

LINCOLN CHRISTIAN SCHOOL

ELEMENTARY PARENT/STUDENT HANDBOOK

Welcome to Lincoln Christian School! We believe Lincoln Christian is a school of excellence, with certified teachers teaching students about “God’s world, in the light of God’s Word.” It is our goal that all students grow in all areas of life, even as Jesus did, “...in wisdom and stature, and in favor with God and man.” (Luke 2:52) We desire that each student will learn to know God better, and prepare to serve Him as you study.

The contents of this handbook are for the purpose of helping you to better understand the workings of our school, its philosophy and its requirements. The teachers and administration are ready to help you in its interpretation at any time. If you have questions, please ask before acting.

Lincoln Christian School’s Preschool program is for students at least four years of age. Information is available through the Preschool Handbook.

GENERAL INFORMATION

THE MISSION

The Mission of Lincoln Christian School is to teach the Truth, through learning about God’s world in the light of God’s Word.

THE VISION

Every student will experience a life-changing Christian education which intentionally integrates the truth of the Gospel of Jesus Christ into every aspect of intellectual, physical, social, and spiritual life.

THE CORE VALUES

The Lincoln Christian School family believes in:

- **A God-Centered Focus.** God must be first in everything we do. All of the school’s operations must be conducted in a manner that brings glory to God—guided and empowered by the Holy Spirit through prayer and steadfast obedience to God’s Word.
- **A Biblical Emphasis.** All instruction and activities must be centered on God’s Word, challenging each student to develop a thorough understanding of the Word and encouraging a deep, personal relationship with the Creator.
- **A Family Orientation.** The school complements the educational responsibilities of the home and the church and encourages all school families to be actively involved.
- **Academic Excellence.** A Christian education requires rigorous academic standards as well as continuous evaluation and improvement.
- **Responsible Stewardship.** The school must use the resources God provides effectively and efficiently.

SCHOOL BOARD

The school is controlled by a Board of individuals elected by the members of the Lincoln Christian School Association. They make all the policies of the school and have final authority in all matters. Members of the Board clearly demonstrate spiritual leadership in their homes and work place, and have a working knowledge of good educational practices.

DECLARATION OF FAITH

1. We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
2. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. We believe that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential.
5. We believe in the present ministry of the Holy Spirit by whose indwelling, the Christian is enabled to live a godly life.
6. 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.
7. We believe in the spiritual unity of believers in our Lord Jesus Christ.

PHILOSOPHY AND OBJECTIVES

The purpose of Lincoln Christian School is to honor God in every class and in every activity.

We believe that children are a heritage of the Lord. Therefore we believe that those who bring forth children should bring up children. The instruction given in the home must conform to the Word of God.

We believe that the school is supplementary to the home. Its education proceeds from and is sponsored by the home. We believe its teachers function in the place of parents.

We believe that those taught are created in the image of God and must therefore be subject to His sovereign will in and through Christ.

We believe that creation and providence (the subject matter of instruction) are revelatory of God and must be presented as such.

Holding these principles to be true, we therefore believe the purpose of the school is to provide instruction of high academic quality in conformity with the faith and principles as outlined in Article II of the bylaws of the *Lincoln Christian School Association*, in order that the pupils may be prepared to take their proper place in the home, the church, and the state.

We believe that this purpose will be fulfilled in these ways:

1. By bringing the children to a personal commitment to the Lord Jesus Christ.
2. By training the children in the way that they should go.

3. By aiding the church in helping the home in the Christian training of young people; to accomplish in 30 to 35 hours a week what the church cannot hope to accomplish by itself in a few hours a week.
4. By encouraging and guiding Christian young people to be missionaries, pastors, or dedicated Christians in whatever profession or field of work they may enter.
5. By preparing young people to become responsible Christian citizens of our nation.

FACULTY AND STAFF

Each person who works at Lincoln Christian School is a Christian who has exemplified Christian living and has a concern for the academic and spiritual growth of the children. Each teacher is certified to teach where that is required, and is competent in his/her area of teaching.

ACCREDITATION

Lincoln Christian School is accredited by the State of Nebraska and the State Department of Education as an educational institution. Credits earned at the school are transferable to any other school. Lincoln Christian School is also a member of the Association of Christian Schools International

ENROLLMENT

A student who wishes to enroll must complete an application form. This is followed by a parent interview. In some cases, an entrance test is required. All applications must be approved. No applicant will be seriously considered as a prospective student who has had a serious scholastic or discipline problem. The school does not discriminate on the basis of race, color, national or ethnic origin.

