

# **Student Parent Handbook Log Church Christian School**



**2023-2024**

Log Church Christian School  
P.O. Box 1438  
209 S. 4th Street, Brewster, Washington 98812

# **Student-Parent Handbook**

## **Contents**

Table of Contents .....	2
Staff Directory.....	3
Statement of Faith.....	4
Mission Statement.....	5
Non Discriminatory Statement .....	5
School Board of Directors .....	5
Daily Schedule.....	6
Parents In Participation (PIP) Hours.....	7
Admission Requirements.....	8
Learning Disabilities Guidelines.....	9
Kindergarten Readiness Requirements .....	10
Student Health Requirements.....	11
Tuition Policy .....	12
Tuition Fees .....	13
Tuition Addendum Grades 7-12 .....	14
Attendance Requirements.....	15
Absence Guidelines.....	15
Missed School Work Guidelines and Procedures.....	16
Homework Philosophy and Guidelines.....	16
Classroom Rules.....	17
Discipline Policy and Procedures.....	17
Cheating Policy.....	21
Basic School Rules.....	22
Volunteer and Student Driver Policy .....	24
Field Trip Policy .....	24
Dress Code.....	25
School Pledges .....	26
Honors/Awards.....	26

# STAFF DIRECTORY

## **Principal**

Sunder Aldridge  
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## **Preschool:**

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## **1st Grade:**

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## **2nd Grade:**

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## **3rd-4th Grades:**

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## **5th-6th Grades:**

Amy Becker  
Tel. 509.449.0433  
e-mail: [abecker@lccsbrewster.org](mailto:abecker@lccsbrewster.org)

## **7th - 12th Grades:**

Krista Wright  
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## **Paraeducators:**

Nicole Minnick  
Emerson Webster

## **Office Manager**

Kristi Busching  
Tel. 509.449.3460  
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**Log Church Christian School:** Email: [School@lccsbrewster.org](mailto:School@lccsbrewster.org) Website: [www.lccsbrewster.org](http://www.lccsbrewster.org)

# STATEMENT OF FAITH

The Log Church Christian School exists to partner with parents in educating their children to become the next generation of Christian leaders who embrace all of Christ, for all of life, for all the world.

The basis of Log Church Christian School is the Scripture of the Old and New Testament, the infallible Word of God. On this basis we affirm the following principles for Christian education:

**CREATION:** That in their education children must come to learn that the world, and man's calling in it can rightly be understood only in their relation to the Triune God who by His creation, restoration, and governance directs all things to the coming of His kingdom and the glorification of His name.

**SIN:** That man's sin, which brought upon all mankind the curse of God, alienates him from his Creator, his neighbor, and the world; distorts his view of the true meaning and purpose of life; and misdirects human cultures.

**JESUS CHRIST:** That through our Savior Jesus Christ, there is renewal of our educational enterprise because He is the Redeemer of, and the Light and Way for, our human life in all its range and variety. Only through Him and the work of His Spirit are we guided in the truth and recommitted to our original calling.

**MARRIAGE/SEXUALITY:** That the biblical example of marriage is the God-ordained union of one man and one woman in a covenant commitment. These two distinct, complimentary genders together reflect the image and nature of God. (Genesis 1:27-28, 2:21-24, Matt. 19:4-9). We believe that the Bible condemns any form of sexual immorality - adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and the use of pornography.

**SCHOOLS:** That the purpose of Christian schools is to educate children for a life of obedience to their calling in this world as image-bearers of God; that this calling is to know God's Word and His creation, to love their fellow man, and to be stewards in their God-given cultural task.

**PARENTS:** That the primary responsibility for education rests upon parents to whom children are entrusted by God, and that Christian parents should accept this obligation in view of the covenantal relationship which God established with believers and their children.

**TEACHERS:** That Christian teachers, both in obedience to God and in cooperation with parents, have unique responsibility while educating the child in school.

**STUDENTS:** That Christian schools must take into account the variety of abilities, needs and responsibilities of young persons; that the endowments and calling of young persons as God's image-bearers and their defects and inadequacies as sinners require that such learning goals and such curricula will be selected as will best prepare them to live as obedient Christians; and that only with constant attention to such concerns will education be truly Christian.

# MISSION STATEMENT

The Log Church Christian School exists to partner with parents in educating their children to become the next generation of Christian leaders who embrace all of Christ, for all of life, for all the world.

## School Bible Verse

“Be strong and courageous...for the Lord your God will be with you wherever you go.” - Joshua 1:9

## Non Discriminatory Statement

In His Word, God forbids us to regard anyone with partiality: “If you really fulfill the royal law according to the Scripture, “You shall love your neighbor as yourself,” you do well; but if you show partiality, you commit sin, and are convicted by the law as transgressors.” (James 2:8-9) Therefore, in obedience to the royal law of God, the Log Church Christian School does not discriminate in any regard, against any student or applicant on the basis of race, color, or national/ethnic origin in the administration of its admissions policies, educational policies, tuition assistance program, and other school-administered programs.

