LANSING CHRISTIAN SCHOOL

Elementary Handbook

Kindergarten – Fifth Grade

"Lansing Christian School is committed to equipping young men and women to engage the world for Jesus Christ."

Accredited by Christian Schools International and Advanced. Updated 8-7-24

3405 BELLE CHASE WAY LANSING, MI 48911 | 517.882.5779
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, Spanish, and physical education will teach your child the skills of each discipline. Educational Support Services is available should your child have special learning needs.

Bible class, weekly chapel services and Tuesday 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 their 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, programs, and much more. We enjoy having parents involved as an integral part of the learning experience. We invite you to 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.

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Lansing Christian Elementary Faculty and Staff

Extension	Name	Title	Room Number
WELCOME DESK			
1660	Amy Davidson	Welcome Desk Receptionist	Lobby - Elem. Entrance
MAIN OFFICE/ADMINISTRATIVE STAFF			
1010	Dr. Jeremy Zajicek	Head of School	101
1021	Tammy Tyler	Executive Assistant to Head of School	102
1050	Michelle Boggs	Enrollment Coordinator	Remote Office
ACADEMIC SUPPORT & ENRICHMENT (ASE)			
1160	Natalie Leonard	Director of Academic Support & Enrichment (ASE)	116 / 401
4011	Katie Marl	ASE Elementary Paraprofessional	116
LIBRARY			
3071	AmberLynn Haubert	Elementary Librarian	307
NURSE			
5110	Amy Adams	Head Nurse (M, T, Thur)	office by girls locker room
5110	Becca Perelli	Staff Nurse (Friday)	N/A
5110	Katie VanDyke	Staff Nurse (Wednesday)	N/A
5110	Aimee Tegtmeier	Partnering Provider / Nurse Substitute	N/A
5110	Sara Beck	Nurse Substitute	N/A
		*nurse cell phone (#517-512-3214) is carried by all 3 when on duty	
ELEMENTARY OFFICE			
1210	Dr. Jean Prout	Elementary Principal	121
1190	Luann Willemin	Elementary Administrative Assistant	119

ELEMENTARY STAFF			
1120	Michelle Blundy	Preschool (4 year olds)	112
1100	Katelyn Heinlein	PreK Aide	112
1100	Stacy Suggate	Kindergarten	110
1100	Chloe Coleman	Kindergarten Aide (First Grade sometimes)	110/115
1140	Torye Banura	First Grade	115
2050	Carrie Belanger	Second Grade	205
2060	Hannah Franck	Third Grade	206
2110	Alyson Peterson	Third Grade	211
2100	Morgan Havey	Fourth Grade	210
2090	Milan Coleman	Fifth Grade	209
2080	Alaina Lambers	Fifth Grade	208
2120	Rochelle Kueppers	Elementary Art	212
2130	Justin Reid	Elementary Music	213
5070	Sara Russ	Elementary Physical Education	510
	Ryce Miller	Aftercare Director	113
	AmberLyn Haubert	Aftercare Aide	113

Mission, Vision and Philosophy

Vision

Lansing Christian School is committed to equipping young men and women to engage the world for Jesus Christ.

Mission

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 and intellectual, as well as, social and physical growth. We equip students to exalt God and follow Christ in all aspects of life. We call students to grow in maturity in Jesus Christ, being knowledgeable about our faith, standing firm in our convictions, living as servants within our community and being stewards of God's creation.

Philosophy

Education at Lansing Christian School is Christ-centered. It is based upon the infallible authority of the Bible as the written Word of God. We believe the Bible is uniquely valuable for the development of whole persons, and we prioritize its teachings in all academic pursuits (Jer. 33:3; Prov. 1:7; Prov. 2:6; 2 Tim. 3:15-17). At Lansing Christian School, we actively support Christian parents in their effort to lead their children in the nurture and admonition of the Lord by providing a strong liberal arts education which values critical thinking and is rooted in Scripture and historical Christian wisdom (Eph. 6:4; Prov. 18:15).

We believe God's design gives the home the primary responsibility for children's education, and we acknowledge that the school serves as an extension of that authority (Deut. 6:6-7; Prov. 22:6). The diligent Christian parent, as a member of the body of Christ, seeks family growth in faith and practice with regular involvement in a local Christian church whose creeds and practices align with the doctrinal statement and policies of Lansing Christian School (Acts 2:42; Rom. 12:5; Col. 3:16).

Therefore, in cooperation with the home and church, Lansing Christian School exists to equip students with spiritual wisdom, intellectual understanding, social virtues, and physical fitness, so that they, as children of God, may "occupy their places worthily in society, church, and state" (Article III, LCS Constitution).