ACADEMIC INFORMATION

PROMOTIONAL REQUIREMENTS

To be promoted to the next grade, a student must make satisfactory progress in mastering the material presented during that year of study.

GRADING

The following method of grading is used:

A+ 99-100	C+ 83-85
A 96-98	C 80-82
A- 94-95	C- 77-79
B+ 92-93	D+ 75-76
B 89-91	D 72-74
B- 86-88	D- 70-71
	F Below Passing

REPORT CARDS

Report cards are emailed to the parents at the end of each nine-week period. These grades are recorded on the student's records. An interim report may be sent after the fourth week of each period indicating how the student is doing at that time. This grade is not recorded, but is to be used by the student as a check on his/her progress.

HONORS

The Presidential Academic Award

This award is presented to each sixth grade graduate who has earned a B+ average or higher in all subjects beginning with third grade, and has an average percentile rank of 85 or higher on the most recent standardized achievement test in reading or math.

ACHIEVEMENT TESTS

All students are given the Stanford Achievement Tests each year to measure their academic progress. Results are available to parents after scoring has been completed.

HOMEWORK

Homework is assigned for several reasons:

- to practice what has been learned in class,
- to expand areas of learning beyond the classroom,
- to provide experience in self-directed responsibilities which include research, deadlines, proper use of time, and
- to complete work not finished at school.

Late Penalty

Work which is turned in late may be given a lower grade. If it is excessively late, it may be given a grade of 0. The work, however, will still be required.

Standards of Written Work

All assignments should be done neatly, and in accordance with the teacher's standards for the class. The student should strive toward correct usage of grammar, spelling, and punctuation in all written work. After third grade, all written work should be in cursive writing.

BOOKS AND SUPPLIES

Textbooks are loaned to the student by the school. It is important that these books be used respectfully and with care because they are used for several years. Book covers should be used on all textbooks. If a book is damaged or lost, the students will be required to pay for it.

Individual student supplies such as paper, pencils, ruler, etc., are to be provide by the student. A student supply list is available for each grade as requested by the teacher.

LIBRARY AND COMPUTER LAB

Resources in the library are available for the student's use. Books may be checked out. Lost or damaged books and materials must be replaced by the person responsible.

The computer lab is available for use by students under the supervision of their teachers, for research, keyboarding instruction, and other uses. Unsupervised use is not permitted.

FIELD TRIPS

Educational trips are occasionally planned to various museums, businesses, government agencies, or other locations which enhance the teaching going on in the classroom. The school bus is available for transportation. Sometimes parents are invited to drive.

DISCOVERY PROGRAM

Educational techniques designed to stimulate a student's weaknesses are used in two eighty-minute sessions per week. A one-to-one ratio of teacher to student places an emphasis on strengthening thinking, verbal, reading, spelling, math reasoning and organizational skills, with its goal being independence in the regular classroom. Parents are trained to follow through significant aspects of the program with the child at home to reinforce particular skills. There is an additional tuition fee for students in this program. A prerequisite for entering the program is a diagnosis of a learning disability through educational testing.

ABSENCES/TARDIES/LEAVING CAMPUS

Attendance is required in all classes. Students are required to remain on campus throughout the school day, unless parents have requested a dismissal. If a child will be taken from school during school hours, the parent needs to notify the teacher and school office by phone or a note ahead of time. A student who arrives after 10:30 a.m., or leaves before 1:30 p.m. will be considered absent a half day.

Illness

If a child is ill, parents should call the school by 8:30 to let the secretary know of the absence. Illness or death within the family are excused absences. Work missed due to the absence should be handed in within a reasonable time.

If a child becomes ill at school, the nurse will notify parents if necessary (i.e. temperature greater than 100, evidence of contagiousness, or no improvement in condition). A cot is available for the child to lie down on. The school nurse will assess each student.

Any medication a child needs to take at school must be kept in the school office, with a signed note authorizing its use. The medication should be in the original container with the child's name, time and dosage to be given. If the medication is an ongoing one, a signed release form must be submitted.

If your child should not participate in PE due to a physical problem, a note should be sent to the teacher stating the reason, or ask to be followed up by the nurse.

