

LINCOLN CHRISTIAN

ELEMENTARY PARENT/STUDENT HANDBOOK



PHILIPPIANS 3:13-14

BROTHERS AND SISTERS, I DO NOT CONSIDER MYSELF YET TO HAVE TAKEN HOLD OF IT. BUT ONE THING I DO: FORGETTING WHAT IS BEHIND AND STRAINING TOWARD WHAT IS AHEAD, I PRESS ON TOWARD THE GOAL TO WIN THE PRIZE FOR WHICH GOD HAS CALLED ME HEAVENWARD IN CHRIST JESUS.

TABLE OF CONTENTS

General Information

The Mission	05
The Vision	05
The Core Values	05
Declaration of Faith	06
Philosophy and Objectives	06
School Board	07
Faculty and Staff	07
Accreditation.....	07
Enrollment	08

Academic Information

Promotional Requirements	08
Grading	08
Report Cards	08
Honors.....	08
Achievement Tests.....	09
Homework	09
Books and Supplies.....	09
Educational Support Opportunities.....	09
Library, Computer Lab and Technology	10
Field Trips.....	11

Curriculum	11
-------------------------	-----------

Textbook Publishing Companies	11
Absences/Tardies/Leaving Campus.....	11

Communication

Parent-Teacher Conferences	12
Weekly Communication	12
Crusader Newsletter.....	13
LCS Administrative Software/Emails & Website	13
Visiting School	13
Phone Usage and Personal Electronics.....	13

Spiritual Life

Teachers	14
Instruction	14
Chapels	14
Prayer Times	14
Christian Service.....	14

Standards of Conduct and Dress

Conduct.....	14
Dress Standards	15

Discipline

Discipline for Misconduct	17
Explanations of Consequences	17

Parent-Teacher Resolution.....19

Procedures19

Lunches.....19

Students Selling Things at School.....19

Written Invitations to Students19

Use of Gym and Computers20

Storm and School Closings.....20

Volunteers.....20

Other Activities

Class Parties.....20

Competition Opportunities20

Open House20

Curriculum Night.....20

Special Events

Grandparents Day21

Elementary Music Programs.....21

Kindergarten Events21

Field Day21

Sixth Grade Recognition.....21

LINCOLN CHRISTIAN SCHOOL

ELEMENTARY PARENT/STUDENT HANDBOOK

Welcome to Lincoln Christian School! Lincoln Christian is a school of excellence, with certified teachers teaching students about “God’s world, in the light of God’s Word.” It is our goal that all students grow in all areas of life, even as Jesus did, “...in wisdom and stature, and in favor with God and man.” (Luke 2:52) We desire that each student will learn to know God better and prepare to serve Him as they study.

The contents of this handbook are for the purpose of helping you to better understand the workings of our school, its philosophy and its requirements. The teachers and administration are ready to help you in its interpretation at any time. If you have questions, please ask before acting.

MISSION

To teach the Truth, through learning about God’s world in the light of God’s Word.

VISION

Every student will experience a life-changing Christian education which intentionally integrates the truth of the Gospel of Jesus Christ into every aspect of intellectual, physical, social, and spiritual life.

CORE VALUES

The Lincoln Christian School family believes in:

- **A God-Centered Focus.** God must be first in everything we do. All of the school’s operations must be conducted in a manner that brings glory to God - guided and empowered by the Holy Spirit through prayer and steadfast obedience to God’s Word.
- **A Biblical Emphasis.** All instruction and activities must be centered on God’s Word, challenging each student to develop a thorough understanding of the Word and encouraging a deep, personal relationship with the Creator.
- **A Family Orientation.** The school complements the educational responsibilities of the home and the church and encourages all school families to be actively involved.

- **Academic Excellence.** A Christian education requires rigorous academic standards as well as continuous evaluation and improvement.
- **Responsible Stewardship.** The school must use the resources God provides effectively and efficiently.

DECLARATION OF FAITH

1. We believe the Bible to be the inspired, only infallible, authoritative Word of God.
2. We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. We believe that for the salvation of lost and sinful man regeneration by the Holy Spirit is absolutely essential.
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
6. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
7. We believe in the spiritual unity of believers in our Lord Jesus Christ.
8. We believe in God's design for marriage and the family and the parents' role in educating and equipping their children.
9. We believe in the sanctity of human life.