At Lansing Christian School, we challenge and train students to examine broad aspects of human knowledge from a Biblical worldview, in order to provide them with an appropriate framework for determining what is true and pleasing in God's eyes (Rom. 12:2; Eph. 5:10; 2 Tim. 2:15).

We cultivate students to model the Fruit of the Spirit, exhibiting Christ-like character, integrity, and self-discipline (Gal. 5:22-23). As Christians, we strive to see and value each person as God does: uniquely created in His image and saved by His grace, regardless of denomination, class, sex, race, ethnicity, or other temporal characteristics (Gen. 1:27; 2 Cor. 5:17). We recognize the universality of sin, and embrace a unifying identity in Christ that transcends earthly divisions (Rom. 3:23; Gal. 3:28). In all aspects of our school community, a Biblical standard of behavior is expected and upheld (Col. 3:17; 1 Cor. 10:31; Eph. 6:7).

We arm students with knowledge that not only challenges the mind but also shapes the heart, preparing them to be disciples of Christ who worship God with reverence, thanksgiving, and a commitment to serve (Ps. 100:4-5; Josh. 24:15). We commit to helping them discover, develop, and employ their God-given talents for His glory and the benefit of others (Ps. 37:3; 1 Pet. 4:10-11; Rom. 12:6-8; Eph. 2:10).

Trusting in our Lord and Savior, Jesus Christ, we educate students in such a way "that they may set their hope in God" and be faithful to Him all the days of their lives (Ps. 78:7).

History and Doctrinal Statement

"That they might set their hope in God." – Psalm 78:7

Lansing Christian School was established in 1951 by a group of families who shared a desire for a school based on the infallible Word of God. They wanted an education that was vigorously academic and thoroughly Christian. The constitution they wrote, which still governs us today, states that our purpose is to provide instruction that aligns with our Doctrinal Statement and equips students, as children of God, to take their places worthily in society, church, and state. For 75 years, LCS has partnered with Christian parents to deliver that education.

Doctrinal Statement

- We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
- We believe that there is one God, the source, support, and end of all things, eternally existent in three persons; Father, Son, and Holy Spirit.
- 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.
- We believe that for salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential.
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
- 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.
- We believe in the spiritual unity of believers in our Lord Jesus Christ.

School-Wide Learner Goals

At LCS, our goal is for students to:

Demonstrate proficiency in foundational knowledge

LCS students demonstrate proficiency with the established curriculum across subject areas, applying and connecting ideas to make sense of complex concepts and problems from multiple perspectives.

Practice essential skills for learning

LCS students pursue academic excellence through practicing:

- Critical thinking
- Problem solving
- Creativity (idea generation)
- Thinking for innovation (acting on the idea to add value)
- Persistence/resilience

Pursue ongoing growth
LCS students are curious and recognize the value of lifelong learning.

Collaborate effectively
LCS students work together toward shared goals both in and out of the classroom.

Show empathy
LCS students seek to deeply understand the experiences, perspectives, and needs of others.

Recognize and communicate their role in God's story
With the support of teachers and families, LCS students discover and develop their God-given gifts and abilities and grow in areas of improvement as they live and learn in Christian Community.

Engage in creative service to meet the needs of the community
LCS students live lives of service and look for needs they can meet in the classroom, the school, the community, and beyond.

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 an email or call to the office by the parent or guardian prior to 9:00am on the day of the absence. This includes all absences due to medical and dental appointments. The preschool and daycare are required to submit a report to the Health Department each week, so the nature of the illness must be stated.

To report an absence, email lwillemin@lansingchristianschool.org or call 517-882-5779.

Students who are dismissed early from school must be signed out in the office by their parent or guardian.

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 encouraged 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 students 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 regarding missed assignments and to complete all assignments *upon his/her return to school.* The student is to complete all assignments within the same number of days as the length of the vacation.
Students who miss a test during their absence will take the test when all missed work is completed and within the same number of days missed.
In fairness to the teacher's planning time, exceptions may 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

Children are together for several hours a day in close proximity to one another, which means they are exposed to a host of disease-causing organisms. In the school setting it is easy for an 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 must be kept at home:

1. **Fever -** Since the normal body temperature is 98.6º orally, any temperature higher than 99º is an indicator that your child may have an infection. A fever may be at its lowest first thing in the morning and rise throughout the day. **Children are not to return to school until they are fever-free without medication for a minimum of 24 hours.**
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. **Children are not to return to school for a minimum of 24 hours after their last vomiting episode.**
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.)*

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.**

Make-up Work Due to Illness

Students have an obligation to complete assignments missed during an 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 contacted to make necessary arrangements to pick-up missed assignments. At the request of the parents, the teacher will collect assignments for a student who is absent one or more days. Parents must call by 11:00am on the day the homework is needed in order to allow the teacher adequate time to gather the assignments. Parents may pick up the assignments after 3:00pm on the day requested.

