

# LUBBOCK CHRISTIAN SCHOOL

## Student/Parent Handbook



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# **Student Handbook**

## **PHILOSOPHY AND GOALS**

### **Philosophy**

Lubbock Christian School's educational philosophy grows out of its understanding of the Christian faith. We believe that 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 that all reality is dependent upon this One and is intended to reflect His goodness and glory. We believe that God has disclosed Himself and His intentions through the revelation of His Son, Jesus Christ. Sin, however, has distorted man's view of God, of creation, of himself, and of his fellow man. Consequently, we believe that 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 that true education involves learning to live together with all persons as the family of God. 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 faith with all disciplines in order to help the student view himself and his world through the eyes of faith. Teachers must exemplify this faith personally, because Christian 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 conduct that reflect faith and trust in the Creator and Redeemer of the universe.

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

- That every student is an individual created in the image of God, with individual responsibilities in this life and individual hope for the life to come.
- That every student should have the opportunity to develop to their fullest potential in all areas of learning at the rate that is best suited to their own abilities.
- That the teachings of Christ are essential to the development of the whole person, and that individuals in every station of life are better qualified to serve meaningfully if they are truly Christian in their thoughts and actions.
- That Christian education is of inestimable value and should be made available to all.
- The principle objective of LCS is to offer a high quality educational program in a Christian environment and to:
  - Inspire in our students those Christian qualities which will teach them not only how to make a living, but also how to live fully and freely.
  - Permeate the eager spirit of youth with the high energies of Christian faith.
  - Stimulate on our students an intellectual capacity motivated not by materialism but by love of God and their fellow man.
  - Develop in our youth a fusion of love and knowledge with is the basis of strong Christian character.

This objective can be best achieved in an environment where every teacher is a faithful Christian. Every subject is taught from a Christian viewpoint. A large majority of the students are from Christian families. Daily Bible classes are required of all students and daily periods of worship are an integral part of the program. Special emphasis is placed on training for service.

## Lubbock Christian School Graduate Profile

*Mark 12:30 Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength.*

SOCIAL	SPIRITUAL	INTELLECTUAL	PHYSICAL
<p>Demonstrating the love of Jesus through relationships and service to others.</p> <p>1 Peter 3:8 Finally, all of you be like-minded, be sympathetic, love one another, be compassionate and humble.</p> <p>The LCS graduate will be service-oriented person who:</p> <ul style="list-style-type: none"> <li>• places God at the center of all relationships considering the needs of others before their own.</li> <li>• interacts with honesty, integrity, empathy, and humility, placing God at the center of all relationships.</li> <li>• is articulate and demonstrates exceptional interpersonal skill.</li> <li>• demonstrates a strong work ethic.</li> <li>• is a great listener who values the thoughts and opinions of other individuals.</li> <li>• encourages and empowers others to strive for greater levels of excellence.</li> <li>• honors their father and mother.</li> <li>• values and supports Christ-centered education and desires to remain connected to their alma mater.</li> <li>• has the confidence to lead others toward their own personal growth and a greater relationship with Jesus Christ.</li> </ul>	<p>Standing firm in the truth of God's word and living a life marked by the fruits of the Spirit.</p> <p>John 14:6 Jesus answered, "I am the way and the truth and the life. No one comes to the Father except through me."</p> <p>Galatians 5:22-23 But the fruit of the spirit is love, joy, peace, forbearance, kindness, goodness, faithfulness, gentleness and self-control. Against such things there is no law.</p> <p>The LCS graduate will be a Christ-centered person who:</p> <ul style="list-style-type: none"> <li>• seeks to know and to serve God above all other things.</li> <li>• lives a life that reflects Christ's love and mercy.</li> <li>• understands that their own value and identity comes through the love of their creator.</li> <li>• practices the spiritual disciplines of scripture reading, prayer, fasting, worship to God, and service to others.</li> <li>• is a disciple of Christ committed to sharing the gospel with others.</li> <li>• views trials, hardships, and discipline, as opportunities for spiritual growth.</li> <li>• demonstrates love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control.</li> <li>• is actively serving their Church.</li> <li>• practices purity and desires to offer themselves as a living sacrifice to God.</li> </ul>	<p>Pursuing a deeper knowledge of God and academic excellence.</p> <p>Colossians 3:23 Whatever you do, work at it with all your heart, as working for the Lord, not for human masters.</p> <p>Proverbs 1:7 The fear of the Lord is the beginning of knowledge; fools despise wisdom and instruction.</p> <p>The LCS graduate will be a learner who:</p> <ul style="list-style-type: none"> <li>• places God at the center of all learning.</li> <li>• understands that God's inspired word is the origin of truth and seeks to stand firmly on the foundation of biblical principles.</li> <li>• is determined to use their cognitive abilities to bring glory to God.</li> <li>• demonstrates academic excellence.</li> <li>• has adopted a growth mindset, understanding that learning occurs as a direct result of effort and determination.</li> <li>• is well rounded and demonstrates excellent organizational skills.</li> <li>• respects parents and views them as being primarily responsible for their overall education.</li> <li>• respects and values teachers as an integral part of their education.</li> <li>• thinks critically and creatively.</li> <li>• practices the ethical and responsible use of electronic technology with a high degree of skill and competence.</li> <li>• is equipped to thrive in a global economy.</li> </ul>	<p>Recognizing that our physical bodies are the temple of God and desiring to honor God with our bodies.</p> <p>1 Corinthians 6:19-20 Do you not know that your bodies are temples of the Holy Spirit, who is in you, whom you have received from God? You are not your own"; you were bought at a price. Therefore, honor God with your bodies.</p> <p>1 Corinthians 10:31 So whether you eat or drink or whatever you do, do it all for the glory of God.</p> <p>The LCS graduate will be a person who:</p> <ul style="list-style-type: none"> <li>• places God at the center of all physical activities.</li> <li>• values hard work including the time and effort it takes to master a skill.</li> <li>• is grateful for their physical talents and abilities and recognizes that they are gifts from God.</li> <li>• is well rounded and demonstrates excellence in multiple areas of life.</li> <li>• lives a disciplined life.</li> <li>• lives a life of sexual purity.</li> <li>• demonstrates an understanding that the best way to use their God-given physical abilities is in service to others.</li> <li>• abstains from the use of drugs and alcohol.</li> <li>• practices stewardship of the physical body that God has given them.</li> </ul>

## **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 Texas Education Agency in the 1961-62 school year and was maintained every year until 1988. At that time the state organization ceased accrediting all private schools and Texas Christian Schools Association set up an accreditation process with LCS being the first school to earn that status. Since then, National Christian School Association/AdvancED has taken over accreditation of the Christian schools. LCS successfully completed accreditation in 2015.

The school was first governed by the board of the college and subsequently by a committee selected from among members of that board as described in a letter 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 a majority of the Lubbock Christian School board members to be selected from the LCU board, faculty or staff, and a minority of the members to be selected from parents or the community at large. July 1, 2009, LCS officially separated from LCU. The LCS Board of Trustees is made up of parents from the LCS community and they have complete authority to govern and operate Lubbock Christian School. LCS owns its own property including land, buses, building, and all of their contents. Although separated from LCU day-to-day operations have had very little change.

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, talents, and financial resources.

# ADVANTAGES OF AN EDUCATION AT LUBBOCK CHRISTIAN SCHOOL

## Academic Standing / Accreditation

Lubbock Christian School strives to maintain the highest academic standards. It is our desire to challenge each student to achieve maximum potential in every area of learning. Standardized tests indicate that the achievement level is comparatively high. The school is fully accredited by AdvancED/SACS, the National Christian School Association. The N.C.S.A is fully approved and recognized by the T.E.A. Lubbock Christian was the first school accredited by the state organization when the state of Texas turned accreditation procedures of private Christian schools over to that group.

Lubbock Christian School seeks to provide God-centered, Bible-centered Christian education by the following:

- Christian teachers in every class.
- None-denominational Bible classes and chapel assemblies each day.
- All subjects (such as science, history, literature, etc.) taught from a Biblical, Christ-centered perspective.
- Bible-based values taught in order that students may know right from wrong, be honest and kind, be orally good and know that abstinence is the answer to teenage sex and drug abuse. God's words holds the answers for developing character in our children and by law, public schools cannot refer to the Bible as the answer.

Another priority is providing a quality academic program.

- Lubbock Christian offers the Advanced Honors diploma recommended by the Texas Education Agency for college-bound students. Each year more than 95% of LCS graduates go on to higher education and professional careers. Also, each year the graduating seniors score high on the ACT. The average ACT Composite the past few years has been 23.5, which is consistently higher than the Texas average of approximately 20.8.
- Individual attention and high teacher-student interaction is possible in small classes. Student-teacher ratios vary according to grade level and most classes are consistently small
- Seniors at Lubbock Christian High School earn an average of 12-16 semester hours of college credit. Under a cooperative program with Lubbock Christian University, senior high school students can take one, two, or three college courses each semester that will count for high school and college credit.
- Nearly half of the teachers at LCS have at least a Master's Degree in Education and currently average over 17 years of experience.
- Rankings from the Stanford 10 Achievement Test place LCS above the students in the national norm group. A break-down of the 2015-2016 scores is as follows:

GRADE	N.T.L. PERCENTILE	GRADE EQUIVALENT
K	90	2.2
1 <sup>st</sup>	76	2.7
2 <sup>nd</sup>	84	5.6
3 <sup>rd</sup>	85	7.3
4 <sup>th</sup>	84	7.6
5 <sup>th</sup>	83	8.7
6 <sup>th</sup>	81	10.1

The scoring norm for the grade mean equivalent is the grade level plus the month the test was taken, i.e. second grade norm is 4.5, 5<sup>th</sup> grade is 5.6, etc. The maximum grade equivalent that the test will show is PHS (Post High School).

Lubbock Christian School works with parents to complement strong homes and local church programs which provide a stable foundation for students today.

- Positive peer pressure at LCS provides a positive influence in students' lives.
- LCS is a traditional school system, with faculty members assuming active and positive roles in their students' lives. Students are expected to respect the authority of all school personnel, as well as the authority from their homes and community. Defiant attitudes or abusive behavior regarding alcohol, drugs, tobacco or sexual promiscuity will lead to dismissal.
- LCS junior high and high school students are encouraged to actively participate in several school organizations.
- Because of the size of the school, many students can develop their leadership potential through the many extracurricular organizations. Students are not excluded from sports teams or other clubs due to numbers alone.

## **Religious Education and Spiritual Development**

### **Chapel**

All students attend chapel at which time the student body and faculty sing, pray, read scriptures, and hear lessons from the Bible. The boys are given the opportunities to practice leadership through song leading, speaking, leading prayers, and reading scriptures. Guests are occasionally brought in to present a lesson from God's word. Elementary, Junior High, and High school chapel meet daily.

