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LAUREL CHRISTIAN SCHOOL

**2021-2022**  
***Student Handbook***  
**Lower School**  
***K3-6th***

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## ***Laurel Christian School – Statement of Operation***

Laurel Christian School is owned by Audubon Drive Bible Church and Westminster Presbyterian Church. As a faith based organization, the Board of Directors believes that the standards for operating our School to be those found in Scripture. God's word instructs us on what is best for our lives and how to best glorify and honor Him in all we do. In operating LCS and in dealing with the various issues that present themselves from time to time, the Board acknowledges that we all fall short of the standards of Scripture. This does not mean that Scripture is erroneous or irrelevant; it simply means we must all be about the daily task of growing and maturing in our understanding of God's revealed will.

Many other organizations will use the prevailing culture as their standard for business and institutional decisions. That standard includes the wisdom of man minus any opinions that tend to offend members of the community. Such a standard, in the view of the Board, is ungrounded, ever-changing and allows only a small measure of approved-insight to direct the organization. Many will disagree with Laurel Christian School's decision to use Scripture as the standard for School operation. The Board of Directors is persuaded, however, that Scripture is the only unmoving, unchanging standard to both promote and protect the School and the families and students it serves.

### ***2021-2022 Board of Trustees***

Mr. Robert Fennell, Chairman

Mr. Joshua Jones

Mr. John Lowery

Mr. Johnson Marcellino

Mr. Ben Morgan

Mr. Larry Sanders

Mr. Jerod Staples

Pastor Mike Allen, ex officio

Pastor Jerry Marcellino, ex officio

## ***Laurel Christian School - Worldview Statement***

1. We believe the Bible (defined as the 66 books of the Old and New Testaments) to be the only inspired, infallible, authoritative, and inerrant Word of God. It is objective truth.
2. We believe there is only one God, eternally existent in three persons - Father, Son and Holy Spirit, all of whom are the same in substance, equal in power and glory; and this Tri-unity (or Trinity) created the Heavens and the Earth, in the span of six days.
3. We believe in the deity of Jesus Christ, His virgin birth, His sinless life, His miracles, His substitutionary death and successful atonement, the imputation of our sin to Him and His righteousness to us, His resurrection, His ascension to the right hand of the Father, His present reign as King, and His visible and bodily return in power and glory. He is the only way, the embodiment of truth and life eternal.
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the sinfulness of human nature, so that men are justified by grace alone, through faith alone, in Christ alone.
5. We believe that the Lord Jesus Christ shall one day raise the dead bodily, on the Day of Judgment, both the righteous and the unrighteous; at which time, the righteous shall forever see the face of Christ in unhindered glory, while the unrighteous shall endure endless punishment.
6. We believe in the spiritual unity of all believers in our Lord Jesus Christ.
7. We believe in the present ministry of the Holy Spirit by whose indwelling ministry the Christian is enabled to live a godly life.
8. We believe that marriage was instituted by God, and is a covenant between a man and woman alone, as one, before God.
9. We believe that Christian mothers and fathers are to see their children as "gifts from the Lord", whom they are to bring up "in the nurture and admonition of the Lord". Children are to love, honor, respect, and "obey their parents in the Lord, for this is right".
10. We believe that every aspect of our lives is to be lived for the glory (or honor) of God under the Lordship of Jesus Christ.

## ***Philosophy***

Laurel Christian School takes a spiritual approach to education. LCS is an extension of the Christian home and strives to encourage, support, and inspire students and families in a system of values consistent with the Word of God. It is our philosophy that students should have a Christ-centered view of the world, mankind and life.

This means that the entire program, the curriculum, the quality of teachers, the school policies, the methods, and the evaluation procedures will be based on a genuine commitment to the Christian faith and will be reflected in the way in which the task of education is carried out. LCS is dedicated to academic excellence in a disciplined atmosphere.

The purpose of LCS is to develop children both spiritually and academically so that they will be able to accept the responsibilities of life as committed Christians doing “all to the glory of God.” (1 Cor. 10:31)

This handbook provides a clear, concise statement of the basic policies, procedures, and philosophy of Laurel Christian School. These policies and procedures are formulated as one way to implement our goals in Christian education as well as to provide for a safe, efficient, and consistent approach to education.

Commitment to these policies and procedures by students, parents, and staff will enable the school to run on a smooth, orderly basis. Consistent support of them, however, will produce even more significant and lasting accomplishments for students. We believe that Christian education involves encouraging and training students for responsible action. These policies and procedures are basic guidelines, which should be viewed as one way LCS encourages and trains students to recognize and assume responsibility for their actions. Therefore, the ultimate purpose of this handbook is to allow parents, students, and teachers to be “of one mind” in the great privilege we have of training children to honor God with their whole lives.

