



Lansing Christian Elementary School

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Lansing, Michigan 48911
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www.lansingchristianschool.org

Welcome!

Dear Parents,

The preschool, kindergarten and elementary school years are special! There is so much for your child to learn, so many new concepts to explore in God's marvelous creation.

Our faculty members will provide a broad and enriching experience for your child. They will provide opportunities for concrete and abstract hands-on learning. In addition to the basic skill development, specialists in the areas of music, art, library, computers, and physical education will teach your child the skills of each discipline. Our Learning Center is available, should your child have special learning needs. Enrichment opportunities will encourage your child to expand his/her special abilities.

Bible class, weekly chapel services, and Monday morning praise and worship are only a part of the spiritual emphasis at our school. Classroom devotional times build a supportive Christian community where students and teachers can share their joys and needs. Our teachers help children understand that God is the center of our life, the Bible is His instructions on living a God honoring life and that all the things we do should glorify Him.

Each year is packed with exciting and enriching activities. There are field trips, assemblies, service projects, plays, programs, open houses, and much more. We enjoy having parents involved as an integral part of the learning experience. Please be involved at our school.

Exciting things are happening each day at Lansing Christian Elementary School. We would love to serve your family in any way possible. Please keep our school and staff in your prayers as we serve our Lord. We hope your family will experience God's blessing through Lansing Christian where we celebrate Christ's love and student success.

Best regards,

Barb Floria, Principal
Lansing Christian Elementary School

Academic Calendar 2009-2010

September 8	First day of school
June 10	Last day of school
June 11	Teacher work day

Vacations

November 25-27	Thanksgiving break
December 18	½ Day-11:30 AM dismissal; Christmas Break
January 4	School Resumes
April 5 - April 9	Spring Break
May 31	Memorial Day

Additional Days Off

October 30	Records Day
November 2	Parent/Teacher Conferences 12:00pm-8:00pm
January 18	M.L. King Day
January 29	Records Day
February 12 - 15	President's Day
April 2	Good Friday

Half Days

December 18	Dismiss at 11:30 - start of Christmas Break
March 16	Dismiss at 11:30; Parent/Teacher Conferences 4-8pm

Additional Dates

September 22	Elementary Parent Night 6:45pm
October 1 & 2	School Pictures
October 9	Fall Festival
October 23	Grandparent's Day
October 30	End of First Quarter
November 3	Parent/Teacher Conferences 5:00pm-8:00pm
January 29	Teacher Inservice
February 11	End of Second Quarter & 1 st Semester
March 18	Pastor's Breakfast
March 30	End of Third Quarter
April 16	Kindergarten Round-Up
June 9	Kindergarten Celebration

**Lansing Christian Elementary
Faculty/Staff
2009-2010**

Jen Brooks	Fifth Grade
Mary Carpenter	First Grade
Jennifer Cronin	Art Education
Mike DeLano	Fifth Grade
Marcia Dyksen	Third Grade
Sheila Dykstra	Resource Room
Sheryl Eytcheson	Fourth Grade
Barb Floria	Principal
Cammy Granger	Secretary
Lori Hansen	Preschool
Joan Harmon	Technology/Library
Marilyn Herwaldt	Kindergarten
Betsy Jackson	First Grade
Karen Keyser	Gifted and Talented
Carol Linton	Second Grade
Phyllis Naberhuis	Kindergarten Aide
Joanie Noble	Fourth Grade
Judy Person	Kindergarten
Joanna Provencal	Music Education
Peggy Riffle	Preschool Aide
Maggie Tilden	Preschool
Cheryl VandeHaar	Music Education
Joel VandeKopple	Physical Education
Starr Velasquez	Spanish
Carrie Verfaillie	Third Grade
Luann Willemin	Secretary
Jena Williams	Physical Education

Philosophy & Statement of Faith

Lansing Christian School Mission Statement

Recognizing God as the source of all truth, wisdom and knowledge, Lansing Christian School partners with Christian parents to educate children to the full extent of their God-given abilities. We engage students in an academically challenging environment that fosters spiritual, intellectual, social, and physical growth. We equip students to exalt God and follow Christ in all of life.

Adopted: 9/23/00

Educational Philosophy

God is a personal and infinite being, the Creator and sustainer of all things. By His own deliberate choice and for His pleasure and fellowship, God created man, giving him the capacity to know and to respond to God and to live and enjoy a meaningful life. God further provided for success in every area of man's need—spiritually, mentally, socially, emotionally and physically. Man fell from his original state by willful disobedience into a state of total depravity and is destined for eternal separation from God in hell. However, in God's perfect plan and by His grace, God has provided eternal salvation through the death, burial and resurrection of His Son, Jesus Christ. When man receives Jesus by faith as his personal Lord and Savior, he becomes a new creature in Christ and is assured of spending eternity with God in heaven.

God is Truth. God the Father is the source of all truth; God the Son is the manifestation of truth; God the Spirit is the interpreter of truth. God has endowed man with the capacity and responsibility to learn truth through both physical and spiritual means. Truth is revealed to man in a general way through creation and more specifically through the living and written Word of God. The Holy Spirit indwells each believer, teaching and guiding him to discern truth from error. Lansing Christian School believes, therefore, that Christian education centers in the Person of Christ and revelation of God in the Bible, which is the integrating factor around which all subject matter is correlated, arranged, and judged.

