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LIVING WATER CHRISTIAN SCHOOL

INTRODUCTION

We welcome you to Living Water Christian School. We look upon your presence in our school as a special opportunity that God has given us to be a part of your child's educational achievements and spiritual growth in the Lord.

Living Water Christian School is a Christ-centered alternative to secular education. We desire to work with you in obeying God's Word and to receive his promise: "Train up a child in the way he should go, and when he is old he will not depart from it" (Proverbs 22:6).

Our Administration and School Board have assembled a staff of teachers who are committed to the Lord Jesus Christ. Our teachers aspire to help each student develop a well-integrated personality that is spiritually alert, morally sound, and emotionally and intellectually mature.

The purpose of this handbook is to share with parents guidelines for the proper functioning of our school. After reading this handbook, please, share these guidelines with your child then keep for future reference.

We look forward to this school year and trust that God will richly bless you and your family.

STATEMENT OF PURPOSE

The primary purpose of Living Water Christian School is to aid Christian parents who have come to realize their parental responsibility before God to "train up (their) children in the way he should go" (Proverbs 22:6) and to educate their children in a manner that is pleasing to the Lord. It is our desire to see a child reach their full potential spiritually, emotionally, socially, physically and academically.

This school is an extension of the student's Christian home. The teaching at the school supports the Christian parents' efforts to train the child to serve God, family, and the church. Our goal is to transform the mind of the child into the likeness of Christ, not to reform.

STATEMENT OF PHILOSOPHY

Living Water Christian School is dedicated to the philosophy that Christian education is the only true education. This view holds that God is central, and that everything else exists in relation to Him. The Bible says that the "fear of God" is the beginning of both knowledge and wisdom. Therefore, valid education must have this "reverence of God" as its starting point and strive to do the will of God as its goal.

God's Word teaches us that children are a gift from God and the education of them is a most serious responsibility. Christian education recognizes that children are a unity of spiritual, mental and physical beings. This is most important to recognize if we are to train the "whole child". Education must include the spiritual nature or else the child will grow up never knowing the true purpose for living.

In the world at large, things secular and sacred are divided. Living Water Christian School recognizes no such split. Everything is to be done for the glory of God, and every truth learned is from God, whether it is scientific, historical, or sacred. Living Water seeks to teach its full curriculum in this light, and only teachers with completely God-centered outlooks on life can communicate this concept that God is the God of our everyday lives, and that He must be the ruler of our lives.

Living Water Christian School holds to the historical Christian view of life as presented in the Bible. Since God created and sustains everything through His Son, Jesus Christ, the world and all life is God-created and should glorify Him. Man is by nature a sinner and is separated from God. Man can only be restored to fellowship with God through the acceptance of the death of Jesus Christ on the cross as the complete payment for the sin of mankind.

Therefore, the total process of education must seek to guide each individual to this restoration in Christ by developing the whole person, spiritually, mentally, socially, and physically. It must present all the truth as God's truth and integrate it with God's Word.

Living Water School has been created with the knowledge that it is an extension of the Great Commission. The staff and faculty realize that under God, we are personally responsible for seeing to it that each student receives a firm foundation for the life which lay ahead. We understand and are convinced that when man is in a right relationship with His Creator, the learning process will reach its highest potential.

STATEMENT OF FAITH
LIVING WATER CHRISTIAN SCHOOL

1. We believe that the Bible in the original tongues is the only inspired Word of God and that it is the supreme and final authority in faith and practice. (II Timothy 3:16-17)
2. We believe in One Eternal God being in three persons: Father, Son and Holy Spirit. (Matthew 28:19; II Corinthians 13-14)
3. We believe in the deity of the Lord Jesus Christ and that He was conceived by the Holy Spirit and born of the Virgin Mary. We believe in the resurrection of the crucified body of our Lord Jesus Christ and that His death on the cross was the substitutionary atonement for sin. We believe that He ascended into Heaven and that He lives to make intercession for all who come to God through Him. (John 1: 1-3; Matthew 1: 18-25; Acts 1:9-11; Hebrews 7:25; Ephesians 1:20-21; John 6:44; 2 Corinthians 5:21)
4. We believe that man is a fallen creature, separated from God by sin, and in need of salvation. We believe that the only way to be saved is to repent of one's sin and to have faith in the blood sacrifice of the Lord Jesus Christ, the Son of God. (Acts 2: 21; Ephesians 2: 8-9; Romans 10: 9-10)
5. We believe in the personality and the deity of the Holy Spirit who baptizes the believer into the body of Christ and sanctifies the believer as he yields his life to the Spirit's control, and that He is the believer's constant Companion, Comfort and Guide. (I Corinthians 12: 13; Ephesians 4:4-6; John 16:7-13; Romans 15:14- 16; II Thessalonians 2:13; John 17:17)
6. We believe in the Church, which is the Body of Christ. Each person who accepts the Lord Jesus Christ as his personal Savior is a member of Christ's body. (Ephesians 1: 18-19)
7. We believe in the observance of the Lord's supper and baptism as commanded by Christ our Lord. (I Corinthians 11:23-29; Luke 22:19- 20; Romans 6:3-4)
8. We believe in the Second Coming of the Lord Jesus Christ to gather His Church unto Himself. This is the imminent and blessed hope of the Church. (11 Thessalonians 4:16-17; Romans 8:23; Titus 2: 13; 1 Corinthians 15:51)
9. We believe that Satan is a created being; that he is the author of sin and is the tempter and leader of the lost today. Because of this, he will be eternally punished. (John 1:7; Gen. 3:1-19; Rev. 20:10 Ezekiel 28:13)
10. We believe in the bodily resurrection of the dead; both the just and the unjust. Then shall come the eternal conscious punishment of the lost and the everlasting blessedness of the saved. (Revelation 20:11-15; Revelation 22:11-14; I Corinthians 15:1-38; Matthew 25:46)

