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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 it 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 the Lord is the beginning of both knowledge and wisdom (Proverbs 9:10). 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 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 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 Christian 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; Hebrew 7:25; Ephesians 1:20,21; John 6:44; II 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. (II Thessalonians 4:16,17; Romans 8:23; Titus 2:13; I 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, we will be eternally punished. (John 1:7; Genesis 3:1-9; Revelation 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 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 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 parent to educate and train their children in the way they should go. It is our aim to assist parents in their God-given assignment by opening the minds of 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 appreciate 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

ADMISSION POLICY

Both applicant and parents must be willing to abide by the policies and regulations of the school. The Student Handbook cannot possibly cover every issue that may occur. The Administrator's decisions made for issues not covered in this handbook are final. We may not agree on every issue, but we are asking you to support any decisions made.

The selection of students is based on the following:

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

Living Water Christian School admits students of any race, color, national or ethnic origin to all 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 or 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. Completed Application Form
 - b. Signed Statement of Cooperation
 - c. Signed Financial Contract
 - d. Signed Authorization for Emergency Care Form
 - e. Immunization Record . . . State requirements:
 - 5 - DTP (after 4th birthday)
 - 4 - OPV (one after 4th birthday)
 - 2 - MMR (one after 4th birthday)
 - 3 - Hepatitis "B" (if born after July 1, 1994)
 - 4 - Haemophilus influenzae type B (HIB)
 - 1 - Varicella (if born on or after April 1, 2001)
 - 1 - Tetanus/Diphtheria/Pertussis (Tdap)
*12 years old on or after August 1, 2009
 - 1 - T/Dap booster (6th graders)
 - f. Physical
 - g. Paid Fees: Registration, Material, Book, Locker
 - h. Recent Picture of the student
 - I. Birth Certificate (original with seal)
 - j. Social Security Card
2. **A separate Application Packet is required for the K4 Program (obtained in the 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/interim reports are issued to parents/guardians who registered the student. Court/Custody 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, as well as be in cooperation with all school policies. Re-enrollment for the next school year will normally be held 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 ten (10) days will require the student to 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 operationg cost of the school. Our school, with the cooperation of faculty, staff, students and parents conducts an annual fund-raising event. We require all parents to participate. All gifts are fully tax deductible and are used to enhance the educational programs and facilities of 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 student's education. Thank you in advance for your support.

GENERAL 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. However, it is best for parents to leave their students with the teacher as quickly as possible (no later than 8:00 A.M. daily). 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 A.M. to 2:40 P.M. Extended Morning Care is provided for those parents who need to arrive with their children before 7:40 A.M. Children shall be escorted to the Morning Care worker and checked in before parent departs. Extended After Care is provided for those parents who cannot pick up their children by 3:00 P.M. See the Extended Care Application Form for prices and times. Students are required to be picked up by 3:00 P.M., or they will automatically be enrolled in Extended After Care and parents will be charged accordingly. Students enrolled in after school programs/clubs should be picked up on time, or they will be enrolled in Extended Care, also.

School Office Hours

The school office hours are 7:30 A.M. to 3:30 P.M. every school day. Summer hours vary and will be posted. When coming to the school for any reason, please check in at the school office located in the main entrances. Visitors are allowed in the classrooms during the day with permission granted through the school office. *In order to obtain a visitor's pass, the authorized pick-up card must be presented and applied to attending field trips as well.* Lunches, homework, books, etc. can be left at the school office to be delivered to the classroom. School phones are business and ministry phones and may be used by students in emergency situations with permission from the office staff.

Campus Visitation

All parents and visitors must register with the school office personnel to receive a visitor's pass before proceeding to any campus area. *In order to obtain a visitor's pass, the authorized pick-up card must be presented.* The visitor's pass is to be displayed on the top shoulder at all times. Parents should be out of the classroom when the 8:00 A.M. bell rings if they have not checked in with the office. *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/lockers without office permission after 3:00 P.M. Violation of this policy could result in detention. If they leave their books or homework in their classrooms, parents must come to the office, whereby the office will escort the student to their classroom/locker. We feel this is a good policy; please support us in this area.

