2026-2027

STUDENT

HANDBOOK

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Keep It Simple

"*But I am afraid that, as the serpent deceived Eve by his craftiness, your minds will be led astray from the* ***simplicity and purity of devotion to Christ****."*
2 Corinthians 11:3

Life Way Families-

We would all love for this upcoming year to be an easy and smooth one. However, we are never sure what the road ahead looks like when it comes to the details, but we can have confidence that as we trust the Lord, He will work everything out according to His will and our good. Whether we have a simple year or not, there are simple principles that God lays out for us that can assure us a fruitful and successful year.

First, we must get rid of all the distractions that get in our way of following after Christ and passing truth on to our kids. Whether it be technology, busy schedules, work, ministry or other things, we must examine our hearts and make sure that God is on the throne and guiding us in everything we do.

Second, we must return to the Word of God, and hunger and thirst to grow in Him and know Him more. We must realize that even though schooling looks different currently than it did in the past, God's word never changes and must be at the heart over everything we do.

Finally, we must be a people of prayer. In Ephesians 3, Paul prays that the believers would be filled with the Spirit of God and with love as they asked for God to do *"far more abundantly beyond all that we ask or think."* Oswald Chambers says in his book *If You Will Ask,* that a "*Mans reach should exceed his grasp."* We ought to be a staff this year that asks God to do a greater work in and through us, then ever before.

It is only when we return to God in these ways that we will see Him do a work in our lives and the lives of our students. Please know that we love you, pray for you, and are here to serve with you as God equips and guides us.

Serving Him,

Life Way Administrative Team

FOUNDATIONAL PHILOSOPHY OF EDUCATION

Life Way Christian School (LWCS) is a ministry of First Baptist Church, Centerton. As such, it adheres to the doctrinal statement of FBC, Centerton. (See "The Baptist Faith and Message", 2000 edition.) All faculty, staff and administrative personnel must be born again Christians who are actively involved in a local, Bible believing, evangelical church. Because of their responsibility to consistently model godly character and life style before our students, all staff members are expected to give evidence of a growing relationship with Jesus Christ.

LWCS recognizes that the primary responsibility for educating children rests with parents (Deuteronomy 6:4-9; Psalm 78:1-8; Proverbs 22:6; Ephesians 6:4); therefore, LWCS is committed to entering into a partnership with the church and the Christian family to support parents as they develop a God-centered worldview in their children.

LWCS is committed to providing excellence in academics, based on the understanding that God is the author of all truth (John 8:31-32; John 14:6); therefore, every aspect of what is done at LWCS, academics, athletics, fine arts, etc., is based on the truth of God's Word and is biblically integrated.

LWCS adheres to the Kingdom philosophy of education that emphasizes for each child the salvation, discipleship, and preparation for serving God. We are committed to developing young men and women who understand and live lives that are based on a biblical worldview, who think and act like Christ, and who are spiritually, mentally, socially and physically prepared to serve the Lord in whatever capacity to which He calls them.

KINGDOM EDUCATION PRINCIPLES

LWCS holds to the Kingdom Education philosophy put forth in the most recent edition of the book *Kingdom Education* by Dr. Glen Schultz. The following principles are the basic components of this philosophy:

1. The education of children and youth is the primary responsibility of parents.
2. The education of children and youth is a 24 hours-a-day, 7 days-per-week process that continues from birth until maturity.
3. The education of children and youth must have as its primary goal the salvation of and discipleship of the next generation.
4. The education of children and youth must be based on God's Word as absolute truth.
5. The education of children and youth must hold Christ as preeminent in all of life.
6. The education of children and youth must not hinder the spiritual and moral development of the next generation.
7. The education of children and youth, if and when delegated to others by parents, must be done so with the utmost care to ensure that all teachers follow these principles.
8. The education of children and youth results in the formation of a belief system or worldview that will be patterned after the belief systems or worldviews of a person's teachers.
9. The education of children and youth must lead to true wisdom and understanding by connecting all knowledge to a biblical worldview framework.
10. The education of children and youth must have a view of the future that includes the eternal perspective.
11. The education of children and youth must have as its primary focus the increase in the knowledge of God.
12. The education of children and youth results in performing work in fulfillments of God's will for their lives.

13. The education of children and youth must be characterized by the pursuit of biblical excellence based on godly character resulting in competent performance for God's glory.
14. The education of children and youth must equip them to fulfill God's highest purpose for man to glorify Him and enjoy Him in life and eternity.

SCHOOL VERSE

Colossians 1:17-18 says, "He is before all things, and in Him all things hold together. He is also the head of the body, the church; and He is the beginning, the firstborn from the dead, **so that He Himself will come to have first place in everything**."

MISSION STATEMENT

As a ministry of First Baptist Church Centerton, Life Way Christian School will:

Enter into a partnership with Christian families in order to
Equip young people with a biblical worldview so they can
Engage the culture in a way that will
Exalt the name of Christ

LIFE WAY CORE VALUES

Core Value #1: THE BIBLE

"Sanctify them by the truth; your word is truth." John 17:17
"All Scripture is given by the inspiration of God and is profitable for doctrine, for reproof, for correction, for instruction in righteousness." 2 Timothy 3:16

- LWCS will be obedient to God's Word and the Bible will be the foundation for every aspect of the school.
- LWCS will develop and plan for the spiritual development of its board members, staff, students, and parents.
- LWCS activities and events will be scripturally directed with the goal of obedience and complete commitment to God's Word.
- The LWCS board, administration, and faculty are committed to the constant examination of God's Word and desire to develop in each student a biblical worldview of life.
- LWCS will continue to develop a curriculum that is Bible-based and will train students to be set-apart for Christ and defend the faith.

Core Value #2: Christ-Centered Education

"So that in all things He may have the preeminence." Colossians 1:18
"We demolish arguments and every pretense that sets itself up against the knowledge of God and take captive every thought to make it obedient to Christ." 2 Corinthians 10:5

- LWCS will develop and maintain an educational program that is based on the truth of God's Word and exalts Christ as preeminent in all things.
- LWCS will employ and develop a faculty and staff who love the Lord and are committed to a Christ-centered education.
- LWCS will develop and maintain an academic program that is centered on the Word of God and has as its goal the building up of students in Christ and seeing them mature and ready to defend the faith.
- LWCS is committed to teaching and leading students into a biblical worldview of life.
- LWCS will develop and maintain extracurricular activities that allow students to use their God-given gifts for His glory.

Core Value #3: Christian Families

"You shall teach them diligently to your children, and shall talk of them when you sit in your house, when you walk by the way, when you lie down and when you rise up." Deuteronomy 6:7

"Tell the generation to come the praises of the Lord…That they may arise and declare them to their children." Psalm 78:4-6

- LWCS will honor parents and support them in their God-given role of educating their children.
- LWCS will help train and build up parents so that they are able to fulfill the call of biblical parenting.
- LWCS will partner with Christian families who are likeminded and desire to have their children discipled to be more like Christ.
- LWCS will keep parents up-to-date with information about all activities and events that involve their children.
- LWCS will continue to develop and maintain programs that enable us to reach students with various learning styles and abilities.

Core Value #4: The Church

"So continue daily with one accord…praising God and having favor with all the people. And the Lord was adding to their number day by day those who were being saved." Acts 2:42-47

'And let us consider one another in order to stir up love and good works, not forsaking the assembling of ourselves…but exhorting one another and so much more as you see the Day approaching." Hebrews 10:24-25

- LWCS will always recognize that it is a ministry of First Baptist Church Centerton.
- LWCS board, administration, and faculty must be active members of a like-minded, Bible-believing church.
- LWCS will partner with FBCC and has as its goal the building up of the body of Christ and leading all students to Jesus Christ.
- LWCS will represent FBCC in a Christ-like manner and seeks to be a good steward of all that God has blessed us with.
- LWCS requires parents to be believers and requires them to be active in a local, Bible-believing church.

Core Value #5: Discipleship

"Abide in Me and I in you. As a tree cannot bear fruit in itself, unless it abides in the vine, neither can you, unless you abide in Me." John 15?

"Go therefore and make disciples of all nations, baptizing them in the name of the Father, Son, and Holy Spirit, teaching them to observe all that I have commanded you; and lo, I am with you always, even to the end of the age." Matthew 28:19-20

- LWCS faculty and staff will pray for students and guide them in truth.
- LWCS faculty and staff will mentor and build intentional relationships with students in efforts to lead them to Christ and build them up in Him.
- LWCS will provide classes that will teach leadership skills.
- LWCS will provide opportunities for students to bear fruit for Christ.
- LWCS will prepare students to be disciples for Jesus Christ in the world.

Core Value #6: Eternal Perspective

"If then you were raised with Christ, seek those things which are above…set your mind on things above." Colossians 3:1-2

"For the things which are seen are temporary, but the things which are not seen are eternal." 2 Corinthians 4:18

- LWCS will challenge each student to come to know Christ and His plan for their life.
- LWCS will teach the imminent return of Christ and turn our focus to live for Him until that day.
- LWCS will develop Christ-like students that are prepared for eternal life, therefore, prepared for life on earth.
- LWCS will encourage each student to abide in Christ and in doing so, bear fruit that will last.
- LWCS will teach each student to understand that God has gifted them and wants them to be a good steward of these gifts.

Core Value #7: Unity

"That you all speak the same thing, and that there be no divisions among you, but that you be perfectly joined together in the same mind and in the same judgment." I Corinthians 1:10

"Fulfill my joy by being like-minded, having the same love, being of one accord and one mind." Philippians 2:2

- LWCS will encourage and maintain a unified spirit between Christian parents and the school.
- LWCS will be unified in purpose and likeminded with FBCC as we share facilities and vision to see students come to know Christ and be built up in Him.
- LWCS board, administration, and faculty will be unified in purpose, speech and actions and will encourage each other daily.
- LWCS students will have a mutual respect for each other and will think of others before themselves.
- LWCS will foster an attitude of humility before God and towards each other, always striving to serve others.

Core Value #8: Outreach

"And whoever desires to be first among you, let him be your slave, just as the Son of Man did not come to be served but to serve many and give his life as a ransom for many." Matthew 20:27-28

"Go therefore and make disciples of all nations, baptizing them in the name of the Father, Son, and Holy Spirit, teaching them to observe all that I have commanded you; and lo, I am with you always, even to the end of the age." Matthew 28:19-20

- LWCS will train up student leaders that will continue to live out what they have learned and have been convinced of in Christ.
- LWCS will give faculty and students the opportunities to live out Biblical principles through service and mission trips.
- LWCS will take the message of the gospel to the community and world.
- LWCS will teach students to be others focused.
- LWCS will build students up in Christ for the purpose of seeing them fulfill the great commission and evangelize the lost.

STATEMENT OF FAITH

GOD'S WORD We believe the Bible (Old and New Testaments) to be verbally inspired by God and inerrant in the original writings. God's Word is the only infallible and authoritative rule of faith and practice (II Timothy 3:16-17; II Peter 1:19-21).

GOD We believe that there is only one true, living, sovereign, eternally existent God. He exists in three co-equal persons, Father, Son and Holy

Spirit. We believe that the triune God is the creator and sustainer of all things. He is the source of all truth and is alone worthy of our worship (Genesis 1:1, 26, 31; Deuteronomy 6:4-5; Isaiah 45:5).

JESUS CHRIST We believe in the deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father and His personal return to power and glory (John 1:1-3, 14; Matthew 1:18-23; I Corinthians 15:1-8; Philippians 2:5-9; Colossians 1:14-20).

HOLY SPIRIT We believe that the Holy Spirit is God, co-equal and co-existent with the Father and the Son. He is the chief convictor of sin, the chief agent of regeneration and sanctification. The Holy Spirit lives within every believer and empowers every believer to live a godly life (John 14:15-17; John 16:7-10; I Corinthians 6:19-20; Romans 8:9,11).

SIN We believe that Adam, the first man, sinned by disobedience. This act resulted in the fall of all mankind; therefore, all people have sinned and lost their ability to live for the glory of God. Every person's sin incurs both physical and spiritual death until there is forgiveness and salvation by the grace of God (Genesis 3:1-24; Jeremiah 17:9; Romans 3:10-23; Romans 6:23).

BAPTISM AND LORD'S SUPPER Christian baptism is the immersion of a believer in water in the name of the Father, Son, and Holy Spirit. It is an act of obedience symbolizing the believer's faith in a crucified, buried, and risen Savior, the believer's death to sin, the burial of the old life and the resurrection to walk in newness of life in Christ Jesus. It is a testimony to his faith in the final resurrection of the dead. Being a church ordinance, it is a prerequisite to the privileges of church membership and to the Lord's Supper.

The Lord's Supper is a symbolic act of obedience whereby members of the church, through partaking of the bread and the fruit of the vine, memorialize the death of the Redeemer and anticipate His second coming.
(Matthew 3:13-17; 26:26-30; 28:19-20; Mark 1:9-11; 14:22-26; Luke 3:21-22; 22:19-20; John 3:23; Acts 2:41-42; 8:35-39; 16:30-33; 20:7; Romans 6:3-5; 1 Corinthians 10:16, 21; 11:23-29; Colossians 2:12.)

SALVATION We believe the salvation of lost and sinful people is a free gift of God's grace apart from human works, based solely upon Christ's vicarious and atoning death, effected by the regenerating work of the Holy Spirit, and received only through faith in the person and finished work of Jesus Christ on the cross and His resurrection from death (Ephesians 2:8-10; II Corinthians 5:21; Romans 3:21-28; Titus 3:5-7).

THE CHURCH We believe that the church is the body of Christ and the family of God. It is made up of saved and baptized believers who regularly join together for worship, fellowship and ministry (I Corinthians 12:12-14, 26-27; Hebrews 10:25; Matthew 3:13-16).

THE FAMILY God has ordained the family as the foundational institution of human society. It is composed of persons related to one another by marriage, blood, or adoption.