OUR MISSION

Living Water Christian School is an extension of the ministry of Calvary Assembly of God, whose sole reason for being is to establish and enlarge the Kingdom of God in the hearts and lives of people. We maintain that the Bible is the inspired, inerrant Word of God that contains principles that are to be used as a guide for life. We are cognizant of the divine mandate issued to parents to educate and train children in the way they should go. It is our aim to assist parents in their God-given assignment by opening the minds of the children entrusted to us to understand:

1. Who they are in God.
2. What they are in grace.
3. What they can do for God's glory.

We stand in awe and appreciation of God's handiwork in every child.

The purpose of Living Water Christian School is to provide an environment conducive to the development of Christ-like attitudes, habits, and character sufficient to keep a good balance in intellectual pursuits; to maintain a standard of academic excellence; and to lead each child into an awareness that God has a destiny for his or her life.

"He who began a good work in you will perform it until the day of Christ Jesus."
(Philippians 1:6).

ADMISSIONS POLICY

Both applicant and parents must be willing to abide by the policies and regulations of the school.

The Student Handbook can not possible cover every issue that may occur. The Administrator's decision made for issues not covered in this handbook are final. We may not agree on every issue but we are asking you to support the decision made.

The selection of students is based upon the following:

1. Discipline report from previous school
2. Interview with the principal: Students 9-12 required
3. Statement of Cooperation/ Financial Agreement/Student Application
4. Student's scholastic ability
5. Student's attitude of cooperation, behavior
6. Parent's attitude of cooperation, behavior
7. Parents/Students cooperation in complying with the mission of the school

Living Water Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. Living Water Christian School does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, and athletic and all other school-administered programs.

ENROLLMENT PROCEDURES

Parents desiring to enroll their students in Living Water Christian School will need to complete the following procedures for the enrollment process to be complete:

1. **Return the following:**
 - a. The Completed Application Form
 - b. A signed Statement of Cooperation
 - c. A signed Financial Contract
 - d. A signed Authorization for Emergency Care Form
 - e. Immunization Record - State Requires:
 - 5 – DTP (1 after 4th birthday)
 - 4 – OPV (1 after 4th birthday)
 - 2 – MMR (1 after 4th birthday)
 - 3– Hepatitis “B” (If born on or after July 1, 1994)
 - 4 – Haemophilus influenzae type b (HIB)
 - 1– Varicella (if born on or after April 1, 2001)
 - f. Physical
 - g. Registration, Book Fee and Locker Fee paid
 - h. Recent Picture of the student (Child)
 - i. Birth Certificate (We need an original with a raised seal)
 - j. Social Security Card
2. **A separate application package is needed for the K4 program- See office.**
- 3 **An interview time may be set up for you and your student to discuss test results and to answer any additional questions you may have regarding the school.**

Note: All Report Cards/Progress Reports go to the parent/guardian who registered the student. Court custodian agreements must be on file at the school.

RE-ENROLLMENT OF STUDENTS

Re-enrollment is an annual procedure. Students currently enrolled in the school are not automatically enrolled each year. Each returning student must fill out all re-enrollment forms and submit the re-enrollment fees for the coming school year. Re-enrollment for the next school year will normally begin in February on an annual basis. Students, who have not completed the re-enrollment procedures by the established deadline, will be considered on a first-come-first-served basis with all new applications.

FINANCIAL INFORMATION

It should be noted that any account that is past due for more than 10 days will require that the student be removed from the rolls and suspended until the account is brought up to date. Final report cards will not be issued until the account is paid in full.

It should be noted that the budget of Living Water Christian School requires that we raise nearly 20% of our operating budget from outside contributions. The tuition and fees cover only 80% of the actual operating cost for the school. Our school, with the cooperation of faculty, staff, students and parents, conducts annual fund-raising events. We require all parents to participate. However, for those parents who choose not to participate, a meeting with the Administrator will be arranged. All gifts are fully tax deductible and are used to enhance the educational programs and facilities of the school. Please, remember that we are a ministry. We depend upon gifts and fund-raisers to carry out our extra programs. The great part about giving to the ministry is that everything you give goes directly into your child's education. Thank you in advance for your support.

