



LANSING CHRISTIAN SCHOOL

"Equipping Students with the Full Armor of God"

Parent and Student Handbook

Lansing Christian School

2015-16

A Message from the Principal

Welcome to a new year at Lansing Christian School. We are excited to have the hallways filled once again with minds eager to learn more about math, language, science, history, art, music, and God's Word. But most of all, we are excited to see what God will continue to do in the lives of each of these students as He molds and shapes them into the image of His Son, Jesus Christ.

The purpose of this handbook is to establish a sense of community standards that guide the functioning of the school. Community can at times be a goal that is hard to achieve. **Community requires us to set aside our personal or family standards for the sake of functioning together.** In this day and age, that is sometimes a tough concept to grasp and live out. A community handbook describes what we aspire to as a people of God, yet it acknowledges our shortcomings as a fallen people.

Read through this handbook. Some things have changed; many have stayed the same. We realize some may not agree with all the policies, but we do expect that, until they change, each person will respect and respond properly to the authority over them. Share those things that are applicable with your children in preparation for a wonderful school year.

We are proud of our staff of dedicated, competent, and Christian professionals. Try to get to know your child's teacher early in the school year. Good communication between teachers and parents is very important. Feel free to visit the school, come to school activities, and ask questions. Please continue to join the staff in daily prayer for our students, our homes, and our school.

Jon Postma, Principal

Statement of Educational Philosophy

The role of the Lansing Christian School is to establish an educational program where everything that is taught or done will meet these three criteria:

1. A scriptural, theologically based philosophy of education.
2. A psychology of learning with a Christian view of the child as a child of God and of the covenant with God.
3. An estimate of the needs and characteristics of the contemporary society in which the child must live – in which he must serve, honor, and glorify his God.

The Christian school is the foremost present-day means for fulfilling the command of the Lord concerning the nurture of His children. We believe the Christian school is totally necessary to implement the commands to “*impress them (God’s commands) on your children*” (Deut. 6:7) and “*subdue the earth*” (Gen. 1:28). The inspired Word of God gives the authoritative answer to the first question in education, “Why a Christian School?” God reveals Himself in the Bible and in His creation. The Christian school gives the Bible a prominent place and hence plays an important role in transmitting to our children their spiritual heritage.

The Christian school, moreover, is concerned with mastery of the fundamentals of human knowledge, and as such plays a major role in transmitting to our children their cultural heritage. A school is an effective place for learning and ONLY the Christian school can integrate the spiritual and human (natural) levels of God’s revelation into a meaningful whole.

There is also a scientific answer to God’s requirement. The child is created a spiritual being. All learning is centered on religious values. Secular schools are deprived of the privilege of providing instruction based upon the values of historic, orthodox, Christian truth. They must, instead, substitute a set of values called “democracy.”

In the focus of Christian faith as interpreted by Reformed creeds, the Christian school musters all of man’s faculties for a study of God’s revelations so that intellectual, social, emotional, and physical development is given unity, direction, and balance.

The touchstone of human relationships in the Christian school is personal concern for each other in the spirit of the law and love. This quality should be evidenced in the general atmosphere of the school, in the relationships between parents, teachers, students, board members, and all who are part of the school association.

Mission Statement

Because society is fast-moving, ever changing, and ethically demanding, the Christian school is constantly evaluating to get rid of the nonessential while tenaciously maintaining the anchor points. We must always ask ourselves the question, “What is the task of the Christian school?”

The stated purpose of Lansing Christian School is *to train children, in cooperation with parents, in such a way that they, in the building of His Kingdom, can perform duties in this world to the glory of God, for their own well-being, and for the welfare of others.*

Christian education serves as an extension of the Christian home. Our teachers stand in the place of parents during the school day and are charged with the responsibility of working cooperatively with parents to guide each child toward academic, social, and emotional growth and spiritual maturity.

“In education we seek to acknowledge the Lord by promoting schools and teaching in which the light of His Word shines in all learning, where students, of whatever ability, are treated as persons who bear God’s image and have a place in His plan” (Article 50 of the Christian Reformed Church Contemporary Testimony – ‘Our World Belongs to God’).

Non-discrimination Policy

Lansing Christian School exists to provide Christian education to children of families who are members in good standing in an Evangelical Christian Church. The school accepts enrollment without discrimination as to race, color, sex, or national origin. All rights and privileges are afforded to all students.

Employee and Student Dignity Policy

Lansing Christian School intends to provide its employees and students an environment that is free of offensive kinds of behavior. Conduct, whether intentional or unintentional, (including, but not limited to: verbal and physical abuse, as well as cyber or any other electronic media) that subjects another person to unwanted attention, comments or actions because of race, national origin, age, sex, physical characteristics or disability, or robs another person of dignity is not permitted.

Lansing Christian School does not condone or allow harassment, bullying, or threats to the safety of others, whether engaged in by employees, supervisors, students, or other persons who may be present in our facilities. Any person who is determined to have violated this policy will be subject to corrective action and/or discipline, which may include expulsion from the school and/or notification of the Lansing Police Department. A copy of the complete Employee and Student Dignity Policy is available in the school office.

Tobacco, Alcohol, Illegal Drugs, and Weapons Policy

The possession, distribution, or use of tobacco, alcohol, any illegal or illicit drug, or any kind of weapon that could injure another person is forbidden at Lansing Christian. Parents will be notified if their child has violated this policy and any violation of this rule will lead to discipline, which may include suspension or expulsion from school and/or notification of the Lansing Police Department.