**Parents/Visitors are required to dress modestly and appropriately in accordance with school standard while on campus or attending school functions. (See Dress Code/Uniform Guidelines p. 18)*

Classroom Discipline

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

1. Students are not to talk without permission
2. Students are not to leave their seat without permission

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

1. A warning by the teacher
2. Teacher issued consequences
3. Parent called
4. Parent/Teacher conference
5. Principal visit/Principal & Parent Conference

Classroom Parties

Seasonal parties are acceptable when planned by the teacher and approved by the principal. Celebration of a birthday is permitted. However, treats will be shared during lunch or break time only. Traditional party items such as balloons, favors, party hats, cutting of cakes, etc. is not permitted. Cookies or cupcakes are acceptable treats for birthdays.

**All treats must be store bought. If you want to send in treats for a birthday, please give the teacher 2-3 days notice so arrangements can be made for students with special dietary limitations. Please do not send in any treats with nuts or peanut butter. Thank you for your cooperation.*

On Premises Walking

When dropping off students, please ensure that they walk directly (straight) to the sidewalk and are inside the building before you depart. Students dropped off before 7:40 A.M. must be escorted to Extended Morning Care and signed in. *No exceptions.* Safety is our primary concern.

Student Dismissal

It is school policy that all students are picked up from their classrooms during normal pick up. Please enter the main entrance of your child's building and wait for the 2:40 P.M. bell. Once the bell rings, you may proceed to your child's classroom. We ask that students not check out early unless there is an appointment. When picking up your child, please do not attempt to conference with the teacher or enter the classroom. During dismissal teachers need to monitor students and check pick-up cards. If you need to speak with the teacher, a conference time can be arranged through the office, and if you have questions, please speak with the principal.

**The authorized pick-up card must be presented daily before any school personnel will release a student. This applies to Extended Care as well.*

Lunch Procedures

1. Parents/Visitors must check into the office and receive a visitor's 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. The parent should then make arrangements to have the lunch arrive by 11:15 A.M.

Off Premises Walking, Biking, Driving

Parents must come to the office and sign a School Release Form which will allow your student, with your permission, to walk, bike or drive from school. Students will not be allowed to walk, bike or drive from school grounds without the proper release form. Parents need to be aware that the school campus is a busy place with many vehicles coming and going. With the exception of high school students (9th-12th), students who walk or ride a bike will be released at 3:00 P.M. and must sign out in the office. Students who drive must use the utmost safety to continue this privilege.

Lost and Found

It is the responsibility of the parents and students to keep up with books, clothing, lunch boxes etc. The school will not assume responsibility if something is lost. Often items are turned into the office. When they are not labeled with a student's name, it is difficult to return them to the owner. When items accumulate they are given to charitable organizations. Please label your child's jackets, sweaters, sweatshirts, etc. Inexpensive iron-on labels are suggested.

Extended Morning and After School Care

Extended Morning Care and Extended After School Care is available for Living Water Christian School students only, grades kindergarten-12th. Morning Care begins at 6:45 A.M. until 7:40 A.M. After School Care is available from 3:00 P.M. to 5:45 P.M. The Extended Care program will operate on the school calendar. Extended Care is available on a monthly basis during the school year only. Students arriving before 7:40 A.M. must go to Morning Care. Students not picked up by 3:00 P.M. or immediately following an after school program/cub will automatically go to After School Care and the parents charged accordingly. Parents are required to sign their children into and out of any Extended Care program.

MEDICAL GUIDELINES

Any student that is ill or with a fever (100 or higher) must be kept home. If a student becomes ill during school hours, the student will be removed from the classroom while the parent or other designated person is notified to pick up the student. When it is necessary for students to take prescribed medication, a signed permission form must be filled out in the office regarding the type of medication, the dosage and the length of time the medication is to be administered. The medication must be in the original container with the prescription and times on it. This form can be obtained in the school office only. Students are not permitted to keep any medications, prescribed or over-the-counter, in their possession or in lockers/bookbags while on school grounds. *It should be noted that the school staff cannot administer any medications to students without the proper release form filled out by parent and physician.* When possible, administer medications prior to the start of the day. If your student is not well enough to go outside at recess, the parent should keep the student home from school. The school does not have the staff to supervise the student separate from his/her class.

