



Levelland Christian School

**1905 E. Cactus Drive
Levelland, TX 79336
(806) 894-6019**

www.lcswarriors.com

Parent/Student Handbook

**Joining with parents to
“train up children in the way they should go.”
(Proverbs 22:6)**



Levelland Christian School
1905 E Cactus Drive • Levelland, TX 79336
School: (806) 894-6019 Childcare: (806) 853-7351
www.lcswarriors.com

Welcome

Dear Parents:

Welcome to Levelland Christian School. We are grateful that God has brought us together. The daily care and training of your child is very important to us as a staff.

LCS places much emphasis on a strong home/school relationship. This helps to insure a positive experience for your child. If you have any questions or problems, please contact us immediately.

May the Lord richly bless us as we work together to train up your child in the way he should go.

Sincerely,
Levelland Christian School

Joining with parents to "train up children in the way they should go." (Proverbs 22:6)

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Introduction



Introduction to Levelland Christian School

The name of this educational corporation is Levelland Christian School, Inc., incorporated under the laws of the State of Texas, as a non-profit corporation.

The principle purpose of Levelland Christian School, Inc. is to provide a program of Christian education offering regular courses of study taught from God's perspective.

Please take the time to read this handbook carefully.

It will answer many important questions. As questions or problems arise, please call or come in. Of course, it is always best to first discuss a classroom problem directly with the teacher involved. This will solve most problems in the best way. (Matthew 18:5)

Our Mission

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.

LCS is operated under the authority of the Board of Directors of Levelland Christian School, Inc., Levelland Texas. 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 fully accredited through Accrediting Commission Texas Association of Baptist Schools (ACTABS), as approved through the Texas Education Agency.

LCS is a member of the Association of Christian Schools International (ACSI) and Texas Association of Baptist Schools (TABS). Qualified Christian teachers staff the school. The facilities are located at 1905 Cactus Drive in Levelland, TX.

Non-Discriminatory Policy

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, and other school-administered programs.

School Hours



Preschool 3	Tuesday/Thursday	8:30 a.m. – 11:30 a.m.
Preschool 4	Monday/Wednesday/Friday	8:30 a.m. – 11:30 a.m.
5 Day Preschool	Monday – Friday	8:30 a.m. – 11:30 a.m.
Kinder – Half Day	Monday – Friday	8:30 a.m. – 12:00 p.m.
Kinder – Full Day	Monday – Friday	8:30 a.m. – 3:30 p.m.
Grades 1 - 6	Monday – Friday	8:30 a.m. – 3:30 p.m.
Childcare/Extended Day	Monday – Friday	7:30 a.m. – 6:00 p.m.

Extended Day and Childcare Services

Childcare is available for an extra charge from 7:30 am – 6:00 pm on Monday through Friday, both to LCS students as well as to the general public. PS and K students who will be in afternoon care should bring a lunch to school with them; these students will have a rest time. Per availability, full-time LCS students may go to the childcare center once dismissed from school. This care should be scheduled. There is no refund if your child is absent from scheduled childcare. Please consult with the office at (806) 894-6019 or the **Childcare Center** at **(806) 853-7351** for more information.

Board of Trustees

Chad Kucel, Wilma Rhyne, Randy Buchanan, David Rhoades, Luis Martinez, Bert Gibson

School Administrator

Heather Scoggins, Head of School (hscoggins@lcswarriors.com)

Classroom Locations

G - Gym		Q - Quadrangle		M - Music	
Administration	G200			5-6 Homeroom	G203
Preschool	Q209			Technology Lab	G205
K-2 Homeroom	G207			Childcare	Q209, Q211, Q212
3-4 Homeroom	G206			Library	Q210

School Contact Information:

Phone: (806) 894-6019 Childcare: (806) 853-7351 Fax: (806) 897-0522
Address: 1905 Cactus, Levelland, TX 79336 Email: office@lcswarriors.com
Website: www.lcswarriors.com (Find us on Facebook as well)

Educational Philosophy



Not Against....But For....

We are not “against” the public school educational system, but we are “for” private Christian School education. It is our conviction that parents should be given the option of sending their children to a private Christian school. We are privileged to make that option available to families within the radius of our campus.

Not Competition, But Excellence

Our motivation is not competition with public or other private schools. Our motivation is to achieve excellence in curriculum, Biblical knowledge, physical and motivational development, and social and emotional maturity by giving our students individual attention through parent and teacher involvement and by giving them “room and time to grow.”

EDUCATIONAL PHILOSOPHY

Levelland Christian School believes in:

1. SPIRITUAL SALVATION, GROWTH AND DEVELOPMENT

Students’ only hope of salvation is through the sacrifice of Jesus Christ at Calvary. (*Romans 3:23, 6:23, 5:8, and Ephesians 2:8-9*)

A sequential and intense study of the character of God leads the student to an understanding and application of his purpose and responsibilities in life which are his as a Bible-centered Christian.

2. SHARED HOME/SCHOOL RESPONSIBILITY

The parents have the primary responsibility for their child’s education. Therefore, a close home/school relationship is vital. Open channels of communication and involvement are extremely important for the total well-being of the student.

3. CHRIST-CENTERED ACADEMIC DEVELOPMENT

Proverbs 2:1-7 is our basis for instruction. We are to stress in the order God has designed: 1) wisdom, 2) understanding, 3) discernment, and 4) knowledge.

The fundamental subjects are presented through a Christ-centered academic curriculum, emphasizing the principle approach, thus equipping the student for his life’s ministry. LCS encourages academic achievement in keeping with the God-given abilities of each child.

4. SOCIAL DEVELOPMENT

Social development is a highly significant aspect of education. Relationships are the foundation of effective Christian modeling and are exemplified by Christian teachers and parents. Christ-centered values are taught as the reference point for personal decision-making and applied through daily interpersonal relationships.

5. PHYSICAL DEVELOPMENT

Proper body care and development is emphasized in 1 Corinthians 3:16. Each student is led to an appreciation of the value of his body and its care, a "temple holy unto God," and its dedication to the praise and service of God.

6. PATRIOTISM

The love of country from a Christian perspective is taught and encouraged through music, academic subjects, assemblies, and overall respect for the nations, its leaders, and our flag.

7. CHARACTER

Developing good character is vital for the student's academic, emotional, social, spiritual, physical growth and well-being. We as parents and educators want the students to have the inward motivation to do what is right. Our character program teaches students to recognize and consistently demonstrate positive character traits.

-- The following are valuable considerations as you lead children in the home. --

EDUCATIONAL AIMS OF THE TEN COMMANDMENTS

COMMANDMENT NUMBER 1:

Thou shalt have no other gods before Me.

Basic sin nature: To be overly committed to anything that prevents God from having first priority.

Educational Aim: To put God first by spending time with Him in His Word.