Tardy Policy

School start time is 8:00 am each day. Students who arrive in their classroom after 8:00am will be considered tardy. If arriving after 8:00am please sign in your child at the front desk. Students will be allowed six tardies each quarter. There will not be excused or unexcused tardies. **If a child is not in their classroom when the 8:00am bell rings then they will be marked tardy.** After three tardies, a notice will be sent home with the student. After six tardies, the parents will meet with the principal. Each quarter the tardy count begins at zero.

Daily Procedures K-5

Arrival

Students should be dropped-off at the curb near the elementary school entrance doors between 7:45am and 7:55am. Parents may park in the parking lot and walk their children into the building. To help our drop-off lane run efficiently there is no parking in the curbside lane before or after school. After exiting vehicles, students should put their things in their locker and enter their classroom.

Daily Schedule

7:55	Arrival Bell
8:00	Tardy Bell
Mid-morning	K-5 Break
11:15	4th – 5th Grade Recess

11:45	2nd – 3rd Grade Recess
12:25	K – 1st Grade Recess
3:00	Dismissal
3:30	Staff Dismissal

Dismissal (Dismissal bell rings at 3:00pm)

1. Parents will pull up in the curbside lane to wait for the students to be dismissed at 3:00pm
2. To better facilitate dismissal time, each family will receive a rearview mirror tag with a family identification number on it. This number will be used to identify families as they arrive in the pick- up lane. Family identification numbers will be entered into a computer, which will then appear as family names on a shared Google document in each classroom.
3. Students will remain in their classrooms until they see their name displayed.
4. Parents should keep the curbside 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 3:00pm when school is dismissed.
5. Students who are not picked up by 3:15pm will be sent to the elementary office and their parents contacted. Elementary-aged children are not permitted to wait in the commons for parent pick-up.

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 neat

Restroom

1. Get permission first
2. Use quiet voices
3. Keep the area clean
4. Report any problems to the elementary office 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 voice
5. Use appropriate table manners

Playground

1. The "Messy Materials Area" is the designated wooded area for play. Other areas of the woods and trails are off-limits during recess.
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. Follow swingset rules
    - No "underdogs", "helicopters" or other unsafe behavior
    - No climbing on swingset or support bars
    - When other students are waiting, please give up your swing after 3 or 4 minutes

Indoor Recess

1. Walk inside the classroom
2. No throwing objects (tossing balls, etc)
3. Maintain a moderately quiet environment

Lunch

For kindergarten through 5th grade, the school allows for a 30 minute lunch period and a thirty minute recess period. Lunch is available for purchase. Money may be added to your student's lunch account by dropping off a check in the Elementary office or can be added through Skyward.

Students may bring sack lunches if desired. Milk may be purchased through the Hot Lunch Program.

Student Allergies

We work diligently to protect students with food allergies from exposure to foods that may cause them harm. For this reason, certain classrooms may have food restrictions.

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

Dress Code

Dress Code for All Students

The purpose of a dress code at Lansing Christian School is to help teach students to dress in a way that honors God and others. We seek to affirm the image of God in one another and to equip students with the positive practice of dressing appropriately for different situations.

Some guiding principles when selecting clothing include:

- Dress in a manner that **affirms** that you are made in **God's image**.
- Dress in a manner that **demonstrates respect** for yourself and others.
- Dress in a manner **suitable for an academic environment**.

Some expectations that help cultivate a Christian community of dignity and respect are:

- Clothing should be neat, modest, and appropriate for yourself and for the situation.
- Clothing should promote a positive and God-honoring lifestyle.

Some expectations that align with an academic environment are:

- Clothing should support, not distract from, learning. Students at LCS engage in active learning at and away from their desks--working at the board, on the floor, standing at

tables, walking around the classroom, climbing stairs, wearing backpacks, and learning outdoors. Clothing should meet the dress code policy and expectations throughout.

- Clothing should be appropriate for one's biological sex.
- Shirts should cover the torso. Boys' shirts must have sleeves. Girls may wear tops with straps that are three-finger width.
- Skirts, dresses, and shorts should extend past finger-tip length when the arms are relaxed at the sides.
- Every Friday is Black & Gold day. Wearing LCS spiritwear is encouraged!

Some examples of clothing that distract from a Christian community of dignity and respect:

- Clothing promoting drugs, alcohol, or a non-Christian lifestyle.
- Clothing that promotes disrespect.

