

LUBBOCK CHRISTIAN SCHOOL

Elementary

Student/Parent Handbook

2023-2024



Administration

Mr. Hutch Haley – *President*

Ms. Julie Foster – *Principal*

Board of Trustees

Mr. Russ Horn – Chairman
Dr. Brooke Hobgood – Vice Chairman
Mrs. Shawna Gomez – Secretary
Mr. Cory Dulin
Dr. Julie Hubik
Mrs. Glenda Kitten
Mr. Eric Lee
Dr. T.J. Randers
Mr. Brent Stewart
Mrs. Christiane Wheatley
Mr. Dusty Womble

TABLE OF CONTENTS

<u>I. CHRISTIAN EDUCATION</u>	1
<u>I.1 Philosophy</u>	1
<u>I.2 Statement of Faith</u>	2
<u>I.3 History and Authority</u>	2
<u>I.4 Spiritual Formation</u>	3
<u>I.5 Physical and Intellectual Development</u>	4
<u>II. ENROLLMENT POLICIES AND PROCEDURES</u>	5
<u>II.1 Non-Discrimination Policy</u>	5
<u>II.2 Elementary Admission Requirements</u>	5
<u>II.3 Application Procedures</u>	5
<u>II.4 Tuition and Fees 2023-2024</u>	6
<u>II.5 FACTS Payment Plans</u>	7
<u>II.6 Refund and Withdrawal Procedures</u>	7
<u>III. ADMINISTRATIVE POLICIES</u>	9
<u>III.1 School Hours</u>	9
<u>III.2 Attendance</u>	9
<u>III.3 Academics</u>	10
<u>III.4 General Policies</u>	12
<u>IV. STUDENT CONDUCT</u>	14
<u>IV.1 Responsibilities and Expectations</u>	14
<u>IV.2 Dress Code and Appearance</u>	14
<u>IV.3 Mistreatment and Misconduct</u>	17
<u>IV.4 Disciplinary Procedures</u>	18
<u>IV.5 Problem Resolution</u>	19
<u>V. SAFETY</u>	21
<u>V.1 Emergency Response and Preparation</u>	21
<u>V.2 School-Sponsored Trips</u>	21
<u>V.3 Entering and Leaving Campus</u>	22
<u>VI. HEALTH GUIDELINES</u>	23
<u>VI.1 Requirements</u>	23
<u>VI.2 Injury and Illness Policies</u>	23
<u>VI.3 Medications</u>	24
<u>LCS SCHOOL SONG, COLORS, MASCOT, AND SOCIAL MEDIA</u>	25
<u>SIGNATURE PAGE</u>	26

I. CHRISTIAN EDUCATION

I.1 Philosophy

Our Biblical Foundation

Lubbock Christian School's educational philosophy grows out of its understanding of the Christian faith. We believe the underlying source, goal, and direction of everything is the One revealed in the Bible as the Creator, Governor, and Redeemer of the universe. We believe all reality is dependent upon God and is intended to reflect His goodness and glory. We believe God the Father has disclosed Himself and His intentions through the revelation of His Son, Jesus Christ. Sin, however, has distorted man's view of God, creation, self, and fellow man. Consequently, we believe true education is an ongoing process whereby we are led to better understand ourselves and the world and to comprehend it as God's world. Further, because God has created us as persons in community, we believe true education involves learning to live together with all persons.

It is our understanding that all truth, properly understood, is God's truth and should be pursued and celebrated as such. Thus, those who are charged by parents to participate in the education of their children must integrate biblical teaching in all disciplines to help students view themselves and their world through the eyes of faith. Our teachers are expected to be exemplary models of the Christian walk. We believe Christ-like education has as much to do with character and conduct as it does with data and facts. It includes the development of dispositions, attitudes, and behavior that reflect trust in the Creator and Redeemer of the universe.

Our Christ-Centered Approach

Lubbock Christian School seeks to provide Christ-centered, Bible-based education through the following:

- Christian educators in every class.
- Daily non-denominational Bible classes and chapel assemblies.
- Biblical integration of all subject matter.
- Values taught through the lens of a Christian worldview. We look to God's word and to the life of Jesus Christ as the source of Truth for life's questions.

Our Assumptions

The programs at Lubbock Christian School rest on the following basic assumptions:

- Every student is an individual created in the image of God, with personal responsibilities in this life and eternal hope for the life to come.
- Every student should be held to high academic standards with the necessary support of their teacher.
- The teachings of Christ are essential to the development of the whole person at every stage of life.

Our Objectives

The daily life of LCS is shaped by our objectives as an institution of Christian education:

- To offer high-quality education in a Christian environment and inspire our students to live the "abundant life."
- To encourage and mentor students in the joy, hope, and courage of the Christian faith.
- To help students develop a worldview rooted and established in loving God and loving people.
- To stimulate intellectual growth and spiritual discernment in students who seek Wisdom.

I.2 Statement of Faith

The Board of Trustees, administration, faculty, and staff, of Lubbock Christian School hold to the following doctrinal beliefs and will endeavor to operate with these beliefs serving as the fundamental and guiding principles for all aspects of our organization:

- The Bible is the inspired, authoritative Word of God and is therefore recognized and taught in our school as absolute truth. (2 Timothy 3:15; 2 Peter 1:20-21)
- Knowledge of God and His omnipotent nature is the most important type of knowledge and serves as the foundation for all learning. (Proverbs 1:7; Proverbs 2:10-11; Romans 1:20)
- There is one God, eternally existent in three persons: Father, Son, and Holy Spirit. (Genesis 1:1; Matthew 28:19; John 10:30)
- Our Lord Jesus Christ is deity (John 10:33); born of a virgin (Isaiah 7:14; Matthew 1:23; Luke 1:35); lived a sinless life on earth in the form of a human being (Hebrews 4:15; Hebrews 7:26); performed miracles (John 2:11); atoned for the sins of man through His death on the cross (1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9); was resurrected from death (John 11:25; 1 Corinthians 15:4); ascended to the right hand of the Father (Mark 16:19); will return in power and glory (Acts 1:11; Revelation 19:11).
- Adam, the first man, sinned by disobedience. This act resulted in the fall of all mankind; therefore, all people have sinned and lost their ability to live for the glory of God. Every person's sin incurs both physical and spiritual death until there is forgiveness and salvation by the grace of God. (Genesis 3:1-24; Romans 3:10-23, 5:12-21, 6:23)
- Salvation from one's sin comes only one way: grace through faith in Jesus Christ (Ephesians 2). Obedient faith leads one toward a Christ-centered life and submission to baptism in imitation of His death, burial, and resurrection (Romans 6), for the gifts of forgiveness of sins and the indwelling Holy Spirit (Acts 2).
- The Holy Spirit indwells Christians, enabling them to live godly lives. (Romans 8:13-14; 1 Corinthians 3:16; 1 Corinthians 6:19-20; Ephesians 4:30; Ephesians 5:18)
- Christians are called to the spiritual unity of believers in our Lord Jesus Christ. (1 Corinthians 12:12-13; Galatians 3:26-28)
- In the beginning God created mankind in His image, and man is not in any sense the product of evolution. (Genesis 1:27, 31)
- Men and women were created distinctively by God, further His intent for all people is that they live distinctively male or female as He created. (Genesis 1:27-28; Psalm 139:13-14)
- Marriage is a union designed by God and only between a man and a woman. (Genesis 2:22-24; Mark 10:6-9) 1. Human sexuality is part of God's designed creation and to be experienced and enjoyed in a monogamous marriage relationship between a man and a woman only. (1 Corinthians 7:2; Hebrews 13:4)
- The church is the body of Christ and the family of God. It is made up of saved believers, who assemble for worship, fellowship, and ministry. (Matthew 16:18; 1 Corinthians 12:12-14; Hebrews 10:25)
- It is a privilege to proclaim the good news of Jesus Christ and to seek to make growing disciples. (Matthew 28:18-20; Acts 1:8)
- In addition to these beliefs, we also believe that God has given parents the responsibility to bring up their children in the nurture and admonition of the Lord. (Ephesians 6:4; Proverbs 22:6) We believe LCS should partner with the home to grow God-fearing students through bible-based curriculum and experiences.