Marriage is the uniting of one man and one woman in covenant commitment for a lifetime. It is God's unique gift to reveal the union between Christ and His church and to provide for the man and the woman in marriage the framework for intimate companionship, the channel of sexual expression according to biblical standards, and the means for procreation of the human race. Accordingly, we reject any attempt to redefine marriage as a union between people of the same sex or as between more than one man and one woman. We believe that the homosexual lifestyle and alternative gender identities are contrary to the Bible.

The husband and wife are of equal worth before God, since both are created in God's image. The marriage relationship models the way God relates to His people. A husband is to love his wife as Christ loved the church. He has the God-given responsibility to provide for, to protect, and to lead his family. A wife is to submit herself graciously to the servant leadership of her husband even as the church willingly submits to the headship of Christ. She, being in the image of God as is her husband and thus equal to him, has the God-given responsibility to respect her husband and to serve as his helper in managing the household and nurturing the next generation.

Children, from the moment of conception, are a blessing and heritage from the Lord. Parents are to demonstrate to their children God's pattern for marriage. Parents are to teach their children spiritual and moral values and to lead them, through consistent lifestyle example and loving discipline, to make choices based on biblical truth. Children are to honor and obey their parents.(Genesis 1:26-28; Exodus 20:12; Deuteronomy 6:4-9; Joshua 24:15; 1 Samuel 1:26-28; Psalms 51:5; 78:1-8; 127; 128; 139:13-16; Matthew 19:4-6Romans 1:18-32; 1 Corinthians 7:1-16; Ephesians 5:21-33; 6:1-4; Colossians 3:18-21; 1 Timothy 5:8,14; 2 Timothy 1:3-5; Titus 2:3-5; Hebrews 13:4)

STATEMENT OF NONDISCRIMINATION

LWCS operates in accordance with the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973. Both of these Acts, as amended, prohibit discrimination on the basis of the applicant's age, race, color, sex, national or ethnic origin, or physical handicap.

LWCS is a private religious-oriented educational institution. We reserve the right to select all employees by specific religious preference, who can contribute to the stated religious objectives of the organization. This position is taken under the authority granted within the provisions of Public Law 92-261 (Equal Opportunity Act of 1972), Section 702, 703 (e) and Title 41, Chapter 60, Subpart 60-50.

No person shall be denied enrollment, be excluded from participation in, or subject to discrimination in any program or activity on the basis of biological sex, race, color, national origin or ethnic group. As a Christian school, LWCS believes, teaches, and practices a literal interpretation of the Bible. Therefore, on the occasion in which the atmosphere or conduct within a home is counter to or in opposition to the biblical lifestyle endorsed by the school, the school reserves the right, within its sole discretion, to refuse admission or discontinue the enrollment of a student. This includes, but is not limited to, the condoning, or supporting, or living in sexual immorality; homosexual acts or orientation; promoting such practices, or the inability to support the moral principles of the school. We believe that God created mankind in His image; male (man) and female (woman), sexually different but with equal personal dignity. Families, staff, and students must affirm their biological sex. Rejection of one's biological sex is a rejection of the image of God within each person. (Genesis 1:26, Genesis 2:15-24, Romans 1:25-27, I Corinthians 11:3-16, I Timothy 2:9-15, Genesis 2:24, Leviticus 20:11-14, Romans 1:27, Matthew 19:4-6)

ADMINISTRATIVE STAFF

Head of School
Dr. Allen Williams
awilliams@lwcsar.com

Elementary and Middle School Principal
Dr. Brian Hellard
bhellard@lwcsar.com

Elementary Office Assistant
Mrs. Lisa Goates
lgoates@lwcsar.com

Dean of Students 7-12
Mr. Lee Donell
ldonell@lwcsar.com

Secondary Office Assistant
Mrs. Veronika Chen
vchen@lwcsar.com

Guidance Counselor
Mrs. Kari Moseley
kmoseley@lwcsar.com

Preschool Director
Mrs. Tracey Murphy
tmurphy@lwcsar.com

Preschool Office Assistant
Mrs. Christina Owenby
cowenby@lwcsar.com

Guidance Counselor
Mrs. Nicole Ketner
nketner@lwcsar.com

Accounts Receivable
Mrs. Amanda Green
agreen@lwcsar.com

Accounts Payable
Mrs. Sarah Corn
scorn@lwcsar.com

Athletic Director
Mrs. Kathryn Britton
kbritton@lwcsar.com

ADMISSIONS & ENROLLMENT

Admissions

LWCS partners with Christian families who wish to enroll their qualified children in a Christ-centered learning environment. Because of our commitment to partner with the home, one parent in each family, kindergarten through high school, must give evidence of a personal relationship with Jesus Christ, be actively involved in a Christ-centered, Bible believing, evangelical church and desire an educational setting committed to honoring Christ.

Enrollment in LWCS is not considered final until all required documentation is received and fees and tuition are paid. The following items are required for all students:

1. Completed Family Application
2. Entrance test for students in grades Kindergarten-12th
3. Immunization Record

4. Copy of Birth Certificate
5. All K5 students must have a kindergarten physical
6. Records from last school attended (Including any standardized testing and behavioral records)
7. An interview with the departmental administrator
8. Registration and other fees or tuition paid (registration fee is non-refundable)
9. Complete the on-line enrollment, agreeing to abide by the school's policies and procedures

Please note:

- Students will not be permitted to attend LWCS or participate in activities until the above items are submitted.
- Returning students must have completed and updated family applications, updated immunization record, fees and tuition paid

Students are admitted upon recommendation of the departmental administrator and the head of school. The School Board of LWCS shall enter into a contract with the parents or guardian of the student. The contracts will be signed by the parents or guardian of the student, and the Head of School.

The following general policies and procedures will be followed by each division of the school:

1. Admission Policies
    a. LWCS is committed to entering into a partnership with the home to provide support in the education of enrolled students therefore; one parent (guardian) must give evidence of a Christian testimony. (Required for all families of Kindergarten-high school students)
    b. Students entering kindergarten from the LWCS preschool must interview with the elementary principal.
    c. Students who seek admission in grades 7th-12th must give evidence of a Christian testimony
    d. Students who have been "expelled" from another school will not be considered for enrollment at LWCS.
    e. Students who have a negative discipline record or who have been suspended from the school they attended prior to applying at LWCS, will be considered for enrollment only after verification of full correction of the problem(s) noted.
    f. All new students are accepted on a probationary basis for the first full grading period of the semester in which they are enrolled.
    g. Tuition assistance is available only to those families who demonstrate a verifiable financial need. Tuition assistance is available first to returning families and then if available to new enrolling families.

2. Admissions procedures:
    a. Prior to registration, each family must schedule an interview with the departmental administrator. (Students in 7th-12th must attend with parents.) See www.lwcsar.com for "Request More Information Form".
    b. A completed Family Application must be submitted online and the process can be found on our web site at www.lwcsar.com.
    c. Students will need to complete the entrance test for evaluation and class placement for K-12th.
    d. All required forms and documentation must be on file.
    e. The Family Contract and all other documents must be filled out online in order to finalize admissions.

Enrollment Policy (Current Students)

The FACTS online enrollment process makes it easy to re-enroll students currently attending LWCS. The following details some of the basic information needed for re-enrollment:

1. All required paper work or electronic transfer of information and registration fees must be submitted during the early registration period to assure a spot for the upcoming school year.
2. Families who desire to enroll a sibling of a currently enrolled student should do the following:
    a. The family must make an appointment with the administrator of the department in which they desire to enroll the sibling to discuss their intent to enroll.
    b. Students are required to take an entrance assessment.
    c. If the student qualifies for enrollment in LWCS, he/she will be admitted once all required paperwork and fees have been submitted.
3. **Families who are planning to re-enroll their Pre-K4 child in the Kindergarten program of LWCS must schedule an appointment with the Elementary Principal prior to the re-enrollment process.**

Registration fees are non-refundable.

Withdrawal from LWCS

If it becomes necessary to withdraw your child from LWCS, the following must be done:

1. No later than two weeks prior to withdrawal, a written notice defining the reason for withdrawal must be submitted to the Head of School.
    a. If the withdrawal is based on an academic or other student related problem it will be assumed that the family has taken the necessary steps to resolve, with the support of the school, the problem.
2. If the reason for the withdrawal is not approved, it should be noted that policy requires the family to fulfill its contracted tuition agreement with the school.
    a. Withdrawal fee equal to two weeks' tuition will be assessed for any early withdrawal during the school year.
    b. Report cards, transcripts, or other school records will not be sent until all financial obligations with the school are met.

Family Contract

LWCS families are required to sign the on-line family contract during registration and enrollment each year. This contract gives specifics about registration and tuition payments, medical release and liability waiver, and withdrawal information; and by signing it, parents are saying they have read and agree with the Parent/Student Handbook.

Family enrollment and tuition information can be found in RenWeb under the accounting tab.

The following are not listed in the actual contract but are commitments and information that LWCS desires for you to understand and agree with:

1. LWCS families understand the importance of the local church in the education of our children and pledge to attend regularly.
2. In cooperation with the "partnership" philosophy of LWCS, families are encouraged to attend meetings and other functions and events of the school.
3. LWCS families will practice and encourage others to practice the Matthew 18 principle. We will bring all of our questions, concerns, and criticisms directly to the individual involved so that they may be properly addressed.

Matthew 18 Principle:

"If your brother sins against you, go and rebuke him in private. If he listens to you, you have won your brother. But if he won't listen, take one or two more with you, so that by the listening of two or three witnesses every fact may be established." Matthew 18:15-16 HCSB

It is our prayer and desire that the school and home are unified in its efforts to train up the next generation in Christ and efforts to prepare them to stand out as lights in the world. If there are ever issues of concern that arise, it is important that they be handled in a way that reflects biblical principles. How we, as adults, handle problems or conflict is just as important a teaching tool as an academic curriculum is for our children. Children learn by the example we set. Therefore, special mention is made of the method for dealing with problems or complaints, which will be followed at LWCS.

Please use the following guidelines in handling any problems that may arise during the school year:

- When a problem situation occurs between a parent and a teacher, the parent must *first* contact the teacher. If the problem is not resolved, the parent or teacher should request a conference that includes the administrator of the child's division. Contact the school office to set up such a conference if needed.
- Once having gone through the above procedures, if there has not been resolution to the problem the Head of School of LWCS should be involved in the resolution process.
- If your concerns involve school policies and procedures, please feel free to go directly to a school administrator or the Head of School.
- In the event that following the above procedure does not bring satisfactory resolution of a problem, parents may contact the School Board. Please observe the following:
  - State, in writing, the problem and steps taken to that point to resolve the problem.
  - Submit, through the Head of School, your sealed letter to be submitted to the School Board.
  - The School Board, in executive session, will meet with parents to address the problem and attempt to bring satisfactory resolution.

In attempts to maintain the unity between the school and home, we ask that parents keep in mind the following:

- Do not discuss issues regarding the school or the classroom with other parents. Always observe the Matthew 18 Principle and go directly to the person involved.
- Do not address problems with the teacher before school or during the school day. Please arrange a conference or request that the teacher call you during a free time.
- Do not contact the administration or a school board member before you have contacted the teacher and followed the Matthew 18 Principle.
- Do not speak negatively about the staff or the school in front of your child.
- The school and parents should always be ready to discuss problems with a heart towards resolution of the problem.
- Always listen to your child, but also be open to hear the other side of the issue that concerns you.

4. The teacher and the administration are given full discretion in the discipline of our children. Discipline may include but not be limited to the use of detentions, special work days, restriction of participation in activities, suspension, and expulsion from school. Parents will be notified when disciplinary action is taken to ensure that home and school are working together to correct the problem.

5. LWCS agrees to work closely with the home to help children realize their full God given potential. The school also agrees to work closely with the home to help students resolve school related problems. In its commitment to parents, the school will ensure that all faculty and staff at LWCS are highly qualified individuals who give evidence of an intimate relationship with Jesus Christ and who are committed to ministering at LWCS. The school will provide a biblically integrated curriculum, will regularly report student progress and will provide full supervision of students. The school will diligently work toward providing for students a well-rounded, biblically based, program that is designed to help students develop a biblical worldview.
6. **All students new to LWCS and those returning after a withdrawal are admitted on a trial basis for the first full 9-weeks for which they are enrolled.**
7. LWCS reserves the right to dismiss any student who does not cooperate with the educational process or the standards of conduct which have been approved by the School Board of LWCS. As parents we understand that the school will emphasize the importance of Godly living as a lifestyle. Therefore, students are expected to uphold the school's standards of conduct off campus as well as when they are in attendance. Students whose behavior off campus is considered to be inconsistent with the standards expected of LWCS students can face school discipline and could be asked to withdraw from the school.
8. LWCS operates as a non-profit ministry of the church. The budget of the school is based entirely on tuition and fees received from families, and the generous support of the First Baptist Church Centerton. As parents, we commit to supporting LWCS through prayer, service, and gifts.
9. All accounts and obligations owed to the school must be satisfied before academic transcripts and final report cards can be released, or before students can re-enroll for the next school year.
10. The School Board reserves the right to require payment of all contractual obligations upon early withdrawal or dismissal of a student.

LWCS reserves the right to develop and implement a drug testing policy and program for 7th-12th grade students. Parents will be notified of the policy once approved and again before any students are tested.

FINANCIAL POLICIES

Registration Fee

A non-refundable registration fee is due for each student enrolled (see fee schedule sheet).

There will be some annual fees associated with the on-line enrollment and bill pay system used by LWCS.

Textbook Fees

These fees will only be accessed if students lose or damage a textbook.

New Book	100%
1 Year Old	75%
2 Years Old	50%
3 Years Old	25%

Late Pick-up Fees

It is imperative that students be picked up on time at the end of the school day. Repetitive lateness in picking up students will result in a conference with parents to resolve the issue.

Tuition Policy

LWCS believes that tuition payments are an investment in your child's education and spiritual development. It is the responsibility of the Board of Directors, with the counsel of the Administrator, to

develop policies such as the amount of tuition, the manner of payment and general development of financial policies. This is done as a part of the overall stewardship of the school in ensuring that adequate financial resources are available and that enrollment is as available and affordable as possible.

