

# Lee Christian School

## Parent/Guardian - Student Handbook 2022-2023

"DO NOT BE CONFORMED TO THIS  
WORLD. BUT BE TRANSFORMED BY THE  
RENEWAL OF YOUR MIND, THAT BY  
TESTING YOU MAY DISCERN WHAT IS  
THE WILL OF GOD, WHAT IS GOOD AND  
ACCEPTABLE AND PERFECT" ROMANS 12:2



Head of School **2022-2023**  
**Andrew Ricabal** School Year

# Lee Christian School

3220 Keller Andrews Road  
Sanford, North Carolina 27330

## Phone

919-708-5115

## Fax

919-708-6933

## Website

[www.leechristian.org](http://www.leechristian.org)

## Email

[info@leechristian.org](mailto:info@leechristian.org)

## Leadership

### Andrew Ricabal

HEAD OF SCHOOL



### Brenda Cowfer

ASSISTANT HEAD  
OF SCHOOL  
ELEMENTARY  
PRINCIPAL

### Kyle Flood

STUDENT LIFE  
DIRECTOR



### Kristen Berndt

BUSINESS  
DIRECTOR

Teachers and staff all have their own personal email address set up by the school. You may email our staff at any time about any questions or concerns you may have. Please allow 24-hrs for a response in return.





## Mission and Vision Statements

### Mission

The mission of Lee Christian School is to equip our students to be successful for God's service by providing thorough Christian training in God's Word, academics, fine arts, and athletics.

### Vision

The vision of Lee Christian School is to instill biblical principles in our students' lives so that they develop a deep relationship with Christ, a thorough knowledge of God's Word, and a genuine love for others.



# Core Values

## Character

- Consistently obeying Biblical principles in one's personal conduct (Matt. 7:12-14).

## Integrity

- Ensuring that our words and actions are right according to God's standards (Prov. 11:2-3).

## Knowledge

- Understanding God and His creation (John 1:1-5).

## Leadership

- Inspiring others to accomplish God's purposes (Her. 3:12-13).

## Love

- Demonstrating the love of God to others (Mark 12:30-31).

## Obedience

- Submitting to God's authority (1 Peter 1:13-16).

## Respect

- Showing value for oneself and others in words and deeds (Col. 3:12-14).

## Service

- Making oneself available to meet the needs of others (1 Cor. 15:5).

## Stewardship

- Making one's resources available to God for His purposes (1 Tim. 6:17-19).

## Worship

- Honoring, glorifying, and praising God through our actions and attitudes (Ps. 103:1-4).





# Philosophy of Christian Education Statement

Lee Christian School's philosophy of Christian education is based upon God's Word, the Bible as the basis for all truth. Christian education begins with an understanding that man was made in God's image, different from all other creation, with the unique capacity to know and respond to God personally and voluntarily. However, when man chose to sin, man broke the perfect relationship with God. Restoration of this relationship between God and man can only come by being born again through receiving Jesus Christ as Savior and Lord of his life; therefore, enabled to do God's will, the ultimate purpose of his life.

The entire process of Christian education is seen as a means to bring the student into a relationship with God where the whole student is developed: spiritually, mentally, physically, and socially. Christian education appreciates the individual with his own unique abilities and personality while teaching him how to live and work with others as modeled by Christ.

God commands that children be taught to love God and to love others. At the parent's request, the Christian school, along with the church, becomes a partner in providing this Christian education.

## Statement of Faith

- We believe the Bible to be the inspired Word of God without error.
- We believe in one God, Creator of all things. We believe in the Trinity: Father, Son, and the Holy Spirit as three in one.
- We believe Jesus Christ is true God and man, born of the Virgin Mary. He died on the cross as a payment for our sins. He arose on the third day, ascended into heaven, and will return for us someday.
- We believe the ministry of the Holy Spirit is to indwell, guide, instruct, and empower believers for godly living and service.
- We believe that Satan is a fallen angel and enemy of God and man who has been defeated through the death and resurrection of Jesus Christ.
- We believe that all have sinned and fallen short of the glory of God, but the shed blood of Jesus Christ provides salvation and redemption for all who believe.
- We believe the Church is composed of all individuals who have been saved through faith in Jesus and that He is the Head of the Church.
- We believe in the Second Coming of Jesus Christ; we believe in the bodily resurrection of the dead to everlasting life with the Lord.
- We believe God creates each person as male or female. These two distinct genders together reflect the image and nature of God. We believe rejection of one's biological sex is a rejection of the image of God within that person.
- We believe that the term "marriage" has only one meaning: the unity of one man and one woman in a single exclusive union as stated in the Bible. We believe God intends sexual intimacy to occur only between a man and a woman who are married to each other.

