

2011-2012  
LINCOLN CHRISTIAN SCHOOL

# PARENT & STUDENT HANDBOOK



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# **ABOUT LCS**

## **VISION**

The faculty and families of Lincoln Christian School work diligently to enable each student to discover his or her God-given talents, to develop those abilities fully, and to devote those gifts to a lifetime of learning, serving, and honoring God.

## **MISSION**

Lincoln Christian School, founded by Pastor Willie George, opened in August of 1997. Pastor George established the school with the following objectives:

- To provide a quality education for the children of Church on the Move congregation members and like-minded believers in the greater Tulsa area (Proverbs 8:11-21).
- To train and develop children spiritually, academically, socially, and physically, with the express aim of preparing each child to fulfill the God-given plan for his life (Proverbs 22:6).
- To reinforce parental authority and discipline that already exists in the home (Amos 3:3, I Corinthians 1:10).
- To create a safe and godly environment in which students can learn. Accordingly, the welfare of the students as a whole shall not be sacrificed for the want of the individual (Proverbs 22:10, I Corinthians 5:6).
- To provide a model of excellence in true Christian living, academics, and sports (I Timothy 4:12).

## **PHILOSOPHY OF EDUCATION**

Lincoln Christian School's philosophy of education is based upon the Word of God. We endeavor to provide an atmosphere where the Word of God is preeminent in every subject throughout the school day.

One primary objective is to see our students grow spiritually. This is reinforced in every subject, not just in Bible class or chapel. Teachers and staff model a lifestyle of fellowship with God, and as a result, the student's understanding of that lifestyle grows. The Word of God is taught; Scripture is memorized, and the application of God's Word in daily living is stressed. Students also learn who they are in Christ, allowing them to develop their individual gifts and talents. By developing those gifts, students are equipped to pursue the calling that is on their lives, whether it is in ministry, business, homemaking, or any other service.

Academically, Lincoln Christian School stresses excellence in every subject. Curriculum is continually evaluated to ensure that academic objectives are being met. The academic standards and expectations are high but not unrealistic. While we realize that each student has different abilities, we expect each student to do his or her best. Our goal is to academically equip our students with knowledge and understanding that prepares them to succeed.

Another key element in our educational philosophy is the partnership between the home and Lincoln Christian School. Unless there is a healthy, supportive, and effective relationship between the school and the home, the student's education will suffer. God established the home, not the school, as the primary place for training, learning, and education to occur. The caring, Christ-like attitudes of Lincoln Christian School teachers are valued by students and parents. Parents expect and appreciate direct and regular communication from faculty regarding their children. In return, teachers expect Lincoln Christian School parents to be responsive to their suggestions regarding their children. When this partnership is honored by all parties involved, every child at Lincoln Christian School is capable of reaching his or her fullest potential.

## **STATEMENT OF FAITH**

### **The Scriptures**

The Bible is the inspired Word of God, the product of the holy men of old who wrote and spoke as they were moved by the Holy Spirit. The New Covenant, as recorded in the New Testament, is what we accept as our infallible guide in matters pertaining to conduct and doctrine (I Thessalonians 2:13, II Timothy 3:16, II Peter 1:21).

### **The Godhead**

Our God is one, but is manifested in three persons: the Father, the Son, and the Holy Spirit, being co-equal (I John 5:7). God the Father is greater than all, the Source of the Word (Logos), and the Begetter (John 1:14, 14:28, 16:28). The Holy Spirit proceeds forth from both the Father and the Son, and is eternal (John 15:26).

### **Man: His Fall and Redemption**

Man is a created being, made in the likeness and the image of God, but through Adam's transgression and fall, sin came into the world. "For all have sinned, and come short of the glory of God" (Romans 3:23). "As it is written, there is none righteous, no, not one" (Romans 3:10). Jesus Christ, the Son of God, was manifested to undo the work of the devil; to give His life and shed His blood to redeem and restore man back to God (I John 3:8). Salvation is the gift of God to man, separate from works and the Law, which is made operative by grace through faith in Jesus Christ, producing works acceptable to God (Ephesians 2:8).

### **Eternal Life and New Birth**

Man's first step toward salvation is godly sorrow that works repentance. The new birth is necessary for all men, and when fulfilled, produces eternal life (John 3:3-5, II Corinthians 7:10, I John 5:12).

### **Water Baptism**

Baptism in water by immersion is a direct commandment of our Lord and is for believers only. The ordinance is a symbol of the Christian's identification with Christ in His death, burial, and resurrection (Matthew 28:19, Acts 8:36-39, Romans 6:4, Colossians 2:12). The following recommendation regarding the water baptismal formula is adopted: "On the confession of your faith in the Lord Jesus Christ, the Son of God, and by His authority, I baptize you in the Name of the Father, and the Son, and the Holy Spirit. Amen."

### **Baptism in the Holy Spirit**

The Baptism in the Holy Spirit is a gift from God, as promised by the Lord Jesus Christ, to all believers in this dispensation and is received subsequent to the new birth. This experience is accompanied by the evidence of speaking in other tongues as the Holy Spirit Himself gives utterance (Matthew 3:11, John 14:16-17, Acts 1:8; 2:4; 2:38-39; 19:1-7).

### **Sanctification**

The Bible teaches that without holiness no man can see the Lord. We believe in the Doctrine of Sanctification as a definite, yet progressive, work of grace commencing at the time of regeneration and continuing until the consummation of salvation (Hebrews 12:14, I Thessalonians 5:23, II Peter 3:18, I Corinthians 1:30, II Corinthians 3:18, Philippians 3:12-14).

### **Divine Healing**

Healing is for the physical ills of the human body. It is received through the power of God by the prayer of faith and by the laying on of hands. It is provided in the atonement of Christ and is the privilege of every member of the Church today (Isaiah 53:4-5, Matthew 8:17, Mark 16:18, James 5:14-16, I Peter 2:24).

### **Resurrection of the Just and the Return of Our Lord**

The angel said, "This same Jesus... shall so come in like manner" (Acts 1:11). His coming is imminent. When He comes, "The dead in Christ shall rise first: then we which are alive and remain shall be caught up together with them in the clouds, to meet the Lord in the air..." (I Thessalonians 4:16-17). Following the tribulation, He shall return to earth as King of kings and Lord of lords. Then together with His saints, who shall be kings and priests, He shall reign for a thousand years (Revelation 20:6).

### **Hell and Eternal Retribution**

The one who physically dies in his sins without Christ is hopelessly and eternally lost in the Lake of Fire and, therefore, has no further opportunity to hear the Gospel or to repent. The Lake of Fire is literal. The terms, "eternal" and "everlasting" used in describing the duration of the punishment of the damned in the Lake of Fire, carry the same thought and meaning of endless existence as used in denoting the duration of joy and ecstasy of saints in the presence of God (Hebrews 9:27, Revelation 19:20).

### **ACCREDITATION**

Lincoln Christian School is fully accredited with both the International Christian Accrediting Association (ICAA) and with North Central Association Commission on Accreditation and School Improvement (NCACASI). LCS is also a member in good standing with the Oral Roberts University Educational Fellowship (ORUEF). Through its accreditation process, ICAA provides assurance to the public regarding the performance, integrity, and quality of the school, and also provides the school with a program of self-assessment and improvement. ICAA is committed to the

advancement of Christian education by providing direction and expertise to its member schools. ICAA seeks to recognize quality Christian educational programs that can serve as credible and reliable witnesses, both to the Christian and secular communities, as to the high degree of professionalism, academic excellence, personal integrity, and dedication to the spiritual training and growth of students in Christ. ICAA is currently recognized by the State of Oklahoma and is also approved for full membership in the National Council for Private School Accreditation (NCPSA), a national consortium for the recognition of qualifying private school accrediting associations in the United States. ICAA is also an active member of the Oklahoma Private School Accreditation Council (OPSAC).

### **SCHOOL COLORS AND MASCOT**

Our school is clad in the colors of crimson, gold, and black. Each color holds a special significance. The color crimson denotes the redemptive blood of Christ. We each make sacrifices to obtain something worthwhile. The education and Christian training of our youth is a worthwhile sacrifice. The spirit of the color gold is character. The trying of one's faith brings sharpened character. The color black signifies absolutes. One should not compromise their faith or standards. We are called the Lincoln Christian School "Bulldogs".

### **SCHOOL PLEDGES**

(All students should memorize the pledges.)

#### **American Flag Pledge**

I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.

#### **Christian Flag Pledge**

I pledge allegiance to the Christian flag, and to the Savior for whose kingdom it stands, one Savior, crucified, risen, and coming again with life and liberty for all who believe.

#### **Bible Pledge**

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet, and a light unto my path. I will hide its words in my heart that I might not sin against God.

#### **Lincoln Christian School Creed**

I am discovering my God-given talents, developing those abilities fully, and devoting those gifts to a lifetime of learning, serving, and honoring God.

### **SCHOOL SONG**

High o'er the fields of battle  
Waves red, black, and gold  
Floating high above us  
We will promise  
Faithfully to reverence and honor you  
Loyal and together  
We our best will do  
We'll fight forever  
We're all for you

### **WEATHER/SCHOOL CLOSINGS**

Snow days will be determined by the Administration. A RenWeb text will be sent to parents as soon as a decision has been made regarding school closing. Families may also tune to any local television or radio station for news regarding the status of classes. Lincoln Christian School will be named specifically if school is closed. If weather becomes severe during the school day, we will not close school. However, a parent may pick up their child early. The student must be signed out by an authorized adult to leave. Days cancelled due to weather may need to be made up at the end of the year.

# ADMISSIONS

## **ADMISSION PROCEDURES**

Lincoln Christian School uses an application process for determining qualified candidates. Application packets are available through the Enrollment & Service Center. We look for students that have godly character; we are not an outreach or rehabilitation program for students with character problems. We also look for family attendance and participation at Church on the Move or a similar Bible-believing church.

Our admissions process entails the following steps:

1. Submission of a completed student application (including recommendation forms)
2. Placement testing for grades 1-12 (for applicants without recent standardized testing scores submitted from another school)
3. Entrance testing/screening for pre-k or kindergarten
4. Family interview with the LCS School Board
5. Payment of the Registration/Enrollment Fee
6. Parental attendance at a Partners In Education meeting

## **SELECTION OF STUDENTS**

Part of the mission of Lincoln Christian School is to provide a quality education for the children of Church on the Move congregation members and like-minded believers in the greater Tulsa area (Proverbs 8:11-21, Amos 3:3).