GENERAL INFORMATIONGENERAL INFORMATION

First Day of School

The first day of school is always a very busy and confusing time for parents and students alike. To avoid the confusion of the first day, we ask that you review all parking and traffic policies and abide by those instructions. Students in the early elementary grades may be accompanied to their classroom areas. It is best for parents to leave their students with the teacher as quickly as possible (no later than 8:00AM). If the parent remains in the classroom, or nearby, it makes the period of adjustment for the student more difficult.

School Hours

School is in session from 8:00 AM to 2:40 PM. Extended Morning Care is provided for those parents who need to arrive with their children before 7:40 AM. Children shall be escorted to the Morning Care worker and checked in before departing. Extended After Care is provided for those parents who can not pick up their children until 5:45 PM. See the Extended Care application form for prices and times. Children are required to be picked up by 3:00 PM or they will be automatically enrolled in Extended After Care and parents will be charged accordingly. Students enrolled in after school programs should be picked up on time or they will be enrolled into Extended After Care. Thank You.

School Office Hours

The school office hours are from 7:30 AM to 3:30 PM, Monday through Friday. When coming to the school for any reason, please, check in at the school office located in the main entrance. Visitors are allowed in the classrooms during the school day with permission granted through the school office.

Lunches, homework, books, etc. may be left at the school's office to be delivered to the various classrooms. School phones are business and ministry phones and may be used by students in emergency situations with permission from the office staff.

Classroom Visitation

All parents and visitors must register with the school office personnel to receive a visitor's pass before proceeding to classroom areas. Parents should be out of the classroom when the 8:00 AM tardy bell rings if they have not checked in with the office. We request that all persons entering the school be dressed modestly and appropriately and in accordance with the school standards (See p. 18). Your cooperation regarding our policy will reduce classroom disruption and provide a safe and secure environment for your children. Students are not permitted back in the classrooms without office permission once school has been dismissed. If they leave their books or homework in their classrooms, parents must come into the office, whereby the office will escort each student to their classroom. We feel this is a good policy, please support us in this area.

Classroom Discipline Classroom Discipline

The school has two (2) rules paramount to Good Classroom Discipline.

1. No talking without permission
2. Students are not to get out of his or her seat without permission

Should a student cause a disturbance in a classroom, the teacher will normally give:

1. Warning by the teacher
2. Teacher issued consequences (ex. time out, etc.)
3. Call the Parents
4. Parent Teacher Conference
5. Principal/Parent Conference

Classroom Parties Classroom Parties

Seasonal parties are planned by the teacher. The Principal must be notified if a party is planned. Birthday parties are appreciated by the school but discouraged. However, treats may be provided by a parent and served by the teacher during the class lunch time. No costumes or balloons will be allowed during the school hours. Lunch time does not provide enough time for party hats, pictures, favors, or cutting of a birthday cake.

Cupcakes/cookies are recommended if treats are brought in. All food products must be store bought.

On The Premises Walking

When dropping off students, please ensure that they walk directly (straight) to the sidewalk and are inside the building before your departure. If you are dropping your children off before 7:40 AM, you must escort your child(ren) to morning care and sign them in, NO exceptions. Safety is our primary concern.

Dismissal of Students

It is school policy that all students grades 1- 12 be picked up from their classrooms during the normal pick up. Parents should park and go directly with their pick-up cards to their child's classroom at the 2:40 bell. We ask that you do not walk around to the rear entrance and attempt to pick up your child. Enter only through the offices' main entrance. We ask that parents not check their children out early unless you have an appointment. When picking up your child, please, do not attempt to conference with the teacher. During dismissal the teacher needs to monitor their students. If you need to speak with the teacher, a conference time can be arranged through the office.

Lunch Hour Procedures

1. Parents/Guests must check into the office and receive a pass.
2. Students are required to pack a lunch everyday other than school sponsored food days. If a student forgets their lunch, the office will attempt to contact the Parent/Guardian. The parent then should make arrangements to have a lunch arrive by 11:30 AM.

Off The Premises Walking/Biking/Driving

Parents must come into the office and sign a School Release Form, which will allow your child(ren), with your permission, to walk, bike or drive from the school. Students will not be allowed to leave campus without the release form. Parents need to be aware that the school grounds is a busy place with many vehicles coming and going. Please, brief your child(ren) about safety precautions needed while walking, biking or driving to or from the school. Students will be released at 3:00 PM after signing out in the office. Drivers may leave at 2:40.

Lost and Found

It is the responsibility of the parents and students to keep up with their books, clothes, lunch boxes, etc. The school will not assume responsibility if something is lost. From time to time articles are turned into the office. As these articles accumulate they are given to charitable organizations. Inexpensive iron-on personalized ID and pressure sensitive labels can be purchased to identify articles. See the office for information.

Extended Morning and After School Care

Extended Morning Care and Extended After School Care is available for Living Water Christian School students ONLY in Kindergarten through the twelfth grade. Extended After School Care is available from 3:00 PM to 5:45 PM each day. Extended Morning Care begins at 6:45 AM until 7:40 PM. The Extended Care program will operate on the same calendar as the school. Extended Care is available on a monthly basis only during the school year. Students arriving before 7:40 AM must go to Extended Morning Care. Students not picked immediately after school programs or by 3:00 PM will be placed in After Care and the Parents/Guardians charged. Parents are required to enter the building and sign in their children into morning care before 7:40AM.