Method – Parents: Children should observe that a proper relationship to God is the most important thing in the parent's life. They should see that Mom and Dad set aside time for prayer and communion with God. Conversation should reflect that you do not lean on your own understanding, but that you acknowledge God in all your ways.

Method – Child: Regular time should be spent each day in prayer. When old enough, they should keep a prayer diary listing directions from God, areas of need and answers to prayer.

COMMANDMENT NUMBER 2:

Thou shalt not make unto thee any given image.

Basic sin nature: The desire to have a tangible object of worship.

Educational Aim: To teach the child to develop a proper relationship with God.

Method: Since children relate to concrete objects, it is hard to think abstractly. Explain that God the Father and Jesus are in Heaven. Explain that His Spirit dwells with us always and His Spirit comforts us. Explain God and Jesus never sleep, but always watch over us and hear our prayers. When the child can visualize God and Jesus, they will more readily develop a strong prayer life. The prayer diary mentioned above will aid your child in visualizing prayer.

COMMANDMENT NUMBER 3:

Thou shalt not take the name of the Lord thy God in vain.

Basic sin nature: The tendency to use language that does not reflect holiness and reverence toward God.

Educational Aim: Restructuring and building godly language.

Method: Discuss what good language is. Be specific about your child's vocabulary, and especially with any undesirable language he might be using.

COMMANDMENT NUMBER 4:

Remember the Sabbath day to keep it holy.

Basic sin nature: Failure to rest in peace that Christ purchased for us on the cross.

Educational Aims: Keeping the peace of God.

Method: Read these verses to your child when needed – *John 14:27, John 16:33, Romans 5:1, Romans 15:33, 1 Corinthians 14:33, II Corinthians 13:11, Philippians 4:7, Colossians 3:15, II Thessalonians 3:16.* The mother's attitude will be the attitude of the home. Therefore, the mother should keep things calm, limiting outside responsibilities so as not to conflict with ages and needs of children and needs of husband. Give time to God daily, to maintain peace in you. Read to your children some each day. Pray with them for God's peace. You can teach your child to have peace by helping them to experience Philippians 4:4-7 in the following way:

1. *Teach them to recognize and praise God in all situations.*

This applies when they get a new bicycle to when their pet dies.

Praise is not dependent upon situations.

2. *Teach your child to be well-balanced in all things.*

This means how they spend their time, money, talents, etc.

3. *Teach your child not to worry by helping him to approach his problems and needs with prayer and thanksgiving.*

It is better to teach your child to thank God for things as opposed to asking God for things. If you do the above, with regular church attendance, a reverence of the Sabbath day will be a natural result.

Church attendance should not be an option for a child of any age that is still living under the parents' authority.

COMMANDMENT NUMBER 5:

Honor thy father and thy mother.

Basic sin nature: Failure to recognize our parents as God's source of authority and direction in our life.

Educational Aim: To keep deep respect for parents by learning God's chain of command.

Method: Read and study how God lovingly deals with us. He does not provoke us to anger or rebellion. He loves us more and more. Show love to your children through

deed and words. Take time to be with them doing what they choose. When the child is enveloped in love, he can receive correction with a positive attitude. Always reinforce to your child that God tells you how and what to teach him. God wants the parents to train the child so he can learn to hear God and obey Him as he grows up.

Children should see that their parents are in submission of God, that they are in submission to each other and that the mother is in submission to the father. The children should also see that the father loves the mother and gives himself for her as Christ did the church. Modeling primarily teaches this commandment. Children reflect the authority above them.

Respect must precede love. Let your "yes" be "yes" and "no" be "no". Keep your word and promises to your children and each other. Proper discipline is essential. See the following for an example of proper disciplinary action. Different scenarios will call for different consequences; always let the consequence be reasonable for the offense.

1. **Create structure.** Let your child know when he does something wrong. Example: "Do not play ball in the living room. If you do, you will have a time-out."
2. **Clarify the structure.** Example: You may have said don't play ball in the living room, so they played ball in the hall and the ball bounced into the living room. Explain, "What I meant is, do not play ball in the house. Now, can you tell me what the rule is? Now, if you ever do it again, you will have a time-out."
3. **Follow through with discipline.** On the third offense, you immediately take the child aside to discipline him.
 - Do not warn or threaten the child.
 - Ask the child what they did wrong. Clarify the basic offense. It was not that he played ball and broke the lamp, but rather that he disobeyed.
 - Remind the child that you promised him a time-out if he disobeyed.
 - Sit the child in a designated area, one minute per year of age. If the child lies about the offense, there should be double punishment. Example: time-out and removal of a privilege.
 - Let the child cry. This is their form of repenting. However, five or ten minutes are enough. After that, it is rebellion. Calmly and matter-of-factly let the child know that the timer starts once he is still and relatively calm.
 - Keep the child safe; he should not be left unattended to cry.
4. **Always restore the child.**
 - At the end of the designated time, come back into the room and love the child. Explain how God requires you to discipline them, and that God disciplines when we are wrong. Have prayer with the child and have them confess their disobedience to God. If they are too young to pray, then you, as the parent, pray for them so that they can hear you.
 - Conclude by reminding them again of the structure and telling them that you are proud of them and know that they are going to try hard not to break the rule again.

COMMANDMENT NUMBER 6:

Thou shalt not murder.

Basic sin nature: Failure to be merciful, kind and forgiving toward all men.

Educational Aim: To teach the compassion and merciful character of God to our children.

Method: Read to your children the four Gospels, especially John. Let them hear how Jesus dealt with the life situations and people who were His enemies. After they are aware of His life, gear this Godly character down to have relevance to their life and its problems. Discuss how to deal with everyday situations with Godly character. Point out what reactions would be pleasing to God. For family activities, role-play a situation that would normally cause opposition and anger. Then discuss how Jesus would handle the situation. Bill Gothard's books on Character Sketches would be excellent. Also, his Character Game would be good for families to play.

COMMANDMENT NUMBER 7:

Thou shalt not commit adultery.

Basic sin nature: Failure to control thoughts and actions regarding relationships.

Educational Aim:

1. To teach that the body is the temple of God. It must be kept pure and holy.
2. To instill a good self-image.
3. Concentrate on giving and not receiving. One must control their own selfish desires.

Method: Children need to know that God places value on them individually. Read *Psalms 139:14* and *I Corinthians 6:19* and have your child memorize them. If you place value on your child's needs and time, then you are the tangible evidence that God also places value on them individually.

Teach relationships by showing physical affection for husband and wife. Mothers and fathers should teach their children to meet the physical, emotional, and spiritual needs of each other. Always concentrate on giving rather than receiving. This can often be reinforced by teaching the child to meet the "wants" of their brothers and sisters. This commandment will never be broken if the focus of your child's life is on doing what is best for other people.

COMMANDMENT NUMBER 8:

Thou shalt not steal.

Basic sin nature: Failure to respect the property of others.

Educational Aim: To teach that all property is given by God to us and we are responsible to Him for its care.

