man is not in any sense the product of evolution. Mankind was originally created with the ability to live perfectly for God's glory. (Genesis 1:27, 31)
- I. We believe that Adam, the first man, sinned by disobedience. This act resulted in the fall of all mankind; therefore, all people have sinned and lost their ability to live for the glory of God. Every person's sin incurs both physical and spiritual death until there is forgiveness and salvation by the grace of God. (Genesis 3:1-24; Romans 3:10-23, 5:12-21, 6:23)

- J. We believe that the church is the body of Christ and the family of God. It is made up of saved and baptized believers, who regularly join together for worship, fellowship, and ministry. (Matthew 16:18; 1 Corinthians 12:12-14; Hebrews 10:25)
- K. We believe that it is the responsibility and privilege of every Christian to proclaim the good news of Jesus Christ and to seek to make growing disciples. (Matthew 28:18-20; Acts 1:8)

In addition to these important beliefs, we also believe that God has given the parents and the home the responsibility to bring up their children in the nurture and admonition of the Lord. (Ephesians 6:4; Proverbs 22:6) We believe that a consistent and whole education will occur when home, church, and school work closely together and are in agreement on the basic concepts of life.

Statement of Support-Parent/Guardian

- A. We have received and read the “Statement of Faith” of the School and are willing to have the Student educated in accordance with them.
- B. We will regularly and earnestly pray for Levelland Christian School.
- C. We will worship the Lord regularly at a Bible-believing church.
- D. We will fully cooperate in the educational activities of Levelland Christian School by doing my/our best to make Christian education effective in the life of the Student.
- E. We will require the Student to support the spiritual activities of LCS (chapel, Bible classes, scripture memory, etc.).
- F. We will pay all of our financial obligations to Levelland Christian School on or before the date due. If I/we are ever unable to do so, I/we will notify the School’s Main Office, giving a reasonable explanation for the delay and stating when payment will be made.
- G. We understand that the School has full discretion in the discipline of the Student in accordance with the “discipline policy” as published in the Parent/Student Handbook.
- H. We understand that LCS reserves the right to place the Student at the appropriate grade level and designate the appropriate teacher(s).
- I. We understand that the School reserves the right to dismiss the Student when either the parents/guardians or the Student does not cooperate with the policies of the School.
- J. We will volunteer for duties and responsibilities for Levelland Christian School as opportunities arise and God provides the time and strength.
- K. We will be faithful to attend parent functions at Levelland Christian School as best we can.
- L. If we become dissatisfied with Levelland Christian School in any way, I/we will strive to resolve the matter with the person(s) involved as privately and lovingly as possible, rather than spreading criticism and negativism. (Matthew 18:15-17; 5:23-24)
- M. We will seek to support and advance Levelland Christian School in every area possible – spiritually, academically, physically, and financially.

The School covenants to provide the best it can for the Student in the way of facilities, curriculum, faculty, athletics, social functions, and instruction. The School further pledges to do all possible to support your home in growing every student in the nurture and admonition of the Lord. As the legal parents or guardians of the Student, we covenant to support the School in its efforts at Christian education. We agree that it is our responsibility to strive diligently toward the observance of the “Parent/Guardian Statement of Support” as God enables us by the power of the Holy Spirit. If for some reason we become dissatisfied, we promise to handle the matter as privately and lovingly as possible. If support or resolution cannot be reached, I/we recognize it is my/our responsibility to leave the School and seek a school in alignment with our personal convictions.

Together, as a school and as parents/guardians, I/we pledge to submit our lives to one another and to the final authority of the Word of God.

As it is imperative that the School know the backgrounds of parents who volunteer to work with our students, we understand and agree that the School shall have the right to perform a background review on us at any time and the right to perform a motor vehicle records review if we are required to drive.

LCS Culture of Honor

Honoring God

It is through an eternal perspective that one submits his or her attitude, rights, and self to God and a cause that transcends self.