## School Board of Directors

The Log Church Christian School is run under the authority of a Board of Directors. Below is a list of serving current officers and directors:

- ***NEW DIRECTORS will be selected in May 2023 and begin term in June 2023***

*President* - Mike Isenhardt

*Vice President* - Sunder Aldridge

*Secretary* - Krista Wright

*Treasurer* - Brenda Riggan

*Director* - Yvonne Zoretic

*Director* - Robin Isenhardt

*Director* - Suzanne Marks

*Director* - Drew Becker

*Director* - Abbie Gebbers

*Ex-officio member* - Pastor Gordon Wright

# DAILY SCHEDULE

**Class Begins:** 8:00 a.m.

**Late Start Mondays:** 9:30 a.m. start every Monday

**Early Release Fridays:** 11:30 a.m. release every Friday

## **Snack Break/Recess:**

9:00 - 9:20 a.m. .... Preschool  
9:20 - 9:40 a.m. .... 3rd and 4th grade  
9:40 - 10:00 a.m. .... Kindergarten  
10:00 - 10:20 a.m. .... 7th-12th grades  
10:20 - 10:40 a.m. .... 1st -2nd grades

## **Lunch:**

11:25 - 12:00 a.m. .... Kindergarten  
12:00 -12:30 p.m. .... 1st - 2nd grades  
11:30 - 12:00 p.m. .... 3rd - 6th grades  
12:00 - 12:30 p.m. .... 7th - 12th grades

## **Afternoon Recess:**

12:00 - 12:30 p.m. .... Kindergarten  
12:30 - 1:00 p.m. .... 1st - 2nd grades  
1:00- 1:30 p.m. .... 3rd/4th grades  
1:15 - 1:45 p.m. .... 5th/6th grades  
1:40-2:10 p.m ..... 7th - 12th grades

## **Late Afternoon Recess**

2:20-2:40 p.m. .... Kindergarten & Preschool

**Dismissal:** 2:50 p.m.

**Chapel:** Tuesday mornings

## PARENTS IN PARTICIPATION (PIP)

The Log Church Christian School is possible thanks to the Community Log Church and through the generous efforts of parents. In order to continue providing a quality education at an affordable cost, the school depends on the participation of each child's parent(s) in the Parent In Participation (PIP) program. Your time and talents are an integral part of many programs at LCCS: the auction/benefit, hot lunch program, recess, fundraisers, committees, classroom parents, maintenance projects, or field trip chaperones are all important elements to the life of our school. It is important that parents participate in the total educational experience of their children and PIP helps to provide this opportunity.

Each family is required to contribute a minimum number of hours per year to designated school projects and ongoing duties. The required hours are for the oldest (exception: Dual Enrolled) child in a family with multiple children enrolled. Preschool/Dual Enrolled: 5 hours Kindergarten-12: 10 hours. You may opt to pay a \$10 per hour (\$100 per year) "work credit" in lieu of your time. We would much rather see you around our school encouraging little ones, copying, monitoring recesses, or helping with any of our fundraisers throughout the year than receive your "work credit" substitution. Please make sure you sign up for at least one fundraiser(s), that you would be interested in volunteering for, at our Open House.

In addition to the excellent education your student(s) will receive here at LCCS, they will also experience a variety of fun activities, community events, field experiences, holiday celebrations, and guest presentations. As a private school, we depend on our families to volunteer their time, so we may provide this enrichment. There are ample opportunities for fulfilling your PIP hours each quarter. PIP hour opportunities are not limited to school hours. There are after school, evening, weekend and even at home opportunities to volunteer for the school or a teacher. Baking cookies or treats for your child's classroom, volunteering to cover a lunch or recess break for teachers, after school cleaning, and field trip chaperones are a few ways you can serve.

- Each family is required to complete the minimum hours per year by the end of the school year.
- PIP hours do not rollover to a new year.
- PIP hours may be completed by the parent/guardian, grandparent, sibling (age 16 or older), or other family member or family friend.
- It is the responsibility of families to fill out the PIP Log on the back side of the ROAR each month and return them to your child's teacher or the office.
- The "work credit" option is \$10 per hour for uncompleted PIP hours billed at the end of the school year.
- PIP hours and/or "work credit" substitution are due before June of that school year.

## **ADMISSION REQUIREMENTS**

### **RETURNING STUDENTS**

1. Indicate your child is returning to LCCS in Jupiter.
2. Complete the following forms online through Jupiter:
  - Annual Permission/Consent/Release Form      -Immunization Agreement
  - Student/Parent Handbook Agreement      -Tuition Payment Contract
3. Enrollment Fee paid
4. Materials Fee paid

### **NEW STUDENTS - Students new to LCCS will only be accepted for enrollment during the first semester of the school year.**

1. School visit: meet with teacher, receive handbook, academic screening for grade placement
2. Application fee paid
3. Student online registration on Jupiter including the following forms:
  - Annual Permission/Consent/Release Form      -Immunization Agreement
  - Student/Parent Handbook Agreement      -Tuition Payment Contract
4. Upon approval of application, Enrollment and Materials fees need to be paid
5. Request student's academic file transferred to LCCS
6. If a student is transferring during the school year, school board approval of application is required before admittance.