Method: Discuss with the child where his toys, clothes, house, Mom's & Dad's clothes, belongings, and car come from. Tell a story about how God provides for the flowers and sparrows from the Sermon on the Mount (*Matthew 6:25-33*). He tells us in the story not to worry because He will provide our needs. Explain how we should be grateful for everything that we have. Pray with your child and thank God daily for your child's belongings. Gratefulness will bring respectfulness, which will bring

responsibility. Parents show respect for use of child's belongings to teach the child to share. Teach not only about sharing, but asking before taking.

Teach the child that something is only his for the period of time that God allows him to have it. A child should be taught Philippians 4 – *Ask God* for what you want and wait for Him to answer. A child needs to learn also to release something stolen from him. If he is too possessive, he will become bitter over something lost and will find it hard to forgive.

COMMANDMENT NUMBER 9:

Thou shalt not bear false witness against thy neighbor.

Basic sin nature: Failure to be truthful and tendency to be deceitful; usually a product of selfishness and poor self-image.

Educational Aim: To teach the value of truthfulness.

Method: Honest communication with others and keep your communication open to God. When we clog up our lines with deceit, we will not trust others and God.

Philippians 4:8 tells us to think on pure things and have a good report. Explain that your child's integrity paves the road to his relationship with others.

This is another good place for role play. Share with your children Bible passages that deal with lying such as Abraham saying Sarah was his sister. Help them to see the consequences of lying.

Reward your child for truthfulness and give hard punishment for lying. Teach your child to have a good self-image. Reinforce it with Bible stories, love, and praise.

Watch your conversation. Never express dislike for them, but rather dislike for what they may have done.

Also, teach your child to rejoice with those who rejoice and weep with those that weep.

A child should always have as his goal to make others successful and happy.

COMMANDMENT NUMBER 10:

Thou shalt not covet.

Basic sin nature: Discontentment

Educational Aim: Learn gratefulness and thus contentment.

Method: Tithing is a good way to develop gratefulness, which leads to contentment. It encourages sharing and is in direct obedience to the Word. If your child is 2 – 12, you could explain it this way: "Here are 10 apples. God gave a man these apples to buy things he needs. Three are for food; three are to buy shelter, three to buy clothes. There is one left over. This apple is for God. It is the man's tithe. It is 1/10 of all he had. God only asks for one back, but the man ate it! Oh, how he made God sad. God gives us everything and only asks for one small part back!"

Now work on a solution where the child can have some money of his own to tithe. For example, let the child be responsible for tasks suitable to his age. He might earn a dime for each task if he is 4 – 9. He might earn more money, like a quarter, if he is 9 – 12. At the end of the week, show the child what one-tenth is and set aside this as his tithe. Dimes are easy for young children to understand.

Basic Stages of Life from Birth to Twenty

Christ admonishes that each will become like his teacher. The valuable role that parents and teachers play in reproducing Christ's character in a child is, therefore, a significant issue. Studies have been done which earmark optimum learning times in a child's life. If our children are to experience success and joy in life, it is essential that we, as parents and teachers, utilize these times to the fullest. Below is a list of character qualities that both teachers and parents should concentrate on developing in the child's life.

1. FOUNDATION STAGE Age Birth – 6 years

The parents should focus on discipline in this stage. They should instill conviction and attitudes in the child. The mothers are the main teachers during this age.

- a. Attentiveness
- b. Faith
- c. Truthfulness
- d. Security
- e. Meekness
- f. Cautiousness
- g. Gratefulness

2. TRAINING STAGE Ages 6 - 12

The parents should focus on information in this stage. They should create curiosity in order to educate the child. The fathers are the main teachers during this age.

- | | |
|------------------|-------------------|
| a. Patience | h. Alertness |
| b. Dependability | i. Thriftiness |
| c. Determination | j. Responsibility |
| d. Punctuality | k. Virtue |
| | l. Tolerance |
| e. Discernment | m. Fairness |
| f. Loyalty | n. Joyfulness |
| g. Compassion | |

3. SKILL STAGE Ages 12 - 20

The parents should focus on self-control in this stage. Jesus listened wisely (attentiveness) and asked precise questions.

- | | |
|-----------------|-----------------|
| a. Wisdom | h. Generosity |
| b. Self-control | i. Enthusiasm |
| c. Discretion | j. Initiative |
| d. Diligence | k. Love |
| e. Endurance | l. Creativity |
| f. Deference | m. Decisiveness |
| g. Sincerity | n. Humility |

Complaint Procedure



*"Moreover if your brother sins against you,
go and tell him his fault between you
and him alone. If he hears you,
you have gained your brother.*

*But if he will not hear you, take with
you one or two more, that 'by the mouth
of two or three witnesses every word
may be established.'*

*And if he refuses to hear them, tell it to
the church. But if he refuses even to
hear the church, let him be to you
like a heathen and a tax collector."*

Matthew 18:15 – 17

If You Have A Complaint...

1. Express it promptly.

Keeping it to yourself can cause ill feelings and friction, which decreases our effectiveness as Christians. Jesus says that we can't properly worship or serve God if there is a disagreement between yourself and someone else (Matthew 5:23-24). So get it out of your system. Express it promptly.

2. 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 she should know about it.

3. Express it clearly.

Make sure the person to whom you are expressing your complaint knows all the details of the situation, and exactly what you are complaining about and why. Misunderstanding of complaints could lead to further problems and needless hard feelings.

4. Don't broadcast it.

Express your complaint only to the person who should hear it. Unheeded 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.

5. 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, and thus in the glory and growth of His kingdom. Read and think about such passages as Ephesians 4:1-3 and Colossians 3:12-13. Pray about it!

"As a prisoner for the Lord, then, I urge you to live a life worthy of the calling you have received. ²Be completely humble and gentle; be patient, bearing with one another in love. ³Make every effort to keep the unity of the Spirit through the bond of peace." Ephesians 4:1-3 NIV

"Therefore, as God's chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience. ¹³Bear with each other and forgive whatever grievances you may have against one another. Forgive as the Lord forgave you." Colossians 3:12-13

If You Overhear Or Are Told A Complaint...

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

If A Complaint Is Made To Or About You...

1. 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.

2. Give it prompt attention.

Talk to the person who is complaining about you, or, if necessary, the administrator, 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.

3. 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.

4. 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 him/her more. Above all, pray about APPEAL PROCEDURES.

Parents should always go directly to the teacher if a problem arises with their child.

If the matter remains unresolved, it should THEN be taken to the administrator. Upon request to the principal, unresolved matters may THEN be appealed to the LCS School Board, which has final review within the 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.

School Unity

God has blessed LCS with unity even though we are represented by a variety of denominations among our staff and school families. We are exhorted in Ephesians 4 to walk worthy of the position that we have in Christ, "endeavoring to keep the unity of the Spirit in the bond of peace." Our goal is to keep Jesus Christ at the center of everything that we do.