### **Bible Curriculum**

At LCS, each student is required to successfully complete a Bible class every semester for credit. The Bible is taught as part of the regular academic program on all grade levels. The Bible itself is used as a text. Workbooks and a variety of visual aids are used to reinforce the things learned in Bible study. Students are taught to accept the Bible as the true word of God. Students are taught the love of God according to the scriptures. The Bible curriculum for LCS is as follows:

Pre-Kindergarten – Study the heroes of the Old Testament and learn how God used them for His plans. Learn how the early Bible characters trusted God and were obedient.

Kindergarten – Purposes 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 – Purpose is to show God's plan and how He has worked it out in men's lives from the beginning, to show the child that God's loving plan works in his life, to show how each event in the Bible points toward Christ, to encourage the writing of God's word on young hearts by memorizing assigned verses, and to establish the habit of making time for God each day by assigning daily reading of His word. These purposes are accomplished by studying the books of Genesis, Exodus, Leviticus, Numbers, Deuteronomy, Joshua, Judges, I & II Kings, II Chronicles, Esther, Job, Daniel, Jonah, Luke, and Acts.

Second – Purposes are to study important character traits shown to us by men and women from the Old and New Testament. The students will learn about self-discipline, responsibility, faith, honesty, unselfishness,

humility, kindness, etc. The students also study the book of Exodus, the life of Moses, the book of Job, and the parables from Jesus.

Third – Purposes are to study the lives and times of Joshua and judges, the birth of Jesus (while relating to the Roman Empire) and the miracles of Jesus. The students will see role models and how they relate to the history of the era.

Fourth – This curriculum will cover I & II Samuel, I & II Kings. This will cover the history of kings Saul, David, and Solomon. Students will relate these studies to the history of the times along with applications to current living.

Fifth – The purpose of the fifth grade curriculum is to do an in-depth study of the life of Christ looking at the announcements of His birth, His birth and early childhood, His introduction by John the Baptist, His early Judean ministry, the Galilean ministry, the Perea Ministry, the last week, the day of crucifixion, the resurrection, and the ascension. The books of Matthew, Mark, Luke, and John are studied in detail.

Sixth – The purpose of the sixth grade Bible curriculum is to establish a desire to study God's word, to develop deeper faith in God, and to promote a desire to be a good example to others. A survey of the Old Testament with a focus on the Pentateuch and a history of the divided kingdom following Solomon are topics covered.

Junior High – In the seventh and eighth grades the Bible classes are divided into boys' and girls' classes. More practical applications and issues facing these young teenagers are discussed in class. By having the classes divided, there can be more frank discussions on Christian womanhood, drugs, and pre-marital sex, etc. More emphasis is placed on students having good self-concepts. These practical lessons are drawn from Bible examples and instruction as the seventh graders use the Old Testament examples and the eighth graders use the New Testament examples.

High School – The objectives of the high school curriculum are to introduce and instruct students in every book and every doctrine of the Bible, to help them to apply God's Word to their lives and to stimulate life-long service to the Lord. This is to be done through textual study that leads to topical answers. This should help to develop an attitude of Christianity as a life style, not an occasional religion, and to stimulate involvement in projects to give application to the knowledge. All High School classes, 9-12, will experience Bible study on a semester course system. Various subjects are dealt with in each class. These subjects cover a wide variety of Biblical topics. Subjects studied are listed below. All of these subjects may not be covered each year. Currently, Senior Bible is offered as a dual-credit course with Lubbock Christian University should that student/family choose to take it as dual-credit (LCU tuition prices applied).

- Survey of Genesis through Ruth
- The Life of Christ
- Book of Acts and history of the Roman Church
- Paul's Epistles – Romans
- Proverbs – Ecclesiastes
- Biblical principles on home and family living
- Abstinence based sex education
- Christian community service responsibilities
- The Pentateuch and N.T. Topics (Seniors)

The Bible curriculum at LCS is under constant review and revision. Bible instruction is the most important class in the daily curriculum, and each teacher strives to teach God's principles to each individual person in the best possible way by both word and example.

### **Sex Education Curriculum**

In grades K-6, there is no formal presentation of sex education topics. Students during this stage of growth are in the latency stage of development. It is during this time period that sexual feelings are inactive and 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. The teachers on each grade level will answer the questions appropriately according to the age level. All topics dealing with sexual behavior are always answered from a Biblical basis.

In grades 7 and 8, there is an approximate two-week presentation of sex education curriculum. The teachers present a combination of current resource materials. Various local resource people are also used. Everything presented is Biblically supported and abstinence based. In high school, the study is an abstinence based sex education curriculum presented during the course of the Bible classes.

### **Facilities**

The Lubbock Christian School campus is located at 26<sup>th</sup> and Dover. Classrooms, library, auditorium, Harman multi-purpose building, junior high building, Hufstедler Science and Music Center, 2 computer labs, Lena Stephens football stadium, Eagle Athletic Center, Diamond at Eagle Park Softball Field, and administrative offices are located in these facilities. Eagle Field Baseball Stadium is located at 24 and Frankford. Physical education and various departmental facilities, such as the university library, are available on the university campus.

### **Testing Program**

In addition to the tests and examinations given periodically by the teachers, the school has a regular program of standardized testing. Achievement tests (Stanford 10 Achievement) are given every year to pupils in grades K-6. Students in 7<sup>th</sup> – 9<sup>th</sup> grade will take the EXPLORE assessment, 10<sup>th</sup> grade will take the PLAN and PSAT assessments, and 11<sup>th</sup> grade will take the PSAT assessment. College entrance and aptitude tests are required prior to graduation. (For information on the SAT or the ACT, see the secondary principal or counselor) These tests are used to measure the achievement or progress of each pupil in terms of ability, age, and effort.

It is emphasized that these tests are not used in determining whether or not 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 LCU. These services may be obtained by contacting the principal or counselor. In cooperation with LCU, we offer a vision and hearing test for elementary, junior high and high school students.

### **Faculty**

All LCS teachers are Christians in good standing of a church congregation of the churches of Christ or similar faith heritage. All teachers are state certified and almost without exception, will be teaching in their area of specialization and competence. Each teacher is prepared to teach all subjects in a way that is in complete harmony with God's Word and to give Christian guidance to all students both spiritually and scholastically.

## **Sports Activities**

Lubbock Christian provides a full year of competitive athletics, which includes football, basketball, volleyball, golf, and track for junior high students. High school students participate in football, volleyball, basketball, track, baseball, golf, cross-country, softball, and swimming. LCS participates in the 300-member Texas Association of Private and Parochial schools (TAPPS), which organizes competition and playoff games in the state for private schools. Where applicable, LCS follows UIL rules for activities and competition. All policies concerning athletics at LCS are included in the Athletic Handbook.

At Lubbock Christian, we believe that athletics exist for the same purpose that all things exist, to glorify God. We seek to give our students Truth and then take them through Training. The Truth is the Gospel of Jesus Christ. The Training, is with ourselves and our athletes on how to use the opportunities given to us through sports to grow closer in our relationship with God. We believe that through adversity and prosperity sports provide a training ground through which we can see the Gospel at work, grow in our knowledge and love for the Lord.

Whether in season or out-of-season we want to integrate our faith and our work. Athletics uses Romans 8:29 to get it's goal, to be conformed to the likeness of Jesus Christ. In athletics, we talk about this every day and want our words and actions to be consistent with that of Jesus Christ. We want to create a Christ centered culture at Lubbock Christian School so that we can train our student-athletes to see God at work in all areas of their lives. Once they can learn to practice and compete for the glory of God, then when they leave LCS, they will be equipped to work in their career field and serve in their families for the glory of God.

## **Extra-curricular Activities**

Lubbock Christian School is able to offer the student a variety of areas for participation that are not solely athletic. Strong Band and Choir programs have been the recent recipient of State Honors. LCS students also participate in art, Science Fair, and literary meets like "One Act Play" and Academic Meet. Lubbock Christian School also boasts a strong and capable student senate that is involved in several areas of community work. Journalism and a Yearbook Staff are also in place for publications on a local and state level.

**An education at Lubbock Christian School could be the best investment you ever make for the future of your child.**

## **ENROLLMENT PROCEDURES**

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

### **Admission Requirements**

Lubbock Christian School is open to all students regardless of race, color, sex, age, religion, or handicapped condition who are otherwise eligible for admission. Students who are admitted to Lubbock Christian School should meet the following criteria:

1. Have a “B” or above average in core courses (English, math, science, social studies, & foreign language) with no failing grades.
2. Not currently expelled or suspended from another school.
3. Have a positive report from previous school
4. Be unmarried.
5. Not be pregnant.
6. Have not been arrested or put on probation.
7. Agree to all disciplinary procedures in the student handbook and other documents.
8. Must be living with parent(s) or legal guardian(s).
9. Standardized test scores in the overage to above average range.

All new students are admitted on a six weeks probationary basis.

### **Application Procedures**

#### **Deposit**

Each application for admission must be accompanied by a deposit as follows:

New Families: Pre-Kindergarten level through Grade 12	\$250.00
Students currently enrolled in LCS or families employed by LCS or LCU	\$100.00

This deposit will be applied against the charges for tuition and fees at the time of enrollment. In the event an application is not approved, all but \$100 of the deposit will be refunded. If the class is full and the student cannot be admitted for this reason, the entire deposit will be refunded.

A total of \$250.00 must be paid by the time of enrollment for all students.

#### **Application**

In order to apply for Elementary grades, PK-6<sup>th</sup>, the applicant must do the following:

1. Complete an application for admission.
2. Make a non-refundable deposit as described above.
3. Furnish LCS with a copy of birth certificate and immunization records. (A kindergarten student must be five years old as of September 30<sup>th</sup>. A pre-kindergarten student must be four years old as

of September 30. A first grader must show successful completion of kindergarten or have reached his / her 6<sup>th</sup> birthday by September 30.)

4. Provide a copy of the most recent report card or official school transcript.
5. Provide a copy of Standardized test scores.
6. Pass a background check by the principal.
7. Parents sign a Discipline Waiver.

To apply for other grades at LCS, the applicant must do the following:

1. Complete an application for admission.
2. Make a non-refundable deposit as described above.
3. Provide a copy of the most recent report card or official school transcript.
4. Pass a background check by the principal.
5. Parents sign a Discipline Waiver.
6. (9<sup>th</sup> – 12<sup>th</sup> only) Provide results from a certified drug-testing laboratory of the student's urine sample, (must be done within 14 calendar days of interview).