### ***Christian Education is...***

1. Education of the whole child – intellectual, social, physical, and spiritual: no area is separated from the rest.
2. Commitment to the Lord Jesus Christ, evident in life-styles, examples, devotionals, chapel, Bible study, prayer, the whole educational atmosphere.
3. Development of potential God-given gifts in math, science, social studies, reading, English, Bible, art, music, physical education, health, spelling, etc.
4. Education in the truth, all of which is God-centered, God-sustained, and God cohering.
5. The extension of the Christian home, a witness to the community.
6. Quality and excellence – my best in service to my King.
7. Help in gathering, understanding, interpreting, and applying God-given facts.
8. Education continually being refined by and aligned with the Word of God.
9. The soil in which the seed of the mature Christian continues to be watered and fed.
10. A help for Christian parents who desire to raise children in the nurture and admonition of the Lord.
11. Life lived to its fullest and the totality of being under the Lordship of Christ Jesus.

## *History of Laurel Christian School*

In 1982, Presbyterian Christian School was founded as a cooperative effort of committed parents, teachers and the First Presbyterian and Trinity Presbyterian Churches of Laurel. Mrs. Ginny Traylor, an original Board member, explains Christian Education:

*“The reason Presbyterian Christian School was started was not just to have another school. We wanted a God-centered education where God is presented as the creator in science, the God of order and reason in math, and the God who is sovereign over all history. This way God would not be compartmentalized in a child’s mind for just church and home, but God would be the focal point of school also. And not only in the classroom, but in every activity.”*

In July of 1997, the First Trinity Presbyterian Church graciously entrusted sponsorship of PCS to Audubon Drive Bible Church, and, in June of 1999, the name was changed to Laurel Christian School.

In August of 2001 the upper grades were moved to the Westminster Presbyterian Campus. In the spring of 2005 Westminster Presbyterian Church became a co-sponsor of Laurel Christian School.

Audubon Drive Bible Church members and Westminster Presbyterian Church members have been involved with the school from the very beginning as parents, teachers, chapel speakers, and school board members. As sponsoring churches, Audubon Drive Bible Church and Westminster Presbyterian Church have pursued the following goals:

1. Focusing the school on its original commitment to Biblical worldview education.
2. Cultivating and implementing the Classical & Christian philosophy of education.
3. Serving families as an extension of the home in the Biblical responsibilities of education.
4. Extending supplemental Christian educational services of the school to those in our larger community, such as Christian home educators.
5. Developing the school into a full K-12 program.
6. Pursuing financial support to make the school more accessible to all families committed to this vision of Christian education.

## ***Crest Explanation***

At the center is the triquetrum. It is formed by three intersecting circles, which represent the Trinity. This symbolizes the Unity of God. The three sections of the shield represent the three ways that God reveals Himself to mankind, through:



- His creation, as revealed by His handiwork.
- His Son, the victorious Lamb, as revealed in His Word.
- His Spirit, as revealed in hearts which desire to obey Him.

## ***Accreditation***

Laurel Christian School has an AA accreditation with the Mississippi Association of Independent Schools (MAIS) and with the Southern Association of Independent Schools (SAIS), a division of the Southern Association of Colleges and Schools (SACS). Our teachers are certified by the MAIS.

## ***Admission Policy***

Laurel Christian School admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students of the school. LCS does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies and other school-administered programs. Students may be considered, on a rolling basis as space is available, for the next school year or possibly for immediate enrollment during the school year. High School students may have to complete the semester/school year before admission is possible. Students applying for admission will be selected through a process that includes a review of previous school performance, a recommendation from the previous school, admissions testing (if deemed necessary), and a successful parent/guardian and student interview. A nine-week probationary period that may include parent-teacher conference(s), academic evaluations, and disciplinary review will be required of a new student. Admission to and continued enrollment in Laurel Christian School is at the sole discretion of the school; re-enrollment and expulsion decisions are at the sole discretion of the Head of School.

## ***Financial Information***

### FEES & TUITION

Laurel Christian School's Tuition and Fee Schedule provides information about financial Terms and Obligations. It is updated annually. Students are enrolled for the entire year. The withdrawal of your student after an application has been accepted does not void your financial obligation to LCS. Each year, the school prepares for students using its registration process and then employs the necessary teachers, purchases needed materials, and in many instances, initiates facility modifications to accommodate those desiring a Christian education in our community. Tuition and registration fees do not cover all of the costs of these improvements or all of the educational endeavors at our school. Therefore the following policy is in effect:

1. A non-refundable \$460 application fee must be submitted with each Re-Enrollment or New Student Application.
2. Any student withdrawal before July 1 creates a nonrefundable and nontransferable financial obligation to the school in the amount of \$750. This means that the parent or guardian would need to submit an additional payment of \$390 for each student withdrawal prior to July 1.
3. For any student withdrawal after July 1, the parent or guardian is responsible for the entire annual tuition payment for each student. This requirement may be met by submitting a check for the remaining yearly tuition balance at the time of withdrawal or allowing the monthly draft to stay active until the final draft goes through in May.
4. The School Board will not release anyone from these obligations unless the family is moving out of the Laurel area or there are other significant and valid circumstances. To request a release from these financial obligations, the parent or guardian must submit a letter to the School Board clearly stating the reasons for the withdrawal and a request to be released from the financial obligation.

