


# Middle Grades Handbook
# 5th-8th Grade
# 2026-2027

**THIS DOCUMENT IS PREPARED BY LIVING WATER CHRISTIAN SCHOOL**

TABLE OF CONTENTS


| | Page |
|---|---|
| THE FOUNDATION OF LIVING WATER CHRISTIAN SCHOOL | 05 |
| Introduction | 05 |
| School Foundation | 05 |
| History | 05 |
| Mission Statement | 05 |
| Vision Statement | 05 |
| Philosophy | 05 |
| Core Values | 06 |
| Administrative Prerogative | 06 |
| Non-Discriminatory Policy | 06 |
| STATEMENT OF DOCTRINAL BELIEFS | 07 |
| Lifestyle Policy | 08 |
| Parent Cooperation | 08 |
| Parent/Guardian Statement of Support | 08 |
| Student Honor Code | 09 |
| Student Agreement Conduct | 09 |
| Changes to Policy | 10 |
| ACADEMIC POLICIES | 11 |
| Academic Probation | 11 |
| Biblical Worldview Integration | 11 |
| Chapel/Assemblies | 11 |
| Extra Credit | 11 |
| Extracurricular Activities | 11 |
| Field Trips | 12 |
| Grading | 12 |
| 5th Grade Transition | 12 |
| Late Work | 13 |
| Plagiarism/Cheating | 13 |
| Report Cards | 13 |
| Rising Grade Level Parent Meeting | 13 |
| School Calendar | 13 |
| School Issued Technology | 14 |
| Specialized Education Services | 14 |
| Standardized Testing | 14 |
| Student Records | 14 |
| Tardy and Late Check-in Policy | 15 |
| Textbooks | 15 |
| Teachers | 15 |
| Tutoring | 15 |
| Warning Bell | 15 |
| ATTENDANCE | 16 |
| Attendance- Grade Specific Expectations | 16 |
| Absences for Extra-Curricular Activities | 16 |
| Excused Absence | 17 |
| Pre-Arranged Absence | 17 |
| Unexcused Absence | 18 |
| Early Checkout | 18 |
| DISCIPLINE & CONDUCT | 18 |
| Conduct and Courtesy | 18 |
| Christian Testimony | 19 |
| Behavior Management Procedures | 19 |
| Demerits | 20 |
| Merits | 20 |
| Progressive Discipline Guidelines: Grades 5th-8th | 20 |
| Contrition | 23 |
| Corporal Punishment | 23 |

Drug and Alcohol Use 23
Expulsion/Appeal/Restoration 23
Long-Term Suspension/Disciplinary Probation 24
Social Media Use 25
Student Conduct Agreement 25
Teacher Responsibility 25
Specific Discipline Issues- Bullying 25
Additional Behavior Issues 26
DRESS CODE 27
Hair 27
Warrior Fridays 27
5th-8th Grade Approved Attire 28
Field Trip/Off Campus Activities 29
Parent/Volunteer Dress Code 29
FINANCES 29
Overview 29
Accident Insurance 29
Fines/Debts 30
Generous Giving 30
Principles for Biblical, Financial Stewardship 30
Returned Checks 31
Tuition Payments 31
Walk-A-Thon 31
Withdrawal Procedures 31
GENERAL SCHOOL INFORMATION 32
Advertising 32
Animals on Campus 32
Anti-Harassment Policy 32
Asbestos Policy 32
Birthday Parties, Other Parties, Gift Giving 32
Church Attendance 32
Class Size 32
Communication with Faculty and Staff 33
Conflict Resolution Strategy 33
Drug and Alcohol Prevention Policy 34
Emergency School Closings 34
Emergency Training for Student Care 34
Extended Care Program: Morning & After-care 34
Extended Care Behavior Expectations 35
Family Educational Rights and Privacy Act 35
Food/Drink/Gum 36
Food Services (Lunch) 36
Hall Pass 36
Health/Medical Information 36
Legal Injunctions and Court Documents 38
Lockers 38
Lost and Found 39
Medical Emergency Preparedness 39
Personal Property 39
Photograph and Video 39
Promotion/Retention Policy 39
Re-Enrollment 40
Safety & Security 40
School Office Hours 40
Sexual Harassment 40
Spiritual Climate 40
Student Interaction with Social Media 40
Student Pick-up Protocol 41

Threats of Violence and Bringing Weapons to School 41
COMMUNICATION 42
Class DOJO 42
LWCS Weekly 42
Parent Alert 43
Social Media 43
SCHOOL EVENTS 43
Christmas 43
Parent-Teacher Conferences 43
Parties/Socials 43
Spirit Week(s) 43
Teacher Appreciation Week 43
TRANSPORTATION 44
Driving/Parking on Campus 44
Arrival Procedures 44
Dismissal Procedures 44
Traffic Safety 45

# *THE FOUNDATION OF LIVING WATER CHRISTIAN SCHOOL*

## INTRODUCTION:

Welcome to Living Water Christian School! As a Christ-centered, college-preparatory school, it is our goal to partner with parents/guardians in teaching and training a generation of young people to have a mature faith in Jesus, a love for learning, the ability to communicate effectively, the courage to lead, and a heart to serve. In this Parent/Student Handbook are the policies that will guide our partnership. These statements are not intended to be restrictive and legalistic, but rather enlightening and liberating. By reading, understanding, and following these guidelines, we will have the joy that comes from living in a supportive community of faith whose members have a common purpose.

## SCHOOL FOUNDATION

Founded: August 1989
School Colors: Maroon, Black and Grey.
Mascot: Warrior

## HISTORY

Living Water Christian School is a ministry that offers students a college-preparatory education from a Christian worldview. Founded in 1989, LWCS started as a primary school enrolling grades K5-8$^{th}$ grade. LWCS added grades 9-12 in 2006. In 2009, we added our K4 program followed by our K3 program in 2014. We have dissolved the K3 and K4 programs and have implemented our Early Education program. Also, in August 2025, we added our new multi-purpose building.

## MISSION STATEMENT

Living Water Christian School leads students to Connect with Christ, Grow in Academics, and Serve with Humility.

## VISION STATEMENT

Our vision is that LWCS students will acquire knowledge and wisdom with a Biblical worldview as demonstrated through service and leadership in academics, athletics, and faith to make a difference in their community.

## PHILOSOPHY

The fear of the Lord is the beginning of wisdom. At the heart of the Christian philosophy of education is the acknowledgment that God created all things and that they exist by His power and for His purpose. Only through Christ can there be a unity that gives meaning to all parts of life. An education that fails to acknowledge God and His work will always be woefully inadequate and incomplete.

Living Water Christian School endeavors to give a completely God-centered orientation of life to each student. It strives to help produce the mind of Christ in its students and to establish a well-grounded, Biblical worldview. Academics are not a means of self-promotion or pride but a way of increasing one's awareness of God and being useful in His kingdom. Christians should excel in all subject areas because they put Christ first and see their work as unto the Lord and not unto men.

The ultimate responsibility of educating a child has been given to the parents. Living Water Christian School operates as an extension and partner of the home and church in training children to be Godly and focuses on developing the whole child: spiritually, academically, athletically, creatively, and socially.

• **Spiritually** – LWCS students will be bold and courageous in their faith. They will desire to share and defend their beliefs using sound Biblical knowledge and a daily desire to apply the Word of God to their lives. They are committed to a lifestyle of passionately serving others.

• **Academically** – LWCS students have the critical thinking and problem-solving skills to be independent learners. They are college-ready, take ownership of their learning experience, and value life-long learning with a Biblical worldview.

• **Athletically** – LWCS students understand that athletics exist for them to glorify God through their athletic abilities. They have mental toughness and a sound work ethic. The students value the opportunity to represent their school in a meaningful way that is greater than one individual.

• **Creatively** – LWCS students discover and develop their unique God-given abilities. They strive to be open to a variety of aesthetic experiences and continue to develop a wide range of imaginative sensibilities using their gifts and talents.

• **Socially** – LWCS students have confidence in seeing themselves the way Christ sees them, and that confidence projects to the people in their sphere of influence. They are committed to serving Christ by serving others in their personal life, community, and around the world.

# CORE VALUES

• **Faith – Hebrews 11:6**
• **Excellence – Colossians 3:23-24**
• **Integrity – Proverbs 11:3**
• **Respect – Romans 12:10**
• **Teamwork – Ecclesiastes 4: 9-10**
• **Creativity – Ephesians 2:10**

# ADMINISTRATIVE PREROGATIVE

The intent of this handbook is to give general overall guidelines to be adhered to by students and parents. Sometimes new situations will occur, or circumstances will arise not covered specifically by this handbook. The administration reserves the right to exercise its administrative prerogative in responding to these situations.
**The school will not be responsible for any event that is not officially sanctioned by the administration.**

# NON-DISCRIMINATORY POLICY

Living Water Christian School admits students of any race, color, nationality and ethnic origin and accords them all rights, privileges, programs, and activities. It does not discriminate on the basis of race, color, nationality, or ethnic origin in administration of its educational policies, scholarships and loan programs, athletic, and all other school administered programs.

# ***STATEMENT OF DOCTRINAL BELIEFS***

Living Water Christian School is a nondenominational institution, but each faculty member must sign a statement affirming his or her adherence to the following doctrinal positions. Additionally, parents of our students must support these statements in their own lives/practices, live a lifestyle consistent with these practices before their children, and support the school in teaching these as moral truths.

1. The Scriptures: We believe that the entire Bible, all 66 books of the combined Old and New Testaments are verbally inspired by God and are inerrant in the original writings. Through the providence of God, the Word of God has been protected and preserved, and is the only infallible and authoritative rule of faith and practice. (II Timothy 3:16-17; 2 Peter 1:20-21)

2. God: We believe that there is only one true, living sovereign, holy and eternally existent God. He exists in three co-equal persons: Father, Son and Holy Spirit. Each being a distinct person with a distinct function, but all of one essence and all possessing the same nature, perfection and attributes. The triune God is the creator and sustainer of all things, the source of all truth, and is worthy of worship, confidence and obedience. (Deuteronomy 6:4-5; Genesis 1:31)

3. Jesus Christ: We believe that Jesus Christ is God. He was conceived by the Holy Spirit, born of a virgin, lived a sinless life, performed many miracles, shed His blood on the cross to pay the debt of our sins, was buried, resurrected, ascended to the right hand of the Father and will return in glory and power. (John 1:1-3;14: Matthew 1:18-25; Philippians 2:5-9; Colossians 1:15; 1 Corinthians 15:1-8; Acts 1:11)

4. Holy Spirit: We believe that the Holy Spirit is God, co-equal and co-existent with the Father and the Son. He is the chief convictor of sin, the chief agent of regeneration and sanctification. The Holy Spirit lives within every believer and empowers every believer to live a Godly life. (John 14:16-19; 16:7-15; 1 Corinthians 6:19-20; Romans 8:9,11; Titus 3:5)

5. Mankind: We believe that in the beginning God created mankind in His image and is not in any sense the product of evolution. Mankind was originally created with the ability to live perfectly for God's glory. (Genesis 1:27-31)

6. Sin: We believe that Adam, the first man, sinned by disobedience. This act resulted in the fall of all mankind; therefore, all people have sinned and lost their ability to live for the Glory of God. Every person's sin incurs both physical and spiritual death until there is forgiveness and salvation by the grace of God. (Genesis 3:1-24; Romans 3:10-23; 5:12-21; 6:20)

7. Salvation: We believe the salvation of lost and sinful people is a free gift of God's grace apart from human works, based solely upon Christ's death and received only through faith in the person and finished work of Jesus Christ on the cross and His resurrection from death. (Ephesians 2:8-10; 2 Corinthians 5:21)

8. The Church: We believe that the church is the body of Christ and the family of God. It is made up of saved and baptized believers, who regularly come together for worship, fellowship and ministry. (Matthew 16:18; 1 Corinthians 12:12-14; Hebrews 10:25)

9. The Home: We believe that God has ordained the family as the foundational institution of society. It is composed of persons related to one another by blood or adoption with marriage as the foundation. Marriage, as designed by God, is the uniting of one man and one woman in covenant commitment. In addition to these important beliefs, we also believe that God has given the parents and home the responsibility to bring up their children in the nurture and admonition of the Lord. We believe that a consistent and whole education will occur when home, church and school work closely together and in agreement on the basic concepts of life. (Ephesians 6:4; Proverbs 22:6)

# LIFESTYLE POLICY

Living Water Christian School's Biblical role is to work in conjunction with the home to provide an education grounded upon spiritual truth and to mold students to be Christ-like. On occasion, the atmosphere or conduct within a home may be counter or in opposition to the Biblical lifestyle LWCS teaches. This includes, but is not necessarily limited to sexual

immorality, immoral conduct, or inability to support the moral principles of LWCS. Per the school's recognition of Biblical authority, no immoral conduct will be tolerated, including identifying statements related to immoral conduct. The Bible strictly forbids immoral conduct and the advocacy for such sinful behavior. (I Thess. 4:1-8)
LWCS expects parents/guardians to refrain from conduct or a lifestyle that would undermine the religion, Christian beliefs, and values taught by the School and to cooperate and support the religious educational philosophy of the School. In such circumstances, LWCS, predicated upon religious reasons, cannot effectively partner with the parent/guardian because of the divergence between the religious teachings of the School, which permeate the entire educational experience and philosophy of LWCS, and the beliefs, attitude, lifestyle, or conduct of the parent/guardian. LWCS reserves the right, within its sole discretion, to refuse an applicant's admission or to discontinue enrollment of a student.

A covenant signifies a solemn oath and sincere pledge of mutual respect and cooperation. LWCS covenants to provide the best it can for your children in the way of facilities, curriculum, faculty, athletics, social functions, and instruction. We further pledge to do all possible to support your home in growing every student in the nurture and admonition of the Lord. As the legal parent/guardian of your children, we covenant to support LWCS in its efforts at Christian education. We, the parents/guardians, agree that it is our responsibility to strive diligently toward the observance of the "Parent/Guardian Statement of Support" as God enables us by the power of the Holy Spirit. If, for some reason, we become dissatisfied, we promise to handle the matter privately and lovingly. If support or resolution cannot be reached, we recognize it is our responsibility to leave LWCS and seek a school in alignment with our personal convictions. Together, as a school and as parents/guardians, we pledge to submit our lives to one another and to the final authority of the Word of God.