Search and Seizure

Lansing Christian School retains the right to and will search for and seize tobacco, drugs, weapons, and other contraband when there is reasonable suspicion that such contraband is in the possession of a student. Such possession is in violation of the laws enacted by local, state and federal government. The possession/use of tobacco, alcohol, any illegal drugs, or any kind of weapon that could injure another person is forbidden at Lansing Christian School. Students who possess such contraband will be subject to discipline which may include expulsion from school. **Desks/lockers are school property and the school expressly retains the right to search them at any time.** Lansing Christian School will cooperate fully with police and other government authorities in prosecuting students who knowingly and willfully violate the law.

Attendance Policy

The importance of being present in school cannot be said strongly enough! While there are circumstances, which necessitate absence from school, it is important that children learn early in life that being present in school is a high priority. Being present in school whenever possible has much influence on attitudes toward attendance on the job as an adult. It is the child's "work" to be in school at this point in his/her life. Very little must interfere with this responsibility. Even though provisions are made for making up missed work, it is understood that doing missed work is a small part of the learning that takes place and nothing can recapture the interaction between teachers and students in the classroom. Explanations and clarifications cannot be made.

Therefore, the following statements are made regarding attendance:

1. Daily attendance takes precedence over anything else that might be thought to be interesting, educational, convenient, or desirable.
2. Daily attendance fosters the attitude that "being in school" and "I must be there!" is the most important job for students at this time in their lives.
3. Learning takes place each and every day, which cannot be recaptured by simply making up the work. Parents are urged to make appointments (doctor, dentist, etc.) outside of school hours whenever possible.
4. Students who have missed school because of sickness, appointment, or family emergency should make arrangements to pick up their work with another student, the teacher, or by calling the school office.
5. When a family is anticipating an unexcused absence, parents must notify the office and the teacher as to the dates of the absence and the students involved. Teachers will work out the most convenient time to get assignments to the student.
6. When parents take a student from school for reasons of family vacations, trips, church retreats, etc., it is the **responsibility of the students and parents** to keep the student up to date in his/her school-work. Outstanding attendance awards will be affected by such absence. Outstanding attendance awards will not be affected by family funerals.
7. There will not be the expectation that teachers will provide all homework in advance of the absence. A teacher can be expected to provide some homework in advance, but it is impossible and impractical to provide everything.

When a family is anticipating an absence, parents must notify the office and the homeroom teacher in writing (at least two separate notes) as to the dates of the absence and the students involved.

Teachers will work out the most convenient time to get assignments for the student. Typical arrangements are sending work home with a sibling, sending work with another student who lives near by, or a parent picking homework up in the office near the end of the school day.

Work missed must be made up according to the following schedule:

- 1 (one) day absent – make up work due the 2nd morning back in school.
- 2 (two) days absent – make up work due the 3rd morning back in school.
- 3(three) or more days absent – make up work due the 4th morning back in school.

Parents are responsible for checking that work is completed before it is returned to the homeroom teacher.

School Hours

PreK Program (September through May):

Three half days (M, W, Th) 9:00 a.m. – 11:50 a.m.

Three full days (M, W, Th) 9:00 a.m. – 3:30 (bus) or 3:35 (non-bus)

Five half days 9:00 a.m. – 11:50 a.m.

Five full days 9:00 a.m. – 3:30 (bus) or 3:35 (non-bus)

Kindergarten:

Three full days (M, W, Th) 9:00 a.m. to 3:30 (bus) and 3:35 (non-bus)

Five full days 9:00 a.m. to 3:30 (bus) and 3:35 (non-bus)

Grades 1-8:

9:00 – 3:30 (bus) or 3:35 (non-bus)

If at all possible, students should not arrive at school prior to 8:45 a.m. Students who do will be brought to the Extended Care room. There will be a bell at 8:52 a.m. at which time students will be allowed to go into the school building.

If a student is not picked up by 3:45, the student will be brought to the Extended Care room.

Whenever there is a scheduled noon dismissal, bus students will be dismissed at 12:00 noon and non-bus at 12:05 p.m.

During the school day and after school (including days when there is interscholastic sports activities), unless they are on their way home, students are not allowed to leave the school grounds. Those waiting for a ride must remain on school grounds unless they have been given permission to leave.

Attendance Verification Policy

Parents must contact the school office (708-474-1700) to report daily absences. Parents are asked to call the school office between 8:00 and 9:15 a.m. If a parent (or guardian) neglects to report a child's absence, it will be necessary for the school to call the parent to verify the absence.

If your child will arrive late for school, it is still necessary to call unless a note has been given to the child's homeroom teacher the preceding day.

We would ask all parents to show diligence and cooperation in making their reports to the office so this program remains successful. Our aim is to insure the safe arrival of all our children each school day.

Report Cards

Computer generated report cards are issued every quarter. Parents are asked to review the card and to spend some time going over the card with the child. If there are questions or a need to clarify a comment, parents are encouraged to contact the teacher.

Parents should avoid comparing marks between siblings, friends, etc. The important thing is that each child uses the talents God has given him or her and not whether he or she has done as well as someone else. Please feel free to contact the teacher anytime you have a question or need clarification regarding any grades or comments on a report card or any other time.

Daily Work

Daily work is very important. Be sure your child is keeping up on his or her daily work by asking to see the marked papers that the teacher has returned. If you have reason to believe that your child is not taking marked papers home, please check with the teacher. Then, take the time to review these papers with your child. It is encouraging for students to know that parents and teachers are interested in their work and it is easier for a parent to understand any learning difficulties a student may be having if daily work has been reviewed on a regular basis.