A registration fee of \$460.00 is paid each year with the application. Registration fees are non-refundable unless LCS is unable to provide a space for the child in the classroom. Each year the registration deadline for returning students will be set in February or early March. An early registration discount of \$100.00 will be given for applications received before the deadline.

	<b>Tuition by Grade Level</b>	<b>ACH Monthly Draft (July-May) <i>drafted on the 1st business day of each month</i></b>	<b>Prepay by Semester <i>due June 1st &amp; December 1st</i></b>	<b>Prepay by Year <i>due June 1st</i></b>
<b>K3/K4 3 Day</b>	\$2,655	\$241	\$1,328	\$2,655
<b>K3/K4 5 Day</b>	\$2,985	\$271	\$1,493	\$2,985
<b>Kindergarten Half Day</b>	\$3,245	\$295	\$1,623	\$3,245
<b>Kindergarten Full Day</b>	\$4,450	\$405	\$2,225	\$4,450
<b>1st - 6th Grade</b>	\$4,450	\$405	\$2,225	\$4,450
<b>1st - 6th Grade (2nd Child)</b>	\$4,150	\$377	\$2,075	\$4,150
<b>1st - 6th Grade (3rd Child)</b>	\$3,850	\$350	\$1,925	\$3,850
<b>7th - 12th Grade</b>	\$5,320	\$484	\$2,660	\$5,320
<b>7th - 12th Grade (2nd Child)</b>	\$5,020	\$456	\$2,510	\$5,020
<b>7th - 12th Grade (3rd Child)</b>	\$4,720	\$429	\$2,360	\$4,720

ACH Draft: Tuition is divided into 11 payments. This amount will be drafted from your account on the 1st business day of each month, July through May. A notice from the bookkeeper will be mailed detailing each family's draft amount.

A non-sufficient funds (NSF) fee of \$20.00 will be charged for all returned checks and automatic debits. Report cards will not be given to students who have past due accounts. In addition, students that have past due accounts will not be able to participate in extra curricular activities. A student will not be readmitted if there are outstanding balances from a prior year.

Ancillary charges that could be incurred are school pictures, athletic fees, annuals, field trips, lunches, etc.

## *Attendance & Tardiness*

### ARRIVAL AND DISMISSAL

School begins promptly at 8:00 am. Arrival time for students will be 7:30 - 7:55. Teachers will be ready to receive students in their classrooms beginning at 7:30 am., so upon arrival, students should go directly to the classroom. Students must not be dropped off before 7:30 a.m.

All students will enter the school building through the school entrance. Carpool diagrams explaining proper procedure in the parking lot are available during orientation or by request from the office.

½ Day kindergarten will be dismissed at 11:30 p.m. Full day kindergarten will be dismissed at 2:15. First through third grades will be dismissed at 2:30 pm., and fourth through sixth grades at 2:45 pm. Unless prior arrangements have been made, all students must be picked up within 20 minutes after dismissal time or they will be sent to extended care. After the third violation, parents of ½ day kindergarten students who are not picked up by 11:45 a.m. will be assessed an extended care fee charge for that day.

### TARDINESS

It is very important for students to be on time since coming in late disrupts the teacher and the class. Tardiness is defined as entering a classroom after 8:00 am. A morning tardy may be excused or unexcused. Excused tardies are those created by doctor or dentist appointments, foul weather, wrecks, automobile failures, or other unavoidable delays caused by emergencies. A child arriving after 8:00 a.m. must sign in at the school office before going to class. A child desiring to receive an excused tardy should have a note to the administration from the parent explaining the reason for the tardy. A note from a parent does not guarantee a child will be given an excused tardy. A child who is consistently tardy and who has the same excuse/reason repeatedly may not necessarily continue to be excused. A child may receive three unexcused morning tardies per nine-week term without consequences. Each morning tardy after the third (3) in a nine-week grading period will be considered unexcused and will result in a 15 minute detention. Tardies to any class after 1st period are considered class tardies for 5th and 6th graders. Each unexcused class tardy will ordinarily result in a 15 minute detention.

### ABSENCES

Regular attendance in classes is essential to the success of a student's experience. If a child is sick or has another unavoidable reason for being absent, a written excuse signed by a parent must be given to the office when the student returns to school. If your child is sick, and you know he or she will be absent for several days, please notify the office. If your child is to be out for reasons other than sickness or death in the family, permission must be granted in advance by the principal.

Students are responsible for making up all class work, homework, and tests, and will be given a reasonable amount of time (at the discretion of the principal) to make up their work depending on the length of their absence. Although the absence has been excused, pupils will lose credit on work missed unless it is made up.

MAIS mandates that students must attend 155 days of school in order to be promoted (at the discretion of the principal).

Doctor and dental appointments are to be made after school hours if at all possible. However, if you know that your child will be absent, please send a note in advance.

Absences may not exceed 20. This total includes all absences not connected with a school activity. The parents of any student who exceeds fourteen (14) days should receive an email or letter notifying them of the number of absences and will be required to have a phone or in-person conference with the principal as a warning of a potential violation of the absentee policy. When a student receives 20 absences, they will be required to have a conference with the principal to determine if the absences were for valid reasons and if promotion is still possible. Exceptions to this attendance requirement can only be made in the event of extended personal illness verified by a physician or at the discretion of the administration. However, administrators may only give discretion in absence approval up to 30 days. For those extended illnesses that go beyond 30 days, approval for promotion may only be given by the LCS Board of Directors. In this rare case, the family must provide thorough documentation of absences to the Board of Directors.