I.3 History and Authority

The Charter of Lubbock Christian School was signed by the original Board of Trustees on August 28, 1954. That Charter authorized classes from kindergarten through senior college and the first classes met at Broadway Church of Christ. The Charter name was amended to read Lubbock Christian College in 1956 to provide for the addition of the junior college. Classes were first held at the present location in 1958 and the first graduating class was in 1965.

Accreditation was granted by the Texas Education Agency in the 1961-62 school year and was maintained each year until 1988. At that time, the state organization ceased accrediting private schools and Texas Christian Schools Association set up an accreditation process. LCS was the first school to earn TCSA accreditation status. Since then, the National Christian School Association and Cognia have taken over accreditation of Christian schools.

The school was first governed by the board of the college and subsequently by a committee selected from among members of that board. The governing committee was described in a letter written by Dr. F. W. Mattox in 1961. In 1980, the business offices of the school and the university were officially separated, and all school records were moved to the Lubbock Christian School office. In 1988, authority was extended by the university board to allow LCU board members, faculty, or staff to comprise a majority of the LCS Board, while parents or the community at large would hold a minority position. On July 1, 2009, LCS officially separated from LCU. The LCS Board of Trustees is made up of LCS parents and/or community leaders with complete authority to govern and operate Lubbock Christian School. LCS owns its own property, including land, buses, buildings, and all their contents.

LCS is the oldest private school in Lubbock, offering pre-kindergarten through twelfth grade. The school today is the result of much prayer and hard work. It has prospered through the sacrifice of many teachers, parents, and friends who have given liberally of their time, talent, and financial resources. The LORD's provision has been clearly seen through the years.

The Lubbock Christian School campus is located at 26th and Dover. The Peter H. Dahlstrom Elementary Learning Center (ELC), Joe Baldrige Building (HS), Joe and Agnes Dent Building (JH), Administration Building, Harman Multi-purpose Building (MPB), Hufstedler Science and Music Center, Lena Stephens Football Stadium, Eagle Athletic Center (EAC), and the Diamond at Eagle Park Softball Field are on this campus. Eagle Field Baseball Stadium is located at 24th and Frankford.

I.4 Spiritual Formation

Faculty

LCS employs teachers who embrace our Statement of Faith and are active in their walk with Christ. We seek "kingdom" people. First through sixth grade teachers are state certified. PK3-Kindergarten teachers are trained in their teaching area through specific professional development according to NCSA/Cognia criteria. Educators teach their trained area of specialization, and each year they receive continuing education hours to enhance teaching skill. Faculty members are expected to present biblically integrated curriculum, focusing on both the spiritual and academic growth of each student. We want to shape hearts and minds for kingdom living.

Chapel

Daily chapel is a major rhythm on campus. Students enjoy singing, praying, scripture reading, and hearing the word of God together. Leadership opportunities are presented, mentor groups are formed, speakers are brought in, split chapels for male and female students are created, and all-school chapels are scheduled to provide a variety of experiences.

Bible Curriculum

At LCS, students are required to successfully complete a Bible class each semester. Bible is central to our academic program on all grade levels. It is the course textbook, while other resources are used to reinforce and illustrate biblical teachings. Students are taught to accept the Bible as inspired word of God, and they are taught the love of God according to scripture.

Pre-Kindergarten

This grade level studies the heroes of the Old Testament and learns how God used them for His plans. They learn how the early Bible characters trusted God and were obedient.

Kindergarten

The purposes of this class are to develop a love for God as our Creator and Father and for Jesus as our friend and Savior, to teach the rewards of obedience and the consequences of disobedience for God's chosen people, and to study the life of Christ and His great love for all mankind. These purposes are accomplished by studying the books of Genesis, Exodus, Joshua, Judges, I & II Samuel, I Kings, Daniel, Matthew, Mark, Luke, and John.

First-Sixth

First through sixth grade follow a curriculum called Bible Study for all ages. This curriculum aligns all grades by choosing stories from the entire Bible for each unit. Students who begin this curriculum in 1st grade will go through all 66 books by the time they enter Junior High. The interactive pages allow students to memorize scripture, understand concepts from culture, remember important facts about people, places, and things, apply biblical principles from the stories in the Bible and interact through group dynamic activities to reinforce the lessons. All students will be on the same lesson, according to grade, with four different ability levels (Beginner, Primary, Intermediate, and Advanced).

Approach to Sex Education

In grades K-6, there is no formal presentation of sex education topics. Students during this stage of growth are in the latency phase of development, when any presentation of explicit material can cause disruption of the normal pattern of growth. However, questions will arise in various subject areas such as Bible, science, and health. Teachers will answer questions age appropriately, and all topics dealing with sexual behavior are answered through a biblical lens.

I.5 Physical and Intellectual Development

Physical Education

Elementary students learn the importance of physical fitness. PE classes meet at least three times a week for all levels and will promote a healthy, active lifestyle. Fundamentals for a variety of sports are taught as part of the curriculum.

In addition, we highly encourage our elementary families to attend secondary extra-curricular activities. Because our campus includes Pre-K through 12th grade, there is a real opportunity to create generational community. Our desire is for relational support to flow up and down and across LCS.

Fine Arts and Other Activities

Elementary students will participate in the following:

- Art
- Music
- Computer Science
- Band (5th and 6th)
- Library
- Chapel

II. ENROLLMENT POLICIES AND PROCEDURES

II.1 Non-Discrimination Policy

Lubbock Christian School admits students of any race, color, or national/ethnic origin. All students are entitled to the same rights, privileges, programs, and activities. LCS does not discriminate based on race, color, or national/ethnic origin in administration of our educational policies, admissions requirements, scholarship applications, athletic activities, or other school-administered programs.

II.2 Elementary Admission Requirements

Students admitted to LCS should meet the following criteria:

- Have a “C” or above average in core courses (English, math, science, social studies) with no failing grades. (Some exceptions may apply.)
- Not currently expelled or suspended from another school.
- Have a positive report from previous school.
- Agree to all disciplinary procedures in the student handbook and other documents.
- Must be living with parent(s) or legal guardian(s).
- Standardized test scores in the average to above average range. (Some exceptions may apply.)
- Interview with principal before admission.

All new students are admitted on a six-week probationary basis.

II.3 Application Procedures

Application

Set up a tour with our Director of Admissions.

To apply for Elementary grades, PK-6th, the applicant must do the following:

1. Complete an application for admission (online). The following items will be required:
 - a. Furnish LCS with a copy of birth certificate and immunization records. (A PK3 student must be three years old as of September 1st. A PK4 student must be four years old as of September 1st. A kindergarten student must be five years old as of September 1. A first grader must show successful completion of kindergarten or have reached their 6th birthday by September 1.)
 - b. Provide a copy of the most recent report card (1st-6th).
 - c. Provide a copy of Standardized test scores. (1st-6th).
 - d. If a student is homeschooled, a map testing time will be scheduled (1st-6th).
2. Interview with the elementary admissions committee (PK3-6th).
3. Set up Shadow Day (optional).
4. Provide two letters of recommendation from current teachers and one character recommendation from a minister, community leader, or friend.
5. Complete online enrollment once acceptance has been granted.

Interview

During the admissions process, the elementary admissions committee will interview student and parent. They are encouraged to ask questions regarding the school. It also provides an opportunity for the committee to communicate the standards of LCS and the expectations for culture “buy-in.”

Immunization Records

Upon enrollment, all students must provide the school with an updated immunization record. Failure to do so within 30 school days after enrollment will result in suspension until the immunization record is made available. Noncompliance with this requirement will result in dismissal. Notices will be sent prior to any action being taken. This is a state mandate to keep in good standing with the accreditation. Parents are expected to keep updated immunization records yearly. They must give a copy of new records to the school nurse to remain in good standing.

Appeals Procedure

An appeal may be made by the applicant to the president when an application is rejected. The appeal must be submitted within 10 days and must be in writing. Upon receipt of the appeal, the president will schedule a meeting with the applicant, the parent/s or guardian/s, and the principal. If the original decision is reversed, the applicant will be given a date for enrollment at the earliest possible time.