#### **Interview / Admission**

Upon completion of the application procedures, the application will be referred to the appropriate principal. The principal will review the prospective student's admission requirements and make a determination for an interview. Upon a successful interview and approval, the applicant will be notified and a date for enrollment will be made. Families with students already enrolled will be given priority over families with students not currently enrolled.

#### **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.

#### **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, his / her parents, and the principal. If the original decision is reversed, the applicant will be given a date for enrollment at the earliest possible time.

#### **Senior Transfers**

Senior transfers must enroll for the full year, at the beginning of the school year, before the established TAPPS transfer deadline for fall sports. At admission, it must be determined and certified that all graduation requirements can be completed for a LCHS diploma at the May commencement.

## Tuition and Fees 2017-2018

### Tuition

This charge applies to the cost of instruction and to the administration of the instructional program salaries, certain supplies, equipment, etc.

Pre-Kindergarten & Kindergarten (half & full day)	\$6515.00
Grades 1-6	\$7340.00
Grades 7-8	\$8520.00
Grades 9-12	\$9390.00

### Tuition Discounts

**Prepayment discount:** for accounts paid in full on or before July 20<sup>th</sup>, a discount of 3% 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 on tuition and any additional students in the same family will receive 20% discounts on tuition.

**LCU employee discount:** Lubbock Christian University employees will receive the Lubbock Christian University 40% tuition discount at Lubbock Christian School upon enrollment of a new student or upon re-enrollment of a current Lubbock Christian School student for a new academic year.

**LCS family recruiting bonus:** For every student a current LCS family actively recruits to attend Lubbock Christian School the following will apply:

- Your child will receive a \$500 discount to be applied to next calendar year's tuition.
- If your only remaining child is a senior, the credit will be applied to their last payment(s).
- The \$500 credit is for a full year of attendance by the recruited student.
- If a student is recruited for part of a school calendar year, the \$500 will be prorated.
- Recruited students must complete the calendar year for the bonus to be applied.
- If the recruited student registers and attends LCS the following year, the recruiting family will receive an additional \$250 credit.
- 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. Recruiting family must pre-register for the following year before open enrollment
- The family being recruited will certify the recruiting family to LCS.

**Grandparents Discount:** The purpose of this policy is to assist grandparents who would like to see their grandchildren attend a Christian school.

- 20% discount applied to each grandchild. No additional discounts will be applied.
- To qualify, the parents must complete the LCS Grant Application. A committee will evaluate for financial need or special circumstance.
- Grandparents sign the LCS Tuition Contract and assume financial responsibility for the tuition. (Tuition payments by grandparents, restricted to their grandchildren, are not considered scholarship donations to LCS by the IRS and are not tax deductible.)

### Special fees (grades K-12)

The parking fee applies to students who drive their own cars to school and covers vehicle registration, parking lot maintenance, and security services. The graduation fee covers the special expenses of the senior year: cap and gown rental, diploma, and graduation ceremony and speaker expenses. The other fees are optional.

Parking	\$16.00
Graduation (per student)	\$75.00
P.T.F.A. dues	\$10.00
Band Boosters	\$5.00

### Payment Plans

We offer payment plans of up to 9 months for the school year. You may use a bank draft system for payments or your Visa or MasterCard (3% surcharge) for all or part of the balance due. Payments are due in the office on the 1<sup>st</sup> of the month. Payments are late after the 10<sup>th</sup> of the month and a \$25.00 late charge will be added to the account. A charge of 1 ½% per month will be added to any delinquent amount on all accounts 30 days or more past due.

## 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.
- 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

Tuition will be refunded on a pro-rated, **daily** schedule. Students who are registered for classes on the first calendar day of any month must pay tuition for that entire month. **Additionally, a penalty of 10% of the annual tuition balance will be added for early withdrawal (September – April).**

## Delinquent Accounts

Any account not paid in accordance with the agreed scheduled payment plan is deemed to be delinquent. Accounts that are delinquent will be charged a delinquent charge of 1 ½% per month on the amount that is over 30 days past due. Parents whose accounts are delinquent will be notified monthly by the business manager and payment will be expected upon receipt of statement. Report cards are held each reporting period if accounts are not current. In no case will a student be allowed to graduate nor will records be transferred unless his/her account is current.

When an account becomes 60 days past due, the student will be placed on financial probation and withdrawal procedures will be initiated. If arrangements have not been made for payment within 30 days after the student is placed on financial probation, the student will be withdrawn from school. After withdrawal, accounts not being serviced regularly will be referred to a collection agency and reported to the Retail Merchants Association.

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 appeal, the student will not be withdrawn from school nor will he / she be denied the right to take exams.

## ADMINISTRATIVE POLICIES

### School Hours

School hours will be as follows:

Pre-kindergarten	8:00 – 3:35
Kindergarten	8:00 – 3:35
Grade 1	8:00 – 3:35
Grade 2	8:00 – 3:35
Grade 3-6	8:00 – 3:50
Grades 7-12	8:00 – 3:55
Zero Hour classes	7:00 – 7:45

### Acceptable Use of Technology

We are pleased to offer students and employees of **Lubbock Christian School** access to the Internet. We believe the Internet offers vast, diverse, and unique resources to both students and employees. It is the intent of **Lubbock Christian School** to make online resources available to students and staff in order to promote personal growth in information gathering techniques, critical thinking skills, and communication skills.

These guidelines are provided here so you are aware of the responsibilities you are about to acquire. Internet access is given to students and employees who agree to act in a considerate and responsible manner. In general, this requires efficient, ethical, and legal utilization of the network resources. **Access to the Internet is a privilege – not a right. Access entails responsibility. If a Lubbock Christian School user violates any of the following provisions, his or her account may be terminated and future access could possibly be denied, as well as other disciplinary or legal action.**

Cell phones and electronic devices: These devices are permitted for students to possess at LCS under the following:

1. All audible signals must be silenced during the entire school day, and if directed to do so by sponsors on trips.
2. No Internet access by personal devices is permitted for any Pre-K through 8<sup>th</sup> grade students on their personal devices, during the entire school day, and on any school-sponsored trips.
3. Downloaded, stored Internet data may not be accessed during the school day, without teacher permission.
4. Phone calls and texts may be made by students to parents / guardians only, during the school day, with a teacher's permission.
5. Phone calls and texts may be made before school and after school while on campus.
6. Students from 9<sup>th</sup> to 12<sup>th</sup> grade may have active data plans on their devices, a privilege that depends totally on their responsible use of that privilege.
7. All classroom access by students to the Internet is under teacher supervision and is through the LCS network filters.
8. Any violation of this policy will be handled by teachers, coaches, and principals according to the existing LCS discipline procedures.

The system administrator may close an account at any time as required. The administration, faculty, and staff of **Lubbock Christian School** may request the system administrator to deny, revoke, or suspend specific user accounts. The signature(s) at the end of this document is (are) legally binding and indicate the party (parties) who signed has (have) read the terms and conditions and understand(s) their significance.

**Lubbock Christian School Internet Service Provider will filter the material available to students and employees.** This filter will be designed so that objectionable materials are not easily available. While our internet is to make Internet access available to further educational goals and objectives, an industrious user may discover ways to access controversial materials as well. Students and parents must be informed that inappropriate materials could be encountered during students' research. If such inappropriate material is inadvertently encountered, it shall be disengaged from immediately.

#### **Inappropriate Use**

Inappropriate use includes, but is not limited to, those uses that violate the law, that are specifically named as violations in this document, that violate the rules of network etiquette, or that hamper the integrity or security of this or any components that connected to the network / Internet. The following actions are considered inappropriate uses and are prohibited.

#### **Violations of Law**

Transmission of any material in violation of and U.S. or state law is prohibited. This includes, but is not limited to, copyrighted material; threatening, harassing, or obscene material; or material protected by trade secret. Any attempt to break the law through the use of a **Lubbock Christian School** network / Internet account may result in litigation against the offender by the proper authorities. If such an event should occur, **Lubbock Christian School** will fully comply with the authorities to provide any information necessary for the litigation process.

#### **Modification of Computer**

Modifying or changing settings and / or internal or external configurations without appropriate permission is prohibited.

#### **Commercial Use**

Use for the purpose of product advertisement, commercial, income-generating or "for-profit" activities is prohibited.

#### **Vandalism / Mischief**

Any malicious attempt to harm or destroy school equipment or materials, data of another user of the school's system, or any of the agencies or other networks to which the School has access is prohibited. Deliberate attempts to degrade or disrupt system performance may be viewed as violations of School guidelines and, possibly, as criminal activity under applicable state and federal law, including the Texas Penal Code, Computer Crimes, Chapter 33. This includes, but is not limited to, the uploading or creating of computer viruses. Vandalism as defined above will result in the cancellation of system use privileges, possible prosecution, and will require restitution for costs associated with system restoration, hardware, or software costs.

#### **Electronic Mail Violations**

Forgery of electronic mail messages is prohibited. Reading, deleting, copying, or modifying the electronic mail of other users, without their permission is prohibited. Sending unsolicited junk mail, chain letters, political lobbying, transmitting obscene messages or pictures is prohibited.

#### **File / Data Violations**

Deleting, examining, copying, or modifying files and / or data belonging to other users, without their permission, is prohibited.

### **Copyright Violations**

Downloading or using copyrighted information without following approved **Lubbock Christian School** procedures is prohibited.

### **System Interference / Alteration**

Deliberate attempts to exceed, evade or change resource quotas are prohibited. The deliberate causing of network congestion through mass consumption of system resources is prohibited.

### **Consequences of Agreement Violation**

Any attempt to violate the provisions of this agreement may result in revocation of the user's access to the network / Internet, regardless of the success or failure of the attempt is prohibited. In addition, school disciplinary action and / or appropriate legal action may be taken.

## **Security**

### **Reporting Security Problem**

If knowledge of inappropriate material or a security problem on the network / Internet is identified, the user should immediately notify his / her supervisor. The security problem should not be shared with others.

### **Impersonation**

Attempts to log on to the network / Internet impersonating a system administrator or **Lubbock Christian School** employee, will result in revocation of the user's access to network / Internet.

### **Other Security Risks**

Any user identified as having had access privileges revoked or denied on another computer system may be denied access to the **Lubbock Christian School** network / Internet.

### **Warning**

Sites accessible via the network / Internet may contain material that is illegal, defamatory, inaccurate, or controversial. **Lubbock Christian School** makes every effort to limit access to objectionable material; however, controlling all such materials on the network / Internet is impossible. With global access to computers and people, a risk exists that students may access material that may not be of educational value in the school setting. The **Lubbock Christian School** Internet connection is the only system to be used in schools. No commercial internet accounts may be used.