# PARENT COOPERATION

Living Water's educational mission involves working closely with the home in the overall Christian education of students. LWCS views itself as partnering with parents in the education process. As a result, parents enrolling their children (and to maintain enrollment), agree to support and cooperate with LWCS in the education of their child and also agree to support the religious educational philosophy of the school. This is founded upon the Biblical principle articulated in Amos 3:3, "Can two walk together, except they be agreed." Parents also agree to support LWCS with prayers and a positive attitude. Complaints or negative comments will be shared with the teacher, administrator, or person involved, in accordance with Matthew 18 principles. Parents agree that if at any time, parents/guardians act in a manner that demonstrate a lack of support for LWCS or its religious educational philosophy, or otherwise reflect a lack of cooperation and commitment to the home and school working together, LWCS has the right, in its sole discretion, to remove any student or to discontinue further enrollment of any student. Parents/Guardians acknowledge and agree that their conduct can jeopardize the enrollment status of their child. If a parent of a current student files a lawsuit (or threatens to do so) against the school, his/her student will be dismissed from school until the matter is settled.

# PARENT/GUARDIAN STATEMENT OF SUPPORT

• We have received and read the "Statement of Cooperation" of LWCS and are willing to have our children educated in accordance with them.
• We will regularly and earnestly pray for Living Water Christian School
• We will worship the Lord regularly at a Bible-believing church
• We will fully cooperate in the educational activities of LWCS by doing our best to make Christian education effective in the lives of our children
• We will require our children to support the spiritual activities of LWCS (Chapel, Bible Classes, Scripture Memory, etc.)
• We will pay all our financial obligations to LWCS on or before the date due. If we are ever unable to do so, we will notify the business office, giving a reasonable explanation for the delay and stating when payment will be made
• We acknowledge LWCS has full discretion in the discipline of our children in accordance with the "Dress Code Policy" and the "Discipline Policy" as published
• We acknowledge LWCS reserves the right to place our children at the appropriate grade level and designate the appropriate teacher(s)
• We will volunteer for duties and responsibilities for LWCS, as opportunities arise, and God provides the time and strength

• We will be faithful to attend all parent functions at LWCS, as best we can, including Open House, Parent Teacher Conferences, information nights, etc.
• If we become dissatisfied with LWCS in any way, we will resolve the matter with the person(s) involved, privately and lovingly, rather than spreading criticism and negativity (Matthew 18:15-17;23-24). We understand that failure to adhere to expected standards may result in LWCS, at its discretion, denying further enrollment or discontinuing enrollment of our student at LWCS
• We will support and advance LWCS in every area possible – spiritually, academically, physically, and financially
• We will participate above and beyond tuition in supporting the annual Walk-A-Thon
• We will agree to follow the complaint resolution procedure understanding that failure to do so may result in our child(ren) being dismissed from LWCS.

# STUDENT HONOR CODE

Attendance at Living Water Christian School is a great privilege. Like all privileges, it comes with certain responsibilities. I, therefore, personally accept each of the following Christian responsibilities:
• Love God Wholeheartedly – Mark 12:30
• Serve Others Joyfully – Philippians 2:3-4
• Obey Authority – Hebrews 13:17
• Work Diligently – Colossians 3:23

# STUDENT AGREEMENT CONDUCT

As a Christ-centered school, LWCS desires that every school employee and student reflect a lifestyle pleasing to Jesus Christ. Because of this, who we are and what we do, **both on and off campus** is extremely important. Realizing that students are representatives of LWCS and that the expectations of Biblical behavior are not limited to a specific time or location, expected conduct standards apply to students both in and out of school and whether on campus or away from campus. Thus, parents understand and agree that a student's conduct away from campus and outside of school hours can result in disciplinary action. Since the testimony of our lives is so significant, you are asked to read and sign the following agreement which pertains to student conduct both on and off campus, during and after school.
• To God Almighty – I believe and depend on the gospel, which is the power of God for salvation. I will seek to honor the Lord in all that I think, say and do and I will humbly submit to His commands. I recognize that my appearance and behavior reflect on God as much as on me and my family. (Deuteronomy 26:17; 1 Corinthians 10:31)
•To my parents – I will attempt to honor my parents in everything I think, say and do. I will seek to learn all that I can from them. I acknowledge that I cannot receive what I need in life or godliness without them. (Exodus 20:12; Ephesians 6:1-3; Psalm 78:1-8)
• To my church – I will submit to all authorities in the church that God has placed over me. I will make worship, discipleship and spiritual growth a priority in my life. I will attempt to be an ambassador of Christ and His church wherever I am. (Titus 2:1-5; Galatians 2:20; Matthew 28:19-20)
• To my teachers – I will demonstrate respect, attentiveness, gratitude and obedience to my teachers. I will seek to do all the work that I have been assigned with diligence, honesty, and integrity. I will do my utmost to learn and achieve as much as I possibly can. (Hebrews 13:1; Ephesians 5:8-17; Philippians 2:3-7)
• To my classmates – I will honor and respect the time, work, and feelings of my fellow students. I will model honesty, integrity, kindness, and modesty in my relationship. I will love others by confronting their sin (and receiving their correction) in a spirit of love and humility. (Romans 12:9-18; Philippians 2:3-7; Ephesians 4:15-16)

**Additionally**:
• I will strive for excellence as a student in all that I say and do
• I will obey Biblical principles about speech and conduct
• I will show respect and cooperate with those in authority at LWCS
• I will not try, use or possess alcohol, drugs or tobacco
• I will avoid cursing, sexual immorality, witchcraft, dissension, and cheating. Specific acts and attitudes that LWCS does not accept or tolerate are cited in Galatians 5:19-21
• I will dress in accordance with the guidelines set forth by LWCS dress code policy
• I will comply with the discipline policy of LWCS

• I will use appropriate, non-violent means to resolve any conflict. Students should always keep their hands off other students. Any form of aggressive behaviors, such as bullying, insults, threats, inappropriate teasing, and harassment are demeaning to other students, disruptive to the education environment and are not tolerated
• I will strive to complete all assignments on time and to the best of my abilities and demonstrate academic integrity in all assignments and course work
• I will engage in conversation which is appropriate and honoring to God. Profanity, inappropriate joking/language, or innuendos are not acceptable
• I will respect the personal property of others. Students should leave the property of others alone. Destructing, damaging, tampering with or theft of an individual's or LWCS property is not tolerated
• I will view other students as brothers and sisters in Christ
• I will not engage in any actions that compromise the safety of other persons or LWCS
• I will abide by the other policies set forth herein, including, but not limited to the policies prohibiting harassment, prohibiting threats of violence, and prohibiting possession of any weapon at LWCS or its related activities
• I will be courteous, cooperative, and accepting of instruction and discipline
•I will avoid any other conduct which brings discredit to LWCS, its standards or violates the Biblical teachings or standards. Such conduct may, based upon the facts and circumstances, result in discipline
• I understand that once I enroll at LWCS, I am part of the LWCS family wherever I am. Therefore, I agree to avoid behavior, both on and off campus, that would dishonor Jesus Christ, LWCS, the church, my family and me
• I understand that I can be held accountable by LWCS for any negative behavior both on and off campus at any time during the school year. If LWCS determines the inappropriate behavior impacts my witness for Christ, the school's reputation and/or other LWCS students or families in a negative manner, suspension or expulsion may result

Students agree to uphold each of the above statements before enrolling in LWCS. Parents and students agree that any violation of the above, or other policies set forth herein may result in discipline, up to and including suspension or expulsion.

# CHANGES TO POLICY

The administration of LWCS reserves the right, in its sole discretion, to alter, amend, or repeal any policy, or to adopt new policies when it determines it to be in the best interest of LWCS, following written notice to all Parents/Guardians by the Administrator. Parents/Guardians agree to abide by the current policies and any changes or modifications made pursuant to this provision.

# *ACADEMIC POLICIES*

## ACADEMIC EXPECTATIONS

Students are expected to meet specific minimum academic requirements in core subject areas. Failure to maintain these requirements may result in removal or suspension from extracurricular activities, retention, or withdrawal from Living Water Christian School. For athletes, suspensions or removals will be determined and communicated by the Athletic Director (please see athletic handbook for specific guidelines), whereas removals or suspension that impacts additional school functions and activities will be communicated by the Principal. Reinstatement to good standing in academic status will take place at the end of each grading period by the Principal (non-athletic). The minimum academic expectations are:

1. Pass every core subject at a level of 60% or higher

## BIBLICAL WORLDVIEW INTEGRATION

It is vital that there be focus and implementation of Biblical World View in all areas of academic accomplishment. The primary means to accomplishing Biblical Integration at Living Water Christian School encompasses the provision of a Christ-Centered atmosphere for school personnel, students, and families. This atmosphere will be realized and enhanced through consistent prayer, devotions, training, nurturing, and shepherding of students and their families. A second path to attaining Biblical Integration at Living Water Christian School is through the merging of the Biblical Worldview Integration into all areas of curriculum content as the instructional staff consistently strives to inform and influence student learning. This will be achieved by intersecting the truths of Scripture with the teachings of the various curricula. Biblical Integration includes the immersion, demonstration, and influence of Biblical doctrine and truth as it relates to all aspects of learning.

## CHAPEL/ASSEMBLIES

Chapel and assemblies are part of the curriculum and are designed to be educational, profitable, and spiritually enriching experiences. Chapel provides one of the few opportunities in school to participate in worship, to hear the Word of God, to watch a drama, and to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. Talking, whispering, whistling, and booing are discourteous. Parents are invited to attend all Elementary Chapels. Parents are invited to attend the Worship Wednesday chapels for grades 6-12. These are typically the last Wednesday of the month. All Worship Wednesdays will be posted in the Warrior Report. Chapel is required for all students. Failure to attend will result in disciplinary action. Middle Grades chapels are on Wednesday from 10:25-11:10.

## EXTRA CREDIT

Extra credit can often be viewed as an opportunity to quickly, and easily, raise a student's grade to an acceptable average, as a secondary option to completing regularly assigned work, or as an option to forgo appropriately preparing for tests and quizzes. At LWCS, extra credit will not be used to make up for a lack of diligence or initiative. Extra credit is to be assigned at teachers' discretion; however, these assignments must comply with the following:

- Must be curriculum-based
- May be questions on a test or an individual assignment
- May only be assigned to students who have completed all regularly assigned work

## EXTRACURRICULAR ACTIVITIES

The available extracurricular activities include but are not limited to, athletics, clubs, and Fine Arts. While extracurricular activities are important and strongly encouraged, these activities do not supersede academics and conduct. Good academic performance and proper behavior are needed to be able to participate in any extracurricular activities.

Participation in a school-sponsored extracurricular activity is a privilege. A higher standard of excellence is expected from students involved in these activities. Participating students represent our school, our community, our families, and our Lord Jesus Christ. The standard of behavior should be one that exhibits pride, politeness, and responsibility. Academic

expectations, attendance expectations, and behavioral expectations play a large part in the ability of a student to participate in extracurricular activities. These will be reviewed regularly to determine continued eligibility of a student.

*For students with medical needs*- It is the responsibility of the parent to ensure those who oversee extracurricular activities are aware of their students' medical needs, to include access to emergency medication/equipment. For students participating in extracurricular activities after school, they will need to pick up any necessary medications (inhaler, EpiPen, etc.) from the business office prior to reporting to their activity. Those medications are then to be turned into the coach of supervisor at the end of the activity. The coach or supervisor will ensure these items are returned to the Athletic Directors, who will return it to the office.

# FIELD TRIPS

Teachers may choose to take their classes to off-site locations for firsthand experiences. To participate in a field trip, students must have on file a signed Permission Form from his/her parent(s) and must have earned the right to attend. To earn this right, a student must demonstrate that he/she has the discipline to obey the rules and regulations that are necessary to have a safe and successful trip. Parents will be provided with all information concerning the trip and adequate chaperones will be acquired. If an overnight stay is required for a field trip or athletic event, LWCS administration will schedule a mandatory parent meeting at least two weeks prior to the field trip to review the details of the trip.

**GENERAL FIELD TRIPS:** The schedule and applicable fees will be available through the classroom teachers. Costs associated with field trips will be included on the field trip form and be required by a date established by the teacher.

**CHAPERONES:** LWCS reserves the right to limit the number of chaperones attending a field trip.

**SIBLINGS:** Only those students in the grade level on the field trip are permitted to attend. To maintain a safe and secure as well as educational experience for all involved, parents serving as chaperones are not permitted to bring siblings along on the trip.

**PARENTS:** Parents attending or chaperoning, who are not serving as transportation for other students, may check out students directly from their student's teacher.

# GRADING

A serious attempt is always made to provide parents and students with some evaluation of a student's progress that is consistent and meaningful. A student's grades may include test scores, quiz scores, homework, notebook checks, labs, projects, reports, term papers, and classroom participation.

- Elementary teachers will send home weekly newsletters that contain LWCS/Teacher communication as well as assignments, tests, and/or quizzes from the previous week to inform parents of their child's progress.

The Grading System, as reflected on each six-week report card is as follows:

| **ACADEMIC SCALE (GRADES K5-12)** | | **5th Grade Music** |
|---|---|---|
| 100% - 90% | A | E- Exceeds Expectations |
| 89% - 80% | B | S- Satisfactory |
| 79% - 70% | C | N- Needs Improvement |
| 69% - 60% | D | U- Unsatisfactory |
| 59% & Below | F | |

**ACADEMIC RECOGNITION:**

Principal's List: All "A's" per grading period with nothing less than an "S" in conduct

Honor Roll: All "A's" and "B's" per grading period with nothing less than an "S" in conduct.

# 5TH GRADE TRANSITION

The transition to 5th grade can be quite difficult, and at times confusing for students. Here are a few things to expect during the transition:

- Students will have a team of approximately 7 teachers who tackle the different subjects
- Behavioral expectations increase; however, there is always an attempt to show grace where possible. Please review this portion of the handbook

- Students will now be on 6-week grading periods.

# LATE WORK

Our goal at LWCS is to help students understand that deadlines and due dates are a part of day-to-day living and can be reflective of work ethic and character. The following policy applies to students' daily work and major assignments.

**Grades 5th-8th**

Daily Work/Homework: All work is expected to be completed and turned in on the assignment due date. If daily work or homework is submitted one day later without an excused absence, there will be a deduction in the grade. No credit will be applied to any daily work turned in three or more days late without an excused absence.

Major Assignments/Projects: All major assignments and projects are expected to be completed and turned in on the assignment's due date. If major assignments or projects are submitted late, 10% will be deducted for each day the assignment/project is late. The 10% penalty will be compounded (10% day one, 20% day two, 30% day three, etc.…) and apply each day for the equivalent of one school week (5 days). After 5 days, no credit will be applied to the assigned project.

# PLAGIARISM/CHEATING

Plagiarism/cheating is defined as willfully or voluntarily using another individual's intellectual property as your own. This could be exhibited through copying a student's homework, test, quiz, or project, whether fully or in part, or by using information acquired through research online, in books, or articles without providing credit to the author or creator through a citation. Participants in the act of plagiarism (whether the copier or the copied) are held to the same standard behaviorally. Please consult the Progressive Discipline Guidelines for demerits.
The academic impact of Plagiarism/Cheating:

**5th-8th Grade**

1. 1st Incident: The student is given the opportunity to re-do the assignment or complete an alternate assignment (as determined by the teacher) for the max score of 85%. Demerits provided.
2. 2nd Incident: The student is given the opportunity to re-do the assignment or complete an alternate assignment (as determined by the teacher) for the max score of 70%. Demerits provided.
3. 3rd Incident: The student is given the opportunity to re-do the assignment or complete an alternate assignment (as determined by the teacher) for the max score of 50%. Demerits provided.
4. 4th incident: Student will receive a 0 on the assignment and is not given the opportunity to re-do or complete an alternate assignment. Demerits provided.