### EARLY CHECKOUT

No student is permitted to leave the school for any reason without being properly checked out by the office. If a parent or guardian desires that his/her child be dismissed from school for any part of a day, he/she should notify the school office.

### PICK-UP PROCEDURE

For your child's protection, we ask that you send a written notice to the teacher of any change in the regular pick-up procedure for your child. You may contact the school office with unforeseen changes. Carpools are encouraged. Please provide the school with a list of each carpool.

### EXTENDED CARE

LCS provides Extended Care from 2:15 p.m. - 5:30 p.m. for full day kindergarten and elementary students. For more information and registration forms, please contact the office.

## *Academic Information*

### PROGRAM OF STUDIES

#### ***Kindergarten***

Bible  
Phonics - Spalding  
Reading – Spalding / Educator’s Publishing Service  
Language Arts – God’s World  
Math – Bob Jones University  
Social Studies – God’s World  
Music, Physical Education, Library, Digital Education

#### ***First Grade***

Bible – Bob Jones University  
Phonics – Spalding  
Reading – Bob Jones University  
Language Arts – Bob Jones University  
Math – Saxon  
Spelling – Spalding  
Music, Art, Physical Education, Library, Digital Education

#### ***Second Grade***

Bible – Bob Jones University  
Phonics - Spalding  
Reading – Open Court / Trade Books  
Language Arts – Bob Jones University  
Math – Saxon  
Science – Bob Jones University  
Social Studies – Houghton-Mifflin  
Spelling – Spalding  
Music, Art, Physical Education, Library, Digital Education

#### ***Third Grade***

Bible – Bob Jones University  
Phonics - Bob Jones University  
Reading – Open Court / Trade Books  
Language Arts – Bob Jones University  
Spelling – Bob Jones University  
Math – Saxon  
Science – Bob Jones University  
Social Studies – Silver Burdett  
Music, Art, Physical Education, Library, Digital Education

***Fourth Grade*** Bible – Classical Academic Press  
Reading – Bob Jones University / Trade Books  
Language Arts – Abeka  
Spelling  
Math – Saxon  
Science – Bob Jones University  
Social Studies – Bob Jones University  
Music, Art, Physical Education, Library, Digital Education

***Fifth Grade*** Bible – Classical Academic Press  
Reading – Trade Books  
Language Arts – Abeka  
Spelling  
Math – Saxon  
Science – Bob Jones University  
Social Studies – Bob Jones University  
Music, Art, Physical Education, Digital Education

***Sixth Grade*** Bible – Classical Academic Press  
Reading – Trade Books  
Writing  
Language Arts – Abeka  
Spelling  
Math – Saxon / Glencoe  
Science – Abeka  
Social Studies – Bob Jones University  
Music, Art, Physical Education, Keyboarding

## LIBRARY

L.C.S. has an excellent and growing library. Students will be taught how to use the library and how to conduct themselves in a library. In addition, each classroom will have resource books and a supply of good books to read.

Gifts for the library, such as appropriate books and donations, are welcomed throughout the year.

## ENRICHMENT CLASSES

Music, Art, P.E., Library, and Digital Education/Keyboarding will be taught one day a week. At times, resource people from the community will be asked to visit our campus, and some sessions will be coordinated with field trips.

## *Academic Performance*

### GRADING SCALE

Report cards will be issued to all students four times a year at intervals of nine weeks. All entries made by the teacher on a student's report card are made after careful evaluation of classroom learning, attitudes, and effort. Please discuss each report with your child carefully. However, keep in mind that grades should be guides in learning rather than goals for learning.

The grading system for evaluation of academic progress will be the actual number grades. Music, Art, P.E., Library, and Keyboarding grades are primarily based on effort and cooperation since the abilities of pupils in these areas are so varied. These areas (along with conduct) will be graded by the letters E, S, N, and U. Students must have an E or an S in citizenship to be placed on the Principal's List (All A's) or Honor Roll (All A's & B's).

A 95-100	E Excellent
B 85-94	S Satisfactory
C 75-84	N Needs Improvement
D 70-74	U Unsatisfactory
F Below	

### 5TH AND 6TH GRADE ACCELERATED CLASSES

Some students, who show advanced knowledge in certain academic areas, may be placed in accelerated classes. Placement is based on grades, standardized test scores, and teacher recommendations. Accelerated classes are offered in language, mathematics, and reading.

Students have five school weeks from the first day of school to transfer out of an accelerated class. If a student transfers out, no grades from the accelerated class will transfer to the regular class. No students may transfer out after the fifth week is completed.

A student who makes a "D" or "F" for the first semester grade of an accelerated class may transfer to the regular section during Christmas break before the second semester begins. The Principal must approve this transfer, and the first semester grade will remain on the transcript.

## ***Rules of Conduct***

Please review the following guidelines for acceptable and appropriate conduct with your child.