These student applications are given **strong consideration**:

1. Returning students
2. Students of staff members
3. Siblings of current LCS students
4. Tithing partners/members of Church on the Move
5. Applications from families that attend a similar Bible-believing church

## **NOTICE OF NONDISCRIMINATORY POLICY**

Lincoln Christian School, a ministry of Church on the Move, admits students of any race, color, nationality, and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, nationality, or ethnic origin in the administration of its educational policies, admission policies, scholarship programs and athletic and school-administered programs.

# SCHOOL POLICIES & PROCEDURES

## ACADEMICS

### **Grades and Grading Policy**

Lincoln Christian School encourages all students to strive for their highest level of achievement. In order to evaluate this achievement, LCS has adopted a grading policy which must be understood and followed by staff, students, and parents.

### **Philosophy**

Lincoln Christian School believes that the process of evaluation should be continuous and assist the teacher in developing insight into the student's skill levels, achievements, attitudes, interests, and personal growth and development.

It is essential that a pupil be evaluated in terms of his/her skills and achievements in relation to the achievement of others in his/her class. However, it is recognized that all pupils are individuals and learn at different rates. The expertise of the teacher enables a careful blending of this subjective and objective information in determining the best evaluation of the child.

Evaluation information should be effectively communicated so that parents and pupils understand the achievement level of the child.

Some of the standards used to determine the level of achievement include: graded course of study, state academic content standards, completion of assigned projects and/or daily work, achievement tests, classroom participation, attendance, and ability to listen and follow directions. Grades are a consequence of learning and not the purpose of learning.

### **Explanation of Grade Symbols**

- A** The pupil who receives this grade is making excellent progress towards meeting course objectives; does work of high quality which displays the student's interest, originality, and personal initiative.
- B** The pupil who receives this grade is making commendable progress in meeting course objectives.
- C** This grade indicates average work. The pupil who receives this grade is making acceptable progress in meeting course objectives.
- D** The pupil who receives this grade is doing below-average work, and in most cases can do better with more effort and improved study habits.
- F** The pupil receiving this grade is making unsatisfactory progress, lacks interest, and/or displays insufficient effort to achieve. It is imperative that immediate action be taken to secure the proper performance.
- I** Incomplete. This is a temporary mark for the pupil who has not sufficiently completed the minimal requirements of the course (due to legitimate reasons). The pupil will have the opportunity to complete the work and receive a grade prior to the end of the next grading period.

At LCS, a five-letter range is used; this system is consistent with the grading system of most other schools. It also lends itself well to the efficient processing of records and provides a fairly accurate indication of a student's academic performance. The following numerical scale will be implemented in determining all grades at all grade levels.

100-90	A	69-60	D
89-80	B	59-below	F
79-70	C	Incomplete	I

\*Students in kindergarten programs are issued progress reports with assessment of age-appropriate skills as measured by classroom observation at the end of each semester.

## Point Values

In averaging grades, the following point values are designated for each letter symbol:

A	4 Points	D	1 Point
B	3 Points	F	0 Points
C	2 Points		

## Letter Values

Quotients obtained in averaging grades are translated into letter symbols according to the following conversion scales:

A	3.51 to 4.00	D	0.51 to 1.50
B	2.51 to 3.50	F	0.00 to 0.50
C	1.51 to 2.50		

## Physical Education Class Grading

Grades given in Physical Education classes will be based largely upon participation. If a student is unable to participate for any reason, they will be required to do a written assignment for that day covering a topic concerning health or physical fitness. It will be left to the discretion of the instructor as to when this assignment is due.

## Report Cards

Grade reports reflect the student's academic progress and will be issued in the week following the end of each nine-week session. The school calendar indicates the dates for the grading periods. Access to RenWeb will be denied if there is an outstanding account balance. Grade reports can be viewed on RenWeb and year ending report cards will be mailed approximately two weeks after schools ends.

Quarterly grades are prepared to reflect the student's academic standing at the conclusion of each nine-week session. Each quarter's grades stand independently of the previous quarter's grade and are not to be affected by the previous quarter's performance. Grades are reported with the numerical scale outlined above.

For Secondary School students – Semester grades are prepared, which reflect a combination of two quarters' grades plus the addition of the semester final examination or project. A comprehensive semester review and test is to be given at the end of each semester for each subject. (A project, paper, etc. may be substituted in lieu of an examination.) The semester examination (or project, paper, etc.) cannot weigh more than 10% of the total semester grade, with each nine-week's grade weighing approximately 45%.

## Honor Roll – Elementary

The "Administrator's" Honor Roll is for those students in the 1<sup>st</sup>-5<sup>th</sup> grades who made all "A's" in a school quarter. The "Principal's" Honor Roll is for those 1<sup>st</sup>-5<sup>th</sup> grade students who made all "A's" and "B's" in one quarter. An elementary student earning a "C" or below in any subject or an "N" or "U" for a Specials Class or Conduct grade is not eligible for either Honor Roll.

## Honor Roll – Secondary

The Administrator's Honor Roll will consist of those students in grades 6-12 who maintain a 4.00 semester GPA. The Principal's Honor Roll will be those students in grades 6-12 who maintain a 3.5 semester GPA. Any student earning a "C" or below in any subject is not eligible for either Honor Roll.

## Secondary Extracurricular Eligibility (per OSSAA standards)

Students participating in extracurricular activities must have a grade average of "D" or above in every subject. Scholastic eligibility for students will be checked at the end of the third week of each semester and each week thereafter.

A student is considered "at-risk" if he/she maintains a "D" average in any class/subject. This will be determined and documented at the end of each week. An "At-Risk, Probation, and Ineligible" list will be sent to each teacher and coach by Monday morning of the week included in the ineligibility period.

In order for a student to participate in an extracurricular event scheduled on a school day, the student must be in attendance in the classroom for no less than a half day. Exceptions require administrative approval.

### **Academic Intervention Plan/Probation – Elementary**

The Administration will track students' progress and meet with those who are having academic difficulties. Teachers will notify the parents when a student is struggling in class. Students must be able to maintain a minimum of "C-" level work in the grade to which they are assigned. A student may be restricted from participation in school-related activities (including athletics) if, in the judgment of the Administration, the student's academic record could be adversely affected. Students participating in school-related activities or sports must have an average of "C-" or above in every subject and have satisfactory conduct grades.

When a student falls below a "C-" average in any curricular area, a program for improvement must be developed and agreed upon by the teacher(s), parents, and Administration, which may include tutoring, extra study time, etc. Failure to rise above a "C-" average at the end of the first semester will result in academic probation. Failure to rise above a "C-" average after the second semester may result in ineligibility to re-enroll at LCS. If a student is deemed ineligible to re-enroll due to poor grades, summer school remediation at a "C-" average or above may allow the student to re-enroll.

### **Academic Intervention Plan/Probation – Secondary**

If a student is showing weakness in a particular academic area for various reasons, one or all of the following steps may be taken:

- Conference with the student and phone call to the parent.
- Progress reports issued to parents in the week following the completion of week four of each nine-week session.
- Probation – any secondary student whose grade point average drops below a 2.00 or 70% for any nine-week period will be placed on academic probation for the following six-week period. Parents are notified by the school if their student is placed on academic probation. The student's GPA must be raised to 2.00 or higher by the end of the probationary period. Failure to do so may result in dismissal from school. A student may apply for re-admission to LCS at the beginning of the next school term by maintaining a 2.00 or higher GPA at another school for a minimum of nine weeks.

### **Tutoring**

The LCS Tutoring Policy allows parents the option to provide additional academic instruction for their child. The tutoring program cost is \$25.00 per session. All sessions must be pre-paid. Sessions will be held from 3:20pm-4:20pm on Mondays, Tuesdays, Wednesdays, and Thursdays in an area designated by the administration. Any student not picked up promptly after their session will be escorted to After-School Care.

- Elementary – Sign-up sheets are available in the elementary office for parents interested in tutoring for their student(s). The principal will assign the student to a teacher in their area of need.
- Secondary – Secondary students must sign up for tutoring sessions in the high school office with the academic counselor; after parent approval, students will be assigned to a teacher in their area of need.

### **Parent/Teacher Conferences**

Parent/Teacher conferences are held twice a year. These are established times when parents and teachers meet to discuss student progress. Of course, parents and teachers are welcome to schedule a conference at any time. Appointments may be made with the teacher.

- Fall conferences are mandatory for students in Kindergarten through 5<sup>th</sup> Grade. A sign-up sheet for elementary conferences will be available in the office during the week prior to the scheduled conference dates.
- Parents/Teacher Conferences on scheduled conference days need to be scheduled in advance.

### **Elementary Promotion/Retention**

If there is an academic concern and retention may be necessary, a conference will be scheduled with the parents, teacher and Administration. The general guidelines for retention are as follows:

Pre-K to 2<sup>nd</sup> Grade – teacher recommendation based upon one or more of the following:

- Personal observation
- Below grade level performance in academic subjects
- Below grade level on developmental testing
- Observation data from special education specialist
- Social/emotional immaturity

3<sup>rd</sup> to 5<sup>th</sup> Grade – teacher recommendation based upon one or more of the following:

- Failure of two or more academic subjects
- Grade levels of 1.5 points below the norm in standardized testing, in total reading or total math
- Social/emotional immaturity
- Students with one final grade of “D” in a major subject (English, Math, Science, Social Studies, Bible) will be passed on to the next grade on academic probation. In most cases, a recommendation will be made that the student receives tutoring during the summer. In addition, the student may be required to take an entrance test before the start of the next school year to determine his/her readiness to do the work required in the next grade level. The probationary status will be in effect for the first nine weeks of school and will be removed if the student maintains a “C-“average or better during the first nine weeks.

### **Placement**

Grade placement for all students will be determined by testing and/or the administrative staff. **LCS RESERVES THE RIGHT TO ADJUST AND/OR MODIFY COURSE SELECTIONS AND/OR COMBINATION OF CLASSES AT EACH GRADE LEVEL BASED ON FINAL ENROLLMENT.** Student prompted schedule changes will not be permitted after five (5) school days in the new semester.

