

# LUBBOCK CHRISTIAN SCHOOL

## Secondary

### Student/Parent Handbook 2024-2025



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# I. CHRISTIAN EDUCATION

## I.1 Philosophy

### **Our Biblical Foundation**

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

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

### **Our Christ-Centered Approach**

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

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

### **Our Assumptions**

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

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

### **Our Objectives**

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

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

## I.2 Statement of Faith

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

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

## I.3 History and Authority

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

### Founding

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. Classes were first held at the present location in 1958 and the first graduating class was in 1965.

## **Oversight**

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

## **Facilities**

The Lubbock Christian School campus is located at 26th and Dover. The Peter H. Dahlstrom Elementary Learning Center (ELC), Joe Baldrige Building (HS), Mike and Agnes Dent Building (JH), Administration Building, Rickey L. Harman Multi-purpose Building (MPB), E.K. Jr. and Estelle Hufstедler Science and Music Center, Masked Rider Capital Football Field, Peoples Bank Eagle Athletic Center (EAC), and the Diamond at Eagle Park Softball Field are on this campus. Eagle Field Baseball Stadium is located at 24th and Frankford.

## **Accreditation**

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

## **I.4 Spiritual Formation**

### **Faculty**

LCS employs teachers who embrace our Statement of Faith and are active in their walk with Christ. We seek “kingdom” people. Educators teach their trained area of specialization, and each year they receive continuing education hours to enhance teaching skill. Faculty members are expected to present biblically integrated curriculum, focusing on both the spiritual and academic growth of each student. We want to shape hearts and minds for kingdom living.

### **Chapel**

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

### **Bible Curriculum**

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

#### **Junior High**

In the 7<sup>th</sup> and 8<sup>th</sup> grades, 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 frank discussions on a variety of relevant topics. Emphasis is placed on students having good self-concepts. These practical lessons are drawn from Bible examples and instruction. The 7<sup>th</sup> graders use Old Testament examples and 8<sup>th</sup> graders use New Testament ones.

#### **High School**

The objectives for high school curriculum include reminding students of the love of God, the Way of Jesus, and the power of the Holy Spirit. We are after a relationship with the LORD. We cling to the words of Jesus in Matthew 4:4, “Man shall not live on bread alone, but on every word that proceeds out of the mouth of God.”

## **I.5 Physical and Intellectual Development**

### **Sports Activities**

Lubbock Christian provides a full year of competitive athletics, which includes football, volleyball, basketball, and track for junior high students. High school students participate in football, volleyball, cross country, basketball, track, baseball, softball, golf, swimming, and tennis. LCS participates in the Texas Association of Private and Parochial Schools (TAPPS), which organizes competitions 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.

### **Fine Arts and Other Activities**

Secondary students will participate in the following:

- Academic Meets
- Art
- Band
- Choir
- LCS Mission Trips
- National Junior Honor Society (NJHS)
- National Honor Society (NHS)
- One-Act Play
- Robotics
- Yearbook

### **Testing Program**

Students in 7<sup>th</sup>–12<sup>th</sup> grade will take the NWEA MAP assessment. MAP is a standardized test that is used to measure academic growth as well as provide information regarding student weaknesses. Our 10<sup>th</sup> and 11<sup>th</sup> grade students will take the PSAT assessments. 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 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.

### **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 the National Christian School Association (NCSA) and Cognia. NCSA is recognized and approved by TEA.

### **Quality Academic Program**

Lubbock Christian offers the Advanced Honors diploma recommended by the Texas Education Agency for college-bound students.

- Last year, 100% of LCS graduates went on to higher education or professional careers.
- Each year, graduating seniors score high on the ACT, with an average Composite of 21.3 the past few years. This is consistently higher than the national average of approximately 20.7.
- Individual attention and high teacher-student interaction are possible in smaller class sizes. Although student-teacher ratios vary according to grade level, most classes are consistently smaller in nature.
- Seniors at LCHS earn an average of 9-16 semester hours of college credit.
- Under a cooperative program with LCU, senior high school students can take one, two, or three college courses each semester that will count for both high school and college credit.

### **Engaging Christian Community**

Lubbock Christian School partners with parents to provide a stable foundation for students.

- Positive peer pressure provides a healthy influence on students' lives.
- Faculty and Staff assume active, mentoring roles in the lives of LC students.
- Students are expected to respect authority.
- Students are encouraged to actively participate in school organizations.
- Many students develop leadership potential through a variety of extracurricular activities.

# 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

Demonstrating the love of Jesus through relationships and service to others.

*Finally, all of you be like-minded, be sympathetic, love one another, be compassionate and humble. 1 Peter 3:8*

**The LCS graduate will be service-oriented person who:**

- places God at the center of all relationships considering the needs of others before their own.
- interacts with honesty, integrity, empathy, and humility, placing God at the center of all relationships.
- is articulate and demonstrates exceptional interpersonal skill.
- demonstrates a strong work ethic.
- is a great listener who values the thoughts and opinions of other individuals.
- encourages and empowers others to strive for greater levels of excellence.
- respects and honors parents and those in positions of authority.
- values and supports Christ-centered education and desires to remain connected to their alma mater.
- has the confidence to lead others toward their own personal growth and a greater relationship with Jesus Christ.



## SPIRITUAL

Standing firm in the truth of God's word and living a life marked by the fruits of the Spirit.

*Jesus answered, "I am the way and the truth and the life. No one comes to the Father except through me." John 14:6*

*But the fruit of the spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control. Against such things there is no law. Galatians 5:22-23*

**The LCS graduate will be a Christ-centered person who:**

- seeks to know and to serve God above all other things.
- lives a life that reflects Christ's love and mercy.
- understands that their own value and identity comes through the love of their creator.
- practices the spiritual disciplines of scripture reading, prayer, fasting, worship to God, and service to others.
- is a disciple of Christ committed to sharing the gospel with others.
- views trials, hardships, and discipline, as opportunities for spiritual growth.
- demonstrates love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control.
- is actively serving their Church.
- practices purity and desires to offer themselves as a living sacrifice to God.



## INTELLECTUAL

Pursuing a deeper knowledge of God and academic excellence.

*Whatever you do, work at it with all your heart, as working for the Lord, not for human masters. Colossians 3:23*

*The fear of the Lord is the beginning of knowledge; fools despise wisdom and instruction. Proverbs 1:7*

**The LCS graduate will be a learner who:**

- places God at the center of all learning.
- understands that God's inspired word is the origin of truth and seeks to stand firmly on the foundation of biblical principles.
- is determined to use their cognitive abilities to bring glory to God.
- demonstrates academic excellence.
- has adopted a growth mindset, understanding that learning occurs as a direct result of effort and determination.
- is well rounded and demonstrates excellent organizational skills.
- respects parents and views them as being primarily responsible for their overall education.
- respects and values teachers as an integral part of their education.
- thinks critically and creatively.
- practices the ethical and responsible use of electronic technology with a high degree of skill and competence.
- is equipped to thrive in a global economy.



## PHYSICAL

Recognizing that our physical bodies are the temple of God and desiring to honor God with our bodies.

*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. 1 Corinthians 6:19-20*

*So whether you eat or drink or whatever you do, do it all for the glory of God. 1 Corinthians 10:31*

**The LCS graduate will be a person who:**

- places God at the center of all physical activities.
- values hard work including the time and effort it takes to master a skill.
- is grateful for their physical talents and abilities and recognizes that they are gifts from God.
- is well rounded and demonstrates excellence in multiple areas of life.
- lives a disciplined life.
- lives a life of sexual purity.
- demonstrates an understanding that the best way to use their God-given physical abilities is in service to others.
- abstains from the use of drugs and alcohol.
- practices stewardship of the physical body that God has given them.



## II. ENROLLMENT POLICIES AND PROCEDURES

### II.1 Non-Discrimination Policy

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

### II.2 Admission Requirements

Students admitted to LCS should meet the following criteria:

- Have a “B” or above average in core courses (English, Math, Science, Social Studies) with no failing grades. (Some exceptions may apply.)
- Not currently expelled or suspended from another school.
- Have a positive report from previous school.
- Be unmarried.
- Not be pregnant.
- Have not been arrested or put on probation.
- Agree to all disciplinary procedures in the student handbook and other documents.
- Must be living with parent(s) or legal guardian(s).
- Standardized test scores in the average to above average range. (Some exceptions may apply.)

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

### II.3 Application Procedures

#### Application

To apply for Secondary grades 7-12, the applicant must do the following:

- Set up a tour with our Director of Admissions.
- Complete an application for admission (online) and pay the application fee.
- Provide a copy of the most recent report card or official transcript.
- Pass a background check by the principal.
- Parents sign a Discipline Waiver.
- Provide results from a certified drug-testing laboratory within 14 calendar days of the interview (see below).
- Complete online enrollment once acceptance has been granted.