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 tops/dresses, tube tops
- Shorts, skirts or dresses of indiscreet length (when standing, skirts and shorts should reach a student's fingertips)
- 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, or gangs
- Clothing with pictures of skulls or bones
- Clothing that is ripped or has holes that show skin
- Strapless or see-through attire
- Pants worn below the waist
- Outdoor jackets or coats
- Non-natural hair coloring
- Facial piercings

If a student comes dressed inappropriately, the office will provide a t-shirt for your child to wear or call home for a change of clothes. The administration's interpretation and application of the policy is final. When students wear clothing outside of the expectations listed above they will have a conversation with a staff member and be asked to change. Parents will also be notified.

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 Requirements

Controlling Infection - Including Universal Precautions

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 weeks, average 16-18 days	7 days prior to rash to 7 days after
Mumps	2-3 weeks, average 18 days	Most contagious 48 hours before swelling and 5-9 days after
Scarlet Fever	2-5 days	variable

Strep Throat	1-7 days, average 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	24-72 hours	Until under medical care and drainage has cleared
Lice	6-10 days	Until all eggs and lice are destroyed
Fifths Disease	4-20 days	3-5 days prior to rash

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

Immunizations

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*	Vaccination
Polio	Minimum of 4 doses
Measles/Rubella/Mumps**	2 doses on or after 12 months of age
Hepatitis B	3 doses
Meningococcal	1 dose for children 11-18 years 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 a medical or religious exemption from immunization requirements from the Health Department. After meeting with a nurse from the Health Department, parents may return the signed form to the elementary office.

Health Forms

We are required by law to have your child's physical form on file by the first day of school. **You received a health form, which must be filled out, signed by a physician, and**

returned to LCS by the first day of daycare, preschool or K-5. It is also important that we have your child's immunization record on file. This form needs to be filled out only once while your child is enrolled in school.

Health Services

Our students receive special health services through the Health Department. These services include vision and hearing screenings. An announcement will be made prior to 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 carefully and take the necessary steps for the situation that may apply to your child.

The school will not dispense any medicine for student use without authorization of a doctor and parent. Click HERE for a copy of the medication contract.

Allergies

In the event that a student is diagnosed with allergies to certain foods or other items, 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 existed and would be based clearly upon the well-being of the student affected with the allergic condition. Your support of this is deeply appreciated.

Nut-free lunch tables are available for students with severe nut allergies.

General Information

Accident Procedure

In the case of a serious accident, the parents will be contacted immediately. Proper medical attention will be administered until the parent arrives to assess the situation. The emergency form will be our source for contacting parents or another designated adult in case of a serious accident. In life threatening situations 911 will be called.

Accreditation

We are accredited by AdvancEd and Christian Schools International.

After School Care

Students who remain at school after 3:00pm without adult supervision must participate in the after school care program. After school care is offered from 3:00-5:30pm on full school days for students currently enrolled in Lansing Christian School.

In order to participate, LCS requires the completion of the After School Care Enrollment Form (student information and weekly schedule) and processing fee submitted prior to attending the program. Lansing Christian does not offer a drop-in child care program. After School Care payments will be made through the Smart Tuition Management Company.

Fee Schedule

- 3 days a week $126.00 a month for 9 months (September – May)
- 5 days a week $210.00 a month for 9 months (September – May

Association Meeting

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

Cell Phone or Any Device with Calling or Texting Capability

Students may use the office phone in case of an emergency with permission from their teacher. Cell phones/electronic devices are to remain turned off and kept inside the student's backpack during school hours. Cell phones/electronic devices are not allowed to be used or worn during the school day unless given specific permission by a staff member.

If a cell phone/electronic device goes off during school hours or if a student uses one without permission, LCS staff will confiscate the device and send it to the office.
Parents will be contacted to pick up the device from the office at the end of day.

Chapel

Students attend chapel each week. This generally involves group singing, a Bible-related lesson and prayer. There are often outside speakers from the community and special music. Parents are welcome to attend!

Communication

We are committed to your children and desire a truly rewarding learning experience for them. Thus, we believe open communication with parents is vital in achieving this. Therefore, if any special event in your family takes place (example: a new baby, a move, a death, etc.), please tell us.

Any concerns you have about your child are our concerns, too. Please do not engage in an in-depth discussion about your concern at arrival or dismissal times because your child's teacher must be able to focus on his or her students. It is also better to discuss concerns at a time when children will not hear. Please feel free to call the teacher, send an e-mail or leave a message with the school secretary and we will get back with you. E-mail addresses for all school personnel are located on the Lansing Christian School website.

In Preschool, there will be a monthly calendar to keep you informed of field trips, vacation days, Show and Tell and monthly topics. The preschool calendar and other important notices can be found on the Preschool Parent Information Board located outside the preschool classroom.

All kindergarten through 5th grade teachers send home weekly newsletters to inform parents of important events in the classroom. The elementary office sends home a weekly email each Tuesday. The e-letter, published by the main office, is e-mailed each Friday and contains information for the elementary, middle and high school.