# PROGRESS REPORTS/REPORT CARDS

Student grades are available for viewing in the parent portal. Parents are encouraged to view these grades regularly and stay apprised of their child's progress in each subject area. During the grading period, a parent will be notified if a student's grade begins a significant decline or if a pattern begins to develop in the student's homework or conduct that indicates a cause for concern. Report Cards will be printed and sent home with your student at the end of every grading period. The final report card will be made available in the office at the end of the school year once all financial obligations have been met.
Progress/Interim Reports will no longer be printed and sent home due to the ability to access student grades through the family portal. Instead, a Parent Alert will be sent out reminding parents/guardians to check the portal on the Interim date.

# RISING GRADE LEVEL MEETING (Open House)

Rising Grade Level Parent Meetings are held annually. Parents are invited to attend an informative session on grade-level expectations, as they prepare their children for the new school year.

# SCHOOL CALENDAR

The school calendar is designed to maximize learning and minimize absenteeism. A few ½ day dismissals are listed on the calendar. Days off for holidays and other events are strategically placed to provide rest for the students, families, and teachers. Because absence from class is detrimental to a student's academic performance, families are encouraged to align any school year vacations with the scheduled days off (see attendance). The school calendar for the coming year will be finalized each March. The school calendar is available on our website at www.lwcs.net.

# SCHOOL ISSUED TECHNOLOGY

All laptops, or other forms of technological devices, owned and issued by Living Water Christian School for student usage are to be used in a school-appropriate manner. A school-appropriate manner is defined as use that pertains to current academic assignments, research, or study demands. Students are not to use school-issued devices for playing games, using social media platforms, or any other personal, or recreational use. School-issued devices and school-issued student logins are monitored by a system known as GoGuardian. GoGuardian will notify the administration, via email, of inappropriate use of technology. All notifications are reviewed, and the progressive discipline guidelines will be implemented.

# SPECIALIZED EDUCATION PROGRAMS

Living Water Christian School is not equipped to provide specialized education programs to include, but not limited to: IEP services, 504 services, ESL services, etc. Therefore, if students possess or need modifications to the learning environment for the previously mentioned reasons, a formal plan, written and authorized by an agency or school with the appropriate credentials must be submitted to the Administrator. Upon review, administration will determine if the student has the potential to succeed without the use of the accommodations and modifications. If the student is admitted to Living Water, and the parents or guardians choose to move forward with enrollment, they are doing so with the knowledge and understanding that their student(s) will not receive modifications or accommodations to the learning environment.

For students who need ABA, Speech, or Occupational therapy services while on campus, those services are not provided by Living Water Christian School; however, services coordinated by the parent/guardian can be accommodated with the approval of the Administrator. Consideration will be paid to potential disruptions to the learning environment and to class time that the student may miss.

# STANDARDIZED TESTING

Testing is an important component of Living Water Christian School's academic program. Each spring, Standardized Tests are administered to all students enrolled in 3rd-12th grades. Testing is mandatory; therefore, if students are absent from testing, make-up days will be scheduled, and families will be charged $75/day if a substitute is required to proctor the testing session(s).

# STUDENT RECORDS

Living Water Christian School maintains complete records, including a cumulative academic record, for each student. All material in these records is treated confidentially and are available in accordance to the following policy:

• No report card or student records will be released to parents or to another school if the family is delinquent in tuition payment or has a debt of any kind with LWCS

• Parents or guardians have the right to review all official records, file and data directly related to their child's academic progress, including all materials that are incorporated into their student's cumulative record folder. Parental request to review official records relating to a child shall be made in writing to the Administrator. Such requests will be honored within ten (10) school days following receipt of the request. All records will be reviewed in the presence of the Principal, Office Manager or Administrator so that proper explanation can be given.

• Parents shall have an opportunity for a hearing with the Administrator to challenge the content of their student's school record to ensure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, and to provide an opportunity for the correction or deletion of any such inaccurate or misleading information.

• There will be no release of a student's personal records or file or any data in those records without the written consent of a parent or guardian, to any individual, agency or organization other than the following:
- Staff members of LWCS who have legitimate educational interest
- Court or law enforcement officials, per a subpoena or court order
- Certain federal, state or local authorities performing functions required by law
- Officials of other schools in which the student intends to enroll

• Release of report cards, etc.., to non-custodial parents.
- Non-custodial parents have equal access to report cards, teacher conferences, etc., together with the custodial parent. By law, both have joint input into the education of the child as provided by the Shared Parent Responsibility Act of 1, 1982, State 61.13, "Dissolution of Marriage; Support; Custody." Exceptions will include any Signed and Filed court documents that state otherwise.
- If the final judgment and/or settlement agreement stipulates otherwise, the custodial parent must submit a copy of that judgment or agreement to the Administrator, if LWCS is to comply. Such documents shall be placed in the student's regular file
- Whenever a request by a non-custodial parent is made for information, appearance at a teacher's conference, etc., the custodial parent may be notified by LWCS of the non-custodial parent's request for information

• Transcript request – must be in writing and should expect at least two (2) business days to be completed.

# TARDY AND LATE CHECK-IN POLICY

Punctuality is an important part of a successful school experience and is an expectation at LWCS. Being late to class is disruptive and this practice is to be avoided. All tardies are recorded as part of the student's permanent record. A tardy is defined as not being in the classroom seat when the tardy bell rings. All tardies are considered unexcused unless accompanied by a written note from a parent explaining the tardy.

Students arriving after 7:50 AM will need to escort themselves to the Business office to check-in and receive a tardy slip. Consistent tardies may result in disciplinary action. Every third tardy counts as an absence.

# TEXTBOOKS

Instructors will closely review the literature to identify content that may be deemed offensive to some students/parents. The teacher will present to the Principal the following:

• Specific need for the literature to be utilized as an additional enhancement of the existing curriculum

• A specific list of "questionable content" will be developed

• Teacher will develop a specific instructional plan of action on how to address the "questionable material" with a Biblical Worldview Integration

# TEACHERS

All teachers at Living Water Christian School are born-again believers who profess faith in Jesus Christ as their Lord and Savior. The teachers are expected to always emphasize the spiritual component of life and the importance of a saving relationship with Jesus Christ in all that they teach. It is this component of LWCS that makes it substantially different from other academic schools. Academically, LWCS meets the requirements necessary concerning hiring practices and policies. LWCS administration is responsible for the recruitment of all faculty and staff and does not consult with classroom parents concerning hiring teachers for a given class either prior to or during the school year. This policy also applies to teacher placement/teaching assignments.

# TUTORING

Please contact teachers via email to determine availability for tutoring.

# WARNING BELL

The first bell (7:45 am) in the morning is a "warning" signal for all students to proceed to their classroom. The second bell (7:50 am) is when school begins and students are to be in their classroom seats, this bell also signifies the end of drop-off. Students dropped off at or after 7:50 am are considered tardy and must sign in at their building's office.

# *ATTENDANCE*

Success at Living Water Christian School is directly linked to school attendance. Regular attendance is required by law and provides students the opportunity to acquire specific skills and meet course goals and objectives that may not otherwise be possible if not in attendance. **Parents must call or email the Office Staff of their respective building when their child will not be in attendance.** Many integral learning activities including class discussions, laboratory experiments, field trips, direct instruction, and guest speakers cannot be simulated or replicated with bookwork. Irregular attendance is a major cause for poor academic work and continual tardiness is disruptive to the normal flow of school activity.

If students accumulate 10 unexcused absences within a single semester, they may be at risk for retention. Students who accumulate a combination of 15 absences, excused and unexcused, during a single semester may also be at risk for retention. Truancy, which is deemed as 35 or more absences, may result in a student being disenrolled from Living Water Christian School. Disenrollment due to truancy is communicated via an official letter from the administrator. Families are still responsible for the full financial contract.

School-sponsored activities/field trips are part of the educational program and are not counted towards the ten days. Students choosing not to attend will be counted as absent excused. Excessive absences may result in the need for the students to take a comprehensive exam to determine mastery of the content covered during the semester. ***Public School Law 115C-378, Article 26 states, "The principal shall notify the parent or guardian of a child's excessive absences after the child has accumulated three (3) unexcused absences. After not more than six (6) unexcused absences, the principal will notify the parent or guardian that they may be in violation of the Compulsory Attendance Law and may be prosecuted if the absences cannot be justified under the established attendance policies. After ten (10) accumulated unexcused absences in a school year, if the principal determines that the parent or guardian has not made good faith to comply with the law, the principal is required to notify the District Attorney."***

# ATTENDANCE EXPECTATIONS

An absence is defined as missing 15 minutes or more of a class period. Absences due to school-sponsored functions will not be included in the cumulative count.

Any student who accumulates more than ten (10) absences excused or unexcused in a class for a semester must show course content mastery or receive an "F" for the semester. Mastery will be determined as follows:

- A cumulative passing grade for the course of (60% or higher)
- All coursework completed in accordance with school policy

Parents must notify LWCS every time their child is absent. Academic instruction that is missed must be made up by the student in a manner acceptable to the teacher (see policy under Late Work). Areas impacted by absences are honor roll, course credit, extracurricular participation, and driving privileges.

# ABSENCES FOR EXTRA-CURRICULAR ACTIVITIES

Students participating in extra-curricular activities must be present at school or involved in an approved school-day activity for 50% of the school day, before the dismissal on the day of an event.

- **Regular School Day**= 3 hours and 20 minutes
- **2-Hour Delay**= 2 hours and 20 minutes
- **Early Release**= 2 hours

-**Special Schedules**= If release time is different due to an athletic event, or other extracurricular activity, students must be here 50% of their scheduled "school day." For example, if athletes are to depart at 12:00 pm, students must be at school for 2 hours.

When students leave school early with the team, club, or organization, all work (tests, quizzes, projects, homework, etc.) that is due on that day must be turned in to the teacher before leaving. Otherwise, it will be counted as late work.

# EXCUSED ABSENCE

An excused absence is one that occurs for illness, death in the immediate family, or unavoidable occurrences. Students should bring a parent's written excuse for being absent to the office upon their return. Students absent for 3 or more days, due to illness, are required to bring a note from their physician documenting this illness. All physician or parent notes are to be submitted to their buildings office within 2 business days of the students return.

A request to obtain make-up work for the day(s) the child is absent must be made by the parent to the school administrative assistant and the teacher(s). Most work is available through the family portal; however, if the material needs to be picked up, the administrative assistant will notify the parent/guardian of a time at which the materials will be ready. Requests for assignments for an extended absence should be made at least two days in advance.

Every effort will be made for the students to make up work missed during the school day upon his/her return to school. However, an extended illness (more than 2 days) may require additional tutoring and/or parental assistance. Work to be made up is at the teacher's discretion. Students are required to make up tests and quizzes.

*In the case of an unplanned absence, students are allowed the same number of days as the length of the absence in which to make up quizzes, tests, homework, and major assignments without penalty. This does not apply to previously scheduled tests, quizzes, or projects due on the first date of the absence. Major assignments, homework assignments, projects, tests, and quizzes are due the day a student returns to school if the first day of the absence was the due date of the assignment. The principal may grant exceptions to this policy.*

**Excused Absences Include:**

• Illness and injury: If absent 3+ days, students must provide a doctor's note to be excused
• Illness or Death in the student's immediate family (Parents, Step-parents, grandparents, siblings)
• Participation in approved school-related activities (is not included in the 10-day count)
• Prearranged absences of educational value, college visits, leadership forums with the Principal's approval, competitions, or talent opportunities.
• Medical appointments that cannot be scheduled outside of school

*Students are responsible to schedule and take make-up tests and quizzes. Students will have one day for each day missed to take tests and quizzes and make up any homework/classwork*.

# PRE-ARRANGED/ABSENCE WITH PARENT'S PERMISSION

An absence with a parent's permission occurs when parents choose to withdraw children from school for vacations or other absences. Under these circumstances, the following guidelines are in place:

• Any absence that can be anticipated should be provided via a direct email to the office staff, with at least 2 business days' notice provided to allow for work to be collected and sent with your student. That work is expected to be completed during the absence and submitted upon return.
• If the absence is not communicated 2 business days' in advance, all work will be provided to your student upon their return. The student will be provided the same number of days to complete the work.
• All work given to the student before an extended absence is due on the day that the student returns to school or it will be considered late. It is the responsibility of the student to turn in make-up work. Extra days given for make-up work will be at the discretion of the teacher depending on the assignment or project due. It is the responsibility of the student to receive instructions and the expected deadlines for this work.
• Tests or quizzes must be made up immediately. Parents of K-5th students, and students grades 6-12, must decide with their child's teacher when to make up the tests missed if they are unable to complete them during the academic day.

# UNEXCUSED ABSENCE:

Upon return, students will obtain all assignments, instructions, and missed notes and will be given one day to complete and submit all missed assignments. If students submit 1 day later than expected, they may only receive ½ credit. Any tests, quizzes, or projects previously due the day a student is absent, are due upon the student's return.

**Unexcused Absences Include:**

• All absences not listed above
• All absences not verified by LWCS

# EARLY CHECKOUT

Students are encouraged to be in attendance for the entire school day unless unavoidable circumstances require their early dismissal. End-of-the-day activities are just as important as beginning-of-the-day activities; therefore, early checkout by students is given the same consideration as excessive tardiness and may result in disciplinary action by the Principal.

School hours are 7:50 AM – 2:20 PM. Parents are discouraged from checking out students early. However, if it becomes necessary to check your student out of school before 2:20 PM, please follow the checkout procedures outlined below:
• A parent, guardian, or authorized pick-up must sign the student out at the office before leaving school. The student will be called from the classroom to meet the parent in the office.
• If returning to school after an early dismissal, the student must check back in with the office to receive a pass.
• Students traveling on the athletic teams or field trips do not have to do the early dismissal procedures. Their dismissals will be handled by their coaches/teachers.

Any student leaving campus for ANY REASON without following appropriate procedure will be considered truant (missing school) and subject to disciplinary action.