We are aware that, as a group of believers, some differences in beliefs exist. It is important for parents to realize that when "particular issues" are raised at school, our teachers are instructed to refer students the Holy Bible and their parents for discussion and guidance. In the essentials, unity; in the non-essentials, liberty!

Administrative & Financial Information



Policies Relating To Tuition / Fees / Accounts

1. The total annual tuition is paid out over a 10-month payment plan (August – May). There will be a \$30 fee for all returned checks or payment overdrafts.
2. The first tuition payment is due August 1.
3. **Tuition accounts are due on the first day of each month and are delinquent after the tenth.** If tuition is not paid by the 10th and arrangements for payment have not been made with the office, a \$15 late fee will be assessed, due with the tuition.
4. Tuition accounts must be kept current. **If payments will be late, please make arrangements with the office. Please see LCS policies.**
5. Tuition payments, as well as several incidental fees, will be made directly to the front office. **We are able to receive credit card payments-fees will apply.**
6. If you make an incidental payment with cash, please make your payment in the office and send the correct amount. Change is not always available.
7. Two insufficient checks returned from your bank will result in your account being put on a “cash only” basis.
8. For any month in which a student attends a portion thereof and then withdraws, there will be no refund of that month’s tuition. Prepaid tuition will be refunded for the month(s) not attended.
9. For record keeping purposes, separate checks are appreciated when making incidental payments such as t-shirt, lunches, pictures, etc.

Tuition payments do not fully cover the operating expenses of the school, and there is therefore a need for donation supplementation in order to keep tuition costs affordable.

Thank you for prayerfully considering this need; God is our Provider!

Registration Fees

- Registration fees are non-refundable.
- Pre-paid registration fees may not be applied to any unpaid tuition balance.

Late Pick-up Fees

Students not picked up within 5 minutes of dismissal time will be sent to the office to wait for pick up. A late fee of \$5 will apply (in increments of 15 minutes).

Damage / Replacement Fees

The cost of replacing lost or severely damaged textbooks, library books, or any other LCS property will be paid by the family of the student responsible for the loss.

Financial Aid

Levelland Christian School board has organized a financial aid committee to help families in need. We have two purposes:

- 1. Tuition Aid:** This program is available to assist those families that suddenly or unexpectedly face or experience a temporary setback in their finances that disrupts or threatens the continuation of their child's education for a temporary time. The purpose of this type of aid is to allow that family to recover and not disrupt the education of their child for the current school year. This would be considered a short-term assistance program.
- 2. Financial Assistance:** This limited program is made available to a family that has a desire to be part of LCS and will be able to contribute to the quality of the school by their participation. If approved, this type of aid would reduce the monthly tuition payment by the agreed upon amount for up to one school year (must reapply annually). This assistance will cease if the financial status of the family improves during the agreement.

Steps in applying for financial aid:

- Notify administration of your intent to apply for aid; if financial assistance is available at the time of your inquiry, you will be cleared to continue the application process.
- Fill out the application online at <https://online.factsmgt.com/signin/45NG0>.
- Once your application has been evaluated, you will be notified of the decision.
- This process will occur according to specifically scheduled dates; the office can provide you with this information.

Withdrawal from School

Should you decide to withdraw a student during the school year, please notify the office seven (7) to ten (10) days in advance. A verbal notice to your child's teacher is not sufficient. A parent/guardian is required to officially withdraw a student by signing a Parent Authorization to Withdraw form.

Release of School Records

No student records will be released to parents or forwarded to a school until:

- All tuition and fees are paid in full.
- All books/fines/parenting resources are returned/paid.
- All textbooks are returned, and any fines for severely damaged or lost textbooks or other school property are paid in full.
- All parenting requirements are fulfilled (parenting classes and observation).

Student Accident Insurance

In compliance with ACSI and ACTABS regulations, LCS acquires student accident insurance for each child on campus. Benefits are supplemental to family medical coverage. In case of a potential insurance claim, school insurance will be filed only after family coverage has been filed.

Communication to Parents

Though a great deal of information comes to the home through the front office, your child's teacher is your primary contact at LCS. Take time to invest in this relationship for the benefit of your child's education.

Parent Teacher Conferences

Expect your child's teacher to schedule at least one conference during the school year to visit with you about your child's progress. Additional conferences may be scheduled at the parent's request. Teachers have one conference period daily and can be available. You may make appointments directly with the teacher.

Calendars

The following calendars are available to view and print as needed via our website. You will also receive email notifications as these documents are published.

Yearly

Monthly

Weekly

'Remind' Text Notifications

We will communicate certain reminders to all parents using the 'Remind' app.

Notes

School-wide notes are sent home with the youngest child.

E-mail

Important updates from the LCS office are emailed regularly.

Website

www.lcswarriors.com contains the school calendar, downloads, etc. as well as general information about the school and childcare center.

G Suite for Education

Levelland Christian School uses Google Apps for Education, also known as G Suite. From time to time, the school may reach out to school families in various ways with these applications (email, Google Drive, calendar, contacts, Google Forms, etc.). Students may also be linked to certain programs through a G Suite account. Student accounts are strictly controlled. Do not hesitate to call the office if you have questions about anything you receive from the school, or would like to know more about how students utilize these apps, please call the office.

Weather

In the event of inclement weather (snow, ice, etc.), you will receive a group text message regarding a change in school schedule. You may also refer to one of the following sources for more information.

Radio: KLVT 1230 (AM)

Internet: www.KCBD.com

T.V.: KCBD Channel 11

or www.facebook.com

Parenting



Parenting Ministry

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 school and the home. LCS encourages parental involvement in our school through many avenues. The following sections will detail guidelines for this involvement.

New Parent Orientation

Both parents of children who are making application to LCS are required to attend a meeting with an administrator. The following areas will be addressed:

- A. Philosophy of LCS
- B. Discipline
- C. Required parent participation
- D. Complaint procedure

All Parent Back-to-School Night

Parents whose children are returning to LCS must attend Back-to-School Night, which is typically the Tuesday before school starts.

The meeting will include introduction of staff, handbook, master calendar, "I Agree" Sheets, and other pertinent information for a successful school year. This counts as a parenting class.

Parent Participation

We know that your time is valuable, though nothing is more valuable than your time with your child, an investment that will reap great benefits. Time and attention to your child and his/her interests translates into personal self-worth for the child and a more secure parent/child relationship. "So teach us to number our days, that we may gain a heart of wisdom" (Psalm 90:12).

Mandatory Requirements

Each parent is required to attend 2 parenting classes each semester and observe his/her student(s) one hour each semester.

- One (1) hour of **Classroom Observation** (divided equally between siblings)
 - o Complete by: Fall – November 30, Spring – April 30
- Two (2) **Parenting classes or coffees** each semester

Failure to complete the parenting requirements for the first semester may result in not being allowed to pre-register for the following year. Failure to complete the parenting requirements for the entire year may cause your child's enrollment to be re-evaluated. Should a difficulty arise in meeting your parenting requirements, it is your responsibility to contact administration as soon as possible to make alternate arrangements. Each parent must meet the requirements, as unto the Lord.