Some homework can be expected, especially in the upper grades. Our teachers are encouraged to be reasonable in what is given as homework each night and are urged to minimize homework on nights when school activities are planned. Careless or sloppy work will not be accepted and students may be asked to re-do any daily work or homework that is poorly done.

Parent Portal

Teachers in 3rd grade through 8th grade will post grades for assignments and tests on our Parent Portal (<https://plusportals.com/LansingChristian>). Parents and students will be given a username and password that should not be shared with others. Teachers will update grades on the Portal at least weekly. Report card grades may be influenced by factors not indicated on the Portal.

School Calendar for 2015-16

August 24-25	Teacher orientation and in-service days
August 24	Parent Night/Open House/Ice Cream social from 7:00-8:30
August 26	School begins (½ day of school) Opening exercises in gym at 9:30
September 2	First Day of PreK
September 7	Labor Day (no school)
September 12	Steak Fry
September 25	Fall Festival (½ day of school)
October 20	End of the 1 st Quarter
October 21	Inservice Day/Records Day
October 22-23	CEA Teachers' Convention (no school)
October 30	1 st quarter report cards distributed
November 4-5	Fall parent teacher conferences
November 6	No school
November 26-27	Thanksgiving vacation (noon dismissal on Wednesday, Nov. 25)
December 21 - January 1	Christmas vacation
January 15	End of the 2 nd quarter
January 18	Martin Luther King Day/Records day (no school)
January 22	2 nd quarter report cards distributed
January 23	Science Fair (grades 5-8)
January 28	Mid-year parent-teacher conferences (evening only)
February 12	Inservice Day (no school)
February 15	Presidents' Day (no school)
March 24	End of the 3 rd quarter/Records day (½ day of school)
March 25	Good Friday (no school)
March 28–April 1	Spring break (no school)
April 8	3 rd quarter report cards distributed
April 18-22	Christian Education Week
April 22	Grandparents' Day
April 28	Association Meeting
May 30	Memorial Day (no school)
June 2	Graduation Exercises (noon dismissal)
June 3	Records day for teachers (no school)
June 6	Final report cards available in the school office

Throughout the school year several other dates will be chosen for special programs, concerts, fund-raising activities, science fair, etc. Sports schedules will also be made prior to the different seasons and sent home in the *Rapid Read*. Please watch the *Rapid Read*, church bulletins, community calendar, web site, and monthly calendar (sent with the first *Rapid Read* each month) for additions or changes to the school calendar.

Dress Regulations

Because we want our students to conform to the Christian principles of moderation and appropriateness in dress, as well as in all areas of life, we ask that parents see to it that students come to school properly dressed. **Be aware of your child's clothes!** The type of clothing a person wears has a definite effect upon attitude, conduct, and work habits. In school, dress should reflect the fact that the student is working on the job of being educated. Dress should be appropriate for the activity involved and in good taste. If in doubt, do not wear the article of clothing and ask a teacher or administration for clarification. Some specific regulations are as follow:

1. Shorts are permitted for all students but must be as long as the outstretched finger tips at the side of the legs of the wearer. **7th and 8th grade students can wear dressy, walking shorts--not athletic shorts other than in gym.**
2. Students may not wear biking shorts or other clothing that is excessively tight or overly large. Clothing should be modest and loose fitting, not showing any undergarments.
3. Dresses, at a minimum, must fit the rule for length of shorts. This also applies to any dress that is worn with leggings underneath.
4. Shoes (must have backs on them) are to be worn at all times for students in grades K-6. 7th and 8th grade students must wear nice sandals (April 1 - October 31) or shoes. Flip-flops or beachwear are not allowed.
5. No clothing that is deliberately torn or shabby. All clothing must be hemmed or have finished ends (not frayed, ripped, torn, or cut).
6. Sleeveless tops may be worn by students in grades PreK-4, but are not allowed for students in grades 5-8. No shirts or any type of top that does not come to the waist or exposes bare midriff during normal school activities is allowed. See-through clothing does not meet dress code.
7. Sweatsuit or warm-up outfits may be worn in the grades PreK-4, but are not appropriate for students in grades 5-8. Flannel or pajama pants are not allowed for anyone.
8. Any clothing that advertises alcohol, tobacco, drugs, rock music groups, movies, has occult symbolism (no skeletons, skulls, crosses), has sexual connotations, is disrespectful to authority, Christianity, education, etc., wording that is contrary to our school's goals and beliefs, or other wording that is deemed to be offensive may not be worn. Clothing with the Abercrombie, Hollister, or Victoria's Secret PINK logo or name is prohibited due to offensive innuendo and the promotion of inappropriate sexual behavior encouraged by these clothing companies.
9. Face painting, earrings for boys (or tongue, eyebrow, nose, etc. piercing for anyone), or bizarre hair styles or colors are not appropriate and the student will be asked to wash out or remove such things.
10. Students in grades PreK-6 must wear boots when there is snow on the playground. Boots should be clearly marked with the student's name or initials and must be worn when conditions warrant.
11. Hats may not be worn in the school building at any time.

As new styles of clothing or patterns develop the school may make adjustments, within our guidelines of modesty and propriety and in keeping with our school's mission, in the dress code. If a student's dress is inappropriate, the parents will be called and asked to bring a change of clothing to school. If there is ever any doubt concerning the apparel of a student, the

administrator will make the final decision.