# *DISCIPLINE & CONDUCT*

# CONDUCT AND COURTESY

Living Water Christian School endeavors to educate each student, including the teaching of social graces and Biblically-based moral education. The education process involves imparting rules and precepts, as well as providing explicit instruction, exhortation, and training. Students are expected to address adults with proper titles. "Thank You," "Please" and "Yes, sir/ma'am" are examples of courtesies exercised. Students are expected to always behave as ladies and gentlemen, both in and out of school, as he/she represents Jesus, their families, and LWCS. Faculty and staff are expected to treat one another with respect and courtesy. At assemblies and chapels, students are expected to be active participants and pay attention to the program. Talking, reading, studying, eating, and walking around during assemblies are inappropriate behaviors and are not permitted. At athletic events, students and parents are to display sportsmanship toward our team, coaches, opponents, and officials regardless of winning or losing the contest, as well as respecting traffic safety by driving and parking in an exemplary manner. Driving and parking violations will be dealt with by the Administration.

Likewise, parents are to be examples of good conduct and courtesy in a similar fashion, as parents also represent Jesus, their families, and LWCS. Parents are to treat one another, school faculty, and staff with respect and courtesy, including the respect of time, appointments, and school procedures. Parents are to maintain the courtesy of professional decorum in speech and behavior. Professional decorum shall also include respecting the campus functions of teaching and training by not remaining on campus during school hours unless officially volunteering that day in such functions or attending an official meeting or event.

Living Water Christian School believes that a positive and constructive working relationship between the school and a student's parent or guardian is essential to the fulfillment of the school's mission. Thus, LWCS reserves the right not to continue enrollment or to re-enroll the student if the school reasonably concludes that the actions of a parent or guardian make such a positive and constructive relationship impossible or otherwise seriously interfere with the school's accomplishment of its educational purposes.

# CHRISTIAN TESTIMONY

Good behavior arises from good character. Assisting parents in the development of Godly character in their children is one of our primary goals. This is done by focusing on good behavior and commending it. On occasion, we must also give consequences for negative behavior. It is necessary to recognize and contend with misbehavior to discourage its frequency and intensity. It is Biblical to provide consequences within a community for inappropriate actions (Matthew 18).

It is our desire that LWCS students would daily strive to obey the Scriptures. Colossians 3:17 says, "So then, whatever you do, whether in word or deed, do all to the glory of God." In the best interest of the entire school community, so that we might all live happily together, and function as smoothly as possible, certain guidelines of conduct must be maintained by all students, both on and off campus.

**Community Guidelines**

This policy is a classroom-centered, teacher-focused policy that is designed to give parents, students, and school the tools needed to maintain an optimal learning environment. We believe in the values of these Community Guidelines. While they are not a measure of one's spiritual maturity, they are helpful in maintaining a common, standard of behavior. In addition to the guidelines listed below, each grade level establishes an effective and clear, age-appropriate classroom discipline policy. Teachers will explain these expectations to all students. At the beginning of the school year, teachers will communicate to parents the grade-level discipline policy. The levels of offenses and consequences listed below have been established to effectively handle behavior issues and consequences at the most appropriate level. Although LWCS follows the general guidelines below, all consequences are at the discretion of the teacher, Principal or Administrator as to the proper level of the offense. LWCS reserves the right to proceed to a more severe discipline, up to and including, suspension or expulsion, if necessary. An appeals process based on "Expulsion/Appeals/Restoration" policy may be followed to resolve misunderstandings and differences of opinion. In all such cases, the parent agrees to follow the processes outlined in this handbook as the sole method of conflict resolution without resorting to legal action of any sort. Student discipline consequences are confidential.

# BEHAVIOR MANAGEMENT PROCEDURES

LWCS believes that to ensure students and families understand expectations and procedures, there must be grace shown towards behavior. Therefore, the following will serve as the initial behavior management system. Following this process, more severe consequences, as listed in our progressive discipline guide, may be utilized.

***5th Grade*****

1. During the first 7 days of school, students will receive reminders regarding any behavioral issues. Except for the dress code. Dress code warnings are issued on the first two days of the school year only.
1. Following the first 7 days, students will be provided 2 warnings*, to be documented in FACTS Parent Portal, regarding any behavioral issues.
2. If the student receives a third documented warning, a parent-teacher conference will be conducted.
    a. This information will be documented in FACTS.
    b. Teachers are to make a minimum of 3 attempts at scheduling a conference. If a conference is not held within 5 academic days of initial communication, the teacher may move forward with additional guidelines.
3. If the behavior continues after the conference, demerits will be issued to the student.
    a. This information will be communicated directly to the student's parent via email by the Principal.

*Physical behaviors will not result in warnings

Exceptions apply for technology usage, dress code, and all behaviors listed under Levels 3-6.

***6th-12th Grade***

2. During the first 4 days of school, students will receive reminders regarding any behavioral issues. Except for the dress code. Dress code warnings are issued on the first two days of the school year only.
3. Following the first 4 days, students will be provided 3 warnings, to be documented in FACTS Parent Portal, regarding any behavioral issues.

   a. Documented warnings for similar behaviors may not be given to a student during the same class period.
4. Upon receipt of the third warning for the same behavior, a parent-teacher conference will be conducted.
   a. Teachers are to make a minimum of 3 attempts at scheduling a conference. If a conference is not held within 5 academic days of initial communication, the teacher may move forward with additional guidelines.
5. Any additional issues following the parent-teacher conference will result in a write-up to administration, where demerits and appropriate consequences will be issued.

Exceptions apply for technology usage, dress code, all physical behaviors, and all behaviors listed under Levels 3-6.

# DEMERITS

For grades 2nd-12th a system of demerits is used to deter misbehaviors. Demerits, while effective, are not intended to replace classroom management systems. Every teacher will develop a classroom management system to deter misbehaviors. Classroom management systems will be displayed in the classroom. Additionally, teachers will utilize the system provided above to provide support to their expectations as well as the expectations of LWCS.

# MERITS

Students can earn merits. This is accomplished when a person in a position of authority observes a student doing something positive or beneficial that is of an exceptional nature and is sincere. That authority figure can then issue the student merit points. Merit points will erase demerit points one-for-one or earn a positive balance. Merits are NOT to be sought with the intention to erase demerits to avoid consequences. They are only to be given in scenarios where students are "caught in the act" of doing something honorable and kindhearted.

# PROGRESSIVE DISCIPLINE GUIDELINES: Grades 5th-8th

**LEVEL 1 (1-5 demerits): Discipline issues may include, but are not limited to the following:**

- Tardiness: Every third tardy to the first period of the day or tardy to any other period of the day (first offense is a warning)
- Gum chewing, drinking, or eating in the hallway or classroom without permission
- Dress Code/Grooming standard violation- ***Students may be required to call home immediately and be required to wait for a change of clothes to be provided. After the 5th infraction, the student will always be required to call and wait in the office for a change of clothes to be provided.***
- Not following procedures: drop-off/pickup, hallways, restrooms, during lunch, playground, chapels/assemblies, emergency drills, etc.
- Name-calling, disrespect of peers
- Minor classroom disruptions
- Instigation of another student's misbehavior
- Failure to report incidences or misbehaviors- either as a participant or a witness
- Inappropriate material on campus (anime, manga, peace signs, yin/yang symbols, anything that contradicts the biblical teachings at LWCS, etc.)
- Misusing school-provided materials (this behavior will only be afforded one warning, depending on the severity)

**LEVEL 2 (6-10 demerits): Discipline issues may include, but are not limited to the following:**

- Lying
- Roughhousing
- Minor cheating/plagiarism (homework or classwork)
- Major disruption of teacher or instruction
- Failure to report to assigned locations
- Failure to report to detention/ISS
- Repetitive teasing, name-calling, or disrespect of peers

- Repetitive instigation of other student's misbehaviors
- Public display of affection (PDA): includes handholding, embracing, hugging
- Using mobile phones, iPad, or other electronic devices during school hours, to include pickup/drop-off and extended care
- Use of school-issued devices and/or logins, on or off campus, outside of school-appropriate usage

**LEVEL 3 (11-15 demerits): Discipline issues may include, but are not limited to the following:**

- Honor Code violation
- Locker room misconduct
- Defacing or damaging property
- Excessive or continuous roughhousing
- Continuous disrespect/insubordination
- Major cheating/plagiarism (tests, quizzes, projects, essays, papers)
- Profanity or inappropriate language/material
- Use of inappropriate language (derogatory language/terms)
- Ongoing teasing, name-calling, or disrespect of peers
- Repetitive instances of public displays of affection (PDA): includes handholding, embracing, hugging

**LEVEL 4 (20 demerits): Discipline issues may include but are not limited to the following:**

- Theft
- Physical aggression
- Intimidation/harassment
- Repetitive cheating/instances of plagiarism
- Use of inappropriate language (cussing)
- Repetitive defacing or damaging property

**LEVEL 5 (25 demerits): Discipline issues may include but are not limited to the following:**

- Fighting
- Threats of a harmful nature
- Tampering with emergency equipment
- Sexual harassment and immoral behavior
- Verbal assault on a staff member or school official
- Possession or use of immoral or pornographic material
- Use of inappropriate language (racial slurs/terms, repetitive cussing)
- Possession or use of tobacco products/vaping, alcohol, or items that contain CBD or THC

**LEVEL 6 (30 demerits): Discipline issues may include but are not limited to, the following:**

- Death threat
- Bomb threat
- Possession or use of illegal substances
- Physical assault on a staff member or school official
- Assault/possession of a weapon (real or toy) on campus
- Repetitive sexual harassment and immoral behavior
- Repetitive use of inappropriate language (racial slurs, cussing, derogatory language, etc.)

**<u>TIER LEVEL DISCIPLINARY ACTIONS:</u> The levels of disciplinary action taken will be as follows to ensure that the student and the parents remain informed, and to ensure that behavior patterns can be identified and closely monitored. Administration may not discuss the behavior or consequences of students with anyone outside of the student's parents/guardians.**

**TIER 1: Lunch Detention –** The *accumulation of 5 demerits* will result in a 30-minute lunch detention. Lunch detentions will be scheduled once per week. Failure to report to lunch detention will result in after-school detention. Lunch detentions will be scheduled and communicated to the parents via a phone call from the principal.

**Tier 2: After-School Detention** – The *accumulation of 10 demerits* will result in after-school detention, served from 2:45 PM – 3:15 PM. After-school detentions are typically offered once per week. Students serving in After-School Detention must be picked up at 3:30 PM. They will not be allowed to enter after-care. After-School Detentions will be communicated to the parents via phone call from administration.

**TIER 3: Morning Detention –** The *accumulation of 15 demerits* will result in morning detention, served from 7:15 AM – 7:45 AM. Morning detentions will normally be offered only once per week. Morning Detentions will be communicated to the parents via phone call from administration.

**TIER 4: After-School and Morning Detention –** The *accumulation of 20 demerits* will result in an after-school detention and a morning detention that must be served consecutively. After-school and morning detention will be communicated to the parents via phone call from the administration.

**TIER 5: OSS and Morning Detention –** The *issuance of 20 demerits* for a single event will result in the student being sent home for the remainder of the school day and serving 1 morning detention the following school day.

**TIER 6: Out-Of-School Suspension –** The *accumulation of 25 demerits* in a single grading period will result in a 2-day Out-of-School Suspension. This Out-of-School Suspension begins immediately and continues through the entirety of the following 2 school days.

The *accumulation of 25 demerits* in a second grading period will result in a 3-day Out-of-School Suspension. This Out-of-School Suspension begins immediately and continues through the entirety of the following 3 school days.

The *accumulation of 25 demerits* in a third grading period will result in a 4-day Out-of-School Suspension and your student will be placed on conditional enrollment. This Out-of-School Suspension begins immediately and continues through the entirety of the following 4 school days. Conditional Enrollment continues through the end of the school year.

**TIER 7: Out-Of-School Suspension –***Earning 25 demerits* based on a Level 5 behavior, will result in a 3-5 day Out-of-School Suspension. This Out-of-School Suspension begins immediately and continues through the next 3-5 school days. Prior to a student returning to school following a suspension, a conference must be held to discuss the behavior and to provide assurance that such behavior and/or attitudes will be discontinued. Out-of-School Suspensions will be communicated to the parents via phone call from administration.

Students will be required to complete all missed work and turn it in on the day he/she returns. Tests, quizzes, and assignments/projects must be completed within two school days of returning from the suspension. Students who do not make up this work within two school days will receive zeros.

**TIER 8: Expulsion -** The *accumulation of 30 demerits* within one grading period will result in the student serving a 5-day suspension and being placed on conditional enrollment. If a student accumulates 30 demerits in a second grading period, they will be immediately expelled.

*Earning 30 demerits* for a single behavior incident will result in immediate expulsion.

We understand that detentions and suspensions may cause an inconvenience for the family; however, it is the inconvenience that serves as part of the discipline for the student, and hopefully, it will serve as the mechanism to thwart his/her less-than-ideal behavior.

In the event a student is sent home due to behavior, the student must be picked up within 45 minutes.

Any student who exceeds 30 demerits for the semester may be subject to being placed on conditional enrollment status for the next school year, placed on probation, or both, and may be subject to expulsion at the discretion of the Administration.

The goal of LWCS' discipline policy is redemptive in nature. Consequently, the points for infractions and merits are zeroed out at the end of each six or nine weeks, even though the file stays intact. Therefore, each student begins a new quarter with a clean discipline record.

# CONTRITION

When a student's choices/behaviors may have risen to the level of expulsion or suspension, the student has an opportunity for mercy and grace through contrition. Contrition is defined as a student's "recognition of and repentance of sin." LWCS cannot presume to know who is truly contrite and who is not. Therefore, for the purposes of determining contrition, a student is contrite by confessing wrongdoing before being called to the office or called upon by Administration in any way to account for behavior. Any student confession **must** be made to the Principal and/or Administrator by the student alone or with an accompanying teacher, coach, parent or guardian. Telling a teacher, coach or other school representative alone does not qualify.

# CORPORAL PUNISHMENT

The Faculty and Staff at LWCS do not administer corporal punishment.

# DRUG AND ALCOHOL USE

If a student is involved in a drug or alcohol-related incident, they will be removed from all extracurricular activities or leadership positions. For more information, please see Drug Policy under General School Information.

# EXPULSION/APPEAL/RESTORATION

***Expulsion***

Expulsion decisions are made by the grade level Principal, in conjunction with the members of the administrative team, in consideration of all behavior incidences. The grade level Principal will communicate the expulsion of a student. Both the student and the student's parent(s) shall be notified by phone and/or in person. If receiving the notification via phone call, the parent/guardian can request an in-person meeting to discuss the events surrounding the expulsion. LWCS has the authority to expel a student and may expel a student for any reason it deems necessary, with or without the consent and/or agreement of the parents.