#### Interview

Upon completion of the application procedures, the application will be referred to the principal. The principal will review the prospective student’s admission requirements and arrange 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, the parent/s or guardian/s, and the principal. If the original decision is reversed, the applicant will be given a date for enrollment at the earliest possible time.

## II.4 Tuition and Fees 2024-2025

### Tuition

LEVEL	AMOUNT
Grades 7-8	\$10,200.00
Grades 9-12	\$11,350.00

### Tuition Discounts

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

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

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

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

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

**Grandparent Discount:** The grandparent discount will be awarded to grandparents with custodial rights to students.

- A 20% discount is applied to each grandchild. No additional discounts will be applied.
- 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.)

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

**Hero Discount:** Law enforcement officers receive a 25% discount. Must be TCOLE peace officer certified and commissioned with a department. No additional discounts will be applied.

### Fees

SCHOOL FEES	AMOUNT
PTFA Dues	\$20.00 (optional)
Band Boosters	\$15.00 (optional)
Athletic Boosters	\$25.00 (optional)
Athletic Trainer	\$100 (JH) / \$150 (HS)
Graduation (per student)	\$100 (if applicable)
Missions Week	\$50 and up (varies by trip)
Dual Credit	TBD – LCU Tuition (if applicable)
High School Retreat (9-12)	\$150 (varies by trip)

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

## II.5 FACTS Payment Plans

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

### FACTS Frequently Asked Questions

#### Is my information secure?

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

#### When will my payments be due?

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

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

Your payment will be processed on the next business day.

#### What happens if a payment is returned?

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

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

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

#### What is the cost to set up a payment plan?

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

### FACTS Customer Service

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

## II.6 Refund and Withdrawal Procedures

### Withdrawal Procedures

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

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

### Tuition Refunds

Because financial obligations must be made regarding personnel and other expenses before the school year begins, a financial strain is placed on the school when students enroll and then withdraw before the year is completed. LCS has adopted a policy whereby parents or guardians are responsible for the entirety of the tuition and fees. Therefore, LCS will not refund any tuition or fees upon withdrawal or expulsion.

It is further agreed that enrollment may be canceled in writing, without penalty (except forfeiture of applicable fees), prior to July 15 of the contract school year. If the enrollment is canceled after July 15, parents/guardians financially responsible for student(s) will be obligated to pay the entirety of tuition plus fees. All finalized contractual agreements are binding for the duration of the contracts. Any additional tuition discounts that may occur after finalization will only be available for the next contract period.

## **Tuition and Fee Refund Appeals**

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

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

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

## **Delinquent Accounts**

Any account balance that exceeds 60 days past due and does not have an acceptable payment arrangement is deemed to be delinquent. Parents whose accounts are delinquent will be notified by FACTS and the business office will request immediate payment. In no case will a student be allowed to graduate nor will records be transferred unless his or her account is current. Failure to make a payment arrangement or fulfill an agreement may result in student dismissal, the holding of transcripts, and/or submission to a third-party collection agency. Exceptions to the policies listed above may be made in extenuating circumstances provided a request is submitted to the President, it is approved by the Board of Trustees, and a letter of documentation is on file.

A question related to the alleged violation procedures may be appealed to the Board of Trustees provided the parents have a written request to be placed on the Friday prior to any regularly scheduled Board meeting. The Board shall have the option of calling a special meeting if it desires. During such an appeal, the student will not be withdrawn from school, nor will they be denied the right to take exams. *Any student whose tuition and/or incidental accounts become 60 or more days delinquent will be ineligible to participate in extra-curricular activities. The student will be allowed to finish the current season but will not be allowed to begin a new extracurricular activity until the accounts are current or arrangements have been made through the business office.*

## **Grant Applications**

Grant applications are completed online and open until June 30. You need to create a “user” to apply the first time. If you are applying for a second year, you may use the account created previously. A \$35 fee must be provided at the time of application. Re-enrollment MUST be completed to apply for a tuition grant.

## **After School Child Care**

LCS will provide extended day/after school care services on campus. All financial responsibilities are handled through the Business Office. For registration and questions, please contact Bailey Foster at [bfoster@lubbockchristian.org](mailto:bfoster@lubbockchristian.org). Hours will run 3:25pm-5:45pm.

## **II.7 International Student Policies**

### **Overview**

Lubbock Christian School is accepting applications from secondary students, in their second semester of 8<sup>th</sup> grade-12<sup>th</sup> grade, who are interested in pursuing a university education. While most students plan to study until graduation, students wishing to study for only one year are welcome. Students will be granted admission based on their academic history, English proficiency test scores, and Skype or video interview. Applicants who meet all admission requirements and have been accepted to attend Lubbock Christian School will be provided the I-20 immigration document. This will allow the student to apply for an F-1 student visa.

## International Student Fees 2024-2025

TUITION & FEES	AMOUNT
Application Fee	\$5,000
Student Medical Insurance Fee	\$75/month, 10 months = \$750
Host Family Placement Fee	\$100
Host Family Fee	\$1000/month, 10 months = \$10,000
Re-enrollment Fee (Due Feb.1)	\$250

### Student Arrival Dates

New students should be prepared to arrive by August 1<sup>st</sup>, or January 4<sup>th</sup>, for 8<sup>th</sup> graders beginning the spring semester. Returning students should plan to arrive by August 1<sup>st</sup>. Student Health Insurance: It is mandatory for international students attending LCS to carry medical insurance. Insurance premiums are added to tuition but should be secured separately by the student. The insurance required by each student is available through the following link. Proof of this insurance will be required prior to the first day of school. <https://secure.visit-aci.com/insurance/acsi/>

### Payments

Payments for tuition, fees and gifts may be made by check or sent directly to the LCS bank account by wire transfer. Please contact Amy Sanders for wire transfer instructions.

Full tuition is due at the time you arrive for the start of classes. Students may not begin classes in any term in which their tuition is not yet paid. Once the student has entered their first day of class, tuition for that term is non-refundable.

### Host Families

Each student is required to live with a local family. International students who are not living with their biological families are placed with Christian host families who are screened and approved by the school. Each adult in the household has had a criminal background check for students' safety. Students are expected to engage in family lifestyle, attend church regularly, and pay monthly host family compensation (this includes food, lodging, and transportation to and from school).

### Sports and Activities

If eligible, international students may participate in extracurricular activities and sports.

### III. ADMINISTRATIVE POLICIES

#### III.1 School Hours

LEVEL	HOURS
Grades 7-12	8:00 a.m. - 3:55 p.m.
Zero-Hour Classes	7:00 a.m. - 7:45 a.m.

#### III.2 Attendance

##### General Rules

Regular and punctual attendance is important to maintaining continuity in the learning process. There are situations when it is necessary for a student to miss classes due to personal illness, serious illness, death in the family, or school related events. These absences will be considered excused, and the student will be given an opportunity to make up 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/guardians must talk to the secondary secretary. 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. Any tardy that exceeds 15 minutes of a single period will result in an absence.

##### Attendance for Credit or Final Grade

To receive credit or a final grade in a class, a student must attend class at least 90% of the days it is offered. This translates to no more than 8 absences in each class per semester. On the 9<sup>th</sup> absence from a class, a student must attend one hour of Extended Day School from 4:00 -5:00 p.m. Extended Day School may take place on any day of the week that the principal assigns. Extracurricular activities will not be an excuse for missing EDS. On the 10<sup>th</sup> absence, the student will be referred to the attendance review committee and may no longer receive credit for the class, depending on the committee’s decision. The school will notify parents when a student reaches 5 absences from a class in a semester. It is then the responsibility of the parents to monitor absences to avoid an excessive amount.

All absences, excused or unexcused, may be held against a student’s attendance requirement. To determine whether there were extenuating circumstances for any absences, the principal will use the following guidelines:

- The principal will consider whether the student or student’s parents had any control over the absences.
- The principal will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the principal about the absences and discuss ways to earn or regain credit or a final grade.

##### Documentation after an Absence

A parent must provide an explanation for any absence upon the student’s return to school. The student must submit a note signed by the parent. The campus may accept a phone call from the parent but reserves the right to require a written note. The campus will document whether the absence is excused or unexcused. **Lubbock Christian School is not required to excuse any absence, even if the parent provides a note explaining the absence.**

Unexcused absences carry consequences for missed academic work. A zero will be entered for the daily grade received on this day. Major tests, quizzes, and long-term assignments must be made up with reduced credit (80%) within the same time allotted for normal absences.

### **Doctor's Note after an Absence for Illness**

Within two days of returning to school, a student absent for more than four consecutive days due to personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the absence. Otherwise, the absence may be considered unexcused. A questionable pattern of absences may also require a doctor's statement to verify an illness or condition.

### **Attendance Requirements for Extracurricular Activities**

Students must be in class all day to participate in extracurricular activities that day. The principal will have the discretion to modify this policy due to extenuating circumstances.

### **Chapel Attendance**

For secondary school students, chapel attendance is required daily. Unexcused absences from chapel may result in disciplinary action.