1. Disrespectful conduct or attitudes, disruptions in class, or unruly behavior will not be allowed. Respect for authority is expected of each student for all staff members at any time either in or out of school.
2. Students should take personal pride in caring for church building. This can be accomplished by using wastebaskets, by refraining from getting pencil marks and fingerprints on walls, by keeping the tops of desks in good condition, by picking up paper on the playground, etc. After lunch, each student is responsible for cleaning up his or her place. We want to instill in your child respect for the property of others. Restitution of damaged or destroyed property belonging to others will be made by the student(s) responsible.
3. Shouting, loud talking, running, or shoving in any part of the building is not permitted. Fighting on school premises will result in discipline by the principal including possible suspension.
4. Students must remain in assigned areas.
5. Gum chewing will not be allowed.
6. Conversations are expected to be positive, constructive, and respectful. Foul or inappropriate language will not be allowed. Students will be taught to develop respect for each other so that kindness, understanding, and helpfulness become automatic responses.
7. If your child complains to you of a policy or discipline situation, please call your child's teacher to ensure that you have all the facts surrounding the issue. We desire for our students to have a positive, constructive attitude about our school and life in general.
8. To promote the goals and purposes of the school, students are to leave all electronic devices (cell phones, iPods, iPads, or tablets, music or gaming devices, etc.) and toys at home, unless they are part of a special project and the teacher has given permission. If a student needs to bring an electronic device to school due to special circumstances, permission must be requested by the parent to the principal.
9. Each student is expected to come to class prepared, which includes possession of a pencil, paper, textbooks, completed homework, and any signed papers. Parents can help by encouraging and teaching effective study habits and self-discipline.
10. All students should adhere to the dress code/uniform that is listed on page 16. Uniforms should be purchased from Land's End.
11. Under no circumstances are students to bring weapons of any type on campus. Violation of this rule will at a minimum result in a suspension and may lead to expulsion from LCS.
12. No tobacco products, vaping devices, Juuls, e-cigarette's or the like are allowed on campus. The possession, use, or distribution of such items is a serious breach of the school conduct code and will at a minimum result in a suspension and depending on the circumstances may lead to expulsion from LCS.

## *Discipline*

### PHILOSOPHY

The Bible clearly indicates that parents are responsible for the discipline (that is, training or instruction) of their children. The Christian school exists to assist parents in their God-given responsibilities. Therefore, L.C.S. does not seek to assume a task, which God gives to parents, but only to serve as parents' appointed and authorized representatives in the child-training process. In formulating a philosophy of education and discipline, the school has attempted to align itself as closely as possible with the Bible's instructions to parents so as to provide the utmost consistency for the child between training received at home and training received at school. In that same spirit, the school likewise encourages parents to discipline their children according to Scripture so as to reinforce and support at home training received at school.

Discipline may be correctly viewed as both a process and a product. God expects parents or other authorities to discipline children so as to produce a child who consistently becomes more self-disciplined, requiring less supervision as he matures. God's ultimate purpose in charging parents with this task is to prepare children to enter into, and mature within, His spiritual family and respond to Him with respect and obedience. Laurel Christian School's philosophy of discipline exists to serve and further this ultimate spiritual goal.

### MEANS OF DISCIPLINE

Individual teachers, under the supervision of the principal, will handle discipline cases in harmony with our philosophy. The form of correction will depend on the nature of the misconduct. Emphasis is placed on the student's being personally responsible for his actions and on using Scripture as our guide for acceptable behavior.

### CORPORAL PUNISHMENT

The Principal when appropriate may administer corporal punishment after other techniques have failed. Another teacher or administrator will always witness this punishment. Parents will be consulted prior to the administering of any corporal punishment. All discipline will be administered within a climate of trust, respect, and love.

### SUSPENSION

Suspensions may be served out of school depending on circumstances and the nature of the offense. Students who receive an out of school suspension will not be allowed to attend any classes or school functions either on or off campus on the day of suspension. Students will be responsible to complete all classroom and homework assignments that are due during the suspension period and hand in the completed work to the teacher(s) the first day the student returns to school. Tests missed during the suspension period will be made up at the earliest practical time for the teacher after the student returns to school.

## EXPULSION

If there are ongoing discipline referrals within a school year, the student may be expelled from the school. Final decisions about immediate expulsion, or non-reenrollment, are at the sole discretion of the Head of School. The School Board realizes that expelling a student from school is a very serious matter and should always be dealt with carefully on a case-by-case basis. Forgiveness and restitution are fundamental to our total discipline policy. However, should a student and his parents not be able to eliminate behavioral problems, the student may be expelled.

***Dress Code / Uniform***

The LCS Board, in establishing a dress code for grades K5-6th, seeks to advance a consistent Biblical World and Life view as students mature into adults. The goal of the Dress Code is to foster a standard of **modesty, neatness and appropriateness** in attire recognizing that one's dress is ultimately a matter of the heart (I Peter 3:3-4), and that certain aspects of our attire are a matter of Christian liberty.