Drills

Periodic fire and tornado drills will be held to familiarize students with proper procedures during these times of emergency. Teachers have copies of fire and tornado routes located by their classroom door.

Periodic Internal and External Threat drills are held to acquaint students with the proper procedure during times of emergency.

Electronics / Toys

Electronic items such iPods, iPads, tablets, toys, etc. are not permitted to be used during the school day (8:00am – 3:00pm). Electronic devices are not permitted on the playground at any time. LCS is not responsible for lost, stolen, or damaged devices used before, during, or after school.

Emergency Information

Before the beginning of the school year, you will receive an emergency information form to fill out and return to the office. In case of an emergency, this information form will be used to help us notify you. Please let us know of changes in address, phone number, work hours, etc., during the year.

Field Trips

Field trips are planned throughout the year. 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 Day

Grandparent Day is held each November. It is a time for us to honor our students' grandparents. More information about this event will be sent home in the fall.

Internal or External Threat Drill

This is an "all-school" lock down. Periodic Internal/External Threat drills are given to acquaint students with the proper procedures during times of emergency.

Leaving School

Students may leave school early if the parent has communicated the reason to the classroom teacher or elementary office with a note, phone call or email.

If a parent takes their child prior to dismissal, they must stop by the welcome desk upon entering the building to sign in. They may then proceed to the elementary office to pick up their child. Parents must sign their child out in the elementary office before leaving.

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 legal

guardians. **Students may not walk off campus unaccompanied by a parent or guardian 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. Students may have no more than three books checked out at a time.

Licensing Notebook for Preschool and Daycare

The Licensing Notebook is available in the elementary office during normal school hours.

- The licensing notebook contains all the licensing inspection and special investigation reports and related corrective action plans since May 28, 2010.
- Licensing inspection and special investigation reports for the past two years are available on the child care licensing website at www.michigan.gov/michildcare.

Lost and Found

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

Money

Please do not send money with your child unless it is designated for a project, fee, field trip or lunch. We recommend that you write a check for the amount to LCS, place the payment in a sealed envelope, and label it with your child's name and why it is being sent. Lunch payments should be delivered to the elementary office.

Parent Night

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

Preschool and elementary 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".

Please do not distribute party invitations at school. To do so causes hurt feelings among students who do not receive an invitation.

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.

Pets at School

For the safety and health (i.e., allergies) of our employees, students and visitors, no dogs or other pets are allowed in the building, with the exception of service dogs required by students, employees or visitors. From time to time a special exception might be made, but this would require the principal's approval. Class pets may be allowed depending on the pet, but only with prior approval of the principal.

Physical Education

Students in grades K-5 participate in physical education classes each week. Preschool students begin physical education classes during the second semester. All students should wear rubber-soled shoes on gym day.

Praise and Worship Time

P.A.W.S. (Praise and Worship the Savior) is a time of prayer and music each Tuesday at 8:15am. Parents are invited 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.** During the winter season, if the temperature or wind chill is 2 degrees or below, children will remain inside.

Report Cards and Grading

Report cards are posted on Skyward 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 that 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 Closing

During inclement weather, listen to or view the websites of local broadcasts on Smile FM 88.1, HOME FM 89.3, WMMQ FM 94.9, WJIM FM 97.5, WJIM AM 1240, WFMK FM 99.1, WITL FM 100.7, WILX-TV channel 10, WLNS-TV channel 6, WSYM-TV channel 47 for closing information. Our information will be listed as "Lansing Christian School". We will also use our Skylert message system to send a message to your phone and e–mail.

Severe inclement weather, causing school to be dismissed or cancelled, will automatically cancel all scheduled school activities. This includes athletic practices, club meeting, etc.

On rare occasions, school may be closed due to illness. The decision will be made by the administration and will be communicated via the same methods as a closing caused by inclement weather.

School Pictures

Each year student portraits are taken in the fall and spring. Parents will be notified prior to the spring picture session and have the option of excusing their child from having their picture taken.

School Supplies

A list of school supplies will be sent home at the end of every school year and posted on the LCS website. 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 Telephones

School telephones are reserved for the staff and parent use only. Exceptions will be made in the case of an emergency. 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.

Show and Tell

Some early elementary classes participate in Show and Tell. Student's may bring in a favorite toy, souvenir, nature item, book or picture to tell about. Please do not send in toy guns, knives or swords. Lansing Christian has a "No Weapons" policy that pertains to toy weapons as well as real ones.

Special Classes

K-5 students will participate in the following classes each week: art, Physical Education, library, music and Spanish.

Testing

Educational Support Services evaluates students (when referred by the teacher or parents) in areas of reading, math and writing.

Testing for speech and language, learning disabilities and other special education concerns is completed through Holt Public School for students in grades K-5. Preschool students are tested through their home district.