### **Disclaimer**

The agreement applies to stand-alone computers as well as computers connected to the network / Internet. **Lubbock Christian School** shall not be liable for users' inappropriate use of electronic communication resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. **Lubbock Christian School** shall not be responsible for ensuring the accuracy or usability of any information found on the Internet.

## **Attendance**

### **General Rules:**

Regular and punctual attendance is important in maintaining continuity in the learning process. There are times 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 class work missed.

When students are going to be absent with an acceptable excuse, their parent or guardian must call the office or bring a note to inform the school. When calling, parents / grandparents must talk to the attendance clerk. Failure to produce an acceptable excuse within two days will result in an unexcused absence.

Absences are considered unexcused when no reason is given or when the reason given is determined unacceptable by the principal, such as visiting the beauty or barber shop, sleeping late, shopping, studying for tests, preparing for parties, etc. An unexcused absence will result in a zero for all work missed. No make-up work will be permitted for unexcused absences. Any tardy that exceeds 25 minutes of a single period will result in an unexcused absence.

Any junior high or high school student who is absent (excused and / or unexcused) more than twelve class periods for any one class during any semester may not receive credit for that semester's work in that class. Parents will be notified after the 3<sup>rd</sup>, 5<sup>th</sup>, and 10<sup>th</sup> absence. Secondary students after their 5<sup>th</sup> absence will meet with the secondary principal to determine if disciplinary action and/or make-up hours are required. Absences incurred while representing the school will not be recorded as absences. All other absences will be considered a part of this policy. Students having 12 or more absences in a semester may not be eligible for extracurricular activities. In case of major illness, injury, or other special circumstances, appeals of the above may be made to the attendance committee, as defined by the LCS appeals procedures. Student in college classes must adhere to the attendance policies set by the college professors of each class. (Also see "Finals Exemption Policy" pgs. 35 and 37 for Secondary Students)

To participate in a performance or a practice for any extracurricular activity (band, cheerleading, chorus, forensic, etc.) students must attend school for a minimum of four (4) class periods on the day of the performance or practice. For any activity which begins prior to the beginning of 5<sup>th</sup> period, students must be in school at the beginning of the school day.

For high school students chapel attendance is required daily. In addition, unexcused absences from chapel can result in suspension from school or other disciplinary actions.

### **Student Check-out Policy**

Any time a student is checked out of school during the day, 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 get an orange check-out form in the main office and hand it to the teacher in order 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 (other than those going to college classes) who leaves the school premises without checking out in the office may be subject to suspension. The student will receive zeroes in the classes missed.

### **Truancy**

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

### **Family Trips**

When at all possible, trips should be scheduled during school vacations since any absence affects 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. Permission will be granted at the discretion of the principal based on student grades, attendance, and behavior.

- When permission is granted, the family trip form should be signed by the approving administrator or the designated office staff, must be taken to the teacher(s) and arrangements made for make-up work. These arrangements will be at the teacher's discretion and approval.
- Students are to make up all work within the allotted time or a grade of zero (0) will be given for any work not completed. It is the responsibility of the students and parents to see that all make-up work is finished and turned in on time.

### **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 will be two school days for the first day the student is absent and one additional day for each subsequent day absent. 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 of one day will be taken at the teacher's discretion. Students should take make-up tests at the teacher's convenience.

### **Tardies**

All students are to be in class before the bell has rung. Any student who is not in class when the bell has rung must go to the office for a tardy slip. Any student in the halls during class must have a hall pass from the teacher of that class. Teachers have been asked to monitor the halls to enforce the use of hall passes. Any staff member may question a student's presence in the hall. Secondary Parents will be notified after the 3<sup>rd</sup>, 5<sup>th</sup>, and 10<sup>th</sup> tardy. Students after their 5<sup>th</sup> tardy will meet with the secondary principal to determine if disciplinary action and/or make-up hours are required.

Every third tardy for a class, will result in an absence and a referral for that class. Receiving a referral for tardiness may also result in additional discipline and parent conference. (Also see "Finals Exemption Policy" pgs. 35 and 37 for Secondary Students.)

Failure to report for disciplinary consequences may result in suspension from school.

### **Problem Resolution**

It is the desire of administration and the teaching staff of LCS to resolve all concerns before they become problems. Many times today, 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 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. 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 written appeal may be made to the Board. The Board will convene a special meeting within thirty days of receipt of written complaint to make a final decision concerning the matter. If a complaint involves school personnel, such person shall be furnished a copy of the complaint or appeal. Board members should suggest this line of action to parents or students who voice complaints to individual Board members.

### **Access to LCS Board Meetings**

In order to establish open communication with the LCS Board of Trustees while protecting the benefits of being a private school and the interests of Lubbock Christian School, the process outlined below is established for anyone wishing to address the LCS Board of Trustees.

1. The date, time, and location of the next regularly scheduled Board meeting will be posted on the LCS Website no less than two weeks prior the start of the meeting.
2. Anyone wishing to address the Board will be required to complete and return a request form to the President's office no later than 5:00 PM on the Friday (or the last scheduled workday if Friday is a holiday) preceding the regularly scheduled Board meeting. This form will be available in the President's office during normal office hours of 7:30 AM to 5:00 PM Monday through Friday. The following information will be required on each form.
  - 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
  - Mailing address and telephone number
  - If applicable, the name of the organization the person is representing
3. 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.
4. The Chairman of the Board of Trustees and / or his / her 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.
5. At the beginning of each regularly scheduled Board meeting, the Board will schedule a maximum of 30 minutes for those wishing to address the LCS Board. A maximum of five presenters will be scheduled at any one Board meeting. No single presenter may relinquish tie to another. The order of presenters will be determined by the Chairperson (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.
6. The LCS Board will not comment nor take action on anything presented to the Board; however, time permitting the Board may ask follow-up questions. Within thirty days of the meeting, the Board will send a letter to each presenter stating the position and / or recommendation of the Board.
7. This process is not intended to replace nor circumvent any established process for conflict or problem resolution. The LCS Board recommends following the Problem Resolution process as documented in the LCS Student Handbook (under Administrative Policies) prior to addressing the Board for any issue involving conflict.
8. The LCS 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.

## **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 / cancellation decisions will be made by 6 AM. One-hour delays are typical. 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.

## **Grade Reporting System**

The school year is divided into major periods of two semesters. In grades 1-12, report cards will be posted to RenWeb on the Wednesday following the end of each six weeks' reporting period. At the midpoint of each six weeks grading period, deficiency reports will be posted to RenWeb for all students whose achievement has been unsatisfactory. The grading scale is as follows:

### **Grading Scale for Grades 1-6**

A – 90-100  
B – 80-89  
C – 75-79  
D – 70-74  
F – Below 70

### **Grading Scale for Grades 7-12**

A – 90-100  
B – 80-89  
C – 75-79  
D – 70-74  
F – Below 70

### **Citizenship**

H – Highly Satisfactory  
S – Satisfactory  
I – Improvement Needed  
U – Unsatisfactory

Note: All students may be required to take six weeks' and semester exams, regardless of grade level or GPA.

## **Library**

If a student has an overdue book(s), they will not be allowed to checkout any more books until the overdue book is returned. Report cards are not distributed until all fines are cleared and books returned.

## **Books**

Books and workbooks for the students in all grades will be issued and checked in by the teacher. The cost of this service is included in the general fees. Students are to keep all hard-bound books covered at all times. Fines may be assessed for books not covered. Additional assessments will be made for books that are lost or damaged. Charges for damaged books will be \$5.00. The fine for any lost or destroyed book will be the total price of the book. Note: All book fines must be paid before six-weeks or semester grades are released.

## **Use of Campus Facilities**

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 the president and approval of the Board of Trustees and providing proof of liability insurance.

In order 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 principal and President. LCS facilities are not for use during traditional times of church worship (Sunday morning until after 11:00, Sunday evening from 4:30-6:30, and Wednesday night from 6:30-8:30). Political material will not be distributed on campus.

## **Telephone Calls**

Unless the message is unusually urgent, teachers will not be in a position to leave their classes to receive telephone calls. Students should not be asked to leave their classroom to receive telephone calls unless there is an extreme emergency.

## **Electronic Devices**

Students will not be allowed to use electronic devices at any time during school hours. Devices such as CD players, DVD players, Gameboys, iPods, or any recreational electronic devices are not to be brought to school. Cell phones must be turned off and out of sight during school hours. Students seen on campus with a cell phone during school hours will receive a referral and the cell phone will be sent to the office. Cell phones sent to the office will only be returned at the end of the school day when a parent or guardian comes to pick it up. After the first time the phone / electronic device has been sent to the office, a ten dollar fee will be charged. Subsequent times will also be charged ten dollars.

## **Lost and Found**

Lost and found items are kept in the Harman MPB. If owners cannot be found for clothing and other items of value that are turned in, they will periodically be disposed of or given away.

## **Lockers**

Hall lockers are provided in all buildings for the storage of clothing and school supplies. Properly packaged lunches are permissible until lunch time. Each student is assigned a locker and will be held accountable for the condition of the locker for as long as it is assigned to the student. No adhesive products should be used either on the inside or outside of a locker. (This includes stickers, any kind of 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. Locker checks will be conducted on a regular basis. LCS will not be responsible for any lost or stolen items.

## STUDENT CONDUCT

Lubbock Christian School exists primarily for the purpose of making Christ and Christian principles the dominating 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.

- Lubbock Christian School does not sponsor or condone dancing in activities or at any school related events.
- Inappropriate “displays of affection” are not acceptable in school or in the parking lots.
- All students and parents are expected to be courteous during athletic contests. Booing other teams or officials will not be tolerated and those doing so may be asked to leave.
- Cheating – Honor in class work and examinations should be characteristic of the Christian student, and it is more important than any grade that may be received. The simplest rule to observe in the classroom is to conform to all the conditions laid down by the teacher. A student is not to create the appearance of cheating and is not to contribute to the cheating of others. Any student found guilty of cheating will be given a “0” for the work being done and repeated incidences will result in a suspension. That day will be counted as an unexcused absence. Further infractions may result in dismissal of the student without refund of prepaid tuition for one semester.

### Dress Code

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.

#### 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 will be tucked in at all times.
- **Pants** – Khaki pants with pleated front, flat front relaxed, or pleated relaxed and a black or brown dress belt.
- **Shoes** – A black or brown dress shoe or nice cowboy boots.

##### 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** – Plaid skirt, plaid skort (PK-1<sup>st</sup>), solid white, black, or khaki socks, or tights may be worn with the skirt. No leggings may be worn on required dress uniform days.
- **Shoes** – Black or brown dress shoe

#### Regular Uniform Day

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

##### Boys:

- **Shirts** – Boys have the choice of the white oxford shirt short or long sleeve, short or long sleeve pique (polo) shirt with monogram (or dry fit). The four color choices for this shirt are white, royal blue, black, and yellow. Shirts will be tucked in at all times (4<sup>th</sup>-12<sup>th</sup> grade).