### **Concurrent Enrollment**

Concurrent enrollment classes will not be accepted as high school credit at Lincoln Christian School. The school board and administration feel the Christian education and the total Lincoln Christian School experience is a continuing process and has lifelong value. *Students may still participate in the concurrent enrollment program at Tulsa Community College, and those hours will count towards their college degree.*

### **High School Graduation Requirements**

Students fulfilling the graduation requirements at Lincoln Christian School will also fulfill Oklahoma State Regents for Higher Education course recommendations for college. The student must have a passing grade for each semester in order to earn full credit for a course. A credit unit is a full year, or two semesters, of passing grades. The credit unit requirements are as follows:

**4 Units: Language Arts** (Grammar, Composition, Literature)

**3 Units: Mathematics** (Algebra I, Algebra II, Geometry, Math Analysis, Trigonometry, Calculus)

**3 Units: Lab Science** (Physical Science, Biology, Chemistry, Physics or any certified lab science)

**3 Units: History and Citizenship Skills** (1 unit American History, ½ unit Oklahoma History, ½ unit Government and 1 unit from the subjects of History, Economics, Geography, and/or Non-Western Culture)

**2 Units: Computer Science or Foreign Language** or from any of the subjects listed above

**4 Units: Bible**

**1 Unit: Life Skills** Seniors enrolled in 4 credits of Math & Science are exempt from this requirement

**2 Units: Physical Education** (Athletics or Physical Education class)

**1 Unit: Fine Art** (Art, Drama, Vocal Music, Jazz Band)

**3 Units: Electives**

**26 Total Credit Units Required**

### **AP Courses**

AP courses are advanced classes designed for high school students who want to do college-level work. At the completion of the course, students are strongly encouraged to take an AP exam covering the subject of the course. If they pass the test with a satisfactory mark, the students have the potential of earning college credit units, enabling them to opt out of introductory courses in college. Additionally, AP grades are given greater weight toward a student’s overall GPA (e.g. “C” = 3.0, “B” = 4.0, and “A” = 5.0).

AP courses are more difficult than a typical class and require more reading, writing, and homework since they prepare the student to take the AP exam.

All students who are willing to accept the challenge of a rigorous academic curriculum will be considered for admission to AP courses offered at LCHS. Students are evaluated for AP readiness based upon their past academic performance and educational goals. Not all students who apply for the AP classes will be admitted.

Students do not pay a fee to take an AP course, but do pay an end-of-course AP exam fee charged by the AP College Board. Most of the nation's colleges and universities grant students credit, advanced placement, or both, for qualifying AP exam grades. Colleges and universities only give credit or advanced placement for qualifying AP exam grades, not AP course grades. Without a corresponding AP exam grade, they cannot verify that the AP courses a student has taken are true college-level courses.

If you have additional questions regarding AP courses, please contact the LCHS Academic Advisor.

### **Valedictorian and Salutatorian Requirements**

The Valedictorian of the senior class is the student that has the highest GPA through seven semesters. The Salutatorian of the senior class is the student with the second highest GPA through seven semesters. A student must attend Lincoln Christian School a minimum of their entire Junior and Senior years consecutively to qualify.

### **Standardized Testing**

In the fall semester, students in grades 7-11 will participate in a day of testing in various levels of preparation toward college placement testing. Seventh and eighth grade students will take the ACT Explore Test. Ninth and tenth grade students will take the ACT Plan Test. Eleventh grade students will take the ACT practice test. Tenth and eleventh grade students will also have the option to participate in the PSAT exam. The PSAT is a test is a National Merit Scholar qualifying test.

Standardized Achievement Test is administered annually in the spring semester for all students in kindergarten through the sixth grade.

Results from all tests are compared with normal scores for public, private, and Christian schools throughout the nation. It is very important that a student be present during this week of testing. Make-up test will be given to students who miss part or all of these tests. However, all make-up testing must be completed within one week of the original test date.

### **Homework**

It is understood that homework is a vital part of academic growth for anyone who hopes to achieve academic excellence. Teachers will be sensitive to the amount of homework being assigned each day.

Some general guidelines concerning homework are:

- No homework will be assigned on Wednesdays; however, unfinished daily work will need to be completed.
- No tests will be scheduled on Thursdays. The exceptions to this policy are quarterly and semester exams.
- We expect parents' full cooperation in seeing that the assignments are completed and turned in on time.  
**Homework that is one day late will be discounted by 30%. Homework more than one day late will receive a zero.** Doing homework is part of preparation for the future. Parents are encouraged to communicate with teachers when their children are having challenges with homework.

### **Make-Up Work**

It is the responsibility of the student to make arrangements with his/her teacher(s) regarding work that was or will be missed during an absence. The student has the same number of days as the number of days absent, plus one, to make up the work. **All homework assignments are posted on RenWeb.** Contact teachers via e-mail before 10:00 am for any additional in-class assignments/worksheets not posted on RenWeb. These may be picked up after school in the office. Teachers may request work or tests assigned prior to an absence that falls due the date of the absence or day after to be due the date the student returns. Make-up semester tests will be allowed to be taken the first available date after return.

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## **ATHLETICS/ACTIVITIES**

### **Eligibility**

A student must have received a passing grade in all subjects that he/she was enrolled in during the last semester in which he/she attended 15 or more days to be eligible for athletic participation. (This requirement is also six school subjects for the 6<sup>th</sup>-8<sup>th</sup> grade students.)

#### Semester Grades:

- If a student does not meet the minimum scholastic standard, he/she will not be eligible to participate during the first six weeks of the next semester he/she attends.
- A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades at the end of a six-week period in all subjects he/she is enrolled in.
- Pupils enrolled for the first time must comply with the same requirements of scholarship. The passing grades that are required for the preceding semester should be obtained from the records of the school that was last attended.

#### Student Eligibility during a Semester

- Scholastic eligibility for students will be checked after three weeks (during the fourth week) of a semester and each succeeding week thereafter. The school may choose to run eligibility checks on any day of the week. The period of probation and ineligibility will always begin on the Monday following the day eligibility is checked. Grades will be checked weekly for vo-tech students and all concurrently enrolled students.
- A student must be passing all subjects he/she is enrolled in during a semester. If a student is not passing all subjects on the day of the grade check, he/she will be placed on probation for the next one-week period. If a student is still failing one or more classes the following week at the time when grades are checked, he/she will be ineligible to participate during the next one-week period. The ineligibility periods will begin on Monday and end on Sunday.
- A student who has lost eligibility under the provision must be passing all subjects in order to regain eligibility. A student regains eligibility under O.S.S.A.A. Administrative Handbook, Rule #3, with the first class of the new one-week period (Monday through Sunday).
- “Passing grade” means work of such merit that credit would be entered on the records if the semester were to close at that time.
- **Students who end a semester with an “F” will be ineligible for the beginning six weeks of the next semester.**

#### Pre-Practice Guidelines

A parent meeting will be held by the coach for all students participating in his/her activity. At this time, the coach will explain what is expected and required of each student who plans to participate. Before the student may begin practice, the following items must be turned in to the Athletic Office:

1. Physical Exam Form
2. Parental Release Form
3. Student Activity Participation Contract
4. Concussion Release Form
5. Drug Testing Completed (Grades 9-12)

#### Athletic/Activity Fees

For LCS Secondary School students, the following fee schedule and due dates are in effect:

Due August 1<sup>st</sup>: \$100.00

Football, Softball, Volleyball  
Cheerleading, Cross-Country

Due October 1<sup>st</sup>: \$100.00

Basketball

Due January 1<sup>st</sup>:

Baseball, Golf, Track

#### Attendance on Day of Contest

- A student must attend at least one-half of their classes to be able to dress for, or compete in, that day’s activities. If a secondary student is absent during the morning, he/she must check in with the office before fourth hour. Exceptions will be made in the case of a family emergency.
- A student who has been suspended from school (includes in-school intervention program) may not compete or practice until he/she has returned to school and has been cleared by the Administration.

#### General Guidelines for Athletes

Players should adhere to the guidelines set up by the school and coach.

- Players should not question the authority of the game officials.
- Athletes must know and adhere to the rules of the sport.
- Physical contact should be kept within the rules of the game.
- The sport should be played with minimum talk and comment.
- Each player has a responsibility to control his/her temper.
- No verbal abuse will be tolerated. Players must report violations to the team captain.
- Only the team captain should talk to the officials, and he/she should be schooled to talk as little as possible.

### **Conduct on Athletic Trips**

On athletic trips, the athlete is not only representing himself/herself but also the school, the church, the coaches, and his/her parents. Thus, it is expected that all students will dress and behave according to the guidelines outlined in the LCS Student Handbook. Any athlete traveling with a team must be on time or left behind. He/she must travel to and from the event with the team. The exception to this rule is when a parent, with the head coach's permission, picks the athlete up after the event.

### **Release to Parents following Activities**

- Students may be released to PARENTS ONLY.
- If parents are planning to take their child immediately following a school sponsored event, they must "sign-out" with the designated coach/sponsor in person at that time. Any exceptions must be approved by the Principal or Athletic Director.

### **Quitting or Dismissal from a Sport**

Any student who quits a sport or is dismissed from the team will be dismissed from Lincoln Christian School. A mid-season change of sports may be permitted if both coaches involved and the Athletic Director agree that the change would be beneficial to the student without being unfair to the individuals of either team. Written approval from the head coach of both sports and the Athletic Director is required.

### **AAU/Club Sport Participation**

LCS games, practices and events take precedence over all non-LCS sponsored events (i.e. AAU/Club games, practices and/or events). Therefore, missing LCS games, practices or events due to non-LCS sponsored events will result in immediate dismissal from Lincoln Christian School.

### **Competing in LCS Dual-Sport Seasons**

It is the Lincoln Christian School policy that an athlete can participate in only one school-sponsored sport per sports season unless there is written permission from the Athletic Director (e.g. participation in track and baseball simultaneously).

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## **ATTENDANCE**

Regular attendance is important to a child's success in school and establishes good work habits and self-discipline.

### Elementary Attendance

The LCS School Board requires that elementary students be in attendance at least 90% of the school year in order to successfully complete the school year and be promoted. Students who fall below the 90% attendance rule may not be promoted. Excessive absences (17 or more) are grounds for a student's failing a class/grade.