Health Information

It is 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 forms (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 attending 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. Please do not attempt to call the school as this ties up our phone lines. Whenever possible, we will post closings or delays on our website: www.lwcs.net

***Living Water Christian School will always follow Onslow County Schools on the *first day's* decision to CLOSE or DELAY.**

***After the first day's decision (closed or delayed) listen or watch for "Living Water Christian School is CLOSED or DELAYED." If Living Water Christian School is not posted, then we are open for classes.**

***One (1) hour delay: School begins at 9:00 A.M.**

***Two (2) hour delay: School begins at 10:00 A.M. etc.**

***If school is canceled early during school hours, it is important that the parents/guardians come as quickly as possible to pick-up their children. If we cannot reach you, the school will call the emergency pick-up personnel. Please inform your emergency pick-up personnel of their responsibilities. If they refuse to come, the school must call local authorities in emergency situations. It is vital that your contact numbers as well as your emergency personnel's contact numbers are kept updated at all times.**

EXTENDED CARE FOR EMERGENCY CLOSINGS & DELAYS

When school is delayed in the morning, **there will be no Extended Morning Care available.** When school is dismissed early because of weather or any other emergency, **there will be no Extended After School 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, then Living Water Christian School which normally dismisses at 2:40 P.M. would close at 1:40 P.M. Students should then be picked up no later than 2:00 P.M. If the media announces that Onslow County Schools are on a one (1) hour delay, then Living Water which normally begins at 8:00 A.M. would then begin at 9:00 A.M. Please make sure that your contact numbers and emergency contact numbers are kept updated at all times.

ACADEMIC INFORMATION

Honor roll is listed each grading period. There are two (2) honor rolls that may be achieved:

Principal's List: Students achieving all A's in all subjects for the grading quarter
Honor Roll: Students achieving all A's & B's in all subjects for the grading quarter

Students involved in Living Water Christian School Warriors Sports Program must maintain an overall "C" average.

Interim/Progress Reports

Interim reports will be issued every midpoint of the reporting period in order to keep parents informed of satisfactory and unsatisfactory school work. K4-1st grade will not receive the first progress report. Parents/Guardians are to sign the interim report and return it the next school day.

Report Cards

Report Cards will be issued every nine (9) weeks for Kindergarten through 12th grade. The report card will indicate academic progress according to the student's academic performance, conduct and attendance. 1st-12th grade parents may keep the report after signing the envelope and returning the envelope on the next school day.

**All Kindergarten report cards must be signed and returned the next school day. They do not have envelopes.*

Grade Scale

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

<u>Grades 1-12</u>		<u>K4</u>		<u>K5</u>	
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				

Parent Conferences

Parent-Teacher conferencing is the most effective method of reporting to parents their child's achievement, growth and recommendations for improvement. New parents to L.W.C.S. will be given opportunity to schedule a conference within the first four (4) weeks of school. Mid-year conferences will be scheduled for all students who are struggling academically. Parents/Guardians or teachers may request other conferences as needed.

Standardized Tests

Standardized tests are an important facet of the Living Water Christian School program for appraisal and evaluation. Each spring, achievement tests are administered to all students enrolled in 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 consists primarily upon Abeka and Bob Jones. A.C.E. (Accelerated Christian Education) is implemented in the upper grades.

STUDENT HOMEWORK

The purpose of homework is:

1. to reinforce what has been taught
2. To convey to the teachers they have successfully communicated the material to the students
3. To enable the student to know they have a good understanding of what was taught
4. To help the student learn responsibility for doing assignments properly and on time

Failure to complete homework will affect grading and/or disciplinary action. It is the responsibility of the student and parent to obtain class assignments or homework during absences. A maximum of one day for every excused absence will be granted to make up assignments. Makeup work is ready for pick up in the office at 3:30 P.M. Parents should call the office if there are concerns. Teachers may take one (1) point off homework/tests/quizzes when name and/or proper heading is not presented (grades 3-12).