- **Pants or shorts** – Khaki or black pants (pleated front, flat front, or pleated relaxed) or khaki or black shorts (pleated walking or pleated relaxed fit). Cargo shorts are not permitted. Shorts are to be no shorter than 1 inch above the knee (touching the knee or longer is preferred). Pants and shorts will be worn with a black or brown dress belt (4<sup>th</sup>-12<sup>th</sup> grade).
- **Shoes** – A neutral color tennis shoe, dress shoe, or cowboy boots may be worn. Socks need to also be a neutral color. Cowboy boots may be worn only with uniform pants.

**Girls:**

- **Shirts** – Girls have the choice of the short or long sleeve pique (polo) shirt with the monogram. 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** – Girls have the choice of khaki or black pants (cuffed w/pleats or mid-rise w/no pleats), plaid skirt, khaki or black shorts, or the khaki skort. Skort, shorts, and skirts are to be no shorter than 1 inch above the knee (touching the knee or longer is preferred). Neutral color socks, tights, or leggings may be worn with the skort, skirt, or shorts.
- **Shoes** – a neutral color tennis shoe, dress shoe, or sandal may be worn. Socks need to also be a neutral color. Cowboy boots may be worn only with uniform pants.

**Outer Wear**

**Boys and Girls**

- Sweaters and sweatshirts – Students may wear LC fleece pullovers or zipper front, or LC hoodie sweatshirts. These are to be worn only for warmth over the uniform shirts already listed above.
- Coats – Any type of coat may be worn for outside warmth.
- Undershirt and Camisoles (cami's) – May be worn under shirts but should not be longer than uniform shirt or longer than the sleeve of the uniform shirt.

ALL CLOTHING SHOULD BE LOOSE FITTING AND WORN MODESTLY (defined as):

1. The quality or state of being modest
2. Reserve or propriety in speech, dress, or behavior
3. Lack of pretentiousness; simplicity. (n.) The condition of being pure, chastity, chasteness, purity.

**Uniform Closet**

LCS has a uniform closet available to all parents containing some new and lightly used uniforms. Uniforms are sold at a reduced cost that is determined from year to year. Appointments must be made through Mrs. Connie Sanders (LCS Librarian)

**Hygiene:**

Young men should keep their hair clean and well-groomed at all times. The hair should be no longer in the back than the bottom of the collar, not be longer than the bottom of the ear on the sides. Facial hair must be neat and trimmed at all times. Students with facial hair, other than mustache, will not be permitted to represent the school or participate in any school activity. Outlandish hair color and styles, body piercing, and tattoos are not permitted. Earrings are not to be worn by male students at any LCS sponsored activities. A student will not be permitted to return to school until he / she has corrected any item(s) in question.

If a student is out of compliance with the dress code, they will be issued a Dress Code referral. Every 3<sup>rd</sup> Dress Code referral submitted to the office for a student in a single semester will result in a meeting with the appropriate principal to discuss if any disciplinary action should incur.

## **Disciplinary Procedures**

All junior high and high school students and their parents must sign a form stating disciplinary procedures during registration in August. This is an informational sheet which explains unacceptable behavior and disciplinary actions which will be taken. 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, notification of parents, suspensions, disciplinary probation, and / or expulsion.

It should be noted that several offenses are considered to be of such serious nature as to warrant suspension or expulsion following the first incident. These would include possession or the use on school property or at a school sponsored event of fireworks, weapons (including knives), tobacco in any form, alcoholic beverages, illegal drugs, sexual harassment, or blatant disobedience and disrespect to a teacher, sponsor, or guest of LCS at school or any school function. Any student, male or female, directly involved with a pregnancy will be subject to dismissal from school. An arrest of any type is also considered a serious offense. As a private institution, Lubbock Christian School reserves the right to search persons, lockers, and automobiles which might conceal illegal contraband. Additionally, Lubbock Christian School reserves the right to administer disciplinary action for serious violations of this kind which occur away from school.

Any student who refuses to practice good behavior after conference will be subject to "behavioral ineligibility." The student will be ineligible to participate in any extracurricular activity. This ineligibility could be in conjunction with suspension from school. Students not participating in extracurricular activities are still subject to suspension from school.

## **Disciplinary Probation and Behavioral Ineligibility**

Disciplinary probation is initiated following the occurrence of a single incident which is deemed by the administration as warranting an immediate probation. This probation is subject to the conditions determined and stated at its inception.

Behavioral ineligibility results from repeated misbehavior related to daily classroom and school functions. When a student is sent to the office for misbehavior, he / she will be dealt with individually according to the particular situation. If a student receives 3 office referrals or accumulates 6 in-class referrals (2 in-class referrals equals 1 office referral), then he / she will be placed on behavioral ineligibility for six weeks, 30 school days.

Behavioral ineligibility offers opportunity for changes of behavior and restoration of privileges. Any referrals during the 30 days will lengthen the ineligibility by 1 week for each referral. During this time, students will not be allowed to participate in extra-curricular activities, run for a school senate office or class office position, or participate in any overnight-school trip.

If a student accumulates six in-class referrals a second time after being on behavioral ineligibility, he / she will be placed on behavioral probation for the rest of the school year. The following steps and procedures may apply to students on behavioral probation if they receive any additional referrals.

- The **FIRST** time a student is sent to the office or receives two in-class referrals is a one day suspension.
- The **SECOND** time sent will result in a three day suspension.

- The THIRD time will result in an immediate expulsion from school. Suspension from school requires a parent to return and meet with the principal before the student is readmitted to school.
- This is designed to give sufficient warning and time for a student to change behavior.
- Behavioral probation is not a necessary prerequisite to expulsion from Lubbock Christian School. Should the nature of any disciplinary offense be of such a degree to warrant immediate expulsion, the administration reserves this right.

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.

In the event that a student is from Lubbock Christian School, reapplication may be made after one full semester. Such 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.

### **Drug Testing Policy**

Lubbock Christian School requires random drug testing of any and all students in grades 9-12 who choose to participate in school-sponsored extracurricular activities or park a vehicle on school property. In addition, Lubbock Christian School may require scheduled drug testing of any student in grades 9-12 who is suspected by school administration of illegal drug use.

### **Purposes**

1. The purposes of the drug-testing program are to:
2. Prevent injury, illness, and harm resulting from the use of illegal and performance-enhancing drugs or alcohol.
3. Help enforce a drug-free educational environment.
4. Deter student use of illegal and performance-enhancing drugs or alcohol.
5. Educate student regarding the harm caused by the use of illegal and performance-enhancing drugs or alcohol.
6. Provide an educational program that more thoroughly reflects the core values and the mission of Lubbock Christian School.

### **Covered activities for Random Testing**

Activities for which random testing is required include all school-sponsored extracurricular activities.

### **Scope**

Any student in grades 9-12 participating in extra-curricular activities or parking on school grounds shall be randomly tested for the presence of illegal drugs and alcohol. A randomly administered drug test will have one of two results. It will either be negative or inconclusive. Any student in grades 9-12, who is suspected by school administration of illegal drug use, may be scheduled for drug testing. An inconclusive result on a random test will be considered by administration as grounds for reasonable suspicion of illegal drug use, and may result in the request of additional drug tests.

### **New Students**

All new students (students who were not enrolled in LCS the previous year) applying for enrollment into the 9<sup>th</sup> – 12<sup>th</sup> grades will be required to provide LCS with proof of a negative drug test prior to being enrolled. Official results of the drug test must be provided to LCS within the time specified by administration and at the expense of the

student and or parent/guardian. Students who fail to provide the school with the appropriate documentation will not be enrolled

### **Distribution of Policy**

Prior to the student's enrollment into the 9<sup>th</sup>-12<sup>th</sup> grades, LCS shall provide each parent and student access to the drug-testing policy and a consent form designed to provide written permission from parents / guardians for their student(s) to be subject to the LCS drug testing program. After the first day of school and prior to implementation of the program, a presentation will be made to all 9-12 grade LCHS students to outline and review the drug testing policies and program.

Lubbock Christian School is committed to the success of this program and expect LCS students to be equally committed.

### **Consent**

Before a student is eligible to be enrolled, the student's parent / guardian shall be required annually to sign a consent form agreeing for the student to be subject to the rules and procedures of the drug-testing program. If appropriate consent is not given, the student shall not be enrolled.

### **Confidentiality**

Drug test results shall be confidential and shall be disclosed only to the student, the student's parents / guardians, and designated LCS officials who need the information in order to administer the drug-testing program. Drug test results shall not be maintained with a student's academic record. Results shall not be otherwise disclosed except as required by law.

### **Testing Laboratory**

LCS administration will designate school personnel to conduct testing of student and shall contract with a certified drug-testing laboratory to analyze students' urine samples. Testing laboratories shall not release statistics regarding the rate of positive drug tests to any person or organization without consent of LCS.

### **Substances for which Tests May be Conducted**

Any substance considered illegal by either federal or Texas law or that is controlled by the United States Food and Drug Administrations including, but not limited to the following: amphetamines / methamphetamines (speed, uppers, diet pills); anabolic steroids (performance-enhancing drugs); barbiturates (downers, sleeping pills); benzodiazepines (Valium, Librium); cannabinoid (marijuana); cocaine metabolites; hallucinogens (LSD); MDMA (Ecstasy); Methadone; nicotine; opiates (heroin, morphine, codeine); phencyclidine (PCP, angel dust); propoxyphene (Darvon). LCS reserves the right to test for any and all illegal or controlled substances as determined at the discretion of LCS.

### **Prescription Drugs**

Prescription drugs are allowed if they have been prescribed to the student by a qualified physician. Students may not use prescription drugs that are prescribed for someone else, as many prescription drugs will test positive on the drug test.

### **Collection Procedures**

LCS personnel shall collect urine samples under conditions that are no more intrusive than the conditions experienced in a public restroom. When selected for testing, a student shall be escorted to the school's testing site by a LCS employee and shall remain under employee supervision until the student provides a sample. A student shall

produce a sample within a closed restroom stall. A LCS employee of the same gender as the student shall be present when any samples are collected.

### **Random Testing**

The process for random selection of students shall be created by LCS administration. Students shall not receive prior notice of the testing dates or times. A student who refuses to be tested when selected, refuses to be tested after an inconclusive test result, or who is determined to have tampered with a sample shall be deemed to have a positive test result and shall be subject to the appropriate consequences depending on the previous positive test results, if any.

### **Non-Invasive Electronic Screening Device**

A non-invasive electronic screening device may be used by LCS to provide an initial screening if students are suspected of being under the influence of a banned substance.