II.4 Tuition and Fees 2023-2024

Tuition

LEVEL	AMOUNT
PK	\$6700.00
K	\$7700.00
Grades 1-3	\$8700.00
Grades 4-6	\$9200.00

Tuition Discounts

Prepayment Discount: For accounts paid in full on or before July 15, a 3% discount will be deducted from the yearly net tuition charges.

Family Discount: The oldest student in each family pays the full price. The second child will receive a 10% discount and any additional students in the same family will receive a 20% discount.

LCU Employee Discount: Full-time Lubbock Christian University **employees** will receive the LCU 40% discount upon enrollment of a new student or upon re-enrollment of a current student for a new academic year. No additional discount will be applied.

LCS Family Recruiting Credit: For every student a current LCS family actively recruits to attend Lubbock Christian School, the following will apply:

- Your family will receive a \$500 credit to be applied toward tuition for the following school year.
- The \$500 credit is for a full year of attendance by the recruited student.
- You must register (complete a student recruiting form) with the LCS Recruiter before actively recruiting a student. No credit will be applied for students or families that are not registered to recruit a specific student. The recruiting family must pre-register for the upcoming year before open enrollment.
- The family being recruited will certify the recruiting family to LCS.

Grandparents Discount: The grandparent discount of 20% will be awarded to grandparents with custodial rights to students.

Minister Discount: Full-time ministers receive a 20% discount. No additional discounts will be applied.

Hero Discount: Law enforcement officers receive a 40% discount. Must be TCOLE peace officer certified and commissioned with a department. No additional discounts will be applied.

Fees

ENROLLMENT FEES	AMOUNT
Enrollment Fee	\$100 (if new student)
FACTS Payment Plan Fee	\$25-\$55 (varies by plan)
Application Fee	\$50

Optional Fees (grades K-6)

FEE	AMOUNT
P.T.F.A. Dues	\$10.00
Band Boosters	\$10.00
Athletic Boosters	\$25.00

II.5 FACTS Payment Plans

We use FACTS Tuition Management to offer flexible payment plan options, allowing families to budget effectively for tuition. Our process is simple, convenient, and secure.

FACTS Frequently Asked Questions

Is my information secure?

Yes. Your personal information, including payment information, is protected with the highest security standards in the industry. For more information on security, visit FACTSmgmt.com/Security-Compliance.

When will my payments be due?

Your payment will be scheduled by you during enrollment. You may choose to pay all your tuition in July for a 3% discount. You may also choose a semester payment plan or a monthly payment plan. You will choose for the payment to be either on the 3rd or 15th of each month for the monthly payment plan.

What happens when my payment falls on a weekend or a holiday?

Your payment will be processed on the next business day.

What happens if a payment is returned?

Returned payments are subject to a FACTS returned payment fee of \$30.

How do I make changes once my agreement is on the FACTS system?

You may change your banking information by logging in to your FACTS account. Changes to your address, phone number, or email address can be made by contacting LCS. Any changes to payment dates or amounts need to be approved by LCS and the school will then notify FACTS. All changes must be received by FACTS at least two business days prior to the automatic payment date to affect the upcoming payment.

What is the cost to set up a payment plan?

The fee amount is indicated when setting up your agreement. The nonrefundable FACTS enrollment fee will be automatically processed within 14 days of the agreement being posted to the FACTS system.

FACTS Customer Service

We are committed to doing all we can to provide you with the highest quality customer service in the industry. Whether you want to view your account online or speak with one of our highly trained customer service representatives, FACTS is dedicated to serving you. Customer Care Representatives are also available to assist you 24/7.

II.6 Refund and Withdrawal Procedures

Withdrawal Procedures

Students withdrawing from Lubbock Christian School should use the following procedures:

- Call or come by the business office to initiate the withdrawal. (We request a notice of at least 24 hours for processing.)
- When the withdrawal steps have been completed, notification will be made, and records will be released.
- Notify admissions office.
- If the student's account is not clear at the time of withdrawal, no grades or records will be released. All books, uniforms and equipment must be returned prior to withdrawal or applicable charges will be added to the account.

Tuition Refunds

Parents or guardians are responsible for the entirety of the tuition and fees agreed upon in the student/parent contract. Therefore, LCS will not refund any tuition or fees upon withdrawal or expulsion. It is further agreed that enrollment may be canceled in writing, without penalty (except forfeiture of applicable fees), prior to July 15 of the contract school year. If the enrollment is canceled after July 15, parents/guardians financially responsible for student(s) will be obligated to pay the entirety of tuition plus fees. All finalized contractual agreements are binding for the duration of the contracts. Any additional tuition discounts that may occur after finalization will only be available for the next contract period.

Tuition and Fee Refund Appeals

Those experiencing extraordinary events that require a student to withdraw from LCS may request an exception be made to the LCS no refund policy. Appeals must be made in writing with supporting documentation and be within 30 days of withdrawal date. The Tuition Appeal Committee will review the appeal and notify the appellant of the decision within 30 days of appeal date.

Extraordinary events include serious illness of the student or an immediate family member, death of an immediate family member, military deployment that was not previously scheduled or other similar unforeseen events. Documentation may include one of the following:

- Letter from your physician or mental health professional
- A death certificate
- A funeral program
- Military orders
- Any official documentation that will verify your request to appeal

Delinquent Accounts

Any account balance that exceeds 60 days past due and does not have an acceptable payment arrangement is deemed to be delinquent. Parents whose accounts are delinquent will be notified by FACTS and the business office will request immediate payment. In no case will a student be allowed to graduate nor will records be transferred unless their account is current. Failure to make a payment arrangement or fulfill an agreement may result in student dismissal, the holding of transcripts, and/or submission to a third-party collection agency. Exceptions to the policies listed above may be made in extenuating circumstances provided a request is submitted to the President, it is approved by the Board of Trustees, and a letter of documentation is on file. A question related to the alleged violation procedures may be appealed to the Board of Trustees provided the parents have a written request to be placed on the Friday prior to any regularly scheduled Board meeting. The Board shall have the option of calling a special meeting if it desires. During such an appeal, the student will not be withdrawn from school, nor will they be denied the right to take exams. *Any student whose tuition and/or incidental accounts become 60 or more days delinquent will be ineligible to participate in extra-curricular activities. The student will be allowed to finish the current season but will not be allowed to begin a new extracurricular activity until the accounts are current or arrangements have been made through the business office.*

Grant Applications

Grant applications are completed online and open until June 30. You need to create a “user” to apply the first time. If you are applying for a second year, you may use the account created previously. A \$35 fee must be provided at the time of application. Re-enrollment MUST be completed to apply for a tuition grant. PK3 through Kindergarten students are not eligible to apply for tuition grants.

After School Child Care

LCS will provide extended day/after school care services on campus. All financial responsibilities are handled through the Business Office. For registration and questions, please contact Bailey Foster at bfoster@lubbockchristian.org. Services are provided from 3:30pm-5:45 pm.

III. ADMINISTRATIVE POLICIES

III.1 School Hours

LEVEL	HOURS
PK3-K	8:00 a.m. - 3:30 p.m.
Grades 1-3	8:00 a.m. - 3:40 p.m.
Grades 4-6	8:00 a.m. - 3:50 p.m.
After School Program	3:35 p.m. - 5:45 p.m.

III.2 Attendance

General Rules

Regular and punctual attendance is important to maintaining continuity in the learning process. Obvious abuse of the absence/tardy policy may result in review of the student’s continued enrollment in LCS. Patterns of absences (e.g., on test days or first period) will trigger a review. State law requires students to be in attendance 90% of the school year. This is equivalent to only being absent 17 days a year. If a student surpasses 17 days, the principal will look at the absences and determine if the student needs to make up the time missed.

There are situations when it is necessary for a student to miss classes due to personal illness, serious illness, death in the family, or school related events. These absences will be considered excused, and the student will be given an opportunity to make up missed class work. Upon return, a student will have two days for the first absence and one day for each additional absence to turn in make-up work. Failure to complete make-up work will result in a zero.