### Secondary Attendance

The LCS School Board requires that students be in attendance at least 90% of each semester in order to successfully complete that semester. Excessive absences (9 or more per semester) are grounds for a student's failing a class/grade.

### **Absence Notification**

When a student is absent from school, an email or fax must be sent from the parent or guardian to the office. Upon receipt of that notification a call will be made verifying that correspondence. This notification is required by 9:00 A.M. and should include the following information:

- Parent or guardian's name
- Student's name
- Student's grade
- Reason for the absence
- Estimated time/date of return

If written parental notification of a student's absence is not received, a call home will be made by office staff to confirm the absence and to request written notification.

**Absence Request Form (college visits, family vacations, ministry trips, etc.)**

Parents desiring to take students out of school for planned extended absences (such as family vacations, trips, etc.) must present a written statement indicating the reason for and the anticipated length of the absence. A special form (Absence Request Form) may be obtained from the office and must be signed by parents and administration. Students will be expected to obtain their assignments through RenWeb and verify those assignments with their teachers. Students will have the same number of days as the number of days absent, plus one, to make up their work. Please keep in mind that any absence results in disruption of instruction and may prevent a student from obtaining the best grades possible.

**Perfect Attendance Award**

Perfect attendance awards will be issued near the end of each school year. Students with more than four tardies for the entire year are ineligible for this award.

**Elementary Attendance Recording/Procedures**

Elementary Daily Attendance Recording: Elementary attendance is recorded on a daily basis.  
Pre-K Start and End time: 8:30 A.M.-2:30 P.M.  
Elementary School Start and End Time: 8:00 A.M. - 3:00 P.M. (Ideally, students should arrive around 7:45A.M.)

Arrival after 8:00 A.M. - Tardy (T)  
Arrival after 9:30 A.M. - ½ day Absent (AH)  
Dismissal before 1:30 P.M. - ½ day Absent (AH)  
Dismissal after 1:30 P.M., before 3:00 P.M. - Early Dismissal (E) (counts same as Tardy)  
Elementary students in attendance less than 2 hours the whole day will be considered Absent (AB).

**Elementary Tardy Policy/Procedures**

All students are considered tardy if not in school by 8:00 A.M. Parents bringing students to school after 8:00 A.M must escort their child into the office to sign them in.

Each time a student accumulates five tardies, they will automatically be converted to one absence. Ten tardies will equal two absences, etc.

**Elementary Early Dismissal Policy/Procedures**

Parents must report to the office to sign their children out before 3:00 PM. Parents should be prepared to show the student’s pick-up pass or their photo ID. The office must be notified if someone other than the parent is picking up their child. This person will be required to show the student’s pick-up pass or their photo ID to office staff when signing out the student.

**Secondary Attendance Recording/Procedures**

Secondary Start Time 8:00 A.M. (Ideally, students should arrive around 7:45 A.M. and not before 7:00 A.M.)  
Secondary End Time 3:05 P.M.

**Secondary Hourly Attendance Recording**

Secondary attendance is recorded on an hourly (each class period) basis.

Arrival to class after bell rings Tardy (T)  
Arrival more than 15 min. late Absent (AB)  
Dismissal more than 15 min. early Absent (AB)  
Dismissal during last 15 minutes Early Dismissal (E)

**Secondary Tardy Policy**

All students are considered tardy if not in the classroom when the bell rings. When arriving to school late or tardy to any class, it is the student’s responsibility to check in at the office and get a tardy slip before going to class.



**Elementary After-School Care 3:15 P.M. – 6:00 P.M.**

All students in Pre-K through 5<sup>th</sup> grade who are on the school property after 3:15 P.M. who are not under direct supervision by a staff member will be placed in After-School Care and charged according to the scale listed below:

One Child: \$6.00 per day (\$3.00 if picked up by 4:00 P.M.) Siblings: \$4.00 per day (\$2.00 if picked up by 4:00 P.M.)

**Secondary After-School Care 3:20 PM – 6:00 PM**

All students in grades 6-12 who are on school property after 3:20 PM who are not under direct supervision by a staff member will be escorted to the After-School Care attendant and charged according to the scale listed below:

One Child: \$6.00 per day (\$3.00 if picked up by 4:00 P.M.) Siblings: \$4.00 per day (\$2.00 if picked up by 4:00 P.M.)

**Late Pick-Up Fees**

If your children are not picked up by 6:00 P.M., you will be charged a \$10.00 late fee. After 6:15 P.M., there will be an additional \$10.00 late fee, and after 6:30 P.M., an additional \$25.00 late fee will be charged, plus \$2.00 per minute thereafter.

**Billing**

Each family using the BASC service will receive an email statement weekly for charges incurred in the previous week. Payments are due at the time the email is received. Late fees will be assessed on the 15th of the month for accounts with outstanding balances over 30 days old. If payment is not received by the last business day of that month, the child (ren) will not be allowed to attend the program until the payments are brought up to date.

**CAFETERIA**

In an effort to assist parents in providing a balanced and nutritious meal, Lincoln Christian School offers a hot-lunch program for students in Kindergarten through 12<sup>th</sup> grade. No hot lunches will be provided for Pre-K students.

**Lunch Order Deadline**

All lunch orders must be turned in no later than 8:20 A.M. Students who will be arriving late to school and want to eat a hot lunch should call the office before 8:20 A.M. to place their order. Adults wishing to visit their child during lunch and eat in the cafeteria must call the school office prior to 8:20 A.M. to reserve a meal.

**Payments/Charges**

Lunch account payments can be made before school in the elementary office or at the designated lunch payment location in the high school lobby. For your convenience, lunch account payments may also be made any time online at [www.lincolnchristianschool.com](http://www.lincolnchristianschool.com). Lunch accounts should always have available funds on account. If all funds have been used, the account must be replenished and all outstanding charges paid. Accounts in default could eventually lead to grade cards and transcripts being withheld. Students who order a lunch will be charged for a lunch even if they choose not to eat it.

**Special Diets**

Parents whose children require special diets or have food allergies need to notify the cafeteria manager in writing.

**Health Code Compliance**

In order to comply with the ordinances of the Tulsa City-County Health Department, all persons entering the kitchen must have a valid Food Handler's License. (No exceptions.)

**Prices**

Prices are subject to change based on price increases, fuel surcharges and/or delivery charges.

Elementary Hot Lunch w/Milk-\$4.00	Secondary Hot Lunch w/Milk-\$4.50
Adult Hot Lunch w/Milk-\$4.50	Milk-\$ .50
Ice Cream-\$ 1.00	Specialty Drinks 1.25

### **Elementary Packed-Lunch Guidelines**

Please consider the ability of your child to open the containers in which you send their food. All packaging must be easily opened by your child. We ask that you not send food in cans, even with pop-top lids. Microwaves are available in the cafeteria for 3<sup>rd</sup>-5<sup>th</sup> grade students to heat their lunches, if necessary. However, please consider that students can waste a considerable amount of their lunch time waiting for a microwave. All utensils, bowls, etc. must be packed with the child's lunch. The cafeteria staff cannot provide these items. Refrigeration is not available for any students.

### **Cafeteria Rules of Conduct**

- Elementary students must sit at the table assigned to their grade.
- All students must remain seated at a table until they have finished their lunch and cleared their own area.
- Students are not allowed to leave without a teacher's permission.
- No horseplay is allowed.
- No personal items are allowed in the cafeteria (cell phones, iPods, laptops, games, toys, etc.)
- Students must keep the noise level down by speaking in a normal tone. Teachers will monitor the noise level in the cafeteria and address any class or group that is too loud.
- Each student is responsible for cleaning up his/her area (including underneath his/her seat) and will remain in the cafeteria until dismissed.
- Dismissal will take place in a timely and orderly fashion.

### **Lunch Visitors**

All lunch visitors must be pre-approved by LCS Administration.

### **Closed-Campus Lunch**

LCS has a closed campus during lunch. Students are not allowed to leave campus for lunch unless signed out and picked up by their parent.

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## **DISCIPLINE**

Educating students within the context of a Christ-centered worldview to develop godly character is the primary function of Lincoln Christian School. The faculty and staff recognize that the conduct of students in their classrooms affects the learning environment, and ultimately, behavior outside the classroom. With that in mind, all teachers explain and disseminate the rules and accompanying rewards and consequences that govern all aspects of classroom behavior. At times, rewards and consequences are subtle, and sometimes they are overt, depending on which method the teacher deems appropriate. Teachers must address issues such as respect/disrespect, punctuality/tardiness, prepared/missing/incomplete homework, acceptable/unacceptable work, appropriate/inappropriate behavior, general citizenship, and daily Christian living. The maintenance of an orderly and harmonious classroom is essential to learning.

Teachers form expectations appropriate to each student. If those expectations are not met, teachers enforce classroom policies and school rules firmly, fairly, and systematically. Within the setting of a Christian school, educators are instrumental in training young people in godly attitudes and actions which glorify the Lord. In keeping with our mission of reinforcing the parental authority within the home, parents and teachers must communicate regularly.

Discipline and learning go hand-in-hand to build character and to allow the student to develop his/her God-given potential. Therefore, the school will use such disciplinary measures as instruction, exhortation, correction, rebuke, detention, and corporal punishment (paddling) in an effort to achieve the ultimate goal of self-discipline. When corporal punishment becomes necessary, the child's parents will be notified in advance.

### **LCS Honor Code**

- I will faithfully attend and participate in scheduled services at Church on the Move or a similar Bible-believing church.
- I will strive to discover my God-given talents, to develop those abilities fully, and to devote those talents to a lifetime of learning, serving, and honoring God.

- I will not use or be associated with the use of tobacco, drugs, or alcohol and I will honor God by maintaining a lifestyle of sexual purity.
- I will refrain from the use of profanity, vulgarity, or any other type of writing, print material, innuendo, or conversation which is inappropriate for a Christian.
- I will not lie, cheat, or steal, nor will I tolerate such activity.
- I will show respect for authority and submit myself to the teachers and administration of Lincoln Christian School, realizing that attendance at LCS is a privilege, not a right.
- My dress and my appearance will not only comply with the dress code of LCS, but it will also reflect Christian modesty and values.
- My relationship with other students will be based on the principles of Christ's love. I will show care and concern for others in my speech and my actions.
- I will support the Church on the Move Statement of Faith as it is applied to instruction throughout the curriculum.
- I will not violate any OSSAA rules that prohibit recruiting or influencing for athletic purposes and understand that violation of these rules will result in immediate dismissal from LCS.
- I will fulfill my student contracts in all athletic and non-athletic extracurricular activities and understand that failure to honor these commitments will result in immediate dismissal from LCS.
- I will uphold this Honor Code for the full twelve months of the year, at school, at school activities, and outside of school.