K4-1st Written Homework: Homework is not normally given in these grades.

2nd-4th Written Homework:

Blue Notes will be sent home each Friday reflecting missed homework for the week.

Each Blue Note equals one (1) offense. The following actions are to be taken regarding neglect of homework during each nine (9) weeks.

- | | |
|-------------------------|---|
| 1 st offense | Warning, missing work due next school day |
| 2 nd offense | Teacher issued consequence, missing work due next school day |
| 3 rd offense | Parent call, missing work due next school day |
| 4 th offense | Parent/Teacher/Student conference, missing work due next school day |
| 5 th offense | Principal/Parent/Teacher/Student conference, missing work due next school day |
- *Principal will determine consequence at 5th offense

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

*Detention is an option for not doing homework.

5th-12th Written Homework

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

A *Blue Note* will be issued every Friday reflecting missing, late or incomplete assignments for the week. The Blue Note is to be signed by a parent/guardian and returned to the teacher on the next school day. Parent/Guardian will be notified if the Blue Note is not returned via the interim report, report card or by option of the teacher a note or phone call.

***Homework is assessed according to the following:**

1. turned in on time
2. neat and in established form
3. completion of the assignment with 70% accuracy

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

~100% if assignment is on time, neat and in established form, complete with 70% accuracy

~85% if turned in next school day and is neat and in established form, complete with 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%.

6-12 grade students that continue to miss homework assignments will simply receive 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 is effective and parents will be notified.

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

Each Blue Note equals one (1) offense. The following actions are to be taken regarding neglect of homework during each nine (9) weeks.

:

1 st offense	Warning, missing work due next school day
2 nd offense	Teacher issued consequence, missing work due next school day
3 rd offense	Parent call or Parent/Teacher/Student conference, missing work due next school day
4 th offense	Principal/Parent/Teacher/Student conference, missing work due next school day

*Principal will determine consequence at 4th offense. Detention and/or 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 missed assignments. Students who receive in-house suspension will be able to take tests/quizzes during the suspension.

STUDENT BEHAVIOR

Student 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 behavior or statement denotes that he/she prefers a philosophy of life opposed to that of the Bible should seek another institution of learning where he/she may exercise his/her choice of philosophy. The extreme change 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 participating in alcohol, drugs, tobacco, or involved in any immoral behavior will be subject to immediate suspension or expulsion from the school. Students who comment, even in a jesting manner regarding their participation in these areas are subject to suspension or expulsion from the school. Re-admittance will be reviewed after counseling has occurred involving 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 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 holding hands or other outward signs of physical affection between our young men and women. This is not to say that we discourage social contacts between our students, but we desire those contacts to be wholesome, uplifting and glorifying to our Lord. Students who violate these policies 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 toward the testimony or reputation of the school or does not align with the school's mission may be subject to suspension or expulsion for their action. They may also be refused admission for the following year. This behavior would extend also to media integrity including internet.

Expected Behavior

- 1. Students will act in a cooperative and respectful manner in their interactions with fellow classmates and those in position of authority. Students will respond to those in authority with "Yes, Ma'am/Sir" or "No, Ma'am/Sir."**
- 2. Students will not be involved in disruptive behavior such as talking back, stealing, cheating, lying, fighting, foul language, throwing things, etc. Good posture should always be maintained (feet on floor, hands on lap or desk).**
- 3. Students will be in assigned areas at all times with a pass or note from the teacher stating otherwise.**