# Statement of Agreements

## Parents / Guardians

Parents / Guardians agree to:

- Be supportive of the school's Vision, Mission, Statement of Faith and other core documents.
- Be supportive of their student(s) being taught from a Biblical worldview.
- Ensure that their student(s) is respectful to the teaching of God's Word.
- Ensure that their student(s) is obedient and respectful to all school personnel.
- Ensure that their student(s) fully complies with rules and regulations as stated in the Parent-Student Handbook.
- Ensure that their student(s) is respectful to other students and parents/guardians.
- Ensure that their student(s) is respectful to our country, its laws, and flag.
- Work respectfully with LCS Faculty and Staff to positively resolve any issue or concern.

## Faculty & Staff

Faculty and Staff agree to:

- Provide a Biblical worldview education where students are able to evaluate the world through the Word of God.
- Encourage students as they develop and deepen their relationship with Jesus Christ.
- Provide a safe and loving environment for all students.
- Provide excellence in academic education to all students.
- Support the parents/guardians as their child's ultimate authority before God.
- Encourage, support, and guide students as they grow and develop into the person God has created them to be.
- Model a Christ-like love for our school community.
- Work in a professional and respectful manner with all parents, students, faculty, and staff.



# Admissions

## Non-Discrimination Statement

Lee Christian School admits students of any race, color, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national and ethnic origin in administration of its educational policies, admissions policies, and athletic and other school-administered programs. The applicant must be willing to: participate in Bible classes, abide by the rules and policies of this school, and support our statement of faith.

## Admission Requirements

- Students must turn the appropriate age on or before August 31st of the enrollment year.
- Students must be fully toilet trained to be considerate for enrollment in K3 and beyond.
- Students must live with a parent or legal guardian and be under their immediate care and supervision. No married students are eligible for enrollment.
- Students must abide by the rules, policies, and purposes of the school. Those not in agreement with LCS scriptural standards should seek an educational alternative.
- The school reserves the right to give any student an entrance assessment to determine the student's academic ability and placement if it is deemed necessary.
- If a student has an IEP, parents must provide a copy of the student's IEP at the admission interview. IEP's are a public school service program and LCS will review the IEP to establish an individualized Student Service Plan for the student while attending LCS. LCS will assess students on an individual basis to determine our ability to meet the student's educational needs.



# Admissions Procedure

## Application Checklist

1. Fill out the New Student Inquiry Form on the LCS Website.
2. Schedule a School Tour.
3. Fill out a New Student Application. (This will be sent via email by the admission coordinator after the school tour, upon your request.)
4. Schedule an assessment and interview with the Head of School and Assistant Head of School. (Interview and assessment can be done in the same day.)
5. Enrollment Link will be emailed to you after the assessment and interview.
6. Student is not fully enrolled until:
  - a. Application fees are paid in full.
  - b. Facts SIS has been completed.
  - c. Facts account has been set up.
  - d. An email has been received verifying enrollment.
  - e. NC Health Assessment has been completed (Kindergarten Only).
  - f. Immunization Record
  - g. Copy of Birth Certificate
  - h. Transcripts, report cards, attendance records.
  - i. Copy of student's IEP (provide a copy to the office if applicable).

## Academic & Behavior Probation

New students will be on academic and behavior probations for the 1st semester with quarterly reviews or more as needed.

1. Academic
  - a. Maintain C- or higher in all classes.
  - b. Maintain a GPA of 2.0 or higher.
2. Behavior
  - a. Is obedient and respectful to all school personnel.
  - b. Is respectful to other students.
  - c. Fully complies with rules and regulations as stated in the Parent/Guardian - Student Handbook.
  - d. Works respectfully with LCS Faculty and Staff to positively resolve any issue or concern.
  - e. Has 2 or less trips to the office for discipline issues per semester.
  - f. Has no suspensions.
  - g. Has 9 or less absences per semester.



# FACTS

Lee Christian School uses FACTS SIS/FACTS software to manage admissions, re-enrollment, family demographics, tuition, and more. Information for login and use of these systems will be provided when the student is enrolled.

You can login to your Facts account by following the steps below:

1. Go to [www.leechristian.org](http://www.leechristian.org)
2. Click on "RENWEB LOGIN" in the top right corner.
3. LC-NC is the district code.
4. Enter your username and password and click login.

## Re-Enrollment Requirements

To be considered for re-enrollment, the following criteria must be met:

1. Students must show acceptable academic achievement and progress.
2. Students must adhere to all school policies, rules, and expectations.
3. Parents/Guardians must keep all financial obligations up-to-date.