### **Church Attendance**

Lincoln Christian School places the training of our students in godly Christian character as our highest priority. It is our policy to partner with families that are instilling Biblical values in their children through their home and their church. Therefore, instruction at LCS is to be a supplement to the character-molding process, not a replacement. For this reason, consistent family church attendance is mandatory. For those families who attend Church on the Move, church attendance (verified through giving records) is checked twice yearly. If a family is admitted on the basis of their regular attendance at COTM and stops attending church or starts attending elsewhere, they are no longer eligible to attend LCS, as discussed in the Partner's In Education Agreement (audio message online). Families who have been admitted to LCS on the basis that they regularly attend a different church will be asked to complete a Church Attendance Verification Form annually. These forms are mandatory and are distributed annually when the alumni re-enrollment packages are sent out.

### **Character Training**

As explained by Pastor George at the Partners in Education meeting, every subject area, teaching method, attitude, and action of students or teachers is a means of training character. Character training is taking place throughout the day, no matter what else is being taught. Teachers maintain orderly, structured classrooms and expect the students to work hard to learn content, and in the process, teach them to:

- Respect authority
- Pay attention
- Obey willingly and immediately
- Apply themselves to the task at hand
- Learn the rules and apply them
- Understand how things work together
- Finish the job
- Do right because it's the right thing to do
- Work hard to get the right answer
- Love wisdom
- Choose things that are excellent
- Develop habits of orderliness, attention to detail, obedience, persistence, honesty, accomplishment, and cooperation

### **Public Displays of Affection**

Public displays of affection (holding hands, hugging, necking, petting, kissing, etc.) are not acceptable behaviors for school or school-related events.

### **Hazing/Bullying**

Hazing and/or bullying of any student(s) at LCS will not be tolerated.

## **Cheating**

Cheating/plagiarizing will not be tolerated at any grade level. Students found cheating/plagiarizing on any school material, homework, test, class project, etc., will receive a grade of zero. Parents will be contacted by the Administration. Additional consequences are at the discretion of the administration. Possible consequences are detention, paddling, suspension, or dismissal.

## **Forms of Discipline**

The objective of any discipline is to see the student become self-disciplined in his/her behavior. Our goal is to see Christ formed in the lives of our students. Listed are the various forms of discipline used by LCS:

<i>Counsel with students</i>	<i>Suspension</i>	<i>Expulsion</i>	<i>Written assignments</i>
<i>Behavioral Probation</i>	<i>Paddling</i>	<i>Parental contact and conferences</i>	<i>Before-School Detention</i>
			<i>(Grades 6-12)</i>

## **Counsel with Students**

Teachers will counsel and discuss disciplinary problems with students when required. Teachers may involve the Administration in counseling, when deemed necessary.

## **Written Assignments**

Written assignments may be given by the teacher or Administration. These assignments may involve the student studying God's Word about his/her discipline problem and writing about what he/she has learned. These assignments may also be things that pertain to the class subject matter.

## **Parental Contact and Conferences**

Teachers will initiate contact with parents if a discipline problem exists. A disruptive student will not be allowed to impede the education of others. Teachers will not discipline the entire class to address a problem which only one, two, or a few students are having.

## **Before-School Detention (Grades 6-12)**

Before-School Detention is held each day from 7:30 A.M. to 7:55 A.M. Students will report to the designated area. Some reading, study, and writing from God's Word may be assigned during detention. Students will not be excused from detention for sports practice, games, cheerleading, plays, music practice, etc. Students may be given detention for repeated problems in conduct and poor academic performance related to attitudes and behavior. Teachers will contact Administration regarding students they feel should serve detention. Parents will be contacted by Administration regarding the teacher's request, and the student will serve his or her assigned detention the next school day. Parents are expected to support teacher/administrator recommendations for detention. If parents, teachers, and the LCS Administration are in agreement, detention may be used to complete missing work or redo less-than- acceptable assignments.

## **Paddling**

Teachers and/or other non-administrative staff are not allowed to paddle a student at any time. Paddling will always be handled by the Administration only after consulting the parents. Paddling will be an option for severe offenses such as Fighting, disrespect to authority, and cheating. It will also be an option for lesser offenses when other methods have been tried and found not to be effective in curtailing repetition of the problem behavior. Paddling will always be conducted in the office by an administrator with a staff member as a witness. It will be administered after signed consent from the parent(s) has been obtained. A maximum of 3 swats will be administered at any one time.

## **Suspension**

Suspension may be used as a disciplinary action for problems deemed by the Administration to be of a more serious nature. Students who do not respond to other means of discipline may be suspended. Whether or not students are allowed to make up work missed due to a suspension is subject to the administrator's discretion. In the event of suspension, all work should be gathered from RenWeb and will be due at the time of return to school.

NOTE: Suspended students will not be allowed to participate in or attend any school-related function or extracurricular activity until reinstated by the LCS Administration.

## **Expulsion (Dismissal)**

Students may be dismissed from school when they fail to respond to correction. Teachers will document all behavioral problems that arise with a student. These records will assist the Administration when they meet with parents regarding the possible dismissal of a student. When a student's attitude is not in accordance with the school's policies or principles, a parental conference will be called. Action which shows disrespect, dishonesty, rebellion, or other negative attitudes will be handled by the Administration as it sees fit. The school reserves the right to have full discretion in the discipline of all students and to dismiss any student who does not cooperate with the education process.

The following actions, at school or outside of school, may result in dismissal:

- Causing consistent discipline problems and showing little or no repentance.
- The use or possession of tobacco, drugs, alcohol, weapons (guns, knives, razor blades, or any other object deemed to be a potential weapon), pornography, cigarette lighters, matches, etc.
- Threatening violence toward students, staff, or any other person. This includes speech, writing, gestures, etc.
- Poems, artwork, or other creative material are not to be used to cover threats or thoughts of violence.
- Fighting, foul language, or obscene gestures.
- Alluding to or committing immoral acts. Theft or destruction of property.
- Violations of the LCS Student Code of Conduct.

Once a student has been expelled from LCS, all belongings will be gathered by the administration. Student's belongings will be taken to the enrollment center where they may be picked up by parents. In addition, students will turn in their Student ID at the time of expulsion.

## **Behavioral Probation**

When a student's attitude is not in accordance with the school's policies or principles, the Administration may place that student on behavioral probation. While on behavioral probation, if the student violates any part of the Student Code of Conduct, they may be suspended or expelled (dismissed).

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## **DRESS CODE**

The LCS Dress Code was developed to provide the best atmosphere for students to learn and to avoid peer pressure related to clothing. Our primary objectives are neatness and modesty. The LCS Dress Code is sufficiently flexible to encourage individual identity and a positive self-image within the borders of appropriate dress for school.

C&J School Uniforms is the official supplier of the LCS plaid skirts and jumpers and the LCS cardinal monogrammed shirt. These items can only be purchased at C&J. The cardinal logo shirt is a required item and will be worn on field trips and other special events such as choir performances, spelling bees, quiz bowl, etc. Additional items may be purchased at other stores provided they meet Dress Code requirements.

The guidelines in this handbook are meant to provide help for parents and students in selecting appropriate clothing for school. If a parent or student has a question about the Dress Code, please do not hesitate to call the school offices for clarification.

Students who do not comply will be dealt with relative to the seriousness of the infraction. Sloppiness in appearance and immodest clothing may result in removal from the classroom until proper attire is acquired. Lesser violations such as non-compliant colors, styles, etc. will be noted with a written warning and on the students RenWeb account. Repeated violations of the lesser sort will result in additional disciplinary action.

### **PANTS: Pre-K-12<sup>th</sup> GRADES-Boys/Girls**

- **Colors:** *Black, Khaki, & Navy*
  - No cargo pockets or pockets on the leg
  - Relaxed fit, not excessively tight or low-rise cut pants
  - Flat or pleated front
  - Pre-K and Kindergarten can wear pull-on (elastic waist) Uniform style and color

### **SHORTS & CAPRI'S: Pre-K-12<sup>th</sup> GRADES -Boys/Girls**

- **Colors:** *Black, Khaki, & Navy*
  - From a kneeling position, the hemline must be no more than 3” from the floor
  - Relaxed fit, not excessively tight
  - Flat or pleated front
  - Kindergarten can wear pull-on (elastic waist) Uniform style and color
  - Shorts/Capri's may be worn from August until October 31<sup>st</sup> and from March 1<sup>st</sup> -May

### **SKIRTS: Pre-K-12<sup>th</sup> GRADES and JUMPERS Pre- K-3rd**

- **Colors:** *Plaid, Black, Khaki, & Navy*
    - The length must be no more than a dollar bill width above the kneecap while standing.
- Pre-K-3rd – Black or Navy modesty shorts must be worn under jumpers and skirts

### **KNIT POLOS: Pre-K-12<sup>th</sup> GRADES - Boys/Girls**

- **Colors:** *Ash Gray, Black, White, Navy, Light Blue, Light Pink & Cardinal w/LCS logo*
  - Long or short sleeve; must be loose fitting
  - No cap sleeves
  - No brand name, embroidered emblems, or logos on the outside of the shirt
  - Shirts must be buttoned up to the first button below the collar button

### **OXFORDS: Pre-K-12<sup>th</sup> GRADES - Boys/Girls**

- **Colors:** *Ash Gray, Black, White, Navy, Light Blue, Light Pink & Cardinal w/LCS logo*
  - Long or short sleeve; must be loose fitting
  - Peter Pan collars are approved for Grades Pre-K-3, but not mandatory
  - Shirts must be buttoned up to the first button below the collar button

### **SWEATERS/ VESTS: Pre-K-12<sup>th</sup> GRADES - Boys/Girls**

- **Colors:** *Solids only in Black, Cardinal, Gray & Navy*
  - Sweater & Vest Styles: Crew Neck, V-Neck, Pullover, Vest, Zipper Front