The goal of Christian education is to develop the student's ability to see all areas of life from a Christian world-and-life view. The desire of Lansing Christian School is to assist Christian young people in acquiring an internal moral code of behavior based upon the Bible, which is our sole and final authority for faith and practice and creative Christian Life in society. All areas of curriculum shall be consistent with the inerrant Word of God and shall be designed to train the whole child.

Statement of Faith

1. We believe Bible to be the inspired, the only infallible, authoritative Word of God.
2. We believe that there is one God, the source, support, and end on all things and that He eternally exists in three persons: Father, Son, and Holy Spirit.
3. We believe in the Deity of our Lord Jesus Christ; in His virgin birth; in His sinless life; in His miracles; in His vicarious and atoning death through His shed blood; in His bodily resurrection; in His ascension to the right hand of the Father; and, in His personal return in power and glory.
4. We believe that for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely essential.
5. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.
6. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
7. We believe in the spiritual unity of believers unto our Lord Jesus Christ.

Application of the Philosophy

A Lansing Christian Student Will Be:

Spiritual:

- Consistently apply a Biblical world and life view
- Grow in knowledge and obedience to scripture
- Know Jesus Christ as personal Savior and Lord

Knowledgeable:

- Acquire, integrate, and use critical information
- Master the skills necessary for academic success

Self Disciplined:

- Use Christian values to establish priorities
- Set goals to achieve highest potential
- Monitor and evaluate progress
- Assume responsibility for learning, attitudes, and actions
- Demonstrate respect for authority and peers

A Collaborative Contributor:

- Participate effectively in group settings

A Complex Thinker:

- Identify, access, integrate, and use multiple resources
- Make decisions and solve complex problems by thinking critically and creatively

An Involved Citizen:

- Contribute time, energy, resources, and talents toward improving the quality of life in a local community and the world

A Quality Producer and Performer:

- Create products which reflect originality and high standards

An Effective Communicator:

- Read, write, listen, speak, view, and present effectively

A Physically-Fit Individual:

- Present one's body as a holy, healthy temple with which to serve the living God

Attendance

General Information

Regular attendance is important to a child's success in school. It helps establish good work habits and responsibility.

All absences are to be verified by a call to the office by the parent or guardian prior to 9:00 AM on the day of the absence. This includes all absences due to medical and dental appointments. Students who are dismissed from school early must sign out at the office.

If a student is more than one hour late in the morning or leaves more than one hour early, the student's record will reflect a half-day absence.

Excused absences:

1. Illness
2. Funerals
3. Doctor/dental appointments
4. Pre-authorized absence (*approved by the principal*)

Extended Family Vacations

Parents are strongly urged to plan trips and vacations when school is not in session. When this is not possible, parents should send a notice to the secretary or principal *at least two weeks prior to the trip*. Lengthy trips that cause the student to miss class time are not encouraged.

It will be the student's responsibility, with the assistance of his/her parents, to make arrangements with the teacher for any missed assignments and to complete all assignments *upon his/her return to school*. The student is to complete all assignments within the same manner of days as the length of the vacation.

Students who miss an unannounced test during their absence will take the test when all missed work is completed and within the same number of days missed due to the vacation.

In fairness to the teacher's planning time, exceptions will be made to this policy at the teacher's discretion.

Family Death or Terminal Illness

In the case of a family emergency such as death, terminal illness, or similar traumatic situation that may affect the student's attendance, emotional well being, and/or level of concentration, please notify the office immediately.

Illness During the School Day

If a student becomes ill during the school day, he/she should notify the classroom teacher. Appropriate arrangements will be made with the office for the student's care and/or parent pick-up.

Make-up Work Due to Illness

Students have an obligation to complete assignments missed during illness or unexpected absence from school. In order to encourage responsibility in our students, we expect them, with their parents' help, to contact their teacher to secure missed assignments. Students are guaranteed one school day to make up their work for each day absent from school. Additional time may be given at the discretion of the teacher.

In cases of prolonged absence due to illness, the student's teacher should be called so that necessary arrangements can be made to have assignments picked up. At the request of the parents, the teacher will collect assignments for a student who is absent two or more days. Parents must call by 9:00 AM on the day the homework is needed in order to allow the teacher adequate time to assemble the assignments. Parents may pick up the assignments after 3:00 PM on the day requested.

Parents/guardians of suspended students may pick up homework in the elementary office after 3:00 PM on the second day of suspension.

Tardiness

School start time is 7:55 AM each day. Opening classes begin at 8:00 AM. Students who arrive at school after 8:00 AM will be considered tardy. Students arriving late should report to the office to get a tardy slip before going to the classroom. Tardies due to family emergencies or other circumstances deemed acceptable by the principal will be excused. Tardiness due to reasons such as oversleeping, baby-sitting, etc. will not ordinarily be overlooked. Habitual tardiness may result in disciplinary action.

Absences and Extra-Curricular Activities

If a student is absent from school, he/she may not attend any after school or extra-curricular activities scheduled for that day or evening.