MEDICAL GUIDELINES

Any child that is ill or running a fever (100 or higher) must be kept home. If a child becomes ill during school hours, the child will be removed from class while the parent or the other designated person is notified to pick up the child. When it is necessary for students to take prescribed medicine, a signed permission form will be filled out in the school office regarding the type of medication, the dosage, and the length of time the medication is to be administered. The forms are located in the office. Students are not permitted to keep prescribed or over-the-counter drugs within their possession while on the school grounds. It should be noted that the school administration cannot administer any medicines to students without the form being correctly filled out by a parent or physician. When possible, administer medicine prior to the start of the school day. If your child cannot go outside during recess, the parent should keep the child home on this day. The school is not equipped to supervise the child separate from his/her class.

Health Information

It is a state regulation to have immunization records on each child in attendance. Therefore, an up-to-date immunization record for your child is a requirement for continued enrollment and must be submitted with the enrollment/re-enrollment form (see enrollment procedures). The Health Department requires that the day, month and year be recorded for all immunizations. New enrollees must have a physical and shot record on file before beginning school.

WEATHER RELATED EMERGENCY CLOSINGS

In the event that inclement weather forces a cancellation of regular school activities, you will be notified through the local media of radio or television. Living Water will always follow Onslow County Schools on the first day of a closing or delay. After the first day's decision (cancellation or delay) tune into your local stations for Living Water Christian School posting. If you do not see or hear our school as "closed" or "delayed", then we are in session. Whenever possible, we will post closings or delays on our website: www.lwcs.net. PLEASE DO NOT call the school office, as this ties up our phone system and prevents us from getting information to the media. Most decisions for dismissal are made by 7:30 AM on the day of the inclement weather. Do not attempt to call school employees for information. If school is canceled during school hours, it is important that the Parent/guardian come in as quickly as possible and get their children. If we can not reach you, the school will call the emergency pick-up personnel. Be sure your Emergency Pickup personnel are aware of their responsibilities. If they refuse to come, the school must call the local authorities.

EXTENDED CARE FOR EMERGENCY DELAYS & CLOSINGS

When school is delayed in the morning, there will be no Extended Care available in the morning. When school is dismissed early because of weather or any other emergency, there will be no Extended Care available. Staff/Faculty must also take action and precautions because of the emergency closing. So we ask that Parents/Guardians pick up their children immediately. Example: If the Media announces that all Onslow County Schools are closing one (1) hour early, Living Water Christian School, which normally closes at 2:40PM would close at 1:40PM. Students should be picked up no later than 2:00 PM. If the media announces that Onslow County Schools are on a (1) one-hour delay, LWCS, which normally opens at 8:00 AM, will open at 9:00 AM. Please, make sure that the emergency contact names and numbers you have provided are current and correct at all times.

ACADEMIC INFORMATION

Academic Honor Rolls

Honor rolls are listed for each grading period. There are two honor rolls that may be achieved:

Principal's List: Students achieving all A's for all subjects.
Honor Roll: Students achieving all A's and B's for all subjects.

Progress Reports

Progress reports will be issued every mid-point of the reporting period in order to keep parents informed of satisfactory and unsatisfactory school work (The K4-1st grade will not receive a progress report for the first progress report) . Parents are to sign and return the progress report to the school the next school day.

Report Cards

Report Cards will be issued every nine weeks for Kindergarten through 12th grade. The Report Card will indicate academic progress according to the student's ability, conduct, and attendance. 1st through 12th grade parents may keep the Report after signing the Report Card envelope and returning the envelope to school the next school day.

****All Kindergarten Report Cards must be returned.**

Grade ScaleGrade Scale

Listed below is the grading scale used at Living Water Christian School.

Grade 1 st -12 th		Grades K-4		Grade K-5	
A+	99-100	1	Excels	1	86-100
A	95-98	2	Age appropriate progress	2	78-85
A-	93-94	3	Needs improvement/time	3	70-77
B+	91-92				
B	88-90				
B-	86-87				
C+	83-85				
C	80-82				
C-	78-79				
D+	76-77				
D	72-75				
D-	70-71				
F	69 and below				

Note: 69 and below will be recorded as a numerical score.

ACE courses are graded on a different scale. See the ACE teacher. This information will be given at Orientation in August.

Parent Conferences

Parent-Teacher conferences are the most effective method of reporting to parents on each child's achievement, growth, and recommendations for improvement. Every new parent will be scheduled for a conference. Mid-year conferences will be held for all students that are struggling academically. Parents or teachers may request other conferences as necessary.

Standardized Tests

Standardized tests are an important facet of the Living Water Christian School program for appraisal and evaluation. Each spring, achievement tests are given to all students enrolled in the third, sixth, ninth and eleventh grades.

Curriculum

Biblical principles and character development combined with traditional, yet academically accelerated studies in reading, writing, language, mathematics, history, geography and science form the foundation of the curriculum of Living Water Christian School. The curriculum at Living Water Christian School is based primarily upon A Beka; A.C.E. (Accelerated Christian Education) is also used in the upper grades.