Parents and students have an obligation to the school and the Christian community to consider proper dress for the Christian school environment. Remember that we bear God's image and we are a constant witness to the entire community by our dress and actions. The school assumes no responsibility for items lost or not claimed within a reasonable amount of time.

Bicycles and Motorized Vehicles

Motor driven vehicles may be taken to school only with the permission of the administration and the parents.

Students who take bicycles to school must park them in the racks on the north side of school. It is highly recommended that bicycles be chained or locked in the bike racks during the school day.

Emergency Procedure

In case of emergency conditions or school cancellations announcements will be made via our School Reach system through email and phone calls. Announcements will also be posted on the school's website and our Facebook page.

Email and Website

The email address of the school office is office@lansingchristian.org, and Lansing Christian School maintains a web site at www.lansingchristian.org.

Telephones

The school telephone number is (708) 474-1700 and the fax number is (708) 474-1746. Calls for teachers, whenever possible, should be made before or after school hours.

Students may not use personal cell phones during school hours. See "*Cell Phone and iPod Use*" section for regulations regarding cell phones.

Students are allowed to use the office telephone in case of illness or emergency with the permission of the child's teacher. A pay telephone (708-895-9815) is available in the gym hallway for student use in cases other than illness or emergency. Please remember, however, a student cannot leave the school grounds without permission from the office.

Entrances and Exits

Except in inclement weather, students will remain outdoors until the 8:45 a.m. bell. At that time students may bring their belongings to their classrooms.

Students in PreK-3 enter through the west door (#16). Students in PreK-4 enter through door #17. K-3 enter through door #18. 4th-6th enter through the front door (#1). 7th and 8th grade students use the east junior high wing entrances. All outside doors are locked during school hours. Visitors enter the front door (#1) and must wait until the office personnel electronically unlock the entry doors before entering the building.

Students are expected to walk in an orderly manner at all times when in the hallways or classrooms. Exiting the school will also be conducted in an orderly and quiet manner.

Behavior Rubric

Lansing Christian School adopted a *Best Behavior* rubric starting in the 2014-15 school year. This rubric will help students better understand what is expected of them and the predictable consequences for not following those expectations.

Mean behavior is defined as “Any look, gesture, word, or action that hurts a person’s body, friendships, feelings, or things.” Nice behavior includes “Friendly looks, kind gestures, nice words, and friendly actions.” What matters is how the other person feels, not how a student meant it.

Student Report Forms are found on the school’s website and in each classroom. These forms can be used by students to report mean behavior that they need help with from an adult. Sometimes it is easier or more convenient to write what happened rather than talk to a teacher. However, students are encouraged to talk with a teacher as soon as possible rather than waiting.

If a Behavior Form is filled out, the teachers and principal will talk with the students involved to better understand all facets of the situation. Based on those conversations, a student may be placed on the rubric for his or her actions. The Behavior Form and Rubrics for grades K-4 and 5-8 can be found at the end of this Handbook.

Academic or Behavioral Detention

Severe and/or repeated misbehavior (swearing, excessive rowdiness, repeatedly breaking school rules, back-talking, destruction of school property, gum chewing during school hours, or behavior that is detrimental to school organization) or repeated instances of incomplete or unfinished assignments may result in detention after school. In such cases the teacher will notify the home before school dismisses for the day or will arrange to keep the child after school on another day when arrangements for transportation can be made with the parents.

Conferences

Parent-teacher conferences will be scheduled in the fall (mandatory) and after the end of the first semester (voluntary). Conferences are extremely helpful and parents should make every attempt to be present. If parents do not attend the fall parent-teacher conferences as scheduled, a make-up conference with the teacher(s) should be made. Parents and teachers should feel free to make a contact anytime a meeting would be beneficial for parents, teacher, or student. Good parent-teacher communication is vitally important!

Physical Education

Physical education is required of all students unless a written excuse is received from the family physician. Tennis shoes are required for indoor physical education classes and gym shirts are required in the junior high grades. Gym shirts for junior high students may be purchased after school begins from the physical education teacher, Mr. Henry Huitsing.

Health Services

The State of Illinois mandates certain immunizations as well as a physical examination for all students entering kindergarten/1st and sixth grade (a preschool physical examination is not acceptable for kindergarten entrance) and the school is mandated to keep up-to-date health, dental, and immunization records on each student. Parents are responsible to provide the required information to the school and to have their children properly immunized and tested. Student health records are audited annually by the Cook County Department of Health and Illinois State Board of Education. The school may withhold services to students with incomplete health records.

Volunteer nurses (members of our school association) provide some limited services to our students to help maintain health and immunization records. Basic first aid is administered in the office when necessary. No medication is administered without the consent of parents. Consent for common medications may be given on the enrollment form.

In case of severe injury, every attempt will be made to contact the home and the school will act according to the parents' wishes. If the parent cannot be reached, the school will act in the best interest of the injured student.

Illness and Communicable Disease

If a child is ill with a communicable disease, please keep him home until he has recuperated sufficiently or a doctor has been seen and the condition is no longer considered contagious. Please do not send a sick child to school expecting them to remain indoors because they do not feel well; it is inconsiderate of those in the same classroom. Requests to have children remain indoors during recess times will be honored only following illnesses or special circumstances.

Lansing Christian has a communicable disease policy and a bloodborne pathogens control policy to address illnesses that include, but are not limited to, such things as measles, meningitis, HIV, encephalitis, hepatitis, tuberculosis, etc. A copy of the complete communicable disease policy and blood borne pathogens control policy is available in the school office.