For an absence to be considered excused, the parent or guardian must contact the school office on the day of absence. Upon the student’s return, the parent or guardian will supply a written note stating the reason for the absence. Failure to produce an acceptable reason for absence within two days will result in an unexcused absence.

If a student has excessive absences, the following procedure will apply:

FALL ABSENCES	SPRING ABSENCES	CONSEQUENCE
4	5	Warning letter sent home to parent
6	7	Warning letter plus a parent/principal meeting
8	9	Warning letter plus academic hour recovery

A repeat of grade level or dismissal of enrollment from LCS could occur should the student fail to attend required academic recovery hours.

Students must be in school a minimum of 4 class periods to participate in after-school functions. Students signed out for illness, at any time during the day, will not be allowed to participate in after-school functions.

Tardies

All students are to be in class before the 8:00 a.m. bell. Any student not in class when the bell has rung will be counted tardy.

After three unexcused tardies, the student will receive an unexcused absence. A tardy warning will go out for every three unexcused tardies a student receives. If a student has more than 17 absences in a school year, it will result in academic hour recovery. This make-up time could be after school or on a Saturday. If the student cannot make up the time, it could result in repeating the grade level or other such consequences.

Failure to report for disciplinary consequences may be grounds for dismissal.

Truancy

Absence from school without parent permission may result in suspension or other disciplinary action.

Student Check-out Policy

Any time a student is checked out of school, there must be direct parent contact with the office staff before the student leaves. This may be in person, by written note, or by phone call. Parents must sign the checkout sheet in the elementary office for the student(s) to be released. These are important safety procedures for children even if they are sometimes inconvenient. The school will not release students to friends, other student(s), or strangers without assurance of parent approval. Any student who leaves the school premises without checking out in the office may be subject to suspension. The student may receive zeroes in the classes missed.

Family Trips

When at all possible, trips should be scheduled during school vacations to maintain the continuity of the learning process. This is especially true in the elementary grades since so many activities missed cannot be made up. When trips must be made, we request the following:

- Contact the school office to obtain permission from the principal at least **two weeks** prior to the trip and the principal will forward the approval to teachers. Permission will be granted at the discretion of the principal.
- A signed trip form by the approving administrator or designated staff member will be sent to the teacher(s) and arrangements made for make-up work one week prior to the trip. These arrangements will be at the teacher's discretion and approval. (Form may be obtained in school office.)
- All make-up work must be submitted to the teacher the day the student returns. Failure to do so will result in a grade of zero (0). It is the responsibility of the student and parents to see that all make-up work is finished and turned in on time.

Unexcused absences will be given if the above protocol is not followed.

Make-Up Work

It will be the student's responsibility to obtain, complete and turn in missed assignments within the designated time. The designated deadline for make-up work for nonscheduled excused absences will be two days for the first absence and one additional day for each subsequent absence. Quizzes or tests for the first day of attendance after an absence of two or more days may be postponed. Regularly scheduled tests which fall on the first day of attendance after an absence will be taken at the teacher's discretion. Students will take make-up tests at the teacher's convenience.

III.3 Academics

The academic program is designed to educate students in their knowledge and understanding of subject matter from a Biblically based, Christian perspective. The curriculum is intended to be challenging and comprehensive.

Grade Reporting System

Grade Reports and Report Cards will be posted on Renweb at the end of each nine weeks. Parents may request a hard copy of their student's grades through the elementary office; however, release of grades may be subject to an account hold.

(Students in our PK3-Kindergarten classes do not receive report card grades through Renweb. The teacher will show student progress through skill assessments made throughout the year and report to the parent at the end of the year.)

Faculty will post a *minimum* of twelve grades in a nine-week grading period (*at least* 10 assignment grades and *at least* two assessment grades). Grades will be posted in Renweb no later than 5 academic days from the due date of the assignment.

In addition to posting report cards, the school will also inform parents about potential academic problems through progress reports. Progress reports will be posted on Renweb at the end of the 5th week of each 9-week grading period.

Grade Reporting Schedule

The school year is divided into major periods of two semesters. In grades 1-6, report cards will be posted to Renweb after each 9-weeks. At the midpoint of each 9-week grading period, progress reports will be posted to Renweb for all students.

Grading Scale for 1st – 6th

LETTER	NUMBER	DESCRIPTION
A	90-100	H-Highly Satisfactory
B	80-89	S-Satisfactory
C	75-79	I-Improvement needed
D	70-74	U-Unsatisfactory
F	69 and below	Failing

Testing Program

In addition to the tests and examinations given periodically by teachers, the school has a regular program of standardized testing. Achievement tests (Map Growth Reading, Math, Science and Language) are given twice a year to pupils in grades K-6th.

It is emphasized that these tests are not used in determining whether a pupil is promoted, nor are they used to determine the effectiveness of teachers. Tests are aids to understanding. Special testing programs such as aptitude, I.Q., interest, and diagnostic surveys are also available at local ISD campuses. These services may be obtained by contacting the principal.

Retention

A student may be retained in grades K-6 if the teacher, parent, and administration feel it necessary based on the following criteria:

1. Standardized Tests
2. Report Cards
3. Classroom Observation
4. Student Behavior (anxiety, not turning in work, absences, etc.)
5. Failing two or more of the following subjects:
 - Mathematics
 - Science
 - Language arts (reading, spelling, language)
 - Social studies (history)
 - Bible

Effort will be made to identify potential problems as they develop. It is our desire to involve the parent(s) completely in these decisions. Where a viable and satisfying decision for all involved cannot be reached, cases will be referred to the president.

Solutions may include academic probation (one semester) or required transfer to another school. It is not our desire to force any student out of LCS. However, if we lack the resources to meet the needs of the individual student, it may be necessary.

Academic Probation (1st-6th)

A student is placed on academic probation after failing one or more subjects for a semester. Generally, under the conditions of academic probation, the student must

- Show significant improvement the following semester.
- Arrange with their teacher or outside tutor to receive tutorial help. The principal and teacher will schedule a parent conference to establish a plan.
- Fail no course(s) and have at least a “C” overall average at the end of the semester following the probationary period.

If these conditions are met, the student will be removed from academic probation. If these conditions are not met, the student’s admission status at LCS will be reviewed.

Awards

Awards are given each year to bring honor to our students while recognizing valued characteristics and student achievement. It is a special time to promote quality character and academic excellence. Awards given will include, but are not limited to the following:

- Honor Roll
- Perfect attendance
- Character Award

III.4 General Policies

For Students

Electronics

LCS elementary students are not allowed to possess a cell phone/smart watch during the school day. A student found to have their device in their possession during the school day without permission is in violation of this policy and the device will be confiscated and secured in the principal's office. Any device taken from a student will result in the loss of the device until the end of the school day. The device will be returned to the student after the first offense. If a device is taken up a second time, it will be turned in to the principal and the student's parent will have to pick up the device from the office and pay a \$25 fine. The student will not be able have it at school for the remainder of the year. A third infraction will result in implementing the disciplinary procedures discussed in this handbook. *Other guidelines and policies are outlined in the Technology Policy that all students and parents must sign at the beginning of the school year.*

Library

If a student has an overdue book(s), they will not be allowed to check out another book. Report cards are not distributed until all fines are cleared and books returned.

Lockers

Lockers are provided for the storage of clothing and school supplies. Each student is assigned a locker and held responsible for its condition. No adhesive products are to be used on the inside or outside of a locker. (This includes stickers, tape, glue, and/or any product requiring adhesives to be attached to a surface.) Valuables should not be stored in a locker unless it has a lock. If a student has a lock on their locker, a key or combination must be given to the elementary office. Locker checks will be conducted on a regular basis. LCS is not responsible for any lost or stolen items.

Lost and Found

Lost and found items are kept in the Dahlstrom ELC building. If clothing or other items of value are not claimed, they will be given away or sent for disposal.

Lunch

Students have the choice of bringing their lunch or ordering through the school lunch program (<https://www.ordo.com/>). Parents may bring lunch to the student and drop it off in the office. If parents want to eat with their child during lunch, they must sign them out in the office and take them off campus. Parents are not allowed to eat with their child in the cafeteria due to limited space. However, parents are encouraged to volunteer help in the cafeteria during lunch time. Lunch helpers must provide their driver's license to office personnel to be scanned into our security system. The volunteer will then be given a badge to wear while helping. To sign up for a time, please speak with your child's teacher.