PHILOSOPHY AND OBJECTIVES

The purpose of Lincoln Christian School is to honor God in every class and in every activity.

We believe that children are a heritage of the Lord. Therefore, we believe that those who bring forth children should bring up children. The instruction given in the home must conform to the Word of God.

We believe that the school is supplementary to the home. Its education proceeds from and is sponsored by the home. We believe its teachers function in the place of parents.

We believe that those taught are created in the image of God and must therefore be subject to His sovereign will in and through Christ.

We believe that creation and providence (the subject matter of instruction) are revelatory of God and must be presented as such.

PHILOSOPHY AND OBJECTIVES (cont'd)

Holding these principles to be true, we therefore believe the purpose of the school is to provide instruction of high academic quality in conformity with the faith and principles as outlined in Article II of the bylaws of the *Lincoln Christian School Association*, in order that the pupils may be prepared to take their proper place in the home, the church, and the state. We believe that this purpose will be fulfilled in these ways:

1. By bringing the children to a personal commitment to the Lord Jesus Christ.
2. By training the children in the way that they should go.
3. By aiding the church in helping the home in the Christian training of young people; to accomplish in 30 to 35 hours a week what the church cannot hope to accomplish by itself in a few hours a week.
4. By encouraging and guiding Christian young people to be missionaries, pastors, or dedicated Christians in whatever profession or field of work they may enter.
5. By preparing young people to become responsible Christian citizens of our nation.

SCHOOL PROFILE

SCHOOL BOARD

The school is controlled by a Board of individuals elected by the members of the Lincoln Christian School Association. They make all the policies of the school and have final authority in all matters. Members of the Board clearly demonstrate spiritual leadership in their homes and work place and have a working knowledge of good educational practices.

FACULTY AND STAFF

Each person who works at Lincoln Christian School is a Christian who has exemplified Christian living and has a concern for the academic and spiritual growth of the children. Each teacher is certified to teach where that is required and is competent in his/her area of teaching.

ACCREDITATION

Lincoln Christian School is accredited by the State of Nebraska and the State Department of Education as an educational institution. Credits earned at the school are

transferable to any other school. Lincoln Christian School is also a member of the Association of Christian Schools International.

ENROLLMENT

A student who wishes to enroll must complete an online application form. This is followed by a parent interview. In some cases, an entrance test is required. All applications must be approved. No applicant will be seriously considered as a prospective student who has had a serious scholastic or discipline problem. The school does not discriminate on the basis of race, color, national or ethnic origin.

PRESCHOOL

Lincoln Christian School's Preschool program is for students at least four years of age. Information is available through the Preschool Handbook.

ACADEMIC INFORMATION

PROMOTIONAL REQUIREMENTS

To be promoted to the next grade, a student must make satisfactory progress in mastering the material presented during that year of study.

GRADING

The following method of grading is used:

A+	98-100	C+	81-82
A	94-97	C	76-80
A-	92-93	C-	74-75
B+	90-91	D+	72-73
B	85-89	D	67-71
B-	83-84	D-	65-66
		F	Below 65

REPORT CARDS

Report cards are sent home to the parents at the end of each nine-week period. These grades are recorded on the student's records. Progress may be monitored through Renweb. Grades should be updated at a minimum of every other Friday.

HONORS

The Presidential Academic Award

The **Gold** award is presented to each sixth grade student who has earned a 90% average or higher in all subjects and has an average percentile rank of 90% or higher on the most recent Measures of Academic Progress® (MAP®) score in reading or math.

The **Silver** award is presented to each student who has earned an average grade of 85% or higher in all subjects and has displayed growth, improvement and work ethic.

ACHIEVEMENT TESTS

All students starting in second grade are given the MAP® Assessment each year to measure their academic progress. Results are available to parents after scoring has been completed.

HOMEWORK

Homework may be assigned to further the learning of students and/or to complete work not finished at school. As a general practice, homework will not be assigned on Wednesday nights. Students utilizing the time provided in the school appropriately should have limited homework; however, this can vary dependent upon extenuating circumstances: special projects, special needs, etc.