Expulsion may result when there is a serious departure from school policies or expectations from students, as determined in the sole discretion of LWCS, including but not limited to, the following:

- Repeated Misconduct
- Failure to respond positively to repeated efforts of correction by LWCS personnel
- A serious breach of LWCS Student Conduct Agreement, including stealing, the use or possession of drugs, alcohol or tobacco, sexual misconduct, and/or weapons on or off campus
- Threatening or bringing harm to any member of the school community
- Violation of LWCS' no weapons policy
- An action or attitude that seriously harms the name of Christ and/or LWCS' reputation in the community including immorality and/or an attitude not in harmony with the goals and spirit of the school.
- An action by a parent(s) or guardian, that seriously interferes with LWCS' ability to accomplish its educational purposes, which demonstrates an inability for the parent or guardian to cooperate with LWCS in its religious educational program, or any instance where the parent(s) or guardian(s) act in direct disagreement with the parental statement of cooperation.
- Once expelled, a student may be considered for admission as a new student after a term of expulsion (up to eighteen (18) academic weeks) has ended. Expelled students may be asked not to attend certain school activities during the expulsion period. Re-admission to LWCS is at the discretion of the Administrator
- Commission of a crime

- Any other conduct which, in the discretion of LWCS, indicates an unwillingness to support or abide by LWCS conduct standards and religious educational mission, either by the student or their parent(s) or guardian(s).

***Appeal***

The parent or guardian of an expelled student may ask their case to be reviewed by the Administrator and building principal, as a formal appeal. Their appeal shall be submitted in writing, stating the reason for the appeal request, and shall be presented to the Administrator and building principal within three (3) days of the expulsion. The Administrator and building principal will review all appeal requests, speak with other members of the administrative team, and come to a decision. This decision may include- a denial of the appeal request or scheduling a meeting with the parent or guardian to further discuss the decision for expulsion and their desire to have their student remain at LWCS. In some cases, the appeal meeting may also require the presence of the expelled student.

***Restoration After Expulsion/Appeal***

It is always the intention of Living Water Christian School to lovingly restore students after a period of suspension. "Loving them back onto the team" is our desire. As a means to the end, the following guidelines will govern the readmission of expelled students whose appeal has been processed and approved.

At the beginning of the disciplinary period, the Principal will:

- Clearly identify the offense at both the beginning and end of the suspension
- Assist the student in verbalizing why the offense was inappropriate and/or harmful
- Notify the student's teachers/coaches of the suspension term but not the nature of the offense

At the end of the disciplinary period, the Principal and Administrator will:

- Conduct a re-entry interview with the student and at least one parent
- Assist the student in identifying a plan to ensure improvement
- Remind the student of their importance in the LWCS family
- Explain that the student is on disciplinary probation and its ramifications, if applicable
- Work with the parent(s) to assign a mentor to disciple and maintain contact with the student upon their return and through the remainder of the academic year
- Engage in a time of prayer in which the Principal or Administrator and parent(s) pray for the student and the student prays for any whom they have offended as well as themselves.

# LONG-TERM SUSPENSION/DISCIPLINARY PROBATION

Long-term suspension of no more than 30 days may be invoked by LWCS administration in the case of serious offenses or pending an investigation. When a student is suspended long-term or placed on probation, the parent will be notified in person and in writing by the Principal.

# SOCIAL MEDIA USE

LWCS understands that many of our students, parents, and staff regularly use social media in its many different forms; however, we strongly encourage this use to be appropriate and to center on a love of God, school, and family. If social media use outside of/or while on school property is inappropriate and leads to a disruption to the school day, disciplinary measures will ensue. These disciplinary measures may include detention, in-school suspension, out-of-school suspension, or expulsion, and will be determined based on the action of the student(s) on social media, the conduct of the student(s) while discussing the indiscretion with administration, the honesty and contrition of the student(s), and the conduct of the parent(s)/guardian(s).

# STUDENT CONDUCT AGREEMENT

**Student Responsibility for Reporting Discipline Violations**

As members of a Christian Community who are concerned for one another, students are expected to follow the guidelines below when they are aware of violations of LWCS standards by another student. Failure to confront misbehavior according to the policy below will result in disciplinary action. This will usually mean the following:

First: Personally, confront the fellow student and encourage him/her to stop the violation and make known his/her problem to those in authority. The problem should not be communicated to other students who are not immediately involved.

Second: If step one is not successful, others who are aware of the problem should be encouraged to talk to the person and encourage them to make things right with those in authority.

Third: It is the responsibility of the student to report a violation to school authorities so that the one who has committed the violation can be helped. The inability or failure to follow the first two steps should not keep a student from following the last.

# TEACHER RESPONSIBILITY

Individual teachers will handle inappropriate behavior in their own classroom as well as off-campus events or field trips. Most disciplinary problems will hopefully be resolved between the student and the teacher. The teacher will be an active participant in enforcing appropriate discipline measures.

# SPECIFIC DISCIPLINE ISSUES

***Bullying***

Living Water Christian School believes that all students have the right to a safe and healthy learning environment. Based on John 13:34, all members of the Warrior Family have the opportunity and are expected to treat all with the love of Christ and provide an environment of mutual respect. The act of bullying removes the opportunity for students to thrive within their environment. Bullying is defined as conscious, unwarranted, and repetitive aggressive behavior that involves a real or perceived power imbalance. Bullying is categorized as Verbal, Social, or Physical.

Examples include:

- Verbal
    - Teasing
    - Name-calling
    - Inappropriate sexual comments
    - Taunting
    - Threatening to cause harm
- Social
    - Telling other children not to be friends with someone
    - Spreading rumors about someone
    - Embarrassing someone in public
- Physical
    - Hitting/kicking/punching
    - Spitting
    - Tripping/pushing
    - Taking or breaking someone's belongings
    - Mean or rude hand gestures

Bullying is not:

- Arguments or conflicts between students
- Expression of feelings
- Not liking someone
- Choosing not to play or socialize with a peer
- A reaction to another student's behavior
- Isolated incidences of harassment, aggression, or meanness

If a situation of bullying is reported, the Administration will investigate the details provided and implement the proper consequences per the Progressive Discipline Guidelines.

# ADDITIONAL BEHAVIOR ISSUES

• Profanity, vulgar speech/actions, and abusive speech/actions will not be tolerated. Such speaking and acting is harmful to others and certainly is not appropriate, nor is it conducive to one's own moral and spiritual development. Any student using profane, vulgar language, obscene gestures, or actions, or who is abusive, physically, or emotionally, threatening or bringing harm to the person or property of another member of the school community or involved in sexual harassment will be disciplined. Definition of harassment may include the following:

- Sexual harassment consists of unwelcome sexual advances, request for sexual favors and other inappropriate verbal, non-verbal, written, graphic or physical conduct of sexual nature. Sexual harassment may include same-sex incidents or opposite-sex incidents. Sexual harassment, as defined above, may include, but is not limited to the following: verbal, graphic and written harassment or abuse, pressure for sexual activity, remarks to a person with sexual or demeaning implications, unwelcome or inappropriate touching or exposure of body parts, suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's social or academic standing, explicit pictures, posters, calendars, etc. in class, notebooks, lockers, etc.. Specific laws relating to sexual contact with students aged fifteen (15) or younger must be understood and followed by all students.
- Racial harassment consists of all forms of discrimination related to race, color, and national origin, including any verbal, non-verbal, graphic, written or physical conduct that denigrates or shows hostility or aversion toward any person based upon race, when such conduct interferes with a student's academic performance or creates an intimidating, hostile or offensive school environment. Racial harassment may include but is not limited to, the following conduct which is based upon race: epithets and slurs, negative stereotyping, threatening, intimidating or hostile acts, written or graphic material that stirs hostility or aversion toward an individual or group
- General Harassment/Bullying consists of using unwelcome gestures, words, or written statements to annoy, demean, denigrate, defame, malign, or ridicule another person.

• Stealing will be severely dealt with, including possible expulsion. It is expected that stolen items be returned or replaced.

• Threatening or bringing harm to the person or property of any member of the school community or to the school itself will result in suspension or expulsion and full financial restitution for damages incurred.

• Search of Student Lockers:

- Lockers are provided by LWCS as a convenience to students and always remain the sole and exclusive property of LWCS. Students do not have any expectation of privacy in their lockers or any materials stored within their lockers. LWCS reserves the right, at any time without prior notice, in its sole discretion, to search student lockers and the items within or around them.
- An Administrator will conduct the search with another school employee. The search may be conducted with or without the presence of the student.
- Routine locker cleanups are not considered searches.

• Search of Students:

- If LWCS has a reasonable suspicion that a student has prohibited items or evidence of a violation of the Student Conduct Agreement, a school Administrator, with another school employee, may ask a student to empty his/her pockets, purse, book bag, and/or take off their shoes and socks. If the student is unwilling to do so, the Administrator will contact a parent/guardian.
- If the student is still unwilling to do so after having spoken with his/her parent/guardian, and the parent/guardian is unwilling to do so, then LWCS will assume the student has prohibited material or has engaged in the conduct alleged and take appropriate disciplinary action, which may include suspension or expulsion from LWCS or contacting law enforcement.

• Student Immorality:

- God has clearly communicated His standard of saving sex for the institution of marriage and refraining from promiscuity. Accordingly, students violating LWCS' Biblical morality standards by engaging in Biblically inappropriate sexual conduct will be suspended for a period to allow for an investigation of the facts before further discipline is imposed. Based upon its investigation, LWCS will impose appropriate discipline, which may include but is not limited to suspension or expulsion. Each decision will be made based on Christian concern for the welfare of each student and family involved and for the welfare of the student body.

• Driving and Parking Privilege

- It is a privilege to drive and park on school grounds and regulations for driving and parking is strictly enforced. LWCS is not liable for any vandalism to, theft of or from, or damage to vehicles on this property. Such matters are to be handled between the driver(s) and their personal insurance company.

• Pranks
- If a student pulls a prank that damages property or creates additional work for the maintenance staff, the student/family will be billed for the actual cost, may be subject to prosecution and seniors may forfeit participation in the graduation ceremony.

# ***DRESS CODE***

The dress code supports Living Water Christian School's mission to prepare students for life as Christian leaders by promoting a high level of professionalism on campus. Students are expected to dress in a conservative manner that reflects professionalism and maturity. The Administrator reserves the right to determine the propriety of any trend related to appearance and attire.

## Hair

Boys:

• Hairstyle (All):
- Neat, clean, and reasonably styled
- Length- Should not pass the bottom of the students' ears
- Extreme spiking and mohawks are not permitted
- Highlights or colors must be natural hair colors
- In the case of extreme highlights, coloring, or style, students will not be able to return to school until corrected.

Girls:

• Hairstyle (All):
- Neat, clean, and reasonably styled
- Extreme spiking or shaved head are not permitted
- Highlights or colors must be natural hair colors
- Items worn in hair may not hang in the face
- In the case of extreme highlights, coloring or style, students will be able to return to school until corrected.

## WARRIOR FRIDAYS

Every Friday, students may wear a LWCS t-shirt, and LWCS approved top, or a Christian t-shirt or hoodie* with sweatpants, athletic shorts, or jean. This does not include spandex styles, yoga pants, or leggings. **The appropriate top must be visible throughout the entirety of the day**.

*Christian t-shirts or hoodies are considered those that convey a Christian message with a scripture reference directly stated. Political messages or stances are not permitted.

## 5th-8th Grade Approved Attire:

• Pants:
- Pants with holes may be worn; however, they may not show skin above fingertip length
- Athletic style or spandex pants are prohibited

• Dresses/Skirts/Shorts:
- All dresses/skirts/shorts must fall within 2 inches of the top of the knee in the front, back, and on the sides while seated and standing
- Shorts: no athletic/gym style (please see general guidelines for length requirement)

• Shirts:
- Any collared shirt with sleeves to include polos and button-down shirts
    - Button-down shirts must remain buttoned throughout the day unless the student is in an LWCS t-shirt; plain t-shirts or t-shirts that contain any images or materials are not to be visible throughout the day

- LWCS T-Shirts:
  - Are Available in the office for purchase
  - Can be purchased through Queensboro or Prep Sportswear via the school website
- Turtlenecks
  - Any color
- Blouses (Girls Only)
  - Students may wear tops that have a modest crew or scoop-styled neckline and have a minimum of a cap sleeve.
- ***Graphic tees are prohibited.***

• Sweaters:
- Students may wear crew neck sweaters/sweatshirts without a collared shirt underneath. This does not include long-sleeve shirts.
- V-neck sweaters may be worn with a collared shirt.
- Ladies may wear cardigans, or similarly styled sweaters, with shirts that maintain a modest crew or scoop-styled neckline blouse and has a minimum of a cap sleeve. Administrative prerogative will be used if the appropriateness/modesty of a shirt is in question.

• Socks:
- Must not have inappropriate images or language on them

• Footwear:
- No lights, sounds or wheels
- Sandals, Flip Flops and open toe shoes are permitted
- Boots are permitted if they do not go above the knee
- Shoes must be worn properly: Tied, zipped, etc.
- House slippers are **not** permitted

• Tights/Leggings: Any color style is permitted however must be worn with approved uniform bottoms

• School-approved outerwear Within the Classroom
- Sweaters: Cardigan, V-neck, Vest, etc.
  - Any color
- Hoodies (pullovers or zip ups)
  - Must have the school logo
    - You may have them embroidered through our approved in-town business
    - Can be purchased through Prep Sportswear via the school website
  - If a hoodie is worn inside the classroom, a uniform shirt is still required underneath
  - **Students may not wear hoods inside the building.**

• Costume Accessories: Animal tails, ears, masks, or other costume-style accessories are not permitted unless approved for a school-sponsored event, activity, or dress-up day.

• General Guidelines
- ALL shirts must completely cover the midriff, regardless of the activity, throughout the entirety of the day.
- Homemade shirts, sweatshirts, or hoodies are not approved Living Water attire. School sponsored items include shirts, hoodies, or sweatshirts purchased from the Warriors business office, Queensboro, or Prep Sportswear. Polos embroidered by Need It Now are also appropriate.
- Students must be in dress code unless otherwise noted (i.e. Spirit Days, field trips, WAT).
- Clothing must fit appropriately (not too tight or baggy), appropriately sized.
- Sagging is prohibited.
- Makeup can be worn conservatively. Male students are not permitted to wear makeup or nail polish.
- Jewelry for boys and girls in grades $5^{th}$-$8^{TH}$ must be worn conservatively and must not contain or promote inappropriate images or practices.
- Nose piercings ($8^{th}$-$12^{th}$ grade) - studs and septum piercings are permitted. No hoops permitted during physical education.
- All facial piercings, except for nose piercings, are prohibited.
- Girls may wear leggings or tights underneath uniform-approved bottoms (dresses, skirts, or skorts).
- Students are not to draw on their skin with Sharpies, pens, markers, etc.

- Clothing depicting the following are strictly prohibited: anime, manga, peace signs, yin & yang symbols, anything that contradicts the biblical teachings at LWCS, etc.

# PARENT/VOLUNTEER DRESS CODE

Volunteers are expected to wear conservative attire while serving on campus. Parents must exercise careful judgment regarding garment length, fit, and coverage.

# PHYSICAL EDUCATION (P.E.) CLASS

Students are expected to wear gym shorts that reach fingertip length or pants, shirts and athletic wear that is conservative, during class.