Daily Procedures

Arrival

Students should arrive at school between 7:45 AM and 8:00 AM. After exiting vehicles, students will head for the commons area (**playground use is prohibited due to no LCS supervision**). Students should:

1. sit and quietly talk, work, etc.
2. stay in commons area; get teacher permission if they need to leave
3. not enter the school before 7:30 AM
4. report to the office first if arriving after 8:00 AM

Daily Schedule

7:55	Arrival bell
8:00	Tardy bell
Mid-morning	K-5 Break (varies)
11:00	K - 1 st grade lunch
11:30	K - 1 st grade recess; 2 nd - 3 rd grade lunch
12:00	1 st - 2 nd grade recess ends; 2 nd - 3 rd grade recess; 4 th - 5 th lunch
12:30	2 nd - 3 rd grade recess ends; 4 th - 5 th grade recess begins
1:00	4 th - 5 th grade recess ends
3:00	K - 5 th grade school dismissal
3:30	Faculty/staff dismissal

Dismissal

Dismissal bells ring at 3:00 PM. Students should:

1. not leave classroom until dismissed by teacher
2. go straight to ride home (playground use is prohibited due to no LCS supervision).
3. follow hallway procedures
4. use sidewalks at all times

Lunch

For kindergarten through 5th grade, the school allows for a thirty minute lunch period and a thirty minute recess period. Lansing Christian Elementary School does offer a hot lunch program. Look for more information about this program is in this handbook. While at lunch, students need to:

1. wait quietly in serving line
2. get permission to get up from your lunch table
3. clean up after yourself
4. use quiet voices
5. use appropriate table manners

Snacks

Snack time will be offered at the discretion of each classroom teacher for grades K-5. Children must bring their own snacks from home, as the school does not provide them. Think healthy. Here are some suggestions for treats:

Apples	Bananas	Muffins	Dates
Dried apples	Pita bread	Real fruit juices	Fruit pieces
Granola	Milk	Nuts	Oranges
Pretzels	Raisins	Peanuts	Sunflower seeds
Pumpkin seeds	Gold fish crackers	Vegetables w/dip	Cheese cubes
String cheese	Crackers	Yogurt	Rice cakes
Carrots	Celery	Healthy cookies	Pudding

Dress Code

All Students

Students should be clean, neat, modest, and well-groomed when coming to school. Jeans are permitted.

The school administration will make decisions regarding what is appropriate dress for school, *but the following items are not appropriate:*

- Halter tops
- Off the shoulder, spaghetti strap shirts
- Tube-tank tops
- Shorts, skirts or dresses of indiscreet length (when standing, skirts should be no more than 2 inches above the top of the kneecap)

- Hats/caps and sunglasses inside the building during school hours (boys and girls)
- Sleeveless shirts for boys
- Half shirts; shirts that show wearer's midriff
- Clothing promoting drugs, alcohol, symbols of Satanism, any (secular) music group, or gangs
- Clothing that is ripped or has holes
- Strapless or see-through attire
- Pants worn below the waist
- Outdoor jackets or coats - unless rooms are cold in winter

If a student comes dressed inappropriately, the office will provide a t-shirt for your child to wear.

Personal Hygiene

Personal grooming of each student should be in accord with the standards of the dress code—clean and neat. Students are expected to maintain good hygiene throughout the day.

Health Care Policies and Resources:

Children and staff hand washing - Hand washing must be done at the sink using soap and water. Hands should be washed before handling food/eating, after using the toilet, or when dirty.

Handling children's bodily fluids - Staff must wear plastic gloves when cleaning up bodily fluids. Custodians will be called to use the proper solutions to clean up the area.

Cleaning and sanitizing of all equipment, toys and other surfaces - This should be done on a regular basis (quarterly) using the appropriate solutions.

Controlling infection, including universal precautions - Please refer to the chart below.

Disease	Incubation Period	Communicable Period
Chicken Pox	10-21 days, average 14-16 days	5 days before rash to 5 days after rash
Influenza	24-72 hours	1 day before onset of symptoms to about 7 days from first symptoms
Measles (rubeola-red)	8-13 days, average 10 days	4 days prior to rash to 4 days after
German Measles	14-21 days, ave. 16-18 days	7 days prior to rash to 7 days after
Mumps	2-3 weeks, ave. 18 days	Most contagious 48 hours before swelling and 5-9 days after
Scarlet Fever	2-5 days	Variable
Strep Throat	1-7 days, ave. 2-4 days	Variable - if not treated, weeks
Impetigo	4-10 days	As long as pus filled lesions drain
Scabies	possibly weeks before itching	Until mites and eggs are destroyed
Pink Eye	27-72 hours	Until under medical care and Drainage has cleared
Lice	6-10 days	Until all eggs and lice are destroyed
Fifth Disease	4-20 days	3-5 days prior to rash

Health resources: Ingham County HD/Red Cross, etc.

Health Requirements

Health Requirements

The Health Department can exclude students from school if they do not have an immunization record with the following minimal doses:

Chicken Pox*	Vaccination
DPT, DT, or Td*	
Diphtheria, Tetanus, Pertussis	Minimum of 4 doses
Polio	Minimum of 3 doses
Measles/Rubella/Mumps**	Minimum of 2 doses (one dose after 15 months of age)

*All students will need to show evidence of a booster dose of diphtheria and tetanus vaccine if it has been ten years since the last dose was administered.