STUDENT HOMEWORK Homework

The purpose of homework is: (1) to reinforce what has been taught; (2) to convey to the teachers that they have successfully communicated the material to their students, (3) to enable the student to know they have a good understanding of what was instructed in class; and (4) to help the student learn responsibility for doing assigned work on time. Failure to complete homework will reflect in grading and/or disciplinary action.

It is the responsibility of the student and parent to obtain class work and homework requirements during absences and turn in all assignments. A maximum of one day for every excused absence day will be granted to make up missed assignments. The office must be given 24 hours notice to have make-up homework prepared. Normally, make-up work is ready in the teachers office box after 3:30 PM. Parents should check with the office in all cases and concerns. The teacher's handbook allows for teachers to take one (1) point off homework/quizzes when name/date are not properly recorded on all papers turned in for grading. (Grades 3-12)

Written Homework-K4 - 1st Grade: No homework assignments are normally given

Written Homework -2nd-4th Grade:

The following actions are to be taken regarding neglect of homework during each nine-weeks:

- | | |
|-------------|--|
| 1st offense | Warning and assignment will be due the next school day. |
| 2nd offense | Teacher consequence such as bench time, clean up, etc., and assignment is due the next school day. |
| 3rd offense | Call parent and assignment is due the next school day. |
| 4th offense | Parent conference with the child and the teacher.
Detention is an option for 4 th grade. |
| 5th offense | Principal conference with parent/child or a possible detention for grades 3-4. |

The Principal will determine consequences for grades -2nd -4th grade.

Students will receive a 0% for homework not turned in or made up.

Written Homework-5th-12th Blue Notes

Assignments must be complete, on time, and written in proper manner. The only acceptable excuse for not completing homework is illness or preplanned arrangement between parent and teacher.

A blue note will be issued every Friday reflecting missing, late or incomplete assignments for the week. The note is to be signed by a parent/guardian and returned to

the teacher on the next school day. Parent/Guardians will be notified if the note is not returned via the interim or report card or at the option of the teacher via a phone call or note.

***Homework is assessed according to the following: Turned in on time, neatness, completion of the assignment (70%) accuracy.**

***Homework is recorded as either 100%, 85% or 0%**

***Homework receives 100% if it is on time, neat and has 70% accuracy or better**

***Homework receives 85% if completed by the next day, is neat and 70% accuracy**

***Homework not turned in or corrected by the next school day receives 0% and is still required to be completed**

Teachers may require assignments lacking neatness or not achieving 70% or better accuracy to be corrected and turned in the next school day for 85% credit.

6th - 12th grade students that continue to miss homework assignments, will simply receive a 0% and a blue note will not be issued. Missed homework will then be noted on the interim or report card. The principal determines when this policy goes into effect.

Special projects, reports and assignments may be due on specific dates with no late work accepted. When this occurs, parents will be notified.

Homework consequences for each report period.

1. 1st offense - Teacher issued consequence, 15% deduction, due the next day.
2. Telephone call to parent (when determined by the teacher and is optional)
3. Teacher request Parent/Teacher conference.
4. Teacher request Principal/Parent/Teacher conference. School suspension is possible.

Note: Students may receive a 0% for all quizzes/tests taken by the class during out-of-school suspension plus the student must complete all assignments. Students who receive in-house suspension may take quizzes/tests and homework assignments.

STUDENT BEHAVIOR

School Standards

Living Water Christian School is first and foremost a **CHRISTIAN SCHOOL**. Our philosophy for life is based upon God's Word. Any student who by his behavior denotes that he prefers a philosophy of life opposed to that of the Bible should seek another institution of learning where he may exercise his choice of philosophy. The tremendous changes of attitudes toward Christian principles of life has caused the school to publish its position on the following areas of behavior.

Alcohol, Drugs, Tobacco and Immoral Behavior

Any student found to be in possession of or participation involving alcohol, drugs, tobacco or involved in any immoral behavior will be subject to immediate suspension from the school. Students who comment, even in a jesting manner, regarding their participation in these areas are subject to suspension from the school. Re-admittance will be reviewed after counseling has occurred involving the student, parent, and the school Administrator/Principal.

Boy/Girl Relationships

Living Water Christian School has been founded on the principles of God's Word and practices those principles throughout the social and extra-curricular events that are sponsored by the school. We do not accept the loose attitudes toward boy-girl relationships as put forth by society today. We require that there be no physical contact, such as hand holding or other outward signs of physical affection between our young men and women. This is not to say that we discourage social contact between our students, but we desire those contacts to be wholesome, uplifting and glorifying to our Lord. Students who violate these polices will be subject to disciplinary action.

Off-Campus Behavior

Living Water Christian School seeks no authority over its students in off-campus situations or events. It should be noted, however, that any student whose off-campus behavior results in a detrimental attitude towards the testimony or reputation of the school may be subject to suspension/dismissal for their actions or may be refused admission for the following year.