## Re-Enrollment Procedures

1. Go to [www.leechristian.org](http://www.leechristian.org)
2. Click on RENWEB LOGIN in the top right corner.
3. Sign-in on your ParentWeb Account.
4. District Code LC-NC
5. Go to Family Information Tab at the bottom of the list you will find the enrollment tab.
6. Start a Re-enrollment packet for each of your children.
7. Family information should be verified and updated.
8. Click on Save & Next.
9. Pay Re-enrollment fee.
10. Click on Submit.



## Withdrawals

Formal withdrawal of a student can only be accomplished by a parent or legal guardian. School records will not be released until all financial obligations have been met. Families who withdraw are responsible to pay a withdrawal fee in addition to the tuition and fees for the month in which they are currently enrolled.

## General Information

### Hours of Operation

#### **Elementary School:**

- Elementary school operates Monday - Friday from 8:00am - 2:30pm.
- Morning Care is available beginning at 7:00am, for an additional fee.
- Aftercare is available until 6:00pm, for an additional charge.

#### **Middle School (6th - 8th)**

- Operates Monday - Friday from 8:00am - 2:45pm.

#### **High School (9th - 12th)**

- Operates Monday - Friday 8:00am - 2:45pm.

#### **Middle School / High School**

- MS/HS Morning Care is available between 7:00am and 7:30am, for an additional charge.
- Aftercare is also available for all secondary students after school until 6:00pm, for an additional charge.
- Athletes who are on campus before practice are expected to follow the guidelines set forth in the athletic handbook. All students not picked up by 3:15pm or under a coach's direct supervision, MUST report to aftercare.



## General Information (cont.)

### School Calendar

The most updated School Calendar can be found on the Lee Christian School website under *Resources*.

[www.leechristian.org](http://www.leechristian.org)

### Visitors

Parents and visitors are welcome at Lee Christian School. To ensure the safety of our students and staff, all visitors must sign in at the Welcome Center and receive a visitor's badge. This include all volunteers, parents, and siblings. Parents eating lunch, conferences, former students, and anyone without a staff badge must sign in at the front office.

For the added security of our students, cameras are monitored throughout the school campus.

### Traffic Pattern

It is crucial that all parents, staff, and student drivers comply with school traffic rules and patterns to ensure student safety.

- Always drive slowly.
- **Please do not leave your car unattended in traffic lanes.**
- Elementary students may only enter the building through the main entrance.
- MS students will drop-off and pick-up behind the elementary unless being dropped off with an elementary student in front of the elementary building and will pick-up in front of the elementary building.
- HS students will drop-off and pick-up behind the elementary building unless being dropped off with an elementary student in front of the elementary building.



## General Information (cont.)

### Student Drivers

Driving and parking on campus is a privilege for students. Student drivers are expected to obey all campus safety rules and driving rules. Student parking passes are available in the front office. Student drivers may not return to their automobiles during the instructional day without permission from a staff member. Lee Christian School reserves the right to search students automobiles and seize any items that violate school policies.

### Inclement Weather Policy

In order to promote clear communications during inclement weather events, Lee Christian School will follow the Lee County Schools' initial closing and delay decisions. When it is necessary to communicate the closing or delayed openings of Lee Christian School (elementary - secondary), the information will be available through:

- Email
- FACTS Student Information System Communications (RenWeb) alert phone/text system
- Social Media (Facebook & Instagram)

**\*Parents should always evaluate their particular situation and keep their family safe during inclement weather.**





# Attendance Policy

Students K5 through 12th grade may not miss more than 19 school days per school year. Any doctor notes regarding attendance should be submitted to the child's teacher or office upon return to school. Days missed due to a long-term illness under a doctor's care, with documentation from the attending Dr., may be waived by the Head of School.

## Elementary Students:

- Parents/Guardians must send a written note to the child's teacher the day they return to school explaining the reason for the absence.
- Attendance is essential for student success. Absences due to extenuating circumstances will be evaluated by the Head of School.
- Missing 20 days during the academic school year may result in the student's retention the following year.

## MSHS Students:

- Parents/Guardians must send a written note on the day the student returns to school explaining the reason for the absence.
- Students 6th - 12th grade will take the note to the office and be given an admit slip. The admit slip must be presented to all teacher in which a class was missed.
- Attendance in grades 6th - 12th is taken per in each class so missing 20 days (excused or unexcused) in a class may result in an "F" for the class.
- High school juniors will be allowed 2 days for college visits and seniors will be allowed 2 days for college visits. These days do not count as an absence.
- Parents/Guardians must give permission (in person, written, or phone call) for students to sign out of school early. All students must be signed in/out through the front office.
- Attendance is essential for student success. Absences due to extenuating circumstances will be evaluated by the Head of School.

## Tardiness

- Excessive tardiness impacts both students and teachers. Please be respectful of our school's schedule and arrive before classes begin.
- Please note that frequent, unexcused tardies will result in an administrative review and/or disciplinary action.