Textbooks

Student books and workbooks are issued by the teacher and returned to the teacher. Charges will be made for books that are lost or damaged. Charges for damaged books will be based on the damage done. The fine for any lost or destroyed book will be the total price of the book. *All book fines must be paid before the 9-weeks or semester grades are released.*

For Parents

Campus Facility Use

LCS buildings and facilities may be reserved for use by students and groups associated with the school. In some instances, these facilities can be used by outside groups, but only with the permission of LCS Administration and providing proof of liability insurance. For LCS groups and individuals to use the facilities at specific times and for special occasions, each person or group must go through the proper procedure of filling out a reservation form which must be signed by the Operations Officer or Athletic Director.

Logo Use and Fundraising

The Lubbock Christian logo or name may not be used in conjunction with any fundraising event, activity, or solicitation without permission from LCS Administration. All fundraising events, activities, functions, and/or solicitations must receive approval before any correspondence, notification, or other communication is made. All merchandise orders must be approved by the Development Office or Athletic Director, and no group is authorized to charge any purchase to a school organization or the school without prior approval.

Music

The Lubbock Christian community should be selective in the kind of music it provides during the school day or at events. The school maintains the right to supervise music performed by or for any group of students on campus and all school-sponsored activities.

Parents, Teachers, and Friends Association (PTFA)

All LCS parents are encouraged to become members of the PTFA. This organization meets monthly for a business meeting. The members work primarily to raise money to purchase equipment and materials for classrooms. Some of their projects include the annual Fall Festival, spirit items sales, and the teacher appreciation luncheon. Officers are selected yearly by the members.

Pets

Due to allergies and other issues, Lubbock Christian School must have a 24-hour notice and principal approval if your pet is coming for "Show and Tell" or other activities.

Posters and Announcements

All posted notices of club meetings, athletic or social events, general information for the day, and specific instructions must be approved by the principal.

School Parties

There are three class parties scheduled throughout the school year. They include Christmas, Valentine's Day, and end-of-school. Invitations to private parties are allowed at school if every child in the class is invited. A designated girl or boy party would need to include every girl or every boy.

Telephone Calls

Unless the message is unusually urgent, teachers will not be able to leave their class to receive a telephone call. To reach a teacher, please call the front office or email the teacher directly to schedule a meeting. A student should not be asked to leave their classroom to receive a telephone call unless there is an extreme emergency. Students may make phone calls in the front office if the teacher deems it necessary.

IV. STUDENT CONDUCT

Lubbock Christian School exists primarily for the purpose of making Christ and Christian principles the formative influences in the lives of its students. Disciplinary guidelines provide for the orderly operation of the school, for personal and physical safety, for the establishment of an atmosphere conducive to learning, and for the accomplishment of the mission statement.

The kind of conduct that LCS expects from its students exemplifies submission to Christ and respect for the authority of the home, school, and community.

IV.1 Responsibilities and Expectations

Students will follow all guidelines established by the teachers, administration, and Board of Trustees, respectfully complying with directives related to this discipline code. Everyone in the LCS community will be held to a high standard of behavior.

- Students will exercise self-discipline and self-control—fighting, sexual harassment, physical altercations, or bullying will not be tolerated.
- Students will not use vulgar or obscene language, make rude or insolent comments, or display sexually suggestive gestures.
- Students will not use or illegally possess tobacco, drugs, vapes, e-cigs, or alcohol in the school building, on school grounds or at school-sponsored activities.
- Students will not have weapons in their possession.
- Students will attend all classes and be on time. Three tardies constitute one absence.
- Students will bring all required materials to class and complete all assigned work.
- Students will dress in accordance with the approved dress code.
- Students will respect the rights and dignity of other individuals, treating others as they want to be treated and showing the kind of love Jesus did.
- Students will respect their own property and that of others including school buildings, equipment, and grounds.
- Students will not leave school grounds or school-sponsored activities without the written permission from a parent, guardian, or principal.
- Students will practice academic integrity in the classroom. Cheating will not be tolerated.

IV.2 Dress Code and Appearance

All clothing items listed below should be purchased from companies that provide clothing consistent with these policies. “Designs in Thread” is the local provider for logoed LCS apparel. The LCS uniform policy requires students to dress modestly and neatly, keeping clothing from being the primary expression of individuality or social status. A student’s appearance must not be distracting or disruptive to the learning environment.

Unless expressly permitted, LCS requires all students to wear approved uniform pieces during school hours and on field trips.

Appropriate Appearance

- Hair should be kept cut and groomed. If a teacher or administrator determines that a student’s hair is not neatly trimmed, then that student must obtain a satisfactory haircut within two days.
- Boys’ hair should not extend over the collar, beyond the bottom of the ears, below the eyebrows, or be worn in a bun or ponytail.
- Mohawks, spiked hair, or patterns cut into the hair are not allowed.
- Hair may not be dyed unnatural colors.
- Boys must be clean-shaven, and sideburns must not extend below the bottom of the ear.
- Headwear (including hats, sunglasses, bandanas, or scarves) must not be worn inside the buildings by either boys or girls without special approval from the principal.
- Studded leather or wallet/belt chains must not be worn to school.
- Boys are not allowed to wear earrings. Body piercing is not allowed except for girls’ pierced ears.
- Footwear with open backs/toes are not approved.

- LC-logo polo shirts must be worn.
- Shoes must be suitable for street wear.
- No cargo or jogger style pants.
- No blankets, shower shoes, house shoes, pajamas, or robes should be worn while in school.

Modesty

- Sagging pants are not permitted.
- Shirts must be long enough to tuck in and stay inside the waist of pants or skirts.
- Low-cut blouses are not allowed.
- No halter-tops, tank tops or bare-shouldered tops are permitted.
- Short skirts, short dresses, and short shorts are not allowed. Appropriate length for shorts is 4 inches above the top of the knee and 2 inches above the top of the knee for dresses. Shorts or spandex is encouraged under dresses.
- Underwear must not be showing.
- Clothing must not be tight fitting.
- All clothing must fit properly. Pieces should not be frayed or contain holes.
- Skirts and pants must be totally zipped or fastened.
- Clothing worn underneath regular uniform pieces must be white or the same color as the shirt, must not have writing which shows through the uniform top and may only show at the collar. Undershirts must be tucked in.
- Clothing must not be modified other than alterations necessary for fit. Skirts or shorts should not be rolled.

Required Dress Uniform Day

(Dress Uniform is required for All School Chapel Day, Grandparents' Day, school field trips, and any other day to be announced throughout the school year.)

Boys:

- *Shirts* – Blue Polo shirt either short or long sleeve with LC monogram. Shirts need to be long enough to tuck in but are not required to be tucked in.
- *Pants* – (No Denim) Khaki pants with pleated front, flat front relaxed, or pleated relaxed.

Girls:

- *Shirts* – Blue Polo shirt either short or long sleeve with LC monogram. Shirts need to be long enough to tuck in but are not required to be tucked in.
- *Skirts* – (No Denim) Khaki pants, Khaki skirt or Khaki skort, Tights or leggings may be worn with the skirt.

Regular Uniform Day

This will include every day of school unless it is a required dress uniform day.

Boys:

- *Shirts* – Boys (polo) shirt with monogram (or dry fit). The four-color choices for this shirt are white, royal blue, black and yellow. Shirts need to be long enough to tuck in but are not required to be tucked in.
- *Pants or shorts* – (No Denim) Khaki or black pants (pleated front, flat front or pleated relaxed. No cargo or jogger pants) or khaki or black shorts (pleated walking or pleated relaxed fit). Cargo shorts are not permitted.
- *Shoes* – Footwear with backs and closed toes are required. Boots may be worn only with uniform pants. Shoes should not distract the learning environment. No lights, wheels, or metallic colors.