# *FINANCES*

# OVERVIEW

One of our organizational values is stewardship. As parents and students, it is important that we understand that strict accountability measures are put in place to provide for the stewardship of resources. The school administration meets regularly to review the financial reports of Living Water Christian School and the budget is thoroughly reviewed throughout the year.

Each year, Living Water Christian School sets the tuition and fee amounts that meet the school's needs to provide the most excellent educational program in the most cost-effective way possible. The tuition and fees cover only 80% of the total operation cost of the school. Living Water relies on outside contributions to raise the remaining 20% of the operating cost.

Living Water Christian School students with an outstanding balance on their account for tuition, lost materials, After-Care charges, etc., will not be issued or have access to report cards, transcripts, or diplomas. Records will not be forwarded to another school until all financial obligations have been satisfied.

Academic, financial, or other information related to a student's enrollment at LWCS may be disclosed to a legal guardian, or to the individual or individuals who pay all or a portion of that student's tuition.

# ACCIDENT INSURANCE

Living Water Christian School carries a student accident insurance policy on its students, including those involved in athletics. This coverage is known as excess coverage, meaning the parent's own insurance is primary. LWCS' insurance will begin coverage up to certain limits AFTER the parent's coverage has reached its maximum limit. LWCS' coverage may include deductibles and other claim costs that the parent's policy may not cover. Note: Claims must be filed within 30 days of the accident to be considered for school insurance coverage.

# FINES/DEBTS

Students may be subject to accumulating fines during the year. Fines for lost or damaged books, damage to church or school property. Lunches, Extended-Care Fees, in-school suspension fees, etc. can accumulate. The Business Office will hold all school records and reports until all financial obligations have been cleared. Delinquent tuition payments can also result in the holding of student report cards and/or records, or the inability for the student to attend school or participate in extracurricular activities.

Holding Report Cards: During the school year, quarterly reports may be held for fees more than $50.00 for tuition or After-Care overdue charges. At the end of the school year, all outstanding amounts including but not limited to tuition, After-Care, athletic uniforms/fees, missing or damaged school textbooks/resources, and lunches will be compiled by the accounts receivable specialist. Any families that have outstanding obligations will be sent an email notifying them that their report card and/or transcript will be held until the obligation is paid. The parent will be given the option of paying

their balance via mailing/carrying in a check or via credit card (fees will apply) to the accounts receivable specialist. At the end of the year, report cards will be held until all financial obligations have been returned or paid in full.

# GENEROUS GIVING

Your financial gifts to Living Water Christian School are an investment in our present and our future. They are also an act of Christian Service, as the Bible tells us that "God loves a cheerful giver" (2 Corinthians 9:7). Scripture also tells us that we are to "honor the Lord with [our] wealth" (Proverbs 3:9), and the Apostle Paul commended those who "gave as much as they were able and even beyond their ability" to meet the needs of others (2 Corinthians 8:3,4).
Why give to Living Water Christian School above and beyond tuition?

- To partner with the faculty and school leadership in their commitment to providing your child with the best possible education. Each year our Teachers, Principals, Staff and Administrators determine the academic priorities of the coming semester; your gift helps achieve the full academic plan for each classroom and student
- To demonstrate a strong internal commitment of financial support to outside donors, corporations and foundations who may consider Living Water Christian School for gifts, grants and endowments.
- To help LWCS attract and retain exceptional teachers who are highly qualified in their field
- To provide a diverse, real-world, socio-economic environment for all LWCS students by extending tuition assistance to deserving families
- Your gifts of cash, stocks, securities, gifts-in-kind, and by way of long-term endowments and annuities are tax deductible to the extent allowed by the law.

Through your gifts of time, talent and treasure, LWCS will attain its full potential as an unequaled Christ-Centered college-preparatory school. Your time and talents are greatly needed as volunteers. Your treasure is greatly needed as we work to meet the financial needs of Living Water.

Matthew 6:19-21 admonishes us, "Don't lay up for yourselves treasures on earth, where moth and dust destroy, and where thieves break in and steal. But store up for yourselves treasures in heaven…for where your treasure is, there will your heart be also."

# PRINCIPLES FOR BIBLICAL, FINANCIAL STEWARDSHIP

Living Water Christian School has been called and commissioned to serve Onslow County as a Christ-Centered, college preparatory school. LWCS operates according to the Biblical principles as outlined below.

1) Recognition of a Provider: We believe that God is the creator (Genesis 1) and sustainer of all things (Colossians 1:17) and the One "who works within us to accomplish far more than we can ask or imagine" (Ephesians 3:20). We believe He is a God of infinite abundance (Psalms 50:10-11) and grace (II Corinthians 9:8) and therefore will supply the resources needed to advance His Kingdom through LWCS.
2) Scriptural Foundation: Acknowledging the primacy of the Gospel (Romans 1:16) as our chief treasure (Matthew 13:44), LWCS is called to Christian Stewardship, as managers of all that God has entrusted to us (I Corinthians 4:1-2).

3) Accountability: God entrusts possessions to Christians and holds them accountable for their use, as a tool to grow God's eternal kingdom, as a test of the believer's faithfulness to God, and as a trademark that their lives reflect Christ's values (Luke 16:1-9). The financial affairs of LWCS are regularly and carefully reviewed by the Administration Team.

4) Stewardship: Stewardship is a lifestyle based on the Biblical belief that God is the rightful owner of everything (Psalm 24:1) and that we are stewards or caretakers of this world, responsible to do with it what He wants done. Biblical Stewardship includes many aspects, including personal finance, use of one's ability and more – even the gospel itself. But of all the various aspects of stewardship, the Bible frequently singles out financial stewardship as the one most representative of a Godly Heart (Matthew 6:19-21).

5) Reward for Labor: The Bible teaches that we are to reward those who labor accordingly (I Corinthians 9:10-11, Galatians 6:6). It is our commitment to pay our employees a comparable and competitive wage to those serving in similar

positions. Personnel expenses make up three fourths of the operating budget. The tuition level reflects the *Reward for Labor* principle. LWCS values its employees and will reward their labors appropriately.

6) Excellence: As believers, we are called to be excellent in all that we do (Romans 12:1). Excellence includes both breadth and depth (Philippians 1:10). Our budget reflects expenditures on campus maintenance, equipment/technology upgrades and teaching resources to facilitate excellence. These costs make up roughly one-fourth of the budget.

# RETURNED CHECKS

If a check is returned, parents will be contacted for cash or money order replacement. A $25.00 fee will be charged for any check return occurrence. Non-payment of returned checks may result in a report card being withheld until payment is settled.

# TUITION PAYMENTS

Tuition is broken down into 10 or 9 monthly payments for convenience. The first payment is due on August 15th (10-month) or September 15th (9-month). The remaining payments are due by the 15th of every month. Tuition is considered late after the 20th and a $15 late fee will be assessed. Credit card payments will accrue an additional fee of 3% or $10, whichever is less.

Delinquent Accounts- Family accounts with past due tuition balances starting with the September billing cycle, will be required to pay 60% of the past due tuition by first of the month for students to remain in attendance. Failure to pay at least 60% will result in a financial suspension of all students associated with the family account. The remaining 40% will be due with the payment of the next month's tuition. Failure to pay the remaining 40%, plus the next month's tuition will result in a financial suspension of all students associated with the family account.

# WALK-A-THON

LWCS participates in only one Fundraiser throughout the school year. Each student is required to contribute to our annual Walk-A-Thon goal. See the financial contract for more information.

# WITHDRAWAL PROCEDURES

Parents/guardians considering withdrawing a student from LWCS should make direct contact with the building Principal prior to the intended withdrawal date to schedule a meeting. This meeting is intended to discuss the reason for withdrawal and the procedures to follow. Depending on the reason for withdrawal, the building Principal may schedule an additional meeting with the Administrator. Following the meeting, the parent/guardian may pick up a withdrawal form from the office. The withdrawal form must be returned to the business office when completed, along with the payment of any remaining fees from the financial contract. Families electing to withdraw following the fully completed enrollment process are responsible for the full financial contract.

For Opportunity Scholarship families: The NC Opportunity Scholarship will not continue to pay fees or tuition for students who are withdrawn; therefore, the full financial contract becomes the responsibility of the parents/guardians. Records will not be forwarded to the new school until all outstanding fees and fines are paid, the withdrawal form has been submitted, and a parental release form has been received from the new school. The receiving school initiates the actual release of records. Records are not released directly to parents/guardians.
In case of PCS Orders or Job Transfer, there will be a 2-month processing fee for those withdrawing before the end of the school year. A copy of the orders/transfer must be given to the office.

# *GENERAL SCHOOL INFORMATION*

# ADVERTISING

Students, parents, or employees who wish to display a poster, distribute any literature announcing a non-LWCS event or information, or sell any non-LWCS items, must first have it approved by the Administrator. If it involves anything to be

sent home to parents or distributed off campus, this too requires approval by the Administrator. Announcing certain activities over the intercom is left to the Principal's discretion. Due to the number of requests, we are unable to distribute informational flyers that are not LWCS related.

# ANIMALS ON CAMPUS

Although we enjoy animals and teach our students about animal care and safety, animals are not allowed on campus. Please keep in mind that safety is our number one concern at LWCS. Therefore, pets are not allowed on campus whether it is in the school or parking lot. Animals can cause an unsafe feeling to students and parents who may be afraid of them; animals can cause a sanitation issue which will put us in violation of State Health Code; and/or animals may cause an injury to someone, bring a liability issue for yourself and our school. Registered "service dogs", (i.e. seeing eye dogs) are allowed and must register at LWCS Business Office before going on campus. Any animals used for teaching purposes (ex. Science projects, show-and-tell, class mascots, etc.) need to be approved by the Administrator before being brought into the classrooms.

# ANTI-HARASSMENT POLICY

We strive to have the environment at LWCS be one in which all individuals feel free to work, learn and develop relationships without fear of intimidation and humiliation, because of unwanted or unacceptable behavior from others. It is expected for the well-being of all that students, parents, teachers, and staff members treat each other with due respect for rights, individuality, and personal dignity.

# ASBESTOS

LWCS campus is free of Asbestos Containing Building Materials.

# BIRTHDAY PARTIES, OTHER PARTIES, GIFT GIVING

Birthday parties will not be held at school. However, students who wish to celebrate their birthday may bring in store bought cupcakes, donuts, or other snack items for the entire class. No personal party invitations are to be distributed at school unless every child in the class receives one or all students of the same gender receive one. The same guidelines apply to any other parties as well. Our goal is that no child feels excluded by his/her peers from any such gathering. Please contact your child's teacher in advance for his/her recommendation. The principle of inclusivity applies also to gift giving at LWCS. If giving a gift, gifts should be given to all students in a classroom or on a team when distributed at school. **NOTE:* *If you desire to bring in store-bought items, please notify the teacher within 3 days.*

# CHURCH ATTENDANCE

At the point of admission, all parents agree to become/remain active in attending a local Bible-believing church. This is an enrollment expectation.

# CLASS SIZE

LWCS strives to maintain a class size of 20 students per teacher. We feel that this number is ideal for our population, size and our classroom spacing.

# COMMUNICATION WITH FACULTY AND STAFF

LWCS Faculty and Staff welcome constructive communication from parents any time. Mail sent to the school is the property of LWCS upon arrival. Mail may be screened prior to distribution. Any of the following methods may be used to contact a staff member:

• Staff Mailboxes: Notes or letters may be left with the Administrative Assistants in each respective office for placement in the staff mailboxes.

• Conference/Phone Calls: If you would like to arrange a conference, or are requesting a phone call, please make your request in the form of a note or email so that a time may be scheduled. Teachers and administration will build conference times and phone calls into their schedules based on the request from the parent/guardian.

• Email: Staff emails can be located through FACTS Family Portal or can be acquired through the business office. Every attempt will be made to respond to all email messages within 2 business days. Teachers and administration are on duty supervising students from 7:30 AM until 3:00 PM. Many faculty/staff also have extracurricular duties following school hours. Therefore, email is the best method for initial contact.

If you are having a problem reaching a faculty/staff member and are not receiving a response to your request for communication, you should contact the Principal.

In seeking to solve any problem or misunderstanding originating in class, students and parents should work with teachers first, then with administration if needed. Concerns involving students and classroom procedures are most appropriately directed to the teacher. Questions concerning school policy should be directed to the Principal.

# CONFLICT RESOLUTION STRATEGY

During the year, occasional misunderstandings or problems arise between a teacher and a student, teacher and parent, parent, and school, or any one of several possible areas. This is often the result of a lack of communication between those involved. Below is the process for resolution:

1. All questions, problems, or complaints should first be brought directly to the teacher or coach before anyone else is involved.
2. If the situation is not cleared up at this level through direct contact, it should then be brought to the Principal, along with the teacher. If it involves a coach, the athletic director should also be present.
3. Finally, but only when the above steps have not brought resolution, does the problem find its way to the Administrator. The Administrator will meet or contact the individuals concerned.
4. If the issue remains unresolved, the Administrator will follow the procedure for Mediation between all parties involved.

MEDIATION:

If resolution of the dispute and reconciliation do not result from such efforts, the matter shall then be submitted to a panel of three arbitrators for binding arbitration. Each party to the agreement shall have the right to select one arbitrator. The two arbitrators selected by the parties shall jointly select one neutral, third arbitrator. If there is an impasse in the selection of the third arbitrator, the Calvary Assembly of God Church, Inc. Pastor shall be asked to provide the name of a qualified person that will serve in that capacity. The arbitration shall be conducted in accordance with the Rules of Procedure for Christian Conciliation of the Association of Christian Conciliation Services and Biblical Character.

**NOTE:** Pastors/staff members and school administrators' support and are committed to following the Biblical process for problem resolution. **Therefore, when a parent or student approaches one of these individuals with a concern, please understand that they will direct the parent or student to follow the process of problem resolution.** It is inappropriate for pastors, staff members, faculty, or administration to be approached with school problems at athletic contests, concerts, church functions, outside the school campus or in any other manner not listed in steps 1-4 above. Please be respectful of this policy and understand that those who may stop you from sharing your problem are doing so to preserve the integrity of this Biblical Model for problem resolution, not because they lack concern for you and/or your situation.

Parents must agree to follow these steps and to attempt a positive resolution to problems and disagreements within the school community. Activities to be avoided at all times include gossiping, spreading rumors and the spread of hearsay reports. The reputation of other persons, and of the school, is to be protected and promoted.

# DRUG AND ALCOHOL PREVENTION POLICY

LWCS is dedicated to academic excellence and to the personal growth and well-being of its students. This mission requires a school environment that is safe and drug-free in order to maximize the learning potential of its students. For the welfare of students and the school and to promote and insist on a drug-free environment, the entire LWCS community, including parents and guests, should not be in possession of or under the influence of alcohol or illegal drugs during any activity on LWCS' campus or at any LWCS event, athletic, or otherwise. The cooperation of parents and guests is needed to send a strong message to our students regarding our school's position.