*“Do not let your adorning be external—the braiding of hair and the putting on of gold jewelry, or the clothing you wear—but let your adorning be the hidden person of the heart with the imperishable beauty of a gentle and quiet spirit, which in God's sight is very precious.” (1 Peter 3:3-4, ESV)*

## PANTS & BOTTOMS

**Female Students may wear the following Land's End bottoms:**

- plain or pleated khaki or navy shorts or long pants
- khaki, navy, or plaid pleated skirt

***no cargos, athletic shorts, capris, etc. are allowed***

**Male Students may wear the following Land's End bottoms:**

- plain or pleated khaki or navy shorts or long pants
- a belt must be worn with all bottoms with belt loops

***no cargos, athletic shorts, etc. are allowed***

## SHIRTS & TOPS

**Female and Male Students may wear the following Land's End tops:**

- Long or short sleeved polo shirt (dry-weave, mesh or interlock style) in cobalt blue, light blue or maize yellow with the LCS logo

## CLASSROOM OUTER WEAR

**Female and Male Students may wear the following outer wear items in the classroom:**

- Land's End cobalt blue 1/2 zip fleece pull-over with LCS logo
- Land's End cobalt blue full-zip fleece jacket with LCS logo
- Land's End navy or maize yellow sweater vest with LCS logo
- Land's End navy sweater with LCS logo
- LCS outer wear items purchased from the PTO Spirit Store.

Students may wear non-LCS coats, sweaters, or sweatshirts while entering or exiting the school, and while at recess or P.E.

## GROOMING AND APPEARANCE

### **Female Students:**

- Hair should be clean, neatly groomed, and well trimmed. No unnatural colors will be allowed (pink, blue, green, etc.)
- Hats may not be worn in the building except on special days that are approved by the principal.
- No body piercings (other than earrings) or tattoos allowed.
- Headwear / Headbands or clothing that prove to be a significant distraction to the learning environment are not allowed.
- Tights, leggings, or socks should be one of the following solid colors: black, white, navy, royal blue, khaki, or gray.

### **Male Students:**

- Hair should be clean, neatly groomed, and well trimmed. No unnatural colors will be allowed (pink, blue, green, etc.) Boys hair must not touch the collar, hang below the eyebrows, or earlobes as it naturally falls.
- Shirts should be neatly tucked and a belt should be worn.
- Hats may not be worn in the building except on special days that are approved by the principal.
- No piercings or tattoos allowed.
- Socks should be one of the following solid colors: black, white, navy, royal blue, khaki, or gray.

The first violation of the letter or spirit of this code will receive a warning.

Further violations may result in suspension.

On days like Field Day, Harvest Festival, etc., other dress as designated by the administration may be worn. As expected, Christian modesty should govern the child's choice of clothing.

## *Parent Information*

### SCHOOL VISITS BY PARENTS

Parents are always welcome to visit the school, but please clear any visits with the teacher or school secretary in advance. We ask that this be done at a time so as not to interrupt the progress of the student or the class. Parents must check in at the school office and receive a visitors pass before visiting any classroom.

### PARENT/TEACHER CONFERENCES

Conferences may be scheduled with teachers. Teachers are available immediately after school for this purpose. To facilitate such conferences, parents are asked to call the school office to confirm the availability of the teacher they wish to see. If a telephone conference is desired, please leave a message to that effect with the office, and the teacher will return your call at a time that will not interrupt the classroom.

### FACTS/RENWEB

Parents may access student grades, attendance, and homework via FACTS(formerly RenWeb). To access FACTS, parents should have a valid email address registered with the school office.

### COMPLAINT OR PROBLEM PROCEDURE

Occasionally during the course of the year, misunderstandings or problems can arise between the teacher and student, teacher and parent, parent and school, or any one of several possible areas. This is often the result of lack of communication between those involved.

The Board has adopted a set policy for these situations, and complaints or problems will be handled in the following way, which we believe to be in line with Scripture (Matthew 18:15-17).

1. All questions, problems or complaints should be brought directly to the child's teacher first before anyone else is involved.
2. If the situation is not cleared up at this level through direct contact (Most of them will be!), it should then be brought to the attention of the principal.
3. If the situation is still not solved at this level, the problem should then be presented to the Head of School and Board of Trustees for its consideration. Anonymous letters to the Board will not be addressed.

### PARENTAL REQUEST POLICY

The official Board policy regarding parents' request for teachers is that while parents may confer with the principal regarding personality conflicts, parent preferences will not be accepted. We offer an excellent instructional staff; students' names will be RANDOMLY SORTED when there is more than one teacher for the same grade or level.

## LUNCHES

Students may purchase the cafeteria meal or bring a lunch. Parents are asked to send lunches that do not have to be heated or refrigerated.

## SNACKS

In kindergarten, there will be a definite snack time each morning with juice and snacks provided by the school. In 1st-6th grade, snacks are allowed during recess. We urge parents to send fruit or other nutritious foods. Special birthday snacks may be sent to share with the class during recess.

## PARTIES

We will have three school parties this year: Thanksgiving, Christmas, Valentine's Day. (Halloween is not considered an appropriate occasion for a school party, and such parties are strictly prohibited.) Home-room moms are responsible for planning parties and should check with their child's teacher for time of parties. Parties are for children and their classmates.