### **Confirmation of Positive Result**

An initial negative test shall be discarded and documented with no further action.

An initial inconclusive test will be sent to an approved testing facility to determine whether or not the specimen contains an illegal substance.

Upon receiving results of a positive drug test, the LCS administration shall schedule a meeting with the student, the student's parent, and the coach or sponsor of the extracurricular activity, as applicable, to review the test results and discuss consequences.

The student or parent shall have three school days following the meeting to provide a medical explanation for a positive result.

### **Retesting**

If the student wishes to return to participation in extracurricular activities or be allowed to park at school after any applicable consequences, the student must be retested at the end of the period of suspension and have a negative test result. Following that the student will continue scheduled drug testing as determined by the LCS administration.

### **Drug Abuse Prevention**

The LCS administration shall notify the parent and student of the requirement to enter the student into a drug and alcohol abuse prevention program. The parent / guardian of the student will be required to provide LCS with proof of completion of the program prior to the suspension being lifted. All costs incurred in such programs will be the responsibility of the parent / guardian.

### **Consequences of Positive Result**

All students who test positive for a banned substance will be subject to, but not limited to, the following disciplinary actions:

#### **First Offense**

- The student testing positive will be suspended from all extracurricular performances, competitions, activities, and / or driving privileges for 50 school days.
- The High School Principal will arrange a conference with the student, parent / guardian, and appropriate sponsor(s).
- The student will be required to participate in and show proof of private drug abuse counseling. Any costs associated with private counseling are the responsibility of the student and / or parent / guardian.

- During this period of suspension, the student will undergo drug-testing weekly. If the results of the weekly tests are negative, the student will be eligible to participate in performances, competitions, activities, and / or regain driving privileges at the end of the 50 school day suspension period.
- If the student has a second or subsequent positive result in the weekly drug-testing, this will count as a second offense.
- During the suspension, the Head Coach or Sponsor will determine the conditions of participation (practice, team meetings, conditioning, etc.)
- For every non-school day in which the student completes a minimum of 2 hours of volunteer or community service, the school will reduce the 50 day suspension by 1 day. There will be a maximum of 12 non-school days in which the student can receive credit for volunteer or community service, and the details of the volunteer or community service must be approved by LCS administration prior to the student's participation.

### **Second Offense**

- The student testing positive for a second time will be expelled from school for a minimum of one calendar year. The High School Principal will notify the student and his / her parent / guardian of the date of the expulsion.
- Consequences of positive test results shall be cumulative.

### **Testing Positive for Alcohol**

The consequences for testing positive for alcohol may include, but are not limited to, the same consequences for a positive test result for any other banned substance.

### **Suspensions and Expulsions**

If a student's suspension from participation in extracurricular activities and parking privileges or expulsion from school is not completed by the end of the semester / year in which it was assigned, the student shall complete the assigned period of suspension during the next semester / year.

### **Appeals**

If a parent / guardian or person otherwise in lawful control of the student elect desires to appeal a positive test result, the second half of the specimen in question may be tested by a laboratory mutually agreed upon by the parent / guardian and LCS. In such cases, the parent / guardian or person otherwise in lawful control of the student shall assume the responsibility for payment of all fees related to the second test. The student elect shall remain suspended from participation in extracurricular activities and from parking privileges during the appeal.

### **Self-Reporting**

LCS students, who voluntarily self-report the personal use of a banned substance to school personnel prior to testing notification, may be considered by LCS administration for a reduced suspension. The student will still be subject to a drug and alcohol test.

### **Removal of Consent**

If a parent/guardian or person otherwise in lawful control of the student elect chooses to remove consent for their student to participate in the LCS drug testing program, the student elect will be immediately and indefinitely suspended from any and all extracurricular activities and parking privileges. The LCS administrative team will have the discretion to expel a student from school for removal of consent.

# **PRE-KINDERGARTEN – 6<sup>TH</sup> GRADE POLICIES**

## **Safety Precautions**

Parents should be aware of the traffic regulations in the parking area. Please stop for pedestrians in the crosswalks. Students waiting for rides after school has been dismissed should remain in front of their respective building in the designated area. Students are not to cross streets or enter other buildings.

## **After School Child Care**

LCS will provide extended day/ after school care services on our campus. All financial responsibilities will be with LCS Business Office. For registration and questions, please contact Mrs. Shannon Thompson in the ELC. Hours will run 3:45pm - 5:45pm.

## **Class Assignments**

Students in Lubbock Christian School will be randomly assigned to classes. When classes become unbalanced as a result of this random selection, it will be the duty of the president and principal to balance classes to provide the following:

- Equal numerical balance within each grade.
- Equal balance according to sex within each grade.
- Proper academic grouping where necessary.
- Social / behavioral considerations within each class.

## **School Parties**

There will only be three class parties per year for grades 1-6. These parties will be at Christmas, Valentine's Day, and at the end of school, and will be conducted the last period of the day. Invitations to private parties cannot be passed out at school unless every child in the class is invited. If it is an all-boy (or girl) party, then every boy / girl must be included.

## **Physical Education**

Students should bring or wear appropriate PE shoes for their physical education activities. 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.

## **Awards**

Each year in May awards programs are conducted to honor outstanding students and recognize student accomplishments. This is a special time to honor students and to encourage academic excellence. Awards given will include but not be limited to the following:

- H's or A's in all subjects
- H's or A's in a single subject
- Perfect attendance
- Citizenship
- Fruits of the Spirit
- Accelerated Reader

## **Absences**

For kindergarten through 6<sup>th</sup> grade, a student must attend school for a minimum of 175 days (can have a maximum of 5 days of unexcused absences). Excused absences due to personal illness, serious illness or death in the family, or

school related events should not exceed 12 days each semester. Exceptions can be made for prolonged illnesses if the student is able to make up all work and stay on grade level with the remainder of the class.

## **Retention**

Students in Lubbock Christian School may be retained in grades K-6 subject to either of the following conditions:

1. Reading one year or more below present grade level as measured by applicable standardized tests.
2. 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. Where remedial efforts do not obtain the necessary results, the decision to retain will be made by all involved. 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 probation (one semester) or required transfer to another school. It is not our desire to force any student out of this school, but in some cases, it may be necessary in order to meet the needs of the individual student.

Appeal of the president's decision should be made to the LCS Board of Trustees.

# **JUNIOR HIGH POLICIES**

## **Schedule Changes**

Changes of schedule may be made only with the approval of the principal after the personal or written/email request of a parent.

## **Physical Education**

Students will purchase and wear appropriate PE clothing for physical education activities. This PE clothing is not to be worn to classes.

## **Student Activities**

Several activities are available for junior high students, such as art, band, National Junior Honor Society, and cheerleading (girls), as well as competition in football (boys), basketball (girls and boys), track (girls and boys), volleyball (girls), and golf (girls and boys).

## **Awards**

The junior high awards banquet is held during the spring semester. All academic awards, athletic awards, and attendance awards are given at that time.

## **National Junior Honor Society (NJHS)**

Membership is limited to 8<sup>th</sup> and 9<sup>th</sup> grade students who have attained the standards of the National Council of the National Honor Society. Membership is an honor bestowed upon a student. Selection for membership is done by a faculty council and is based on outstanding scholarship, character, leadership, service, and citizenship. Once selected, members have the responsibility to continue to demonstrate these qualities. Candidates become members when inducted at a special ceremony.

A NJHS member who transfers from another school and brings a letter from the former principal or chapter adviser to the new school shall be accepted automatically as a member of the chapter. Transfer members must meet the chapter's standards within one semester in order to retain membership.

To be eligible for membership the candidate must be a member of the 8<sup>th</sup> or 9<sup>th</sup> grade class. Candidates must have been in attendance at the school the equivalent of one semester. (Many students, including students of military parents, are required to move with parents or guardians who have transferred in their work.) The present school principal should seek a recommendation from the previous school principal pursuant to the candidate's selection. Based on the recommendation of the previous principal, the faculty council may waive the semester regulation.

Candidates must have a cumulative scholastic average of 89.5 or the equivalent standard of excellence. Candidates shall then be evaluated on the basis of service, leadership, character, and citizenship. The selection of each member to the chapter shall be by a majority vote of the faculty council. The selection procedure shall be determined by the faculty council and shall be consistent with the rules and regulations of the National Junior Honor Society. A copy of the NJHS constitution is available in the office.

## **Cheerleading**

Every girl in the 8<sup>th</sup> grade class may become a member of the junior high cheerleading squad if she so chooses. All policies concerning Junior High Cheerleading at LCS are included in the Junior High Cheerleading Constitution.

## **Eligibility**

Eligibility will be determined at both the 3 week progress reports and six weeks grading period. Eligibility begins and ends on the Wednesday that progress reports and six weeks grades are released.

## **Academic Probation**

Students are placed on academic probations when they fail one or more subjects for a semester. Generally, under the conditions of academic probation, the student must:

- Show significant improvement in grades for the semester following that for which he / she was placed on probation.
- Fail no course(s) and have a “C” overall average in semester grades at the end of the 2<sup>nd</sup> 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 and in most instances it will be recommended that the student be placed in another school.

## **Finals exemption Policy:**

The purpose of the LCS exemption policy is to promote improved attendance and behavior in order to improve academic performance, while keeping the integrity and high expectations of academic excellence. Testing exemptions are as follows:

**7<sup>th</sup> and 8<sup>th</sup> Grade:** Grade average of 85 with no more than 3 absences and 3 tardies of any kind (per class period). Students must take five tests minimum (at least one per day). Four core classes required (English, Math, Social Studies, and Science).

*Students that have been assigned multiple demerits or suspensions during the semester lose exemptions for that semester. Any fines, dues, or equipment must be ‘cleared’ prior to finals week.*

*School Activity absences do not count against total number of absences.*

## **Retention**

Junior high retention policy is the same as for elementary. Refer to page 33. Semester grades from both the 1<sup>st</sup> and 2<sup>nd</sup> semester are averaged together to determine pass / fail status for the year. Summer school classes will be required by the principal for failed classes in order for a student to move to the next grade.

# HIGH SCHOOL POLICIES

## Graduation Requirements

Core Requirements for all students:

- English 4.0 Units
- Mathematics 3.0 Units (2 must be from Alg. I, Alg. II, and Geometry)
- Science 2.0 Units (Biology I and Chemistry)
- Social Studies 3.5 Units (World History, World Geography, US History, Government)
- Economics 0.5 Units
- Health 0.5 Units
- Fine Arts 1.0 Unit
- Foreign Language 2.0 Units (must be the same language)
- Physical Education 1.5 Units (Athletics past 1 ½ units does not count as electives)
- Speech / Drama 0.5 Units
- Bible 4.0 Units
- Fine Arts 1.0 Unit
- Electives 1.0 Unit (minimum)
- Computer Science 0.5 Unit

Students will select a diploma program from one of three options Lubbock Christian School offers. The administration strongly recommends that students complete the requirements of the Honors or Advanced Honors Programs. Parental permission is required for any student selecting the regular diploma.