**A history of having measles and/or mumps/or chicken pox will be accepted only if confirmed by a physician and submitted in writing at the time of enrollment. A history of rubella will be accepted only if confirmed by laboratory evidence of rubella immunity and submitted in writing at the time of enrollment.

Note: Parents may request in writing a medical or religious exemption from immunization requirements (form available in the office). The school's principal will then seek to obtain the consent of the director of the Health Department to recognize the exemption.

Health Services

Our students also receive special health services through the Health Department. These services include vision and hearing screening. Watch for announcement of screening days.

Medication

To assure your child's safety and to protect against errors, the Ingham County Health Department has advised us of the proper procedure for the dispensing of medications. Please read these carefully and take the necessary steps for the situation that may apply to your child.

1. No Aspirin/Tylenol will be supplied by the school. If you feel that your child will need these medications, it is your responsibility to provide them. The appropriate container is to be labeled with the student's name and accompanied by a signed "Medication Contract" (available in the office). The medicine will be kept in the office and administered by the school secretary. Thanks for your help in this area.
2. Emergency medications for allergic reactions will be kept by the classroom teacher and a "Medication Contract" must accompany the medication.

3. Daily medications such as Ritalin will be dispensed only in the office.

Illness

Children are together for several hours a day in rather close proximity to one another, and that means they are exposed to a host of disease-causing organisms. In the school setting it is easy for illness to spread rapidly through a class. Therefore, it is very important that we work together to reduce the chances that our children will become ill.

The following is a list of signs and symptoms that would indicate your child is probably ill and should be kept at home:

1. **Fever.** Since the normal body temperature is 98.6° orally, any temperature higher than this reading is an indicator that you may have an infection. A fever may be at its lowest first thing in the morning and rise throughout the day, so be sure that your child is completely well before sending him/her back to school.
2. **Rash.** Keep your child at home unless the rash has been positively identified as an allergic rash (such as poison ivy). A rash may be a sign of any number of highly contagious diseases.
3. **Vomiting.** Well children do not vomit. After a bout of vomiting, your child should remain home until they can keep down clear liquids and a light meal.
4. **Runny nose.** A nose that runs clear liquid may simply be allergies. A child's nose that runs colored drainage should be considered a sign of infection; the child should be kept home until it clears.
5. **Cough.** A persistent cough, particularly deep, should be considered contagious and the child should be kept home.
6. **Sore Throat.** If a sore throat is accompanied by a fever, cough, runny nose, or persists for more than a day or two, your child should be kept home.
7. **Reddened eyes.** A child with thick drainage from the eyes, particularly if the white of the eye is reddened, should be kept home until medical treatment has begun.
(Wendy Sellers, R.N.)

General Information

Accreditation

LCS is accredited in the state of Michigan through the Michigan Non-Public Schools Accrediting Association (MNSAA), a division of the Michigan Association of Non-Public Schools (MANS). Every 7 years LCS conducts a yearlong self study to review and ensure compliance with MNSAA standards. Standards from MNSAA include state teacher certification, minimum number of school days and instructional hours, as well as compliance with local and state health and safety requirements, to name a few. The Curriculum Council reviews the report annually submitted to the accrediting commission. LCS has been accredited by MANS since 1995. We are also accredited by North Central Association.

Allergies

In the event that a student with allergies to certain foods or other items becomes clear, the school may ask parents to refrain from sending certain foods, food products, or other items to their child's specific classroom. This request would only be made if a serious health threat exists and would be based clearly upon the well being of the student affected with the allergic condition. Your support of this is deeply appreciated.

Art Education

Students in grades K-5th will receive one hour of art education per week.

Athletics

Boys and girls intramural basketball are offered for 5th graders only. Other grade-level intramural sports programs may be offered depending upon the interest of the parent volunteers.

Association Meeting

LCS parents are members in good standing of the LCS Association. The Association meets twice yearly (November and May) to receive updates on the operations and programs of the school to elect officers and to approve the budget proposed by the administration. Parents are strongly urged to be in regular attendance at these meetings

Birthdays

When your child has a birthday, treats may be sent or brought to class; however, please refrain from distributing party invitations at school.

Birthday Book Program

Children are invited to donate a book to the library in recognition of their birthday.

Bullying/Harassment Policy

Providing a safe school environment for our students is of utmost importance for Lansing Christian School. Harassment is a violation of the law as well as contrary to Christ-like behavior. To harass or intimidate another student or staff member based on gender, race, ethnic group, physical appearance or disability neither is not acceptable behavior nor tolerated at LCS. Any such harassment should be reported to a teacher, principal, or any staff member immediately. An investigation and appropriate consequences will follow. Documentation of the event and investigation must be submitted to the appropriate principal who will maintain an ongoing record.

Bullying is one particular form of harassment that endangers school safety and can take many forms. Some examples of bullying behavior include, but are not limited to: name calling in any situation, pushing or shoving others, teasing, making fun of clothing or appearance. Children who bully are subject to the harassment policy. LCS will take a NO TOLERANCE stance on bullying.