## Attendance Policy (cont.)

### Injury / Illness

Sick students must stay at home. If a student has any of the following illnesses, they will not be permitted to attend school until 24 hours after the last incident of fever, vomiting, diarrhea, or 24 hours after being on an antibiotic.

- Fever over 100.6 degrees.
- Severe vomiting/diarrhea
- Influenza
- Strep throat
- Communicable diseases - chicken pox, whooping cough, lice, scabies, conjunctivitis, and hand foot mouth disease.

If a student becomes sick at school, parents will be notified and the student must be picked up within one hour. In the event of an injury occurring at school, first aid will be given and the parent will be notified.

## Medications

All prescription medications must have the student's name, date, and directions for administering on the label. The medication must be in the original container, accompanied by a physician's form, and brought into the office by a parent. Over the counter medicine will only be given when accompanied by a medical form or verbal consent from a parent/guardian, and must be stored in the front office stored in the office



# Academics

## **Parent / Teacher Conferences**

Lee Christian School will offer scheduled parent/teacher conferences near the end of the 1st quarter. Parents and teachers may request conferences at other times by note, a phone call, or email. Please note that conferences must be scheduled so as not to interrupt instructional time.

## **Elementary Curriculum and Schedule**

The elementary curriculum consists of the Bible, English, spelling, reading/phonics, mathematics, social studies, science, and handwriting. We use ABeka, BJU Press, Positive Action, and Shurley Grammar materials. Students also attend art, chapel, library, music, and physical education classes each week. The elementary daily schedule allows time for subjects, special classes, snacks, lunch, bathroom breaks, and recess.

## **MSHS Curriculum and Schedule**

MSHS curriculum consists of courses designed to prepare students for college courses. Core classes offered are Bible, English, algebra I & II, foundations of algebra, geometry, physical science, health & physical education, US history, civics, economics, world history, biology, and discrete mathematics. Elective courses typically offered include agri-science, art, band, choir, humanities, Spanish I & II, drama, yearbook, and teacher assistant. Honors courses typically offered are chemistry, physics, pre-calculus, calculus, and biology.



## Class Schedule: High School

<b>Period (P)</b>	<b>Time</b>
P1	8:00am - 9:30am
P2	9:35am - 11:05am
Lunch	11:05am - 11:35am
P3	11:40am - 1:10pm
P4	1:15pm - 2:45pm

## Class Schedule: Middle School

<b>Period (P)</b>	<b>Time</b>
P1	8:00am - 9:25am
P2	9:40am - 11:05am
P3	11:10am - 12:40pm
Lunch	12:40pm - 1:10pm
P4	1:15pm - 2:45pm





## Class Schedule: HS Chapel Day

Period (P)	Time
P1	8:00am - 9:15am
Chapel	9:20am - 10:20am
P2	10:25am - 11:40am
Lunch	11:40am - 12:10pm
P3	12:15pm - 1:30pm
P4	1:35pm - 2:45pm

## Class Schedule: MS Chapel Day

Period (P)	Time
P1	8:00am - 9:15am
Chapel	9:20am - 10:20am
P2	10:25am - 11:40am
P3	11:45am - 1:00pm
Lunch	1:00pm - 1:30pm
P4	1:35pm - 2:45pm



# Honors, Advanced Placement, and College Coursework Requirements

Placement into LCS Honors and Advanced Placement ("AP") is a privilege earned by students based on the following criteria.

- a 92% average in the the previous school year (If it was not Honors or AP), or an 88% in the previous years' Honors or AP course in the same subject area.
- 2 or more teacher recommendations
- Exhibit a work ethic that is consistent with expectations in an Honors or AP course.
- Student must at each quarter maintain a grade of 85% or higher to remain in the Honors or AP coursewith the final cumulative garade being over an 88%.

## Homework/Test Guidelines

Homework will be assigned to ensure academic progress. LCS follows the following homework guidelines:

- Homework for grades K5-5th should not exceed an average of 30 minutes per night.
- Homework for grades 6th-8th should not exceed an average of 1 hour per night.
- Homework for grades 9th-12th should not exceed 1.5 hours per night with the exception of online classes.
- Homework will not be assigned on Wednesday nights in order to promote church fellowship with the exception of math classes.
- Normally, students will not have more than 2 tests per day.

## Standardized Testing

Students in grades K5 - 11th will participate in standardized testing at the end of the school year. Lee Christian School administers the PSAT for students 9th and 11th grade. ASVAB is administered to students in the 10th and 12th grades. Students planning to attend a four-year college may be required to take the ACT or SAT in order to qualify for acceptance. Online registration is suggested and can be found at [www.collegeboard.org](http://www.collegeboard.org). Assistance is available by contacting the guidance office.