Developmental testing may be used to insure proper primary grade placement when that is in question.

Standardized testing is administered for students in grades K-5.

Visitors

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

- All guests must stop at the welcome desk and sign in regardless of the length of the visit. All visitors are required to wear a visitor badge.
- Sign-out before leaving the building.
- If you are taking your child out before dismissal, you must sign them out in the elementary office before leaving.

Volunteers

Volunteers are vital to LCS and a great way to get to know other parents.

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 them. 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.
- Background checks of volunteers will be run using the state's ICHAT web site program.

Withdrawing from School

The school reserves the right to request withdrawal at any time during the year as deemed necessary by the teacher and principal.
If your child will not be completing the school year for any reason, 30 days written notice is required.

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.
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 North Central Association and Christian Schools International.
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.

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 the homework planner provided by their teachers.
- 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	limited/flexible	limited/flexible
First	limited/flexible	limited/flexible
Second	limited/flexible	limited/flexible
Third	30	3
Fourth	35-45	4
Fifth	30-45	5

Disciplinary Code and Process K - 5

The elementary team at Lansing Christian School is proud of its educational program and is committed to high standards for each student. Learning proper conduct and exhibiting self-discipline are important parts of every child's success. Students should 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.

Any activities or behaviors that undermine or distract from a positive spiritual climate, impede an optimal educational process, jeopardize the health or safety of any student, or are damaging to the reputation of the school will not be permitted.

The following guidelines will be used in the administration of student discipline. It is important to note that these are guidelines, and the principal may make consequences more or less severe.

Violation and Consequences

Assault: a student shall not behave in such a way that causes physical injury to another child or staff while on the playground or in the school.

1st offense- student will report to the principal; parent will be notified.
2nd offense- student will report to the principal; parent will be notified. 3rd offense- parents will be asked to come in for a conference; in school suspension.
4th offense – suspension; possible expulsion.

Bullying / Harassment: 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. More information on bullying can be found at the end of the discipline code

1st offense- refer to principal, contact parent.
2nd offense- in school suspension.
3rd offense- out of school suspension.

Disrespect: a student shall not insult, call derogatory names, dishonor, use negative gestures or verbally abuse a staff member or fellow student.

1st offense- student will report to the principal; parent will be notified. 2nd offense- parents will be asked to come in for a conference; in school suspension.

3rd offense- suspension; possible expulsion.

Disruption of Learning: class rules disobeyed and others disturbed.

1st office referral- student will report to the principal.

2nd and 3rd office referral- student will report to the principal; parents will be notified.

4th or more office referral- suspension

Fighting: The principal will try to determine the instigator(s) of the fight. If a student(s) actively attempted to avoid the fight and was defending himself, no punishment will be assessed to that student. If both students were equally engaged in the conflict, both will receive the same punishment.

1st offense- student will report to principal, parents will be notified.

2nd offense- one or more days suspension depending on the severity of the fight and the combatants' attitudes afterwards. Subsequent offenses- suspension; possible expulsion.

Horseplay or Inappropriate Behavior: Behavior potentially harmful to oneself or others.

1st offense- teacher or supervisor will talk to the child.

Subsequent offenses – student will be sent to the principal and parents may be contacted.

Insubordination: behavior which undermines the authority of a staff member including threats, intimidation, lying, defiance of authority, and willful failure to respond or carry out a reasonable request.

1st offense- student will report to the principal; parents will be asked to come in for a conference.

Subsequent offenses – suspension; possible expulsion.

Stealing: a student shall not take something that belongs to another person.

1st offense- student will report to the principal; parent will be notified. 2nd offense-parents will be asked to come in for a conference; in school suspension.

3rd offense-suspension; possible expulsion.

Weapons and dangerous instruments: a student shall not possess, handle or transport any object that can be considered a weapon while on school grounds or at a school activity. *Dangerous Weapons Act can be found at the bottom of the Discipline Code.

1st offense- confiscation of the weapon; suspension, possible expulsion.
2nd offense - possible expulsion.

Weapons Policy

Lansing Christian does not allow anyone to bring onto school grounds or to any school activity any firearm, dangerous weapon, or dangerous instrumentality. A weapon includes, but is not limited to: firearms, BB and pellet weapons, knives (including pocket and decorative types), clubs, guns, chains, martial art devices and the like, which can be used to inflict bodily injury. Facsimiles of such weapons are also banned. This policy does not apply to law enforcement officials. Exceptions to this policy can be made by the Head of School; however, not in contradiction to current state laws.

Bullying/Harassment

Lansing Christian School prohibits harassment or bullying of any student on school property or at school-sponsored events. Providing a safe school environment for our students is of utmost importance for Lansing Christian School.