### **Admission Requirements for the Students**

1. If a child has successfully completed the previous school year and his academic work and behavior compare favorably to the comparable grade at LCCS, the child will be placed in the grade for which he is applying. However, if there is evidence to show that the child may not be adequately prepared for the next sequential grade level, with the parents' compliance, he may repeat the previous grade.
2. The child should understand that his parents have delegated their authority to the school. Therefore, he is subject to the instruction and discipline of the teachers at the LCCS.
3. Students are required to be compliant and desire to be educated at the LCCS.

### **Admission Requirements for the Parents**

1. Though not required to be Christians, the parents of students at the Log Church Christian School should have a clear understanding of the biblical philosophy and purpose of LCCS. This understanding includes a willingness to have their child exposed to the clear teaching (not forced indoctrination) of the school's Statement of Faith in various ways within the school's program. This includes all biblically based coursework.
2. The parents should be willing to cooperate with all the written policies of LCCS.



# DISABILITIES

## Definitions

- ***Severe Learning Disability:*** Any condition in a potential student which would require a separate classroom, program, and staff in order to provide the educational services desired by the parents. E.g. Down's syndrome, deaf/mute, blind, etc.
- ***Learning Disability:*** Any condition in a potential student which does not require a separate classroom, program, and staff in order to provide the education services desired by the parents. E.g. Hyperactivity, Attention Deficit Syndrome, dyslexia, etc. For the purposes of this policy, it is not important whether or not the condition was accurately diagnosed, and is a genuinely learning disability.
- ***Emotional/Behavioral Disability:*** Any condition in a potential student which would require ongoing assessments, counseling, medication or trained diagnosis, or who exhibits characteristics over a long period of time and to a marked degree that adversely affect a child's educational performance, interpersonal relationships or the classroom learning environment.

## Guidelines

1. Children with a severe learning disability will not be admitted to the Log Church Christian School due to the lack of adequate staff, funding, and facilities.
2. Children who have been diagnosed as having a learning disability will be required to perform and complete work at their grade level.
3. Admittance of children with emotional/behavioral disabilities will be reviewed by the school board due to the lack of adequate staff, funding, and facilities.

# KINDERGARTEN READINESS

## **Academic Skills:**

- Write first name
- Recognize numbers 0-10
- Count to 20 - also count items, understanding the concept of matching a number to a quantity of items.
- Recognize basic geometric shapes: circle, square, rectangle, triangle
- Can sort by color, size, and shape
- Can recognize and make a pattern (ababab, abbabbabb)
- Familiarity with letters of the alphabet
- Listening comprehension: ability to listen to a story and answer basic questions

## **Physical Development (small muscle):**

### Cutting skills:

Hold scissors properly

Experience cutting on straight and curved lines

### Coloring/pencil skills

Hold crayon/pencil properly

Ability to trace a line

### Toileting skills:

Ability to use bathroom independently

Tuck in shirt, zip/button pants, buckle/unbuckle belt

## **Behavior and Maturity:**

- Obedient - obeys promptly, cheerfully, and responds to correction appropriately
- Reasonable attention span - 10-15 minutes
- Listens carefully
- Follows instructions, including 2 step directions (Do this, then that)
- Self control - raises hand without speaking out and waits to be called on, takes turns graciously, handles disappointments appropriately.
- Respectful, courteous

# STUDENT HEALTH REQUIREMENTS

1. As required by law, all school children must be immunized (or properly exempted) in order to attend school. Immunization records and Emergency information must be on file at the school by the first day of school.
2. Standard immunization record forms may be obtained from the family doctor and a copy given to the school. If immunizations are not up to date, or records are missing, the school office will contact parents. LCCS reserves the right to drop enrollment for your child if not up-to-date or exempted.
3. Prescription and Non Prescription: Student non-prescription medications (i.e. tylenol, etc) should be provided by parents. Permission for a student or teacher to administer these in class is required. *Prescription medicines will not be dispensed* without written healthcare provider authorization. Authorization and Release Forms for Prescription Medication are available on our school website or from our office manager.

## WHEN TO STAY HOME

Many students and families are frequently concerned about when a student should stay home or attend school.

*The following is a guideline to help you with this decision:*

1. If a student has a fever.
2. If the student has vomited or had diarrhea the student should stay home for 24 hours after the episode has resolved.
3. If the student has any rash that may be disease - related or unknown, check with your child's physician before sending to school.
4. If a student's eyes are red with watery or pus drainage, check with your family physician to rule out Pink Eye before sending to school.
5. If they aren't feeling well and are experiencing aches, sore throat, severe cough, or congestion.

Student can return to school if they have had no fever in the last 24 hours without medication and symptoms have significantly improved.

Please be prepared to keep your child home if they are sick, and also have a plan to get them from school if you are contacted by their teacher that they are ill. The teachers at LCCS are willing to send work home and accommodate absences due to illness. If your child is not well enough to play outside, then they aren't well enough to be at school.