- We have an eternal mindset, versus a temporary, earthly mindset at all times.
- We possess a constant attitude of gratefulness.
- We are focused on being other-centered, selfless servants.
- We recognize that our transcendent cause is more important than our personal agenda.

Honoring Facilities

The environment, and in particular, the school's facilities are to be maintained with the utmost care and respect. This stewardship principle carries over to all areas of one's life.

- We never leave a place on campus until it is clean.
- We stop to pick up trash whenever we see it.
- LCS property is treated with respect; therefore, we do not do anything that could potentially leave damage to the grounds, facilities or contents therein.

Honoring People

All people deserve to be treated with respect and dignity. Everyone has value; therefore, our focus should be on serving and respecting others.

- We treat all people with respect, compassion and dignity.
- We recognize that simple actions such as a smile, friendly greeting, handshake, and eye contact demonstrate respect, care and being other-centered.

Honoring Kingdom Education

Embrace Biblical truth, strive for academic excellence, and model Christ-like leadership to influence homes, churches and communities for Christ.

- Partnership with family and church is vital.
- Embracing Biblical truth is more than "knowledge".
- Striving for academic excellence requires honesty, integrity and rigor.
- Modeling Christ-like servant leadership requires consistent attention to the community at stake.

Honoring School Activities

Active participation in the life and culture of the school's programs is encouraged. Participation is a privilege and it is an honor to "wear the LCS jersey." Supporting other participant's models our other-centered focus. Through participation and support, we are ambassadors for the Lord.

- Support programs by demonstrating respect for them and participating.
- Support one another by attending school events.

Levelland Christian School's 24/7 Policy:

Twenty-four hours a day, seven days a week, everyone is challenged to honor Christ. LCS requires students to honor these standards on and off campus, which upholds our highest commitment to Biblical principles.

Character and moral absolutes do not stop when LCS's students are dismissed at the end of the school day. LCS has been, and always will be, concerned about the behavior of students both on and off campus. In no way does LCS want to usurp the parental authority or create a legalistic atmosphere; LCS simply wants to be a school that unapologetically advances Biblical standards, moral absolutes, and a personal commitment to our Savior and Lord. LCS wants our students to internalize these Biblical principles.

- Student agrees that he/she has or is in pursuit of a personal relationship with Jesus Christ.
- Student agrees to regularly pursue opportunities to grow in spirit and in truth. (II Cor:9)
- Student agrees to strive for excellence as a student in all that he/she says and does.
- Student agrees to keep the guiding principles of the school and be a good steward of those things the school provides that enhance the learning experience. (Psalm 24:1)
- Student agrees to obey the Bible in speech and conduct.
- Student agrees to respect and cooperate with those in authority at LCS. (Romans 3:1-2)
- Student agrees to abstain from alcohol, drugs, and tobacco. (Ephesians 5:8)
- Student agrees to abstain from cursing, sexual immorality, dissension, and cheating.
- Student agrees to maintain a lifestyle based on Biblical standards of moral conduct. The student understands that moral misconduct includes, but is not limited to, sexuality immorality, any violation of the unique roles of male and female, cheating, lying and stealing. (Romans 1:21-27)
- Student agrees to cultivate good social relationships with his/her peers and teachers, making sure to treat others with consideration and courtesy. This includes, but is not limited to, the use of social media such as texting, Snapchat, Instagram, Twitter, etc. (I Timothy 4:12)
- Student agrees to the dress code that has been set by LCS, as stated in the Parent/Student Handbook.
- Student agrees to submit to the discipline policy of LCS, as stated in the Parent/Student Handbook.
- Student understands that once he/she enrolls at LCS, he/she is a part of the LCS family wherever he/she is. Therefore, the student agrees to abstain from behavior, both on and off campus, which would dishonor Jesus Christ, LCS, the church, his/her family, and himself/herself.
- Student understands that LCS can hold himself/herself accountable for any negative behavior, both on and off campus, at any time during the year.
- If LCS's parents/guardians and/or student does not agree and cannot support these standards, then the parents/guardians and student may want to reconsider whether LCS is right for their family. Of course, LCS realizes that there will be differences of opinion on certain issues, but LCS does desire support as we continue to focus on advancing a genuine Christ-honoring school. LCS is grateful to partner with parents/guardians as LCS continues to advance an educational training center based on Biblical principles. Violations of LCS's 24/7 policy may be grounds for disciplinary action by the LCS administration. Specific violations will be considered on a case-by-case basis in partnership between the LCS administration and the student's parents but may include dismissal from LCS.