Rapid Read and Trumpet

The *Rapid Read* is sent home through email every Tuesday. Hard copies of some information may be sent home with the oldest child. The *Rapid Read* contains a good deal of information and many announcements pertaining to the school's activities. A copy of the *Rapid Read* is also available on the website.

The *Trumpet* is the name of the school's newsletter, which is distributed to all the supporting churches as well as to each family who has children in the school. The *Trumpet* contains news articles and other information designed to help keep the members of the school association informed about different happenings around the school. The *Trumpet* is published and distributed three times per year and also available on the website.

Parents' Club

All parents of children attending Lansing Christian are members of the Parents' Club. This organization works throughout the year on various fundraising projects. The funds are used to purchase items that advance the strategic purposes of Lansing Christian as directed by the Board. In addition to fundraising, the Parents' Club is also involved in the lunch program, assigning of room mothers, grandparents day, annual association meeting, printing the annual school directory, and a host of other activities. The group has one formal meeting each fall. All parents are invited to be active participants and to do their share when called upon to work (all parents are assigned a work schedule for Fall Festival). Everyone is also invited and encouraged to attend the annual meeting. The president for the 2014-15 school year is Mrs. Amy Miedema (708) 474-9141.

Lunch Program

Each Wednesday the Parents' Club will offer hot sandwiches, taco, pizza, etc. to the students for lunch. Orders and payment for these lunches are collected every three months. Special hot lunches (chicken nuggets, Arby's, Subway, etc.) or treats (ice cream bar, cookie, donuts, etc.) are periodically offered throughout the school year and must also be ordered and paid for in advance. Order forms covering a three-month period for regular and special hot lunches will be sent home.

All other days, students bring a lunch from home.

Lunch Periods

Students eat lunch in their homerooms. White, chocolate, and strawberry milk (2%) is provided (for a fee) for students at noon. Students are not allowed to bring drinks to school in cans, bottles, plastic containers, etc. Exceptions are juice boxes, bottled water, or thermos bottles.

Any other exception must be approved in the office. Parents are asked to **please not bring fast food** (McDonald's, Subway, KFC, etc.) lunches to their children on school days.

Wellness Policy

The link between good nutrition and learning is well documented. Healthy eating patterns and an active lifestyle are essential for students to achieve their full academic potential, full physical and mental growth, and lifelong health and well-being. Lansing Christian has adopted a wellness policy, which seeks to consistently promote health and wellness, good nutrition, and regular physical activity. Because students should engage in a minimum of 60 minutes of physical activity a day, parents are encouraged to partner with the school in providing physical activity for their children beyond the school day. A copy of the complete wellness policy is available in the school office.

Cell Phone and iPod Use

Cell phones, iPods, Blackberries, beepers, and other personal electronic devices are popular items among young people as well as adults. Although students are allowed to have such things on their way to and from school, **once the student is at school these electronic devices must be turned off and stored in lockers or backpacks until the end of the school day. Students are not allowed to have these devices on their person during the school day until they exit the building** (9:00 a.m. to 3:35 p.m.). If a student is found to have the device on their person or found to be using the device during the school day, the device will be confiscated and held in the school office until the principal returns it **to the parent**. Repeated offenses will result in the student losing the privilege of having such a device in school for the remainder of the school year.

C.A.R.T. Program

The Parents' Club sponsors the C.A.R.T. (**C**ertificates **A**llowing **R**eduction in **T**uition) program to help families reduce their tuition bill. The school is able to purchase certificates in large quantities at a discount rate from major food or retail stores. Participants purchase the certificates at face value from the Parents' Club. The credit toward tuition ranges from 2% to 13% of the certificate's value. The certificates can be used, for the most part, just like cash or a check at the participating stores. In addition, the program also includes a voucher system for the purchase of products that are higher in cost and less frequently purchased.

For more detailed information about the C.A.R.T. program, or to register to begin participating, contact the office or visit the school's website.

Graduation Requirements

8th grade students will be awarded a diploma from Lansing Christian School as long as they complete all the requirements for that diploma.

Current requirements are:

- Passing a Constitution and Flag Use Test given during their Civics class.
- Completion of a Science Fair or Open House project during grades 5-8.
- Passing 8th grade classes.
 - If a student fails more than one of their classes, including specials such as PE, art, Spanish, etc., a diploma will be withheld.
 - An exception can be given by the Education Committee based on a student's demonstrated effort over a sustained period of time, upon review of work, and/or input from junior high teachers.

Athletic Eligibility

Students interested in participating in interscholastic athletics at Lansing Christian School and their parents should familiarize themselves with the following eligibility requirements and athletic policies.

At Lansing Christian School, we know that some students have difficulties learning all of the academic studies expected of them. We do, however, expect students to do their best and show a positive attitude in all classroom activities. This includes, but is not limited to, keeping up with their assignments, preparing for tests, and demonstrating proper classroom conduct and respect for the teachers and the material being taught.

In order to be eligible for any athletic activity:

1. Students must be in good academic standing (passing all classes, i.e. classroom academics as well as PE and all other specials) prior to the first try-out/practice date.
2. Once named to the team, coaches will monitor academic standing through dialogue with the athletic director, teachers, and parents. If grades do not meet eligibility standards (passing) for a two consecutive week window, the athlete may be held out of participation until the passing grades are attained upon weekly check-in.
3. Students may not participate (practice or play) in any athletic event if suspended, is actively serving in the in-school suspension program, or has been involved in multiple discipline referrals by his or her teachers.
4. The student must be present in school for one-half day (3 hours) in order to participate in practices or games.