Passing out invitations to home parties such as birthday parties will be permitted only when all students in the class are invited to the party (or all boys/all girls). Students will not be permitted to give out invitations to a limited number of students when others are left out; parents are asked to handle this kind of invitation by phone or mail.

## SEVERE WEATHER

In case of severe weather, please listen to local TV and radio stations, monitor the school website, and emails sent out by the school. LCS will close when the Laurel Public Schools close unless otherwise notified.

Fire drills and tornado drills will be held during the year.

If LCS is under a warning, Civil Defense states that a child must remain at the school until the warning is lifted. If you feel you must pick up your child, you must go through the office.

## FIELD TRIPS

Field trips are an integral, viable part of the curriculum at Laurel Christian School. These trips are designed to enhance the students' understanding of a unit of study or to broaden their concepts of this world in which we live.

Parents are asked to help supervise on field trips. Blanket permission slips are given to parents on orientation night. Furthermore, proof of liability for all drivers on field trips shall be required, and a seat belt must be provided for every child on every field trip.

## HOMework AND SPECIAL REPORTS

Homework and special projects will be assigned throughout the year. We ask that parents supervise and encourage their children, **BUT PLEASE DO NOT DO THEIR WORK FOR THEM**, especially on special projects. LCS wants our students to develop not only good study habits and academic skills, but also to learn responsibility and the feeling of accomplishment.

## PARENT TEACHER ORGANIZATION (PTO)

PTO, a parent-teacher organization has active membership at LCS. “This organization believes in Christian Education and that, to this end, parents, relatives, teachers, and friends should be part of that process. Therefore, this organization exists to utilize these individuals in support of the spiritual and academic development of our children in a manner that is glorifying to God.” PTO committees offer many opportunities to serve.

## ***Health Policies***

### **MEDICAL INFORMATION**

All students entering K4, K5 and grade school must have all necessary shots as shown on their current immunization record (MS Form 121). According to state law, a child cannot enter K4, K5 or first grade (or any grade thereafter if he transfers from another state) without a certificate of compliance provided by a private physician or the Health Department showing proper immunization.

K- 4 students are required to furnish a current immunization record (MS Form 121) upon initial registration. K-5 students and new 1st graders are also required to furnish a certified copy of their birth certificate and a current immunization record (MS Form 121) upon initial registration.

If your child is sick, please do not send him or her to school. Please be sure that your child is free of fever for 24 hours before returning to school.

Students requiring medication during the day must leave the medicine in the office in an appropriate, labeled container.

Staff member(s) will not be permitted to administer any medicine to students without a parents' authorization.

### **ACCIDENTS**

If a minor accident occurs, a member of the school staff will administer first aid. If an emergency occurs requiring more extensive medical attention, emergency personnel will be called. Every effort will be made to contact parents. If the parents cannot be reached, appropriate medical attention will be secured according to the information on the registration form. However, if a severe emergency develops, an ambulance will be called or the student will be taken to the emergency room at once, and the parents and family doctor will be called.

***Family Commitment***  
AN AGREEMENT OF PURPOSE AND SUPPORT

As a family of Laurel Christian School, we understand our responsibility to support and assist the school as they aid us in the education of our child. We recognize that the education of our child is our God-given responsibility.

- We give Laurel Christian School full discretion in the training and discipline of our child, within the guidelines of the school handbook
- We pledge our loyalty to the goals and objectives of Laurel Christian School. We promise to bring any questions and criticisms to the appropriate teacher privately. Should the matter need to go to the administration, we agree to meet with the teacher and administration to discuss the issue. When necessary, we agree to bring any issue concerning policy to the board in written form to be put on the school board's monthly meeting agenda.
- In support of LCS, we pledge to, as much as possible, meet all attendance requirements at parent/teacher meetings, student conferences, and school functions.
- We pledge that if for any reason our child does not meet the academic requirements or cooperate with the disciplinary standards (including: dress, hygiene, care of school property, and conduct at or away from the school), we will withdraw him/her without delay. However, we recognize that the school reserves the right to suspend, expel, or otherwise discipline any student who fails to adhere to the standards set forth in the handbook.
- We pledge to read and discuss the policies of LCS contained in this handbook with our child.

# **Preschool Information**

## **K3 and K4**

### ***Preschool Philosophy***

The philosophy of Laurel Christian Preschool is to guide children toward becoming conformed to the image of Christ. We strive to integrate this philosophy in all areas of development: spiritual, intellectual, physical, social and emotional.

### ***Goals***

- Learn about God's love and creation
- Develop respect for authority and others
- Develop a positive self-concept
- Acquire an enthusiasm for learning
- Enrich language and other academic skills
- Exercise decision-making skills

### ***Program of Study***

*The Abeka Program is used to teach letter, number and Bible concepts.*

#### ***K3 Math***

*Numbers and Skills with Button Bear* teaches recognition of new numbers as well as matching, tracing and listening skills.