Girls:

- *Shirts* – Girls (polo) shirt with monogram (or dry fit). The four-color choices for this shirt are white, royal blue, black and yellow. Shirts need to be long enough to tuck in but are not required to be tucked in.
- *Pants, Shorts, Skirts, Skorts, Capris and Jumper Dresses* – (No Denim) Girls have the choice of khaki or black pants (cuffed w/pleats or mid-rise w/no pleats), plaid skirt, khaki or black shorts/skort. Skorts, shorts, and skirts must be appropriate length. Length for shorts is 4 inches above the top of the knee and 2 inches above the top of the knee for dresses. Colored socks, tights, or leggings may be worn with the skort, skirt, or shorts and are recommended.
- *Shoes* – Footwear with backs and closed toes are required. Boots may be worn only with uniform pants.

Outer Wear

The following expectations apply to both boys and girls.

Outdoors

- Any coat or jacket that is compliant with general dress code rules is approved for outside wear only.

Indoors

- *Sweaters and sweatshirts* – Students may wear LC fleece pullovers or zipper front, or LC hoodie sweatshirts. Students may also wear crew neck solid school colors (blue, black, white, yellow) sweatshirts with little (“little” is determined by the principal) or no logos. These are to be worn only for warmth in the classroom over the uniform shirts already listed above.
- *Undershirt and Camisoles (camis)* – These should not be longer than a uniform shirt or longer than the sleeve of the uniform shirt.

Uniform Closet

LCS has a uniform closet available to all parents/families containing some new and lightly used uniforms. Uniforms are sold at a reduced cost. Appointments are made through the Admissions office.

Physical Education

Students should bring or wear appropriate PE shoes for their physical education activities. Students in grades 4-6 should bring court shoes that are not worn outside. Girls in grades 1-6 should wear shorts under skirts or dresses. Excuses from physical education for a period of more than three days may require a note from a physician.

Non-Uniform Attire

The following policy applies to school-sponsored occasions for which the administration has stated that uniforms are not required, such as athletic events, retreats, and special field trips. In some cases, attire requirements will be distributed for specific events.

All non-uniform clothing must be modest, and the following are not allowed:

- Short shorts, cut-offs, or bicycle-type shorts.
- Torn or sloppy-looking clothing, including low-hung pants.
- Tight fitting shorts or pants.
- Clothing with suggestive/distasteful wording or art is not acceptable.
- Swimsuits worn to any school-sponsored swim parties must be modest according to the standards of school sponsors.
- Girls and boys must wear dark T-shirts over their swimsuits.
- Girls must not wear bikinis.
- Boys must not wear tight-fitting swimsuits.

The Non-Uniform Dress Policy applies to all practices, rehearsals, and other after-school activities not requiring a specific uniform. Parents may be called to provide appropriate clothing when the situation warrants such action.

Dress Code Referral/Consequences

If a student is not in compliance with the dress code, any LCS faculty/staff member will send the student to the principal’s office to change their clothes using the uniform closet. If appropriate clothes cannot be found, parents will be called to bring appropriate clothing. Teachers will remind/update students of expectations for dress code the first week of school.

If a student receives a dress code referral a second time, the student will begin the disciplinary process referred to in Section IV.4.

IV.3 Mistreatment and Misconduct

Bullying

"Bullying" means intimidation or harassment that causes a student to fear for their physical safety; substantially interferes with the educational performance, opportunities, or benefits of a student; or substantially disrupts the orderly operation of the school.

Bullying is unacceptable at LCS. Victims of bullying should confide in their parents and school officials. All accusations of bullying are investigated. If substantiated, a parent conference will be scheduled with the student involved in the bullying offense. Further incidents will result in additional consequences which are outlined in this document.

Harassment

Any person who believes he or she has been the victim of harassment is encouraged to report the alleged act to school officials immediately for investigation.

Dangerous Weapons

LCS absolutely prohibits the use and/or possession of dangerous weapons on school premises or at school functions by any student. Dangerous weapons include, but are not limited to, guns (pellets, bb, and stun), firearms, knives, clubs, brass knuckles, etc. Students who violate this policy may be required to withdraw from school. The policy on dangerous weapons is applicable to all students without regard to age or grade.

Public Displays of Affection

In keeping with our standards of modesty and our focus on learning, behaviors such as kissing, cuddling, etc., will be subject to appropriate discipline procedures.

Inappropriate Public Behavior

Students will be held to account for their representation of LCS on social media (e.g., Facebook, Twitter, Instagram, Snapchat). Students are expected to behave, both on and off campus, in a way that will bring honor and respect to God, their families, themselves, and our school. LCS students should set a Christian example in attitude and behavior.

Distracting Personal Items

Students should refrain from bringing personal belongings to school that are not necessary for an academic school day. These items include, but are not limited to, toys, trading cards, inappropriate books, expensive belongings, or anything else that distracts from the learning environment. Administrators or teachers will help students determine if a personal belonging is not appropriate for school. If a student brings this to school, the item will be confiscated, and the parent will have to pick it up from the teacher who confiscated the item. If a student continues to disregard this rule, they could be subject to appropriate discipline procedures.

Breach of Academic Integrity

Academic cheating is the attempt to obtain information, knowledge or material from any other source and submit it as one's own work. This can be done either by giving or receiving information for homework, classroom assignments, or tests. *Academic integrity is an attitude that values honesty above grades, friendship, social acceptance, and peer pressure. Plagiarism is "When you use another person's work, including text, data or graphics and attempt to pass it off as your own, you are committing plagiarism. There are two forms of plagiarism: intentional and technical. Intentional plagiarism occurs when you blatantly submit someone else's work as your own. Technical plagiarism occurs when you improperly cite or document a source, so it misrepresents the work as your own."* <https://www.theclassroom.com/high-school-plagiarism-policies-5177.html>

If students are concerned about plagiarism, they may ask the teacher about the assignment before submitting it for a grade. **Students who cheat or plagiarize on any assignment will receive a 0 on the assignment and be subject to appropriate disciplinary procedures.**

IV.4 Disciplinary Procedures

Disciplinary Action

All students and parents must read and sign the Disciplinary Procedures form the first week of school and turn it into the office by Friday. This is an informational sheet which explains disciplinary actions for unacceptable behavior. Lubbock Christian School reserves the right to administer corporal punishment. In turn, parents have the right to waive corporal punishment or sign off on the school's administration of such discipline. Parents who request notification will be contacted prior to the administration of corporal punishment.

Disciplinary action will be administered as uniformly and consistently as possible. However, each student and each incident will be assessed individually according to background, attitude, and offense(s). This action can include a verbal or written warning, parent notification, suspension, disciplinary probation and/or expulsion.

Insubordination or blatant disrespect toward a teacher/sponsor could have a serious consequence. Sexual harassment will not be tolerated. As a private institution, Lubbock Christian School reserves the right to search persons, or lockers which might conceal illegal contraband. Additionally, LCS reserves the right to administer disciplinary action for serious violations of this kind which occur away from school.

When a student who is expelled from LCS for disciplinary reasons applies for enrollment in a new school, and LCS receives customary inquiry about that student's records, both academic and behavioral, that information will be provided to the appropriate personnel at the new school.

Reapplication may be made after one full semester. Such a reapplication must be made in accordance with existing application procedures and policies. Readmission is subject to review by the Lubbock Christian School Board of Trustees.

Guidelines for Possible Disciplinary Actions

The faculty and staff at LCS will lead in the integration of Christian beliefs and principles into all areas of life and train students to base their conduct on faith in God. All students at Lubbock Christian School are expected to maintain high standards of behavior, self-discipline, and positive conduct. The LCS faculty and staff expect full cooperation from all students and will act fairly but decisively in dealing with those students who are disruptive. Teachers will set consequences for their classroom. The objective is to develop and maintain a proactive stance on discipline by teaching, promoting, and maintaining positive attitudes and healthy habits. Students who do not respond to the best efforts of staff members will be referred to the principal.

Range of Disciplinary Consequences (Pre-K3-6th)

The highest level of consequence for repeated violations of classroom rules will be referral to the school administration. The seriousness of certain student misbehaviors will be determined by the age or grade level of the student. When students are referred to administration for disciplinary action, the following procedures will be administered in an **age-appropriate manner**:

1st Offense: The student is given a verbal warning in the classroom, and an email from the teacher of the incident is sent home to parents through Renweb. Documentation of student behavior begins. Parents may contact the classroom teacher directly to schedule a conference for more details.