### **HOODIES/SWEATSHIRTS: Pre-K-12<sup>th</sup> GRADES -Boys/Girls**

- **Colors:** *LCS sweatshirts or solid black, navy, gray or red*
  - LCS extracurricular “team” warm-up jackets, hoodies, and sweatshirts will be allowed
  - Sweatshirts can be worn in the classrooms
  - Any visible shirt worn under an approved sweater or sweatshirt must be a Lincoln color undershirt or uniform shirt. Hoodies/Sweatshirts must remain on at all times if only an undershirt is worn.
  - Hoodies and sweatshirts may be purchased from the Spirit Store

### **COATS: Pre-K-12<sup>th</sup> GRADES -Boys/Girls**

- Coats can be worn in the classrooms

### **UNDERSHIRTS: Pre-K-12<sup>th</sup> GRADES -Boys/Girls**

- **Colors:** *Solids only in: White, Black, Navy or Gray*
  - An undershirt is any shirt worn underneath a uniform shirt, hoodie or sweatshirt

### **SOCKS/TIGHTS/ LEGGINGS: Pre-K-12<sup>th</sup> GRADES -Boys/Girls**

- **Colors:** *Solids only in White, Black, Navy or Gray*
  - Leggings – may only be worn under a skirt or jumper NO fish-net stockings

### **BELTS: Pre-K-12<sup>th</sup> GRADES**

- All belts must be black or brown and worn with belt loops

### **TIES/SCARVES/: Pre-K-12<sup>th</sup> GRADES**

- Ties or scarves may be worn but should not bring undue attention to the student.

### **JEWELRY: Pre-K-12<sup>th</sup> GRADES**

- Jewelry should not call undue attention to the student
  - No necklaces longer than 18"
  - No rub-on tattoos, permanent tattoos, or other markings on the body of any kind are permitted
  - No body piercing of any kind with the exception of modest earrings for girls - no large loops, gauges, plugs or ear stretching devices are allowed and earrings must be worn in the lobe only.

### **SHOES: Pre-K-12<sup>th</sup> GRADES -Boys/Girls**

- **Colors:** *Black, Blue, Brown, Red, Gray, Pink and White*
  - Solid or combination of the colors listed above (example: white shoe with brown and black accents) No sandals, backless, or open-toe shoes
  - No shoes with heels or soles higher than 1 ½" or shoes that "light up".
  - Footwear must be worn at all times
  - Athletic shoes must be worn during P.E. classes
  - Boots of any kind are not allowed

### **SPIRIT DAY ATTIRE: Pre-K-12<sup>th</sup> GRADES - Only when announced at the discretion of administration.**

- **Shirts**
  - Spirit Shirts must have LCS printed or embroidered on them
- **Jeans**
  - No excessively-worn jeans where skin is visible.
  - Jeans must not be excessively tight
  - No jean shorts, capris, or cut-offs
  - If students do not have jeans that comply with the above description, they must wear uniform pants with an LCS Spirit Shirt or uniform shirt.

### **EXTRACURRICULAR EVENT DRESS: Pre-K-12<sup>th</sup> GRADES**

- A student's dress and appearance at LCS events home and away should reflect Christian modesty and values. Students not reflecting these values will be asked to leave the event and will meet with the administration the next school day.

### **OFF-SEASON ATHLETICS: 6<sup>th</sup>-12<sup>th</sup> GRADES**

- Attire for off-season athletics must consist of clothing in LCS school colors. Garment length and style must be consistent with uniform code.

### **P.E. DRESS: 6<sup>th</sup>-12<sup>th</sup> GRADES**

- Students participating in P.E. will be required to wear a P.E. uniform which will consist of a loose fitting, gray, short-sleeve T-shirt and black athletic shorts which must be no more than a dollar bill width above the kneecap while standing.

### **PICTURE DAY: Pre-K-12<sup>th</sup> GRADES**

- The dress code for fall and spring picture days will be standard uniform apparel.

### **FIELD TRIP ATTIRE: Pre-K-12<sup>th</sup> GRADES**

- The cardinal logo shirt is a required item and will be worn on field trips and other special events such as choir performances, spelling bees, quiz bowl, etc.
- Pants & shoes must be in uniform style and color.

### **GENERAL APPEARANCE: Pre-K-12<sup>th</sup> GRADES**

- Hair should be cut so that it does not hang in his/her eyes. It should be clean, appropriately styled, and should not call undue attention to the student. This includes the cut and color of hair. Extreme and distracting hairstyles, colorings and/or hair accessories will not be permitted such as Mohawks, feathers, beads etc.
- Boys' facial hair must be clean, neatly groomed, and worn in such a way that is not conspicuous or extreme.
- Uniform attire should be clean, pressed, and without tears, frayed edges, or noticeable excessive wear.
- No hats, caps, or other types of head gear (including bandanas) are to be worn in the buildings unless medically required and approved by the Administration.

## DROP-OFF, PARKING, AND PICK-UP

### **Elementary Drop-Off Procedures**

- Kindergarten and 1<sup>st</sup> grade students should be dropped off at the elementary school lobby behind the church. Use Entrance 3 when coming from 129<sup>th</sup> E Ave. They will go to the Fellowship Hall (KOTM) until 8:00 a.m. Pre-K students should also be brought to the school lobby, but should be walked directly to their classrooms.
- 2<sup>nd</sup>-5<sup>th</sup> grade students should be dropped off in front of the church at the circle drive. They will go to the Fellowship Hall (KOTM) until 8:00 a.m. Use entrance 2 when coming from 129<sup>th</sup> E Ave. (Note: the old Fiveville entrance will not be open.)
- Students arriving after 8:00 will need to be checked in at the elementary office.
- Parents with students in multiple grades may drop them all off at one location, but Pre-K students will still need to be walked to their classrooms.

### **Elementary Pick-Up Procedures**

- All students (except Pre-K) will be picked up in the Fellowship Hall (KOTM). Enter the property at Entrance 1 or 2, park, and walk in. There will not be a drive-thru pick-up.
- Enter the building at the front (by the flag poles). Parents will be allowed into the building once all the students have been gathered in the Fellowship Hall (about 3:05).
- Show your pick-up tag at the door, then enter the Fellowship Hall and show your pick-up tag to your child's teacher.
- Parents not having a pick-up tag will need to go to the office for a "purple pick-up slip".
- Parents who are picking up Pre-K students will need to go to their classroom to pick them up. If you arrive to pick them up before 3:00, you will need to enter through the elementary office.

### **Secondary Drop-Off Procedures**

- Secondary students can be dropped off on either side of the High School building.
- Students are not recommended to arrive at school before 7:30 A.M.

### **Secondary Parking/Student Drivers** - The parking lot behind the gym is reserved for student parking.

- Licensed student drivers need to register for their on-site parking and tag with LCS Security.
- No student driver will be allowed to leave the campus during school hours unless proper "early dismissal" procedures have been followed. Once permission from the parent has been confirmed, the student will be allowed to leave after signing out in the office.
- Students are not to be at their cars except at arrival and departure times. Student-driven cars may only be parked in designated areas.
- The speed limit in any of the facilities' parking lots and drives is 15 m.p.h. Failure to comply with safety or speed limit guidelines may result in a warning, detention, suspension or the revoking of a student's right to drive and/or park on the school premises as determined by the Administration in conjunction with WGM/COTM Security.

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## FIELD TRIPS

Field Trips are planned by the teacher to enhance the curriculum being taught. When field trips are planned, teachers will send home information regarding the trip with students. Please read and follow all of the teacher's instructions carefully. Some general guidelines for field trips are listed below:

- All school policies concerning dress, behavior, and discipline apply.
- The behavior of students during special outings should always reflect self-control and a high Christian standard.
- Transportation will be provided by bus or in LCS/WGM approved vehicles. All students must ride to and from the field trip in school vehicles unless a release form is signed by the parent and approved by the Administration. LCS will charge each student \$3.00 per field trip for transportation costs.
- Any adult attending a field trip must have an approved background check form on file. **No adult (parents included) may attend a field trip without this approved form on file.** Background check forms take a minimum of two weeks to process. Parents are encouraged to complete this form at the beginning of the school year to avoid missing field trips. NOTE: Background checks expire after three years, and a new one will be required. Due to the educational nature and supervisory role of the parent, siblings may not attend field trips unless specifically invited by the teacher. Parents may need to provide their own transportation on field trips.

## **FINANCIAL**

### **Enrollment & Service Center**

The Enrollment and Service Center is located in the WGM Building on the west side of the campus. The Enrollment & Service Center handles admission inquiries, tuition, and fee payments. For your convenience, payment boxes are located in the school offices, WGM building, and church lobby. Payments can also be made online at [www.lincolnchristianschool.com](http://www.lincolnchristianschool.com). Any questions regarding school accounts should be forwarded to this office: (918) 234-8150.

### **Past-Due Tuition**

Parents should make every effort to pay tuition on time. You will receive notices from the Enrollment & Service Center when your account shows a past-due balance. No school records will be released to families with a past-due balance.

### **Returned Checks**

A returned check fee of \$20.00 will be charged for checks returned for insufficient funds. This applies to all payments to LCS including, but not limited to, tuition, book fees, lunches, athletic fees, school pictures, and activity fees.

### **Student Withdrawal**

If it becomes necessary to withdraw a student, parents must notify the Enrollment & Service Center in writing by completing a Withdrawal Form. Parents must also complete the appropriate forms indicating that all books and school property have been returned in good condition and that all financial obligations have been met. No records will be released to parents, or to any other school, until this process is complete.

### **Tuition Refunds**

If a parent pre-pays tuition and then withdraws a student, or the student is dismissed from LCS, they are eligible to receive a pro-rated refund. The refund will be mailed to parents within four to six weeks. The refund will be determined by using the date of the written notice of withdrawal submitted by the parents. Enrollment fees, book fees, athletic and activity fees, yearbook purchases, and fundraising proceeds are non-refundable and will not be pro-rated.