BOOKS AND SUPPLIES

Individual student supplies such as paper, pencils, ruler, etc., are to be provide by the student. A student supply list is available online or by request.

Textbooks are loaned to the student by the school. It is important that these books be used respectfully and with care because they are used for several years. Book covers may be required for use on textbooks. If a book is damaged or lost, the students will be required to pay for it.

EDUCATIONAL SUPPORT OPPORTUNITIES

Search and Teach is an early intervention, research-based program that is developed to help young learners before they experience frustration in school. SEARCH is a 20-minute individual test designed to identify 5 and 6-year-old's strengths and weaknesses in the readiness skills necessary for reading success. TEACH is a program of 55 learning activities *(tasks) designed by Archie Silver, M.D. and Rosa A. Hagin, Ph.D. that address the individual needs revealed by the SEARCH scan. These tasks are organized into visual,

visual-moto, auditory, body-image, and intermodal skill clusters which relate to the results of the SEARCH scan. All Kindergarten students are given the SEARCH scan in the fall and results are shared with the parents. Parents of children who qualify will be given the option to enroll their student in the TEACH program at no cost to them.

RX for Reading builds success and confidence through directed reading instruction in small peer groups. It includes activities for phonological processing, phonics, fluency, vocabulary, and comprehension development. A student can be referred by a parent or a teacher after a Developmental Reading Assessment (DRA) and/or Measures of Academic Progress (MAP®) score that indicates below grade level performance. After meeting with parents, the Kaufman Test of Educational Achievement (KTEA-3) will be given. This intervention is provided at no cost to the family aside from a fee of \$15 each year for consumable student materials.

RX for Math builds success and confidence through math instruction in small peer groups. It includes activities for strengthening number sense, math fluency, math vocabulary, and problem-solving strategies. A student can be referred by a parent or a teacher after a Measures of Academic Progress (MAP®) score that indicates below grade level performance. After meeting with parents, the Kaufman Test of Educational Achievement (KTEA-3) will be given. This intervention is provided at no cost to the family aside from a fee of \$40 each year for consumable student materials.

NILD Educational Therapy / Brain Abilities is a partner program with Lincoln Christian School. This intervention is for students from grades 3-12 with average to superior intelligence who continue to struggle in the classroom due to one or more difficulties in perception, cognition, processing speed, working memory, fluency or academic skills. Educational Therapy differs from tutoring in that the cognitive and perceptual weaknesses are strengthened to support independent and individual learning. An educational battery of formal and informal tests are used to determine areas of strengths and weaknesses and to identify the presence of specific learning difficulties. The goal of Educational Therapy is to move the student toward independence and success in the regular classroom and to realize his/her God-given abilities. Parents who are interested in this program may contact Beth Rexilius for more information.

LIBRARY, COMPUTER LAB AND TECHNOLOGY

Resources in the library are available for the student's use. Books may be checked out. Lost or damaged books and materials must be replaced by the person responsible.

The computer lab and mobile labs are available for use by students under the supervision of their teachers, for research, keyboarding instruction, and other uses. Unsupervised use is not permitted.

FIELD TRIPS

Educational trips are occasionally planned to various museums, businesses, government agencies, or other locations which enhance the teaching going on in the classroom. The school bus may be available for transportation. Sometimes parents are requested to drive.

CURRICULUM

The purpose of Lincoln Christian School is to teach the truth by studying each subject from the viewpoint of God's Word.

Teachers are committed to this purpose and desire to have each student see that God created and sustains all things, and that He controls and works in the affairs of people. True wisdom can only be obtained through God's truth as He is the Truth. Jesus said, "I am the way, and the truth and the life."

Textbooks are chosen from a variety of publishers, Christian and secular, that best meet the goal of agreeing with God's Word and also being strong academically.