Planned Absences

Planned absences should be cleared with the teacher and the school office ahead of time. Assignments should be gotten and the work completed before the absence. If the absence is for several days, the student should take books along to avoid falling behind in schoolwork.

Tardies

Parents should make every effort to get children to school on time. Students arriving late should stop at the office. Frequent tardies will be addressed by the teacher and principal.

COMMUNICATION – CLASS/OFFICE TO STUDENT/PARENTS

Parent-Teacher Conferences

These are held at least twice a year for the purpose of evaluating each student's work and progress. Throughout the year, parents and teachers are encouraged to have conferences as needed.

Friday Letter

Once a week a Friday letter is sent home with information from the school office. Classroom teachers may also choose to send a Friday letter for specific information pertaining to their class.

LCS Administrative Software/Email and Web Site

Your teacher may elect to communicate with you through our campus-wide administrative software system or by email. Information about the school can be obtained by going to the school's web site: <http://www.lincolnchristian.org>

Visiting School

Parents are welcome to visit classes or eat lunch with their child. They should make arrangements in advance for the day and time through the school office or the teachers, or in response to an invitation from the teacher.

All visitors are required to sign in at the office upon arrival, wear an identification lanyard while in the building, and sign out.

Students from other schools may visit only upon prior approval of the administration or teacher.

Phone Usage

Phone calls may be made by the student with permission from the teacher.

CURRICULUM

The purpose of Lincoln Christian School is to teach each subject from the viewpoint of God's Word. Teachers are committed to this purpose and desire to have each student see that God created and sustains all things, and that He controls and works in the affairs of people. Textbooks are chosen from a variety of publishers, Christian and secular, that best meet the goal of agreeing with God's Word and being strong academically.

**LCS CURRICULUM
TEXTBOOK PUBLISHING COMPANIES**

Subject	Grade	Company
Reading	K-6	McGraw-Hill/Bob Jones/A Beka Book Company
Mathematics	K 1-6	ACSI (Association of Christian Schools, International) Silver Burdett
Spelling	1-6	ACSI
Language	1-6	A Beka Book Company
Science/Health	K,1,3-6 2	A Beka Book Company Holt, Rinehart & Winston Company
Social Studies	K 1, 2 3 4 4 5 6	Community Helpers A Beka Book Company – American History Silver Burdett – Communities & Resources Johnson Publishing Company – Nebraska History McGraw-Hill – Earth’s Regions McGraw-Hill – United States Scott Foresman – Latin America & Canada
Handwriting	K-6	Zaner-Bloser
Bible	K 1 2 3 4 5 6	Child Evangelism Fellowship & Selected Bible Stories Child Evangelism Fellowship & Old and New Testament Stories ACSI Positive Action for Christ ACSI Positive Action for Christ The Book of Genesis

Bible

This daily class involves Bible study, prayer, verse memorization, and other activities designed to help the student come to know Jesus Christ as personal Savior, and grow in knowledge and obedience to Him.

Reading

The phonetic approach to reading is the foundation of Lincoln Christian School’s reading program. Comprehension and the enjoyment of good reading materials are emphasized.

Spelling and Grammar

Correct spelling and usage of words and punctuation are taught in class and practiced in all written and spoken work.

Mathematics

Understanding number concepts and much practice are both important parts of this subject.

Social Studies

The study of people and how they live begins with an understanding of the home and community, and broadens to our state of Nebraska, United States, and other countries.

Science

The beauty of God's design in nature and natural laws is studied and appreciated. Experiments, projects and field trips are all part of this study.

Handwriting

Good handwriting procedures and habits are taught and encouraged in all written work.

Music

Vocal music includes music theory and singing for enjoyment beginning with kindergarten. Instrumental music begins in the fourth grade with the recorder, and continues in fifth and sixth grades where learning to play a band instrument is required. Free lessons are given to all students. Students perform in programs and music contests.

Computers

Students receive some instruction in the operation of computers, and experience using a variety of computer programs.

Art

Students are exposed to a variety of art activities. Expression of ideas is encouraged in other subject area projects as well.

Physical Education

Regular classes emphasize increasing motor and coordination skills, as well as working successfully in teams and groups.

SPIRITUAL LIFE

TEACHERS

All teachers are Christians who have put their faith in the Lord Jesus Christ as their personal Savior from sin. Their desire is to see students grow in their relationship with Christ. They are available for help and counsel at all times.