### **Tardies**

All students are to be in class before the tardy bell rings. Any student not in class when the bell has rung will be counted tardy. On a weekly basis, students are assigned to detention for more than two tardies. Parents receive an emailed referral when their student has been assigned detention for excessive tardies. Students receive one demerit for each week they are assigned detention. Failure to attend will result in additional detentions.

**Students assigned to detention three or more times in a semester will be subject to In School Suspension (ISS).** Failure to report for disciplinary consequences may result in suspension from school.

### **Off-Campus Lunch Tardies**

In addition to the above consequences, students who are habitually late in returning from off-campus lunch will lose their privilege. After three tardies, the student will lose off-campus privilege for one week for each additional tardy.

### **Truancy**

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

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

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

### **Family Trips**

**When at all possible, trips should be scheduled during school breaks to maintain the continuity of the learning process.** When trips must be made, we request the following:

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

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

### **College Visits**

Junior and senior students are allotted two (2) college visits per year that are not counted toward their absence total. In addition, students will also be allotted two (2) travel days that will not be counted. Students are required to bring appropriate documentation regarding their visit.

### III.3 Academics

Lubbock Christian High School's foundation for curriculum and instruction includes the Texas Essential Knowledge and Skills (TEKS) standards. Teachers will utilize the TEKS Resource System to ensure all state standards are taught in a timely and efficient manner. LCHS is committed to practices that measure student mastery. Assignments, tests, projects, and other instructional activities will be designed to highlight individual student performance. The academic program approaches student knowledge and understanding of subject matter from a Biblically based, Christian perspective. The curriculum is intended to be challenging, comprehensive, and college preparatory in rigor.

#### Purpose of Grading

- Communicate progress or achievement to the student and parents/guardians.
- Provide information for student self-evaluation.
- Document student performance to evaluate effectiveness of instruction.
- Evaluate student achievement in relation to standards and objectives.

#### Grading Scale for 7<sup>th</sup>-12<sup>th</sup>

LETTER	NUMBER
A	90-100
B	80-89
C	70-79
F	69 and below

#### Recording and Calculation of Grades

All grades taken on assignments and assessments will be recorded in Renweb once every week so parents can stay informed of their child's academic status. Parents/guardians can access their child's grades via Renweb. **It is understood that there may be exceptions to the turn-around time on grading assessments such as major projects and formal labs.**

#### Reassessment

If a student fails a class assignment or assessment, the teacher may reteach and give an opportunity to demonstrate mastery of the specific TEKS standards. Students must meet the criteria detailed in the teacher's grading guidelines to redo an assignment or test.

#### Parent Access to Grades

Parents may access their student's grades via Renweb. Parents are also encouraged to stay in contact with their student's teachers via email, phone, or scheduled conference if they have questions or concerns.

#### Grade Reporting Schedule

The school year is divided into major periods of two semesters. In grades 7-12, **report cards** will be posted in RenWeb on Wednesday following the end of each 9-weeks' reporting period. **Progress reports** will be posted in RenWeb following the 3<sup>rd</sup> and 6<sup>th</sup> week of each 9-week grading period. Progress reports will also be mailed. Parents may request a hard copy of their student's grades through the secondary office at any time; however, release of grades may be subject to an account hold. In addition, the school/teacher will inform parents about potential academic problems through individual email.

Faculty will post a minimum of twelve grades per 9-week grading period (to include 9 formative assessments and 3 summative assessments). Grades will be posted in Renweb no later than 5 academic days from the due date of the assignment. (Dual Credit classes will follow University/College guidelines)



## **Grading Guidelines**

- A minimum requirement of 9 formative/daily grades per grading period.
- A minimum requirement of 3 equally weighted summative assessment grades per subject.
- Homework assignments will include practice or review materials that are worthy of student time and will not consist of low-level activities.
- Teachers will limit the number of low-level activities that are assigned for grades. Low-level activities include, but are not limited to, copying definitions (vocabulary), crossword puzzles, seek & find puzzles, fill in the blank, participation grades, and computer-assisted instruction.

## **Formative Assessment (40%)**

Included, but not limited to:

- Daily work completed in class.
- Quizzes
- Essay or short answer (critical writing/thinking)
- Homework/additional out-of-class assignments

## **Summative Assessment (60%)**

Included, but not limited to:

- Unit/chapter assessments
- 9-week exams
- Major assignments, presentations, or projects
- Formal lab report

## **Make-up Work After Absences**

The student will be responsible for obtaining and completing all make-up work missed due to any excused absence from class. Upon the day of return to school, the student will verify all work missed. The number of days to turn in work missed equals the number of days the student was absent. Completion of tests, quizzes, and major assignments will be at the discretion of the teacher. Teachers will assign a zero or late work penalty for work not turned in on time.

Students who miss class due to a school sponsored activity are expected to pick up assignments **before** missing the class. The principal will have the discretion to modify this policy due to extenuating circumstances.

## **Late Work/Missing Work Policy**

Completing and submitting work on time is an expectation for all students, and is a trait valued by employers. Teachers will develop and communicate with students and parents a comprehensive policy on late and/or missing work.

## **Incomplete Assignments**

All incomplete assignments and grades should be finalized by the end of the eligibility grace period. Extenuating circumstances will be managed with judgment and discretion and must be approved by the principal.

## **Academic Dishonesty**

A student found to have engaged in academic dishonesty will receive a zero on assignments or tests and disciplinary penalties in accordance with the Lubbock Christian School Student/Parent Handbook. Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty will be based on the judgment of the classroom teacher or another supervising professional employee, taking into consideration written materials, observation, or information from students.

## **Teacher, Student, and Parent Responsibilities**

### **Teacher Responsibility**

- Use assignments and assessments as part of the learning process and to assess student mastery and understanding of learning standards.
- Record grades in a timely manner—teachers will post grades in Renweb at least one time per week.
- Give clearly defined instructions and return assignments promptly with a grade.
- Be family-friendly when assigning projects or other assignments over weekends and holidays.
- Share all grading practices in writing with students and parents.

### **Student Responsibility**

- Record due dates for completing daily assignments and assessments.
- Understand the requirements before leaving the classroom and seek help from teachers when needed.
- Obtain any work missed due to absences.
- Complete work by the due dates, submit make-up work by the allotted time, and show mastery of content.

### **Parent/Guardian Responsibility**

- Provide appropriate levels of supervision and support for the student.
- Actively communicate with the school.
- Stay current by following student's grades via Renweb.
- Establish routines conducive to learning and encourage the development of time management skills and organizational skills.

## **III.4 General Policies - Secondary**

### **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 grade improvement the following semester in the subject for which they were 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. The Junior-Senior Banquet is sponsored and financed by the junior class. It is held during late spring. The junior class, with approval of the sponsor and administration, selects time and place. An awards banquet/assembly is also held in the spring for secondary academic, fine arts, and leadership honors. A spring Athletic Banquet will highlight team and individual achievements/honors.

### **Campus Facility Use**

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

### **Cheerleading**

All policies concerning cheerleading are included in the Cheerleading Constitution.

## **Drug Testing Policy**

Lubbock Christian School requires random drug testing of all students in grades 9-12. 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. (See LCS Website for Drug Testing Policy)

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

Students wishing to try out for twirlers, drum majors, or flag corps must have passed all classes for the fall semester and all 9-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 the 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 and will be approved by the band director and principal.

## **Electronic Devices**

### **Possession and Use of Personal Telecommunications Devices, Including Cell Phones, Smartwatches, Ear Buds and Other Electronic Devices**

Lubbock Christian School permits students to possess personal cell phones; however, these devices must remain turned off or in airplane mode during instruction. If a student has a need to use their cell phone during instruction, prior permission must be obtained from the principal or teacher.

In the event of an emergency where a student needs to contact a parent, school officials will make certain the student has access to a telephone. In the case of a family emergency, the school office will contact the student as appropriate, using the building intercom, classroom phone, or LCS faculty/staff.

### **Docking Cell Phones**

Students in grades 8-12 will be required to “Dock” their cell phones upon entering all classrooms. Each classroom teacher will have a specific cell phone policy addressing this. Cell phones will remain docked for the entirety of the class period and can be retrieved only upon exiting the classroom.

Students in grade 7 will dock their phone in a secure storage case at the beginning of 2<sup>nd</sup> period where the phone will remain until the student leaves school for the day. Students will retrieve their phone from their 8<sup>th</sup> period teacher at the end of the school day or when they leave campus for the day.

Secondary students (8-12) may use electronic devices during the following times and in the listed locations only:

- In the cafeteria during lunch provided the volume is muted.
- In the high school student lounge during lunch.
- During the 5-minute passing period to briefly check their phone for messages. (cell phone only)
- Students are not allowed to use phones to make, view, or share videos. Nor will students congregate around a phone to view images or videos on another student's phone.
- Ear buds/headphones are prohibited except for lunch.