Classroom Observation

Observing one's child in classroom setting can provide the parent with helpful insight into his child's "world". **Parents are encouraged to observe in the classroom each month.** Each parent is required to observe in his/her child's classroom for one hour per semester (fall & spring) to fulfill the mandatory parenting requirements. For the wisest use of time, parents are encouraged to observe during core class time rather than electives.

Please pray for your child and your child's teacher daily.

Procedures for Parent Observation in the Classroom:

1. Please knock loudly to enter from outside the classroom.
2. Please sign in on the classroom sheet the day and the hour you observe.
3. (Remember that you may visit any time, but you should try to avoid days when the schedule is irregular, such as special events).
4. Younger children are not allowed in the classroom.
5. **It is inappropriate to use any handheld device (cell phone, etc.) during observation. Please give your full attention to your child during this time.**
6. There should be little or no conversation with other observers or the children.
7. Please take a seat in the back of the room.
8. Please do not sit next to your child.
9. If you wish to discuss your child's progress, please refrain from conversing with the teacher until after school. It is very important that the teacher's undivided attention be on the students.

Things To Look For During Classroom Observation:

- Your child's response to the teacher.
- Your child's response to other children in the classroom. (At times, try to observe P.E. or music periods when children are freer to interact with students).
- Does your child prefer group activities or do they prefer being alone?
- Do you see areas of weakness in your child's academics?
- Do you see certain areas of their life where you need to help them develop godly character? (Please realize that your child will not react exactly the same way as when you are not in the classroom).
- Is your child attentive?
- Do they ask questions when they do not understand?
- Does your child seem sleepy, tired or fidgety?
- Does your child seem prepared for the day's work?
- Is your child easily distracted?

The object of this list is not to cause you undue alarm. You may, however, find areas where you may help your child after observing.

- My child needs more rest.
- My child needs more drilling in math.
- My child needs to be more organized.
- My child needs to be more attentive.

- My child needs to build more relationships with peers.
- My child needs to learn to ask questions when he doesn't understand.
- My child needs to have a better concept of time segments.
- My child needs to have more practice in sport activities.
- My child is doing great!

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

We ask that there be no observation for credit during December & May as these are busy months. Please complete observation before December and May each semester.

Parenting Classes

"Train up a child in the way he should go; and when he is old he will not depart from it." (Proverbs 22:6) Parenting classes are an educational opportunity for parents to explore a variety of issues facing today's family. A schedule of parenting classes is made available at the beginning of the school year.

Parent involvement is an essential part of the child's education at Levelland Christian School. Parents are required to attend **two** parenting classes each semester and observe their child one hour each semester. Parents are responsible to sign in at each of these activities.

Childcare is available during evening parenting for a cost of \$3 per child during parenting classes. Children may arrive no earlier than 10 minutes prior to class and should be picked up immediately following dismissal of parenting classes. For families with 3 or more children the total is \$7.

Parenting Coffees

Monthly coffees offer parents a time of fellowship, learning, and count as a parenting class. Parents gather in the gym, on a designated morning of each month, from 8:30 – 9:30 a.m. to exchange and receive ideas from tots to teens. A schedule of all parenting coffees is made available at the beginning of the school year.

- | | |
|---------------|--|
| • 8:30 – 8:40 | Arrival / Entertainment by Students (as available) |
| • 8:40 – 9:30 | Speaker or video/Group Discussion/Fellowship |

Make-Up Classes

It is most beneficial for parents to be a regular presence on campus, and a part of the school community. Please make every effort to responsibly plan ahead and attend a scheduled class.

If a parent is unable to attend one parenting class, that parent is required to check out an audio or video selection from the office. A deposit of \$5 is required in order to remove the resources from the campus. The deposit is refunded upon return of the resource. Parents must fill out the corresponding questionnaire to receive credit for the class.

Volunteerism at LCS

When everyone is working together, we accomplish so much more. Thank you for your help!

Parent Volunteers

Parent volunteer services are designed to:

- Promote Christian stewardship in the area of service
- Set a godly example for the children in the area of service
- Facilitate a greater understanding of the child's growth and development in God's kingdom concerning teacher/peer relationships
- Assist the teacher in the educational process

Volunteer Activities

These are just a few suggestions:

- o Assisting in the Classroom (checking work jobs/reading with students/one on one assistance)
- o Assist with science experiments
- o Prepare/Read a story to the class
- o Present a mini lesson to the class (regarding job/talent/hobby)
- o Prepare a special snack for the class
- o Classroom photographer/Yearbook assistance
- o Basic classroom maintenance (changing AC filter/fluorescent light bulbs)
- o "Father of the Day"

Father of the Day

We realize that it is difficult for some fathers to spend a lengthy time in the classroom. We do, however, want to emphasize the importance of the father's role in the family and in the child's education. One of the ways we do this is to have a "Father of the Day".

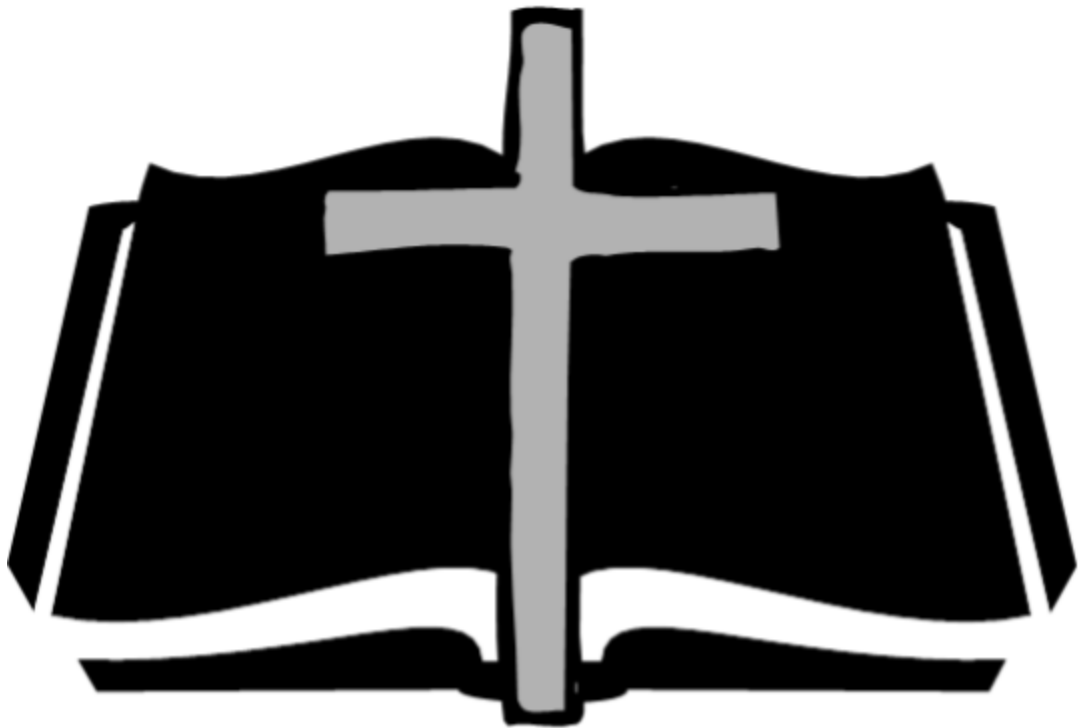
A father may be asked to come (even for a short time) and share with the students in the classroom about his job, family, or hobby. This is very important to the child. It makes him feel his dad really cares if he takes a few minutes of his day to share with his friends.