# TUITION POLICY

Tuition is due the 1st of every month. Please have all CHECKS made payable to the Log Church Christian School (LCCS). Make sure they are not made out to your child's teacher. If you have multiple students enrolled in the school, they can be combined into one check. In the memo, please make note of all student's names. Tuition can be paid online through Jupiter with a debit/credit card or a checking/savings account.

***If tuition is not collected by the 10th of the month, a LATE FEE of \$15 per family will be posted to your account.***

An overdue notice will be sent out by the 10th of the month. If tuition is not paid by the 25th of the month, an additional letter will be sent home asking the student not return to school until account is brought to date.

If check is returned NSF, a \$25.00 NSF Fee will be added to the next school bill.

# SCHOLARSHIP FUND

It is the desire of the Log Church Christian School that as many students as possible receive an education that is centered in the Gospel of Jesus Christ. We want to make this education affordable to everyone, but a Christian education, though exceedingly valuable, comes at a price. We know not all families are financially able to provide this for their children. For this reason, scholarships are a necessary part of the Log Church Christian School.

The Brian Sonneman Memorial Scholarship Fund was created to assist all families. This fund has been made possible by the faithful commitment of generous donors in the community. As many of you know, Brian Sonneman was instrumental in envisioning and assisting with the creation of our school. He worked toward, and faithfully prayed for the founding of this program. We honor him for his faithful contribution, and we know this memorial fund will be a blessing to many.

Applications for financial assistance through the Brian Sonneman Memorial Scholarship Fund are available at [www.mytads.com](http://www.mytads.com).



## LOG CHURCH CHRISTIAN SCHOOL

# Tuition and Fees

### 2023-2024

#### NEW STUDENT APPLICATION FEE: \$50

This is a non-refundable fee with each new student application. New student/family will be required to visit a classroom and meet with our director. If student becomes enrolled at LCCS, this fee will be deducted from the enrollment fee.

#### ENROLLMENT FEE: \$100

Enrollment fee is non-refundable and paid with completed enrollment forms online.

#### TUITION

	Annual Tuition	Per month for 9 months	Per month for 12 months**
Preschool - ages 3&4 / ages 4&5	\$1485 / \$1980	\$165 / \$220	\$124 / \$165
Grades K-6	\$3195	\$355	\$267
Grades 7-12	\$3420	\$380	\$285
*Additional Child Rate Preschool ages 3&4 / ages 4&5	\$1233 / \$1728	\$137 / \$192	\$103 / \$144
*Additional Child Rate Grades K- 6	\$2943	\$327	\$246
*Additional Child Rate Grades 7-12	\$3168	\$352	\$264

#### \*ADDITIONAL CHILD TUITION RATE

\$250 discount from annual tuition. It applies to every child beyond the eldest by student's grade level.

#### \*\*12 MONTH TUITION RATE

If selected on Tuition Payment Agreement form during registration, 12 month payment plans start June 1.

#### MATERIALS FEES *(fee increases on June 15):*

Non-refundable	Through June 15	After June 15
Preschool	\$110	\$160
Kindergarten - 4th Grades	\$285	\$335
5th - 12th Grades	\$360	\$410

#### TUITION PAYMENT OPTIONS

*Option 1:* Pay full year tuition in advance at the start of the school year. Tuition due by August 15.

*Option 2:* Pay per month for 9 months (September - May). First payment due August 15. Each payment thereafter is due the 1st of the month beginning in October. Late fees apply.

*Option 3:* Pay per month for 12 months (1st payment June 1). Payments due the 1st of the month. Late fees apply. Payments made during summer months must be mailed to the school post office box.

**Tuition Assistance available online at [www.mytads.com](http://www.mytads.com). Visit the website to start the application. Applications due 6/30/23.**



**LOG CHURCH CHRISTIAN SCHOOL**  
**Tuition and Fees**  
**2023-2024**

**ADDENDUM FOR GRADES 7 - 12**

**See separate page for Enrollment and Materials fees.**

**TUITION**

<b>Grades 7 - 12</b>	<b>Annual Tuition</b>	<b>Per month for 9 months</b>	<b>Per month for 12 months**</b>
Standard Tuition	\$3420	\$380	\$285
*Additional Child Rate	\$3168	\$352	\$264
Running Start (75% Discount)	\$855	\$95	\$71
Dual Enrolled (25% Discount)	\$2565	\$285	\$214
Dual Enrolled plus Additional Child	\$2376	\$264	\$198

**\*ADDITIONAL CHILD TUITION RATE**

\$250 discount from annual tuition. It applies to every child beyond the eldest by student's grade level.

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# ATTENDANCE REQUIREMENTS

A student enrolled at the Log Church Christian School is expected to be present and on time every day school is in session. Attendance records for the students are kept by the teacher and reported on the student's report card each term.