Cell phones and other electronic devices are prohibited during chapel. The use of cell phones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event. *Other guidelines and policies are outlined in the Technology Policy that all students and parents must sign at the beginning of the school year.*

### **Consequences for Electronic Device Violations**

The following measures will be taken when this policy is violated:

- Personal devices will be confiscated and placed in the office.
- There will be a \$25.00 fine and the student may pick up the device at the end of the school day.
- Parents will be notified.
- Any other disciplinary measure deemed appropriate by school administrators.

If violations occur beyond the fifth offense, administration may consider suspension or expulsion.

## **Food and Drink**

Students are not allowed to bring outside food into classrooms unless permission from the principal is obtained in advance. Teachers may allow students to bring drinks into class providing the container meets the guidelines listed below:

- All drink containers must have a lid—open containers without a replaceable top are prohibited.
- Styrofoam containers may not be stored in student lockers.
- Any glass container is prohibited.

**For security reasons, LC does not allow food delivery from 3<sup>rd</sup> party services** such as Door Dash, UberEats, etc. Any food/beverage delivered by such means will be given to the student at the end of the school day. Also, for security reasons, students are not allowed to leave the building to retrieve food being delivered by parents. Food delivered by parents must be brought to the high school office.

## **Homecoming Queen**

One homecoming queen from the senior class will be elected and crowned during the football season of each school year. Nominees for queen will be chosen by the student body (9<sup>th</sup>-12<sup>th</sup> grades), and the following guidelines apply:

- The student body will vote to elect the homecoming queen from the senior class nominees.
- Ballots will be counted by the principal and two faculty members.
- The winner will be kept secret until the announcement at the homecoming game.
- In the event of a tie, the nomination process will be repeated.
- The candidate receiving the most votes will be the queen, and the other 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.

## **Library**

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

## **Lockers**

Hall lockers are provided for the storage of clothing and school supplies. 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.

## **Lost and Found**

Lost and found items are kept in the Harman MPB, Eagle Athletic Center (EAC), and Dahlstrom ELC building. If clothing or other items of value are not claimed, they will eventually be given away or disposed of.

## **Phone Calls**

Unless the message is unusually urgent, teachers will not interrupt instruction to receive a telephone call. To reach a teacher, please call the front office or email the teacher directly to schedule a meeting. A student should not be asked to leave their classroom to receive a telephone call unless there is an extreme emergency.

## **Textbooks**

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

## **Tobacco or Nicotine Products**

In accordance with State of Texas Code, student possession or use of “e-cigarette,” “vaping,” tobacco, or nicotine products, at school, or school sanctioned activities on or off school property is prohibited (including premises, playground, transportation vehicles). Consequences for possessing or using these products may result in suspension or even expulsion from LCS.

### **III.5 General Policies – Junior High**

#### **Awards**

The junior high awards banquet is held each spring to present all academic and athletic awards.

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

Membership is limited to 7<sup>th</sup> through 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.

An 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 to retain membership.

Candidates must have attended 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. Candidates will then be evaluated based on service, leadership, character, and citizenship. The selection of each member to the chapter will be by a majority vote of the 5-person faculty council (English, Math, Science, Social Studies, and Bible). The selection procedure is determined by the faculty council and is consistent with the rules and regulations of the National Junior Honor Society. A copy of the NJHS constitution is available in the office.

#### **Promotion/Retention/Summer School**

To promote from 7<sup>th</sup> to 8<sup>th</sup> grade and from 8<sup>th</sup> grade to 9<sup>th</sup> grade, students may not fail more than one core class for the year (English, Math, Science, Social Studies). Students failing more than one core class will be required to attend summer school in June.

#### **Schedule Changes**

Changes to the class schedule may be made only with the approval of the principal following a written/email request of a parent within the first five days of a semester.

#### **Student Activities**

Several activities are available for junior high students: art, band, National Junior Honor Society, cheerleading, volleyball, football, basketball, track, and golf. Every 8<sup>th</sup> grade girl may become a member of the junior high cheerleading squad if she chooses. All policies concerning Junior High Cheerleading are included in the Junior High Cheerleading Constitution.

#### **Eligibility**

A student must be passing all classes to participate in extracurricular activities. See Eligibility Calendar under "General Policies – High School."

#### **Finals Exemption Policy**

The purpose of the LCS exemption policy is to promote academic performance through quality attendance and behavior, while maintaining integrity and high expectations for 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 (excused or unexcused) and 3 unexcused tardies (per class period). Students must take five tests minimum (at least one per day). The four core classes are 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 fees must be "cleared" prior to finals week. School activity absences do not count against the total number of absences.

### III.6 General Policies – High School

#### Enrollment Minimums

- Freshmen must be enrolled in 8 classes (including PE or athletics).
- Sophomores must be enrolled in 8 classes.
- Juniors must be enrolled in 7 classes (not including athletics).
- Seniors must be enrolled in 5 classes (can include athletics).

#### Schedule Changes

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

#### Finals Exemption Policy

The purpose of the LCS exemption policy is to promote academic performance through quality attendance and behavior, while maintaining integrity and high expectations for 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 (excused or unexcused) and 3 unexcused tardies (per class period). Students must take a minimum of four tests. Three core classes are required (English, Math, Social Studies, and Science).

**Juniors:** Grade average of 90 with no more than 3 absences (excused or unexcused) and 3 unexcused tardies (per class period). Students must take a minimum of three tests. Two core classes are required (English, Math, Social Studies, and Science).

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

#### The following guidelines and requirements apply to all grades:

- School Activity absences do not count against the total number of absences. Examples would include:
  - TAPPS related activity
  - 4H related activity (4H letterhead required)
  - College visits
- Online / Dual Credit / or college course finals will NOT count as one of the required final exams.
- Students who have been assigned multiple detentions or suspensions during the semester lose exemptions for that semester.
- Any fines, dues, or equipment must be “cleared” prior to finals week.

#### Lunch Policies

Students in grades 7-10 are required to stay on campus during their lunch time. Juniors and seniors will have an open campus lunch. When a 7<sup>th</sup>-10<sup>th</sup> grade student wants to leave campus for lunch, they must be signed out by their parent/guardian or other adult approved by the parent/guardian. Permission must be given for the student to leave campus. Students will not be allowed to leave campus with other students. Tardiness after lunch is a common problem. The tardy policy will be followed. Juniors and seniors are urged to manage this open campus privilege responsibly. A closed campus policy may be imposed on students who do not do so.

## Eligibility

A student must be passing all classes to participate in extracurricular activities (athletics, band, chorus, cheerleading, and dual credit). See Eligibility Calendar below.

### 2024-2025 9-Week Eligibility Calendar

GRADE CHECK	END OF 7 DAY GRACE PERIOD	GAIN OR LOSE ELIGIBILITY
Friday, September 20	Friday, September 27	Lose only
Friday, October 11 [End of T1]	Friday, October 18	Gain or Lose
Friday, November 1	Friday, November 8	Gain only
Friday, November 22	Friday, December 6	Gain only
Friday, December 20 [End of T2]	Friday, January 10	Gain or Lose
Friday, January 24	Friday, January 31	Gain only
Friday, February 14	Friday, February 21	Gain only
Friday, March 7 [End of T3]	Friday, March 14	Gain or Lose
Friday, April 4	Friday, April 11	Gain only
Friday, April 25	Friday, May 2	Gain only
Thursday, May 15 [End of T4]	<b>END OF THE SCHOOL YEAR</b>	

**Grade check** – Check grades on all students involved in extra-curricular programs.

- Grades are due on grade check dates by 4:00 p.m.
- The counselor will provide a list to faculty of ineligible students by Tuesday following the grade check.
- Eligibility/ineligibility is determined by grades through the “Grades Due” date.
- JH or HS students failing one or more subjects will be ineligible for participation in extracurricular activities.
- Students who are ineligible can participate in practice only—they are not allowed to travel with the team, sit on the bench, keep the books, etc.
- Coaches/sponsors have the option to remove a participant if they are ineligible two or more times during that sports season.

**End of 7 Day Grace Period** – Students may **GAIN OR LOSE** eligibility at the close of the school day.

- Students who pass the 1st 9-weeks are eligible for the ENTIRE 2<sup>nd</sup> 9-weeks.
- Students who pass the 2<sup>nd</sup> 9-weeks are eligible for the ENTIRE 3<sup>rd</sup> 9-weeks.
- Students who pass the 3<sup>rd</sup> 9-weeks are eligible for the ENTIRE 4<sup>th</sup> 9-weeks.
- Students must be passing ALL classes to regain eligibility.
- *All students passing or failing are academically eligible from the close of school on November 22, 2024, through the beginning of school on December 2, 2024.*
- *All students passing or failing are academically eligible from the close of school on December 20, 2024, through the beginning of school on January 7, 2025.*
- *All students passing or failing are academically eligible from the close of school on March 14, 2025, through the beginning of school on March 24, 2025.*

Semester averages will not be considered for eligibility purposes.

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.

## Academic Achievement & Class Ranking

### Calculation

Lubbock Christian School will include, in the calculation of class rank for the top 10%, semester grades earned in high school credit courses taken at any grade level unless excluded below. The calculation will include failing grades.