### **Re-Enrollment**

Re-Enrollment Forms will be sent home to currently enrolled students. Families will have until the end of February to submit completed Re-Enrollment Forms to the office. Re-Enrollment is subject to review by the Administration each year for all students. A student is considered officially re-enrolled when the Enrollment & Service Center receives a completed Re-Enrollment Form and the registration fees have been paid. Students with a past-due or outstanding tuition balance will not be allowed to re-enroll. New, incoming students will be allowed to enroll beginning 30 days after the re-enrollment forms have been issued.

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## **INTERNET USE**

New technologies are changing the ways that information may be accessed, communicated, and transferred. Those changes may also alter instruction and student learning. Lincoln Christian School offers students access to the Internet. We call this service LCS-Net. LCS-Net is provided for students to conduct research and communicate with others in relation to schoolwork. Access to network services is given to students who agree to act in a considerate and responsible manner. The rules and guidelines for the use of the LCS-Net are detailed in the Net Use Procedure Form students will receive at the beginning of the school year. However, on a global network it is impossible to control all materials. Ultimately, the school staff, parents, and guardians of minors are responsible for setting and conveying the standards that students should follow when using media and information sources. Parent permission is given by signing the LCS-Net User Agreement and Parent Permission Form, and is required before students may use the computers.

Students are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. Access is a privilege, not a right. Therefore, based upon the acceptable use guidelines outlined in this document, the system administrators will deem what is inappropriate use, and their decisions are final. The system administrators may close an account at any time. The Administration, faculty, and staff of LCS may deny, revoke, or suspend specific user accounts.

Individual users of LCS-Net are responsible for their use of the network. The use of their account must be in support of education and research and must be consistent with academic expectations of LCS. Use of other organizations' networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of U.S. or state regulations including copyrighted, threatening, or obscene materials is prohibited.

Use for commercial activities by for-profit organizations, product promotion, political lobbying, or illegal activities is strictly prohibited. The user is expected to abide by the following network rules of etiquette:

- Be polite. Do not write or send abusive messages.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Transmission of obscene materials is prohibited. Sending or receiving offensive messages or pictures from any source will result in immediate suspension of privileges.
- Do not reveal the personal address or phone number of yourself or other students.
- Do not communicate any credit card number, bank account number, or any other financial information. Electronic mail is not guaranteed to be private. People who operate the system have access to all mail.
- Inappropriate messages can result in suspension of privileges.
- Do not use the network in such a way that would disrupt the use of the network by other users. Vandalism – any malicious attempt to harm or destroy data of another user – will not be tolerated.
- Any questionable action will result in the cancellation of user privileges. Violation of any of the above-mentioned rules and responsibilities will result in a loss of access and may result in other disciplinary or legal actions.

## **LIBRARY**

The LCS library will distribute information containing the rules and guidelines for library use. Students are expected to observe all library rules or they will lose their library privileges. Lost or damaged books are the responsibility of the student, and they will be billed for replacement costs. Students will not receive grade reports if there is an outstanding balance for fines or replacements.

## **MEDICAL**

### **Immunizations**

Oklahoma state law is very specific regarding immunizations. No student may be admitted without record of current immunizations, or a valid waiver form, on file in the school office. A waiver form is available for parents who are opposed to immunizations for their children.

### **Guide to Immunization Requirements in Oklahoma 2010-2011**

CHILDCARE	PRE-SCHOOL	KDG-12 <sup>th</sup>
4 DTaP	4 DTaP	5 DTP/DTaP/Td/Tdap <sup>3</sup>
1-4 PCV <sup>1</sup>		
3 Polio	3 Polio	4 Polio <sup>4</sup>
1 MMR	1 MMR	2 MMR
3-4 Hib <sup>2</sup>		
3 Hep B	3 Hep B	2-3 Hep B <sup>5</sup>
2 Hep A	2 Hep A	2 Hep A
1 Varicella	1 Varicella	1 Varicella

1. The number of doses of PCV needed may range from 1 to 4 depending on the age of the child when the first does is received.
2. Children may be complete with three (3) or four (4) doses depending on the brand of Hib vaccine used. PedvaxHib is a 3 dose series.
3. If the 4th dose of DTP/DTaP is administered on or after the child's 4th birthday, then the 5th dose of DTP/DTaP is not required.
4. If the 3rd dose of Polio is administered on or after the child's 4th birthday, then the 4th dose of Polio is not required.
5. Previously unimmunized adolescents 11 through 15 years of age may receive a two (2) dose series of Merck® Adult Hepatitis B vaccine. All other children (younger or older) must receive three (3) doses of Hepatitis B vaccine.

The table above lists the vaccines that are required for children to attend childcare, preschool, kindergarten through twelfth grade, and college or post-secondary school in Oklahoma. Additional vaccines may be recommended, but are not required. For example, a 2nd dose of varicella vaccine is recommended before entering kindergarten, but not required.

- **Children attending childcare must be up-to-date for their age for the vaccines listed.**
- Hib and PCV vaccines are not required for students in pre-school, pre-kindergarten, or kindergarten.
- All measles, mumps and rubella (MMR), varicella, and hepatitis A vaccine doses must be administered on or after the child's first birthday or within 4 days before the birthday.
- Doses administered 4 days or less, before the minimum intervals or ages, are counted as valid doses.
- For doses given on or after Jan. 1, 2003, the 5th dose of DTaP must be given on or after the 4th birthday or within 4 days before the 4<sup>th</sup> birthday. This rule does not apply to doses given before 2003.
- If a parent reports their child had chickenpox disease, the child is not required to receive varicella vaccine.
- It is not necessary to restart the series of any vaccine if the next dose due in the series has not been given on schedule; longer than recommended time intervals between doses do not affect final immunity.
- Children may be allowed to attend school and childcare if they have received the first dose in the series of any multi-dose vaccine, but must complete the series on schedule. These children are "in the process" of receiving immunizations.
- Children who do not complete the DTaP series by their 7th birthday must complete the series with Td and/or Tdap whichever is age-appropriate for a total of 4 doses: 3 doses in the primary series and a booster. The booster dose may not be due for 5 to 10 years following the primary series; some students may graduate before the booster dose is due.

For further immunization information, please call the Immunization Service, Oklahoma State Department of Health, at 1-800-234-6196 or visit their website at <http://imm.health.ok.gov>.

### **Illness (during school)**

Students who become ill during the school day will be sent to the office by the teacher. Parents will be contacted by the school nurse or office personnel. It is imperative that parents keep current employment and phone information updated in the office. Students with a fever of 100 or above, vomiting, diarrhea, or other contagious conditions must be picked up immediately.

### **Illness (returning to school)**

Students with a fever of 100 or above, vomiting, diarrhea, or other contagious conditions must remain at home until such symptoms have subsided for at least 24 hours without medication.

### **Medication**

Ideally, medication should be given at home. If your child requires medication during the school day, you must provide written/signed authorization stating dates, time(s), and amount of medication to be given. Short-term Medication Forms are available in the office and online. Medications to be given for over 10 days require an LCS Medical Authorization Form signed by the parent and doctor. All medications must be sent to the office in the original container/packaging labeled with the student's name, grade, and dosing directions.

An Inhaled Medication Form is required if your child requires regular or occasional use of a prescribed inhaler.

- Grades K-5 may keep inhalers in the nurse's office with a completed form.
- Grades 6-12 may carry and self-administer inhalers with written permission from doctor and parent. Students requiring epinephrine pens must have an Epi-Pen Authorization Form on file.

*All medication forms are available in the school offices as well as from the school nurse and online at the LCS website under "Parent Page."*

### **School-provided Non-prescription Medication**

The school provides only *limited* amounts of over the-counter medications for emergency use.

- Grades K-5 require written and verbal parental authorization (yearly Consent for Medical Care Form and phone call)
- Grades 6-12 require written parental authorization only (yearly Consent for Medical Care Form)

## **Physical Education Participation**

All students are expected to participate when enrolled in P.E. classes. When any student has a physical challenge which limits activity or prohibits a particular activity, the school requires a note from the family medical doctor indicating the reason for limitation and the period of time for which the limitation is valid. Parental requests for occasional exemption (sore throats, nausea, etc.) will be honored provided a signed note stating the reason is presented to their P.E. teacher/coach. When the exemption is for more than one (1) P.E. class, a doctor's note is required.

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## **OFFICE**

### **Deliveries for Students**

Items delivered to the school for students (e.g. mail, parcels, flowers, balloons, and other items) will remain in the school office until the end of the day.

It is the responsibility of the students and their parents to ensure that they have all of their books, homework assignments, athletic gear, lunches, etc. that they will need for the day before arriving to school. Classes will not be interrupted to deliver "forgotten items" to a student.

### **Parent Questions**

For your convenience, LCS provides many informational resources to answer the most frequently asked questions including RenWeb, [www.lincolncristianschool.com](http://www.lincolncristianschool.com), the Bulldog Bulletin, and the Bulldog Beat.

As explained in our Partners In Education (PIE) meeting, we encourage our staff and parents to utilize the Matthew 18 Principle. Most issues can be resolved by going directly to your child (ren)'s teacher(s). If you have a question concerning your child (ren)'s grades, homework, class behavior, or activities, please contact his/her teacher/coach first, before bringing it to the attention of the Administration.

### **Telephone Use**

Students are only permitted to use the telephone in the school office. All other telephones are for school personnel only. No telephone can be used during class periods.

Phone messages from parents for students should be for **emergency** situations only. Classes will not be interrupted for messages unless it is an emergency.

### **Visitors**

All visitors must be pre-approved by Administration and are asked to adhere to LCS dress code guidelines. All visitors must sign in at the office and receive a Visitor Badge. Before leaving, please return the badge to the office and sign out. Visitors are not permitted during standardized testing week or during quarterly or semester exams. Parents are welcome to visit their child's class if arrangements are made with the Administration in advance and an approved background check form is on file in the school office. Younger siblings are not allowed in class without prior permission from the teacher.

### **Volunteers**

All parents wishing to help in the classroom, library, cafeteria, or on recess or field trips, must have a current approved Volunteer Application and Background Check form on file in the school office. Background Check forms take a minimum of two weeks to process. Parents are encouraged to complete this form at the beginning of the school year. NOTE: Background checks expire after 3 years and a new one will be required.

All volunteers are subject to the terms of the LCS Parent/Student Handbook. All volunteers must sign in and out in the school office and wear a Volunteer Badge.

To insure all necessary paperwork is complete please call: (918) 234-5656.