Amos 3:3 states, "Do two walk together unless they have agreed to do so?" LWCS enters into a financial agreement each year with Christian families committed to the Christ-centered education of each child and in return parents agree to pay the agreed upon tuition on time each month. This agreement allows for the school to pay its bills and commitments in a timely manner.

All payments are made online through FACTS, using checking/savings account or credit/debit card.

Families may choose from several payment plans when they enroll in FACTS:

1. In-Full Payment - Due on or before August 1st; receive 2% discount
2. Semester Payments - First payment due on or before August 1st; Second payment due on or before January 1st; No discount
3. Monthly Payments - Paid over 10 months, from August 1st – May 1st; Payments due on or before the 1st of each month.

Past Due Tuition

All tuition payments are made online and auto drafted through FACTS Financial Management. FACTS attempts to deduct payments on the first of each month. If the payment is returned as Non-Sufficient Funds (NSF), a $30 charge is assessed by FACTS. A second attempt to collect the payment is made again after 15 days. If payment is still returned NSF, a third and final attempt is made after another 15 days. At this point, payments can no longer be made online and the student will be withdrawn at the discretion of the school.

No records will be released until all outstanding balances are paid in full.

All balances and fees for the prior year must be paid in full before the student will be allowed to re-enroll at LWCS or receive final transcripts.

Tuition Refunds

If a student moves or transfers, a two-week notice is required. Tuition will be prorated and the remainder refunded. If a two-week notice is not given, a 10-day penalty will be assessed and deducted from the refund amount.

Tuition is not refunded in the case of expulsion or in the case of parental lack of cooperation with the partnership agreement, resulting in dismissal.

Tuition Assistance

Tuition assistance is available to enrolled K-12th grade students and families through FACTS Financial Aid. If you are in need of tuition assistance, go to our website: www.lwcsar.com, click on Admissions, Apply Online, and then the FACTS Financial Aid button in the upper right hand corner. This will take you to the FACTS link. Follow the prompts to complete your application. After applications are submitted, the financial aid committee will determine the financial awards based on the information from FACTS and available aid.

Multi Child Discount

Families enrolling two or more children are eligible for multiple-child discounts. Please see the tuition fee sheet for the school year for which you are enrolling to determine the amount of discount.

GENERAL INFORMATION

Accreditation

LWCS is accredited by the Association of Christian Schools International (ACSI), the Arkansas Non Public School Accrediting Association (ANSAA), and is a member of the National Alliance of Christian Schools (NACS).

Child Custody

LWCS partners with Christian families and by doing so, realizes the great responsibility in keeping each child safe throughout the school day and at school events. We understand that due to a divorce or other circumstances, there may be a situation in which a child is under the custody of one parent or there are restrictions on child visitations and the releasing of certain records. LWCS wants to be sensitive to these issues and will communicate clearly with every family. In the end, the safety and well-being of the student is our highest priority. The following are the guidelines we will follow in regards to any child custody issues:

1. LWCS uses the FACTS information system to organize all family information and contact information. Parent names, emails, and phone numbers are listed in this system and emergency contact names and numbers are also listed. Students will be released to parents with custody and approved contacts. Records will be released to all parents with child custody.
2. Any court order declaring custody rights or restraining orders must be on file (only the pages that speak to this issue) in the school office before any action can be taken.
3. Student records will only be released to parents with child custody unless court documents or parent approves the release of records.
4. Students can only be checked in and out of school by parents with custody or those approved to drop off and pick up students.
5. If a student is absent, the parent with child custody will be contacted to verify the absence.
6. In the event that a parent without custody shows up to pick a child up without prior approval, and is not on the approved pick-up list, that parent will be denied access to the child.

LWCS knows that child custody cases can be emotional and difficult, and we assure all parties that all records and information are kept private and secure.

Child Maltreatment and Licensing Requirements

All school staff are mandated reporters under the Child Maltreatment Reporting Act, and all are required to adhere to state regulations for childcare centers. Because of this, all children are subject to be interviewed by licensing staff, by child maltreatment investigators, or by law enforcement for investigative purposes and/or determining compliance with licensing requirements.

Emergency Closing and Inclement Weather

In the event that LWCS would close due to an emergency or due to inclement weather, the announcement will be communicated through the **emergency texting system in FACTS.** This will be the fastest and most direct way for us to reach you. Please note that we will consider the text from FACTS as our primary source of school closing information. If school is in session and we have to close early, the same method of communication will be used. If a late start (9:30 AM) is practical and safe, it will also be communicated via a text message from FACTS.

On late start days, kindergarten through high school will begin at 9:30 AM. (Gates and doors will be opened at 9:15 AM)

Field Trips and Transportation

Field trips may be scheduled for students in K-12th grades. Parents will be notified of trips in advance and must sign a permission slip giving approval for their student to participate on the trip.

In keeping with our commitment to ensure that students from LWCS are transported safely to and from field trips, the following policy is to be followed:

1. LWCS students may only be transported to and from field trip opportunities in school vehicles or vehicles driven by a parent, guardian, or grandparent of LWCS students. School provided transportation will be used if available and if parents are needed to transport students, the school will communicate with parents, organizing needed transportation. Students will not be able to drive for field trips unless granted permission by the school administration and parents.
2. All drivers must present, to the school, prior to the field trip, the following information:
    a. Copy of valid driver's license and vehicle registration.
    b. Copy of current auto insurance.
    c. Signed statement that all students will have a seat belt securely fastened.
    d. The above information must be presented yearly unless it expires sooner.
    e. All chaperones/drivers are aiding the school in keeping students safe on field trips. We ask that you do not bring friends or other family members that could distract from this responsibility. We also ask that parent drivers stick to the plan and transport students from the school to the event and back without any other stops.

Learning Enrichment Center (LEC) Program

LWCS recognizes that each student is created in the image of God with unique strengths, gifts, and challenges. Students with diagnosed learning differences are eligible to receive an LEC plan in order to receive accommodations and/or modifications to help them succeed academically. To be eligible for an LEC plan, a current psychoeducational evaluation must be on file. Parents are responsible for arranging and funding this evaluation. These evaluations need to be updated every three years to maintain eligibility. LWCS may not be able to meet the needs of all students if those needs are beyond the training of our staff.

Lost and Found

Items will be collected and stored in individual offices and can be picked up there. Periodically, items will be put out for pick up, and any items not claimed will be given to a local charity.

School Supplies

You will receive a basic school supply list prior to the start of school. This list will be kept to a minimum and will consist of "consumable" materials. Replacements of used personal school supplies may be requested by the classroom teacher as the year progresses or as the need arises.

Supervision of Students

LWCS will provide adequate supervision for all students from 8:00 am through 2:50 pm each day that school is in session. During arrival and dismissal times students and parents will be expected to follow all of the established school rules designed to ensure their safety.

Telephones and Messages

Because of limited open telephone lines into our school, the office telephone is not for student use. During the school day, if a student must contact a parent due to illness or a problem, the office staff will place the call.

Visitors and Volunteers

LWCS is a closed campus. All visitors and volunteers must check in through the main office to receive permission and a badge, which must be worn to remain on campus. Potential visitors may be family members, youth pastors, and alumni. Former students will not be allowed on campus during the day unless given approval by the administration. **Visitors must gain prior approval and are expected to abide by all LWCS rules including dress regulations.** The administration has the right and responsibility to deny a visitor if they deem necessary. (Permission to visit classes is limited to those who are sincerely interested in attending LWCS in the near future.) If approved, the visitor must register in the office the morning of the visit.

STUDENT EXPECTATIONS

Code of Conduct

Pursuing godly character is a "24/7" responsibility for those who call upon the name of the Lord. It is the expectation of LWCS that the home, church and school will work together to teach each child that there is joy in being obedient to the standards set in God's word. To that end, LWCS students are encouraged and expected to live lives that exemplify godly character. LWCS expects the staff and students to, *"live a life worthy of the Lord and may please Him in every way; bearing fruit in every good work, growing in the knowledge of God…"* Colossians 1:10

Each teacher will establish a list of classroom rules. These rules are consistent with discipline standards set for the school. They will be taught to the students and enforced during the day. School and classroom rules will focus on areas that include interaction with others, respect for persons and property, obedience and safety.

The following outlines the general school guidelines for conduct expected of all students.

1. Students will be expected to dress appropriately while on campus or while attending school functions.
2. Once on campus, students may not leave before normal dismissal time without a written note, phone call, or email from parents. Prior to check out, a parent or approved non-parent must come to the school office to check the student out.
3. Students will always be expected to act and speak respectfully to adults and to each other.
4. Students may not chew gum, eat, or drink in areas not designated for eating while on campus, unless granted permission by the teacher.
5. Students will always be expected to respect the property of others.
6. The following offenses will always be handled by an administrator and could result in suspension from school for 1 to 3 days or in expulsion:
    a. fighting
    b. use of profanity
    c. possession of obscene material
    d. harassment or disrespectful behavior directed toward an adult or another student
    e. cheating
    f. vandalism of school property
    g. possession of or use of alcohol or other drugs, or of drug paraphernalia
    h. smoking and/or possession of cigarettes (including e-cigarettes and vapes) or of other tobacco products
7. Students may not bring any type of weapon to school. This includes, but is not limited to, guns, knives (of any size, shape or length), items used in martial arts, or any item containing gun powder

or similar explosive type powder. Toys that simulate any of the above may not be brought on campus for any reason. Students who bring a weapon to school may face dismissal from LWCS.

8. Students should refrain from displays of "physical affection" while on campus or while attending school sponsored activities. These displays include, but are not limited to holding hands, kissing, and other such expressions of a physical nature.
9. Behavior that would violate the biblical standards for purity and sexuality, including but not limited to, a sexual relationship or same sex relationship may warrant an immediate expulsion or withdrawal from LWCS.
10. Students will be held accountable for inappropriate conduct off the school campus that could reflect poorly on the name of Christ and LWCS.

Dress Code

LWCS desires to implement a **NEAT** and **MODEST** dress code, allowing students to be comfortable but appropriately dressed for a learning environment. We want to be mindful of these principles in our appearance:

1. We do not want to attract undue attention to the outward appearance. (I Timothy 2:9-10)
2. We realize that our bodies are the temple of God, and we want to honor and glorify Him in how we dress. (I Corinthians 6:19-20; 10:31)
3. We want to set an example for younger students and a watching world. (I Timothy 4:12)
4. We must honor authority by complying with the dress code. (Hebrews 13:17, I Peter 2:13)

We ask parents to make sure students are in dress code before heading to school and to help resolve any dress code issues once on campus. Students who do not follow the stated guidelines may not be able to attend class or school activities until the issue is resolved.

The following guidelines are in effect while a student is on the campus during the school day and for all in school activities. The dress code may not be strictly enforced during post school-hour events, such as but not limited to athletic events, other productions, etc. However, modesty and deemed appropriate attire will be enforced at these post school-hour events.

The administration reserves the right to single out any piece of clothing if it is deemed immodest, inappropriate, and/or contrary to the mission and support of LWCS. Any portion of the dress code is subject to alteration by the school board and administration at any time.

All clothing must be neat, modest, clean, and cover well, and must not have rips, frays, holes, or fashion tears. All messaging and advertisements must be appropriate in content.

APPROVED DRESS CODE

- **Pants**
  - Should be denim (jean), khaki, or golf pants (tech type material)
  - Any color or design
  - Must be free from holes, tears, frays
  - Modest and loose fitting
  - Spandex, sweats, pajama pant, jeggings, and leggings **are prohibited. (Leggings can be worn under dress code dresses/skirts)**
- **Shorts**
  - Should be denim (jean), khaki, or golf pants (tech type material)
  - Any color and design
  - Must be free from holes, tears, frays

- Must come to the top of the knee
- Modest and loose fitting
- Spandex, sweat, athletic shorts **are prohibited**

- **Dress/Skirt for Girls**
  - Must come to the top of the knee
  - Any color or design
  - Non-crew neck dresses must have crew-neck shirt underneath
  - Dresses must be sleeved and fully cover the shoulder
- **Shirts**
  - Any color or design
  - Logos and emblems can be of any size on front and/or back
  - Modest and loose fitting
  - Must have sleeves and fully cover the shoulder
- **Sweatshirts/Sweaters/Coats**
  - Any V-neck, zip, or button up sweater, coat, or pullover requires a crew or collared shirt underneath
  - Logos and emblems can be of any size on front and/or back
- **Shoes/Other**
  - Tennis Shoes
  - Dress Shoes
  - Sandals with a back strap
  - Flip-Flop and House shoes **are prohibited**
  - No hats or head coverings worn inside the building
  - Girls may wear simple earrings
  - Unnatural hair color, designs, or styles **are prohibited**
  - Tattoos and body piercings **are prohibited**
  - Earrings for boys **are prohibited**
  - Boys hair must remain off the eyes, collar, and cannot cover the ear.
  - Boys need to be clean shaven.
- **CHANGE OF CLOTHES**
  - All preschool through first grade children are required to have a complete change of clothes with them daily. This change should include undergarments and socks

<u>Acceptable Use Policy</u>

LWCS provides technology resources to its students and employees for educational and administrative purposes. The school desires to give students and employees opportunities to further the ministry through the benefits and use of the technology services offered here at LWCS. As is the case with many of today's media outlets, there are some advantages and temptations. Scripture gives us much wisdom that we must take to heart when making use of the technological advances of the day:

Proverbs 4:23- "Above all else, guard your heart for it is the wellspring of life."
Luke 6:45- "…for out of the overflow of the heart the mouth speaks."
Romans 6:13- "Do not offer the parts of your body to sin, as instruments of wickedness, but rather offer yourselves to God, as those who have been brought from death to life."
Ephesians 5:15-16- "Be very careful, then, how you live, not as unwise but as wise, making the most of every opportunity because the days are evil."
I Corinthians 10:30- "…do it all for the glory of God."