4. **Students will respect the property of others and the school/teacher's property. If willful damage occurs, parents will be responsible for the cost of repair or replacement.**
5. **Chewing gum is not permitted. Passing notes is not permitted.**
6. **Toys, games, dolls, etc. must be in line with the school's standard in content/theme and with the permission of the teacher. Audio equipment/electronics are permitted with the principal's permission only. All items must be in line with the school's standard in theme/content.**
7. **Cell phones brought to school must be kept in the student's locker or book bag while on campus during school hours or if a student is in Morning Care or After-School Care. Cell phones are to remain OFF.**
8. **Texting devices are not permitted.**
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 suspension.**
10. **Tobacco products, alcohol, and drugs (other than prescription medicine turned into the office) are not permitted in school. Students found with these types of substances will be subject to suspension or possible expulsion from school.**
11. **Food, snacks, drinks will be consumed during designated times and areas only.**
12. **Note: Living Water Christian School has a "No Tolerance Policy" for any form of a racial or sexual slur/comment/joking or foul language as determined by the principal.
~Consequences for the above is an automatic suspension for grades 3-12 and parents will be required to immediately pick up their student from school. Grades K4-2 will have their parents informed of this policy and receive a warning the first time.
~Continuation of this behavior could result in expulsion.**
13. **Any student who, grades 3-12, who physically threatens, assaults or engages in a physical or verbal fight with another student will automatically be dismissed that day. If called, parents will be required to pick up their student immediately. Grades K4-2 will be issued a warning and parents notified. Continued aggressive behavior may result in expulsion.**

Dress Code/Uniform Guidelines for Living Water Christian School

Revised October 13, 2010

Living Water Christian School adheres to a specific dress code in order to foster an academic atmosphere free from concerns and stress of competitive dress. We believe the dress code will help 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 students need to 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 parent is called and the proper uniform is brought to school.

***Please note that student dress code rules apply to *all school functions*. Any time an L.W.C.S. student is on campus or attending any school event, on or off campus, must dress modestly and appropriately in theme according to school standard. Adjustments to dress code/uniform guidelines can be made at any time by the administration.

Living Water Christian School has two (2) authorized companies for the purchase of school uniforms. Both companies can be viewed by visiting www.lwcs.net and accessing the uniform page. You will then be able to place your orders for school uniforms.

- 1. Queensboro Shirt Company:** www.queensboro.com/s/lwcschool
*All items purchased must have one of the following school logos on them:
~ABC Logo ~Living Water Warriors Logo
- 2. Prep Sportswear:** www.prepsportswear.com
*Any items purchased at Prep Sportswear must have logos with "LW" or "Living Water" logos. Items cannot just have a "W" or just say "Warriors." Items must be identified as LW or Living Water.
- 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
- 4. UNIFORM SHIRTS:** K4-12
*Only traditional Carolina blue Polo or Oxford shirts (long or short sleeves) may be worn *without* one of the school logos on it. If in doubt, ask the principal.
*Any color Polo or Oxford shirt purchased from Queensboro or Prep Sportswear can be worn provided it has one of the established school logos on it. (see # 1 and 2).
*Grades 6-12 may not wear extremely light color or see-through shirts.
*All shirts must have buttons and be tucked in properly.
- 5. TURTLENECKS:** k4-12
*Colors: Carolina blue or white only
*Can be worn on cold days under jumpers, uniform shirts and L.W.C.S. T-shirts
*CANNOT be worn alone
- 6. OUTER GARMENTS FOR INSIDE THE CLASSROOMS:** K4-12
*Solid Navy blue uniform sweaters (pullover, vest, cardigan, v-neck)
*Queensboro or Prep Sportswear with school logo sweaters, or *zip up* sweatshirts (must be worn open)
*Hoodies may not be worn inside the classroom. Hoodies do not allow teachers to observe a uniform shirt and belt is worn.

7. OUTER WEAR FOR OUTSIDE THE CLASSROOM: K4-12

***Cannot bear sports' logos, bold advertisements, written statements, cartoon characters, etc. which brings discredit upon Living Water as a Christian School. Decisions made by principal are final.**

8. PANTS:

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

***6-12th: Navy blue or khaki (not white or faded to look white)**

***9-12 With the teacher's authorization, high school students may wear nice jeans on Fridays with an L.W.C.S. T-shirt. Jeans may be black or blue, cannot have holes, stressed areas, faded areas, torn, ragged on the bottom, have writings/logos/designs or be too tight or too baggy. They must be worn with a belt.**