Expected Behavior

- 1. Students will act in a cooperative and respectful manner in their interactions with fellow classmates and those in positions of authority. Teachers will be answered with a "Yes, Ma'am/Sir" or a "No, Ma'am/Sir".**
- 2. Students will not be involved in disruptive behavior such as talking back, stealing, cheating, lying, fighting, foul language, or throwing things. Good posture should always be maintained (feet on the floor, hands on lap or desks).**
- 3. Students will be in assigned areas at all times with a hall pass or have a note from their teacher stating otherwise.**
- 4. Students will respect one another's property and the property of the school and teachers.
If willful damage occurs to school property, parents will be responsible for cost of repair or replacement.**
- 5. Students will not be allowed to leave school property without written permission. If the parents desire the student to walk home or to their place of business, parents/guardians must come into the office and fill out the proper form.**
- 6. Paper, candy, gum chewing, and note passing is not permitted.**
- 7. Toys, games, dolls, etc. are allowed only with teacher permission.**
- 8. Portable audio equipment is permitted only by teacher request.**
- 9. Pocket knives, matches, lighters, toy weapons, weapons and other sharp or dangerous objects are not allowed. Carrying these items to school can result in immediate student suspension, expulsion is possible.**

10. Tobacco products, alcohol, and drugs (other than medicine that is turned into the office) are not to be brought to school. Students found with this type of substance will be subject to detention, immediate suspension from school or possible expulsion.
12. Food, snacks, and soft drinks will be eaten only in designated areas and times.
13. Any form of a racial/sexual slur or comments/joking or foul language (determined by the principal) is an automatic suspension of grades 3rd- 12th. Parents will be required to immediately pick up their child. Grades K4 - 2nd will have their parents informed of our no tolerance policy, warning issued first time.
14. Any student, grades 3rd-12th, who physically threatens, assaults or engages in a verbal or physical fight with another student will automatically be dismissed that day. If called, parents/guardians will be required to pick up the student immediately. Grades K4- 2nd will be issued a warning.

Dress Code/Uniform Guidelines for Living Water Christian School

Living Water Christian School adheres to a specific dress code in order to foster an academic atmosphere free from concern and stress of competitive dress. We believe the dress code will help to increase the self-respect of students collectively and individually. A consistent dress code provides more time for parents, school staff, and students to focus on more essential activities. A student's appearance should give the impression that formal learning is taking place. All children will wear the designated school uniform unless otherwise specified by the administration for special events and/or activities. Any student not in the proper uniform will wait in the office until the parents are called and the proper uniform brought to the school.

***Please remember that student dress code rules apply to all school functions.
Adjustments to

this policy may be made by the School Administration.

Living Water has two authorized companies for the purchase of school uniforms:

1. Queensboro Shirt Company in Wilmington, NC. www.Queensboro.com/lwcschool
 - *This site will take you directly to the school site.
 - *All items purchased must have one of the following school logo's on them.
 - a. ABC logo
 - b. Warriors logo
2. Prep Sportswear online: www.prepsportswear.com
 - *Once you enter the site - Click the state "North Carolina", then select the city "Jacksonville"
 - *Click on the block "Team Stores" (This is important - Team Stores)
 - *Click on "L" or Living Water Warriors. -
 - *You are now ready to select your items you need
 - *Any items purchased at Prep Sportswear must have logos with a "LW" or Living Water logo or design only. It can not have just a "W" only and just say "Warriors".
 - *No Indian logos from Prep Sportswear can be on any uniform item.
3. T-Shirts L.W.C.S. T-Shirts purchased at the school may be worn as follows:
 - *K4-2: Monday-Friday
 - *3-12: Friday *only*

***Students who are participating in a school sport may wear their LW or LWCS athletic shirt/Jersey to school the day of the event.**

4. *Uniform Shirts:* K4-12

***Only the traditional Carolina blue Polo or Oxford shirt (Long or short sleeve) purchased outside of the already established companies may be worn without a L.W.C.S. logo. However, they must be Carolina blue and of the correct uniform style. If in doubt, please ask the principal.**

***Any colored Shirt purchased from *Queensboro* or *Prep Sportswear* provided it has the accepted school logo (See item #'s 1,2).**

Grades 6-12: *Extremely light or see through colored shirts may not be worn. See the principal before purchasing.

***All dress shirts must have buttons.**

5. *Turtlenecks:* K4-12

Colors: Carolina blue or white *only

***Can be worn on cool days under jumpers, uniform shirts and L.W.C.S. T-Shirts only. They cannot be worn alone.**

6. *Outer garments for inside the classrooms:* K4-12

***Solid Navy blue uniform sweaters (Pullover, V-neck, cardigan, sleeveless)**

***Any colored Queensboro or Prep Sportswear sweater/sweatshirt with the established school logos (see item #'s 1,2).**

7. *Outer wear for Outside the classrooms:* K4-12

***Cannot bear sports' logo, bold advertisement, written statements, cartoon characters, etc. which brings discredit upon L.W.C.S. as a Christian school. This final decision is made by the administration.**