#### ***K3 Phonics***

3 year-olds learn the shape and sound of each letter of the alphabet during *Learn about Letters and Sounds* time. Students also practice letter formation.

#### ***K4 Math***

Children learn to recognize and understand the concepts of numbers. The goal of the program is for the student to count from 1 to 100, recognize 1-20, distinguish *before* and *after* numbers, and answer simple combinations.

#### ***K4 Phonics and Reading***

The goal of the program is for students to begin mastering the vowels and consonants and their sounds, and then move to forming blends and reading simple words.

### *Bible*

Bible time is presented through the telling of the stories of the Old and New Testament. Bible time includes the Pledge to the Flag, a patriotic song, Bible hymns, memory verses, prayer time, and the Bible lesson.

### *Unit Studies*

Unit Studies are centered on the “Letter of the Week”. Guest speakers and special activities are used to reinforce the study of each letter.

### *Library*

Students attend story time in our library each week to instill a love of books and reading.

### *Physical Education*

Children play outside each day when the weather permits. Physical Education is also taught through the Stretch and Grow Program. This program is taught by skilled Stretch and Grow staff, and teaches children the fundamentals of a healthy lifestyle with emphasis on exercise and good food choices.

## ***General Information***

### **CARPOOL AND DISMISSAL**

Students may be dropped off at school beginning at 7:30 a.m. Dismissal begins at 11:30. Students that have not been picked up by 11:45 will go to Extended Care and will be charged a \$10 drop-in fee.

Please follow the carpool line, and enter and exit at the appropriate areas of the parking lot.

Students should be let out at the entrance to the school. When it’s necessary to walk in with your child, please use the designated parking spaces facing Audubon Drive.

Early dismissal may be done before 11:00 so carpool will not be disturbed.

Please send a note or call the school office if your child will be leaving with someone different from the regular schedule.

Each family will receive 2 carpool numbers. Extra numbers may be ordered for \$3 each.

### **DISCIPLINE**

Discipline issues will be handled by the teacher in the classroom using time-out. If the behavior continues and is excessive, students will be sent to the school office and the parent will be called.

Depending on the offense the child may be asked to leave school for the day. Parents will be notified when extreme behavioral issues occur. These instances will be handled on a case-by-case basis at the discretion of the school administration. The Laurel Christian School

Administration reserves the right to discontinue enrollment at any point in the school year.

### **COMMUNICATION**

During instructional time, teachers are very busy with the class. Please refrain from texting or calling the teacher during this time. The Preschool office is available at 601-649-8989 to handle communications that need to be made.

## IMMUNIZATION FORM 121

State law requires that each K4 student have an up-to-date *original* immunization record on file at school. Form 121 may be obtained from the child's doctor and must be submitted at the time of registration.

## MONEY FROM HOME ENVELOPES

Each student will receive "Money from Home" envelopes at the beginning of the school year to use when money needs to be sent to school.

## PTO/ROOM MOTHERS

Parents will have an opportunity to join the LCS Parent Teacher Organization at the beginning of the school year. This vital organization offers each family a chance to become a participant in the life and growth of Laurel Christian School.

Each class will have a Room Mother that will organize parties and events throughout the year. The Room Mother will depend on the parents of the class to help with these activities.

## BIRTHDAYS

Teachers will distribute birthday party invitations if each child in the class is included, or all girls/all boys. When sending gifts or treats to school, each child in the class must be included.

## SNACKS

Snacks will be provided each day. However, a special snack may be brought from home for the class for a student's birthday, for Student of the Week or just to treat the class. Please check with the teacher first to avoid duplications.

## ACCIDENTS

If a minor accident occurs, a member of the school staff will administer first aid. No care beyond simple first aid will be given. If an emergency occurs requiring more extensive medical attention, every effort will be made to contact parents. If the parents cannot be reached, appropriate medical attention will be secured according to the instructions on the student's emergency card. However, if a severe emergency develops, the student will be taken to the emergency room at once, and the parents and family doctor will be called.

## MEDICATION

All medication should be labeled with specific directions and brought, in person, to the school office. This includes medication dispensed during Extended Care hours. Medication placed randomly in the student's backpack will not be administered.

Over the counter medication (Tylenol, Advil, Pepto, etc.) is available in the school office, but can only be given **after the parent has been contacted.**

## BREAKFAST

Students should eat breakfast before coming to school. Children will not be allowed to bring breakfast to school and eat in front of the other students.

## SEVERE WEATHER

In case of severe weather, please go to the school's website or listen to local TV and radio reports. The Preschool will follow the direction of the Elementary principal. LCS will close when the Laurel Public Schools close unless otherwise notified. Fire drills and tornado drills will be held during the year.

If we are under a warning, Civil Defense states that a child must remain at the school until the warning is lifted. If you feel you must remove your child, you must go through the office.

## TOYS FROM HOME

Students are not allowed to bring toys from home to school.

## PARENTAL REQUEST POLICY

The official School Board policy regarding parents' request for teachers is that while parents may confer with the director regarding personality conflicts, parent preferences will not be accepted.

We offer a very excellent instructional staff; students' names will be **RANDOMLY SORTED** when there is more than one teacher for the same level.