Teachers must make the athletic director aware of any academic or behavioral issues of the student. The athletic director will then alert the coach and parents of the student athlete's ineligibility status for the week.

School Programs

Throughout the school year several programs will be presented and parents, friends, and grandparents will be invited. We hope many will be able to attend these events. To make programs more enjoyable for both the performers and those watching, we ask that any elementary school age children attending (unless they are in the program) sit with their parents. Also, during interscholastic sports events, any student in third grade or below may not attend unless accompanied by a parent.

Birthday Parties

Birthday parties can be lots of fun, but there is also potential for hurt feelings when invitations are given out to only selected friends. If you are planning a birthday party, or some other kind of party for your child, please do not distribute invitations at school unless everyone (all the boys or all the girls in the student's classroom) is getting an invitation.

Bus Regulations and Behavior

School buses are operated for the convenience of parents and it is a privilege for students to ride on them. This privilege can and will be denied students who cannot conduct themselves in an orderly, polite manner while on the bus. Bus passes are available in the office for students who do not ordinarily ride the school bus, but we ask that if several friends will be visiting a student's house (sleepover, birthday party, etc.) that the parents provide the transportation. Parents are asked to talk with their children regarding conduct and Christian witness while on the bus. The following examples of misbehavior will warrant disciplinary action:

1. Walking around or standing up while the bus is moving.
2. Throwing garbage, scraps, and trash on the bus floor,
3. Throwing trash, or anything else, out the bus window or at other passengers.
4. Damage to the bus through carelessness or roughness.
5. Rough housing, fighting, wrestling, unnecessary noise, or any kind of rowdiness.
6. Swearing, vulgar or abusive language, or disrespectful talk to the driver, other passengers, or persons outside the bus.
7. Bus company policy states that no live animals may be transported on the bus.

If it is necessary to discipline a student due to poor bus conduct, the following procedure is used:

1. 1st offense will be handled by the school's bus coordinator and the parents will be contacted.
2. 2nd offense will result in a 5-day bus suspension.
3. 3rd offense will result in an indefinite bus suspension (10 day minimum) and a meeting with the board's transportation committee will be held to determine when, or if, a student will be allowed back on the bus.

If a bus discipline problem arises within the last days of a school year, the school may withhold report cards and diplomas until the matter is resolved to the satisfaction of the school.

The school board reserves the right to skip a step in the discipline procedure if the bus coordinator feels such action is warranted.

Any questions regarding bus matters should be directed to the school office or a member of the school board's transportation committee. The school will then deal with the bus company rather than have parents individually contacting the bus company.

Car Pool Pick Up

In the interest of safety, all car-pool pick up for K-8th is to be done **inside the fence** to the east of the school. Only Pre-K students may be picked up on the west side of school. **Pick up your children only in the designated car-pool pick up area.** There is a red line painted on the sidewalk to the south of the school building that students are not allowed to cross except to board buses. Please do not ask your children to break that rule by trying to pick them up on Randolph Street. Teachers will be present to help children safely cross streets to get to their car pools. Also, please note the village has designated Randolph Street as a one-way street between 8:40-9:00 a.m. and 3:30-3:45 p.m. each school day. The cooperation of all parents with regard to these safety matters is greatly appreciated and results in a much safer situation for all our children.

Children who must be picked up in front of school due to crutches, wheelchairs, debilitating illness, etc. may be picked up only after 3:45 or with special permission from the school office.

Tuition Payments

Tuition statements are sent home monthly and payments are due on the 16th of each month. Tuition statements are based on a payment of 1/10 of the total balance due. The 1st installment (due on August 15 each year) will include one average monthly payment plus the milk fee (if any), the building fund fee, and any other special charges. The remainder is to be paid, as a minimum, in 9 installments using the average monthly payment due by the 16th of the month. Payment of all previous years' balances and the payment of fees and first installment will be a condition that must be met before attending school. Any other special tuition payment arrangements must be made with the board's finance committee.

The board has established a policy that states that in the case of divorce or separation of parents, the parent who enrolls the child at LCS will be held financially responsible for the entire tuition liability regardless of divorce decree stipulations or any other agreement and that split billing of tuition will not be allowed.

Any bank charges the school receives due to insufficient fund checks, stop-payment orders, etc., will be billed to the account responsible for the added charge to the school.

Board policy also states that missing two monthly installments, without notice, will be grounds for the school to withhold services, unless special arrangements have been made with the finance committee. We realize there may be cases where financial situations are such that meeting payment schedules is difficult. If anyone is having difficulty meeting their financial obligation, they are urged to contact a member of the finance committee. Good communication in a timely manner is the best way to resolve any financial difficulties.

Registration, Enrollment, Transfer

Registration materials are sent home with students in the spring of the year. A registration fee of \$100 per family is required at the time of enrollment. A late fee is assessed to any registrations received after the deadline. The registration fee is applied toward a family's tuition, but any late fee is not.

Applications for enrollment may be made at any time. Families will be considered for enrollment after completing the application form, providing report cards, providing a letter of recommendation from their church or pastor, and meeting for an interview with the Education Committee of the School Board.

If a family moves into our service area during the course of the school year and desires Christian education, every attempt will be made to accommodate them. Students who are under expulsion from other schools will not be allowed to enroll (transfer) into Lansing Christian.