## TARDINESS

Students should be on time every day. A student is declared tardy when arriving after starting time of the school day. Personal illness, family emergency, doctor's appointment, extreme weather conditions, and participation in school programs are valid excuses for tardiness. Punctuality is important. A tardy student disrupts class, feels conspicuous, and misses valuable class time. LCCS is required to monitor attendance including tardiness and notify parents of potential problems. *If tardies persist, the student will lose certain privileges and a conference will be arranged with the parents or guardian. As a private school, we are also inclined to not accept registration for the student the following school year.*

## ABSENCE GUIDELINES

A student is allotted a maximum of 10 absences per quarter. There are two types of absences that may from time to time occur, Planned and Unplanned Absences. The following guidelines are designed to notify parents of their student's responsibility to make up for missed work.

1. **Unplanned Absences:** Unplanned absences are those that are unforeseen and require a student missing school due to illness, or emergency, etc.
  - Parents should contact the teacher by note or phone as soon as possible. This allows time for teacher(s) and/or students to compile the necessary work the student would otherwise miss.
  - A doctor's note is required for absences of an extended time due to illness.
2. **Planned Absences:** Planned absences are those that are scheduled absences (i.e. family vacations, mission trips, community service, sports, etc.) When possible, doctor appointments should be made after school hours.
  - Parents/students planning an absence must notify in advance the teacher(s) involved to explain the circumstances and plan for the student's make-up of missed class work.

## **Excessive Absences**

A student is permitted ten absences per quarter. Each student must make up missed work according to the schedule. Medical absences that are of five or more consecutive days in duration, with a doctor's note, will not be included in the ten absences.

# Missed School Work Guidelines

**Classwork:** If a student is absent due to sickness or other unforeseen circumstances (unplanned absence) requiring them to miss school, they will be given 2x the number of days they were absent to make up their work. All missed work, including tests, will be due by the end of that time frame. (i.e. absent 2 days = 4 school days to make up work. All work due at the end of those 4 days)

Planned absences will be given 1x the number of days they were absent in order to make up their work. (i.e. absent 2 days = 2 school days to make up work. All work due at the end of those 2 days. )

**Tests:** If a student is absent only on a test day, they will be required to take the test on the day they return. If they missed review days or an assignment that was important for understanding the material on the test, grace will be given for the test until work is finished.

A date will be set by your child's teacher as to when the student's absence work will need to be made up. ***Any work NOT made up in the given time frame will NOT receive credit.*** It is the parent or guardian's responsibility to pick up work or request it be sent home.

## HOMEWORK PHILOSOPHY

Students will be assigned homework and, on occasion, other projects. Parents are urged to be involved in these assignments without actually doing the assigned work. We try to limit the amount of homework given so as not to interfere with family activities. Expect about 30 minutes a night for grades 1-3 and about 45 minutes per night for grades 4-6. If your child's homework load drastically exceeds these estimates, please talk with your child's teacher to explore options.

The necessity and time it takes for homework will vary in upper level grades.

**If work is not completed in class, it will be sent home as homework.**

*Homework is given for several purposes:*

1. **Drill** - Most students require consistent drilling to master material essential to their educational development.
2. **Practice** - Following classroom explanations, illustrations, and drill on new work, it is given so that the material will be mastered.
3. **Remedial Activity** - Homework can be given to help students strengthen their weak areas.
4. **Special Projects** - Book reports, compositions, research papers, and projects allow students the opportunity to apply the material learned and develop research skills.
5. **Reading** - Every grade level will require students to read at home. This is a skill that is foundational to overall success.

Parents should be consistent in seeing that all homework is completed properly and turned in when it is due. The responsibility of homework is an important part of your child's academic success. Each classroom will enforce and reward completed homework.



# CLASSROOM RULES

1. Obey right away, all the way, and with a good attitude everyday.
2. Listen when others speak.
3. Raise your hand to speak.
4. Speak kindly
5. Keep your area clean.
6. Show respect to all people and property.
7. Always work diligently

## DISCIPLINE PROCEDURES

If we are to maintain the proper discipline at Log Church Christian School, then the discipline we use must be based on Scripture. Christian love is at the heart of all discipline and the responsibility and authority to discipline comes from God.

The purpose of the discipline policies is:

1. To assist students in developing a lifestyle that is pleasing to the Lord.
2. To apply Biblical principles in handling daily problems.
3. To provide a consistent pattern of expectations to which students can respond positively.
4. To encourage in students a positive response to authority systems so that they will be better prepared to yield their will to God's will.
5. To protect and build respect for the personal right of fellow students and adults, including the right to learn.
6. To protect and build respect for the personal property of persons and organizations.
7. To encourage students to accept responsibility for their words and their actions.
8. To establish standards that would support the Biblical instruction that is provided in the Christian home of which LCCS is an extension.
9. To encourage honesty in all matters.
10. To avoid behavior that may tempt a weaker brother.
11. To protect the integrity of the individual by keeping all disciplinary actions as private as possible.