LCS CURRICULUM TEXTBOOK PUBLISHING COMPANIES

Subject	Grade	Company
Reading	K-6	Foundations & Frameworks
Mathematics	K-6	ACSI (Purposeful Design)
Spelling	1-6	ACSI
Language	K-1	Saxon Phonics
	2-6	Shurley English
Science/Health	K	Variety of resources
	1-6	Bob Jones
Social Studies	K	Community Helpers
	1-3,5-6	Heritage Studies-Bob Jones University Press
	4	McGraw-Hill – Earth's Regions
	4	McGraw-Hill – United States
Handwriting	K	A Beka
	1-6	Zaner-Bloser
Bible	K	Child Evangelism Fellowship & Selected Bible Stories
	1-5	Deep Roots Bible
	6	The Engaged Schools

ABSENCES/TARDIES/LEAVING CAMPUS

Regular attendance is essential for student success. Establishing clear routines and procedures (regular attendance) helps students enjoy school, reduce anxiety, and flourish academically. Lincoln Christian School requests that all parents make an intentional effort to reduced missed school time.

Attendance is required in all classes. Students are required to remain on campus throughout the school day, unless parents have requested a dismissal. If a child will be taken from school during school hours, the parent needs to notify the teacher and school office by phone or a note ahead of time. A student who arrives after 10:30 a.m. or leaves before 1:30 p.m. will be considered absent a half day.

Illness

If a child is ill, parents should call the school by 8:30 AM to let the administrative assistant know of the absence. Students shall be “symptom free” for 24 hours before returning to school. Illness or death within the family are excused absences. Work missed due to the absence should be handed in within a reasonable time.

If a child becomes ill at school, the nurse will notify parents if necessary (i.e. temperature greater than 100, evidence of contagiousness, or no improvement in condition). A cot is available for the child to lie down on. The school nurse will assess each student.

Any medication a child needs to take at school must be kept in the school office, with a signed note authorizing its use. The medication should be in the original container with the child’s name, time and dosage to be given. If the medication is an ongoing one, a signed release form must be submitted.

If your child should not participate in PE due to a physical problem, a note should be sent to the teacher and school nurse stating the reason.

Leaving Campus

Students are not allowed to leave the school building during the day unless directly supervised and permission has been granted by a school employee.

Planned Absences

Planned absences should be cleared with the teacher and the school office ahead of time. Assignments should be completed before the absence. If the absence is for several days, the student should take books and assignments along to avoid falling behind in schoolwork.

Tardies

Parents should make every effort to get children to school on time. Students arriving late should stop at the office. Frequent tardies will be addressed by the teacher and principal.

COMMUNICATION

Parent-Teacher Conferences

These are held at least twice a year for the purpose of evaluating each student's work and progress. Throughout the year, parents and teachers are encouraged to have conferences as needed.

Weekly Communication

Weekly communication is provided from the school office. Classroom teachers will communicate classroom specific information each week of the school year.

Crusader Newsletter

LCS sends out online newsletter every Friday with important announcements and school information. The newsletter can be accessed online through the school website or can be delivered to your email. You can sign up for the newsletter on the school website under the "resources" tab. <https://lincolnchristian.org/newsletter-signup/>

LCS Administrative Software/Email and Web Site

Information about the school can be obtained by going to the school's web site: <http://www.lincolnchristian.org>

VISITORS

Parents are welcome to visit classrooms. Classroom visits must be arranged in advance with the teacher and elementary office. Parents and other visitors are welcome to join students for lunch during the student's designated lunch period. Visitors may bring food or have the student order a school lunch. Lunch visitors must sign in at the office upon arrival.

All visitors are required to sign in at the office upon arrival, wear an identification lanyard while in the building, and sign out.

Students from other schools may visit only upon prior approval of the administration or teacher.

PHONE USAGE AND PERSONAL DEVICES

It is not recommended to bring personal electronics to school. Personal phone calls may be made by the student with permission from the teacher. Cell phone use is not allowed unless directed by the teacher.

Cell phones and devices will not be allowed before or during school unless school issued or directed by the classroom teacher. After school they may use their phone to contact a parent for transportation once they leave the building.

Spinners and Other Non-Approved Fidget Devices

Spinners have become a distraction in school, so please leave them at home. If students have them at school, the teacher may take the device and hold it until the end of the day. If confiscated a second time, a parent will need to pick it up.

SPIRITUAL LIFE

TEACHERS

All teachers are Christians who have put their faith in the Lord Jesus Christ as their personal Savior from sin. Their desire is to see students grow in their relationship with Christ. They are available for help and counsel at all times.