### Exclusions

Grades for the following courses will not be included in the computation for class rank: athletics, PE, yearbook, student aide, choir, band, art, grades earned while being home schooled or ACT prep (beginning with the class of 2024).

### Transfer Credit

Students transferring into LCS shall receive the numerical grade that was earned in courses at another school. Letter grades shall be recorded as follows:

#### Grade Conversion Scale

LETTER	NUMBER
A+	100
A	95
A-	90
B+	89
B	85
B-	80
C+	79
C	75
C-	72
D	70
F	60

### Weighted Grade System

Lubbock Christian School will categorize eligible courses as “Weighted” and “Unweighted.”

Weighted: Dual credit courses

Unweighted: All other eligible courses

UNWEIGHTED GPA	WEIGHTED GPA
A – 4.0	A – 5.0
B – 3.0	B – 4.0
C – 2.0	C – 3.0

### Weighted Numerical Grade Average

Lubbock Christian School will assign 5 points to semester averages, including failing grades, earned in eligible courses and calculate a weighted numerical grade average, in accordance with the following:

CATEGORY	WEIGHT
Weighted	Plus 5
Unweighted	Plus 0

Lubbock Christian School will record unweighted numerical grades on student transcripts. However, the recorded GPA shall be weighted.

### Transferred Grades

When a student transfers semester grades for courses that would be eligible under the Regular category and LCS has accepted the credit, LCS will include the grades in the calculation of class rank.

When a student transfers semester grades for courses eligible to receive additional weight under the weighted grade system, LCS will assign additional weight to the grades based on the categories and grade weight system only if the same or a similar course is offered to the same class of students attending Lubbock Christian School.



### **Course Credit for Home School Students**

For incoming home school students, Lubbock Christian School will consider awarding credit from the following home school/virtual/online programs only:

- Texas Connections Academy
- Texas Online Preparatory School
- Texas Tech K12 (TTUISD)
- Texas Virtual Academy
- iUniversity Prep

Students desiring to transfer home school credit for graduation from programs other than those listed above will be required to take and pass, with a 70 or better, a credit by exam assessment through Texas Tech University K12. Students may be required to complete a MAP test to help determine grade placement.

### **Credit by Examination—If a Student Has Taken the Course/Subject**

A student who has previously taken a course or subject but did not receive credit or a final grade may, in circumstances determined by the principal, be permitted to earn credit or a final grade by passing a credit by exam assessment through Texas Tech University K-12. Examples of prior instruction include incomplete coursework due to a failed course, excessive absences or homeschooling. If a student is granted approval to take an examination for credit, the student must score at least 70 to receive credit for the course or subject.

**Any student transferring to LCS will be subject to TAPPS transfer policy.**

### **Class Rank Honors**

For determining honors to be conferred during graduation activities, LCS will calculate class rank of the top 10% in accordance with this policy and administrative regulations by using grades available at the time of calculation at the end of the 3<sup>rd</sup> 9-week grading period of the senior year.

### **Valedictorian and Salutatorian**

The valedictorian and salutatorian will be the eligible students with the highest and second-highest rank, respectively. To be eligible for this local graduation honor, a student must:

- Have been continuously enrolled at Lubbock Christian High School for 3 years (6 semesters) immediately preceding graduation.
- Be in the Advanced Honors program; and
- Be enrolled in at least 5 classes during the senior year.

Should there be a tie in weighted numerical grade averages, Lubbock Christian School will apply the following methods, in this order, to determine recognition as valedictorian or salutatorian:

- Compute the weighted numerical grade average to the fifth decimal point until the tie is broken.
- Compare the number of weighted courses taken by each student involved in the tie.

If the tie is not broken after applying these methods, LCS will recognize all students involved as sharing the honor and title.

The date at which a student graduates may affect their eligibility for local graduation honors:

- An early graduate will not be eligible for the honor positions of valedictorian or salutatorian.
- A student graduating at midyear will be ranked at the end of the year.
- A student graduating after the end of the school year will be ranked when all requirements are met and will not be allowed to displace (in rank) a student who graduated at the end of the school year.

### **Highest-Ranking Graduate**

The student (or students) meeting the local eligibility criteria for recognition as the valedictorian(s) will also be considered the highest-ranking graduate(s) for purposes of receiving an honor graduate certificate from the state of Texas.

## **Graduation Policies**

### **Grade Point Average**

The grade point average will be determined from the numerical grades on the student's transcript which are counted for the ranking of graduates in the top 10% (see section of "Graduation Honor").

### **Graduation Activities**

Only those seniors who have completed all requirements for graduation will be permitted to participate in graduation activities. Students must meet the following criteria to participate:

- Successfully complete all required coursework.
- Satisfy all attendance requirements for course credit.
- Successfully complete any discipline related obligation.

Graduation activities include:

- Graduation rehearsal
- Graduation/commencement ceremony
- Project Graduation

### **Graduation Regalia**

The cap and gown colors will be blue with a gold tassel. In addition to the cap and gown, candidates for graduation may only wear the following regalia during the commencement ceremony. (The commencement ceremony begins with the processional and ends with the recessional when all graduates have exited the gym.)

- Blue cord for those students graduating with the "Honors" diploma.
- Gold cord for those students graduating with the "Advanced Honors" diploma.
- White cord for the valedictorian and salutatorian. The valedictorian and salutatorian will also wear the gold cord.
- The National Honor Society stole. The NHS stole will be provided to each member prior to commencement. In addition to the stole, members may wear their NHS pin on their gown.

### **Graduation Attire**

All graduating seniors must comply with the following dress code.

#### **Girls:**

- Dress
- Dress shoes
- Cap & Gown
- Non-colored hair
- School approved graduation regalia

#### **Boys:**

- Slacks (no jeans)
- Button-up dress shirt
- Tie
- Dark socks
- Dress shoes or boots
- Cap & Gown
- Non-colored hair
- School approved graduation regalia

### **Other Graduation Information**

The graduation fee paid by seniors covers the cost of the diploma, diploma cover, cap and gown, as well as other expenses for graduation.

Seniors will be expected to pay for commencement invitations, class jewelry, and any other materials used individually. Orders for senior rings will be taken the first semester of junior year. They will be delivered by the end of the spring semester. Only 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.

### **Correspondence / Online Courses**

Correspondence courses from Texas Tech University count toward graduation requirements for Texas students and 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.
- High school classes taken during the summer will count towards the student's credit count, however no classes taken during summer, if passed, will figure in GPA calculations other than classes taken for credit recovery.

LCS policy does not provide for earning credit by exam (CBE) for classes required in completing either of the two diplomas. This means a student may not take and pass a test to receive credit without taking the class. 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.
- For credit recovery a student must either retake the class in person at LCS or take the class online through LCS by Edgenuity.
- 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 Dual Credit courses which count for both high school and college credit. The student participating in this program will complete credits that will be documented on an LCU transcript. Students participating in this program are required to attend a minimum of four LCS classes which are not for college credit. Students may not enroll in more than two dual credit courses concurrently.

All dual credit courses will be calculated into the GPA. English 1301, English 1302, College Algebra AT1300, General Psychology PSY1300, and US History HIS2301 will be weighted. Dual credit ENG 1301 and 1302 is only offered on the LCS campus to gain credit for English 3 and English 4 as well.

The following conditions and guidelines apply to LCS students enrolling in this program with LCU:

- Each student will be charged a \$90.00 per semester hour matriculation fee plus any applicable course or lab fees.
- A student must make a grade of "C" or better in the course to receive high school credit.

Other guidelines include the following policies on withdrawal and on tuition:

- When a student participating in this program withdraws from LCS, they are automatically withdrawn from LCU.
- 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 administration and the LCS Board. Any additional college class must be approved by the principal and/or counselor, and a decision will be made on a case-by-case basis. An LCS student may also choose to enroll in an online dual enrollment course at South Plains College if approved by the principal and/or counselor.

## Replacing Grades

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.

## National Honor Society and National Junior Honor Society

The National Honor Society (NHS) and National Junior Honor Society (NJHS) are nationwide organizations for high-achieving students in grades 7<sup>th</sup> – 9<sup>th</sup> (NJHS) and 10<sup>th</sup> – 12<sup>th</sup> (NHS) who have attained the standards of the National Council of the National Honor Society. A cumulative average of 89.5 is required for eligibility into NJHS and NHS. The averages are pulled at the conclusion of the 3<sup>rd</sup> 9-weeks. Once inducted, the student must maintain this minimum average to remain a member. Students are selected based on their academic achievement, service, citizenship, and leadership. Both principal and teachers are involved in the selection process. This process is set by the council.