2nd Offense: The student will be issued detention, with a verbal explanation given. Parents will be called, and a detention notice will be emailed to them for acknowledgment. **Detentions will be served during lunch.**

3rd Offense: The student will be sent to the office; the parents will be called, and an email will be sent through Renweb. The student will begin in-school suspension (ISS) immediately. The student will have ISS for the remainder of the day **and** the following day. **Students will NOT be allowed to participate in extracurricular activities while they are assigned to ISS.**

4th Offense: The student will be sent to the office; a call will be made to the parents and the student will either be sent home for a 2 day out of school suspension or begin 5 day in-school suspension. All work missed during the suspension period is still due by the teacher's due date. Quizzes and Tests will be made up at the end of the out of school suspension period. Parents may schedule a conference with the principal for more details by emailing the principal directly. **Students will NOT be allowed to participate in extracurricular activities while they are assigned to ISS or out-of-school suspension.**

5th Offense: The student will be dismissed from school. A parent meeting will be scheduled with the principal for the following day, during which parents will sign a withdrawal form to confirm the student's expulsion. Parents will be given student records once all accounts have been paid for in full.

To appeal any decision made by the campus administration, please contact the President for a meeting regarding the dispute.

Behaviors warranting immediate referral to the principal

Examples include but are not limited to: Fighting, flagrant profanity or vulgar language, vandalism, sexual harassment, damage, or destruction of school property (over \$100 damage), possession or transmission of sexually explicit material, or racist remarks.

Behaviors warranting immediate expulsion

Examples include but are not limited to: Bringing weapons on campus, use of illegal drugs, alcohol, or tobacco on campus or at a school related activity, possession, or distribution of such substances on campus or at a school related activity, physical aggression on school faculty or students, criminal activity, incorrigible behavior, or any sexual misconduct.

IV.5 Problem Resolution

Complaint Process

It is the desire of the administration and teaching staff of LCS to resolve all concerns before they become problems. Even in Christian circles, prayer is often a last resort. Administrators, teachers, parents, and students are encouraged to pray and ask God for wisdom and discernment while resolving any differences. The following guidelines are to be used for resolving any problems or concerns a parent or student may have:

Parents/Legal Guardians or students having a problem or concern should first try to solve it by talking the matter over with the employee involved. If you are not able to reach a satisfactory solution, the problem should be discussed with the principal or supervisor under whom the employee works. All problems or concerns presented in writing to the principal or supervisor will require a written response from the principal or supervisor within three days from receipt of the written complaint.

Appeal Process

If you are not satisfied with the decision of the principal or supervisor, the matter should be referred in writing to the President. The President will respond within three school days of receipt of the complaint. If no satisfactory understanding can be reached with the President, a request for appeal to the Board may be submitted to the President. The request will be reviewed by the President and the Board Chairman or designee within 3 days of receiving the written request. The Chairman of the Board will approve the request for appeal to the Board provided the request meets the following criterion:

1. The person making the request has followed the proper chain of command throughout the process.
2. The "Request for Appeal to the School Board of Trustees" form has been filled out completely and accurately.
3. The person making the request agrees to the terms of an appeal to the School Board outlined in school policy.

Attendance at LCS Board Meetings

The process outlined below is established for anyone wishing to address the Board of Trustees.

1. Complete and return a request form to the President's office at least one week prior to a regularly scheduled Board meeting. This form will be available in the President's office during normal office hours. The following information will be required:
 - Name & signature of the person who will address the Board. By signing, the presenter agrees to all the stipulations as outlined in this process.
 - Subject to be addressed.
 - Physical address, email, and telephone number of the presenter.
 - If applicable, the name of the LCS organization the person is representing.
2. Opportunities to present at any regularly scheduled Board meeting will be available on a first come, first-served basis through the request form process described above.
3. The Chairman of the Board and/or designees will review each form submitted by the deadline stated above. All who have submitted forms will be notified within 24 hours of the start of the scheduled Board meeting if the Board has approved their request. Only those who have completed the form within the required time stated above will be considered.
4. At the beginning of each regularly scheduled Board meeting, the Board will schedule a maximum of 30 minutes for those wishing to address the Board. A maximum of 5 presenters will be scheduled at any one Board meeting. No single presentation will exceed 3 minutes and no presenter may relinquish time to another. The order of presenters will be determined by the chairman (or designee) of that meeting. Following the conclusion of the last presentation, all visitors will be dismissed. Five (5) minutes after the scheduled start time of the meeting, if no presenter has arrived, the meeting room doors will be closed, and the Board will begin the regularly scheduled meeting. Any presenter arriving after the doors have been closed will not be permitted to address the Board and may reapply for the next regularly scheduled Board meeting.
5. The Board will not comment nor act on anything presented to the Board; however, time permitting, the Board may ask follow-up questions. Within 30 days of the meeting, the Board will send a letter to each presenter stating the position and/or recommendation of the Board.
6. This process is not intended to replace nor circumvent any established process for conflict or problem resolution. The Board requires following the Problem Resolution process as documented in this handbook prior to addressing the Board for any issue involving conflict.
7. The Board of Trustees reserves the right to refuse to hear any presenter for reasons such as, but not limited to, previous presentations, issues/concerns being clearly documented in the Student Handbook, any topic/subject deemed inappropriate for a public hearing, requirements/policies deemed necessary for safety, etc.

V. SAFETY

V.1 Emergency Response and Preparation

Inclement Weather Policy

During times of inclement weather, LCS cancellations, delays, or early releases will be decided independently of all other area schools. Please check the major network television stations, and/or their affiliated radio stations for information regarding delays and cancellations. LCS has a text alert system that will be used in addition to announcements made on television/radio. Delay or cancellation decisions will be made by 6:00 a.m. One-hour delays are typical, and early releases for weather are rare. If it does happen, we will get the word out as quickly as possible, and LCS will provide supervision for children until they are picked up.

Fire, Disaster, and School Lock-Down Drills

There will be unannounced fire, disaster, and school lock-down drills during the year. Fire and disaster drills will be conducted at least once a semester in each building. When the fire alarm system sounds, all persons in the building will file out of the building in a quiet, orderly manner. All windows and doors must be shut, lights turned off, and there should be no talking. Each student is to remain with the class with which they exited and go to designated area. All classrooms will have an assigned exit through which students will pass.

- School lock-down procedures and other emergency protocols are kept in administrators' offices.
- During a disaster and weather drill, students will go into restrooms and closets downstairs.

Asbestos-Containing Materials

Lubbock Christian School, along with all other public and private schools, was required to have all buildings inspected for the presence of asbestos. This inspection was completed in 1988 in accordance with Title 40 of the code of Federal Regulations.

V.2 School-Sponsored Trips

Transportation

All LCS drivers will be TXDOT compliant. Students are expected to go on school trips by bus or van. They will return the same way unless the parent or guardian of the student signs the student out with the teacher at the time of pick up. In no case will a student be given permission to ride with another student to or from a school activity. Teachers who sponsor such trips will ride the bus with the students and must have the student information folder from the office.

Seat belts must be worn by everyone in a car or van. The sponsor should both remind and check that occupants are doing so. We are not responsible for passengers disengaging their belts without our knowledge, but we are responsible for carrying out a strict policy of seat belt enforcement.

Supervision

Teachers who are traveling with students on field trips, athletic trips, etc. have the responsibility for correcting behavior that would reflect poorly on LCS. On bus trips involving mixed groups of students, proper adult supervision will be maintained at all times.

Communication

Advance notice will be given regarding out-of-town trips. The following information should be included: names of sponsors, name, and phone number of the place they stay for an overnight trip, time of departure, and time of return.

Responsibilities and Expectations

Any student who travels while representing Lubbock Christian School will be subject to the following regulations and procedures:

- All meals will be the responsibility of each individual student.
- Housing will be arranged by school personnel. The expense of motels will be the responsibility of each student.
- Transportation will be arranged by the school. School personnel will make these arrangements for all levels.
- All vehicles will be driven by school personnel or approved adults.
- All policies relating to student conduct are applicable while traveling with LCS student organizations.
- All students are to go as a group to athletic events, band trips or academic meets, etc., and return with the group. With written authorization from parents, a student may return with a parent or guardian. Under no circumstances may a student leave with another student.