***P.E. pants will be established by the P.E. teacher.**

***Uniform pants cannot be too tight, or too baggy or worn too low off the hips. They may not be torn/patched.**

***All pants must be fit appropriately.**

9. SHORTS:

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

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

***Knee-length**

***Cannot be too tight or too baggy and may not be torn or patched.**

***All shorts must be worn appropriately.**

***P.E. shorts will be established by the P.E. teacher.**

10. SKIRTS & JUMPERS:

***K4-5th: Navy blue or blue & red plaid**

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

***Cannot be shorter than knee-length**

11. BELTS:

***Colors: Solid black, brown, Navy blue**

***Cannot have spikes, brads, designs, writings**

***K4-2nd are not required to wear belts**

***3-12th must wear a belt at all times**

12. SOCKS:

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

***Must be visible that socks are worn?**

13. TIGHTS:

***Colors: White, Tan/Natural or Navy blue only**

14. SHOES:

***No lights, sound or rollers**

***Full shoes required (no sandals, flip-flops or open toe or open heel shoes)**

***Heels cannot be more than one 1/2 inch high**

***No boots**

***Shoes must be worn properly (tied, zipped, velcro etc.) at all times**

15. **TIES:**

*Colors: Solid Navy blue only

NOTE: *No sleeveless or V-neck shirts are to be worn

*No back packs/book bag with wheels. They chip the ceramic floors.

17. **HAIR:**

BOYS:

*Neat, clean and reasonably styled. Must be no longer than the shirt collar and must be out of the eyes. Extreme styles (spiking, Mohawks, shaved head, long, etc.)

*Boys are not authorized to have pony tails/pig tails/dread locks/braids etc.

*Colored/Streaked hair is permitted but cannot be extreme.

*In the case of extreme coloring or styles, students will not be able to return to school until corrected. Principal will determine, so please check it out before styling or coloring.

GIRLS:

*Neat, clean and reasonably styled

*Items worn in hair may not distract from the uniform, hanging in the face or be extreme in number.

*Hair must remain out of the eyes. Extreme styles (spiking, Mohawks, shaved head, etc.) are not permitted.

*Colored or streaked hair is permitted but cannot be extreme.

*In the case of extreme coloring or styles, students will not be able to return to school until corrected. Principal will determine, so please check it out before styling or coloring.

18. **JEWELRY:**

BOYS:

*Earrings are not permitted at school or school functions (on or off campus)

*A cross with a chain may be worn

*Watches are permitted

*One (1) ring on each hand

*No fingernail polish or body piercing at school or school activities (on or off campus)

*Tattoos or rub on tattoos are not permitted.

GIRLS:

*Must be tasteful and complimentary to the uniform

*Earrings must not exceed 1 inch in diameter

*K4-8th may have only one (1) earring in each lower lobe and one (1) ring on each hand

*Grades 9-12 may have two (2) earrings per ear and two (2) rings on each hand

*No visible body piercing at school or school functions (on or off campus)

*K4-5th is not permitted to wear makeup . . . 6-12 may wear modest makeup and cannot be applied in the classroom.

*K4-8th may wear clear nail polish.

*9-12th may wear color nail polish (no black or near black colors allowed)

*Tattoos or rub on tattoos are not permitted

NOTE:

*All clothing is to be worn properly when students arrive at school. Shirts are to be tucked in at all times, long sleeved shirts buttoned and not rolled up and all shirts buttoned properly at all times.

*All clothing must be in good repair, clean, pressed and sized to fit each student properly.

PARENTS: Please respect the school's dress code when on campus or attending school functions. Clothing must be modest and appropriate in theme according to school standard. Shorts must be knee length and all tops must have a sleeve and not be low-cut.

NOTE: The school cannot possibly address every issue or article of clothing. The school will at times render a decision you may not agree with. The administration will address and make final decisions on any such differences in opinion. Although we may not agree on every issue, we can agree to support the decisions made by the administration. If in doubt, please call the school office. These established policies 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.