## Graduation Requirements

<b>COURSE</b>	<b>HONORS DIPLOMA</b>	<b>ADVANCED HONORS DIPLOMA</b>
<b>English Language Arts</b>	4	4
<b>Mathematics</b>	3 (if 4 chosen for Science) or 4	4
<b>Science</b>	3 (if 4 chosen for Math) or 4	4
<b>Social Studies</b>	3	3
<b>Economics</b>	.5	.5
<b>Government</b>	.5	.5
<b>Fine Arts</b>	1	1
<b>Health</b>	1	1
<b>PE (athletics past 2 units does not count as elective)</b>	1	1
<b>Bible</b>	4	4
<b>Foreign Language (same language)</b>	2	3
<b>BIM</b>	1	1
<b>Electives</b>	2	2
<b>Speech</b>	Speech standards covered in English 4	Speech standards covered in English 4
<b>TOTAL</b>	<b>27</b>	<b>29</b>

## IV. STUDENT CONDUCT

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

### IV.1 Responsibilities and Expectations

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.

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

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

### IV.2 Dress Code and Appearance

#### Secondary Uniform/Dress Code Objectives:

- Promote modesty.
- Establish identification as Lubbock Christian School students.
- Promote the Lubbock Christian Eagle brand.
- Promote student professionalism.

#### Dress Code Expectations

- Clothing must promote modesty, be in good condition, hemmed, and free of words or slogans not associated with the Lubbock Christian School brand. This does not include the small logos such as Under Armor or Adidas that are included on garments purchased from various LCS booster clubs, organizations, and PTFA.
- College t-shirts, hoodies, or sweatshirts with college name, mascot and/or logo are allowed only on designated days.
- No slippers, flip-flops, athletic slides, or similar type house shoes allowed.

- Pants and shorts
  - Athletic/leisure shorts are not allowed.
    - Athletic/leisure shorts are characterized by having drawstrings and elastic waistbands only. Determination as to what constitutes an athletic/leisure short will be at the discretion of school administrators.
  - No cut-offs, jean shorts, frayed hems, cuts or holes in jeans or shorts.
  - No joggers, sweatpants, or wind pants allowed except on designated days.
  - No jeggings or extremely tight-fitting pants.
- Short and skort length
  - Shorts and skorts must not be shorter than 4 inches (height of a standard envelope) above the knee. (boys and girls)
- Tights may be worn under dress code length skorts. Tights must be solid black with no fishnet or patterns allowed.

Headwear (including hats, sunglasses, bandanas, beanies, scarves, etc.) will not be worn inside the building except on designated days.

### Grooming Expectations

- Hair must be kept cut and groomed.
- Boys' hair must not extend over the collar, beyond the bottom of the ears, below the eyebrows, or be worn in a bun or ponytail.
- Mohawks, spiked hair, or patterns cut into the hair are not allowed.
- Hair may not be dyed unnatural colors (blue, green, purple, red, maroon, etc.)
- Boys must be clean shaven, and sideburns will not extend below the bottom of the ear. Boys out of compliance may be required to shave at school.
- Permanent visible tattoos are not allowed.
- Boys are not allowed to wear earrings.
- Visible body piercings are not allowed except for girls' pierced ears.

### Daily Uniform

All clothing pieces must meet *Dress Code Expectations* listed above.

#### Girls:

Top:

- *LC polo* (short or long-sleeved) blue, white, black, yellow; **OR**
- *LC/Eagle branded sweatshirt, hoody, or 1/4 zip* (blue, white, black, yellow, gray)
  - Students choosing to wear an approved hoody/sweatshirt are not required to wear an LC polo underneath. However, if they choose not to wear the polo shirt, they may not remove the hoody or sweatshirt during the school day.

Bottom:

- *Blue or black jeans.*
- *Khaki skort.* Skort may be purchased from the approved vendor, Designs in Thread.
  - Skirts are not allowed.
- *Pants* (khaki/black)
- *Shorts* (khaki, black, or gray)

Shoes:

- Athletic shoes, boots, sneakers, boat shoes, sandals, Birkenstock, Crocs, and loafers are acceptable.

**Boys:**

Top:

- *LC polo* (short or long-sleeved) blue, white, black, yellow; **OR**
- *LC/Eagle branded sweatshirt, hoody, or ¼ zip* (blue, white, black, yellow, gray)
  - Students choosing to wear an approved hoody/sweatshirt are not required to wear an LC polo underneath. However, if they choose not to wear the polo shirt, they may not remove the hoody or sweatshirt during the school day.

Bottom:

- *Blue or black jeans*
- *Pants* (khaki/black)
- *Shorts* (khaki, black, or gray)

Shoes:

- Athletic shoes, boots, sneakers, boat shoes, sandals, Birkenstock, Crocs, and loafers are acceptable.

**Dress Uniform**

The Dress Uniform will be required on the following days:

- All School Chapel
- Grandparent's Day
- Picture Day
- Any other day designated by the school administration.

On days that the Dress Uniform is required students will be expected to remain in the Dress Uniform for the entire school day.

**Girls:**

Top:

- *Approved LC/Eagle branded top (blue only)*

Bottom:

- *Skort* (khaki)
- *Pant* (khaki)
- *Shorts* (khaki)

**Boys:**

Top:

- *Approved LC/Eagle branded top (blue only)*

Bottom:

- *Pant* (khaki)
- *Shorts* (khaki)

**Outerwear**

- Outerwear is defined as those items worn for warmth and/or protection from the elements. Outerwear would be appropriate when moving between buildings on the LCS campus during inclement weather.
- Any outerwear not approved for the daily or dress uniform and is being worn for protection from the elements must be removed upon entering the classroom. These items of clothing must be stored in student lockers when possible.

## **Uniform Exceptions**

Spirit Day:

- Top: Approved Daily/Dress top or an LC Eagle branded short or long-sleeved t-shirt.
- Bottom: Approved Daily or Dress bottom.

College Day:

- Top: College themed t-shirt, sweatshirt, hoody, or ¼ zip with college name, logo and/or mascot.
- Bottoms: Approved Daily or Dress bottom.

## **Dress Code/Grooming Referral Consequences**

If a student is out of compliance with the dress code, they will be sent to the office for a Dress Code referral. Referrals may be issued by any faculty/staff member.

Students failing to comply with the dress code will be given the opportunity to make the necessary corrections through the following options:

- Correct the violation – parents/guardians may be contacted for assistance. Students will remain in the office until the necessary corrections are made.
- Purchase appropriate attire from the LCS clothes closet.

Students unwilling or unable to make the necessary corrections will be assigned in-school suspension for the remainder of the day.

Dress code/grooming disciplinary action:

- 1<sup>st</sup> offense: Verbal warning/correct the issue/parent communication.
- 2<sup>nd</sup> offense: Detention/correct the problem/parent communication.
- 3<sup>rd</sup> offense: In school suspension (correct the problem) or out of school suspension/parent communication
- 4<sup>th</sup> offense: Level 3 offense/parent communication.

Final decisions as to what is modest and/or acceptable will be made at the discretion of school administrators.

## **Uniform Closet**

LCS has a uniform closet available to all parents/families containing new and lightly used uniform pieces. Uniforms are sold at a reduced cost of \$1.00. Appointments may be made through the Admissions office.

## **Athletics Uniform**

For athletics, students must change into approved athletic shorts and shirts or practice uniforms designated by the athletic department.

## **Band and Choir Dress Policy**

Dress uniforms for band or choir will be determined by the music director and purchased/rented through LCS.

## **Formal and Semi-Formal Attire (Non-uniform) Policy**

Appropriate formal and semi-formal attire is required for formal occasions during the year such as the Junior-Senior Banquet. Students and their dates who are not appropriately dressed will not be admitted. JR-SR Banquet dress guidelines will be provided to students and parents by January of each year.

## **Graduation Attire**

- *See "Graduation Policies".*

## **Non-Uniform Attire**

This policy applies to school-sponsored occasions for which the administration has stated that uniforms are not required, such as athletic events, retreats, and special trips. In some cases, attire requirements will be distributed for specific events. The Non-Uniform Policy applies to all practices, rehearsals, and other after-school activities not requiring a specific uniform. Parents may be called to provide appropriate clothing when the situation warrants such an action.



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

- Short shorts, cut-offs, or bicycle-type shorts
- Torn or sloppy-looking clothing including low-hung pants
- Tight fitting shorts or pants including tights, jeggings, and leggings
- Clothing with suggestive/distasteful wording or art
- Swimsuits worn to any school-sponsored swim activity must be modest according to the standards of school sponsors. Girls are required to wear one-piece swimsuits. Boys may not wear tight-fitting swimsuits.

### **IV.3 Mistreatment and Misconduct**

#### **Bullying**

Bullying is defined in state law as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that:

- Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property.
- Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.
- Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or
- Infringes on the rights of the victim at school.

Bullying includes cyberbullying. Cyberbullying is defined in state law as bullying that is done using any electronic communication device, including:

- A telephone or cellphone
- A computer
- A camera
- E-mail, instant messaging, or text messaging
- A social media application
- An internet website or any other internet-based communication tool.