PLEASE LABEL ALL OUTER GARMENTS WITH FIRST & LAST NAMES

8. *Pants:*

***K4-5: Navy Blue only**

***6-12: Navy Blue or khaki (Not white or faded to look like white)**

***9-12: With the teacher's authorization (determined at the end of each Thursday) may wear nice blue jeans on Fridays. Jeans may not be faded, tattered, torn or have logos/writings.**

***PE pants may have the name "warrior" on them**

***Pants may not be worn baggy or too tight (administration determines)**

***Pants may not be patched**

9. *Socks:*

***Must be visible**

***Colors: Plain white, Navy blue, black**

10. *Shorts:*

***K4-5: Navy blue only**

***6-12: Navy blue or khaki**

***Knee length (No shorter than 2 inches above the knee)**

***Shorts from *Prep Sportswear* may have school logos (See paragraph 1 and 2 above)**

***Cheer shorts may NOT be worn**

11. Belts:

- *Colors: Black, brown, Navy blue
- *May not have spikes, brads
- *K4-2: Not required to wear belts
- *3-12: Must have a belt on at all times.

12. Shoes:

- *Extreme colors are not authorized (administration determines)
- *No lights or rollers on shoes
- *Full shoes are required (No sandals, flip-flops, or open toed or opened heels)
- *No boots
- *Heels- No more than 1 ½ inches
- *Shoes must be properly velco'd, tied, zipped at all times

13. Leotards:

- *Colors: Tan, white or navy blue only

14. Sweaters/Sweatshirts: K4-12

- *K4-8: Navy Blue only -see paragraph 1 & 2 above
- *9-12: Navy blue or any colored Queensboro or Prep Sportswear sweater/sweatshirt with the established school logos (see item #'s 1,2).

15. Jumpers/Skirts:

- *Colors: Navy blue or the blue red plaid

16. Ties:

- *Colors: If a tie is worn, Solid Navy blue

*No sleeveless or V-neck garments are authorized to be worn.

*No back packs or book bags with wheels (They chip the ceramic floors)

*****Parents are also asked to please respect the school's dress codes when attending school functions themselves. *Shorts must come down to the top of the knee and sleeveless shirts may not be worn in the school buildings or school functions.**

The school cannot possible address every issue or article of clothing. The school will at times render a decision you may not agree with. The Administrator will address and make final decisions on any such differences in opinion. However, we may not agree on every issue, but we can support the decision made by the administration. *If in doubt, please call the school office .*

These established polices are directed at providing guidelines to foster a learning environment for the students. They are never directed at any one culture, person or ethnic group.

17. Hair:

BOYS:

- *Hair should be neat, clean, and reasonably styled. Boys' hair must not be longer

than the collar and out of the eyes. Extreme styles are not permitted (Administration determines).

*Boys are not authorized to have a ponytail/ pigtail.

*Colored/streaked hair is permitted, however it cannot be extreme (Check with principal first or the student may not be permitted to return to school until corrected).

*Must be clean-shaven.

GIRLS:

*Items worn in the hair may not be distracting from the uniform, hanging in their faces or extreme in number. (Administration determines)

*Colored or streaked hair is permitted, however it cannot be extreme (Check with Principal first or student may not be permitted to return to school until corrected).

*Hair should be neat, clean and reasonably styled. Extreme styles are not permitted.

(Administration determines).

18. Jewelry, make up, tattoos:

***Boys:**

- a. Earrings are not permitted at school or at school functions.
- b. A cross on a chain may be worn inside the shirt.
- c. Watches are permitted
- d. Allowed one (1) ring on each hand.
- e. No fingernail polish or visible body piercing is allowed.
- f. No tattoos or rub on tattoos are permitted.

***Girls:**

- a. Jewelry must be tasteful and complimentary to the uniform.
- b. Earrings may not exceed one (1) inch in diameter.
- c. K4-8 may only have one (1) earring in each lower lobe and one (1) ring on each hand.
- d. Grades 9-12 may have two (2) earrings per ear and two rings on each hand.
- e. No visible body piercing is allowed.
- f. K4-5 is not allowed to wear makeup.
6-12 may wear modest makeup and should not be applied in the classroom.
- g. K4-8 may wear only clear polish -Not to be applied during school.
9-12 may wear only one colored nail polish at a time. No black or near black polish is allowed.
- h. No tattoos or rub on tattoos are permitted.

19. All clothing should be worn appropriately; i.e. Oxford shirts with collars that button down shall be buttoned at all times. Shirts and blouses are to be tucked in, with a belt at all times. Long sleeve shirts will be rolled down and buttoned at all times.

20. All clothing will be in good repair and sized to fit each child properly. Uniform will be cleaned and pressed daily.

STUDENT CORRECTIVE ACTION

Detention Halls

Detention hall is a method of school enforced discipline for students who have violated school rules and in some cases for students who violate a teacher's request. Detention Hall is normally is a 30-minute period from 3:00 to 3:30 PM held every Tuesday. Principal's Detention is on Saturday from 9:00 AM to 10:00 AM in the school uniform. Failure to wear the school uniform will result in the detention being rescheduled. Students will be given a letter for the parents to sign noting the scheduled detention hall. Failure to appear for detention hall without a previously approved excuse will result in an automatic second detention. The fifth detention will result in a one- (1) day suspension from school.