Even though fathers hold this special position of priority, any loved one of the child may petition to share about an approved topic with the class.

Annual Fundraisers

Levelland Christian School depends on full family volunteerism to facilitate fundraisers during the course of the school year. In particular, please plan to make the Fish Fry (fall) and the Warrior Classic Golf Tournament (spring) a priority, and stay for the duration of the event. We need all hands on deck.

Discipline & Rules



Discipline

Good discipline means that the classroom is free from confusion, disorder and antisocial behavior. It means that each child, and the group as a whole, 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.

Tally System

When a student breaks a classroom rule, he/she is issued a "tally". The teacher explains the offense. The two will pray. The teacher will forgive and restore the student. Parents will receive email notification of the tally. A tally slip will be sent home with Preschool - 2nd grade students to be signed by the parents and returned to the teacher the next day. Students in grades one through four who receive 3 tallies in one week must serve detention. If a student receives 6 tallies in one week (4 tallies for Preschool and 5 tallies for Kindergarten), a conference is called with the father (or mother, if it is a single parent home), the teacher, an administrator, and the student. At this time, a course of action is decided and the parent determines the type of discipline they wish to administer.

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

Dress Code Violation Policy

Each time a student violates the coordinated dress policy, he/she will be given a tally marked "Dress Code" with the date and the violation written on the tally. If a student violates the dress code three different times in a six weeks period, the student will be assigned detention.

Please see pages 35-36 for the Coordinated Dress Policy.

Cheating

Peer tutoring is working together toward a solution where all students involved have significant input. Some teachers allow peer tutoring, and will always indicate whether this is permissible on specific assignments.

Cheating involves taking information from another source and presenting it as your own information. Thus, it usually involves both stealing and lying. Students must come to understand the seriousness of such an act. Any activity that involves directly copying or providing answers, handing in another's work, plagiarism in research papers and compositions, and unauthorized assistance on tests or quizzes will be considered cheating (6 tallies and a 0 on all work for all parties knowingly involved).

**Please read and discuss the following rules
and information with your child.**

Simplified Rules for Preschool

1. Instant Obedience
2. The teacher is the leader
3. We will not hurt others with our words or bodies

General Disciplinary Guidelines

The following are only guidelines and the number of tallies given depends on the circumstances of each situation and at the sole discretion of LCS.

I. Put God First (At the discretion of the teacher, up to 6 tallies may be given)

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

- i. Examples:

1. Lack of reverence at appropriate times
2. Terrorism/threatening behavior
3. Fighting
4. Verbal abuse
5. Lying/Cheating
6. Stealing
7. Profanity
8. Possession of pornography
9. Disobedience/Arguing with a teacher or staff
10. Continued offenses after warning or tallies

II. Respect for Others (1 tally offense)

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

- i. Examples:

1. Not letting someone in the door
2. Cutting in line
3. Chewing gum
4. Bothering another child
5. Excessive loud noises or talking
6. Throwing items
7. Abusing another's property
8. Disrupting a class

III. Ready obedience (1 tally offense)

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

- i. Examples:

1. Not being in listening and learning position
2. Not following the teacher's instruction

IV. Diligence to Duty (1 tally offense)

- a. *"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)*

- i. Example

1. Not accomplishing task to the best of your ability
2. Not staying on task

To keep in mind...

- Teachers other than your child's own will be on duty at times. Any teacher should be respected and obeyed. Any LCS staff member may issue tallies.
- Disobedience of any school rules and/or guidelines will result in appropriate disciplinary action at the discretion of LCS, depending on the offense, and the recurrence thereof.
- Students who violate the laws of the land, whether on or away from the campus, are subject to immediate expulsion at the discretion of the administration. Terroristic or threatening behavior or possession of any kind of weapon by a student may also result in expulsion. In addition, consistent failure to follow school rules is grounds for expulsion as determined by the administration. Students expelled for any reason, will be considered for re-admission only after the School Board determines that ample time has passed, and there is satisfactory evidence of repentance. Students with an out-of-school suspension in a semester may be disqualified from participation in school trips or events occurring in that school year.

Detention 1st - 6th

- Three discipline tallies accumulated in one week will result in a detention.
- Three dress code tallies accumulated in a six weeks period will result in a detention.
- Three tardies in a six weeks period will result in a detention.
- A detention slip will be sent home or parents will be notified via email.
- The student will serve a 30-minute detention at a time set by the administration.
 - In the case that after-school detention does not prove effective in training, alternate times (early morning, lunch, etc.) may be assigned.
- 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 parents with teaching their children how to view conformity, accountability, submission and respect for authority from a positive Biblical perspective. We discipline students because we love them in Christ.
- Failure to report to the assigned detention will result in the reassignment of the original detention and the assignment of an additional detention.
 - Each tally/tardy accumulated after three (3) within the corresponding time designation will result in an additional detention.
 - If a child gets three (3) detentions in a semester, the teacher will have a conference with the parents. An Excessive Detention Form will be filled out listing the major reasons for tallies, additional comments and the required signature from the parents and teacher.
 - If a child gets five (5) detentions in a semester, contact will be made with the parents requesting an additional conference.
 - Following the sixth (6) detention in a semester, the administration may recommend probation, suspension, or expulsion for the child.

Automatic Detention-ISS or OSS:

- Terrorism/threatening behavior
- Profanity
- Cheating
- Fighting
- Possession of pornography
- Consistent failure to follow rules

Any statement or behavior deemed threatening to the safety of the school environment, students, families, or school personnel will be treated very seriously. Automatic OSS will be enforced, with specific process and School Board approval for continued enrollment.

ISS

In School Suspension: Students may not participate in extra-curricular activities.

OSS

Out of School Suspension: Students may not participate in extra-curricular activities. Any parent or student who repeatedly jeopardizes the stated goals of LCS may cause that student's enrollment to be re-evaluated.

Character Traits / Overall Citizenship

Character growth is observed and monitored over the course of the school year. These grades are the prayerful yet subjective perspective of the homeroom teacher. The citizenship grade summarizes the character development of the student. It also reflects the disciplinary action taken at school. Below is a listing of the highest possible citizenship mark if the student has served detention or received 3 or more tallies in one week during the six weeks. Please be mindful that other considerations are weighed by the teacher when determining this grade.