V.3 Entering and Leaving Campus

Visiting School Buildings

All visitors to LCS must check in with the Elementary Learning Center (ELC) office upon arrival to get a visitor's badge before entering the hallways or classrooms.

Drop-Off and Pick-Up Process

- **Drop-Off**
If parents are walking students into the building, park in front of the Science Building or the Administration building on the east side of the street facing north and walk their child across the street safely. Please be aware of personal driveways as well as alleyways and do not block them. Parents who are dropping off students should stop in front in the loading zones on the west side of the street facing south and allow their child to safely exit the west side of the vehicle then drive away.
- **Pick-Up**
Families are issued a number to display as they drive up. A staff member will call students out to cars while teachers assist students into cars. Families are welcome to park in designated areas and walk up to pick up students at the door.

Traffic Precautions

Parents should be aware of the traffic regulations in the parking area. Please stop for pedestrians in the crosswalks. Parents should pick up their students at the Rotunda after school. Students will not be allowed to leave the designated area until the parent has checked the student out with the teacher.

VI. HEALTH GUIDELINES

LCS believes healthy students make better learners. Value is placed on the health and well-being of each student and staff member. Below are some standards that are followed at LCS. Websites are provided for additional information.

VI.1 Requirements

Immunizations

To comply with Texas Education Code, Section 2.09, students must present a valid record from a physician or health clinic for the following immunizations:

Preschool: <http://www.dshs.state.tx.us/immunize/school>

Grades K-6: <http://www.dshs.state.tx.us/immunize/school>

Phase-In Schedule for Immunization Requirements: <http://dshs.state.tx.us/immunize/school/default.shtm>

All students are required to present a current immunization record upon enrollment to LCS. Students must keep an up-to-date record and will be notified if immunizations are noncompliant. Please submit all records to the school nurse. An original copy of the affidavit for exemption from immunizations can be provided in place of an immunization record. Failure to comply with requested immunizations/affidavit request will result in suspension from school until documentation is provided.

Frequently asked questions and instructions for requesting an affidavit can be found at:

<http://www.vaccineinfo.net/exemptions/index.shtml>

State Required Screenings (Vision, Hearing & Spinal)

Under the guidelines for the Texas Department of Health, the school nurse will conduct the following:

- Vision and hearing screenings for students in PK4, K, 1st, 3rd, 5th, and all students new to the school community.
- Spinal screenings will be conducted by the school nurse for students in the 6th grade.
- Screenings will be given to any new student who does not have proper screening documentation for the current school year.

Parents will be notified, by written communication, of any abnormal screening results. Results of any follow-up care, related to vision/hearing/spinal screenings, should be sent to the nurse to update the student school health record.

VI.2 Injury and Illness Policies

Clinic Guidelines

Use the following guidelines in determining when to keep a student home from school due to illness or a potentially contagious condition:

- **Fever** – Student will not be allowed to attend school if temperature is 100.4 degrees F or higher. Do not give student any fever-reducing medicine and send them to school. This practice only reduces fever for a short time and does not address the illness causing the fever. Also, coming to school sick may delay your child's recovery while exposing others to infection.
- **Uncontrolled Vomiting/Diarrhea** – If vomiting or diarrhea occurs more than once in 24 hours, you must keep the student home.
- **Skin rashes** – If the rash has any fluid or pus coming from it, student must remain out of school until the rash is gone (dried or scabbed over with no new spots appearing) or provide a physician's note stating student may return to school.
- **Pink Eye** – Red eye/eyes, especially if there is colored drainage or crusting around the eyes, student must receive treatment and/or provide a physician's note stating student may return to school.
- **Head Lice** – Students who are found to have head lice or nits (eggs) should not be sent to school. All soft materials such as coats, scarves, and hats must be washed or dry-cleaned. Any fabric item that cannot be cleaned must be sealed in a plastic bag for two weeks. Students may not return to school until their hair has been treated with a lice-killing shampoo and all the nits have been removed.

In the event a student becomes ill or injured during school hours, the student will be referred to the school nurse and she will determine if parent contact is necessary.

- If the nurse determines that your student needs to go home, he or she will check out through the office.
- If you receive a call from the office that your child is sick or injured, please pick them up immediately. If no response is received within 30 minutes, the school will call the emergency contact listed on the child's registration form.
- A student that has experienced vomiting, diarrhea, or fever must be asymptomatic for a period of 24 hours before returning to school.
- Any student who has a communicable illness (Covid-19, flu, strep) may return to school with a doctor's note and must be fever free 24 hours without the use of fever-reducing medications.
- Students who are found to have head lice or nits (eggs) will be separated immediately and parents will be called to pick up the child. The student must be nit free to return to school. A letter will also be sent to the student's classroom informing parents that headlice was found in that classroom.
- In the case of an emergency requiring a 911 call, parents are responsible for any costs involved.

VI.3 Medications

First Aid, Prescription, and Non-Prescription

The school will provide simple first aid and administer prescription drugs authorized by a physician and non-prescription drugs authorized and provided by the parent. Parents/guardians of students who need prescription or over the counter medications during the school day must complete and sign a medication form provided by the school, to be kept on file in the nurse's office.

Medication may be dispensed by the nurse or the principal, depending upon the age of the student and the wishes of the parent/guardian. Classroom teachers will not dispense such medications under any circumstances. All medications will only be kept where they can be locked up. Herbal medications, dietary supplements, and other nutritional aids not approved as medication by the FDA may not be administered at school.

Non-prescription medication, such as aspirin, Tylenol, or cough suppressants, will not be given to any student by the school unless a signed permission slip to do so is on file in the office. The parent/guardian must provide the non-prescription medication in its original container to be dispensed as needed. Medications will not be accepted from a student. The parent/guardian or an adult designated by the parent/guardian must deliver medications to the school office/clinic. Medications will not be sent home with a student. The parent/guardian or designated adult must pick up medications from the school office/clinic. Students are not allowed to carry medication on the school campus.

If possible, all medication should be given outside of school hours. Three times a day medication can be given before school, after school, and at bedtime.

Chronic or Lifesaving Medication

All students with a diagnosis of Diabetes, Asthma, Allergies (Epi Pen required), etc., must have an annual Individualized Care Plan (Asthma Action Plan, Allergy Action Plan) signed by parents or legal guardian. The Care Plan must be accompanied by a Management and Treatment Plan (MPT) signed by the student's physician. All teachers who have a student with emergency medications must be educated by the school nurse on the student's action plan.

Teachers may administer lifesaving medication (inhaler, epinephrine, and insulin) during an off-campus activity when medical personnel are not present.

If a child requires an inhaler or EpiPen, the parent/guardian will provide one to be kept in the child's classroom or nurse's office, depending on arrangements set up between the nurse and the parent/guardian. The inhaler must be labeled with the prescription or in the original box labeled with the prescription authorized by the physician.

LCS SCHOOL SONG

Tune: "When This Passing World is Done"
Written by: Mark and Pam Paul

**Cheer for Lubbock Christian High,
For our School our mighty High.
Proud we are of gold and blue,
Christian love for me and you.**

**Always true to thee we'll be,
True to God and country.
Lift your banner to the sky,
Cheer for Lubbock Christian High.**

SCHOOL COLORS



Blue and Gold

SCHOOL MASCOT



Eagle

SOCIAL MEDIA



@LubbockChristianSchool



lbk_christian_school



@LBKChristian

LUBBOCK CHRISTIAN SCHOOL
Elementary
Parent/Student Handbook

SIGNATURE PAGE

Please sign and return this form to the office to indicate you have read the 2023-2024 Parent/Student Handbook.

“I have read the Parent/Student Handbook of Lubbock Christian School and agree to abide by its principles and expectations. I hereby give assurance that my child will comply with Handbook policy.

Please print name of Student

Signature of Student (1st-6th grade only)

Date

Please print name of Parent/Guardian

Signature of Parent/Guardian

Date