- **Bullying** is an act of repeated aggressive behavior in order to intentionally hurt another person, physically, mentally, or socially. Bullying is characterized by an individual behaving in a certain way to gain power over another person.

- **Harassment** is the act of repeated behavior that is threatening or disturbing to a person. It is a violation of the law as well as contrary to Christ-like behavior. Harassment also includes intimidation of another student or staff member based on gender, race, ethnic group, physical appearance or disability. It is not acceptable behavior.

Progressive disciplinary consequences will occur for incidents involving bullying or harassment at both the elementary and secondary schools. Consequences for harassment and bullying are contained in the elementary and secondary handbooks.

Proactive Measures:

- The school will communicate the bullying/harassment policy to parents, teachers and staff.
- Classrooms, Chapels and P.A.W.S. will address bullying issues.
- The school will encourage parents to dialogue with their children about appropriate treatment of others.

Responses to Bullying/Harassment:

- Documentation of the event and investigation will be submitted to the appropriate principal who will maintain an ongoing record.
- Parents will be informed and involved with follow-up on every ongoing occurrence of bullying/harassment.
- Appropriate disciplinary consequences will be issued.

Appendix

*Grievance Policy

* Health Care Policies and Resources

* Drop – off and Pick- up Procedures

Grievance Policy

Policy: Lansing Christian School is committed to helpful communication during the process of resolving concerns, complaints or disputes within the school community. Prompt effective resolution of grievances in a Christ-like manner is central to this commitment. Grievances will be treated with seriousness and resolved in a timely and appropriate manner. The school will provide processes to resolve grievances that are fair and just. Decisions will be made with impartiality and due care and at all times confidentiality will be respected.

Rationale: Lansing Christian School is composed of many people, and from time to time concerns may occur. Practically stated, when a concern occurs, both parties should meet prayerfully, humbly, honestly, and seek the Lord's guidance. If handled in this manner, almost all problems will be solved on a one-on-one level. This is the application of Matthew 18:15-17.

Scope: These guidelines are to be followed whenever there is a dispute or grievance between two parties connected in a direct way to Lansing Christian School. This includes students, parents, staff, volunteers, administration, and board. It is understood that if any disputes arise which are not covered by this policy, the superintendent will decide what procedures to follow based on those procedures established by this policy.

Definition: A grievance is an unresolved problem. More specifically it would be a formal objection or complaint made on the basis of something believed to be wrong, unfair, misleading, unlawful, or of poor quality.

Goal: The aim of a grievance procedure is to produce a solution. Not all resolutions will satisfy those concerned, but the grievance procedure will ensure that the concern is addressed and that a clear response is provided at each stage of the process. The procedure involves both informal and formal components.

General Guidelines:

- If the complaint is a matter of concern that involves a staff member, first speak directly to that staff member.

- If the complaint or matter of concern is about school policies or decisions, first speak directly to the member of staff responsible for the implementation of the policy. Seek clarification from the principal or superintendent if you are unsure of the person to whom you should address your concern or complaint.
- Matters of complaint about a student or students should NOT be addressed directly to a child but should be directed to a member of staff, such as the appropriate class teacher or principal for management of the process of investigation, communication and resolution.

- Decisions by the board are final. No further appeal will be granted.

Grievance Resolution Process:

Students/Parents to teachers:

1. All concerns about the classroom must first be presented to the teacher by the parents, or if the student is mature enough, by the student himself. A respectful demeanor is required at all times.

2. If the problem is not resolved, the parents or student may bring the concern to the appropriate principal. Complaints at this level and above are documented by the principal to assist the school in identifying and rectifying problems that are recurring or to identify systemic issues that require attention.

3. If the problem is not resolved to the students/parents satisfaction, the parents should appeal the decision in to the superintendent in writing. The superintendent will speak with parties involved, investigate as appropriate and make a final determination to resolve the matter, observing principles of procedural fairness and timeliness. The final determination, including reasons for the decision will be communicated in writing.

4. If the resolution is still unsatisfactory, they may lodge a written appeal to the Lansing Christian School Board within two weeks of the superintendent's determination requesting a review of the school's determination.

Athletes/Parents to coaches:

1. Follow the process outlined in the Athletic Handbook.

2. If there is no satisfactory resolution then refer to step #3 and #4 in Student/Parents to teachers process above.

Parents/Association members/Donors to administrator:

1. If parents, association members, or donors have a grievance or dispute about the general operation of the school (apart from the operation of the classrooms), they should bring their concerns to the appropriate principal or person responsible for that department.

2. If the problem is not resolved, they should present their concerns in writing to the superintendent. Complaints at this level and above are documented by the superintendent to assist the school in identifying and rectifying problems that are recurring or to identify systemic issues that require attention. The superintendent will speak with parties involved, investigate as appropriate and make a final determination to resolve the matter, observing principles of procedural fairness and timeliness. The final determination, including reasons for the decision will be communicated in writing.