Auto Insurance

Over the years parents have volunteered their cars and services to help transport students to various functions (field trips, sports events, etc.). The school board is grateful for this endeavor and trust that such volunteerism will continue, but parents should understand that in case of an accident, the owner's own automobile policy is the **primary source of coverage. This would apply to deductibles, collision damage, property damage, and bodily injury. Lansing Christian maintains insurance to protect the association in the event it is named in any litigation.**

School Board

Members of the School Board are elected at the annual Association Meeting held in the spring of each year. Board members are elected for a three-year term. Regular Board meetings are held on the second Thursday of each month. The Board elects its own officers and makes committee assignments at the August meeting.

The School Board has five standing committees that handle various aspects of the school's business. Standing committees are Building, Grounds, and Transportation; Education; Executive; Finance; and Public Relations. In addition, the LCS Foundation, director of development, and our principal give reports to the School Board. The Board may also appoint special committees for a set length of time to study and make recommendations for special projects or oversee the implementation of a special project or course of action. Two of the Board Committees, Building, Grounds, and Transportation along with Education, have non-board society members serving as members of the Committee.

Chain of Command

Parents are asked to always follow the “chain of command”. At Lansing Christian the chain of command would be: Association → Board → Principal → Teachers → Students. If a parent is concerned about a classroom situation, they are strongly urged to contact the teacher first. If the problem persists or the parents (or teacher) are not satisfied or if for some reason such a meeting would be very difficult, the next step would be to contact the principal. If the situation continues to be unresolved, the next step would be to contact the chairman of the education committee, and finally, if necessary, the matter would be brought to the full education committee for final resolution. Following these steps most often leads to a satisfactory resolution and is in keeping with both our school policy and the approach suggested in the Bible (Matthew 18) for how Christians ought to deal with one another when there are differences.

A listing of Board members, their committee assignments, and their home telephone numbers are printed in the annual school directory which is provided by the Parents’ Club for your information and as a service to our school society.

Thrift Store--Harvest Thrift Center soon to be New 2 You

Lansing Christian operates the Harvest Thrift Center located in the Wentworth Shopping Center at the corner of Wentworth Avenue and River Oaks Drive in Calumet City. All proceeds are distributed to parents from LCS and Calvin Christian. If parents accept the pay-out, the assumption is they will also commit to serve one three-hour volunteer shift per month. The store is open Tuesday through Friday from 9:00 a.m. to 3:00 p.m. and on Saturdays from 10:00 a.m. to 3:00 p.m. Donations and volunteer workers are always needed and welcome. Call the school for details or to become a volunteer.

Faculty and Staff

We are proud of our dedicated and well-qualified staff. Whether new to the staff or very experienced, each one works out of a sense of calling and is committed to serving the Lord, Christian education, and our school association to the best of their ability. Every person on our staff looks forward to partnering with parents to provide the best possible Christian education for our children. Please get to know your child’s teacher and the rest of the support staff. Parent-teacher relationships are one of the strengths of our school. If you have any questions about our staff, please contact our principal, Mr. Jon Postma.

Extended Care Program

A before and after-school care program is available for those parents who need this service. Children enrolled in grades PreK-8 at Lansing Christian are invited to attend. Children attending the extended care program must be signed into and out of the program by their parent/guardian each day. The extended care program will follow the LCS school calendar and is available before school from 6:30-8:45 a.m. and after school from 3:30-6:00 p.m. For additional information or to register for the program, please contact the school office.

PreK Program

A program for PreK children, ages 3 and 4, is available to parents who are seeking such a program for their child(ren). To qualify for enrollment into the program a child must be 3 years old before September 1 or 4 years old before September 1. Pre-K classes run from September through May. All students must be potty trained before attending.

Marriage Policy

Lansing Christian School's mission is to serve as an extension of the Christian home as we work together to achieve the goal of helping children grow to their maximum potential, preparing them for lives of service in the Kingdom of God, and equipping each one with the armor of God.

Lansing Christian School is a religious institution, providing an education in a distinct Christian environment, and it believes that its biblical role is to work in conjunction with the home to mold students to be Christ-like.

On those occasions in which the atmosphere or conduct within a particular home is counter to or in opposition to the Biblical lifestyle the school teaches, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student.

This includes, but is not necessarily limited to, a parent living with and in a relationship with another adult outside of historical, Biblical definition of marriage as described below; a parent or student practicing a homosexual lifestyle or alternative gender identity; promoting such practices; or otherwise having the inability to support the moral principles of the school.

Leviticus 20:13a shows that as God's people left their years of slavery, they were reminded that God's plan did not include homosexual relationships.

Deuteronomy 6:6-9 makes it clear that parents are called to train their children in His commands in all parts of life--at home or on the road, sitting down or standing up, inside the house or outside the house. Because parents are called to train their children at all times, what is taught and demonstrated in the home is just as important, if not more important, as what is taught and demonstrated at school. As such, the Christian school must take interest in the atmosphere and/or conduct in a particular home.

Matthew 19:4-6 makes it clear that God's intention for marriage is that between one man and one woman.

Romans 1:24-27 makes it clear that in spite of God's plain and clear revelation of himself, a homosexual lifestyle is shameful, unnatural, and a demonstration of the brokenness affecting God's original intent and

I Corinthians 6:9-10 makes it clear that having sexual relations with someone of the same gender is a sin. These Bible passages equate homosexual acts with adultery and sexual perversion.