At the Log Church Christian School, we believe what the Bible tells us about obedience and humility. It starts with love. Jesus said in John 14:15: "If you love me, keep my commandments." (NLT). Obedience comes from knowing that God loves you and you love Him in return. Obedience is not about fearing God. To God a relationship of love starts with obedience. And out of love comes trust. If you trust what God is saying to you, and you believe that He loves you, then that will lead to action. In Jesus' humility, He was always obedient to the Father and so should the humble Christian be willing to put aside all selfishness and submit in obedience to God and His Word. "The humble will see their God at work and be glad. Let all who seek God's help be encouraged." Psalm 69:32 (NLT)

## **General Procedure:**

The three-tiered level of discipline adopted by the administration has the dual purpose of helping students to develop a personal standard of conduct and to ensure that the school's mission and activities are not hindered. While the primary goal of all discipline is to bring the student to a place of restoration, the secondary purpose must be to provide means of keeping the community wholesome and productive. The three tiers of offenses are each accompanied by consequences which correspond to the degree of the offense.

It must be understood by students, parents/guardians, and teachers that it is impossible to codify every possible behavior that would be an offense to the mission, but it is possible to draw principles from the three levels of discipline that are applicable to all situations. In areas not specifically addressed by the student handbook, judgment will rest upon the administration.

### **LEVEL I**

This level of offenses includes areas usually addressed by the teacher in the classroom or by monitors in all school functions. It is the lowest degree of violations.

**Offenses:** Excessive noise or running in the halls; gum chewing in the buildings; class disruptions of a minor nature; disobeying playground rules; use of radios, CD players, phones, ipads, iphones, electronic games, or other toys that could be broken, tardy to class; public display of affection of a minor nature; dress code violations; horse play that results in unintentional harm to another student; and other minor offenses.

**Consequences:** Assignment given by teacher, detention, written and/or oral apologies, tallies which add up to a more serious consequence, missed recesses, loss of privilege, a note sent home that must be signed and returned back to the teacher the next day, or any combination of consequences as warranted.

### **LEVEL II**

This level of offense goes beyond Level I in regards to severity or repetition of some offense. It is at this level that the school board becomes involved and records begin to be kept in the school office. Teachers may report Level II offenses to the school board for discipline.

**Offenses:** Repeated Level I offense, classroom disruption of more than a minor nature, disrespect of staff or teacher, harassment or bullying of another student (including racism), ongoing negative and/or uncooperative attitude, profanity of any kind, misuse or abuse of school property (restitution is required), deceit in any form toward staff (1st offense), slander or gossip, physical altercation of any kind to either student or staff, not being where student is supposed to be, accumulation of five or more detention hours, or first time cheating incidents.

**Consequences:** In-school suspension(s), detentions, written and/or oral apologies, non-academic, written assignments, loss of a privilege. A phone call and/or a letter will be sent home for every Level II offense committed and a combination of consequences may be warranted. Teachers may use discretion or have the authority to immediately notify parents or guardians for removal of a student for the remainder of the day pending more disciplinary action.

### **LEVEL III**

This level of offense is severe enough to warrant probation of the student, immediate suspension and possible expulsion. Level III offenses are judged most severe either because of an ongoing pattern or attitude or because of the nature of the offense. Teachers must report Level III offenses immediately to the school board. Actions of immediate danger would warrant prompt notification.

**Offenses:** Repeated Level II offense, severe and blatant disrespect, including insubordination, use of profanity that is severe in nature (or repeated), repeated cheating, stealing or forgery, repeated deceit of any kind, skipping classes or truancy, vandalism, any use of alcohol, tobacco, or drugs (on or off school grounds), fighting, physical altercation of any kind, any possession of weapons, sexual immorality, any criminal offense not including traffic violations, and threatening remarks made to others.

**Consequences:** Meeting required between parent/guardian and teacher board, student immediately placed on probation (if allowed to stay at school), out of school suspension, multiple in-school suspension days, written and/or oral apologies, require professional counseling, permanent removal from a class with a failing grade (if behavior took place in classroom) or any combination of consequences may be warranted.

Any Level III offense may result in immediate expulsion, even without a previous record. Log Church Christian School reserves the right to withdraw a student for any reason it determines is not in the best interest of the student or the school community. Unlawful act or threat of bodily harm will be reported to authorities.

### **SUSPENSION**

The school board for up to three days issues suspensions as a consequence for misconduct, which is either flagrant or repeated. All out of school suspensions result in an unexcused absence for the day(s) missed. Two types of suspensions are issued:

- In-School Suspension - this is the most commonly assigned suspension and is served at school. The student is removed from class for the entire day and assigned work by the teacher.
- Home Suspension - the student is detained and supervised at home by a parent/guardian with loss of privileges.

## **COURTESY AND RESPECT**

Students at LCCS should be respectful and courteous at all times to those with whom they come in contact.

Each student will be expected to cooperate with his teachers, the administration, and other members of the school staff and cheerfully observe all regulations set by the school. It is important for every student to demonstrate by attitude, words, and deeds, the greatest respect for God and His Word (Romans 15:2, Luke 14:11, Hebrews 13:7, 17 and Hebrews 5:8, 9).

## **SPECIFIC STANDARDS**

1. A progressive discipline model will be used based on John 14:15.
2. Anecdotal records will be kept of disciplinary actions. These will be on file in the school office.
3. A disciplinary report or phone call given to parents/guardians whenever there is a misbehavior requiring action.
4. The student will be allowed to present his/her side of the story before action is taken.
5. Discipline will be appropriate for the misbehavior.
6. Students will not be placed out from under supervision.