Here are some proactive measures we will attempt to take as a school:

1. Communication of definition of bullying to parents, teachers, and staff
2. Parents must be informed and involved with follow-up on every ongoing occurrence of bullying
3. Consequences will occur if students are found bullying others
4. Encourage parents to dialogue with their children about not bullying classmates

Procedure and Consequences:

1. Talk with victim first
2. Talk with those committing the act of bullying
3. Document every occurrence of bullying
4. Communicate with parent and bring in the parent if needed; place student under a behavioral contract (if appropriate).
5. Refer student to principal
6. Appropriate consequence is applied (may include suspension or expulsion)

Communication

Effective communication between school and home is vital to the successful academic, social, emotional, and spiritual well being of students. The school will communicate often and by a variety of means in an effort to keep parents informed of the happenings at school and the growth of students.

The office newsletter will be sent home each Monday that we have school. Individual classrooms will also send home newsletters.

Candy Policy

1. With the exception of established parties - such as Christmas - candy is not served in the classroom or made available by students or teachers.
2. Candy is not used as a reward or motivator in the classroom.

Cell Phones

Students are not to bring cell phones in the classroom. They should be kept in their lockers and turned off, and used only with the teacher's permission

Chapel

The students attend chapel once a week. This generally involves group singing and a Bible-related lesson. There are often outside speakers from the community, films, puppet shows, and special music. Many times teachers will lead chapel. **Chapel is every Friday we have school at 10:30 AM: parents welcome!**

Code Red

This is an "all-school" lock down. Periodic code red drills are given to acquaint the students with proper procedure during times of emergency

Crisis Plan

LCS has a fully functional crisis plan in place. If you would like to peruse this plan, please stop in the office and ask one of the secretaries.

Dangerous Weapons Act

The Board of Education will not tolerate the possession of weapons by anyone while on school property or at a school-related event. Lansing Christian School will comply with Public Act 211, which prohibits students from possessing a firearm, dagger, dirk, stiletto, knife with a blade three inches or bigger, pocket knife opened by a mechanical device, iron bar, or brass knuckles or other devices designed to inflict bodily harm while in attendance at school or a school activity, or en route to or from school on a school bus. Disciplinary action will be taken if a student is found in violation of this policy.

Drop-off and Pick-up

Morning:

Students should be dropped-off at the curb near the elementary school entrance doors between 7:45 AM and 7:55 AM. Parents may park in the parking lot and walk their children to their class. To help our carpools run efficiently there is no parking in the carpool lanes before or after school.

Afternoon:

1. Parents will pull up in the carpool lane to wait for the students to be dismissed at 3:00.
2. Parents will place a name-card in the window of their vehicle to inform the Safety Patrol students when they have arrived.
3. Kindergarten parents pick up their children at the classrooms, they do not use the car pool lane
4. Students will remain in their classrooms until they hear their carpool name.
5. Office personnel will call carpool names to dismiss the students from class.
6. Parents should keep the carpool lane moving so that others are not forced to wait for them.

Parents may park in the parking lot if they wish to pick-up their children directly from the classroom at 3:00 when school is dismissed.

Electronics / Toys

Electronic items such as Gameboys®, ipods, CD players, tape decks, toys, etc. are not permitted to be used during the school day (8:00 AM - 3:00 PM). Electronic devices are not permitted on the playground at any time.

E-mail

E-mail is one way the office, teachers, and principal will use to communicate with parents. All families are encouraged to submit an active e-mail address at the beginning of the year. E-mail is also a convenient way to stay in constant communication with your child's teacher and principal.

Emergency Information

In the beginning of the school year, your child will take an information card home for you to fill out and return to the office. In case of an emergency, the card will be used to help us notify you. Please let us know of changes in address, phone number, work hours, etc., during the year

General Music Education

All students KED - 5th grade will receive 60 minutes of general music instruction per week.

Governance and Ends

The activities and procedures of LCS are governed by the board of Directors of LCS, elected annually to three-year terms by the Association. The Association is made of teachers, staff, parents and friends of LCS who endorse the LCS mission and belief statements. The Board is operated under the model of Policy Governance and has established Ends Policies (see the specific “ends policy” section of handbook). These Ends articulate the LCS community expectations of their students. It is our practice that every lesson and every activity ought to further or be tied to accomplishing these Ends.

The role of the Board of Directors is to hire the Superintendent and direct his/her activities through articulation of Ends Policies and Executive Limitations. In addition the board reviews and advises the Superintendent on the annual budget, but the Association makes the budget’s final approval as a whole at the annual May meeting. A third area of Board responsibility is articulating and accomplishing the vision and long-range planning for the school and community. The Board does not involve itself in daily operations of the school, but rather is the final arbiter of disputes within the community.