LWCS will, to the extent possible, respect privacy of all users on the network. However, LWCS is responsible for the safety of all students and will investigate possible infractions that violate the rules governing technology. LWCS will reserve the right to monitor any information stored or transmitted over LWCS's network. Students attending LWCS may use the school's technology, which includes, but is not limited to, RenWeb, internet network, computer network, phones, computers, and other various resources and equipment.

1. **The use of any form of technology is a privilege and not a right.**
    A. All school approved technology is to be used for educational purposes only.
    B. All equipment must be treated with care, and any debit incurred due to destruction will be applied to the student's account.
    C. All technology must be used under the supervision of a staff member.
2. **Students are responsible for all material posted on their accounts.**
    A. Students may not allow others to use their passwords or their accounts.
    B. Students may not give out any personal information over the internet. This would include name, address, or phone number of any family member.
    C. Students may be held accountable for material posted on their account while they are off-campus.
    D. No messages may contain pseudonym names or be anonymous.
    E. Any content discovered that is deemed inappropriate (e.g., inappropriate or vulgar language) will be addressed, and disciplinary actions may be taken.
3. **Accessing the accounts and files of others or attempting to subvert network security, impair network function, or bypass a restriction is prohibited.**
    A. Hacking (bypassing systems and procedures that protect individual user's material) is prohibited. This could include taking advantage of another user who forgets to log out and using another person's password, or intentionally going around the protective firewall for the technology system.
    B. Users may not attempt to gain access to the internet service on personal devices.
4. **Other Specific Technology**
    A. School issued Chromebooks may be used under teacher direction. Communication devices, such as, cell phones and smart watches, must be out of sight from 7:40 to 2:50 (see also grade specific sections). All other electronic devices may be brought on campus, but from 7:40 to 2:50 need to be placed in the student's backpack or locker. Students may not use these devices for calculators, Bibles, etc. without teacher permission. Confiscated devices must be picked up in person in the age-specific office by a parent.
    B. Calculators may be brought to school and used for approved classes.
    C. Cameras can only be used under the supervision and direction of LWCS faculty and staff. Students and parents need to respect the privacy and desires of those not wanting to be photographed.
5. **School rules and disciplinary procedures will be applied to technology users in regards to the following offenses. Consequences for the misuse of any type of technology may include restriction of one's network account, loss of one's usage rights, and/or disciplinary action.**
    A. Violating any local, state, or federal law
    B. Violating copyright laws
        1. Plagiarism (copy something that is not mine and make it as my own) is not allowed.
        2. Documentation on all academic work is required. (Please see handbook for guidelines.)
        3. Any copyright violation fee will be the sole responsibility of the user.
    C. Accessing objectionable material (pornographic material, vulgarity, gambling, etc.)
    D. Social networking like Facebook and Twitter are not to be accessed while school is in session.

E. Students may use cell phones to make calls only when given permission by a teacher, office, or administrator.
F. Harassment, hazing, or cyber-bullying are unacceptable. Students may not use email, cell phone, instant messaging, chat rooms, or social networking sites to intimidate, harass, or threaten someone.

Violations of the Acceptable Use Policy will be subject to discipline, up to and including suspension or expulsion. Any violation that violates local and state laws will be referred to local law enforcement. LWCS shall not be liable for user's inappropriate use of technology resources or violation of copyright restrictions or other laws, user's mistakes or negligence, and financial obligations incurred by users. LWCS shall not be responsible for ensuring the accuracy, age appropriateness, or usability of information found on the internet.

ACADEMIC POLICIES

Harassment

LWCS is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect, an environment, which is free from all forms of intimidation, exploitation and harassment. Any form of harassment, whether sexual, physical, or verbal is unacceptable and will not be tolerated. Students need to report suspected or witnessed harassment to the school administrator. The school is prepared to take action to prevent and correct any violations of this policy. Any faculty, staff, parent, volunteer, or student who violates this policy will be subject to discipline, up to and including suspension, expulsion, or termination.

Homework

Everything that happens at LWCS, including homework, is for the sole purpose of seeing students growing in the wisdom and knowledge of Christ, equipping them to serve the Lord. It is our desire to maximize classroom time for the purpose of instruction in order to guard students' family time at home. However, we do feel there are benefits to parents and students working through some studies at home, giving parents the opportunity to actively assist their child with his or her studies.

While we want to have a rigorous and challenging academic program at LWCS, we do not want this to be a misguided and fruitless effort. Thomas Aquinas said, "*The essence of virtue consists in the good rather than in the difficult. Not everything that is more difficult is necessarily more meritorious; it must be more difficult in such a way that it is at the same time good in yet a higher way."* With this mindset, we feel homework can enhance the learning process, bring families together in the education process, and teach responsibility and time management skills in a positive manner. At LWCS, homework assignments will be for the purpose of:

- **Mastery and Retention**- Allow for extra time for practice skills that cannot be done within a limited class time
- **Reinforce Classroom Teaching**- Allow for breaking up a long period of focused learning by providing periods of short practice or review
- **Allow for Individual /Group Projects**- Allow time for larger projects or assignments to be completed
- **Extended Learning**- Allow some individuals more time with material that they may struggle comprehending

No homework will be assigned as "busy work" unrelated to goals and objectives. Homework will not be used to cover new material that the teacher did not have time to cover in class. Homework is not to be

used for the sake of doing more work, assuming that doing more equates to learning more. Additional homework will never be given as a disciplinary measure.

Lesson Plans

All faculty members are required to enter their detailed lesson plan and homework assignment for the upcoming week in RenWeb. Lesson plans and homework assignments must be visible by 6:00 pm on Friday prior to the school week.

Interim Reports

Because of our commitment to maintain open channels of communication with parents regarding the progress of their children, parents are able to access their students' grades online through the RenWeb system. In addition, 7th–12th grade students can access their grades at any time throughout the semester through the RenWeb Family Portal.

All 1st-6th grade faculty will observe the following:

1. Interim reports will be issued at 4.5 weeks in each nine weeks grading period. Dates to send home interim reports will be noted on each year's academic calendar.
2. Interim Reports will be sent via RenWeb by email.
3. Interim reports must be sent to a student's parents if the following occurs:
    a. A drop in the academic average of a student of 1 full letter grade or more during the interim period.
    b. All students who earn a letter grade of D or below (or its equivalent) must receive an interim report.
    c. Students who exhibit academic, social, or behavioral problems must receive an interim report.
4. Interim reports may also be sent as a means of encouragement.

Report Cards

Report cards will be issued to students in grades K-6th every nine weeks. LWCS will provide the means for reporting grades and pertinent information to parents. Faculty members must use the reporting method provided by the school on the established date. Dates will be noted on each year's academic calendar. Report cards are sent via RenWeb by email.

Standardized Testing

LWCS will utilize standardized student assessments. These materials may include, but are not limited to, the STAR assessment, Pre-ACT, ACT, Otis-Lennon School Ability Test, Differential Aptitude Test, and Stanford Diagnostic Tests for both reading and mathematics. Specific information regarding standardized testing will be communicated during the school year. It is our goal as a school to use standardized testing in a responsible manner that will truly benefit the school, the student, and the parent. The use of standardized tests will be evaluated annually by the School Board.

ATTENDANCE POLICIES

Attendance

Daily attendance in school is extremely important as we work together to help students realize their God-given potential. We believe that arriving to school on time is a reflection of a student's desire to learn and being a good steward of the opportunities that God has given. LWCS operates on an academic calendar that covers 176 student contact days. School is in session during the hours of 8:00 AM through 2:50 PM on those 176 days unless an abbreviated schedule is followed due to inclement weather, teacher in-service days, or other planned early dismissal. Please note the following attendance policy.

Absences

1. Parents are required to call or email the school office and inform them by 9:00 a.m. the day of the absence. This helps the school keep an accurate attendance record and keep teachers informed.
2. Students who miss 10 or more days (excused or unexcused) during a semester will be in jeopardy of not receiving credit for each class with 10 or more absences.
3. With the exception of school related activities, all absences (excused or unexcused) will count toward the total number of absences.
4. In elementary, students who come to school later than 10:30 a.m. or leave before 1:00 p.m. will be marked absent for one-half day.
5. If a student is absent from school, it is the student's responsibility to check RenWeb/Google Classroom for any missed assignments.
    a. Students who are absent from school will be expected to complete all make up work in a timely fashion. Students missing due to illness or other approved absences will have up to 2 days for each day they are absent to turn in required work. College credit courses may have different guidelines and those will be communicated upon entrance to the class.
    b. If a student is absent on the day a project or special assignment is due, it must be turned in on the first day the student returns to class.
    c. If a student will be absent on the date a project or assignment is due because of a family trip or other non-illness related reasons, the project must be turned in promptly upon their return.
6. Any absence will be considered unexcused unless an absence is for the following reasons:
    a. Parent Notification (up to six allowable absences via this method)
    b. Illness
        1. A child must be free of fever and/or vomiting at least twenty-four hours before they return to school.
        2. Excessive and/or repetitive absenteeism due to a prolonged or chronic illness may require homebound instruction on the part of the family or other remedial help. The school will actively support any family dealing with serious injury or illness, though it will ultimately be the responsibility of the family to see to their child's educational needs are met in such circumstances.
    c. Death in the family
    d. Court appearance
    e. High School students are allowed up to three college visit days or job shadow days per year. These days will be counted as "School Business".
    f. A doctor or dental appointment that could not be scheduled outside of school hours
    g. Out-of-town trips with prior notice and approval granted
        1. LWCS understands that the occasional trip or event may occur during the school year. We ask that you give at least a two-day warning if students will be absent on a trip so that teachers and students may plan accordingly.
        2. Students need to get all assignments before leaving on a trip. If a teacher is unable to supply students with the missed work before they leave, students will make-up assignments when they return.
    h. Students who miss 10 (6 or more for block classes) or more periods of any class during a semester (other than for school business) may be denied credit. It is important to document absences and make up all work missed.
7. Students must not leave campus for any reason unless a parent signs them out or permission in writing has been given.
8. Unexcused absences are given for missing class for reasons other than those listed above. Students also receive an unexcused absence for missing class for disciplinary reasons such as suspensions

and dress code violations. Students receiving an unexcused absence must make up work missed. Secondary student grades will be lowered by 20 percentage points.

9. Students must be at school for a minimum of four hours if they plan to participate in any extracurricular events that day. Exceptions may be made for students missing for college visits or family trips if approval is granted by administration.

DISCIPLINE POLICIES

Our general expectation for student behavior is framed within the context of our understanding that God is using the home, church and school to help students become the godly young adults He desires them to be. It will always be the goal of LWCS to expect positive behavior and to consistently reward positive behavior. We believe that God requires students to submit to authority and be obedient (Titus 3:1, Hebrews 13:17). We desire to see each student make wise choices (Genesis 4:7) and have a heart that desires to please the Lord (Colossians 1:10). Discipline, when necessary, at LWCS will always be approached from the perspective of changing character, not just responding to the outward, negative behavior (Romans 12:1-2).

To this end, the following procedure will be used at LWCS:

1. Parents will be notified as soon as a potential problem becomes evident. It will always be expected that the home and school will work together to correct problems.
2. Discipline will always consider the individual needs of the child.
3. Discipline will always be directed toward changing character.
4. The discipline procedures used by classroom teachers will always be consistent with overall school policy. The school, in general, and the classroom teacher will never use the following as means to discipline a student:
    a. corporal punishment
    b. discipline that is humiliating or frightening to a child
    c. additional class work or homework given as discipline for negative behavior
5. The following school/classroom disciplines may be used:
    a. loss of recess
    b. supervised lunch or after school detentions
    c. loss of privilege
    d. removal from a position of importance or an athletic team
    e. supervised work detention after school
    f. supervised Saturday work detention
    g. administrative detentions
6. Students who are assigned In-School Suspension will receive full credit for class work completed during In-School Suspension. Out of School Suspensions will result in an unexcused absence for each day missed in a class. All work missed during the suspension must be made up and submitted on the first day the student returns to class, and grades will be lowered by 20% points.
    a. Tests will be allowed to be made up for full credit.

Please Note: A student who is suspended from school (in-school suspension or out of school suspension) two or more times during a school year may be recommended to the School Board for dismissal from LWCS. Students may not attend any LWCS activity (home or away) on the day of suspension.

Behavioral Probation

Students may be placed on Behavioral Probation due to repeated rule infractions, detentions, and/or suspensions.

Expulsion from LWCS

In the event that a student is recommended by the Head of School to the School Board for expulsion from LWCS, the following appeal process is available to parents:

1. Within one week from the date a student has been expelled from LWCS, parents must submit a letter to the School Board, through the Head of School, stating their reasons for appealing the decision.
2. Parents may, in the letter, request an opportunity to meet in executive session with the full School Board and the administration of LWCS.
3. Parents are reminded that we are committed to following biblical principles. Based on Matthew 18:15-17 and Matthew 5:23-26 and Romans 13:1-14 the decision of the School Board will be final after the appeal process has been carried out.

Excessive Absences and Tardies

Absences and tardies can cause disruption in the classroom and impact the flow of the lesson. Written work and assignments can be made up, but class discussions and projects cannot be replicated. LWCS knows that you will do everything you can to make sure that your child is at school on time each day. The following guidelines will be followed for excessive absences and tardies:

1. Students who miss 10 or more days during a semester (6 or more for a Block Schedule class) will be in jeopardy of not receiving credit or promoted for each class or grade. Also, the following procedures will occur in the event of excessive absences:
    a. On the 8th absence (4th for a Block Schedule class), an email will be sent to the student's parent.
    b. On the 10th absence (6th for a Block Schedule class), a conference will be requested between the administrator and the parent.
    c. On the 15th absence (8th for a Block Schedule class), a conference between the head of school, the administrator, and the parent will occur.
    d. In grades 7th through 12th, unexcused absences will affect the student's ability to exempt from semester exams.
2. Tardies will be recorded for all kindergarten through 12th grade students. Students tardy to school must sign in at the school office. Excessive tardies will be handled as follows:

        4th Tardy - Detention
        5th Tardy - Detention
        7th Tardy - Parent Conference
        9th Tardy - ISS

    a. In grades 7th through 12th, unexcused tardies will affect the student's ability to exempt from semester exams.
    b. A student who is more than 10 minutes late to a class will be marked as an unexcused absence.