INSTRUCTION

All subjects are taught from the viewpoint of God's Word. Bible classes are taught not only to increase a student's knowledge of the Bible, but also to encourage growth in faith and obedience.

CHAPEL

Weekly chapel programs provide opportunity for student participation. They provide a means of group worship and spiritual challenge.

Throughout the year students may choose to participate in outreach projects. This might include encouragement to pray for others and collect gifts for special events.

PRAYER TIMES

Teachers meet regularly for prayer times. Students have regular prayer times in the classrooms. Mothers of students also meet weekly for prayer at the school.

CHRISTIAN SERVICE

Many students are involved in music groups that give programs during the year. Students in fifth grade are involved in visiting residents in a nursing home once a month.

STANDARDS OF CONDUCT AND DRESS

CONDUCT

God tells us in His Word, “Let no man despise your youth; but be an example of the believers in word, in conduct, in love, in spirit, in faith, in purity.” (I Timothy 4:12)

It is the goal of Lincoln Christian School to maintain high standards of behavior. It is important that students show respect toward spiritual things, as well as to teachers and others in authority. Students should be courteous and respectful toward each other.

Bully behaviors are defined as direct or indirect behaviors toward an individual that could involve a single or repeated incidences and cause feelings of isolation, exclusion or distress. “Therefore encourage one another and build each other up” (1 Thessalonians 5:11). Bully behaviors will not be tolerated.

Profanity and abusive or unwholesome language must not be a part of a student’s vocabulary. Our goals must be: “Let the words of my mouth and the meditation of my heart be acceptable in your sight, O Lord, my strength and my redeemer.” (Psalm 19:14)

The Bible speaks of our body as the temple of the Holy Spirit (I Cor. 6:19, 20). Nothing should be put into the body that could harm it. Therefore, the use of tobacco, alcoholic beverages and harmful drugs shall not be a part of a student’s life, either on or off campus, and will be considered serious misconduct.

Conduct in the building, halls, restrooms, and classrooms should be quiet and orderly. When entering the building, students should become quiet and move in an orderly manner to their classroom or activity.

Bicycles are to be parked in the designated parking areas. There is to be no riding, sitting on, or meddling with them before, during, or after school except to arrive and to go home.

Damage to or loss of school property must be paid for by the student responsible.

Other procedures may be added if the need arises. These standards apply to any school-related activity.

DRESS STANDARDS

Lincoln Christian School requests the parents’ support by instructing their children in Christian modesty and appropriate dress. Our personal appearance reflects on our Lord as well as the name of Lincoln Christian School. Our appearance can relate to our personal testimony for Jesus Christ; therefore, each student is expected to evidence Christian discernment in this area (I Timothy 4:12).

Simply put, a student’s appearance should be neat, clean and modest. Tight-fitting and/or extremely loose garments are not appropriate.

DRESS STANDARDS (cond't)

All of the dress code standards will be enforced during classroom hours, as well as when the students participate in school activities, exempting athletic uniforms and costumes approved by activity director and activity sponsor.

As objective as we would like to make the dress code, it is an area that some subjectivity will always exist. Our goal is to partner with parents in helping to provide an environment in which they can be confident that “dress” does not become a distraction or create contention. The administration reserves the right to make discretionary judgment regarding the appropriateness of student dress, hair, and fashion not explicitly covered in this dress code. We appreciate your support in this area.

The final interpretation of this code remains the responsibility of the administration.

Overarching Standard: Question on dress not specifically addressed in these standards will be clarified by administrators as they arise.

Writing and Graphics: Any writing or graphics worn to school on any article of clothing or accessory, must represent a message that promotes Godly character and is in-line with school values.

Shirts: Skin on the stomach, and back must be covered at all times. No undergarments (slips, camis, etc.) may be worn as shirts.

Sleeveless dresses and tank tops are permitted for girls. Straps should represent a shirt and not an undergarment. A two finger width is a good guideline. Tank-tops are not allowed for boys.

Shorts & Pants: Shorts and pants must have a hem, rips and holes are not allowed.

Athletic shorts may be worn, but the student must be able to place their palm so that their index finger touches their knee and their wrist touches their shorts. If the hand can't reach both, the shorts are too short to be worn in school.