# EMERGENCY SCHOOL CLOSINGS

Living Water Christian School DOES NOT automatically follow the Onslow County Public Schools concerning Emergency School Closing, because Onslow County's decisions are based on a wide range of factors (busing, etc.) that may not always affect the LWCS Family. At times, emergencies such as severe weather, fires, power failures or law enforcement can disrupt operations. In extreme cases, these circumstances may require the closing of the school. In the event of an emergency closing the below policy is in place.

SCHOOL CLOSURE NOTICES WILL BE COMMUNICATED BY THE FOLLOWING MEANS:

- www.lwcs.net
- Social Media Outlets (Facebook, Twitter, Instagram)
- Parent Alert through FACTS
- Notification via Local Media Television

# EMERGENCY TRAINING FOR STUDENT CARE

Trained personnel are to be in attendance during regular school hours and for sports practice after school, Trained personnel may range from administrative assistants to faculty/staff who are certified in CPR/First Aid. First Aid supplies are on campus. The trained personnel will initiate First Aid treatment. The procedures for more significant injuries will follow the LWCS Emergency Preparedness and Response Plan (See Medical Emergency). For less significant injuries, students will be brought to the office for additional treatment and to contact parents.

If needed, the trained personnel will call 911 and:
1. Identify name of caller
2. Identify injured person's name, age, sex, nature of injury, and what first aid was administered
3. Identify location: LWCS (3980 Gum Branch Road), building number/playing field and contact phone number

Trained personnel will stay with the injured person until a parent or EMS help arrives or until the student can return to class/field. The responsible LWCS representative will contact a parent. The responsible LWCS representative will have emergency information on hand. The responsible LWCS representative will also document the incident on the LWCS Accident Report Form and notify the Principal/Administrator of the incident and status of the student.

# EXTENDED CARE PROGRAM: Morning Care & After-Care

LWCS Extended Care Program offers quality care for students before and after school. The experienced staff provides an environment that your child will find secure and comfortable. We provide something enjoyable for them to do each day with supervised free play, games, movies, arts and crafts, as well as time set aside for homework. In this social setting, students are encouraged daily to make new friends and to practice God's love, kindness, and compassion towards others.

**TIMES:**

Morning Care is available Monday- Friday from 6:30-7:30 ($5^{th}$-$8^{th}$). Drop-off for morning care ends at 7:20 ($5^{th}$-$8^{th}$). All students arriving after these must be dropped off through the appropriate morning drop-off line.

- $5^{th}$-$8^{th}$ grade students may escort themselves and their younger siblings into the building.
- Students arriving from 6:30-7:00 AM are allowed to bring breakfast with them. Students arriving after 7:00 are to consume breakfast prior to arrival.

After-Care is available Monday-Friday from 3:00 - 5:45 PM. *There is a $10 per quarter-hour late fee for pick-ups after 5:45PM*

If Extended Care needs to contact parents/guardians, or parents/guardians need to contact Extended Care in case of emergencies, the appropriate phone number to use is (910) 388-7940.

Please see Extended Care Contract for behavioral expectations and consequences.

*NOTE: Extended Care Program is closed on all official holidays, school holidays, teacher workdays, half-days, and weather-related delays/early-dismissals. Please check the school calendar.*

Registration and pricing information will be made available at the beginning of each school year. After-school program information, pricing and payment information is available in our business office. Payments for Extended Care are due on the 15th of every month for the previous month's use. Payments not received by the 20th are considered late and $10.00 late fee will be assessed, and students will not be allowed to enter any Extended Care Program until all fees have been paid.

# EXTENDED CARE BEHAVIOR EXPECTATIONS

Students are expected to abide by all behavioral expectations in before and after care, as they would during the academic day. Our goal is to hold students accountable for their behavior, but not provide consequences that impact the academic day if possible. Therefore, students may not always receive demerits for inappropriate behavior but can serve consequences. Consequences may include:

- Timeout
- Call to the parent/guardian for immediate pickup
- Suspension from extended care (single or multi-day)
- Or, any combination of the above

Repetitive misbehavior or behaviors of a higher level may result in demerits provided and consequences to impact the academic day and extended care attendance.

# FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the right has transferred are "eligible students."

• Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

• Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information

• Generally, schools must have written permission from the parent or eligible student to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR 99.31):

- School officials with legitimate educational interest.
- Other schools to which a student is transferring.
- Specified Officials for audit or evaluation purposes.
- Appropriate parties in connection with financial aid to a student.
- Organizations conducting certain studies for or on behalf of the school.
- Accrediting Organizations.
- To comply with a judicial order or lawfully issued subpoena.
- Appropriate officials in cases of health and safety emergencies.
- State and local authorities, within a juvenile justice system, pursuant to specific State law

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students

about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a bulletin, student handbook, or newspaper article) is left to the discretion of each school.

# FOOD/DRINK/GUM

Students are not allowed to consume food and beverages (with the exception of water) in the classroom or hallways. Special classroom events involving food must have administrative approval. These restrictions have been established to promote good stewardship of our buildings as we endeavor to keep the environment clean and safe.

# FOOD SERVICES (Lunch)

Students are required to pack a lunch every day if they choose not to order from school-sponsored food suppliers. If a student forgets his/her lunch, the office will contact the parent or guardian. The parent should plan to have lunch provided to their student by 11:20 AM. Parents/guardians may not have food delivered to their students via Doordash, Uber Eats, or any other ordering app or website. Students may not order through any ordering app or website.

For those who desire to order school-sponsored food, meal cards are available for purchase in the office. Meal Cards for 5th-8th grade students are $75.00 (10 meals at $7.50) for meals M-TH. On Fridays, LWCS has partnered with CiCi's. One (1) slice of pizza is $2.00. Pizza Cards are available in the office for $40.00 (20 slices). Prices are subject to change.

Parents/Visitors who wish to join their student for lunch must receive a Visitor's Pass from the office and must provide 2 business days' notice to the teacher of the students. A student Pick-Up card must be presented to receive a pass. This is to ensure the safety of our students.

# HALL PASS

Hall and bathroom passes are required to leave the classroom. Hall passes are handed out either by the office or the individual teacher. Students outside of a classroom during class hours are required to carry a hall pass from their classroom teachers. Students will not be allowed in the office or bathrooms without a hall pass. Students may not go to the car/parking lot unless he/she has checked out with the office and have written permission from an administrator. This system provides both safety and accountability for students not under the direct supervision of the classroom teacher.

# HEALTH/MEDICAL INFORMATION

Guidelines for returning to School after Illness (adapted from WebMD)

**FEVER:** Body temperature must read below 100.4 for a minimum period of 24 hours. If taking medication for fever, child must be medicine-free for a minimum of 24 hours.

**DIARRHEA OR VOMITING** – Keep your child home until the illness is over, and for 24 hours after the last episode (without medicine)

**SORE/STREP THROAT**- Your child needs a special test to determine if it is strep throat. He or she can return to school 24 hours after antibiotic treatment begins.

**PINK EYE (CONJUNCTIVITIS)** – Keep the child home until the doctor has given the OK to return to school. Pink eye is highly contagious, and most cases are caused by a virus, which will not respond to antibiotics. Bacterial conjunctivitis will require an antibiotic; your doctor will be able to determine if this is the case.

**RASH** – Students who present with a rash while on campus will be sent home and will require a doctor's note to return. If students present with a rash while home, they should not return to school without a doctor's note. The doctor's note must state whether or not the rash is contagious, and if contagious it must state when the student may return.

General Health Assistance:

When school is in session, LWCS has trained Health Aides and the extent of services offered include CPR, First Aid, dispensing of prescription medication, and contacting emergency services, as mandated by the State of North Carolina. In the event a student becomes ill; a parent will be notified to pick up their student. Students must be picked up within 45 minutes. The aide will monitor the student until the parent arrives. Our goal is to provide a safe environment for students until such time as a parent or other designated adult is notified and picks him/her up. **Please make sure your contact**

**information is current.** This will enable us to contact you more efficiently should the need arise. There will be no access to emergency medication/equipment stored in LWCS during the hours before 7:40 AM and after 3:00 PM. It is the responsibility of the parent to ensure access to emergency medication/equipment when the school office is closed.

Communicable Childhood Diseases:

Upon having the following illness, a child must have written consent from either a physician or the Health Department to return to school or be subject to school office approval for re-admittance:

| | | |
|---|---|---|
| 1. Chicken Pox | 5. Whooping Cough | 9. Impetigo |
| 2. Measles | 6. Pinworms | 10. Pink Eye |
| 3. Mumps | 7. Scabies | 11. Fifths Disease |
| 4. Pneumonia | 8. Ringworm | 12. Shingles |

Immunization:

North Carolina law decrees that each student must present to LWCS a Certification of Immunization. Non-compliance with this regulation will result in referring the student to the proper authorities. Immunizations may be obtained from any branch of the Onslow County Health Department or your doctor's office. The immunization program must be completed no later than the 30th day of school or the child will be excluded from school until the program is completed.

In keeping with the immunization law, non-compliance will result in the following procedure:

1. LWCS will send a letter to the parents of those students with missing and/or expired certificates
2. LWCS will follow up one week later with a phone call to the parent if no action has been taken
3. If action still has not been taken, a meeting will be scheduled with the Business Manager and Parent. The student will not be able to return to school until this is resolved.

Lice (Pediculosis)

From time to time, some of our students experience the problem of Pediculosis (head lice).

1. It is important to notify the school at once if you find that your child has contracted head lice.
2. Any student with lice or nits must be effectively treated before returning to school. Effective treatment includes using an over the counter or prescription shampoo that is made specifically for treatment of lice or nits. All nits need to be completely removed from the hair after shampooing.
3. A parent must take his or her child to the clinic to be checked prior to being admitted back to class.
4. Upon learning that a student has head lice, the office will check other students in the same class, grade, family or social circles as deemed necessary.
5. Any student found to have lice or nits will be sent home for treatment.
6. The school will notify parents when their children have been checked for lice and when two or more students in a grade have lice.

Medications

- Students may not carry or be in possession of medications, including vitamins, minerals or herbal supplements. All treatment for symptoms or conditions will be handled through the office.
- All forms expire at the end of the school year.
- Medications must be in the original bottle with the prescription label attached.
- Students may not transport medications. Parents must deliver the medication to the office, who will then check it in.

Self-Carry Medications and Emergency Medications

State law allows students to carry their own medications for 3 reasons only:

1. Blood glucose monitoring and Insulin for diabetic students
2. EpiPen for allergic students.
3. Metered Dose Inhalers for asthmatic students.

These emergency medications may be stored in the office for emergency use. The office closes at 3:30 PM, please plan accordingly for After Care or other extra-curricular activities.

*Form(s) Required:*

- Diabetes Action Plan, Severe Allergy Action Plan or Asthma Action Plan

- If the student will self-carry (Grades 6-12) medication, a physician will need to sign the form stating that the student is knowledgeable and capable of self-administering the medication.

As-Needed Medication

These are prescription or over-the-counter medications that are given infrequently on an as-needed basis. The office will not administer over-the-counter medication unless the parents have provided medication in the original container to the school specifically for their child. As-needed medications will not be administered by After Care.

*Communication*

- Parents will be called, and verbal authorization will be confirmed. This is to ensure that students are not "double-dosed." No medication will be given until verbal authorization is received.
- A note will be sent home to notify when the student is given an as-needed medication.

Short/Long Term Medications

These are prescription or over-the-counter medications that are given on a regular basis/schedule. Please ask your pharmacist to dispense the medication into two containers – one for school, one for home. Short/Long term medications will not be administered by After Care. Please arrange the dosing schedule accordingly.

*Form Required:* Medication Authorization Form

# LEGAL INJUNCTIONS AND COURT DOCUMENTS

Injunctions may be received in multiple areas of the school depending on how it is addressed and how it is delivered. Some injunctions name LWCS as a party to the injunction while others are between two individuals and LWCS is a 3rd party that is affected by the injunction. Regardless of delivery method/contact, all injunctions should be forwarded to Ronnie Koebbe in the Business Office. Ronnie will immediately seek legal counsel to determine LWCS' responsibility, if any. Detailed information will be communicated directly to those who are affected by the injunction.

General information will be relayed to any employee who interacts with the student and is made aware that there is an injunction in place. The information will be relayed in such a way that does not cause any undue discomfort to either party (i.e. injunction in place – special pick up instructions). At the beginning of each year all active injunctions will be reviewed, and reminders sent to those that are directly affected. Many times, LWCS is not named in an injunction, but there will be orders in the injunction that affect how a student is supervised (i.e. the person a student may not be in contact with, pickup instructions, communication instructions, and financial responsibility). These orders are between the parties to the injunction and LWCS is not legally liable if they are not followed. LWCS accommodates the injunction, when possible, to the point that it does not disrupt the classroom day.

# LOCKERS

All lockers are property of LWCS. Lockers, storage areas, backpacks, and purses may be searched without prior notice if LWCS has reasonable suspicion that contraband items may be present, or they contain evidence of a violation of School Policy or its Student Conduct Agreement. Lockers are issued to students at the beginning of the year (5th-8th). Students are responsible for all items stored in his/her locker. Use only the locker assigned and keep it locked at all times, if a lock has been provided. Do not tamper with another locker or give your combination to another person. Stickers or use of markers, inside or outside of lockers, are prohibited. LWCS is not responsible for items lost or stolen from any locker.

# LOST AND FOUND

Lost articles, including books, clothing, valuables, etc. may be reclaimed in the school office. Items in lost and found will be sorted and distributed to areas of need at the end of every month.

# MEDICAL EMERGENCY PREPAREDNESS

At the beginning of each school year, all parents must complete the "Medical Emergency Information Form." This form is located in the office. The medical form includes the name and phone number of the doctor to be notified, as well as allergies and conditions that will help us better care for your child. It also includes the names, addresses and phone numbers of the parents and emergency contacts if the parents cannot be reached. *NOTE: It is the responsibility of the*

*parent to see that this information is on file and kept current.* In case of serious illness or injury, this information may be relied on and used before consultation with the family can occur. The family will be contacted by phone, and the parents will be requested to come to the school to pick up the student as necessary.

# PARENT/GUARDIAN/PICK-UP IDENTIFICATION

Appropriate identification is required any time an individual requests access to the facilities or is picking up a student in the carline or from aftercare. During enrollment families are provided 4 pickup cards and two placards. These items are only valid for the current academic year and **cannot** be replaced if misplaced. Families may distribute these items to whomever they choose. These items are valid forms of identification for pickup.
If an individual is not in possession of a pickup card or placard, they may present their ID. Their name will be verified prior to entry into the building and prior to being allowed to pick up the student(s). ID cards cannot be used in the pickup line, as we are without the ability to validate their identity.