INSTRUCTION

All subjects are taught from the viewpoint of God's Word. Bible classes are taught not only to increase a student's knowledge of the Bible, but also to encourage growth in faith and obedience.

CHAPELS

Weekly chapel programs provide opportunity for student participation. They provide a means of group worship and spiritual challenge.

Once each year, in chapel, an emphasis is given to help Christian schools overseas or in needy areas, which are members of ACSI. Students are encouraged to pray for these schools, as well as to bring a cash offering which is given to ACSI. Some years other projects may be chosen as a means of outreach for the students.

PRAYER TIMES

Teachers meet regularly for prayer times. Students have regular prayer times in the classrooms. Mothers of students also meet weekly for prayer at the school.

CHRISTIAN SERVICE

Students in fifth grade are involved in visiting residents in a nursing home every month. Many students also are involved in music groups that give programs during the year.

SPIRITUAL EMPHASIS WEEK

At least once a year time is scheduled for a concentrated challenge to a deeper commitment to the Lord. A series of daily chapel services with a special speaker is used to reach this goal.

STANDARDS OF CONDUCT AND DRESS

CONDUCT

God tells us in His Word, "Let no man despise your youth; but be an example of the believers in word, in conduct, in love, in spirit, in faith, in purity." (I Timothy 4:12)

It is the goal of Lincoln Christian School to maintain high standards of behavior. It is important that students show respect toward spiritual things, as well as to teachers and others in authority. Students should be courteous and respectful toward each other.

Profanity and abusive or unwholesome language must not be a part of a student's vocabulary. Our goals must be: "Let the words of my mouth and the meditation of my heart be acceptable in your sight, O Lord, my strength and my redeemer." (Psalm 19:14)

The Bible speaks of our body as the temple of the Holy Spirit (I Cor. 6:19, 20). Nothing should be put into the body that could harm it. Therefore, the use of tobacco, alcoholic beverages and harmful drugs shall not be a part of a student's life, either on or off campus, and will be considered serious misconduct.

Conduct in the building, halls, restrooms, and classrooms should be quiet and orderly. When entering the building, students should become quiet and move in an orderly manner to their classroom or activity.

Dancing will not be a part of any school activity.

Radios, tape players, CD players or other toys may be brought to school only when requested by the teachers.

There is no gum chewing at school.

Bicycles are to be parked in the designated parking areas. There is to be no riding, sitting on, or meddling with them before, during, or after school except to arrive and to go home.

Damage to or loss of school property must be paid for by the student responsible.

Other procedures may be added if the need arises. These standards apply to any school-related activity.

DRESS STANDARDS

We believe that a person's appearance and dress is a reflection of themselves and those around them. Students at Lincoln Christian have the privilege and responsibility to represent, not only the school, but also the Lord Jesus Christ. The two main reasons for the following dress code standards are (1) to eliminate unnecessary distractions to the learning process, and (2) to maintain standards of modesty and neatness deemed appropriate for LCS.

All of the dress code standards will be enforced during classroom hours, as well as when the students participate in school activities, exempting athletic uniforms and costumes approved by activity director and activity sponsor.

The administration reserves the right to make discretionary judgment regarding the appropriateness of student dress, hair, and fashion not explicitly covered in this dress code. The final interpretation of this code remains the responsibility of the administration.