Cotton sweat pants may be worn to school as long as they are neat, clean and modest.

Tight clothing must be worn under something. We encourage the concept of “layering.” Such clothing items that would require layering are leggings, yoga pants, etc.

Tighter fitting, non-transparent pants are allowed with long shirts that are a length that promotes modesty by extending fully below the waist line and fully covering the buttocks.

Skirts & Dresses: When standing, students must be able to place their palm so that their index finger touches their knee and their wrist touches their skirt or dress. If the hand can't reach both, the skirt or dress is too short to be worn in school. Students are encouraged to wear shorts or leggings under dresses and skirts in order to be modest while sitting and on the playground.

Hats and or head coverings may not be worn during school.

Extremes – No extremes are allowed such as hair color, piercings, etc. as they can quickly turn into areas focused on challenging accepted standards or seeking individual attention. Earrings are not permitted for boys.

All requirements of dress (other than offensive clothing and clothing that is not modest) may be subject to change on a particular day or special event.

Resources: Resources for teaching modesty and helping decide about an outfit's appropriateness for school can be found at the address below. Our prayer is that this resource will bless your family as you tackle this tricky subject.

DISCIPLINE

Discipline is designed to teach. High expectations and standards will be in place. These are desired and justified. While there are certainly consequences for sin, Lincoln Christian School takes a Grace based approach as our Lord and Savior did for all of us!

The atmosphere of the school must be conducive to learning, safe for each student physically and emotionally, and encourage respect toward God and His Word. When student behavior or attitudes dishonor God and are harmful to the atmosphere of the school appropriate teaching will take place along with the appropriate consequences.

Students who exhibit negative behavior or attitudes will be counseled regarding their response to God's standards, and encouraged to grow in their relationship with God and their obedience to Him.

Enforcement Procedures

Actions which show evidence of disobedience to school rules, disrespect, lack of courtesy, general disturbance, and other such misconduct, will be first handled by the teacher. Situations which are chronic or flagrant will be referred to the administration.

Each situation will be dealt with on an individual basis. No two situations are exactly alike. Proper teaching and discipline requires great discernment and wisdom based on all factors of each situation. Consequences will be applied as appropriate, ranging from simple one-on-one counseling all the way to expulsion from the school.

Discipline for Misconduct

Category I

Category I involves activities that create minor disturbances, prevent classroom order and instruction. Repeated Category I offenses will move to Category II and eventually Category III.

Response to Category I Violations:

Each situation will be dealt with on a case by case basis. Typical consequences for a Category I Violations include but are not limited to the following: parent contact, loss of privileges, parent-student conference with teacher, etc.

Category II

Category II includes activities and attitudes that are not God honoring and lacking of respect for authority, for other students, and/or for Lincoln Christian School. Repeated or frequent Category I violations will constitute a Category II or III violation. Repeated Category II violations constitute a Category III violation.

Response to Category II Violations:

Each situation will be dealt with on a case by case basis. Typical consequences for a Category II Violations include but are not limited to a combination of the following: parent contact, loss of privileges, parent-student conference with teacher/administrator, detention, etc. The administration may determine the behavior warrants a separation from other students including but not limited to being sent to the office, in-school suspension or sent home (suspended). Repeated Category II Violations may constitute a Category III violation.

Category III

Category III involves any substantial disruption to the school day including but not limited to any violation of U.S., Nebraska, or local laws; activities that threaten the physical, emotional or spiritual safety of the student or other students and staff; activities that show a consistent lack of respect for authority or property; and/or activities that violate Biblical moral codes of conduct. Repeated Category II violations also may constitute a Category III violation.

Response to Category III Violations

Each situation will be dealt with on a case by case basis. Typical consequences for a Category III Violations include but are not limited to a combination of the following: Parent Conference with teacher and administrator, in-school suspension, out-of-school suspension, expulsion, financial compensation, probation, school service.

Referral Procedure for Misconduct

Category I

This type of misconduct will be dealt with by the teacher in charge and/or other staff members, including the giving of consequences. If the misconduct is flagrant or continues, the principal and/or school counselor should be notified.