Home Schoolers Policy

Lansing Christian School welcomes the participation of home schoolers in its programs, with the following understandings:

1. Classes which home schoolers can attend are limited to activities that require groups, or special equipment, such as science, music, art, and physical education. Home schoolers cannot participate in high school athletics because of Michigan High School Athletic Association rules.
2. Admission requirements are the same as those for full-time students.
3. Enrollment will be on a first-come, first-served basis and availability of space in the classes, as determined by the Principal.
4. Availability will also be determined by the teacher input, the make-up of the class and extra time that may be necessitated on the teacher’s part.
5. Students must complete application, submit application with application fee and complete the interview/enrollment process.
6. The registration fee is \$75 per family.
7. Cost is \$500 per year block of classes at the elementary school and 1/7 of tuition per year per class at the secondary level.

The Superintendent may make exceptions to the above rulings.

Hot Lunch

Beginning in September and continuing through May, school lunches are sold daily at a cost of 2.50 per day. Students may bring sack lunches if they wish. Hot Lunch cards may be purchased in the office.

Leaving School

Students may be released early if a note is written by the parent explaining the reason and given to the classroom teacher. Please report to the office before picking up your child from the classroom. Students will not be released to people other than their legal guardians unless otherwise directed in writing by said legal guardians.

Students are not to walk off campus for any reason.

Library

Each class uses the library in a variety of ways. Books are checked out and should be returned on or before the due date. There is a limit of three books at a time, however, the children may return and check out books at any time on any day of the week.

If a book is overdue, in grades three through five, your child will be charged a fine of five cents per day until the book is returned. Report cards will be held until late fees are paid. If a book is lost or damaged, you will be asked to replace it.

Lost and Found

We have a lost and found box located in the lobby area by the gym.

Labeling your child's belongings will help with identification. You are welcome to come in at any time to check for your child's lost items. Unclaimed items will be donated to a worthy cause.

Lunches and Snacks

Children may bring their lunch and beverage every day from home or purchase a hot lunch. This should include a fruit that is to be eaten at morning break time. (See Milk, Hot Lunch and Candy/Snacks)

Milk

Milk is available for 50 cents. You may purchase milk through our hot lunch program.

Money

Please do not send money with your child unless it is designated for a project, fee, field trip, or lunch. It would be helpful if you would write a check for the amount to LCS, place the amount in a sealed envelope, and label it with your child's name and why it is being sent.

Newsletter

A weekly school e-letter is posted each week on the school website.

Parent Orientation

In the early fall, grade level information will be given to parents at Parent Night which will acquaint them with teachers, the curriculum, study expectations, and the student's surroundings.

Parent/Teacher Conferences

Conferences are held in the fall and the spring. This is an opportunity for parents and teachers to meet and discuss topics specific to their individual child's progress.

Parties and Birthdays

Classroom parties generally occur at Christmas, Valentine's Day, and the end of the year. When your child has a birthday, treats may be sent or brought to class. See "candy policy" and "special events" sections. Please do not distribute party invitations at school.

Personal Items

The school will not accept responsibility for the personal items of students. Any personal items that staff members judge to be unsafe or inappropriate for school will be confiscated and held in the office or remain in the possession of the staff member until the parents retrieve them.

Physical Education

All children will have at least 60 minutes of PE per week. Everyone is expected to participate, unless excused by a physician. Lansing Christian Elementary School will request that students have a separate pair of clean gym shoes for PE, which are to be kept at school. The shoes do not have to be new. No black soles. Please label your child's shoes.

Picture Person

K-5 students participate in the monthly art appreciation program. The program taught by parent volunteers is conducted in cooperation with the K-5 art curriculum.

Praise and Worship Time

P.A.W.s is a time of prayer and music each Monday at 8:15 AM. Parents are encouraged to attend.

Recess

Children have recess at least once a day. It is assumed that if children are well enough to be in school, they are well enough to go out for recess. Students must have a written medical excuse signed by a doctor to stay in from recess.

Referral Forms

They are available in the office. They may be used by parents as well as teachers to request additional testing or to bring a specific problem to our attention.

Report Cards and Grading

Report cards come home with the students four times a year after the close of each nine-week marking period. Each child is graded on his/her individual progress in each subject area.

Reporting Suspected Child Abuse

In accordance with state law and school policy, school staff is obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate the report of reasonable suspicion of child abuse be made. School staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

School Spirit

All students and parents and relatives are encouraged to have a gigantic amount of school spirit. It would be acceptable behavior to go to games, rallies, and just bring in treats for the staff on any given day...and occasionally yell out "Go Pilgrims!!!"

School Telephones

School telephones are reserved for the staff and parent use only. Exceptions will be made in the case of an emergency. Students are not to use school phones unless given permission by a member of the school staff.

School Supplies

A list of school supplies will be sent home at the end of every school year and again included in the summer packet. Students are expected to come to school each day prepared with their supplies. If you need help obtaining these supplies, please contact the office.

School Closing

In the event that our school is closed due to snow, icy conditions, etc. They will be notified before 6:00 AM if possible. We generally close when the Holt School District closes. The following radio and TV stations will be notified:

Radio

1110AM	88.1 FM	104.7 FM	99 FM
1240 AM	97.5 FM	100.7 FM	99.7 FM
96.7FM	101.7 FM	90 FM	

Television

WLNS-TV 6	FOX-47	WILX-TV 10	WLAJ-TV 53
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School Pictures

A variety of student picture packages will be available during the year. These are good for gifts and family enjoyment.