3. If there is no satisfactory resolution, they may lodge a written appeal to the Lansing Christian School Board within two weeks of the superintendent's determination requesting a review of the school's determination.

4. This procedure applies to board members who are acting in their capacity as parents, association members, or donors and not as representatives of the board.

Volunteers to Staff/Administration:

1. If any volunteer has a concern about the volunteer work, he/she will present that concern to the staff member responsible for his oversight.

2. If the problem is not resolved, then the concern should be presented in writing to the superintendent. Complaints at this level and above are documented to assist the school in identifying and rectifying problems that are recurring or to identify systemic issues that require attention. The superintendent will speak with parties involved, investigate as appropriate and make a final determination to resolve the matter, observing principles of procedural fairness and timeliness. The final determination, including reasons for the decision will be communicated in writing.

3. If the resolution is unsatisfactory, the volunteer may appeal to the board in writing within two weeks of the superintendent's final determination. The request will be passed through the superintendent. The superintendent is required to pass the request on to the board.

Board's Responsibility:

The board's responsibility when grievances are presented to them is outlined in GP2b: Board Job Description item numbers 4and 5 of the Policies for Governance Process in the Policies for Ends and Governance. These policies may be found on the Board page of the School's website.

Drop-off and Pick-up Procedures

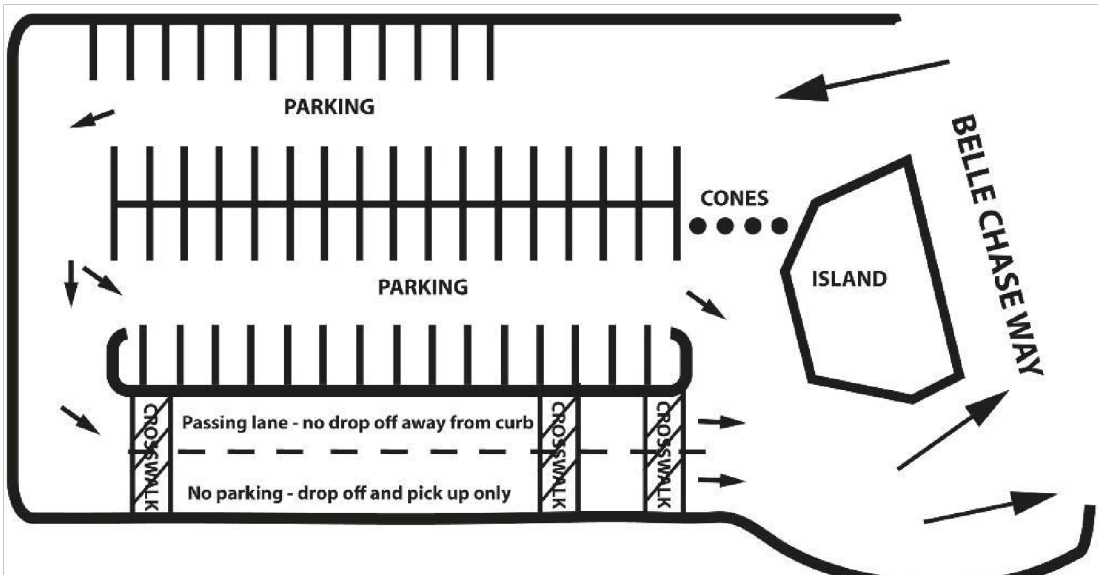
Morning:

Students should be dropped off at the curb near the elementary school entrance doors between 7:45am and 7:55pm. Please follow the line of parents dropping off their children. *Children are put into an unsafe situation if drivers pull around and try to cut in at an angle to drop their children off.* In the same way, please be courteous to other parents who are dropping their children off at the curb by helping to keep the line cars moving. Ask your children to have their shoes on and be ready to disembark your vehicle as you pull up to the curb.

If you would like to walk your children to class, please park in the parking lot and not at the curb. If you walk your children into school, please keep them with you and do not let them run in front of you to the building. ***To help our pick-up and drop-off run efficiently there is no parking in the curbside lane before or after school.***

Afternoon:

1. Parents will pull up in the curbside lane to wait for the students to be dismissed at 3:00pm.



2. To better facilitate dismissal time, each family will receive a rearview mirror tag with a family identification number on it. This number will be used to identify families as they arrive in the pick- up lane. Family identification numbers will be entered into a tablet, which will then appear as family names on a shared Google document in each classroom.
3. Students will remain in their classrooms until they see their name displayed.
4. The numbers will be sent from the curbside tablet to dismiss the students from class.
5. Parents should keep the curbside 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 3:00pm when school is dismissed.