This section of the report card is always intended to take the student higher.

Grades K – 6 *(Highest grade possible under these circumstances)*

Six Week Grade	Detentions	3 Tallies
E = Excellent	0	0
S = Satisfactory	1	1
NI = Needs Improvement	2-3	2 or 3
U = Unsatisfactory	4 or more	3 or 4

Policies & Procedures





LCS Coordinated Dress Policy

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, neatness 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 unique purpose of Christian school and can help foster an important group consciousness in contrast to 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 unless specific instructions are given to indicate an exception. Students will be excluded from class or school functions until their attire meets expectations. The final authority for the interpretation of the written coordinated dress standards will default to LCS administration. Thank you for standing with us.

Coordinated Dress: K – 6th Grade

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
- No athletic, stretchy, knit, or form-fitting pants

***Please Note (the following guidelines apply 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
- All garments must be hemmed and free of holes and tears
- Shirts need to have some kind of sleeve and not be too form fitting
- All shirts must be tucked in

Dresses/Jumpers:

- Must be solid navy blue or khaki
- May not be any shorter than 3" above the top of the knee

Accessories:

- Belts are to be worn at all times (if bottoms were designed with belt loops) 1st – 6th grades
 - *Preferably brown, khaki, navy or white*
 - *Kindergarten - belts are preferred but not required*
- Shoes/athletic shoes and socks are preferred for daily wear, and required for P.E.
 - Presentable flip-flops are allowed seasonally, with the exception of performances or Chapel dress
 - *Tallies may be issued for failure to bring athletic shoes and socks for P.E.*
- Tights and knee socks must be solid red, white, or navy
- Hats/caps/hair bandannas are not to be worn in the classrooms or buildings
- Jackets/Sweaters to be worn in the classroom should follow coordinated dress guidelines

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 LCS) with Khaki skirt/skort or pants
- Boys: LCS Navy crested shirt (to be purchased from LCS) with Khaki pants
- *No athletic shoes, shorts, 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, as designated at the beginning of the year.

Jean Days:

- Each Friday jeans, jean shorts or jean capris may be worn with LCS T-shirt or coordinated dress shirt. Additional jean days may be announced during the school year.

Non-Coordinated Dress Days (Free Dress):

Free Dress Days will be announced occasionally. 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).

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

Dropping Off and Picking Up Your Child

1st – 6th grade students who arrive between 8:00 and 8:20 will go to the gym. Students will read or study quietly until dismissed to class. Preschool and Kindergarten students will go to the childcare center. There is no charge for childcare before school.

Parents are to pick up children after school from the designated area. No child will be allowed to go with another child without prior notification. If someone other than the parent is going to pick up your child, their name must be on file with the teacher. Your help is greatly appreciated.

Students not picked up within 5 minutes of dismissal time will be sent to the office to wait for pick up. A late fee of \$5 will apply (in increments of 15 minutes).

Traffic Rules

1. You may park in the parking lot facing south and go in with/for your child, or you may let them out at the sidewalk. We ask that you not park in front of the sidewalk facing north. This is for dropping off and picking up.
2. Do not allow younger children to cross the parking lot unless in custody of an adult.
3. With inclement weather, children are retained in the classrooms or gym awaiting pick-up by the parents.
4. Do not leave your car to enter the school when you are in the flow of traffic; park facing south if you have business in the school.
5. Please do not pull up beside the east childcare building.
6. The speed limit is *5 mph* in the LCS parking lot.
7. Please practice the rules of *caution* and *courtesy at all times*. You may save a precious child's life or a fender.
8. Enter east drive; exit west drive.

Attendance

Regular attendance and promptness are required of all students. Students are to demonstrate responsibility and dependability through their attendance. Both attendance and tardies are tracked in school records. If your child is going to be absent from school, please call the office. Absences will be considered unexcused if the parent does not call (*see p. 41 for policies on grading late work*). Students must attend 90% of the school year in order to be promoted to the next higher grade. Students are permitted 9 absences per semester. An excess of 18 non-school related absences per year will result in retention (*consult the office for corresponding policies*).

Tardies

"Punctuality is showing a high esteem for others and their time." Students should be in their classroom at 8:25 a.m. Students who are not seated in the classroom at 8:30 a.m. are considered tardy. Three unexcused tardies in a six weeks will result in a detention. Each subsequent tardy within the same six weeks will result in an additional detention. Please do not cause your child to be tardy. It is very important that your child arrive at school on time so class can begin without interruptions.

Medical/Dental Appointments

Medical and dental appointments should be scheduled outside of school hours to avoid loss of school time.

Lunch

Anyone who will eat on campus must bring a sack lunch. We recommend that students do not bring carbonated beverages for lunch. Lunches must be available at designated times. If a child forgets his/her lunch, the parent will be notified and a lunch will be provided. (There will be no charge for the 1st lunch – and \$3.00 for subsequent lunches). Microwaves are available for lunches, but must only require one heating of no more than 2 – 3 minutes. No 5 –7 minute dinners, as time is limited. Students and teachers must provide their own napkins, cups and flatware.

Lunchroom Rules for Students:

1. Students will go to the restrooms, wash hands, and pray for lunch before coming to gym.
2. Students will enter the gym in an orderly manner and be seated at the designated tables for their class.
3. Students must stay seated until dismissed to the microwave.
4. Students may talk quietly during lunch time, talking only to the students sitting around them.
5. No student should be out of their seat without a teacher's permission.
6. Cleanup for the kitchen area will be divided among the students on a rotational basis (as teachers designate). Duties include (but are not limited to):
 - Take out trash
 - Sweep floor into a dustpan
 - Wipe out microwaves
 - Wipe down countertops and sink
 - Spray and wipe tables/benches
7. Parents may take their child off campus to lunch during the regular lunch period. Please notify your child's teacher and sign your child out in the office. No last minute invitations for classmates will be permitted. Students not returning on time will be considered tardy.

Leaving the Campus

Students are not permitted to leave the campus during school hours except by parental arrangement. If you need to take your child off campus during the school day, please sign them out in the office.

Telephone/Hand-held Device Use

- Students may use the school office phone for emergency calls only. Students will not be disturbed during class to accept calls except for emergencies. Messages will be taken and submitted to the student by the office staff. Students are not permitted to make any long-distance calls unless approved by the administration.
- Students are not allowed to carry cell phones to class. Neither are students allowed to text or access the Internet via any hand-held device/tablet at school. Phones must be turned off and left in the locker/cubby during school hours. *Failure to comply with this policy will result in immediate disciplinary action.*
- Students are not allowed to have hand-held electronic devices of any kind (music, VR, tablet, gaming, etc.) on campus unless a device is specifically assigned for use in the classroom.