# **GENERAL SCHOOL INFORMATION**

## **ANIMALS/PETS**

No pets or animals may be brought on campus unless approval is received from Administration. Pets brought for “Show and Tell” are only allowed on campus during that time. Pets may not be brought into the building during drop-off or pick-up times.

## **ATHLETIC BAGS/BACK PACKS/BOOK BAGS, ETC.**

Athletic bags must be taken to the locker room before school begins. No personal items (books, bags, etc.) may be left in the hallway outside of the lockers. Additionally, these bags/backpacks/book bags may not be taken to class rooms. All books and class supplies should be stored and retrieved from student’s lockers on a frequent basis.

## **BIRTHDAY CELEBRATIONS**

Birthday celebrations for students or teachers are not permitted during class time. Birthdays may be celebrated during the lunch period. All food items brought to a class party or birthday celebration must be purchased from a store. No homemade food items are permitted due to state health regulations. Elementary birthday or other party invitations, gifts, or treats may not be distributed while at school unless the entire class is being invited or treated. Lockers may be decorated for one day only.

## **CARPOOLS**

At the beginning of each year, LCS compiles a list of names of parents who can be contacted as prospects for joining a carpool. If you are interested in being a part of a carpool, please fill out a Carpool Release Form.

## **CHANGE OF INFORMATION**

Whenever there is a change of address, telephone number, emergency contacts, or medical/insurance policy information, please notify the school by phoning the office (234-8863/234-8150), by e-mailing to [info@lincolinchristianschool.com](mailto:info@lincolinchristianschool.com) or updating on RenWeb.

## **CHAPEL**

Chapel is held twice per month and is led by the COTM Christian Education Department and LCS staff. This service allows students the opportunity to praise the Lord together and hear truths from God’s Word. Parents are welcome and encouraged to attend chapel services.

## **CLASS PARTIES (Elementary)**

Teachers are responsible for planning all class parties for holidays and other special events. Younger siblings of students may attend class parties at the discretion of the teacher. Siblings who are enrolled in school may not miss their class time to attend a party. All food items brought to a class or birthday party must be purchased from a store. No homemade food items are permitted due to state health regulations.

## **EMERGENCY PROCEDURES**

The LCS Emergency Plan is posted by the door in each room of the building, at a level where it can be easily read. Drills will be held by the second week of each semester.

### ***Fire and Evacuation Drills***

*Fire drills will be conducted on a regular basis. The fire alarm is a series of short, loud “blasts” accompanied by a flashing light at each pull station in the hallway. When a fire alarm is sounded, classes will proceed to their assigned areas quickly and in an orderly fashion. Classes will practice following their primary and secondary escape routes.*

### ***Tornado Drills/Warnings***

*Tornado drills and warnings are announced over the intercom system. When notified, classes will proceed to their assigned areas quickly and in an orderly fashion. Students will not be allowed to run, yell, or act in such a way that would instill fear or cause panic.*

## **FOOD AND DRINKS**

With the exception of class parties and water bottles for students, food and drinks are not allowed in the classrooms. Gum is strictly prohibited.

**All food items brought to a class party, birthday celebration, or other event must be purchased from a store.**

No homemade food items are permitted due to state health regulations.

**HOUSEKEEPING**

Each student is expected to do his/her part in keeping the classrooms, hallways, locker rooms, gym, and campus clean. Please help us keep our buildings and grounds as a Christian example to the community. This can be accomplished if each of us will deposit our trash in the proper containers and pick up paper, rather than walking over it. Trash containers are located in each classroom and hallway as well as at each entrance of the buildings.

**LOCKERS**

Lockers must be kept neat at all times. Food may not be kept in a locker for more than one day. Writing is not permitted on the inside or outside of the lockers. Pictures on the inside of lockers may only be secured with tape and must reflect Christian character and Biblical morality. No stickers are allowed to be placed on lockers. Decorations are only allowed on the inside of the lockers. Students may only use the locker issued to them and may not open the locker of another student without specific permission. Any student who does not abide by these rules will forfeit their right to have a locker. LCS Administration reserves the right to open and inspect any locker at any time that it feels is warranted. LCS is not responsible for any lost or stolen items from lockers. No personal items (books, bags, etc.) will be allowed to be left in the hallway outside of the lockers.

**LOST AND FOUND**

Please label your supplies, jackets, lunchboxes, backpacks, and other materials. The lost and found area can be checked for items left during school hours. Valuables such as jewelry, cell phones, etc. will be held in the office. LCS and COTM cannot be responsible for items left on school/church property overnight. Unclaimed items will be given to charity or discarded at the end of each nine-week session.

**PERSONAL ITEMS**

***Cell Phones***

*It is our desire to have an uninterrupted learning environment at Lincoln Christian. Students are not permitted to call or text other students while they are at school. Any LCS student who uses cell phone text messaging to harass, tease, or spread harmful or illegal statements or materials about other students, staff, or parents, or who uses text messaging to cheat, will be subject to disciplinary action which may include suspension from school. The same standards that apply to Internet usage apply to cell phones and other electronic devices.*

*Therefore, students are not allowed to use or have cell phones with them during the school day. This includes lunch time and other free time the student may have during school hours. Cell phones must be left in the student's car or turned off before entering the building and left in their locker until the end of the school day (after 3:05 P.M.).*

*Students who break this policy will have their cell phone confiscated and be charged a \$20 fine for each offense. The student's cell phone will only be given back to the student's parents after the fine has been paid.*

***Electronic Devices***

*Students are not allowed to use personal laptops, PDA's, iPods, MP3 players, CD players, tape players, games, radios, or other electronic devices during school hours. Laser pointers are not allowed on school property. LCS is not responsible for lost or broken items.*

***Toys***

*Toys and other personal items for playing are not allowed at school. Toys may only be brought to the elementary school on teacher-designated "Show and Tell" days. Students who bring items that cause disruption to the class will be asked to put the item in their desk or locker and take it home at the end of the day.*

**PICTURES**

Individual student pictures are taken early in the fall semester. This photograph is the one that is used for the school yearbook, so all students are required to have a picture taken, but purchasing a photo package is optional. A make-up date is scheduled for later in the fall in case of absences or if parents are not satisfied with the first photograph.

## **PROM AND DANCE EVENTS**

The Lincoln Christian School prom is a Junior/Senior event with the emphasis on these two grades. Freshmen will not be permitted to attend in any capacity. Sophomores may attend if asked by a Junior or Senior student from LCS, additionally, invited LCS alumni age 19 and under and in good standing with LCS Administration and Church On The Move may attend. Outside guests must meet the same criteria as well as be administratively approved. All prom dresses must be pre-approved by Administration prior to Prom.

## **RENWEB**

Parents can access all of their children's grades and assignments via the internet at [www.renweb.com](http://www.renweb.com) or login through the RenWeb link on the LCS website [www.lincolnchristianschool.com](http://www.lincolnchristianschool.com). To be able to login at the site, the school must have a parent's e-mail address in the system. Teachers will update grades, lesson plans, and homework assignments on a weekly basis. Parents are also able to e-mail teachers through this site. Parents can view their tuition, before and after school care charges, athletic fee balances, and lunch accounts at this site, as well as the school calendar and newsletters. If you receive a message that your RenWeb account has been disabled, it is likely due to an outstanding financial account balance. Please contact the Enrollment & Service Center (234-8150).

## **STUDENT ID BADGES**

All LCS students are required to wear a Student Identification Badge at all times during the 2011 – 2012 academic school year. In addition to using the ID badges for identification purposes, students will use the ID badges to gain access into the school and in between classes, as needed. The ID badges must be worn at all times and in plain view in between the waist and the shoulders on the front of the body. Students must, upon request, identify themselves to any school personnel or Security Team member on school grounds at any time on or off school grounds during the academic school day. The ID badges initial cost is included in the cost of tuition. However, there will be a charge for replacement badges. Lanyards are available free of charge, one per student, upon request.

Student Identification Badges are the property of LCS and cannot be tampered with in any way. Stickers, pins, pictures, marker or other alterations are not allowed. ID badges that are torn or damaged are not acceptable and will require the student to purchase a replacement ID badge.

### **THIS POLICY IS ON A "PER SEMESTER" BASIS. Each semester students begin with "zero".**

If a student forgets or does not have their badge to begin school **OR** is not wearing the badge in the approved manner, the student will be subject to the following disciplinary actions:

*Students wearing their badge repeatedly in an "unapproved" manner will be given a verbal warning and be subject to the occurrence plan listed below. New badges will not be issued for those infractions.*

In all cases where a student does not have their ID badge they are to report to the office and sign-in upon arrival.

1st Occurrence: Temporary badge issued. Should this occurrence involve a "lost" permanent badge- a \$5.00 replacement fee will be charged to your RenWeb account.

2nd Occurrence: Temporary badge issued. Should this occurrence involve a "lost" permanent badge- a \$5.00 replacement fee will be charged to your RenWeb account.

3rd Occurrence: A fine of \$5.00 will be charged to your RenWeb account. If applicable due to "lost" badge, a new, permanent badge will be issued.

4th Occurrence: A fine of \$10.00 will be charged to your RenWeb account. If applicable due to "lost" badge, a new, permanent badge will be issued.

5th Occurrence: A fine of \$15.00 will be charged to your RenWeb account. If applicable due to "lost" badge, a new, permanent badge will be issued.

6th Occurrence: Parental conference at school with administration/security.

7th Occurrence: Parental notification and 3 day suspension.

8th Occurrence: Parental conference at school with administration/security, possible expulsion from LCS.

Additional offenses will result in further disciplinary action, to be determined by LCS administration. Students who forget to bring their ID badges to school are required to checkout a temporary badge from the LCS office.

**TEXTBOOKS**

Textbooks are the property of LCS and are leased to the students yearly. Books that require children to mark up or tear out pages become the property of the student at the end of the year. Regardless of ownership, students should not abuse textbooks or supplies. At the end of the year, or if a student leaves LCS, the condition of books issued to them will be evaluated, and replacement costs of damaged books will be assessed. If a student loses a textbook, a notice will be sent to the parents showing the cost of the book. Once payment for the lost textbook is received, a replacement textbook will be issued. Students will not receive grade reports if there is an outstanding balance for a lost or damaged book.