Snow Pants

Snow pants and warm jackets are recommended during the winter season.

Tardies

Please see the “Attendance” section.

Telephone Use

We will call to notify you if your child is ill or has no lunch. Students typically are not allowed to call for forgotten homework, library books, gym shoes, to arrange for friends to stay overnight, etc.

Testing

The Resource Room Teacher evaluates students (when referred by the teacher) in areas of reading, math, and language. Developmental testing may be used to insure proper primary grade placement when that is in question.

Textbooks

Textbooks on all levels are provided for each student. Covering textbooks are recommended.

Visitors

Please see “Parent Volunteer and Visitor Guidelines” section.

Volunteers

Please see “Parent Volunteer and Visitor Guidelines” Section.

Weapons

See “Dangerous Weapons Act”

Winter Boots

Winter boots are recommended for outdoor play during winter months. Students should refrain from wearing winter boots during the school day.

Winter Weather

During the winter season, if the temperature or wind chill is zero or below, children will remain inside.

Yearbook

An elementary school yearbook is available for a nominal fee. It is ordered at the time school pictures are taken in the fall and is listed as one of the package options. The yearbooks are distributed in the spring.

Ends Policy

Children of Christian parents will be intellectually developed, spiritually healthy, socially skilled, and physically fit followers of Jesus Christ who occupy their places worthily in their families, society, church and state. They will be educated at a cost sufficient to achieve desired results.

Lansing Christian students will be intellectually developed Christian individuals, appropriate for their age and ability, who:

1. Reach their academic and intellectual potential.
2. Meet the academic requirements of the LCS Curriculum, as accredited by the Michigan Association of Non-public Schools.
3. Integrate Christian Biblical perspectives into all academics and intellectual pursuits.
4. Assume responsibility for their academic progress.
5. Use critical thinking, creativity, logic, and common sense to effectively make decisions and solve problems.
6. Appreciate and participate in the visual and performing arts.

Lansing Christian students will be spiritually healthy Christian individuals, appropriate for their age, who

1. Possess a passion for prayer, Bible study, and applying Biblical truth in their lives.
2. Exhibit a well-developed moral conscience.
3. Seek God's will in all of their lives.
4. Express their faith in and relationship with Jesus Christ.
5. Respect denominational and theological differences, and celebrate the unity we have in Christ.
6. Are good stewards of Creation and all the gifts God has given us.
7. Actively participate and contribute in a community church.

Lansing Christian students will be socially skilled Christian individuals, appropriate for their age and ability, who

1. Exhibit appropriate emotional maturity and self-confidence.
2. Demonstrate a loving attitude in social interactions.
3. Know how to work in teams.
4. Have healthy relationships with their families.
5. Respect and honor fellow students and parents, teachers, and others in authority.

6. Choose friends who will encourage their Christian faith.
7. Respect racial and cultural differences.
8. Assume responsibility for their attitudes, actions and goals.
9. Participate as citizens in their state and society.

Lansing Christian students will be physically fit Christian individuals, appropriate for their age and ability, who

1. Regard their bodies as God's temple and use them to glorify Him.
2. Possess the desire and ability to maintain a healthy lifestyle.
3. Appreciate and participate in a variety of sports and other physical activities.

List of Publishers Used

Bible: Publisher - Christian Schools International; grades PS - 10

Each grade has a distinct name for their curriculum.

Language Arts K-5

Literature: Trade Books leveled “A” (Kinder) through “Z” (8th grade) This is a combination of fiction and non-fiction texts

Writing: Grammar and Skills: Great Source; Pub. Houghton Mifflin

Composition: 6+1 Traits of Writing

Spelling: Sitton

Phonics - LCS developed curriculum with teacher manuals from several sources

Note: Language Arts/English Language Arts is being studied starting in June. This will likely bring about some curriculum modifications.

Math: Every Day Math K-5, McGraw Hill/Wright Group

Science: Harcourt Brace, Science Anytime K-5

Social Studies:

Grade K-3 Nystrom (Geography, Maps, Civics, Economics)

Grade 4: Michigan, the World Around Us - MacMillan/McGraw Hill

Grade 5: History Alive - Teachers curriculum Institute

Homework Philosophy and Guidelines

Philosophy

The Lansing Christian Elementary School staff believes homework is a vital and necessary part of a student's school experience. Homework should accomplish the following objectives in each student:

- Expand the learning process
- Develop responsibility
- Foster organization
- Create independent workers

Guidelines

- Parents and students should expect homework each weekday evening according to suggestions below. Students in 4th and 5th grades are encouraged to utilize some type of planner to stay organized.
- Homework completion will be part of each student's grade.
- Clear directions will be provided.
- Homework will be administered with variety in mind.
- The quantity of homework will be within reason.

Suggested Homework Guidelines

Grade	Minutes per day	Days per week
Kindergarten	n/a	n/a
First	limited/flexible	limited/flexible
Second	limited/flexible	limited/flexible
Third	30	3
Fourth	35-45	4
Fifth	45-55	5

Special Events

Birthdays

Birthdays are a special time in everyone's life. At Lansing Christian Elementary School, we love to celebrate birthdays. However, please remember that school's first priority is to instruct the students. If you desire to send in a treat for the class, please check with the classroom teacher FIRST, before you send in the goods. PLEASE DO NOT send invitations with your child to school for the purpose of handing them out.