## **CONDUCT PROBATION**

Under certain circumstances, a student in grades K-12 may be placed on conduct probation. Probation gives the student an opportunity to display true repentance for offenses. If he/she does not improve to a satisfactory level during the time specified, the student might be expelled or asked to withdraw.

1. Reasons for probation
  - Continued deliberate disobedience
  - Rebellious spirit which is unchanged following counsel
  - Continued negative attitude and a bad influence on other students
  - Insufficient academic progress (academic probation)
  - Serious breach of moral conduct inside or outside the school which has an adverse effect upon the testimony of the school

## 2. Length of Probation

- One quarter or one school semester, assigned by the school board.
- The probationary student may not be permitted to engage in, or be a part of, the ongoing extracurricular activities of the school for a period of time to be determined by the administration.
- The probationary student is not denied the privilege of attending classes, but they may be denied participation in school social functions and cannot assume any leadership or other participatory role planning or completion of programs while on probation.
- The probationary student will be responsible for his behavior on a daily basis. He will be subject to frequent evaluations and corrective criteria.

## **CHEATING POLICY**

Cheating is defined as copying homework, someone else completing your work and you handing it in as yours, plagiarism in research papers and compositions, and unauthorized assistance on tests or quizzes. This includes internet plagiarism.

Cheating is a serious offense. It involves taking information from another source and presenting it as your own information. Thus, it involves both the components of stealing and lying. Teachers are required to take precautions in terms of test security and the structure of the classroom-testing environment in order to protect students from unnecessary temptation.

If it is determined that a student has indeed cheated repeatedly, the following actions will be taken:

1. The student will receive a zero on the assignment.
2. The board will be notified.
3. The student will confer with the teacher.
4. The teacher will call the parents/guardians.
5. In addition, on the second offense within the school year, the student will be placed on probation, attend a parent or guardian/student, school board conference and possibly lose the privilege of participation in school activities such as sports.
6. Third offense may result in permanent expulsion of a student from LCCS.

# BASIC SCHOOL RULES

## LUNCH REQUIREMENTS

A sack lunch will need to be provided from home each day. Due to the limited amount of microwaves and growing number of students, we asked you limit the amount of time a heated lunch is provided.

**LUNCH IS NOT PROVIDED** by school, except on designated Hot Lunch days once a month.

Parents are encouraged to join students for lunch at any time. Parent volunteers during each classroom's lunch hour is also encouraged. Please talk with your child's teacher to sign up.

- Each class has a morning snack break to which the parents are responsible for providing their child with a snack. Kindergarten - 2nd grade *requires* parents to provide snack while 3rd and above it is encouraged.

## CONFLICT

If for whatever reason a situation would arise in which you are concerned about your child's education and well being, please speak with your child's teacher. Each teacher is responsible for what occurs in their own classroom. Following the school discipline policy, the School Board of Directors may be contacted and conferenced with to handle such conflict.

## EMERGENCIES/ILLNESS

If your child becomes ill or injured at school, you will be notified and a first aid kit will be provided. The teacher will call the parents whenever a student has a fever, is vomiting, has significant pain, repeatedly complains, or anything else that is out of the ordinary. If the parents are unable to be reached, the person listed under Emergency Contact will be called.

## EMERGENCY DRILLS & PROTOCOL

Emergency Drills will be held quarterly. See your child's teacher for individual classroom evacuation routes from class. In extreme cases of unforeseen danger leading to immediate evacuation, our school will gather at a safe location. Location will be communicated with parents as soon as it is safe to pick up students.

## BIRTHDAYS/CELEBRATIONS

Holidays and special events may be celebrated in the classrooms. There will be sign ups with each classroom to help bring items for our celebrations. A letter will be sent home announcing such celebrations.

Birthdays are especially important to children. We welcome and encourage treats to celebrate. Please inform your child's teacher if you will be bringing treats in advance and when the best time to enjoy them will be.

To prevent hurt feelings of students, all birthday invitations are to be handed out outside of school unless the entire class is invited.

## ELECTRONIC USE

Cell phones can be disruptive to the learning environment and have potential for dishonest use. Students are only permitted to use cell phones before or after school hours or during the lunch hour for the purpose of contacting parents only. If it is an emergency that you contact your child, please contact the teacher first. Any and all messages can be relayed from the teacher to the student. Cell phones must be kept silenced in a backpack or purse. If a cell phone is seen or heard in the classroom, it will be confiscated and returned at the end of the day.

Students are not to have iPods, disc players, radios, headphones or any other electronic entertainment devices during school hours, including recess. These items will be confiscated if seen or heard during these hours. Items will be returned at the end of the day.

## SCHOOL DISMISSAL

Class is dismissed daily at 2:50 p.m., unless it is an Early Release day in which students are let out at 11:30 a.m. ***Parents are asked to promptly pick up their children at dismissal time out of respect for the teachers.*** Please contact us immediately if there is an emergency in which you cannot pick up your child by dismissal time.