# PERSONAL PROPERTY

LWCS will not assume responsibility for lost or stolen personal items and damage to personal vehicles.

# PHOTOGRAPH AND VIDEO – Use of student's image and likeness

Living Water Christian School students are photographed (and videoed) regularly both by students and professional agencies. These photos and videos are used to promote LWCS by showing many of our great activities.
Parents/Guardians on the enrollment application and contract give consent for photographs, audio, video, or electronic or digital images. or likeness of their student(s), to be used by LWCS for exhibition, public display, publications, competitions, publicity materials, advertising, a news media story, video, audio or other electronic media, including but not limited to, yearbooks, newspapers, promotional brochures or literature, the Internet, a school website, television, CD-ROM or DVD. If a student or family does not wish such pictures to be used in school publications or promotions, parents must submit a request in writing during the enrollment process.

# PROMOTION/RETENTION POLICY

**Grades 5th-8th :** To be promoted, students must not fail more than 1 course for the academic year. Passing a course equates to an average of 60% or higher at the end of the year. Retention can also take place when a student is found to have excessive absences. Please review the attendance policy.

# RE-ENROLLMENT

Re-enrollment instructions are released in February. Re-enrollment and enrollment are conducted on a first-come, first serve basis. Spots in classes are not saved for students who have been previously enrolled.

# SAFETY & SECURITY

Security at LWCS is a community-wide responsibility. Faculty, staff, administration, parents, and students will endeavor to contribute to a safe learning environment. A comprehensive Emergency Preparedness and Response Plan has been completed and submitted to Onslow County Emergency Management.

# SCHOOL OFFICE HOURS

During the School Year: Monday – Thursday: 7:30 – 3:15 PM; Fridays 7:30 – 3:00 PM
During the Summer: Monday – Thursday: 9:00 AM – 2:00 PM; Closed Fridays and the week of July 4th.

# SEXUAL HARASSMENT

LWCS endeavors to provide an environment without fear of sexual harassment. Sexual harassment by any member of LWCS' "family" (employees, students, parents, etc.) is a violation of both the law and LWCS' policy and will not be

tolerated. Males and females can both be victims and perpetrators of sexual harassment. It is an issue that may affect any member of the LWCS family and will be dealt with promptly by the administration.

Students who experience or witness sexual or other harassment in the school should immediately report it to their teacher or principal. If the student or parent feels they would be uncomfortable contacting those persons or they would prefer to discuss the issue with someone else, contact the Administrator immediately.

All complaints will be handled in a timely, and to the extent possible, confidential manner. Information related to the complaint should not be disclosed by LWCS to any people or organizations not involved in the investigation of the complaint, except otherwise set forth below. However, administrative personnel needed for participation in the investigation of the complaint, the alleged harasser, possible witnesses, and the Administrator, may be contacted and will learn of the complaint.

It is LWCS' policy to not discriminate or retaliate against any person who has filed a complaint involving harassment or has participated in any investigation. However, if during an investigation or subsequently the school learns that a complaint was not made in good faith or it was known to be false at the time of the complaint, LWCS reserves the right to take appropriate action. Making false complaints or complaints not made in good faith can jeopardize someone's reputation.

# SPIRITUAL CLIMATE

Truth is a cornerstone of LWCS in the person of Jesus Christ. As the world around us continues to deteriorate, we must continue to be a lighthouse. Our teachers and staff reflect the truth of Jesus into all the curriculum, innovative chapels, community service and our partnership with the local churches and they all point in the same direction – integrity and truth. Our goal is for our students to see the importance of Christian values before he/she leaves for college. Each family is responsible to be active in their attendance at a Bible-Believing church.

# STUDENT INTERACTION WITH SOCIAL MEDIA

Given the explosive growth and expansion of "social networking" technology such as Facebook, YouTube, X (Twitter), Instagram, TikTok, Snap Chat, etc. and related resources such as blogs and other web-based discussion forums across all the areas of modern life, students of LWCS may be held accountable for their actions related to all internet interactions according to the agreed upon conduct policy found in the Parent/Student Handbook (*see Student Conduct Agreement)*. Any interactions with social media by a LWCS student which appear to be contrary to the LWCS code of conduct may result in disciplinary action and or dismissal. Interacting online with a person or group, in its essence, is not different than interacting with someone face-to-face – i.e. students are required to maintain the principles of a Christ-like character.

# STUDENT PICK UP PROTOCOL

During School Hours:

• At enrollment/re-enrollment, all parents must complete the "Emergency Contact" and "Pick-Up" information on the school application. This will provide LWCS with the necessary information as it pertains to emergencies and student pickup authorizations. The parent is responsible to continually update this page. In the event a parent has not completed this information; the Business Manager will contact the parent to remind them to complete the information as soon as possible.

• If a person comes to the front desk to pick up a student, a pickup card must be presented. If a pickup card is not present, a legal picture ID must be presented, and the information checked with the Pick-Up information provided by the parent/guardian. If the person is approved, the student is released to that person.

• If the person seeking to pick up the student is not approved, the parent is contacted. For the parent to approve the pickup, the parent must send an email confirming the first and last name of the individual allowed to pick up, and the name of their student(s) being picked up. If the parent is unreachable, the student is not released.

• If another LWCS parent seeks to pick up a student other than their own and they are not approved on the Pick-Up list, that student's parent will be contacted. For the parent to approve the pickup, the parent must send an email confirming the

first and last name of the individual allowed to pick up, and the name of their student(s) being picked up. If the parent is unreachable, the student is not released.

After School Hours:
• Car line pickup is from 2:25-2:45.
• To pick up a child in the car line, the driver must have the proper placard visible or may present their pickup card to the carline attendant.
• If a vehicle does not have the proper pick-up card, or placard, they must park their car and wait until 3:00. At 3:00 PM they will need to report to the Extended Care door for I.D. verification and then their student will be released to them. This may be delayed until 3:10 PM due to the aftercare check-in process.
• Any student not picked up by 3:00 PM is automatically enrolled into Aftercare. Charges will incur.
After-Care Program (3:00 – 5:45 PM)
• After-care workers and supervisors are given a copy of the approved pickup list for each student that was submitted by parents during enrollment.
• When someone comes to pick up a child from Aftercare, they must show a valid pickup card with that student's name. This must be shown in the camera prior to being admitted to the building.
• If a valid pick-up card is not available, the adult may submit a valid ID card. The aftercare worker or supervisor will verify that the person is approved to pick up the child, prior to being admitted to the building.
• If the person presenting the valid ID is not on the approved pick-up list, the parent will be contacted. The student will NOT be released until a parent is reached and verification is given. Once verification is given verbally over the phone, a copy of the valid ID will be made.

# THREATS OF VIOLENCE AND WEAPONS AT SCHOOL

**Threats of Violence:**
LWCS seeks to promote a healthy, safe learning environment. LWCS does not tolerate threats of violence to oneself, others, threatening behavior or other acts of violence (including threats to severely damage school property or the property of other students) whether made in school or out of school. Any threats or depiction of violence or harm, whether specific or general, whether done in jest or serious, whether in school or out of school, whether in person or through some other form of communication (email, DM, message board, text, letter, picture, etc.) will be taken seriously by LWCS and may be grounds for immediate discipline, including suspension or expulsion. Following any such event, LWCS may suspend or expel the student or may, in its sole criteria, require consistent monitoring by a mental health professional. Nothing contained herein, shall in any way limit or prohibit LWCS, in its sole discretion, from suspending, expelling or removing any student who violates this policy.

Parents and others will be encouraged to report such incidents or information to the appropriate school official. Staff shall immediately notify an administrator of any threat, threatening behavior or act of violence he/she has knowledge of, has witnessed or received. All reports are promptly investigated and may result in notifying law enforcement.

**Weapons**
Similarly, LWCS expressly prohibits the bringing, or possession of a weapon on school grounds or at school functions. No student or nonstudent, including adults and visitors, shall possess, use, or distribute a weapon when at school. LWCS will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

A "weapon" is defined as any object or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

No person shall possess, use, or distribute any object, device, or instrument having the appearance of a weapon and such objects, devices, or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.

No person shall use articles designed for other purposes (i.e. lasers or laser pointers, belts, combs, pencils, files, scissors, etc.) to inflict bodily harm and/or intimidation and such use will be treated as the possession and use of a weapon.

**Violations**

In the event of a violation of this policy, LWCS may impose disciplinary action, in its sole discretion, including but not limited to, suspension, or expulsion. LWCS also may make a referral or report to appropriate law enforcement for any violation of this policy when it believes a crime may have been committed or take any other action that it deems necessary in the best interest of the school or to protect the safety of its students, staff, and visitors.

# *COMMUNICATION*

## CLASS DOJO

5th-8th grade will be utilizing the Class Dojo App. This App offers an easy way for teachers to share class announcements, digital copies of newsletters, photos, etc. with parents/guardians. Each teacher will be choosing exactly how this app will be utilized in their classrooms; however, you can expect to see updates regarding test/quizzes/projects and when progress reports are available for online viewing.

- Classroom Dojo at **NO** time should be used to communicate behavior or grades. This will all be done within FACTS and via email.
- Class Dojo at **NO** time should be used to make specific requests from any staff member (set up conferences, absence requests, etc.) Please continue to use email for all communication with staff members.

## PARENT ALERT

Parent Alert is a feature available through our student information system, FACTS. It will allow LWCS to communicate quickly with all parents/guardians when necessary. For example, it may be utilized to communicate delays, cancellations, reminders regarding school events, etc. Parents are not able to respond to any of the messages; however, email can be used for any questions parents may have.

## SOCIAL MEDIA

LWCS enlists the usage of social media to keep its families informed. Follow along with LWCS on:

- Facebook: www.facebook.com/lwcswarriors
- Instagram: www.instagram.com/livingwaterwarriors
- Twitter: www.twitter.com/lwcswarriors

# *SCHOOL EVENTS*

## CHRISTMAS

LWCS celebrates Christmas as the blessed occasion when Jesus, God's Son, came to earth as a baby. Through His life, death on the cross and subsequent resurrection, those who place their faith in Him are saved for all eternity (John 3:16). As such, our activities, parties and projects should draw attention to Jesus, not man.

## GUMDROP GALA

The Gumdrop Gala is a semi-formal event for students in grade 6-8. The planning committee consists of students, parent volunteers and faculty. LWCS students may choose to invite a Non-LWCS guest to the Gumdrop Gala. The LWCS student is to complete and submit the Gumdrop Gala Guest Form and submit it to the Administrator for review.

# PARENT-TEACHER CONFERENCES

Parent-Teacher conferences will be scheduled throughout the school year. Parents are encouraged to utilize these conferences to communicate directly with the student's teacher(s). Please contact the teacher directly if you desire a conference. Students who wish to talk to a teacher about any problem should request a conference with the teacher before/after school or at a time convenient to both during the day. A Parent-Teacher conference is encouraged for all parents of NEW students in the first 6 weeks.

# PARTIES/SOCIALS

The Principal must approve all class party plans.

• The sponsor of the party is required to submit an agenda of events prior to approval.

• For any type of party to be an official LWCS party, a faculty member must be involved in the planning and be present at the party.

• Flowers and/or gift baskets may not be delivered to students during class on any school day or at any school-sponsored event or program. Any deliveries will be kept in the school office and picked up at the end of the day.

# SPIRIT WEEK(s)

Students will follow the guidelines set forth for Spirit Week as they become available.

# TEACHER APPRECIATION WEEK

Teacher Appreciation Week will be celebrated annually in the spring. The activities will be coordinated by the Administrator. If you would like to find out how you can get involved, contact the Administrator.

# *TRANSPORTATION*
# CAMPUS SPEED LIMIT IS 5 MPH

# DRIVING/PARKING ON CAMPUS

LWCS does not allow vehicles to be driven or parked on any surface not specifically designed for motor vehicles. These areas include, but are not limited to, sidewalks, curbs, patios, or grass. Visitors should be asked to move their vehicle to a proper parking area or roadway, and assistance offered if needed. Any unusual circumstance that may require a vehicle to be driven onto a non-roadway surface must be approved by the school office. Approval should only be granted if extenuating circumstances warrant a waiver of this policy. All students must fill out a Student Parking Application each year to bring a vehicle on campus. The Business Office will maintain student driver records.

For the sake of safety, the administration will respond to violators as follows:

Students: Level 1 – Abuse of vehicle parking privileges – Disciplinary Action: 1 Demerit
Level 2 – Traffic Violation – Disciplinary Action: 3 to 5 Demerits
Level 3 – Reckless/irresponsible vehicle operation – Disciplinary Action: 10 Demerits

Parents: First Offense – Phone call from the Principal or Administrator, followed by a letter
Second Offense – Meeting with the Administrator, followed by a letter
Third Offense – Driving Privileges Revoked on Campus; Student(s) may be removed from enrollment

# ARRIVAL PROCEDURES

Building 200 Drop Off: 7:30 – 7:50 AM.

Curbside drop-off will take place at the end of building 200. Students should exit from the driver's side of the vehicle if possible. LWCS does not assume responsibility for any student on campus before 7:30 AM unless he/she is in morning care under the direct supervision of a staff member. Students dropped off before 7:20 will be escorted to morning care.

- See traffic flow map in Appendix – B

# DISMISSAL PROCEDURES

Building 200 Dismissal: 2:25 – 2:45 PM (5th – 12th Grade)

Students should be picked up according to the same flow of traffic for morning drop-off. Parents can either pull through the carline or park their vehicles. Families choosing to park will have to wait for staff to identify when a student is permitted to cross traffic and report to their vehicle. Students not picked up by 2:45 PM will be escorted to After-Care. Charges will incur.

- Students with siblings in EE-4th grade will join their siblings for pick-up. Their pick-up is 2:40-3:00 PM.
- See traffic flow map in Appendix – D

Parents and guardians, or other drivers coming to pick up students during building 200 dismissal, are not to line up for afternoon dismissal any earlier than 2:00 PM. This will be enforced, and drivers will be required to move their vehicles.

# TRAFFIC SAFETY

The focus on safety for students on campus includes strict enforcement of safe driving expectations for students and all parents. This includes the requirement for drivers to respect all traffic control devices including speed limits, cones and signs.

For the sake of safety, the administration will respond to violators as follows:

STUDENTS: LEVEL 1: Abuse of vehicle parking privileges: Disciplinary Action – 1 Demerit
LEVEL 2: Traffic Violation: Disciplinary Action – 3 to 5 Demerits
LEVEL 3: Reckless/Irresponsible Vehicle Operation: Disciplinary Action – 10 Demerits

PARENTS: FIRST OFFENSE: Phone call from Principal or Administrator, followed by a letter
SECOND OFFENSE: Meeting with the Principal or Administrator, followed by a letter
THIRD OFFENSE: Driving Privileges Revoked on Campus; Student(s) may be removed from enrollment