## Transfer Credit Policy

Any student who wishes to transfer from Lee Christian School to a high school with a block semester program should be aware of the following:

- Courses must be completed to be accepted. No half credits will be accepted.
- Elective courses will be worth 1/2 credit upon the completion of the semester.

A student who transfers after one semester from a block program to Lee Christian School will receive full credit for the completed courses. LCS accepts transfer credits in no less than half-year increments. Students will not receive full credit for courses started at the mid-year point.

## Graduation Requirements

The following requirements must be met to earn a diploma from LCS:

- Completion of 20 hours of community service.
- All financial obligations paid in full.
- CPR/Heartsaver certification.

Seniors must successfully complete a minimum of 25 credit hours to include:

- 4 units of English
- 4 units of mathematics (including algebra I)
- 4 units of Bible
- 3 units of science (biology, physical science, science elective)
- 4 units of social studies (US history, world history, civics, economics)
- 1 unit of health/physical education

\*\* Unless an alternative plan has been approved by administration.

### Valedictorian, Salutatorian, and Marshals

The following guidelines will be used to select the graduating class valedictorian and salutatorian:

- Completion of all graduation requirements.
- Enrollment at LCS for their entire junior and senior years.
- the student with the highest weighted GPA, at the completion of the third quarter grading period, will be named valedictorian and the student with the second-highest weighted GPA, at the completion of the third quarter grading period, will be named salutatorian. In the event of a tie, the numerical average will be the deciding factor.
- Graduation Marshals are chosen from the junior class members with the highest numerical averages and in good standing of the Beta club.



# Scholarship and Financial Aid Opportunities

Our guidance office is happy to assist students and parents with scholarship and financial aid information. An appointment can be made by calling the school office. Information will be sent home periodically to make students and parents aware as opportunities for scholarships arise.

## Grading

### Elementary Grading Scale (K5)

Kindergarten	Explanation	Grades 1-5	Explanation
E	Excellent	A	90 - 100
S	Satisfactory	B	80 - 89
N	Needs Improvement	C	70 - 79
U	Unsatisfactory	D	60 - 69

### MSHS Grading Scale (6th - 12th)

Letter	Grade	Regular	Honors	AP/College Level Course
A	90 - 100	4.0	4.5	5.0
S	80 - 89	3.0	3.5	4.0
C	70 - 79	2.0	2.5	3.0
D	60 - 69	1.0	1.5	2.0





# Honor Roll Requirements

**1st - 12th grades are eligible for honor roll based on the following requirements:**

- **Principal's List** -- All A's
- **"A" Honor Roll** -- A average with no grades lower than a "B".
- **"B" Honor Roll** -- B average with no grade lower than "C".

## GPA

High school students' GPA (Grade Point Average) is calculated based on the following rules and guidelines:

- Standard courses weight = Zero
- Honors courses weight = .5
- Advanced placement courses weight = 1

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>Standard Course</b>	4.0	3.0	2.0	1.0
<b>Honors Course</b>	4.5	3.5	2.5	1.5
<b>AP/College Course</b>	5.0	4.0	3.0	2.0

All F's will have "0" weight.



# Progress Reports/Report Cards

Progress reports may be issued midway through each nine-week grading period for all elementary and secondary students. Grades are available on Facts SIS in the FamilyPortal so grades can be reviewed throughout the entire marking period. Paper report cards will be issued for all K5 students. All 1st - 12th grade students will receive an electronic report card at the end of each nine-week grading period.

## Conduct

**"Train up a child in the way he should go and when he is old, he will not depart from it." Proverbs 22:6**

### Policy

- A disciplined environment is necessary for building Christian character, maintaining safety, and securing an environment conducive to education. The goal of discipline is to teach students to self-regulate within a biblical framework.
- Students will show respect in words and actions, in and out of the classroom, for school staff, parents, peers, and property.
- students will refrain from being a distraction in the classroom which disrupts learning.
- Students will refrain from public displays of affection.
- Students will refrain from lying, cheating, and stealing.
- Students may not at any time have weapons/facsimiles of weapons, illegal drugs, or alcohol on their persons or in automobiles.
- Student's cell phones/electronic devices must be placed in classroom phone pouches during instructional times. High School students may use their cell phones during break or lunch.
- Students will arrive at school and report to the appropriate teacher.
- High school students may not go to their automobiles during school hours without permission from a teacher.

**\*\*Lee Christian School reserves the right to alert local law enforcement at any time to maintain safety and report illegal activity.\*\***



# Conduct (cont.)

## **Bullying Policy**

- Lee Christian School is committed to a safe and civil educational environment for all students, employees, volunteers, and staff, free from harassment, intimidation, and bullying (including cyberbullying). Any reports of this behavior will be investigated and handled in a timely manner.