Search and Seizure

It is our goal to maintain a safe and orderly environment on campus where discipleship and training can take place on a daily basis. Part of this goal is achieved by trusting the families, faculty, and students of LWCS to take appropriate measures to keep themselves safe and act in such a way, or bring on campus, anything that would jeopardize the safety of others. LWCS reserves the right to perform unannounced and occasional searches of personal property, lockers, and automobiles while they are on the campus. These searches would only be required when there is the need to maintain the overall safety of the school or there are reasons to believe there are items on campus not deemed safe or appropriate.

Students are not allowed to bring on campus drugs, alcoholic beverages, cigarettes, guns, knives, or weapons of any kind. All approved medications must be checked in the office and kept in a safe and secure location. As the use of technology on campus continues to rise, the school also has the right to check any

phones, tablets, computers if there is reason to believe there is any inappropriate material. Any item that is deemed illegal or inappropriate will be dealt with swiftly and severely.

HEALTH AND SAFETY POLICIES

Accidents and Injuries

Accidents and injuries will be reported to parents. Parents will be notified of accidents or injuries in writing by way of an "Accident/Injury Report" form, and by telephone or email. All parents are required to sign a "Consent for Emergency Medical Treatment" statement on the Family Application. Every attempt will be made to contact parents and/or their emergency contact person in the event of illness or injury.

Allergies

Please note: It is essential that you list all allergies that your child has in the space provided on the Family Application. Please communicate any life-threatening allergy your child may have with the school administration, office, and child's teacher. Documentation from a physician must be on file in the school office giving details of any serious or life-threatening allergies.

Teachers will be made aware of all children with allergies and will take appropriate measures to keep all students safe.

Emergency Drills

All students will be taught what to do in the event of a fire, tornado, or school emergency "lock down." Drills will be done on a monthly basis and documented in school records. Selected faculty and staff will also be trained in emergency procedures including the use of fire extinguishers, CPR, and emergency first aid.

HEAD LICE "No Nit Guideline"

Before a student who has been identified as having head lice is readmitted to school, he/she must be treated with an approved shampoo or other treatment for head lice, **with all nits removed**. Proof of treatment for head lice is required. The proof may be the shampoo packaging, a note from the parent concerning the type of treatment, or a note from a physician. The student is to be readmitted to school through the office.

Health and Immunization Records

Health and immunization records are required for all students prior to attendance. The health record is included as part of the enrollment process. An updated immunization record must be submitted along with the application.

Health Screenings

Scoliosis, Vision, and Hearing screenings will be conducted according to state guidelines. Results of each screening will be given to parents.

Illness

Faculty, staff and students who have a fever of 100° or higher, or who have experienced diarrhea or vomiting overnight must remain at home. Parents of students who become ill while at school will be called and asked to pick their student up. Students, faculty, and staff must remain at home for 24 hours after their last occurrence of vomiting, diarrhea, or fever over 100°.

Students must be fever free **without medication** for 24 hours before returning to school. Please do not send your child to school after taking ibuprofen or Tylenol to reduce fever.

Medication Administration

To ensure student safety and compliance with Arkansas State Board of Nursing and Arkansas Department of Health regulations, the following medication procedures are in place.

RESPONSIBILITY

The licensed school nurse, Jenna Buettemeyer, RN, BSN, is responsible for the administration of medications at school. When the nurse is present on campus, medications—particularly controlled substances—will be administered by the nurse.

When the nurse is not present, medication administration may be delegated to trained personnel in accordance with Arkansas nursing regulations. Delegation follows the Arkansas Principles of Delegation and the Five Rights of Delegation.

AUTHORIZATION REQUIREMENTS

• A provider order is required for all prescription medications.
• A pharmacy-labeled prescription bottle may serve as the provider order if complete and includes student's name.
• Written parental/guardian permission is required for all over-the-counter (OTC) medications.
• All medications must be in the original container.
• Medications will be administered according to label directions unless a written provider order states otherwise.
• No medication will be administered beyond the recommended dosage.

Please note that if you want your child to be given any medicine in the event of an unexpected fever, you will need to complete a medication form. A fever of 100 or more will require that a student be sent home.

Students may not have in their possession at any time while on campus prescription, non-prescription, over the counter drugs or medication of any kind. Parents may send cough drops with students if needed.

INHALERS

Inhalers may be kept in backpacks or lockers for students 4 th grade and up or with a doctor's note. For extra inhalers to be kept in the office a "Parental Request for Medication" form must be filled out and on file.

OVER THE COUNTER MEDICATIONS

For grades K-12th , the following medications will be on hand for use as needed. These medications can only be given if a signed consent form (included in registration packet) is on file in the office.

- Tylenol or Acetaminophen
- Advil or ibuprofen
- Tums
- Pepto Bismol

FIRST DOSE REQUIREMENT

The first dose of any new medication must be administered at home before being given at school.

DELIVERY AND STORAGE

• Medications should be delivered to the school nurse by a parent/guardian whenever possible. Do not send medication in children's backpacks, lunch boxes, or pockets (inhalers are the exception).
• All medications are stored in a secure, locked location.
• Controlled substances are stored under double locks as required by Arkansas law.

• Access to controlled medications is limited to authorized personnel.

CONTROLLED SUBSTANCES
• Controlled medications are counted upon receipt in the presence of the parent/guardian.
• Ongoing counts are conducted and documented.
• Any discrepancies will be reported immediately to school administration.
• When the nurse is on campus, controlled medications will be administered by the nurse.

FIELD TRIPS & SCHOOL ACTIVITIES
Medication administration during school-sponsored activities will follow the same safety procedures. Medications will be transported securely and administered by the nurse or trained delegated personnel.

END OF SCHOOL YEAR
All unused medications must be picked up by a parent/guardian by the designated date or will be disposed of according to state guidelines.

Parents are encouraged to administer medications at home whenever possible.

PARENT INVOLVEMENT

Because we believe that raising godly children is the single most important responsibility given to parents, the school encourages parents to be actively involved in every aspect of their child's life, which includes their formal education. Children benefit when parents and other extended family members are involved directly in their formal education.

Benefits of Parent Involvement:

- Enhances the partnership between the home and school
- Allows parents to be more involved in the educational process of their child
- Provides the faculty and staff more time for classroom instruction
- Allows parents to use their God-given gifts while being a role model for the students
- Gives support and services to the school without adding costs
- Promotes involvement in the school community and allows us to minister to our community
- Strengthens the overall educational program at LWCS

Opportunities for "Action" for this school year:

- Classroom assistant
- Lunchroom assistant
- Trip Chaperone
- Athletic gate and concessions
- ACSI Events
- PTF Events
- Art Showcase
- Teacher Appreciation Luncheons
- Chili Supper/Talent Show
- Assist with any other special event or program

Expectations and Responsibilities:

- Prayerfully consider how God can use you in each activity and in the life of each student
- Understand the mission of LWCS and honor Christ with all attitude and actions
- Report any issues or concerns to school faculty and administration
- Dresses neatly and modestly, meeting the professional standard set for faculty
- When approved to transport students, use extreme caution and follow all traffic laws
- Ask for clarity and guidance when any questions arise
- Attend information meetings for the purpose of understanding the task assigned to you
- Read all teacher and school correspondence
- Remain above reproach in all activities and uphold all LWCS policies/procedures
- Sign in at the office before each activity and wear proper identification
- Enjoy your time of fellowship with your children and the school community

Parent Teacher Fellowship (PTF)

LWCS is committed to partnership education. The PTF exists to support that partnership by providing opportunities for parents to become actively involved in the school. During the course of the school year the PTF executive committee will meet monthly with the school administration to plan opportunities for parent involvement in the school and to serve as the liaison between the school and parents. The PTF will be directly involved with the school administration in planning and implementing the following:

1. Back-to-School meeting at the beginning of every school year in August.
2. Planning of special events such as our annual "Chili cook-off," a LWCS family talent show, and other such family events.
3. Maintaining lists of parents who are willing to serve as volunteers in the school and when there are special needs.
4. Developing and implementing a school wide prayer chain.
5. Developing and implementing a plan for teacher appreciation activities throughout the year.

School Board Meetings

Meetings are open to school parents and faculty/staff. If parents want to bring an issue to the board they must send their item to be included in the agenda, in writing, to the Head of School no later than the second Monday in the month they desire the item to be on the agenda. Please note that after the Board handles general business, the meeting will be concluded for guests and the Board will enter into a closed executive session.

ELEMENTARY/MIDDLE SCHOOL (K-6th) SECTION

ARRIVAL PROCEDURES

The doors to the school will be opened at 7:40 AM each morning. Early drop off is allowed from 7:00-7:25 but students will not be allowed to roam the building and will be required to stay in the designated location until 7:40.

- Entrance to the school each morning will be from the driveway off South Main Street. Parents are to form two lines when entering the driveway.
- PLEASE NOTE: **The drive off South Main Street is one way.**
- When the gate is opened the inside lane will drop off students at the front of the school. The outside lane will proceed to the area adjacent to the entrance door to the student center.
- **DO NOT let students out at any place other than the areas supervised by a LWCS staff member.**
- **Students should exit cars only when a staff member is present.**

If you choose to walk your student to the building, please park in the lot off South Main Street or the lot adjacent to the preschool. If you arrive after 8:00 AM and the gates are closed, you must walk your Kindergarten-6th grade children to the office and sign them in.

Please DO NOT:

1. **Park in faculty parking area to let out or pick up students in this lot.**
2. **Park in a designated parking area and let your student walk un-supervised to the building. (Kindergarten – 6th grade)**

LWCS wants to be flexible with each family and offer multiple opportunities for drop-off and pick up. Students that get dropped off early or picked up late will be on campus for a long time each day. We expect them to be respectful of each other and the staff, and display the fruit of the spirit by being loving, kind, and self-controlled when in this environment. We will contact parents of any students struggling in this area.

DISMISSAL PROCEDURES

School is dismissed at 2:50 PM. Parents will enter property from the driveway off South Main Street. Two lines should be formed once on school property. When the gate is opened, both lines will proceed to the area adjacent to the entrance of the school. Staff members will supervise the loading of students. Cars should not move until authorized to do so by a staff member. Parents who pick their children up should park in the lots adjacent to the preschool or off the driveway from South Main Street. **DO NOT park in the faculty parking lot to the west of building A.**

Students will only be released to parents or others that have been listed on the student file as "able to pick up child." Any child custody issues will need to be clearly communicated on a child's file. The safety of your child is our greatest concern and we will only allow students to be released to the appropriate parent or approved guardian.

Early dismissal will follow the same procedures as outlined above.

BIRTHDAY PARTIES

Birthday parties are not to be celebrated during the school day. Parents who would like to provide a special treat for their child (i.e., cookies, cupcakes, etc.) may do so during their child's scheduled lunchtime. **The teacher should be notified in advance.** If food is to be sent for the entire class, parents should check allergy issues with the teacher prior to sending food to school. Party favors and decorations are not permitted. Invitations may not be passed out at school unless every student in the class receives one.

CELEBRATIONS

Celebrations will occur for the following events in K-6th grades: Christmas, Easter, and the end of the year. Valentine cards will be passed out on Valentine's Day.

GRADING

Grades are assigned to students as a means of providing both students and parents with a clear picture of academic progress as well as behavioral assessment. Academic grades and behavioral assessment are reported to parents every nine weeks. Interim reports are issued at approximately 4-5 weeks into each grading period. All students who are exhibiting behavior inconsistent with school standards or who are scoring below a C in an academic subject will receive an interim report via RenWeb email. The following grading system/scale will be used at LWCS:

Kindergarten and 1st Grade– will be graded as follows in Language Arts, Math, Classroom Behaviors that contribute to the Learning Environment, and Practical Skills:

+ Mastered
- Not Mastered

In Addition, Kindergarten students will be assessed as to when the following items have been secured: Recognition of letters, letter sounds, recognition of shapes, counting, money recognition and value.

Grades 2nd-6th

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

Grades 5th-6th

- Grade weighting system: daily work 50% and tests 50%.
- There should be a minimum of 3 major tests given during a 9 weeks grading period.
- If a student's end-of-the-year average in Math or English is an "F", the student will be retained in that grade level another year. A passing grade in summer school, for the subject area in which he/she failed, will permit promotion. If a student's end-of-the-year average in any 2 or more subjects (other than Math or English) is an "F", the student will be retained in that grade for another year. A passing grade in summer school in one of those subject areas will permit promotion, if only 2 subjects have been failed. Regardless of whether the student is retained or promoted, he or she will begin the following year on Academic Probation.
- Semester Exams
    - Study guides will be given a week before the exams.
    - The day before the exam will be a review day.
    - Semester exams weigh the same as a regular exam.
    - Students will only be taking Semester Exams in May

HOMEWORK

All homework assignments and school information is disseminated via RenWeb. Google Classroom may be used to distribute extra resources for assignments and as a portal for submission of work.
The following guidelines on homework will be observed:

1. All homework assigned must be completed in a satisfactory manner and turned in on time.
2. Unsatisfactory work will be returned to the student to be redone.
3. In 5th and 6th grades, late work will be penalized 20% for the first calendar day it is late and 10% for the second and third day. After the third day, the student will receive a zero.
4. Homework will not be assigned on Wednesday for grades K-6th. Tests/Quizzes/Projects scheduled for Thursday must be announced no later than Monday/Tuesday during class.
5. Parents/students will be notified in advance of projects and special assignments. This notification will include information regarding how the project/assignment is to be completed, date project is due, percent of grade for nine weeks or semester, and how the teacher can be contacted for additional information.
6. **If a student is absent because of illness on the day a project/special assignment is due, the project must be turned in on the first day the student returns to class. If a student will be**

absent on the date a project or assignment is due because of a family trip or other non-illness related reasons, the project should be turned in promptly upon their return.