General Standards for All Students

<p>Shirts</p> <ul style="list-style-type: none"> All shirts must be long enough to ensure that no skin or underwear is visible at any time. The shirt should always cover the waistband of pants. Dress T-shirts (colored shirts or polos) are permitted. Shirts that are not permitted: <ul style="list-style-type: none"> Sleeveless shirts (boys) Body shirts Crop tops Shirts with secular band names Shirts with secular messages regarding alcohol, tobacco, drugs, or immorality Shirts with holes or rips Shirts with messages that oppose accepted biblical values and attitudes may also be determined unacceptable. Shirts cannot be worn inside out. <p>Pants</p> <ul style="list-style-type: none"> No hip-huggers No sagging 	<p>Pants – continued</p> <ul style="list-style-type: none"> No excessively tight, or excessively loose-fitting pants Pants with holes or tears are not permitted All pants must have a hem <p>Coats</p> <ul style="list-style-type: none"> Coats are not to be worn to class unless the teacher gives permission due to adverse weather conditions. <p>Sweats</p> <ul style="list-style-type: none"> No cotton sweat pants (for grades 7-12) No pajama pants No tear-away pants <p>Hair</p> <ul style="list-style-type: none"> No unnatural hair colors No extremes in hairstyle, or designs which are cut into the hair <p>Jewelry</p> <ul style="list-style-type: none"> No jewelry with secular messages that correspond to music groups, alcohol, tobacco, drugs, immorality, or philosophy contrary to the Christian message. 	<p>Jewelry – continued</p> <ul style="list-style-type: none"> No pierced jewelry is to be worn, with the exception of pierced ears for girls only. <p>Tattoos</p> <ul style="list-style-type: none"> Students are discouraged from having tattoos. However, if they have a tattoo anywhere on their body, it is to be covered at all times by clothing in the school, or to any school-related activity/event. <p>Shorts</p> <ul style="list-style-type: none"> Shorts are to be the dress-walking type of short, loose-fitting—no athletic type. Denim is permitted. Shorts are to be no higher than two inches above the knee. Shorts must be hemmed. No cutoff shorts allowed. <p>Shoes</p> <ul style="list-style-type: none"> Shoes with wheels may not be worn at school.
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Specific Standards for Girls Only (I Timothy 2:9)

<p>Skirts/Dresses</p> <ul style="list-style-type: none"> Skirts, dresses and culottes must be no higher than 2 inches above the knees. <p>Hats</p> <ul style="list-style-type: none"> Hats may not be worn during school. 	<p>Shirts</p> <ul style="list-style-type: none"> Sleeveless shirts are permitted if they extend to the edge of the shoulder. Cap sleeves are acceptable. Use modest discretion in cut of shirts—if in doubt, don't wear it!
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Specific Standards for Boys Only (Romans 12:1, 2 and Titus 2:7)

<p>Shirts</p> <ul style="list-style-type: none"> Short-sleeved shirts are to be at least halfway down the bicep in length. <p>Pants</p> <ul style="list-style-type: none"> No sagging of pants, shorts, or gym shorts <p>Hair/Facial Hair</p> <ul style="list-style-type: none"> Length of the hair is not to exceed the collar ridge of a shirt. Putting the hair in a ponytail or using any type of clip or hairpiece is not permitted. 	<p>Hair/Facial Hair - continued</p> <ul style="list-style-type: none"> No unnatural hair colors are permitted. Sideburns are to go no lower than the bottom of the ear. Face must be cleanly shaven. <p>Jewelry</p> <ul style="list-style-type: none"> Boys cannot wear earrings in school, or to any school-related activity/event. <p>Hats</p> <ul style="list-style-type: none"> Hats, headbands, or bandanas cannot be worn during school hours.
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DISCIPLINE

The atmosphere of the school must be conducive to learning, safe for each student physically and emotionally, and encourage respect toward God and His Word. When student behavior or attitudes dishonor God and are harmful to the atmosphere of the school, they must be dealt with.

Students who exhibit negative behavior or attitudes will be counseled regarding their response to God's standards, and encouraged to grow in their relationship with God and their obedience to Him.

Enforcement Procedures

Actions which show evidence of disobedience to school rules, disrespect, lack of courtesy, general disturbance, and other such misdemeanors, will be first handled by the teacher. Situations which are chronic or flagrant will be referred to the administration.

Unacceptable conduct will be dealt with in various ways, which may include, among others, counseling with students regarding their behavior, staying after school, notes to parents to be signed and returned, phone calls to parents, conferences with parents, probation, suspension, and expulsion from school.

Discipline for Misconduct

Category I

Category I involves activities that create minor disturbances, prevent classroom order and instruction.

Examples of Category I rule violations, including but not limited to:

- Talking out of order
- Disturbing another student
- Making disruptive noises
- Moving about classroom without permission
- Hallway and restroom disturbances
- Misuse of time
- Inattention
- Selfish behavior (i.e. cutting in line, not sharing, borrowing without permission)
- Playground violations
- First and second dress code violations

Consequences of Category I Violations

Offenses may result in additional work, note home, loss of privileges, conference that may include principal, student and teacher, or Category II consequences for recurring offenses, or other consequences.

Category II

Category II includes activities and attitudes that show a lack of respect for God, for authority, for other students, for Lincoln Christian School, and for repeated or frequent violations of Category I violations.