## Regular Diploma

The basic requirements and two additional units of electives for the total of 26 earned units.

## Honors Diploma

In addition to the basic requirements, a student must complete: 1 additional elective, 1 additional unit of science for a total of 27 earned units. Consumer math does not count as one of the three math units needed for this diploma.

Students must also choose one of the following:

1. One additional unit of math from Alg. I, Alg. II, Geometry, Alg. III, Trig / PreCal, dual credit, for a total of 4 units.
2. One additional unit of science for a total of 4 units.
3. One additional unit of foreign language for a total of 3 units of the same foreign language

## Advanced Honors Diploma

In addition to the basic requirements, students must complete two additional units of science for a total of 4 units, one additional unit of math for a total of 4 units (math units must be from Alg. I, Alg. II, Geometry, Alg. III, Trig / PreCal), and one additional unit of foreign language for a total of three units of the same language. Advanced Honors Diploma recipients must earn 28 units.

Students who retake failed classes either at LCS or LISD summer school will receive that credit and the new grade will be recorded on the transcript and used to calculate GPA. The failing grade will remain on the transcript but will not count toward the GPA.

All 9<sup>th</sup> through 11<sup>th</sup> grade students must be enrolled in 7 classes (not including athletics).

## **Schedule Changes**

A student must make all schedule changes within ten days following the beginning of the semester. No changes may be made without the permission of the principal or counselor and the personal or written consent of a parent. Students may not drop a class while they have a failing grade in order to become eligible.

## **Academic Probation**

Students are placed on academic probation when they fail one or more subjects for a semester. Generally, under the conditions of academic probation, the student must:

- Show significant improvement in grades for the semester following that for which he / she was placed on probation.
- Fail no course(s) and have a “C” overall average in semester grades at the end of the 2<sup>nd</sup> 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 and in most instances it will be recommended that the student be placed in another school.

## **Finals Exemption Policy:**

The purpose of the LCS exemption policy is to promote improved attendance and behavior in order to improve academic performance, while keeping the integrity and high expectations of academic excellence. Testing exemptions are as follows:

**9<sup>th</sup> and 10<sup>th</sup> Grade:** Grade average of 90 with no more than 3 absences and 3 tardies of any kind (per class period). Students must take four tests minimum (at least one per day). Three core classes required (English, Math, Social Studies, and Science).

**Juniors:** Grade average of 90 with no more than 3 absences and 3 tardies of any kind (per class period). Students must take three tests minimum (at least one per day). Two core classes required (English, math, Social Studies, and Science).

**Seniors:** Grade average of 90 with no more than 3 absences and 3 tardies of any kind (per class period). Students must take two test minimum. Two classes required (English, Bible). Seniors only are granted one additional day for college visit.

*Online / Dual Credit / or college course finals will NOT count as one of the required final exams. Students that have been assigned multiple demerits or suspensions during the semester lose exemptions for that semester. Any fines, dues, or equipment must be ‘cleared’ prior to finals week.*

*School Activity absences do not count against total number of absences.*

# SENIOR and GRADUATION POLICIES

## Grade Point Average

The grade point average will be determined from the numerical grades on the student's transcript which are counted in the ranking of graduates (see section of "Graduation Honor"). The grade point average used in the final ranking of the graduates will be figured by the end of the first week after graduation.

## Graduation Exercises

Cap and gown colors will be blue with a gold tassel. Only those seniors who have or soon will have completed all requirements for graduation will be permitted to participate in commencement exercises.

The graduation fee paid by seniors covers the cost of the diploma, diploma cover, cap and gown, speaker, honorarium, and travel expenses, as well as other expenses for graduation. Ushers for commencement exercises are chosen by the senior class. The commencement speaker is chosen on the recommendation of the seniors, principal, and President.

All seniors will be expected to pay the cost of any commencement invitations, the cost of any class jewelry, and the cost of any other materials used individually. Orders for senior rings will be taken in the first semester of the junior year in time for the rings to be delivered in the spring, before school is out. Only the students who are certified juniors will be permitted to order rings. A deposit will be required subject to the ring company policy.

On graduation night, Lubbock Christian School and the Texas Department of Transportation sponsor an all-night party for seniors and their sponsors. The organized celebration is chemical-free and designed to provide a safe enjoyable time.

## Graduation Honors

**To be selected Valedictorian or Salutatorian, one must have been enrolled in Lubbock Christian High School for six consecutive semesters; be in the advanced honors diploma program, and be enrolled in at least four classes during each semester of the senior year.** Honorees must be in a high school program for four years, including 2 semesters of the senior year. For the purpose of determining graduation honors or ranking, no grades from physical education classes, competitive athletics, or activity classes will be averaged. Activity classes are as follows: yearbook staff, aide work, chorus, band, and art. In determining valedictorian or salutatorian awards, work taken the senior year will be counted through the last six weeks of the senior year for regular high school courses and the final average for college courses. Because LCS adds 5 points to semester grades for college classes being taken for high school and college credit, LCS will only add a maximum of 5 points to other high school's grades transferred for the purpose of graduation honors, grade point average, and class rank. Only junior and senior year honor classes that are transferred will have the 5 points added to them. Because the grading scales are not the same between Lubbock Christian School and LCU on the "C" and "D" level, a student will receive points to make the grades equivalent.

## Honor Graduates

Honor graduates are those students who have maintained an 88 average cumulative GPA over four years of high school.

## Correspondence / Online Courses

Correspondence courses from Texas Tech University count toward graduation requirements for Texas students. These courses have been approved by the Texas Education Agency; correspondence courses from other sources are not state approved and cannot be used toward graduation requirements. No more than two units of credit from correspondence courses will be counted by LCS toward a high school diploma. LCS policy does not provide for earning credit by exam (CBE) for classes required in completing any of the three diplomas. This means a student may not take and pass a test to receive credit without taking the class. The opportunity for CBE credit exists only for students who have failed a class and seek to earn pass / fail status in that class toward graduation requirements. These exams, if passed, will not figure in GPA calculations. CBE credit may not be taken for failed classes or advance credit for early graduation. If a student must attend summer school through LISD, he / she will be limited to only 2 credits toward a high school diploma. Students electing to take correspondence courses or summer school for advancement must get prior approval for the courses they take from the principal or counselor based on special circumstances.

## Cooperative Program with LCU

High school juniors and seniors at LCS may earn semester hours at LCU by taking courses which count for both high school and college credit. The student participating in this program will complete credits on an LCU transcript which will be accepted at most colleges and universities. Students participating in this program are required to attend a minimum of two high school classes which are not for college credit. LCS students may enroll at LCU under the following conditions: (1) A student may enroll in a maximum of 8 semester hours each semester. (2) A student may enroll in a maximum of 28 hours under this program and only specified courses are eligible for the program. (3) Each student will be charged a \$90.00 per semester hour matriculation fee, plus any applicable course or lab fees which are charged regular college students. (4) A student must make a grade of "C" or better in the course to receive college credit. Courses and equivalents being offered this year are:

LCU	LCS
MAT 1311 College Algebra	
MAT 1312 & 1313 Trig & Pre-calculus	Trig & Pre-calculus
BIO 1405 & 1406 Majors Biology	Biology
II BIO 1005 & 1006 Biology Lab	
PHY 1303 & 1304 General Physics	Physics
PSY 1300 General Psychology	Psychology
BIB 1310/1320 – O.T. & N.T. Introduction	Bible
Other college courses can be taken by approval.	

When a student withdraws from LCS, this automatically withdraws the student from the University. Upon withdrawal, the office will notify the LCU Registrar and request a grade (the grade that the student had earned to the point of withdrawal) from the student's university teacher(s). The official grade on an LCU transcript will be a "W" for withdrawn. All payments for LCU dual credit courses will be added to that student's total tuition for LCS.

Enrollment in any college courses other than those listed will require a tuition payment determined by the existing rate set by the university for that year. This arrangement is subject to an annual review between the university's president and the LCS Board.

## Honor Rolls

Honor rolls will be posted each semester. All pupils who make no grades below a "B" will be placed on the honor roll. The Joe Baldridge Honor Roll will consist of students with all A's.

## **National Honor Society**

Membership is limited to juniors and seniors who have attained the standards of the National Council of the National Honor Society. The students are selected on the basis of their academic achievement, service, citizenship, and leadership. Both principal and teachers are involved in the selection process. This process is set by the council. Once inducted into the society, the students must continue to meet the standards set forth by the council.

## **Lunch Policies**

All students, PK through ninth grade, will be expected to stay on campus during their lunch time. (Sophomores through seniors will have an open campus.) When a student wants to leave the campus for lunch, they must be accompanied by an adult. Permission must be given for the student to leave campus. Students will not be allowed to leave campus with other students. Freshmen will have a closed campus for the entire school year. Tardiness after lunch is a common problem. The tardy policy will be followed so students are urged to manage this privilege responsibly. Closed campus may be imposed on students who do not do so.

## **Eligibility**

A student must be passing all classes in order to participate in extracurricular activities (athletics, band, chorus, cheerleading, and forensic groups). Eligibility will be checked on a three week basis of each six week's period. Any student who is failing one or more courses will be ineligible for three weeks, during which time he or she will have the opportunity to raise those failing grades to passing for the six weeks period or by the three week progress report. Eligibility begins and ends on the Wednesday that progress report's and six week's grades are released.

A person not passing all academic courses at the three week progress report or for the six weeks will be ineligible for the next three weeks. Semester averages will not be considered for eligibility purposes.

All students who are ineligible for extracurricular activities at the end of the previous school year will be ineligible at the beginning of the fall semester until the first eligibility list comes out on the fourth Wednesday of the first six weeks.

Any student on suspension from school is ineligible to participate in practice sessions or to represent the school in any extracurricular activities. Ineligible students may not be excused to attend extracurricular activities. Suspension through a given day is considered as being through the beginning of the next school day.

All students, regardless of grades, are eligible to participate in classroom activities whether on or off campus when it is a part of graded or required activities. A student must have passed all courses the previous six weeks in order to participate in TAPPS and Christian Schools literary contests.

There are other eligibility rules in this handbook which apply to the selection process of cheerleaders, student council offices, etc. Please see these specific sections in the handbook.

## **Transfer Students**

For students who are transferring to LCHS, with high school credits toward a diploma from a former school, additional points will be added per the following schedule. These will be awarded for Pre-AP, AP, and dual credit courses completed according to the policies of the former school.