Proper arrangements must be made in advance if your child will be picked up after 3 pm, except in case of emergency. Unfortunately we cannot afford an after school program and kindly ask parents to be mindful of the teachers time once class is dismissed.

## **STUDENT DRIVERS**

Students will be covered by parents' insurance policy.

Driving is a privilege granted by the board. Student drivers are required to have written parental permission before driving his vehicle on school property. A student is not allowed to go to his car without permission. Speeding, spinning wheels, or any reckless driving may result in loss of driving privileges to LCCS.

## **PARENT/VOLUNTEER DRIVERS**

We appreciate your help in driving students to and from school events. Our insurance policy mandates we keep the following records for any person driving students on field trips:

- Provide Copy of Driver's License
- Provide Copy of Proof of Insurance including Declaration Page
- Complete a Background Check for LCCS
- Complete Driver Orientation Checklist form
- Read and sign Vehicle Authorization and Operation form

## **FIELD TRIP POLICY**

Field trips are significant activities designed to offer an additional element to the learning experience. They are sought out with specific purpose, and that to complement the academics of the students involved. For this reason, upon establishing a field trip, only students in the involved grade level(s)/classroom(s) are invited to attend. Said students must have their parents' approval inclusive of a signed permission slip. Given the degree of planning that goes into a field trip, there is an expectation that students attend, and if unable, may be required to complete some form of assignment comparable to the learning foreseen to be realized through the trip experience.

Our transportation is reliant upon parent volunteers, for whom we are very grateful. Non-school aged children are able to attend with a parent chaperone if the teacher(s) assess it appropriate for the determined trip.



# DRESS CODE

Students are expected to dress modestly and appropriately for normal school activities.

Unfortunately, modest and appropriate are subjective terms. We ask that parents closely monitor their student's attire so that the time at school can be used to educate rather than regulate. **Neat, clean, and modest is always the basic guideline.** All clothing must be **safe and weather appropriate.** Come prepared to play outdoors.

The following may **not** be worn to school:

- Tank tops with spaghetti strap tops
- Skirts or dresses shorter than 2 inches above the knee
- Shorts that are shorter than finger tips in length
- No ragged clothing or holes in jeans
- Low cut necklines on blouses or shirts
- No exposed midriff or open back
- Excessively tight or excessively loose fitting clothing
- \*Leggings or yoga pants are only permitted if the shirt extends to finger tips in length, ensuring the backside is covered.
- Underwear or skin exposed due to shorts/pants not fitting properly
- Hats or hoods may NOT be worn inside the building
- Shoes/Sandals must be worn at ALL TIMES.
- Inappropriate images or text on clothing or body
- No gothic /death culture clothing or accessories

Students in violation will have their parents contacted and be expected to bring a change of clothing.

**We ask that all parents and volunteers adhere to LCCS dress code guidelines when coming on campus, which include field trips, volunteering, and drop- off/pickup times. Adults should provide an example of modesty and appropriate coverage for themselves on campus which reflects LCCS guidelines for staff and students.**

# PLEDGES

## AMERICAN FLAG

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

## CHRISTIAN FLAG

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

## PLEDGE TO THE BIBLE

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its words in my heart that I might not sin against God. Psalm 119:11

# ACADEMIC AWARDS

An awards ceremony will take place at the end of each year for grades 1-12th. We encourage our students to do their very best all year long and reward those that have exceeded in the following areas:

**Honor Roll:** Given to students with an A/B average in every subject throughout the year.

**Super Speller:** Given to the student or students with the highest grade average on spelling tests.

**Neatest Penmanship:** Given to the student who has taken pride and effort in their daily penmanship.

**Academic Excellence:** Give to the student or students with the highest grade average in their grade level.

**Math Star:** Give to the student or students with the highest grade average in their grade level.

**Scripture Award:** Given to students who are able to correctly recite their monthly scripture verse on a regular basis scoring a 97% or above. This student puts studying God's word as a priority and takes learning it seriously.

**Perfect Attendance:** Given to those students who have not missed a school day throughout the entire year.

# STUDENT- PARENT CONTRACT

*\*This form is now available online during registration at [www.jupitered.com](http://www.jupitered.com). Please log in to your account and sign virtually.*

It is our responsibility as educators to make sure each student receives the same quality and equal opportunities. To ensure this, the teachers of LCCS have compiled a set of standards we feel vital to achieving excellence academically and spiritually. The LCCS Student Handbook is to be read thoroughly, seeking clarification when necessary. Any and all important school policies are noted in this book. Any additional events, problems, or changes made to the statements contained will be communicated to parents separately.

**I, as a parent of my student(s) at LCCS am committed to upholding all policies stated in this handbook. I have read and understand all the LCCS asks of me and my child.**

*Parent Signature* x\_\_\_\_\_

*Print Name* x\_\_\_\_\_

**I, as a student(s) at LCCS am committed to upholding all policies stated in this handbook. I have read (or been read to) and understand all the LCCS asks of me as a student. I will do my best to follow all the rules.**

*Student Signature* x\_\_\_\_\_

*Student Signature* x\_\_\_\_\_

*Student Signature* x\_\_\_\_\_