Section 4 STUDENT SCHOOL HANDBOOK

Attendance

Attendance at school provides a student with classroom experience. This experience is composed of participation in class activities and direct instruction conducted by the classroom teacher. The instructional program designed by each teacher is a progressive and sequential experience. It is generally impossible for the experience to be “made up”. For this reason, failure of a student to attend class will be seen as a serious problem and will not be allowed.

Regular attendance and promptness are required of all students. Students are to demonstrate responsibility and dependability through their attendance. Both attendance and tardiness are recorded, and compiled records of attendance are kept on file for reference. Students must attend 90% of the school year in order to be promoted to the next higher grade; exceptions are made on an individual basis by administration. Students are permitted nine absences per semester.

In all cases of absence, students will be required to complete the necessary make-up work. A note to the teacher or a call to the office is required to verify an excused absence. The primary responsibility in this matter lies with the student and parent, not the teacher. Arrangements for make-up work must be made by contacting the teacher before or after school hours.

Grading

Student achievement in academics and character growth is reported each semester through report cards. Parents may inquire at any time about the academic progress of their child.

Homework

Homework is assigned as follows:

- In order to complete unfinished class work.
 - To provide supplementary drill in math facts and general reading practice.
 - As preparation time for a test in class later in the week.
 - To prepare special projects (reports, science displays, etc.) needing time and resource outside of the classroom.
- If your student runs into a very extreme homework night, please let the teacher know there is a problem.
 - Parents should monitor the “perfectionist” to prevent overload and burn out. A balance with church, family, and other healthy activities remains our goal.
 - Incomplete homework is graded accordingly. A zero is given if no homework is turned in.

Make-up Work

Parents are asked not to call the school office for make-up assignments. Students with excused absences will be allowed the number of days absent for make-up work. For example, a student absent three days who returns on Monday will have until Friday AM to complete homework and/or tests. A student absent only on the day of a test may be required by the teacher to take the test immediately upon return.

When a student will be out of school due to a non-emergency family trip, a parent may request that make-up work be sent with the student. Parents are asked to notify the teacher one week in advance so that select school work can be collected by the teacher to send with the child. This allows the child to keep up with the rest of the

class while away from school. All material sent with the student is to be completed and turned in to the teacher when they return to the classroom. If no material is sent with the student, the make-up work will be given upon student's return to school and normal absence make-up policy will be followed.

Promotion

To be eligible for promotion to the next higher grade, students shall:

- Attain for the year an overall average of seventy or above, which is derived by averaging the final numerical grade for language arts, mathematics, social studies, and science.
- Attain a subject average of seventy or above in each of the following : language, reading and mathematics.
- Be present at least 90% of the school year.
- LCS will not promote a student or recommend a student for the next academic level if academic and attendance requirements have not been adequately met. In such a case summer course work, or a suggested academic plan has to be completed and documented to justify promotion.

Tardies

“Punctuality is showing a high esteem for others and their time.”

Students should be in their classrooms when the bell rings. Students (K-3rd grade) arriving in homeroom after 8:15 a.m. are considered late to their first period class.

Detention

When a student breaks a classroom rule, they are issued a warning slip called a “tally.” A student, 1st – 3rd grade, who receives three tallies in one week, must serve a detention on a designated day for 30 minutes after school. If a student (PK-3rd grade) receives six tallies in one week, a conference is called with the parents of the student, the classroom teacher, the principal or assistant principal, and the student. At this time, a course of action is decided, and the parent determines the type of discipline they wish to administer.