## **Plagiarism Policy**

- Plagiarism (using someone else's thoughts or ideas as your own without properly giving credit) is not tolerated by Lee Christian School. This behavior is dishonest and will lead to disciplinary action.

## **Internet Policy:**

Lee Christian School seeks to educate students in the appropriate use of technology and internet access. We strive to produce students who are proficient in the use of technology while maintaining strong Biblically-based standards in that usage. This policy provides students and their parents/guardians with information about taking care of the equipment, using it to complete assignments and being a good digital citizen.

Students and their parents/guardians are reminded that the use of LCS technology is a privilege and not a right and that everything done on any LCS owned computer, network, or electronic communication device may be monitored by school authorities. Inappropriate use of LCS technology can result in limited or banned computer use, disciplinary consequences, removal from courses, loss of course credit, and/or legal action.

Students will be taught and must adhere to the following standards:

- I will glorify God with my actions. I will select online names that are appropriate and I will consider the information and images that I post and read online from a Biblical perspective.
- I will protect myself. I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish personal information or contact details online. I will report any attacks or inappropriate behavior directed at me. I will protect passwords, accounts, and resources.
- I will respect others. I will not use electronic mediums to antagonize, bully, harass, or stalk other people. I will show respect for other people in my choice of websites. I will not visit sites that are degrading, pornographic, racist, or inappropriate. I will not abuse my rights of access and I will not violate other's privacy.

- I will protect others. I will report abuse and not forward inappropriate materials or communications.
- I will respect intellectual property. I will request permission to use resources. I will suitably cite any, and all use of websites, books, and media, etc. I will validate the information. I will use and abide by the fair use rules. I understand that pirating information is illegal and morally unacceptable. I will act with integrity.

## Behavior Intervention

### Elementary

Lee Christian School follows a positive behavior system. Every effort will be made to reinforce and emphasize students' positive choices and behaviors. Students are expected to follow classroom rules and policies as well as rules listed here. Students will incur Biblical instruction and correction should they choose to behave in a manner contrary to rules and policies. These interventions may include loss of privileges, in-school suspension (ISS), out-of-school suspension, or expulsions. An out-of-school suspension is an unexcused absence and will result in the student being unable to make-up work/tests, which will directly affect his/her grades. Expulsion will result in the student being removed from the school the remainder of the year and/or denied re-enrollment.

### MSHS

At Lee Christian School, it is our desire to love students where they are and help them to mature in Christ and to respect and love others. Our purpose in discipline is never to punish students but to train them to follow Biblical principles in their everyday lives. Every student is uniquely created by God and therefore, has great value. Our disciplinary process is meant to show love and respect to students while holding them accountable for their actions. **Our disciplinary process seeks to include parents, respecting their ultimate responsibility before the Lord for their children's behavior.** Lee Christian School follows a five level disciplinary process. This program will serve as a guideline for dealing with discipline issues. However, it is impossible to develop a discipline program that covers all situations, therefore the administration reserves the right to use its best judgement in all situations. Every effort will be made to reinforce and emphasize students' positive choices and behaviors with praise and encouragement. Students are expected to follow classroom, rules and policies as well as rules listed here. Students will incur Biblical instruction and correction should they choose to behave in a manner contrary to LCS rules and policies.

Interventions may include loss of privileges, in-school suspension (ISS), out-of-school suspension, or expulsions. An out-of-school suspension, or expulsion, is an unexcused absence and will result in the student being unable to make-up work/tests, which will directly affect his/her grades. Expulsion will result in the student being removed from the school for the remainder of the year and denied re-enrollment.

# Discipline Levels

## **LEVEL 1: Verbal Warning and Discussion**

Level 1 Behaviors include:

- Excessive talking
- Failure to complete assignments
- Classroom disruptions
- Failure to obey (Including after-school staff)
- And similar based on your professional judgement

Consequence Options:

- Warning
- Discussion

## **LEVEL 2: Detention**

Level 2 Behaviors include:

- Repetitive classroom misbehavior
- Four tardies in a quarter,
- Cheating or plagiarism (includes "O" on assignment)
- Inappropriate language, including racial jokes, sexual comments, etc
- Disrespect to a faculty/staff member
- Public displays of affection,
- Out of class without hall pass, etc.

Consequence Options:

- After school detention
- Clean up duty
- Restitution (if necessary)
- Parent-teacher conference

\*Detention takes precedence over sports and other school activities and cannot be served if late. If detention is missed, the student will serve two detentions in its place.