STUDENT CORRECTIVE ACTION

Detention

Detention 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 is normally a thirty (3) minute period from 3:00 P.M. to 3:30 P.M. and is held every Tuesday. Principal's Detention is on Saturdays, 9:00 A.M. to 10:00 A.M. in the school uniform. **Failure to wear the school uniform will result in the detention being reschedule.** Students will be given a letter for a parent to sign noting the scheduled detention. Failure to appear for the detention without a previously approved excuse will result in an automatic second detention. Repeated detention may result in suspension.

Suspension

Students can be suspended for 1-10 days. It can be an in-school suspension or an out-of-school suspension. The principal will contact the parents and appropriate arrangements will be made regarding suspensions. Students may receive zeros for any classes missed while in suspension. Suspensions have a tremendous effect on academic averages and should be avoided at all cost. Suspensions of more than five (5) days will be reviewed by the Administrator or Board Member. Suspended students may not be on school property while school is in session and may not attend school-sponsored events on or off campus. Students may be suspended if Parents/Guardians do not cooperate with the Staff/Faculty or School 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 Living Water Christian School. Decisions in these matters are the full responsibility of the Principal, Administrator or Board. Students expelled by the Principal or Administrator may be reviewed by the School Board by request of the Parents/Guardians in writing through the Principal or Administrator within forty-eight (48) hours. The Board will make the final decision. Affected teachers, parents and students may be permitted to present statements or appear before the Board considering this action. All statements and requests must be made through the School Administrator. Expelled students may not be on school property while school is in session and may not attend school-sponsored 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 or in direct violation of the school mission, corrective discipline may be administered.

TARDY POLICIES

All students are required to be punctual and regular in attendance. Any student who arrives at school and is not seated at 8:05 A.M. 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 come to the office and sign in the student. Students who are continually tardy may be subject to detention. The accumulation of three (3) unexcused tardies will result in one (1) unexcused absence. See “Absence Policies” concerning the number of days students are allowed to miss during a school year.

ABSENCE POLICIES

Classification of Absences

***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 the immediate family
4. Weather or road conditions making travel dangerous
5. Medical appointments that cannot be scheduled otherwise
6. Religious purpose

State Law requires those students who leave before 12:00 (noon) be considered absent for the entire day. Excused absences will be granted only upon receipt of a signed parental/guardian note describing one of the reasons listed above. Students will be allowed to make up work during excused absences, not to exceed one (1) day for every excused day of absence.

***Kindergarten –8th Grade**: Twenty (20) days, excused and unexcused combined, is the maximum allowed absences during a given school year.

***High School, 9-12**: Eight (8) absences are permitted per one (1) semester course. Sixteen (16) absences are permitted for a two (2) semester course. Students exceeding the allowed absences, excused and unexcused combined, may not receive credit for that course. Attendance is kept for each course.

***Unexcused Absence**

1. An unexcused absence from school is issued when a student is absent without the knowledge of the parent or returns to school without a signed statement from the parent indicating the validity of the absence listed under “Excused Absence.”
2. In the event of an unexcused absence, other than an unexcused absence given for three (3) unexcused tardies, a zero may be given for any work missed during the unexcused absence.
3. A student who fails to bring a signed parental note that contains reasons for the absence will be given an “unexcused” absence. All work that is allowed to be made up will receive a grade no higher than 75%. Tests and quizzes will be given full credit.

4. Parents are to provide a note to the office within three (3) school days following the student's return. The note should include:
 - a. Student's name
 - b. Date of the absence
 - c. Reason fully explaining the absence
 - d. Parent signature

***Preplanned Absences**

1. If a student knows they are going to be absent from class, they must bring a written parental note to the office stating the reason and length of the absence they are requesting. This will allow time for the teacher to prepare work so the student does not fall behind in their studies. Please note that preplanned absences may not be considered excused.
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 trips in which their parents want them to be involved in during the school year. Example: Mother graduates from college and desires the child at the ceremony.
3. Preplanned administrative approved absences will be considered as an excused absence. Note: A total of twenty (20) excused and unexcused absences are permitted for the school year.
4. For the student's benefit, we encourage parents not to request preplanned absences for a student 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.

Privacy (Matthew 18:15)

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

Direct Information (Matthew 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 (Galatians 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 Yourself

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 thy children.”*

Isaiah 54:13