7. Students who are absent from school will be expected to complete all make up work in a timely fashion. Students missing due to illness or other approved absences will have up to 2 days for each day they are absent to turn in required work.

LOCKERS

Each student in 5th & 6th grade is assigned a locker. Information regarding locks will be given out over the summer. Students are not permitted to use locks other than those approved by the school. Students are encouraged to keep lockers locked at all times. Having a locker is a privilege, not a right. This privilege can be taken away at the discretion of the administrator.

LUNCH

Students will be able to purchase a hot lunch from a set menu, which will be made available to all parents. Information regarding menus and how to purchase meals will be made available during enrollment. Kindergarten-6th grade students may bring their own drink or may purchase milk from the school. Students in Kindergarten-6th who do not purchase a hot lunch must bring a lunch from home.

PLEASE NOTE: Microwaves are not available for Kindergarten-4th grade students, thus lunches should not include items to be warmed up. Microwaves are available for 5th and 6th grade students to warm up items in their lunch.

1. Parent volunteers may help with serving meals.
2. Parents are always welcome to eat lunch with their child. Please check in at the main office to secure a visitor's pass prior to meeting your child for lunch.
3. Please do not send candy and excessive sweets, including carbonated drinks, in your child's lunch.

OVERNIGHT TRIPS

See overnight trips in the 7th-12th grade section.

PROGRAM INFORMATION

Students are in class from 8:00 AM – 2:50 PM, five days per week unless otherwise notified.

CLASS SIZE

LWCS is committed to a policy of controlled growth in all grades. Square footage of rooms, number of rooms available for growth, and teacher pupil ratio are all taken into consideration as class sizes are determined. The following are the maximum number of students that would be assigned to a class.

K5	-	18 students per class
1st-2nd grades	-	20 students per class
3rd-4th grades	-	22 students per class
5th-6th grades	-	24 students per class

The administration of LWCS reserves the right to exceed the defined class size with School Board approval.

PROMOTION

Kindergarten: Kindergarten students should have the behavioral maturity and the academic skills needed to progress with the curriculum. Parents will be notified as soon as the school becomes aware of academic or behavioral problems. Parents will be asked to provide remedial help over the summer for students who

are experiencing academic problems. LWCS reserves the right to deny promotion to first grade to any student who has not mastered the basic skills necessary to participate in the first grade curriculum.

First Through Sixth: Elementary students must have a 60% or better average in all graded areas. They must be able to read independently, both silently and orally, with adequate speed and comprehension. In addition, they must display the behavioral and social maturity necessary to benefit from the next grade curriculum. This includes, but is not limited to, the ability to work independently on assigned tasks and to interact positively with peers on a regular basis. Students who do not meet academic requirements will be expected to receive remediation over the summer.

Parents will be informed regarding concerns about promotion as soon as the school becomes aware of a potential problem or no later than the beginning of the fourth grading period. Specific concerns regarding areas of deficit will be communicated throughout the entire school year and every attempt will be made on the part of the teacher to promote success for all students. It is crucial that all parents be involved directly in their child's education. This is especially true for those students who may need some remedial help in difficult subject areas. Parents may be asked to agree to evaluation as it relates to either academic performance or behavioral concerns. This may be obtained through either the public schools or community resources. Failure to seek evaluation and/or support services may result in dismissal from the school.

JUNIOR/HIGH SCHOOL (7th-12th) GRADE SECTION

ARRIVAL PROCEDURES

Early drop off is allowed from 7:00-7:40, but students will not be allowed to roam the building and will be required to stay in the designated location until 7:40.

- Entrance to the school each morning will be from the driveway off South Main Street. Parents are to form two lines when entering the driveway.
- PLEASE NOTE: **The drive off South Main Street is one way.**
- When the gate is opened the inside lane will drop off students at the front of the school. The outside lane will proceed to the area adjacent to the entrance door to the student center.
- **DO NOT let students out at any place other than the areas supervised by a LWCS staff member.**
- **Students should exit cars only when a staff member is present.**
- **Student in 7th – 12th grade may be let out in the parking lots, but parents must exit the campus following the normal flow of traffic.**
- **7th-12th grade students may enter through the front entrance and go to the gym beginning at 7:00 AM.**

If you choose to walk your student to the building, please park in the lot off South Main Street or the lot adjacent to the preschool.

LWCS wants to be flexible with each family and offer multiple opportunities for drop-off and pick up. Students that get dropped off early or picked up late will be on campus for a long time each day. We expect them to be respectful of each other and the staff, and display the fruit of the spirit by being loving, kind, and self-controlled when in this environment. We will contact parents of any students struggling in this area.

Student drivers must not linger in the parking lots. They are to park and head into the building upon arrival. They must also load cars and leave the premise in a timely manner after school.

DISMISSAL PROCEDURES

School is dismissed from 2:50-3:15 PM. Parents will enter property from the driveway off South Main Street. Two lines should be formed once on school property. When the gate is opened, both lines will proceed to the area adjacent to the entrance of the school. Staff members will supervise the loading of students. Cars should not move until authorized to do so by a staff member. This line will exit campus via the road next to the mission house driveway. Parents who pick their children up should park in the lots adjacent to the preschool or off the driveway from South Main Street**. DO NOT park in the faculty parking lot.**

Students will only be released to parents or others that have been listed on the student file as "able to pick up child." Any child custody issues will need to be clearly communicated on a child's file. The safety of your child is our greatest concern and we will only allow students to be released to the appropriate parent or approved guardian.

Early dismissal will follow the same procedures as outlined above.

ATHLETICS

LWCS seeks to provide an athletic program that enhances the outstanding academic program currently provided by the school. LWCS recognizes that God has gifted students in a variety of ways, including

athletically. We seek to provide an opportunity for students to develop and use these God-given gifts and abilities in a competitive yet positive atmosphere that brings glory to God and exalts the Lord Jesus Christ.

We believe that participation in athletics provides an excellent opportunity for student athletes to be encouraged in their relationship with and witness for Jesus Christ. We expect, and will insist upon, Christ-like character and behavior in **all** athletes, fans, and coaches. We expect all fans and athletes alike to limit words and actions at sporting events to those that are uplifting, encouraging, and always positive (Ephesians 4:29-32). We expect this to be our behavior toward our students, our opponents, our opposing fans, and game officials, whether "home" or "away," "ahead" or "behind."

The athletic program is in place to help fulfill the mission of the school which is to "partner with the church and with Christian families committed to a Christ-centered, biblically-based education for their children, to develop in each student a biblical worldview of life, to promote excellence in academics, to help each child realize his/her full God-given potential, and to enable each child to impact his/her culture for Christ." Warrior athletics give our students a wonderful opportunity to grow in Christ and to impact the culture for Him.

The goals of the LWCS athletic program are:

1. To disciple all student-athletes to be more like Christ and glorify Him through athletics.
2. To ensure our student-athletes are being trained in both athletics and godliness by the most qualified coaches and assistants.
3. To partner and communicate effectively with parents in order to build a support team that will build morale, spirit, and Christ-likeness in the life of the Warrior athletic program.
4. To create a championship mindset based on biblical concepts that highly values character, commitment, discipline, and teamwork.
5. To build relationships with opponents, teammates, and younger athletes in order to be a witness and pass the baton of faith onto the next generation.

*LWCS participates in the Arkansas Activities Association (AAA).

CELL PHONES/OTHER ELECTRONIC EQUIPMENT

Cell phones, headphones, ear buds, bluetooth watches, etc.. (personal electronic devices) must be out of sight, powered off, and not easily accessible from the time students arrive on campus until the end of the day. Bluetooth watches may remain powered on but may only be used as a time keeping device. These devices are not to be carried in pockets, purses, folders, or by other means where they are noticed or readily available. Students may carry these devices in their backpacks or the items may be placed in lockers during the day. Students may have their devices out after the school day has been completed. For safety reasons, students shouldn't be on the devices until they have been picked up in the car line or cleared the pickup area unless permission is given by school staff.

Note: The administration may alter the procedure for cell phone storage at any time during the year. When changes are made all students and families will be notified.

Parents who need to contact their child should contact the appropriate school office.

Students in violation of this rule will have the device confiscated and held in the office for a parent to pick up. Additional discipline measures will be taken if students continue to violate the policy. These measures may include fines, detentions, suspensions, and recommendation for expulsion.

It is recommended that students not bring devices to school at all. Life Way Christian School is not liable for lost, stolen, or damaged personal devices.

Students who have medical conditions which necessitate the use of an electronic device may receive special exemptions from this policy. Those instances will be handled on a case by case instance.

Headphones and earbuds usage at school events (and traveling to and from) after the school day is not allowed.

Students may utilize school issued Chromebooks in class for note-taking purposes. Students may only access the internet via the open access point but only with permission and then only in a limited capacity.

Unauthorized access of the internet or any tampering with school computers, access points, firewalls, and security software are all disciplinary offenses.

Calculators may be brought to school and used in appropriate classes.

All other electronic devices (PDA's, IPOD's, MP3's, etc.) may be brought on campus but they must remain out of sight from 7:40 to 2:50. Students MAY NOT use these devices for calculators, Bibles, etc. without permission from a teacher. Confiscated devices must be picked up in person in the grade-specific office by a parent.

Exceptions may be granted for school trips.

COURSE OF STUDY FOR GRADUATION

REQUIRED COURSE OF STUDY FOR GRADUATION FROM LWCS
CREDITS NECESSARY TO BE CLASSIFIED AS A SOPHOMORE, JUNIOR, AND A SENIOR:

To receive a diploma from LWCS, a student must complete the following credit requirements:

Graduation Requirements:

Bible**	4
Language Arts	4
Math	4
Science	3
Social Studies	4
Health	½
Phys. Ed.	½
Oral Communication	½
Fine Arts	½
Senior Ministry*	½
Personal Finance*	½
Miscellaneous Electives#	6
Total	28

* In the case of transfer students with scheduling difficulties, these courses may be substituted with other credits
**A Bible credit is required for each year that a student is enrolled at LWCS
Must include ½ credit of a technology course

Total Credits Required for Graduation- 28 Credits

There will no longer be a separate Honors Diploma. Honors, High Honors, and Highest Honors graduates will be designated with 1) a sticker on the diploma and 2) the accompanying cords for the student to wear.

The following credits will be required for classification as a sophomore, junior, or senior at the beginning of each academic year:

1. **Sophomore** – A student must successfully pass their 5 core curriculum subjects (Bible, Language Arts, Math, Science, Social Studies) and have a minimum of 7 credits to be classified as a sophomore.
2. **Junior** – A student must successfully pass their required 5 core curriculum subjects and have a minimum of 14 credits to be classified as a junior.
3. **Senior** – A student must successfully complete their required 5 core curriculum subjects and have a minimum of 21 credits to be classified as a senior.
4. To successfully graduate from LWCS, a student must earn a minimum of the 28 credits listed above.
5. Students in the eighth grade who are selected to enroll in Algebra 1 will be assigned 1 full high school credit for each course passed.

The secondary office can provide a list of approved courses and electives offered at LWCS.

CLASS RANK AND TOP HONORS

We have designed the following policy to determine our top academic students while showing sensitivity to the difficulties of ranking students at a small school, we will rank our students as follows:

- Students will be ranked according to their weighted GPA.
- Valedictorian and Salutatorian will be determined by the highest weighted GPA. The basic requirements include completing 4 English courses, 4 history courses, 4 science courses, and 5 math courses before graduation. No student will be considered for one of these honors if they have taken a study hall in 9th, 10, 11th, or 12th grade. Should there ever be a tie, there will not be a Salutatorian that year.
- Students who transfer in after their freshman or sophomore year, who may not have had an 8 period schedule, will have their grades averaged in order to assign a grade for the missing period.
- Please Note – A student must be a full-time student in attendance at LWCS for 4 consecutive semesters to qualify for Valedictorian or Salutatorian.
- Seniors suspended for disciplinary issues may not be eligible for Valedictorian and Salutatorian honors.

HONORS COURSES

Honors Courses (includes advanced classes, AP, and concurrent courses) are available to students starting in 7th grade and continuing through 12th grade. To be considered for an honors class, the following requirements must be met:

- A student received a 90 or better as a final grade in the regular class for a subject, during the previous year.
- Teacher recommendation in the subject from the previous year.

To continue in an honors course once a student is in an honors class, a student must receive an 85 or better as a final grade and have a recommendation from the current teacher.

List of current honors classes offered:
Language Arts: Honors English 9, Honors English 10, Honors American Literature, Concurrent Composition 1, and Concurrent Composition 2.

Math: Honors Pre-Algebra in 7th grade, Honors Algebra I in 8th grade, Honors Geometry in 9th grade, Honors Algebra II in 10th grade, Honors Pre-Calculus in 11th grade, Concurrent College Algebra, and AP Calculus.

Math Honors Progression: Honors Pre-Algebra in 7th grade, Honors Algebra 1 in 8th grade, Honors Geometry in 9th grade, Honors Algebra II in 10th grade, Honors Pre-Calculus in 11th grade, concurrent College Algebra or Calculus in 12th grade. Algebra 2 Progressive is only an option for students with an average below a 70% in Algebra 1 and/or Geometry. Algebra 3 or consumer math is intended for students who struggle in math. Enrollment in Algebra 3 or consumer math is allowed for students that meet the average requirement or have scored lower than 21 on the ACT math section.

Science: Honors Biology, Honors Chemistry, AP Biology, Anatomy & Physiology

Social Studies: AP US History, AP World History, AP Government

Concurrent classes are offered in partnership with the Northwest Arkansas Community College (NWACC).