Bullying is prohibited by the school and could include:

- Hazing, threats, or taunting
- Teasing, name-calling, or rumor-spreading
- Ostracism, confinement, or assault
- Demands for money or extortion
- Destruction or theft of property

If a student believes that they have experienced bullying or witnesses the bullying of another student, the student or parent should notify a teacher, school counselor, principal, or another school employee as soon as possible. The administration will investigate any allegations of bullying and related misconduct. The school will also provide notice to the parents of the alleged victim and the parents of the student alleged to have engaged in bullying.

If an investigation determines that bullying occurred, the administration will take appropriate disciplinary action and may, in certain circumstances, notify law enforcement. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. Any retaliation against a student who reports an incident of bullying is prohibited.

### **IV.4 Disciplinary Procedures**

#### **Disciplinary Action**

All secondary students, and their parents, must sign a disciplinary procedures form during registration. This is an informational sheet which explains disciplinary actions for unacceptable behavior. Lubbock Christian School reserves the right to administer corporal punishment. In turn, parents have the right to waive corporal punishment or sign off on the school's administration of such discipline. Parents who request notification will be contacted prior to the administration of corporal punishment.

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

It should be noted that several offenses are of such serious nature as to warrant suspension or expulsion following the first incident. These would include possession, or the use of, fireworks, weapons (including knives), tobacco, alcohol, or illegal drugs on school property or at a school sponsored event. Insubordination or blatant disrespect toward a teacher/sponsor could have a serious consequence. Sexual harassment will not be tolerated. 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, LCS reserves the right to administer disciplinary action for serious violations of this kind which occur away from school.

## **Demerits**

Student disciplinary action will result in the assignment of demerits. Demerits will be cumulative for the entire school year.

### **Demerit Guidelines**

- *Teacher Referral*: 2 demerits per referral
- *Tardy Detention*: 1 demerit per placement
- *Discipline Detention*: 3 demerits per placement
- *ISS/OSS (in-school suspension/out-of-school suspension)*: 5 demerits per placement
- *Cell Phone Confiscated*: 1 demerit

### **Demerit Consequences**

- *5-9 demerits*: Students totaling 5-9 demerits will receive a letter warning that further demerits will result in Disciplinary Probation and Disciplinary Ineligibility.
- *10-14 demerits*: Students totaling 10-14 demerits will be placed on Disciplinary Probation and be subject to Disciplinary Ineligibility for a specified period. A parent meeting will be required, and a written warning will also be provided stating that further demerits may result in expulsion.
- *15+ demerits*: Any student accruing 15 total demerits will be subject to expulsion from Lubbock Christian School.

## **Disciplinary Probation and Disciplinary Ineligibility**

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

Disciplinary ineligibility results from repeated misbehavior related to daily classroom and school functions. When a student is sent to the office for misbehavior, he or she will be dealt with individually according to the situation. Disciplinary ineligibility offers opportunity for changes of behavior and restoration of privileges.

Disciplinary probation is not a 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.

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

## **Guidelines for Possible Disciplinary Actions**

The faculty and staff at LCS will lead in the integration of Christian beliefs and principles into all areas of life and train students to base their conduct on faith in God. Listing all examples of misconduct which may result in student disciplinary action is impossible. Many of the behaviors listed below have never occurred at LCS, but the experiences of other schools make these warnings necessary. These disciplinary actions are examples and may be modified at the discretion of teachers and administrators for specific situations.

## **Electronic Devices, Dress Code and Attendance Disciplinary Actions**

See “Electronic Devices,” “Dress Code and Appearance” and “Attendance” for disciplinary actions.

### **Level 1 Offenses:**

1. Class/chapel disruption
2. Failure to bring supplies to class – computer, textbooks, paper, pen, etc.
3. Horseplay
4. General non-compliance
5. Any other offense which the LCS administration may deem sufficiently detrimental or offensive and would reasonably fall in this section of misconduct.

**Teachers should attempt to resolve Level 1 offenses when appropriate before referral to the Administrator for official disciplinary action. A series of discipline reports for these offenses may lead to suspension or expulsion.**

### **Level 1 Disciplinary Action:**

*1st offense* – Teacher redirect

*2nd offense* – Teacher redirect and parent contact

*3rd offense* – Teacher redirect, parent contact, and office referral

### **Level 2 Offenses:**

1. Repeated Level 1 offenses
2. Careless driving on campus
3. Inappropriate attire (other than out of uniform offenses)
4. Disrespect during Chapel
5. Disrespect for teachers
6. Dishonesty/Deceit
7. Use of abusive or obscene language (written, spoken, or gestures)
8. Cheating/plagiarism (homework, quizzes, or minor assignment) \*\*Teachers will give a zero on assignment.
9. Horseplay with injury
10. Inappropriate public display of affection
11. Out of class or leaving class without permission
12. Destruction of or damage to property of others
13. Misuse or abuse of technology
14. Failure to comply with the lawful directions of any school employee
15. Minor occurrences of teasing or taunting
16. Truancy
17. Any other offense which the LCS administration may deem sufficiently detrimental or offensive and would reasonably fall in this section of misconduct.

### **Level 2 Disciplinary Action:**

*1st Offense* – Detention

*2nd Offense* – ISS/OSS (2 days)

*3rd and any subsequent offense* – Level 3 offense

### **Level 3 Offenses:**

1. Repeated Level 2 offenses
2. Major classroom disruption or disrespect
3. Fighting
4. Use of abusive or obscene language (written, spoken or gestures)
5. Vandalism
6. Defacing school property
7. Possession of prohibited items
8. Improper conduct with the opposite sex that does not fall into the category of sexual harassment or sexual misconduct as outlined in Level 2 or 4
9. Leaving campus without permission
10. Significant misuse or abuse of technology
11. Bullying or cyber-bullying

12. Any other offense which the administration may deem sufficiently detrimental or offensive and would reasonably fall in this section of misconduct.

### **Level 3 Disciplinary Action:**

*1st offense* – ISS/OSS (3 days)

*2nd offense* – ISS/OSS (5 days)

*3rd and any subsequent offense* – Level 4 offense (may notify appropriate law enforcement officials)

### **Level 4 Offenses:**

1. Repeated Level 3 offenses
2. Misuse, abuse or distribution of medicine or substances
3. Possession of prohibited items
4. Theft of property
5. Sexual misconduct (including, but not limited to, lewd and obscene behavior; intercourse; or homosexual behavior)
6. Harassment (including, but not limited to, sexual harassment or abusive comments and physical assault or threats of physical harm)
7. Trespassing
8. Disorderly conduct
9. Inappropriate use or exhibition of pepper spray, mace, or another chemical weapon
10. Any other offense which the LCS administration may deem sufficiently detrimental or offensive and would reasonably fall under this section of misconduct.

**These are the most serious offenses and pertain to behavior anytime and anyplace. Students will automatically be referred to the office for a parent conference, and major disciplinary action may/will be taken.**

### **Level 4 Disciplinary Action:**

<i>1st Offense</i>	Minimum: Suspension from school (3 days) Maximum: Suspension from school long term (May recommend expulsion; may notify appropriate law enforcement officials)
<i>2nd Offense &amp; Subsequent Offenses</i>	Minimum: Suspension from school (5 days) Maximum: Suspension from school long term (May recommend expulsion; may notify appropriate law enforcement officials)

### **Prohibited Items**

- Possession or distribution of pornographic materials
- Possessing or using matches or lighters
- Using or possessing a pellet gun, air-powered rifle/gun, toy gun, look-alike weapon, or any other instrument that may be perceived by a third party as a firearm
- Possessing or using martial arts objects
- Using, exhibiting or possessing ammunition or anything perceived to be live ammunition
- Using, exhibiting or possessing a location restricted knife. (a knife with a blade over 5 ½ inches long)
- Using, exhibiting or possessing a knife with a blade of 5 ½ inches or less without prior campus administration permission
- Possessing, using, or exhibiting a razor, box cutter, chain, or any other item in a manner that threatens to inflict or inflicts bodily harm to another person (includes school supplies such as pencils, pens, scissors, etc.)
- Using, exhibiting, or possessing a club
- Knuckles
- Using, exhibiting or possessing a Taser, stun gun, or other electroshock weapon.
- A hand instrument designed to cut or stab another by being thrown
- Possessing fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device
- Possession of e-cigarettes or components
- Possession, use or distribution of alcoholic beverages
- Possession of tobacco in any form

- Possessing, using or distributing illegal drugs

### **Disciplinary Consequences**

When administering discipline, students will be treated fairly and equitably. Discipline will be based on careful assessment of the circumstances of each case, reviewing factors such as:

1. The seriousness of the offense.
2. The student's age.
3. Intent or lack of intent at the time the student engaged in the conduct.
4. The frequency of the conduct.
5. The student's disciplinary history.
6. The potential effect of the misconduct on the school environment.
7. Whether the student was acting in self-defense.