1st – 3rd Grade: Three tallies accumulated in one week will result in a detention. Detention is held after school from 3:45 PM-4:15 PM.

Since the detention and behavioral standards for Levelland Christian School students are clearly stated, the accumulation of detentions may be viewed as a sign that the student is “unwilling” to submit to those standards. The school truly desires to assist Christian parents to teach their young people how to view conformity, accountability, and submission and respect for authority from a positive Biblical perspective.

We discipline students because we love them in Christ. Each time a student receives a detention, he must secure a parent's signature on that detention slip before it can be served. Failure to report to the assigned detention will result in the reassignment of the original detention and the assignment of an additional detention. We hope this process will increase the awareness in all homes regarding frequency and cause for the detention(s).

- If a child gets as many as three detentions in a semester, the teacher will have a conference with the parents.
- In School Suspension (ISS); Students may not participate in extra-curricular activities. ISS counts as 3 detentions towards student's citizenship grade.

Discipline

Good discipline means that the classroom is relatively free from confusion, disorder and anti-social behavior. It means that each child, and the group as a whole, operate freely within a structured framework which they understand, accept, and incorporate into their behavior without constant reminder or punishment. Discipline is more than outward pressure. It involves inner understanding and acceptance. The goal of discipline is to develop godly self-discipline.

Classroom Guidelines for Discipline:

Put God First—At the discretion of the teacher, 3 to 6 tallies may be given.

“Thou shalt love the Lord, thy God with all thy heart, and with all thy soul, and with all thy mind.” (Matthew 22:37)

Examples:

- Lack of reverence at appropriate times
- Bullying
- Fist fight
- Cut down
- Lying
- Stealing
- Cursing
- Pornography
- Outright disobedience
- Cheating
- Any item considered a weapon
- Intentional or malicious destruction of property

Respect for Others—1 tally offense

“Thou shalt love thy neighbor as thyself.” (Matthew 22:39)

Examples:

- Cell phone or smart watch possession
- Not letting someone in the door
- Cutting in line
- Talking during quiet time
- Bothering another child
- Excessive loud noises
- Throwing items
- Abusing another’s property

Ready Obedience—1 tally offense

“If you be willing and obedient, ye shall eat the good of the land.” (Isaiah 1:19)

Examples:

- Not being in listening and learning position
- Not following teacher’s instruction

Diligence to Duty—1 tally offense

“In whatever you do in word or deed, do all in the name of the Lord Jesus, giving thanks through Him to God, the Father.” (Colossians 3:17)

Example:

- Not accomplishing tasks at hand to the best of his/her ability
- Not staying on task

Automatic Detention In-School Suspension or Out-of-School Suspension

- Profanity
- Cheating
- Fighting
- Possession of pornography
- Consistent failure to follow rules

Any teacher or staff member of Levelland Christian School may give direction to a student. The student is expected to comply.

Simplified Rules for Pre-Kindergarten

- Instant obedience.
- The teacher is the leader.
- We will not hurt others with our words or bodies.

(Pre-Kindergarten – Kindergarten) When a child accumulates 3 tallies in a week, the tallies will be sent home to the parent.

General School Rules

Please read and discuss the following rules with your child.

- Restrooms are to be quiet and orderly. Please discuss cleanliness and orderly conduct in the restroom.
- Students are only allowed in designated areas.
- Parking areas are off-limits to children. Students are to wait with the teacher, away from the parking lot.
- Firearms, knives, chains and any item considered a weapon are not permitted on the school grounds, campus or school-related activity. A violation is grounds for dismissal. Items will be confiscated.
- The office cannot give out personal phone numbers over the phone. Please do not call and ask.
- Limited sweet treats. Please choose healthy options when bringing treats to school.