Category II

This type of misconduct should be dealt with by the teacher in charge and/or other staff members, who should notify the principal of the misconduct. The teacher and principal shall work together, but the principal will determine the necessary consequences if the child was removed from the learning environment. The teacher should notify the principal, counselor, and parents for a category II violation if it requires the removal from the learning environment or any substantial loss of privileges.

Category III

The principal shall be notified immediately of this type of misconduct. The principal, with input from the teacher, will choose the necessary and appropriate response to this violation(s).

Parents shall be notified by the principal if there is a student/principal conference.

PARENT-TEACHER RESOLUTION

If a student or parent believes he/she is offended by the words or actions of a teacher, as a fellow Christian he/she should go first to the teacher through whom the offense came and share this with him or her (Matthew 18). If, after consulting together and praying for mutual understanding, there is no reconciliation, then they should agree to go together to counsel with the administrator. This step, to meet with administration, should not be done unless contact has been made with the teacher first.

PROCEDURES

LUNCHES

Monday-Thursday we will be offering Hy-Vee. Fridays we will have assorted vendors including: Subway and Slim Chickens. Two Friday per month we will offer Sophomore Pizza Lunch, which helps support the sophomore class. The monthly lunch calendar can be found on the school website.

STUDENTS SALES

The sale by students of fund raising items for groups outside of school is discouraged. However, permission may be granted by the office under extenuating circumstances.

WRITTEN INVITATIONS TO STUDENTS

If a student wishes to invite classmates to an activity outside of school, and the invitations are given at school, they must be for the entire class (or their fellow boys or girls).

USE OF GYM AND COMPUTERS

Students should not play in the gym or with computers or devices before or after school unless permission has been granted and supervision is provided.

STORM AND SCHOOL CLOSINGS

The school will be closed if weather makes it dangerous or impossible to travel. Cancellations will normally be made the morning of school or the night before. On such days, announcements will be made to local outlets. An email will be sent to school families. We will typically follow Lincoln Public Schools in regard to school cancellation but at times there may be exceptions.

If a storm occurs during the day, parents are encouraged to come and get their children when they feel it necessary to do so. If the school closes during the day, it will be announced through the same media outlets.

A staff member will stay until the last student is picked up.

VOLUNTEERS

Volunteers such as room mothers, teacher-aides, and drivers/sponsors for field trips are a vital part of our school. We welcome and encourage this participation. We ask that no preschool-age children be with you when you volunteer in the classroom and on field trips. We ask that you follow school dress code as a volunteer. All volunteers must complete the necessary paperwork which can be found in the office or on the school website.

OTHER ACTIVITIES

Class Parties

Parties celebrating Christmas, Thanksgiving and Valentine's Day may be held. All activities should be honoring to the Lord, and include all students. No emphasis should be placed on Santa Claus, the Easter bunny, Halloween, or other secular concepts. Each teacher may determine the most appropriate time to celebrate birthdays.

Competition Opportunities

Students in grades four through six may compete in contests involving knowledge in geography, handwriting, and spelling.

Open House

On a designated day prior to school starting, students will have an opportunity to briefly visit their classroom, meet their teachers and drop off school supplies.

Curriculum Night

One evening is scheduled in the fall for parents to meet with the teachers in the classrooms to discuss the operation and procedures of the classes.

SPECIAL EVENTS

GRANDPARENTS DAY

Grandparents are invited to spend a day at school, visiting their grandchild's classroom, and eating lunch with him or her. This typically occurs in the fall.

ELEMENTARY MUSIC PROGRAMS

All of the students have the opportunity to participate in a larger public performance in music & drama, at Christmas and/or in the spring.

K for a DAY

Interested families with kindergarten-age children are invited meet the teachers and visit the classrooms, in order to become acquainted with our kindergarten program. K for a Day takes place on various days in February and March.

KINDERGARTEN GRADUATION

A special program is presented to honor the kindergarten students for completing their first year of school. This program is usually presented during the last week of school.

FIELD DAY/ALL SCHOOL PICNIC

All of the elementary students take part in a morning of activities, followed by an all school picnic. This event takes place in May.

SIXTH GRADE RECOGNITION

This program is presented by the sixth grade students when they are recognized for completing their elementary school years. Awards are presented at this time. The program is usually followed by a social event for the class.