Suspension

Students can be suspended for 1-10 days. The Principal will contact parents and appropriate arrangements will be made regarding suspensions. Students may receive zeroes for any classes missed while in suspension. Suspensions have a tremendous effect on academic average and should be avoided at all cost. Suspensions of more than 5 days will be reviewed by a board member or Administrator. Children may be suspended if the Parents/Guardians do not cooperate with the Staff/Faculty or Board.

Expulsion

A student may be expelled from school if they or their parents are found to be out of cooperation and harmony with the rules and policies of the school. Decisions in these matters are the full responsibility of the Administrator or Board. Students expelled by the Administrator may be reviewed by the School Board by request of the Parent/Guardian through the Administrator within 48 hours. The Board will make the final decision. Affected teachers, parents, and students may be allowed to present statements or appear before the Board considering this action. All statements and request must be made through the School Administrator. Expelled or suspended students may not be on school property while school is in session and may not attend school sponsored extra-curricular events., on or off campus.

Corrective Discipline

When other methods of disciplinary action have not been effective or a student has been openly disrespectful or disobedient to a teacher, or intentionally abusive to another student, corrective discipline may be administered.

TARDY POLICIES

All students are required to be punctual and regular in attendance. Any child who arrives at school and is not seated at 8:05 AM is considered tardy. Excessive tardiness is disruptive to the entire class and should be avoided. In case of a tardy, we request that a Parent/Guardian send a signed note of explanation with the student or come into the office and sign in the student. Students who have a constant tardiness problem may be subject to detention assignments. The accumulation of each three (3) unexcused tardies will result in one (1) unexcused

absence. See absence policies for policy on the number of permissive days students are allowed to miss during the school year.

ABSENCE POLICIES

Classification of Absence:

Excused Absence

The following reasons are valid for an excused absence:

1. Student illness or injury.
2. Emergencies such as an accident or car trouble.
3. Serious illness or death in immediate family.
4. Weather or road conditions making travel dangerous.
5. Medical appointments that cannot be scheduled otherwise.

State Law requires those students who leave the school before 12:00 PM be considered absent for the entire day. Excused absences will be granted only upon receipt of a signed parental note describing one of the reasons listed above. Students will be allowed to make up work missed during excused absences according to the Teacher's Handbook (not to exceed one day for every excused absence). A total of 20 absences (excused and unexcused together) will be the maximum allowed during a given school year. Every three unexcused tardies will result and be counted as one (1) unexcused absence.

Unexcused Absence

1. An unexcused absence from school is when a student is absent without the knowledge of the parent or returns to school without a signed statement from the parent indicating his/her absence was valid as listed under excused absences.
2. In the event of an unexcused absence other than an unexcused absence given for 3 unexcused tardies, a zero may be given for any work missed during the unexcused absence. All work that is allowed to be made up will receive a grade no higher than a 75. Tests will receive a 100 %.
3. A student who fails to bring a signed parental note that contains a reason for his/her absence will be given an "unexcused" absence for the time period missed. At the end of the grading period, the zeros for missed work during his absence will remain and be averaged in with the other grades.

Pre-planned Absences

Note: All preplanned absences must be approved by the administration.

- 1. If a student knows they are going to be absent from classes, they must bring a written parental note from home to the office stating the requested reason and length of the absence. This will allow time for the teacher to prepare work so those students do not fall behind in their studies.**
- 2. Preplanned administrative approved absences are not vacation days and may not be used as such. These absences are set up to assist parents and students who may be involved with activities at their church or youth group or on trips in which their parents want them to be involved in during the school year. Example: The mother graduates from college and desires the child at the ceremony.**
- 3. Preplanned administrative approved absences will be considered the same as an excused absence. A total of 20 absences is allowed for the school year.**
- 4. For the student's benefit, we encourage parents not to request a preplanned absence for a child who is not maintaining at least a "C" average in each subject.**

PARENT GRIEVANCES

If complaints arise, the principles and procedures of Matthew 18 are to be employed by everyone involved. It is the School Administration's policy to resolve all difficult matters with the parent/guardian and Pastor.

Principles

Privacy (Matt. 18:15)

Difficulties are always compounded when we include those who were not directly involved in a problem. Care must be taken to keep the circle of involvement as small as possible.

Direct Information (Matt. 18:16)

Communication is never 100% accurate; therefore, we must not draw conclusions based on second-hand information, regardless of the reliability of the source. Draw conclusions only upon what you have personally witnessed or that of which you have personal knowledge.

Resolution (Gal. 6:1)

Restoration of relationships and resolution of the problem must motivate all we do.

A Spirit of Gentleness

The attitude with which we approach people is of utmost importance.

Looking to Yourselves

Self-examination must always precede any attempt to correct a problem. Check your motives and your attitudes before any action is taken. All grievances should be submitted in writing to the School Administration and School Board.

**"And all thy children shall be taught of the Lord,
and great shall be the peace of they children." Isaiah 54:13**