1. For Pre-AP classes, 5 points will be added for completion of the entire course, 2 semesters, 3 points to the 1<sup>st</sup> semester average, and 2 points to the 2<sup>nd</sup> semester average.
2. For AP classes and approved dual credit courses, 5 points will be added to each semester average.
3. Students will receive honor points for Pre-AP, AP classes completed after sophomore year.

4. These points will only be added for transfer students who are in the top 10% of their previous school when they transfer to LCHS.
5. Transferring students will not be awarded a class rank in the top 10% of their class **immediately upon entrance to LCHS**. They will have the opportunity to rise in class rank as they complete courses and semesters at LCHS. (Adopted 8/11/14)

Students who are enrolled on the first day of school are immediately eligible except in these cases:

- Student athletes transferring to LCS who are academically ineligible to represent the school from which they are transferring will also be ineligible to participate at LCS for the same period of time as imposed by the school from which they come.
- Any student transferring to LCS will be subject to TAPPS transfer policy.

### **Academic Probation**

Students are placed on academic probation when they fail one or more subjects for a semester. Generally, under the conditions of academic probation, the student must:

- Show significant improvement in grades for the semester following that for which he / she was placed on probation.
- Fail no course(s) and have a “C” overall average in semester grades at the end of the 2<sup>nd</sup> 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 and in most instances it will be recommended that the student be placed in another school.

### **Banquets**

Banquets are important social events of the school and should not be taken lightly. The junior-senior banquet is sponsored and financed by the junior class each year. It is held during the late spring, Time and place will be selected by the majority of the junior class with the approval of the sponsor and administration.

An awards banquet / assembly will be held in the spring for the high school to honor academic, fine arts, and leadership achievements. Separate banquets will be scheduled through the year to honor athletic teams and their Booster Club, and the administration. All banquets will be cooperative efforts between students, parents, and school staff.

### **Cheerleading**

All policies concerning cheerleading at LCS are included in the Cheerleading Constitution.

### **Twirlers – Drum Majors – Flag Corps**

Students wishing to try out for twirlers, drum majors, or flag corps must have passed all classes for the fall semester and all six week reporting periods in the spring up until the time of tryouts and selection. Selections will be made each spring by the band director with approval of the principal. Those selected will attend a summer camp and / or work during the summer months with an approved tutor or teacher, at their own expense. Uniforms will be paid for by the students involved at their own expense and will be approved by the band director and principal.

## **Homecoming Queen**

One homecoming queen will be elected and crowned during the football season of each school year. There shall be three (3) nominees for queen chosen by the student body (9<sup>th</sup>-12<sup>th</sup> grades). Candidates must be chosen from the senior class. The student body shall vote to elect the homecoming queen from the three nominees. The ballots shall be counted by the principal and two faculty members. The winner will be kept secret until the announcement at the homecoming game. In case of a tie, the nomination process will be repeated. The candidate receiving the most votes will be queen. The other two girls will serve as senior class attendants.

Classes 9<sup>th</sup> -11<sup>th</sup> will vote for a homecoming attendant to represent each class.

The student senate sponsor will make candidates aware of appropriate dress.

## **SAFETY**

### **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 month 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 he / she exited. 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.
- Fire Alarm – Leave building in an orderly manner following the teacher and line up with own group and go to designated area.
- Two bells – Return to room in a single file, quiet, and orderly manner.
- One long continuous bell/ or intercom announcement – During a disaster and weather drill, students are to sit in the hall next to the wall.

### **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. Asbestos-containing materials were found in two of our buildings: the Arrington Building and the junior high building. A management plan that has been filed with the Environmental Protection Agency is available for inspection in the president's office.

Asbestos was found in the acoustic sprayed on the ceilings in the Arrington Building. The ceilings are in excellent condition and as long as they are maintained in their present manner, they are not a hazard to people in the building. Mr. Paul Cooper, a certified inspector, has recommended that the ceilings be maintained in their present condition until a major renovation of the building is under-taken. Asbestos was also found in the covering of an abandoned pipe in the attic. This covering was completely removed in the fall of 1991 by a certified asbestos contractor.

Asbestos was found in the covering of an abandoned pipe in the attic of the Building. The coving of insulation around the pipe was in need of attention. As asbestos contractor was employed during the summer of 1989 to repair and encapsulate the asbestos covering. The damage was repaired and this has removed any potential of contamination. (Adopted 9/13/88, Revised 12/3/91)

### **Trips and School Sponsored Transportation**

Students are expected to go on school trips by bus or van. They will return the same way unless the parent sends a written request with the student or personally tells the sponsoring teacher or coach that the student may ride home with his family or the parents of a friend. 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 a medical release form for every student. 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.

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 will stay if it is an overnight trip, time of departure, and time of return. When students are returning to the campus late at night, every student who does not have a parent along on the trip will be allowed to call home.

Teachers who need to use a school bus or van for a trip are to fill out a Bus / Van Reservation Form and a Calendar Reservation for Student Activities Form at least five days in advance of the activity. If conflicts arise, then the

conflict will be resolved on the basis of cooperative agreement or greatest need at the discretion of the principal or president.

### **Departure Time**

Coaches and other sponsors must get permission from the principal when students leave school before the end of the school day. This should be done at least five days in advance so that the principal can inform the faculty in plenty of time to arrange for tests and assignments. Students will miss the least possible class time. The fewest possible substitutes will be hired. The group will wait a few hours to avoid this if necessary. There may be a few exceptions such as tournaments where only a one day notice is possible.

### **Speed Limits**

All LCS drivers and vehicles will be TXDOT compliant.

### **Seat Belts**

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.

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. In extreme cases, students may drive themselves, but not other students, in their personal cars subject to principal and parental approval.
- 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 literary meets, etc., and return with the group. With written authorization from parents, a student may return with a responsible adult. Under no circumstances may a student leave with another student. (Adopted 3/10/81, Revised 7/15/96)

No student will be excused from school to attend athletic contests unless he or she is participating in some capacity. The following exceptions apply:

- When a team is competing at the district level or above, student (with parental consent and adult supervision) may attend the contest and may receive an excused absence for school missed due to travel time.
- Students whose parents wish to attend to watch a son or daughter participate or are asked to provide transportation for the team or game participants may accompany their parents and receive an excused absence when leaving that child at home would be an inconvenience.  
( With prior administration approval )

Note: This does not change the necessity for meeting state minimum requirements to receive credit for classes.

### **Traffic Regulations**

The use of a motor vehicle at LCHS is considered a privilege. Therefore, the school reserves the right to revoke that privilege in the event the student persists in violating the regulations concerning the parking and use of the vehicle. Approximately 2000 students, teachers, administrators, support personnel, and visitors make daily use of the LCU / LCS campus. Texas laws governing the use of motor vehicles, as well as the following special regulations are in effect on the LCU / LCS campus.

### **Vehicle Registration**

A registration sticker must be obtained for each vehicle. This sticker is to be displayed in the lower left corner of the rear window. After a student registers one vehicle, additional vehicles used by that student may be registered for \$5.00.

### **Safe Transportation**

Sometimes during lunch and after school too many high school students get into the same vehicle. Vehicles are not allowed to carry more students than there are seat belts. The school strongly urges that all students wear seat belts.

### **Parking**

All parking is "head-in" parking to help prevent accidents and to make the registration sticker more readily visible. Students may not park vehicles in visitor, faculty, loading, or no parking zones.

Because the elementary grades are located on the south end of the campus, elementary students will be loaded and unloaded along Dover Ave. Because of this potential congestion of traffic, it will be mandatory for all secondary students to park in the student parking lot west of the LCU baseball field. Secondary students are not to park along Dover, 26<sup>th</sup> St., or 27<sup>th</sup> Street.

Failure to comply with these parking regulations can result in parking tickets (LCU security), restriction to campus during lunch period, loss of campus driving privileges, or other measures as necessary.

### **Tickets and Appeals**

The campus speed limit is 25 MPH. Warning or tickets will be issued for excessive speed as well as other improper uses of motor vehicles. Tickets may be issued by LCU campus security officers to help insure the safety and well-being of all who use the campus. Tickets must be paid to LCU within 5 days of receipt or the fee will be doubled.

## **Student Insurance**

A group rate for accident, life, and dental insurance for students is made available through LCS at the beginning of the school year. The premiums vary according to grade and coverage. All payments and claims are handled individually by each family. All LCS athletes must be covered by medical insurance provided by the family. Each student pays a \$2.00 fee for catastrophic insurance coverage, covering only such catastrophic claims as a tornado or major bus accident.

## **Medication**

Students who need prescription medicines during the school day must provide a medication form, completed and signed by a parent or guardian, to be kept on file in the school office. Medication may be dispensed through the school office or the principal, depending upon the age of the student and the wishes of the parent. 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, and the parent must provide the non-prescription medication to be dispensed as needed. Classroom teachers will not dispense such medications under any circumstances. High school students only may carry their own non-prescription medications provided they are kept in the original containers. All medications will only be kept where they can be locked up.

## **Visitors on Campus**

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

## **SCHOOL SUPPORT ORGANIZATIONS**

Lubbock Christian School exists because of the dedication and sacrifice of its parents and supporters who developed the efforts for Christian education in Lubbock in the 1950s and those who continue to this day. The following organizations have been formed at different stages of the School's growth primarily to meet financial needs which could not be met by tuition charges. In addition to their financial support, these groups are important in countless other ways as they bring new ideas and energy to the school. All of the fundraising projects are approved and coordinated through the administrative offices. All merchandise orders must be approved by the principal or President and no group is authorized to charge any purchase to the school organization or the school without prior approval.

### **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 to showcase students. 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.

### **Lubbock Christian Athletic Booster Club**

The Lubbock Christian Athletic Booster Club is a non-profit organization whose purpose is to support and encourage all phases of athletics at Lubbock Christian School. This organization has furnished all kinds of services and support for the athletic teams and boosters, including transportation, equipment, LCS clothing, and advertising. Projects include producing a sports program with advertising and helping with the school food booth at the South Plains Fair. Members meet regularly with coaches to review recent games and films. Its officers are selected yearly by the membership.

### **Band Boosters**

This organization was formed to support and encourage music and music activities in grades 5-12. The members raise money for trips, banquets, uniforms, equipment, and supplies. This group had the opportunity several years ago to take over a route in the LCS neighborhood for providing American flags on holidays. Those dedicated parents foresaw a stable project which could grow and build on the prior years' sales.

### **Student Senate**

All policies concerning Student Senate at LCS are included in the Student Senate Constitution.

## **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 you 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

Facebook: **@LubbockChristianSchool**

Instagram: **lbk\_christian\_school**

Twitter: **@LBKChristian**