Leaving the Campus

Students are not permitted to leave the campus during school hours except by parental arrangement and office approval. Parents are required to check out students at the administrative offices. This is so that the school has knowledge of the whereabouts of students at all times.

Childcare Lunches & Snacks

LCS does not provide a lunch program. Students are expected to bring their own lunches and two healthy snacks each day they are in care. Please label lunchboxes. The teachers in their classrooms will prepare and distribute all food. Water is served with all meals and given throughout the day.

The LCS Childcare Center is not responsible for the nutritional value of meals sent with a child or meeting the child's daily food requirements.

Elementary Lunches and Lunchroom Rules

LCS does not provide a lunch program. Students are expected to bring their own lunches. Refrigerators are available to store food. Microwaves are provided to heat lunch items. Students have only twenty-five minutes for lunch from 12:00 PM-12:25 PM.

Lunchroom Rules for Students:

- Will enter lunch area in orderly manner and be seated at designated tables.
- Will be given permission to use microwaves by teacher on duty.
- May talk quietly during lunch time, talking only to the students sitting around them.
- May not talk during clean up time.
- Should not bring food to microwave that requires more than three minutes.
- May not be out of their seat without teacher permission.
- Parents may take their children off campus to lunch during the regular lunch period. Please send a note to your child's teacher that morning informing of such plans. No last minute invitations for classmates will be permitted. Students not returning on time will be considered tardy. Students must be checked out through the office.

Tally System

Tallies are given to students for misbehavior, for failure to observe school rules, and for irresponsible conduct. The purpose of this discipline is to love and build up the child to become Christ-like. The goal of the tally system is to encourage students to live enjoyably within the framework of normal school rules. If the system is working properly, students are able to correct misbehavior at the earliest time in order to avoid more serious consequences.

Telephone /Cell Phone/Communication Devices

Student use of office telephones is limited to important or emergency calls only.

Cell phones, headphones, MP3 players, iPods, iPads, smart watches, electronic readers, or any communication devices are not to be visible or used during school hours. If a student is found with these items, the student will receive 3 tallies, the device will be confiscated and a parent must retrieve the device from the office after school and pay a \$15 fee. If the electronic device is taken from a student, the school reserves the right to view contents.

The only exception is for pre-approved use in classroom for academic purposes only.

Visitors

All visitors must check in at the school office. No one will be allowed in the classrooms without a visitor badge.

Coordinated Dress Policy: K thru 3rd Grade

I Timothy 2:9-10, 4:12; Titus 2:6-8

It is Levelland Christian School's desire to project a positive Christian image on campus and in the community. The principles that guide our coordinated dress code are standards that encourage unity, modesty and simplicity. The coordinated dress policy should take the attention off of clothing choices so that full attention may be given to daily learning.

Reasons for Policy:

- A coordinated dress code can help students to perceive each other as equals. Fewer occasions for rivalry can focus attention on the main reason for our school – a sound, quality Christian education.
- Coordinated dress can be a constant reminder of the special nature of a private school and can help foster an important group consciousness important in a society emphasizing only personal individuality.
- A coordinated dress code can help students learn to distinguish themselves by performance, achievement, and other important ways rather than by non-merit reasons such as wardrobe.
- An atmosphere of professionalism and dignity can be encouraged with a coordinated dress code.

We require our students to adhere to the coordinated dress guidelines while on campus, at school functions and on school sponsored trips with exceptions of Friday's Free Dress or specific instructions.