### **In School Suspension (ISS) and Out of School Suspension (OSS)**

Students assigned to ISS or OSS are prohibited from participating in or attending extracurricular activities until the day following the last day of suspension. Students assigned to ISS/OSS will be expected to complete all class assignments. Students in ISS will be allowed to take exams while in ISS. Students assigned to OSS will make up exams at the discretion of the teacher.

## **IV.5 Problem Resolution**

### **Complaint Process**

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

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

### **Appeal Process**

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

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

### **Attendance at LCS Board Meetings**

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

1. Complete and return a request form to the President's office at least one week prior to a regularly scheduled Board meeting. This form will be available in the President's office during normal office hours. The following information will be required:
  - Name & signature of the person who will address the Board. By signing, the presenter agrees to all the stipulations as outlined in this process.
  - Subject to be addressed.
  - Physical address, email, and telephone number of the presenter.
  - If applicable, the name of the LCS organization the person is representing.
2. Opportunities to present at any regularly scheduled Board meeting will be available on a first come, first-served basis through the request form process described above.

3. The Chairman of the Board and/or designees will review each form submitted by the deadline stated above. All who have submitted forms will be notified within 24 hours of the start of the scheduled Board meeting if the Board has approved their request. Only those who have completed the form within the required time stated above will be considered.
4. At the beginning of each regularly scheduled Board meeting, the Board will schedule a maximum of 30 minutes for those wishing to address the Board. A maximum of 5 presenters will be scheduled at any one Board meeting. No single presentation will exceed 3 minutes and no presenter may relinquish time to another. The order of presenters will be determined by the chairman (or designee) of that meeting. Following the conclusion of the last presentation, all visitors will be dismissed. Five (5) minutes after the scheduled start time of the meeting, if no presenter has arrived, the meeting room doors will be closed, and the Board will begin the regularly scheduled meeting. Any presenter arriving after the doors have been closed will not be permitted to address the Board and may reapply for the next regularly scheduled Board meeting.
5. The Board will not comment nor act on anything presented to the Board; however, time permitting, the Board may ask follow-up questions. Within 30 days of the meeting, the Board will send a letter to each presenter stating the position and/or recommendation of the Board.
6. This process is not intended to replace nor circumvent any established process for conflict or problem resolution. The Board requires following the Problem Resolution process as documented in this handbook prior to addressing the Board for any issue involving conflict.
7. The Board of Trustees reserves the right to refuse to hear any presenter for reasons such as, but not limited to, previous presentations, issues/concerns being clearly documented in the Student Handbook, any topic/subject deemed inappropriate for a public hearing, requirements/policies deemed necessary for safety, etc.

### **Channels of Communication**

For matters both large and small, the proper channel to raise an issue or register a complaint is to go to the most direct level first: i.e., to the teacher, coach, or staff member most closely related to the issue and capable of addressing it. If not satisfied at that point, a parent should seek out the next level (counselor, principal, president, or other school administrator). A parent should seek resolution at all lower levels before contacting the president. We encourage parents to discuss their concerns with faculty and staff through appropriate channels. Debate of the issues is welcomed; but we insist that this be done courteously, in a spirit of respect and humility, and with a willingness to listen to and learn from one another. Efforts to undermine the authority of relevant decision-makers will be seen as counterproductive and inappropriate. We believe that a positive and constructive relationship between Lubbock Christian School and a student's parents or guardians is essential to fulfillment of the school's mission.

### **Channels of Communication Procedure**

**Classroom Teacher** – Please contact your child's classroom teacher if you have:

- questions about your child's progress in that class.
- background information related to your child's performance in that class that would be helpful for the teacher to know.
- questions about social, behavioral, or disciplinary issues.

**Counselor** – Contact the counselor if you have questions about:

- academic and college & career issues.
- social, emotional, or disciplinary issues.
- student placement in a particular course.

**Principal** – Contact the principal if you have:

- questions or concerns about expectations, programs, or curriculum.
- discipline issues.
- taken previous appropriate steps and feel additional discussion is necessary.

**Administrative Assistant** – Contact the campus administrative assistant if you:

- have questions about attendance, check-out procedures, general campus information.
- need to schedule a meeting with the campus principal.

**Coach** – Contact your child’s coach if you have:

- questions about your child’s progress/performance in that sport.
- questions about a particular sport in general.
- questions about social, behavioral, or disciplinary issues.
- anything about your child that would be helpful for the coach to know.

**Athletic Director** – Contact the Athletic Director if you have:

- questions about the philosophy of the program.
- met with the coach and wish further discussion.

**President** – Contact the president if you have:

- taken previous appropriate steps and feel additional discussion is necessary.
- questions that encompass the whole school or concerns of a broader nature.

### **Email**

The best use is:

- to share information (save sensitive concerns for a phone call or a face-to-face meeting).
- to set up an appointment.
- to ask a question that is non-sensitive in nature.

## **V. SAFETY AND HEALTH**

### **V.1 Emergency Response and Preparation**

#### **Inclement Weather Policy**

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

#### **Fire, Disaster, and School Lock-Down Drills**

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

- School lock-down procedures and other emergency protocols are kept in administrators’ offices.
- During a disaster or weather drill, students will go to the interior of the building.

#### **Asbestos-Containing Materials**

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

## V.2 School-Sponsored Trips

### Transportation

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

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

### Supervision

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

### Communication

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

### 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 exceptions, such as tournaments, where only a one-day notice is possible.

### Responsibilities and Expectations

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

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

No student will be excused from school to attend athletic contests unless they are participating in some capacity. The following exceptions apply:

- When a team is competing at the district level or above, students (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.

## V.3 Entering and Leaving Campus

### Visiting School Buildings

All visitors to LCS must check in at the High School office upon arrival to get a visitor's badge before entering the hallways or classrooms.



## Student Parking

Students may not park vehicles in visitor, faculty, loading, or no parking zones.

With the Peter H. Dahlstrom Elementary Learning Center (ELC) location on Dover Ave., elementary students are loaded and unloaded using that street. For safety reasons and to prevent traffic congestion, it is mandatory for all secondary students to park in the parking lot north of campus (LCU baseball and tennis) or south of the Huff science/music building (EAC and LCS softball). Secondary students are not to park along Dover Ave., 26<sup>th</sup>, 27<sup>th</sup>, or 28<sup>th</sup> St.

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.

## Traffic Precautions

Parents should be aware of the traffic regulations in the parking area. Please stop for pedestrians using the crosswalks.

## V.4 Health Requirements

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

### Immunizations

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

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

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

Instructions and help with affidavits can be found at: <http://www.vaccineinfo.net/exemptions/index.shtml>

### State Required Screenings (Vision, Hearing & Spinal)

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

- Vision and hearing screenings will be given to any new student who does not have proper screening documentation for the current school year.

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

## V.5 Injury and Illness Policies

### Clinic Guidelines

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

- **Fever** – Student will not be allowed to attend school if the temperature is 100.4 degrees F or higher. Do not give students any fever-reducing medicine and send them to school. This practice only reduces fever for a short time and does not address the illness causing the fever. Also, coming to school sick may delay your child's recovery while exposing others to infection.
- **Uncontrolled Vomiting/Diarrhea** – If vomiting or diarrhea occurs more than once in 24 hours, you must keep the student home.
- **Skin rashes** – If the rash has any fluid or pus coming from it, student must remain out of school until the rash is gone (dried or scabbed over with no new spots appearing) or provide a physician's note stating student may return to school.
- **Pink Eye** – Red eye/eyes, especially if there is colored drainage or crusting around the eyes, student must receive treatment and/or provide a physician's note stating student may return to school.

- **Head Lice** – Students who are found to have head lice or nits (eggs) should not be sent to school. All soft materials such as coats, scarves, and hats must be washed or dry-cleaned. Any fabric item that cannot be cleaned must be sealed in a plastic bag for two weeks. Students may not return to school until their hair has been treated with a lice-killing shampoo and all the nits have been removed.

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

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

## V.6 Medications

### First Aid, Prescription, and Non-Prescription

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

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

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

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

### Chronic or Lifesaving Medication

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

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

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

## **VI. SCHOOL SUPPORT AND SPIRIT**

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 the fundraising projects are approved and coordinated through the administrative offices. All merchandise orders must be approved through the Advancement Office or by the Athletic Director. No group is authorized to charge any purchase to a 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. 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 helped to fund transportation, equipment needs, Eagle branded clothing, facility upgrades, etc. The "Potato Booth" at the Lubbock South Plains Fair is their largest annual project. 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.

## LCS SCHOOL SONG

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

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

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

## SCHOOL COLORS



**Blue and Gold**

## SCHOOL MASCOT



**Eagle**

## SOCIAL MEDIA



**@LubbockChristianSchool**



**lbk\_christian\_school**



**@LBKChristian**

**LUBBOCK CHRISTIAN SCHOOL**  
**Secondary**  
**Parent/Student Handbook**

**SIGNATURE PAGE**

Please sign and return this form to the office to indicate you have read the 2024-2025 Parent/Student Handbook.

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

\_\_\_\_\_  
Please print name of Student

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please print name of Parent/Guardian

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date