## Discipline Levels (cont.)

### **LEVEL 3: IN SCHOOL SUSPENSION (ISS)**

Level 3 Behaviors include:

- Three written disciplinary forms,
- Skipping class,
- Obscene or vulgar language,
- Blatant disrespect to a faculty/staff member or other adults,
- Bullying in any form,
- Damaging school property.
- Repetitive instances of cheating and plagiarism.

Consequences:

- In school suspension ranging from one to three days.
- All classwork and homework must be completed during that time.

### **LEVEL 4: SUSPENSION**

Level 4 Behaviors include:

- Five written disciplinary forms,
- Fighting,
- Immoral acts, intimidation, out-of-control behavior,
- Blatant disrespect to others or to our Christian faith,
- Destruction of school property.

Consequences:

- Suspension, days ranging from one to five school days at the administrator's discretion.
- School work missed will be assigned during suspension and must be submitted upon return.
- School work not turned in within that time will receive a "O".
- All level four actions will require a parent conference with administration (and possibly teachers).





## Discipline Levels (cont.)

### **LEVEL 5: EXPULSION**

Level 5 Behaviors include:

- Making a threat to harm a student, parent, faculty, and staff member,
- Possessing, manufacturing, selling alcohol, illegal drugs, drug paraphernalia, vapes, or any other items that may be used for substance abuse
- Bringing a weapon or a weapon facsimile on campus or at a school activity,
- Participating in any crime, excluding minor traffic violations.

Consequences:

- Expulsion: required the immediate removal of the student from the school campus or activity site.
- Law enforcement will be contacted if the offense is threatening or illegal.
- In some situations, parents may want to withdraw their student.
- In other situations, the administration will be forced to expel the student.
- Parents of an expelled student may request a meeting with the Lee Christian School Board for a hearing on the expulsion.
- This request must be submitted in writing to the School Board Chair.



# Dress Code

## Elementary

Students K5-5th grade will adhere to the following dress code

- Students will wear an LCS t-shirt or collared shirt of any color. (LCS logo is not required). The shirt should fit neatly and modestly.
- Students will wear pants or mid-thigh shorts of any color (denim is acceptable) and must fit at the waist, be neat, and modest in appearance. Girls may wear leggings if worn with a dress or skirt.
- **Thursday is elementary Chapel Day:** All elementary students will wear a polo shirt (logo is not required with knee-length, uniform-style shorts or uniform-style pants. Girls also have the option of wearing skirts, skirts, or jumpers that are mid-thigh. Leggings may be worn with a dress or skirt.
- Shoes must be closed-toe (no Crocs).
- Outerwear, hoodies, or jackets may be any color and must be plain with the exception of LCS, collegiate, or military hoodies.
- Head coverings may not be worn in the buildings.
- Hair should be clean and neat. No extreme, unnatural hair color styles.
- Elementary students participating in PE classes must wear athletic shoes for PE class. Girls should wear pants or shorts to school on their designated PE day.

## MSHS

Students 6th-12th grade will adhere to the following dress code

- Students may wear an LCS t-shirt or collared shirt of any color. (LCS logo is not required on collared shirt). The shirt must fit neatly and modestly.
- Students may wear loose-fitting jeans, uniform-styler pants or uniform style shorts that are mid-thigh or longer. All pants must be fitted at the waist, modest and neat in appearance, without holes tears, or patches. Girls have the option of wearing modest skirts or dresses (knee-length or longer)s. Leggings may be worn with skirts.
- **Wednesday is Chapel Day.** All students will wear a collared shirt (LCS logo is not required) with uniform-style pants or shorts (No jeans). Girls have the option of wearing modest skirts or dresses (knee-length or longer)s. Leggings may be worn with skirts.
- Shoes must be closed-toe/closed back or strap on the heel. No Crocs.
- Outerwear, hoodies, or jackets may be any color and must be plain with the exception of LCS, collegiate or military academy hoodies.
- Head coverings may not be worn in any building.
- Hair should be clean and neat. No extreme, unnatural hair color/styles.

**\*LCS and its administrators reserve the right to amend this policy at any time and to decide what is acceptable school dress. \***



# Dress Code

## PE Uniform

Students in 6th-12th who participate in physical education classes must purchase and wear an LCS PE uniform t-shirt and shorts. Uniform information will be sent home for parents to order. Students are required to change into normal uniform clothing at the end of their PE class.

# Dress Code Infractions and Consequences

If students are out of compliance with the dress code, the following standard of conduct will be followed:

- First Infraction: Warning. Parent will be contacted to bring appropriate attire. If parent is unable to come to school, student will remain in front office completing class assignments and unable to return to class.
- Second Infraction: 2nd Warning. Same as above.
- Third Infraction: Detention. Student will be sent home. and will complete lunch time clean up service on a different day.
- Fourth Infraction: Two-day suspension
- Fifth Infraction: Five-day suspension with final contract
- Sixth Infraction: Dismissal from school



# Nutritional Information

## Lunch Options

Students may bring lunch or participate in the "My Hot Lunchbox" program offered by Lee Christian School. Lunches are delivered daily from a 3rd party vendor. Please see front office for more information on offerings, creating account, A orders, etc.