Tops: (polo-style shirts, dressy T-shirts, button-down shirts, sweaters)

- Colors: Any combination of red, white, and/or navy blue
- LCS School T-shirts/Sweatshirts
- LCS Hoodie

Bottoms: (slacks-plain or pleated, cargos, capris, shorts, skirts/skorts)

- Solid Colors: stone, khaki, or navy blue

Guidelines: (applies to tops and bottoms)

- No lettering (with the exception of LCS T-shirts), emblems, or logos (Tommy, Gap, Polo, etc.)
- No undershirt type T-shirts
- Shorts & skirts/skorts may not be any shorter than 3" above the top of the knee
- Shirts need to have some kind of sleeve and not be too form fitting
- *Shirts must be tucked in at all times.*
 - *Exceptions may be made for shirts that were not designed to be tucked in, at the discretion of LCS Administration.*

Accessories:

- Shoes/athletic shoes and socks are preferred for daily wear.
 - Presentable flip-flops are allowed seasonally, with the exception of performances or Chapel dress.
- Girls may wear solid red, white, or navy tights
- Hats/caps/hair bandannas are not to be worn in the classrooms or buildings

Chapel:

- LCS navy crested shirt (to be purchased from LCS) or navy polo-style shirt with khaki bottoms
- *Flip-Flops are not allowed with Chapel Dress*

Required Performance Attire:

- Girls: LCS Navy crested shirt (to be purchased from L.C.S.) with Khaki skirt/skort or pants
- Boys: LCS Navy crested shirt (to be purchased from L.C.S.) with Khaki pants

- *No athletic shoes or flip-flops for performances, please.*

Field Trip Dress:

- For safety and management purposes, all students will wear the same LCS T-shirt during off-campus outings, will be available for purchase at the beginning of the year.

Non-Coordinated Dress Days (Free Dress):

- Each Friday is free dress. We want the students to enjoy a day of free dress, but we ask that all selections remain modest in nature (no sleeveless tops, crop tops or form fitting tops or bottoms, no inappropriate sayings or logos—including, but not limited to: foul language, alcohol/tobacco representations).

*****Parents, please label all jackets, sweaters, backpacks, lunch boxes, etc.*****

Guidelines for LCS Parents

Levelland Christian School was founded on the premise that parents are their child’s primary teacher and should be involved in their ongoing formal education. Under guidelines, parents are encouraged to participate in the following areas:

1. I have read the Statement of Faith of LCS and agree that my child will be taught according to these scriptural guidelines.
2. I agree to come for a conference and administer discipline if I am called (according to discipline guidelines.)
3. I agree to observe my child one hour per semester in the classroom, not special activities (If there is more than one child, each parent must observe a total of one hour - not one hour per child.)
4. I agree to attend all required partnership.
5. I agree with the philosophy of LCS that parents are the primary teachers of their children. The school and home join hands to “train a child in the way he should go.” (Proverbs 22:6)
6. I understand the policy of coordinated dress for LCS and agree to adhere to this policy.
7. I understand the complaint procedure of LCS and I agree to follow the principles of Matthew 18.
8. I understand if I do not meet the above Partnership requirements my child may not remain enrolled at LCS
9. I agree with the statement of faith, philosophy, guidelines, and parenting requirements of LCS. Levelland Christian School Board reserves the right to dismiss a family whom they consider to be philosophically in conflict with the school.

Special Events

Birthday Celebrations!

If you would like to send cookies or a healthy snack to school with your child on their birthday (or half birthday for summer birthdays) the teacher will pass these out at the break time. You must contact your child's teacher before you send refreshments. Teachers will give special recognition to each student on their birthday. Children are not permitted to bring invitations for birthday parties to school unless the entire class is invited. Special friends should receive their invitations by mail or telephone. This will eliminate innumerable problems with reference to hurt feelings.

Communication to Parents

- Yearly Calendar – Available in the Main Office and at lcswarriors.com.
- Parent Teacher Conferences
- “ClassTag” Text Notifications
- Google Voice Text & Phone Calls
- Red Folders-Check your student's red folder daily for notes.

Other Possible Activities

- Field Trips - Learning experiences planned by the teacher
- Christmas Music Program
- Spring Fling Music Program
- Seasonal Parties as organized by your child's teacher.
- Orientation
- Kindergarten Graduation
- Weekly Chapels - Classes participate in chapel weekly
- Missions Week– Gives students and parents a heart for missions
- Field Day