Examples of Category II rule violations, including but not limited to:

- Bullying (Bullying behaviors are defined as direct or indirect behaviors toward an individual that could involve a single or repeated incidences and cause feelings of isolation exclusion or distress. “Therefore encourage one another and build each other up.” 1 Thessalonians 5:11)
- Attitude gestures (i.e. rolling the eyes, sighs or words expressing disgust, murmuring, grumbling, or back talk)
- Arguing (with teacher, staff personnel)
- Negative attitude (i.e. exclusion, name-calling, put-downs)
- Swearing, cursing, filthy language
- Lying
- First and second offense in cheating.
- Third violation of dress code
- Frequent and repeated violations of Category I rules

Consequences of Category II Misconduct

Offenses may result in written and/or verbal apology to offended person, and/or service for offended person, conferences that may include principal, teachers, parents, and student, in-school suspension, Category III consequences for recurring offenses, or other consequences.

Category III

Category III involves a violation of U.S., Nebraska, or local laws; activities that threaten the safety of the student or other students and staff; activities that show a consistent lack of respect for authority or property; activities that violate Biblical moral codes of conduct.

Examples of Category III rule violations, including but not limited to:

- Assaulting another student or staff member (i.e. flashing a weapon, hitting, shoving, kicking with intent to injure, spitting)
- Verbally threatening another student (i.e. intimidation, extortion, or stalking)
- Sexual harassment (i.e. unwanted sexual advances, making gestures, displaying sexual suggestive objects or pictures, making or using derogatory comments, derogatory slurs or jokes, sexually degrading words to describe an individual, suggestive or obscene notes or letters)
- Inappropriate boy/girl conduct (i.e. hand holding, kissing, embracing, pairing off)
- Vandalism and/or stealing of another student’s property (each case evaluated to the merit of a Category III violation)
- Bringing a weapon to school
- Public knowledge of moral sin
- Second offense on cheating
- Spreading rumors or gossip with intent to ruin the reputation of a student or staff

- A breach of conduct on or off school grounds that has an adverse effect upon the image of the school.
- A breach of conduct, such as those listed above, outside the school grounds as an official representative of Lincoln Christian (includes attending school activities at other schools, as a spectator or participant, or while on a school sponsored trip).
- Frequent and repeated violations of Category II rules

Consequences of Category III Misconduct

Offenses may result in compensation for vandalism and/or stolen item, suspension (in-school or out-of-school), probation, expulsion/withdrawal, or other consequences.

Explanations of Consequences

Additional Work - Academic or labor work assignments done before or after school.

Note Home - A report of the misconduct sent to a parent, to be signed by a parent, and returned to school.

In-School Suspension - Removal of the student from the classroom. Work assignments are done and due on time.

Out-of-School Suspension - A student may be suspended from school only after the parent-principal disciplinary conference has been held. Very specific changes in attitude and actions will be required for re-admission. A re-admission parent-principal conference will be necessary for the student to return to school. Disciplinary probation begins when a student is suspended from school.

Probation - Probation is instituted when a student has a serious problem in the area of discipline and/or attitude. The purpose of probation is to give the student an opportunity to correct the problem. If the problem is not corrected, the student will be dismissed from the school.

Reasons for Probation:

- **Attitude** - A student who demonstrates a rebellious spirit after attempts have been made to change his/her attitude. The negative attitude persists and is influencing other students.
- **Disciplinary** - A student who displays continued deliberate disobedience or commits a serious breach of conduct inside or outside of school which has an adverse effect upon the testimony of the school.

Expulsion - Expulsion will be recommended if it becomes apparent the school will not be able to meet the needs of the student, or that the student's behavior is preventing classroom instruction. Expulsion may also be recommended for violation of Category III rules, unresolved academic or disciplinary probation, or failure to correct the deficiencies specified in probation. When expulsion is recommended, a date of withdrawal from school will be set and the withdrawal procedure followed. The expulsion date may be immediate. Recommendation for expulsion will require approval of the school board. Out-of-school suspension will be put in place until the school board approves the expulsion.

Referral Procedure for Misconduct

Category I

This type of misconduct will be dealt with by the teacher in charge and/or other staff members, including the giving of consequences. If the misconduct is flagrant or continues, the principal should be notified. Parents should be notified if there is a student/principal conference.