Each student is responsible to keep his/her area clean during the lunch period and to clean up after he/she is finished eating. Parents are welcome to eat lunch with their student after they sign in at the front office. We ask that lunch visitors purchase lunch from our lunch program. No outside vendor's food is permitted in the cafeteria.

## Closed Campus Policy

Our school has a closed campus lunch policy which means students may not leave school or drive/walk for lunch and then return to school. Lunch visitors must sign in at the front office and obtain a visitor's badge before going to the cafeteria. We ask that lunch visitors purchase lunch from our cafeteria. No outside vendor's food is permitted in the cafeteria.

# Student Life

## Chapel

All students participate in weekly chapels.

- Elementary chapel is held each Thursday.
- MSHS chapel is held each Wednesday.
- Spiritual emphasis chapels and special all-school chapels are held periodically throughout the year.

## Field Trips

Field trips will be scheduled by teachers to strengthen and supplement the curriculum. Parents will be notified in advance and must sign and return permission for students to participate in field trips. Students who do not attend the field trip will remain at school in another classroom to complete work or be counted absent for the day.

## Lockers

Students grades 6th-12th will be issued a locker and lock for the school year. The student is responsible for any damages incurred during the year. This includes scratches, ink/pencil marks, stickers, dents, or loss of lock. A damage fee will be charged at the school year if damages are noted or their locker is not cleaned out. Lockers are school property and are subject to unannounced inspections throughout the school year. Students are not permitted to switch lockers.



## Student Life (cont.)

### Clubs

LCS offers a variety of clubs to enrich the growth of our students. We believe that the word of God integrated into all areas of disciplines - spiritual, academic, athletic, and social - is the Lord's calling on our school. Club options may vary from year to year and include:

- Junior Beta Club
- Student Government Association
- Key Club
- Senior Beta Club
- Quiz Bowl

### Fine Arts

The Fine Arts program at LCS includes art, and choir classes. Art and music classes are offered for students at all grade levels. Please contact the front office for more information.

### Athletics

The athletics program at LCS is an integral part of the educational experience. Some of the athletic opportunities offered are:

Mens: Cross country, soccer, basketball, sportsman team, baseball and golf.

Womens: Cross country, volleyball, basketball, cheer, soccer, sportsman team, softball, and golf. Please contact the Athletic Director for further details.

### Community Service

LCS places a high priority on community service, involvement, and missions. We are commissioned by our Savior in Mark 16:15 "Go into all the world and preach the gospel to all creation". LCS encourages parents and students to volunteer and witness in our community. LCS will hold a "LCS Serves Day" each year for students K5-12 grade in order to actively involve our students in giving back to our community and our school. Senior must complete 20 hours of community service for graduation.



# Parent Organizations

## **F3 (Falcon Friends Family)**

The F3 Connection is a service organization of LCS. Parents, teachers, and administrators work together to coordinate unity and community building activities for our students and families that will enhance their education while pointing them to Christ. The focus of F3 connection is threefold:

- Teacher and Staff Appreciation
- Student Activities
- Family Fellowship

If you would like further information, email [f3connection@leechristian.org](mailto:f3connection@leechristian.org).

## **Room Parents**

Room parents are volunteers who assist teachers with an array of classroom jobs such as bulletin boards, party planning, fall festival games and basket, field trips, etc. Please let your child's teacher know if you are interested in volunteering in this manner. Parent volunteers may need a background check to be completed and submitted to the office before volunteering in a classroom.

## **Athletic Booster Club**

The booster club program works in cooperation with the school's athletic director to support the athletic program. Volunteers are needed to work the gate and concession stand during games and provide support to our student-athletes. All parents are welcome and more information can be obtained by the athletic director.

## **Fine Arts Booster Club**

The fine arts booster club works in cooperation with the fine arts faculty to support the fine arts program. Volunteers are needed to assist with fine arts events and fundraisers. All parents are welcome and more information can be obtained from the school office.

## **Donors**

Lee Christian School's tuition covers only the operating costs for the school. We welcome donors who feel led by God to give and bless our school. Please prayerfully consider supporting our ministry to the families and communities we reach. All donations are tax-deductible and information on giving is available from the business coordinator.

# Lee Christian School

## Parent-Student Handbook Form

I have received a copy of the Parent-Student Handbook. I have read and understand the policies contained within the handbook.

Student Name - Printed \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Name - Printed \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_





# Lee Christian School

*Do not conform, be transformed.*