Class Celebrations

School wide class parties will be conducted for Thanksgiving, Christmas and Valentine's Day. Please contact the classroom teacher for more information. Some classrooms may have additional celebrations.

Field Trips

Throughout the year field trips are planned. You will be notified in advance of your child's field trip. We ask that parent helpers not bring younger children along on field trips.

Grandparent's Day

Grandparent's day is a time for us to honor our students' grandparents. You will receive information regarding this event prior to its occurrence.

Guidelines for Parent Volunteering

PLEASE get involved in our school!

It is important to us that you read and understand the following requests:

- When you volunteer at school and on school-sponsored events, you are a school REPRESENTATIVE. Please put the health and safety of the students first. Please also abide by all the instructions and directions the teacher gives.
- As a school representative, you have the authority and responsibility to handle situations that arise if the teacher is not available to handle it. Please remember you are acting as a representative, not individually. If a situation arises on the playground that requires discipline, please do so. **Do not use corporal punishment—only verbal intervention.** If the situation requires more, bring the offending student to the office.

Guidelines for Visitors

We love for you to visit our school! However, please follow these procedures to ensure the continued safety of your children:

- **All** guests must stop in the office and sign in no matter the shortness of the visit.
- **Sign out** before you leave the building.
- If you are taking your child out before dismissal, you must sign them out in the office before leaving.

**If you are picking up your child, you must stop in the office upon entering the building. The office will then call down your child and they can be signed out.

Student Code of Conduct

As a Christian school, our main concern is the spiritual and academic well being of each student. It is also our desire to help students grow as moral individuals who will be productive and godly in the adult world. To accomplish this, our expectations for each student is to have his/her conduct reflect the teaching of God's word. Our code of conduct is based on the following fundamental biblical principles:

A Separated Life-Romans 12:2

Good Testimony-I Thessalonians 4:12

Personal Responsibility-I Thessalonians 4:4

Respect for Authority-Hebrews 13:7,8

Disciplinary Process

The elementary team at Lansing Christian School is proud of its educational program and is committed to high expectations for each student. Learning proper conduct and exhibiting self-discipline are important parts of every child's success. Students are expected to take pride in using words and actions that are pleasing to God.

Every Lansing Christian Elementary School child is expected to be courteous, respectful, self-disciplined, honest and considerate of others.

In the classroom, the teacher may deal with student misbehavior in the following ways:

1. Verbal warning and corrective instruction
2. In-class writing assignment to help the child reflect on the misbehavior and how to correct it
3. "Time-out" away from the other students
4. Note or phone call home to parent
5. Child sent to the principal's office

In the event a child is sent to the office, misbehavior may be dealt with in the following ways:

1. Verbal warning and corrective instruction
2. Apology letter written and delivered to appropriate person(s)
3. Phone call home to parents
4. Time spent after school working
5. Parent/student/principal conference
6. Sustained removal from class (child may be sent home)
7. Suspension
8. Expulsion

Expulsion

Students who have been expelled may appeal the decision to the school board. Appeals must be done in writing and presented to the Board Chair. Students who are expelled may be re-admitted by the Superintendent if the following conditions are met:

1. one year has lapsed since the expulsion;
 2. there is documentation that the problem which caused the expulsion has been addressed and corrected;
 3. the appropriate principal recommends re-admittance.
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School Procedures/Expectations

Hallway

1. Move quietly at all times.
2. Walk at all times.
3. Stay to the right in the hallway.
4. Keep hands and objects to yourself.
5. Keep lockers/coat hooks area neat.

Restroom

1. Get permission first.
2. Use quiet voices.
3. Keep the area clean.
4. Report any problems immediately.

Lunchroom

1. Wait quietly in serving line.
2. Get permission to get up from your lunch table.
3. Clean up after yourself.
4. Use quiet voices.
5. Use appropriate table manners.

Arrival Time

1. Sit quietly in commons area.
2. If arriving after 8:00 AM, report to the office first.

Departure Time

1. Do not leave classroom until your teacher dismisses you.
2. Go straight to your bus or ride home (playground use is discouraged due to no supervision).
3. Follow hallway procedures.
4. Use sidewalks at all times.

Playground

1. Do not enter the woods.
2. Stay off the fence.
3. Stay away from the parking lot.
4. Play non-contact sports only.
5. The bars are for sitting on or hanging from your hands only.
6. Jump ropes are for jumping rope only.
7. Leave the dirt, wood chips, stones and snow on the ground.
8. Keep your hands, feet and unkind words to yourself.
9. Put toys away when you are done playing.
10. Swing set rules
11. No “underdogs”, “helicopters” or other unsafe behavior.
12. No climbing on swing set or support bars.
13. When other students are waiting, please give up your swing after 3 or 4 minutes.

Indoor Recess

1. Follow lifelong biblical guidelines.
2. Follow classroom rules for indoor recess.
3. No running.
4. No throwing objects.
5. Maintain a moderately quiet environment.