Category II

This type of misconduct should be dealt with by the teacher in charge and/or other staff members, who should notify the principal of the misconduct, and be involved in the decision about consequences. Parents should be notified if there is a student/principal conference.

Category III

The principal should be notified immediately of this type of misconduct and, together with the teacher in charge, determine the next step to be taken regarding consequences. Parents should be notified if there is a student/principal conference.

PARENT-TEACHER RESOLUTION

If a student or parent believes he/she is offended by the words or actions of a teacher, as a fellow Christian he/she should go first to the teacher through whom the offense came and share this with him or her (Matthew 18). If, after consulting together and praying for mutual understanding, there is no reconciliation, then they should agree to go together to counsel with the administrator. This step, to meet with administration, should not be done unless contact has been made with the teacher first. In the same way, if there is a disagreement with the administrator and the matter cannot be resolved, then the two should make an appointment through the president of the school board to meet with the Board for final settlement of the matter.

PROCEDURES

LUNCHES

Students bring their own sack lunches. Hot sandwiches may be purchased at school. Milk and orange juice are also available for purchase. On occasion, hot lunches are served as a fund-raising activity.

STUDENTS SELLING THINGS AT SCHOOL

The sale by students of fund raising items for groups outside of school is discouraged. However, permission may be granted by the office for a period of time no longer than one day.

FUND RAISING BY STUDENTS FOR LCS

The school has one event each year involving the students which has been approved by the school board, to raise funds for LCS. Each fall a magazine subscription sales contest is conducted. Students are encouraged to participate, but not required to do so. The profits go to the school's general fund.

WRITTEN INVITATIONS TO STUDENTS

If a student wishes to invite classmates to an activity outside of school, if the invitations are given at school, they must be for the entire class, or for all the boys, or all the girls, to prevent hurt feelings.

USE OF GYM AND COMPUTERS

Students should not play in the gym or with computers before or after school unless permission has been granted and supervision given by a teacher.

STORM AND SCHOOL CLOSINGS

The school will be closed if weather makes it dangerous or impossible to travel. Cancellations will normally be made the morning of school, about 6:00 a.m. On such days, media announcements will be made on CHANNEL 8-TV, KFOR 1240 AM radio, and KLIN 1400 AM radio.

Parents are encouraged to come and get their children when they feel it necessary to do so, if a storm occurs during the day. If the school closes during the day, it will be announced on the same stations.

A staff member will stay until the last student is picked up.

VOLUNTEERS

Volunteers such as room mothers, teacher-aides, and drivers/sponsors for field trips are a vital part of our school. We welcome and encourage this participation. We ask that no preschool-age children be with you when you volunteer in the classroom and on field trips. We ask that you follow school dress code as a volunteer.

OTHER ACTIVITIES

Class Parties

Parties celebrating Christmas and Valentine's Day may be held. All activities should be honoring to the Lord. Care should be taken that students do not feel left out. (Example: Valentines should be given to all the boys, or all the girls, or all the students.) No emphasis should be placed on Santa Claus, the Easter bunny, Halloween, or other secular concepts. Each teacher may determine the most appropriate time to celebrate birthdays.

Extracurricular Activities

Students in grades four through six may compete in contests involving knowledge in geography, spelling and Bible, as well as in sports activities.

Open House

One evening is scheduled in the fall for parents to meet with the teachers in the classrooms to discuss the operation and procedures of the classes.

SPECIAL EVENTS

GRANDPARENTS DAY

Grandparents are invited to spend a day at school, visiting their grandchild's classroom, and eating lunch with him or her. This is usually in the fall.

ELEMENTARY MUSIC PROGRAMS

All of the students have the opportunity to participate in a larger public performance in music & drama, at Christmas and/or in the spring.

KINDERGARTEN EVENTS**Kindergarten Roundup**

Interested families with kindergarten-age children are invited meet the teachers and visit the classrooms, in order to become acquainted with our kindergarten program. Usually this event takes place in March.

Kindergarten Graduation

A special program is presented to honor the kindergarten students for completing their first year of school. This program is usually presented during the last week of school.

FIELD DAY

All of the elementary students take part in a day of game activities, usually in May.

SIXTH GRADE RECOGNITION

This program is presented by the sixth grade students when they are recognized for completing their elementary school years. Awards are presented at this time. The program is usually followed by a social event for the class.

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