HONOR GRADUATES

All grades averaged during the four years of high school plus Carnegie units earned in the 8th grade will be used to determine honor graduates. Designations for honor graduates will be as follows:

Highest Honors:	3.90 and above
High Honors:	3.7 to 3.89
Honors:	3.5 to 3.69

Averages are computed by assigning the following point values to each letter grade: A=4 points, B=3 points, C=2 points, D=1 point, and F=0 points. Students who enroll in honors and concurrent courses will receive the following point values A=4.5 points, B=3.5 points, C=2.5 points, D=1.5 points, for AP courses the point designation is as follows: A=5.0 points, B=4.0 points, C=3.0 points, D=2.0 points.

To qualify as an Honor Graduate, the following criteria must be met:

1. All grades earned during the student's high school years (plus all eligible grades from the 8th grade) are compiled to determine Honor graduates.
2. Honor graduates must meet all of the graduation requirements of LWCS.
3. Students who transfer to LWCS from other schools will have their equivalent grades converted to the LWCS equivalents.
4. To qualify as an Honor graduate, students must be in attendance for two full semesters during their senior year.
5. Students with Modification Plans (Students who are on an Individual Education Plan and receive modifications) cannot graduate with any category of honors. Modifications would be any extra help that would benefit the student by giving modified daily work, quizzes, tests, or projects.

Students attending LWCS for 13 consecutive years (K-12th grade) will receive the 13 year graduate honor.

CLEP/CONCURRENT CREDIT GUIDELINES

In an effort to provide a Concurrent Student Learning Environment and at the same time ensure each and every student meets the required number of credits (Carnegie Units[1]) for graduation established by the School Board of LWCS, and to eliminate any confusion as to the equivalency of college "hours" and high school "credits," it is the policy of LWCS that:

1. All students be on campus for seven periods and enrolled in a minimum of six classes for credit. Only students, who have met all requirements and have a valid, school approved internship, would be eligible for early dismissal.
2. Students who successfully complete the 8th grade shall be eligible to enroll in a college or university for the purpose of earning concurrent credit that counts as college credit and toward high school graduation requirements.
3. All core curriculum courses must be completed on campus at LWCS. This includes all core Bible, English, Math, Science, Social Studies, Foreign Language and Health & P. Ed curriculum.
4. Any courses taken off campus through the Concurrent Student Program offered through colleges and universities shall be 1) elective or supplemental in nature and 2) not offered as a regular or recurring class at LWCS.
5. Each three-hour course, including those with an additional lab requirement, will count as a ½ unit of credit. Any courses less than three hours will not count toward high school credit.
6. Grades earned are placed on the student's high school transcript and are:
    a. Counted as an "honors" course IF A PREREQUISITE SCORE IS REQUIRED ON A TEST BEFORE ENROLLING IN THE COURSE.
    b. Counted toward GPA
    c. Counted toward class rank.
7. It is the responsibility of the concurrent student taking college courses off campus to:
    a. Seek approval from LWCS prior to enrolling at the desired college.
    b. Provide documentation of enrollment to the Guidance Counselor during the first two weeks of the semester in which the class is to be taken.
    c. Inform the college or university to send the final grade and credit to LWCS.
    d. Meet all of the required admissions policies of the institution in which they will enroll.
8. LWCS currently offers concurrent courses through Northwest Arkansas Community College. Course selection will vary based on student demand and faculty availability. There is additional tuition for each concurrent course, depending on tuition set by the institution through which the course is taught. In addition, the cost of the textbooks for concurrent courses will be the responsibility of the student/family. For courses offered through Norwest Arkansas Community College, a 3.0 GPA and 19 on the ACT Reading and English sections is required.
9. **CLEP Policy for College Algebra-** LWCS students are required to complete 4 credits of math that include Algebra 1, Geometry, Algebra 2, and one class beyond Algebra 2 as required for SmartCore graduation requirements by the ADHE. LWCS recommends that all students take a math during their senior year even if they have completed their 4 math requirements. However, if a student completes Pre-calculus as their 4th math credit during their junior year, they may take the CLEP exam for College Algebra during the summer before their senior year. If they receive a passing score, they can opt not to take a math class during their senior year. **CLEP exam scores must be received by the secondary office by July 1st.**

[1] The unit was developed in 1906 as a measure of the amount of time a student has studied a subject. For example, a total of 120 hours in one subject -- meeting 4 or 5 times a week for 40 to 60 minutes, for 36 to 40 weeks each year -- earns the student one "unit" of high school credit.

STUDENT INTERSHIPS:

Life Way Christian School will work to facilitate students who are seeking to take internships in fields which could later lead to a future career path or employment. While individual requirements of the internship will be created and monitored by the cooperating provider, Life Way Christian School will require the following of students:

- The student will be a junior or senior of good academic standing.
- The student will be on course to graduate.
- The student will interview with the building principal, a staff member, and possibly the Head of School regarding the potential internship.
- The internship hours will be the equivalent to the amount of time required in an elective course.

GRADING

The 7th through 12th grades will have their grades computed using the following scale and formula:

Grading Scale

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

Semester grade

80%- 2 Quarter Cumulative Grade
20% - Cumulative Semester Exam

GRADING POLICY 7th – 12th GRADES

To ensure that our assessment of student academic progress is based on an adequate number of grades during each grading period, all faculty in grades 7th through 12th will observe the following:

1. Work within the 7th-12th grades will be designated as Assisted or Unassisted.
    a. Assisted work is defined as work that is completed by the student with the assistance of the teacher or other students. Examples of assisted work include, but are not limited to; Homework assignments, daily classwork, etc.
    b. Unassisted work is defined as work that is completed by the student without the assistance of the teacher or other personnel. Examples of Unassisted work include, but are not limited to; tests, quizzes, projects, etc.
2. Grade weighting for 7th-12th grades will be as follows:
    a. Unassisted work will be 70%
    b. Assisted work will be 30%
    c. Teachers must have a minimum of 5 grades each semester that are considered Unassisted.
3. Grades can be negatively affected by unexcused tardies/absences, suspensions from school, and late or missed work. It is the responsibility of each faculty member to note those items which can affect a student's grade and to ensure that if there have been deductions from grades for any of the mentioned items that they have been included in the student's assessment.
4. Grades 7th-8th – If a student's end-of-the-year average in Math or English is an "F", the student may be retained in that grade level another year. A passing grade in summer school, for the subject area in which he/she failed, will permit promotion. If a student's end-of-the-year average in any 2 or more subjects (other than Math or English) is an "F", the student will be retained in that grade for another year. A passing grade in summer school in one of those subject areas will permit promotion,

if only 2 subjects have been failed. Regardless of whether the student is retained or promoted, he or she will begin the following year on Academic Probation.

5. Grades 9th-12th – A student failing a semester of a required course (1/2 credit) must complete a credit recovery course to replace that failing grade. A student may be allowed to complete up to one full credit in summer school. This consists of either a full year of one subject or half credits for each of two subjects. Each student who fails at least one class for the year will begin the following year on Academic Probation.
6. Academic Probation means a student's grades will be monitored during the first nine weeks of the year, particularly at the 4.5 week and 9 week marks. A student must be passing all of his or her classes at this time or jeopardize continued enrollment at LWCS.
7. Grading for concurrent college classes will be based on the respective college requirements. For example, if a student takes a NWACC concurrent class, he/she will be graded per NWACC grading policy. This will include but not be limited to the number of tests, quizzes, and daily grades given as well as how each are weighted.

HOMEWORK

All homework assignments and school information is disseminated via RenWeb. Google Classroom may be used to distribute extra resources for assignments and as a portal for submission of work.
The following guidelines on homework will be observed:
All homework assigned must be completed in a satisfactory manner and turned in on time.

1. Unsatisfactory work will be returned to the student to be redone.
2. In 7TH-12TH grades, late work will be assigned penalized 20% for the first calendar day it is late and 10% for the second and third day. After the third day, the student will receive a zero.
3. Homework will not be assigned on Wednesday for 7TH-8th grades. Tests/Quizzes/Projects scheduled for Thursday must be announced no later than Monday/Tuesday during class.
4. Parents/students will be notified in advance of projects and special assignments. This notification will include information regarding how the project/assignment is to be completed, date project is due, percent of grade for nine weeks or semester, and how the teacher can be contacted for additional information.
5. **If a student is absent because of illness on the day a project/special assignment is due, the project must be turned in on the first day the student returns to class. If a student will be absent on the date a project or assignment is due because of a family trip or other non-illness related reasons, the project should be turned in promptly upon their return.**
6. Students who are absent from school will be expected to complete all make up work in a timely fashion. Students missing due to illness or other approved absences will have up to 2 days for each day they are absent to turn in required work. College credit courses may have different guidelines, and those will be communicated upon entrance to the class.

MAKE-UP WORK

Work Missed Due to an Excused Absence Grades 7th through 12th

The parents and students must do the following in the event of an absence:

1. A parent should send an email or call the office on the day of the absence and may follow up with a note the day the student returns.
2. The student must make arrangements with the teacher to schedule a time to make up tests or quizzes.
3. Homework or other assignments missed during the absence must be given to the teacher within two school days. (i.e. If absent on Monday, the work must be done and given to the teacher in class on Wednesday.) If the teacher is not present on the day the assignment is due the student must take the work to the office where it will be dated and signed and placed in the teacher's box.

a. Please note – it is the responsibility of the student to complete and turn in missed assignments within the allotted time. Work not completed within the allotted time will be entered in the grade book as a zero for that assignment.

4. A student who has been given an assignment (see below for policy on essays/ research papers due) in advance or assigned a test or quiz in advance but is absent from school on the day the assignment or test is due must submit the assignment or take the test on the first day back to the class after the absence.
5. A student who has been assigned an essay/ research paper or any other form of assignment that is to be completed on the computer MUST email that assignment to the teacher on the day it is due before class time begins. It will be considered late if the student chooses to wait until they return to turn it into the teacher.
6. Parents will notice that on the day a student is absent from school, the teacher will place an A in the grade book in place of the grade that would normally be put in the space. After the allotted time, the teacher will enter the grade earned or a zero if the work was not completed on time.

LATE WORK

Work not submitted on the date due is considered late. This policy does not apply to work missed due to an excused absence. The following policy, with regard to late work, will be followed by all teachers in JH/HS:

1. On the date that work is due and not submitted, the teacher will enter an M in the grade book. This designation of missing work automatically averages a zero into the student's grade. The student will be given up to **2 school days** to submit late work. The two days begin on the day following the original submission date.
2. The student will be penalized 20% for the first day it is late and 10% for the second and third day. After the third day, the student will receive a zero, but must turn it in to meet the requirement for no missing assignments for Final Exam exemption consideration.
3. As in number 3 above (Work Missed Due to an Absence) it is the student's responsibility to find and give the work to the teacher or to the office on or before the deadline.

Our intent is to help our students see the value of completing the tasks assigned to them in a timely fashion. You can help in this process by daily checking their homework and other assignments in RenWeb/Google Classroom. On any day you check your student's grades in RenWeb/Google Classroom and notice an M or an A in place of the numerical grade you will know that your student has an outstanding assignment due that must be completed within a specific period of time.

LOCKERS

Each student in 7th-12th grade is assigned a locker. Information regarding locks will be given out over the summer. Students are not permitted to use locks other than those approved by the school. Students are encouraged to keep lockers locked at all times. Having a locker is a privilege, not a right. This privilege can be taken away at the discretion of the administrator.

LUNCH

Students will be able to purchase a hot lunch from a set menu, which will be made available to all parents. Information regarding menus and how to purchase meals will be made available during the enrollment. 7th-12th grade students may bring their own drink or may purchase milk from the school. Students who do not purchase a hot lunch must bring a lunch from home. Parents are always welcome to eat lunch with their child. Please check in at the main office to secure a visitor's pass prior to meeting your child for lunch.

OVERNIGHT TRIPS/MINI-MESTER

LWCS believes there are activities done outside of the normal classroom that can enhance the learning taking place in the classroom. These activities can also benefit the students by allowing for team building and interaction in an informal setting. Typically, the following trips are taken each year:

6th-8th grades to New Life Ranch
9th grade to Dallas
10th grade to Kansas City
11th grade to Washington DC
12th grade to NYC

Students will be required to fill out separate waiver and insurance forms for these trips, and details of the trips will be communicated well in advance.

Chaperones

LWCS will rely upon both paid staff and parent volunteers as chaperones for trips each year. We can't thank you enough for your help and participation. The following are responsibilities and expectations for chaperones:

- As a school representative, chaperones will provide oversight, safety, structure, and discipline as needed.
- Parent volunteers will refer discipline issues to paid school staff.
- Chaperones will abide by all school policies and guidelines.
- Chaperones will always supervise students under their care and will make sure they are together and on time for every activity.
- If Chaperones are required to drive, they will follow all traffic laws and drive safely, and have license and insurance information on file in the office.
- Chaperones will model Christ-like behavior.
- Chaperones may be subject to background checks.

Trip Guidelines

Bus/Vehicle Expectations:

- Always be on time for planned departure.
- No food or drink unless given approval.
- Students are to remain seated while on the bus.
- Any videos shown must have prior approval (G/PG rating).
- Girls and boys must be separated by an aisle or row.

Hotel Expectations:

- Curfew will be set no later than 11:00, and everyone must remain in rooms after curfew.
- Chaperones need to monitor rooms, lobby, pool, and fitness area while students are present.
- PJ's or non-school approved attire is not allowed in common areas (lobby, etc.).
- Boys only in boy's rooms and girls only in girl's rooms.
- If swimming is an option, girls must wear a one-piece swimsuit.

Overall Trip Expectations:

- Chaperones need to share contact numbers with each other, in case of an emergency.
- If small groups are allowed, groups must be made up of at least 3 students, and a chaperone or male student must be in each group (no pairs or singles allowed).

- Be aware of surroundings, and make sure everyone is safe at all times.
- No public displays of affection (school day expectation enforced).
- School dress code required unless otherwise specified by the school.
- Behavior is to be "above reproach," being a witness for the name of Christ at all times.

PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

Participation in extra-curricular activities (student government, athletics, drama etc.) at LWCS is determined by a student's ability to maintain a minimum of a C average in academic courses. The following criteria will be used to determine a student's eligibility to participate in extracurricular activities:

1. A student must be passing all classes to participate in athletic events. At the end of the 1st, 2nd, and 3rd quarters, and mid-2nd and 4th quarter progress report dates, grades will be checked. If a student is failing one or more classes that student will not be allowed to compete in games and **will not** be allowed to travel with the team for at least two weeks. The student **will** be allowed to continue to practice. Should the student need to miss a practice in order to address the failing grade, this will be viewed as an **excused absence**. After two weeks, grades will be checked again for that student, and if he/she is passing, he/she will be reinstated to competition.
    - If the student is still failing after the two week check that student will then be **ineligible** until the next official grade check (progress report or quarter) and **will not** be able to practice or compete in games. If a student is still failing after multiple checks, they will be off the team **indefinitely**.
2. Students cannot run for or be appointed to a position of leadership if suspended from school within one full semester prior to the election or appointment.
3. Students suspended from school during their term of office may forfeit the position for the remainder of their term.
4. All participants are expected to exhibit attitude and behavior, which supports the stated goals and expectations for LWCS students. If the administration or the coach/sponsor determines that a participant is not exhibiting a positive attitude and/or behavior, that participant may either be removed from the activity or placed on probation, with subsequent dismissal if improvement does not occur.
5. In order for students to participate in any extracurricular event, all tuition and event fees must be paid and up-to-date.
6. In addition to the above eligibility requirements, students must complete a minimum of one full semester at LWCS to be considered a possible candidate for a class office, student government, or other leadership positions.

PROGRAM INFORMATION

Students are in class from 8:00 AM – 2:50 PM, five days per week unless you are otherwise notified.

CLASS SIZE

LWCS is committed to a policy of controlled growth in all grades. Square footage of rooms, number of rooms available for growth, and teacher pupil ratio are all taken into consideration as class sizes are determined. The following are the maximum number of students that would be assigned to a class.

7th-12th grades - 25 students per class

The administration of LWCS reserves the right to exceed the defined class size with School Board approval.

POLICY FOR OFF CAMPUS PARTIES/SOCIALS HELD FOR LWCS STUDENTS

LWCS is committed to supporting parents who desire to build a biblical worldview in the life of their student. While the school recognizes that our families come from different denominational backgrounds the school is committed to setting standards that lend themselves to help students recognize that our positional relationship to the Lord should demonstrate a lifestyle that separates us in practice from the mainstream of our culture (Philippians 1:27, Colossians 1:10). Parents are asked to support and adhere to the following guidelines with regard to parties that are designed specifically for LWCS classes or students:

General Guidelines

1. All parties/socials that are designed as LWCS parties should have invitations that include the following:
    a. Activities that will take place during party
    b. Location of party
    c. If a movie is to be shown at a party/social, the title and published rating of the movie must be included in the invitation sent to homes. "R" rated movies should not be shown at parties/socials, and discretion should be exercised with other movies shown.
    d. Modest and appropriate dress requirements for students
2. Dancing should not be included as an activity at any LWCS student party/social.
3. All parties/socials should be adequately chaperoned by LWCS parents or LWCS faculty/staff.

Junior-Senior Banquet

1. The Junior-Senior Banquet will be held each year in honor of the graduating senior class.
    a. The banquet will be planned in its entirety by the Junior Class in conjunction with the Junior Class sponsor.
    b. All activities that are part of the JR/SR Banquet must be approved in advance by the High School Principal and then presented to the Head of School for final approval.
    c. Once approved, no additions to the event will be allowed without administrative approval.
2. LWCS will provide up to $500.00 to the Junior Class for the rental of an approved facility.
    a. Decorations for the event will be the responsibility of the Junior Class and should be defined in the approval process. The cost of decorations can be included in the $500.00.
3. Entertainment for the evening will be planned by the Junior Class and approved in the initial approval process.
    a. The cost of entertainment for the event will be included in the amount charged for tickets to the event.
4. The meal and the catering of the meal will be planned by the Junior Class and will be part of the approval process.
    a. The price of the ticket for each individual in attendance will include the full cost of the meal plus a pro-rated price to cover the cost of entertainment.
    b. Dancing cannot be included as part of the entertainment scheduled for the JR/SR Banquet and after parties.
    c. Any video shared at the JR/SR Banquet must be approved in advance.
5. Semi-formal or formal attire is acceptable dress for all participants at the JR/SR Banquet. LWCS students must be dressed within the guidelines that are acceptable for LWCS students.
    a. Boys must wear dress slacks, dress shirt, belt and tie. Tuxedos are optional.
    b. Girls must dress modestly.
        1. The dress, skirt, or slit may fall no higher than 3 inches above the knee.
        2. Strapless dresses are fine as long as no cleavage is showing and the neckline does not plunge. Dress backs must be within 1 inch of the bottom of the shoulder blade. This means you should be able to wear a strapless bra and not have it show.
        3. See through materials, nude panels, and bare midriffs are not allowed.

4. If your dress needs to be altered in order to meet the requirements, you may not fill in anything with a nude or mesh material. It must be a solid colored panel.

c. Girls must have their formal attire approved by the school prior to the event. Photos of the front and back of dress should be emailed to the appropriate person. The student must be wearing the dress; approval cannot be given on a model photo. Remember, some "judgement calls" will have to be made, so it would be responsible to have items of clothing approved way ahead of time.
d. Dresses must be approved before a ticket can be bought for banquet.
e. Guests of LWCS students must sign a Guest Agreement Form before they can receive a ticket. If the guest is a girl, her dress must also be approved.

6. LWCS students may invite one guest to attend the JR/SR Banquet with them.
   a. Only approved guests will be permitted to attend the LWCS JR/SR Banquet.
   b. Students who are inviting guests must complete a LWCS guest form and return it to the JR/SR banquet sponsor one full week prior to the event.
   c. The visitor's ticket must be purchased when the form is returned to the banquet sponsor.
   d. Once a ticket is purchased, there will be no reimbursement if the student or guest cannot attend.

STUDENTS DRIVING TO SCHOOL

The following guidelines are for those students who are qualified to drive a motor vehicle to and from school. These guidelines will be strictly enforced. Failure to follow these guidelines will result in the loss of driving privileges on the LWCS campus:

1. Students may not drive to and park a car on the LWCS campus without receiving prior permission from Administration.
   a. A "Permission to Drive Form", available in the school office, must be completed, signed and returned to the school office before permission to park on the campus is granted.
   b. Permission will not be granted for any type of motorized vehicle other than a car or truck.
   c. Parking Permits are $20 and will be good until students graduate. The form and fee need to be turned in to the secondary office.
2. All student vehicles must be parked in the lot closest to South Main Street in the area designated for student parking. The school reserves the right to assign specific spots or areas to students for the entire year. Due to the increase in numbers of students that are driving age, some students may not be able to park in the paved student lot. The administration reserves the right to limit the number of students who can drive and park in the student lot due to safety issues or parking constraints.
3. If younger siblings are transported (K5 – 4th grade), they must be walked to and from the vehicle by the driver.
4. Once parked on campus, the vehicle must be exited and locked and students must enter the school.
5. Students may not return to their vehicle at any time during the school day without permission from an Administrator.
6. Students may not transport any student to or from school other than those approved on the "Permission to Drive Form."
7. In the event that school is dismissed early due to inclement weather, student drivers will be allowed to leave early with parental permission.
8. It is recommended that students not linger in the parking lots before or after school, but must always act appropriately when on school grounds.

Academic Dishonesty/Cheating

Students caught cheating on work or exams will receive no credit for the assignment or exam in question. Students may also receive other consequences. If more than one instance of dishonesty/cheating occurs, then other consequences, including a recommendation for expulsion, may be considered and enforced.

Plagiarism

Plagiarism is defined as the **intentional or unintentional** use of another's words or ideas without giving proper credit to the source. There are many different ways plagiarism can occur and many forms it can take. The examples below will be considered plagiarism by LWCS faculty.

- Buying or borrowing another person's work and turning it in as your own.
- Exhibiting a consistent lack of correct citation and credit within a paper.
- Failing to give proper credit when another's words or ideas are summarized or paraphrased.
- Failing to paraphrase correctly (not changing key words or failing to change sentence structure, style, and chronology).
- Failing to place direct quotations in quotation marks and provide proper citation for them.
- Including parenthetical citations within a paper without including the source in the bibliography.
- Knowingly or unknowingly providing false or incorrect source information in a citation or bibliography.

Direct quotes, paraphrases, and summaries of another's work must be introduced in the body of a paper by referring to the author by name and then giving source information in the parenthetical citation as well as the bibliography. For example: (These examples are completely fictional!)

1. Lester asserts that Donnellson's use of auditory imagery "allows the reader to imagine he is blind just as the speaker of the poem is blind" (4). In essence, the poem forces the reader to imagine sounds instead of sights and to experience the sightless life of the speaker.

2. Herbert argues in his article that the violent imagery and diction in Donne's sonnet "Batter my Heart" emphasize the lengths God must go to in order "to conform the utterly depraved human character" into the likeness of His son (27).

Plagiarism is not limited to text. Graphics, charts, maps, as well as information from videos, movies, and internet sources must also be acknowledged.

The use of Artificial Intelligence (AI) and any other assistive technology is prohibited and is considered plagiarism. Using AI or any other assistive technology to complete or partially complete any assignment may result in a grade deduction or a zero for the assignment; along with appropriate disciplinary action.

Self-plagiarism is also a form of cheating. Self-plagiarism occurs when a student turns in work previously completed for another course to meet class expectations in a current course. Students must have permission from the current instructor to turn in previously completed work.

Research papers, projects, and presentations are assigned to evaluate and determine a student's understanding of a topic. Therefore, the assignment must show the student's own thought and synthesis of researched material. **The majority of text in any written assignment should be text the student has written**, and any material quoted, summarized, or paraphrased should add support or proof to what

the student has written. **Therefore, copying and pasting sections of articles, books, and sources into a paper, even if they are cited correctly, will not meet assignment standards and will result in loss of points.**

Plagiarism Penalties

Because plagiarism is a serious issue, and because we desire both to instruct and to correct each student whenever possible, the following levels of consequences have been established and will be administered by the teachers and administration of LWCS. All instances of plagiarism will be noted in RenWeb. However, at the eleventh and twelfth grade years, plagiarism ***consequences will be cumulative and penalties will carry over and possibly increase in severity.***

Level 1

- Unknowingly and unintentionally committing plagiarism in one or more paragraphs of an assignment/project/paper as defined in this policy, with the majority of the work being the student's.

Consequences for Level 1 violations:

- The student will correct the violation and resubmit the original assignment/project/paper, but he or she will also receive a grade reduction to be determined by the teacher.

Level 2

- Unknowingly and unintentionally committing three or more Level 1 offenses.
- Producing work that contains several of the different issues noted as plagiarism in the definition on this policy.
- Knowingly and intentionally committing plagiarism in one or more paragraphs of an assignment/project/paper as defined in this policy, with the majority of the work being the student's.

Consequences for Level 2 violations:

- The student will correct the violation and resubmit the original assignment/project/paper but receive a grade reduction to be determined by the teacher up to and including a grade of "0" on the assignment.

Level 3

- Knowingly and intentionally committing three or more Level 2 offenses.
- Knowingly and intentionally committing plagiarism in the majority of an assignment/project/paper as defined in this policy.
- Submitting purchased work or work completed by another as one's own work.

Consequences for Level 3 violations:

- The student will correct the violation and resubmit the original assignment/project/paper but receive a grade of "0".
- The student will be assigned an ISS (in-school suspension).

Level 4

- Knowingly and intentionally committing three or more Level 3 offenses.

Consequences for Level 4 violations:

- The student will receive the maximum penalty and possibly be a candidate for expulsion from LWCS.

SEMESTER TESTS/EXAM EXEMPTIONS

Students in the seventh (7) through the twelfth (12) grades will be required to take cumulative semester exams.

1. Semester exams will count as **20%** of the student's semester grade.
2. A maximum of two exams can be given in a normal school day.
3. No exam may be given in advance of the set exam schedule.
4. Students who miss an exam due to an excused absence will make up the exam at a time set by the teacher. Permission to take an exam at a time other than the normally scheduled time may only be granted by the JH/HS Administrator.

EXAM EXEMPTIONS

Students who meet the following criteria will be given the option to exempt an exam. College level courses **may not** be eligible for exemptions.

7th and 8th grade students

1. Will be allowed to exempt one (1) exam each semester.
2. The student has at least a **90** average in the class to be exempted.
3. The student has completed all work (no missing or incomplete assignments) prior to the date of the exemption selection.
4. The student has no more than 5 absences (only 2 of the 5 can be unexcused) for the class to be exempted.
5. The student has no more than 5 tardies (only 2 of the 5 can be unexcused) for the class to be exempted.
6. The student has not been suspended from school. (ISS or OSS)

9th through 11th grade students

1. Will be allowed to exempt 2 exams each semester.
2. To exempt an exam, the student must have a minimum of a **90** average in the class to be exempted.
3. The student has completed all work (no missing or incomplete assignments) prior to the date of the exemption selection.
4. The student has no more than 5 absences (only 2 of the 5 can be unexcused) for the class to be exempted.
5. The student has no more than 5 tardies (only 2 of the 5 can be unexcused) for the class to be exempted.
6. The student has not been suspended from school. (ISS or OSS)

12th grade students

1. Will be allowed to exempt 3 exams first semester.
2. Second semester seniors will be allowed to exempt all exams they meet the requirements for, even if it exceeds 3 classes.
3. To exempt an exam, the student must have a minimum of a **90** average in the class to be exempted.
4. The student has completed all work (no missing or incomplete assignments) prior to the date of the exemption selection.
5. The student has no more than 5 absences (only 2 of the 5 can be unexcused) for the class to be exempted.
6. The student has no more than 5 tardies (only 2 of the 5 can be unexcused) for the class to be exempted.
7. The student has not been suspended from school. (ISS or OSS)