Health and First Aid

- Students who are ill must be kept home from school. Students who arrive at school with an illness will be sent home. Parents will be asked to pick up students who become ill while at school. The student should not return to campus until he has been free of fever higher than 100° for 24 hours without the aid of medication.
- The school will provide simple first aid such as bandages, cold compress, etc.
- LCS does not employ a school nurse. Therefore, according to state recommendations, the school will not distribute medication to students. This directive is inclusive of both prescription and non-prescription medications. Neither is the child allowed to possess any type of medication while at school. Please make plans to provide your child with any necessary medication outside of school hours.
- Exceptions to this mandate include potentially life-saving items such as an inhaler or an epinephrine auto-injector (EpiPen®). If a child requires these precautionary supplies, the parent will need to provide such, to be kept in the office.
- Levelland Christian School 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 annually to students.

Academic Assessments

Grading

Student achievement in academics and character growth is reported each six weeks through report cards. In addition, at least one parent conference is scheduled annually.

Preschool

The lead teacher will conduct one summative assessment per semester for each student, and the results of these assessments will be discussed with parents during a scheduled conference.

Kindergarten – 2nd Grades

Children in these classes will be assessed according to the following guidelines:

E = Exemplary
P = Proficient

NY = Not yet
M = Making progress

3rd– 6th Grades

Children in these classes will be assessed according to the following guidelines:

A = 90 – 100
B = 80 – 89
C = 75 – 79

D = 70 – 74
F = 69 and below

Foundations and Frameworks

K -6th grade students in Foundations and Frameworks will be assessed according to the following guidelines:

E = Exemplary 96 - 100
P = Proficient 86 - 95

M = Meets objective 75 - 85
NY = Not yet 0- 74

Incompletes

If a student has any incomplete assignments because of an excused absence(s) at the end of a grading period, an "I" will be recorded as his/her temporary grade. The student will be allowed the normal make-up period based on the number of days absent. The incomplete grade will be changed to a numerical grade by the end of the first week of the following six-weeks period.

Interim Progress Reports

Interim Progress Reports will be made available to parents upon request, and at least every three weeks to parents whose children are not making satisfactory progress in basic skills or in character growth and development. Teachers or parents may request additional conferences to discuss progress as needed.

Homework

Parents, homework time is your opportunity to become personally involved in your child's progress. Children will be optimally prepared for success in the classroom when you are aware of and reinforcing the content they are learning. Please schedule regular time to sit down with your child to review flash cards, spelling lists, memorization, etc. Make sure you are listening to your child read regularly. Your help is needed to achieve the best results.

Homework is assigned as follows:

1. In order to complete unfinished class work
2. To provide supplementary practice (flash cards, drills, etc.)
3. As preparation time for a test in class later in the week
4. To prepare special projects (reports, science displays, etc.)

Homework assignments are kept to a minimum on Wednesdays, weekends, school-wide events (programs or fundraisers), and parenting class nights.

While this can vary on occasion, the normal amount of time spent on homework should be as follows:

- **Kindergarten:** 5 - 10 minutes two nights per week
- **Grade 1:** 10 – 15 minutes
- **Grade 2-3:** 15 – 30 minutes
- **Grade 4-6:** 30 – 45 minutes
- **ALL STUDENTS,** PS-6 should read each school night (or have story time with parents, according to age)
 1. If your student runs into a very extreme homework night, please let the teacher know there is a problem.
 2. Parents should monitor the "perfectionist" to prevent overload and burnout. A balance with church, family and other healthy activities remains our goal.
 3. Incomplete homework is graded accordingly.

Make-up Work

In all cases of absences, students will be required to complete the necessary make-up work. The primary responsibility in this matter lies with the student and parent. Arrangements for make-up work must be made by contacting the teacher. Please realize absences do affect grades when students miss initial instruction, class discussions, and other activities. 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 Thursday 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. Points will be taken off for late papers.

Late Work

- First day, a maximum grade of 90 possible
- Second day, a maximum grade of 70 possible
- Third day, a maximum grade of 50 possible
- After 4 days, a 0 is given; however, the work must still be completed and turned in.

Unexcused Absences

In the case that an absence is unexcused, credit may not be given for any assignment, test or homework missed. Students are still responsible for completing all assignments.

Standardized Testing

LCS has adopted the TerraNova™ for our standardized testing process.

Students in grades 1-6 will be required to take this test each year (administered in the spring).

Only students who are ill during TerraNova™ testing will be allowed to make up the test. Due to the time involved, this must be at the discretion of the administration.

Promotion

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

1. Attain for the year an overall **average of 70/Meets Objective** or above, which is derived by averaging the final grades for language arts, mathematics, social studies, and science.
2. Attain an individual subject average of 70/Meets Objective or above in **language arts** and in **mathematics**.
3. 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.

Special Events



Home Visits

Your child's teacher will make a visit to your home. This visit will help the teacher to become acquainted with your child and your family. The teacher will call before coming and give you an opportunity to set a time. It will not be a lengthy visit. Please help this visit to be centered on the child. Let your child show the teacher his/her pet, room, a collection or share something of importance to them. This will be the beginning of a beautiful teacher-pupil-parent relationship.

Class Parties/Birthday Celebrations

- Teachers may have four parties per year in their classrooms. These include Thanksgiving, Christmas, Valentine's Day and Easter. Other special events may be held (on or off campus) with administrative permission.
- If you would like to send cookies to school with your child on his/her birthday (or half-birthday for summer birthdays), the teacher will pass these out at the break time. Do not send cake, drinks, decorations, favors, etc. You must contact your child's teacher for approval before you send refreshments. Teachers may give special recognition to each student on his/her birthday.
- Children are not permitted to bring invitations for birthday parties to school unless the entire class is invited. This will eliminate innumerable problems regarding hurt feelings.

LCS will not observe Halloween in any way. Thank you for standing with us.

Field Trips

Field trip permission forms must be signed by parents/guardians for a student to participate in an off-campus field trip. You will sign one form at the beginning of the school year giving permission for all field trips.

We will keep parents informed of dates and times of trips. We will wear a designated LCS field trip T-shirt (and LCS hoodie as needed) on all field trips.

Chapel

Chapel will be Wednesday from 8:30 to approximately 9:15 a.m. Students in K – 6th grade should wear collared navy shirts or navy crested shirts with khaki bottoms. Parents are encouraged to attend. Occasionally, we will meet off campus for Chapel. You will receive advanced notice of these occasions. A schedule of Chapel services is available upon request.

Publishing of Photographs

Parent/Guardians must sign a release form permitting LCS to allow any publication of their child in newsletters, newspaper, TV, social media, or websites.



Please sign and return this page to your youngest child's homeroom teacher.

"I have reviewed the LCS policies and procedures, as outlined in the Parent/Student Handbook, and have discussed these guidelines with my child(ren). As a family, we agree to abide by these policies, and to promote LCS philosophies through our compliance, according to Scripture."

Parent's Signatures

Child's Name/Signature

Date