Lansing Christian School Behavior Rubric for Grades K-4

Behavior that is not Christ-like	Includes but not limited to:	First Time	Second Time	Third Time	Fourth Time
Moderate Horeplay	<ul style="list-style-type: none"> • Goofing around • Shoving • Grabbing • Tripping • Pushing 	<ul style="list-style-type: none"> • 15 second intervention • Restate definition of nice/mean behavior • Discuss alternate behavior • Opportunity for apology 	<ul style="list-style-type: none"> • 15 second intervention • Restate definition of nice/mean behavior • Discuss/practice alternate behavior • Opportunity for apology • Loss of 1 noon recess • Time to Think form • Student calls parents 	<ul style="list-style-type: none"> • 15 second intervention • Restate definition of nice/mean behavior • Discuss/practice alternate behavior • Opportunity for apology • Loss of 2 noon recesses • Time to Think form • Discussion with Principal • Student calls parent 	<ul style="list-style-type: none"> • 15 second intervention • Restate definition of nice/mean behavior • Discuss/practice alternate behavior • Opportunity for apology • Loss of 3 noon recesses • Time to Think form • Discussion with Principal • Student calls parent
Dis respect to a student	<ul style="list-style-type: none"> • Teasing • Name calling • Unkind gestures and looks • Insulting • Excluding others • Behaviors that hurt others • Innapropriate language 	<ul style="list-style-type: none"> • 15 second intervention • Restate definition of nice/mean behavior • Discuss alternate behavior • Opportunity for apology 	<ul style="list-style-type: none"> • 15 second intervention • Restate definition of nice/mean behavior • Discuss/practice alternate behavior • Opportunity for apology • Loss of 1 noon recess • Time to Think form • Students calls parents 	<ul style="list-style-type: none"> • 15 second intervention • Restate definition of nice/mean behavior • Discuss/practice alternate behavior • Opportunity for apology • Loss of 2 noon recesses • Time to Think form • Discussion with Principal • Student calls parent 	<ul style="list-style-type: none"> • 15 second intervention • Restate definition of nice/mean behavior • Discuss/practice alternate behavior • Opportunity for apology • Loss of 3 noon recesses • Time to Think form • Discussion with Principal • Student calls parent
Purposerful behavior causing injury or damage False Reporting Retaliation for Reporting	<ul style="list-style-type: none"> • Punching • Pushing • Biting • Spitting • Kicking • Stealing • Throwing objects • Damaging Property • Harassment • Threats 	<ul style="list-style-type: none"> • 15 second intervention • Restate definition of nice/mean behavior • Discuss/practice alternate behavior • Opportunity for apology • Loss of 1 day of recesses • Time to Think form • Discussion with principal • Student calls parent • Possible parent conference 	<ul style="list-style-type: none"> • 15 second intervention • Restate definition of nice/mean behavior • Discuss/practice alternate behavior • Opportunity for apology • Loss of 2 days of recesses • Time to Think form • Discussion with principal • Student calls parent • Parent conference 	<ul style="list-style-type: none"> • 15 second intervention • Restate definition of nice/mean behavior • Discuss/practice alternate behavior • Opportunity for apology • Loss of 3 days of recesses • Time to Think form • Discussion with principal • Student calls parent • Parent conference 	<ul style="list-style-type: none"> • Administrative decision as to possible suspension(s) or other disciplinary action

Definition of mean behavior: Mean behavior is any look, gesture, word, or action that hurts a person's body, feelings, friendships, or things. Nice behavior includes friendly looks, kind gestures, nice words, and friendly actions. What matters is how the other person feels, not how you meant it.

Consequences assigned may be immediately more severe in any above category based on the seriousness of the action, severity of result of infraction, or prior offense(s) in other categories. Student age, attitude, and/or intentionality may affect level and severity of consequences — school discretion is maintained. After the fourth time a student repeats a behavior from the first three categories during the school year, the school staff will design an Individual Behavior Plan (IBP). While the specifics of the plan may vary from person to person, the expectations for behavior would be consistent with the standards for all Lansing Christian School students.

Best Behavior Rubric (K-4)

Lansing Christian School Behavior Rubric for Grades 5-8

Behavior that is not Christ-like	Includes but not limited to:	First Time	Second Time	Third Time	Fourth Time
Moderate Horseplay	<ul style="list-style-type: none"> • Goofing around • Shoving • Grabbing • Tripping • Pushing 	<ul style="list-style-type: none"> • 15 second intervention • Restate definition of nice/mean behavior • Discuss an alternate behavior • Opportunity for apology 	<ul style="list-style-type: none"> • 15 second intervention • Restate definition of nice/mean behavior • Discuss/practice an alternate behavior • Opportunity for apology • Loss of 1 noon recess/lunch • Time to Think form • Student calls parent 	<ul style="list-style-type: none"> • 15 second intervention • Opportunity for apology • Loss of 2 noon recesses/lunches • Time to Think form • Discussion with Principal • Student calls parent 	<ul style="list-style-type: none"> • 15 second intervention • Opportunity for apology • Loss of 3 noon recesses/lunches • Time to Think form • Discussion with Principal • Student calls parent
Directed to a student (including internet and cell phone actions)	<ul style="list-style-type: none"> • Teasing • Name calling • Unkind gestures, looks and body language • Insulting • Excluding others • Gossiping or rumors • Tricks • Note writing • Inappropriate language 	<ul style="list-style-type: none"> • 15 second intervention • Restate definition of nice/mean behavior • Discuss an alternate behavior • Opportunity for apology 	<ul style="list-style-type: none"> • 15 second intervention • Restate definition of nice/mean behavior • Discuss/practice an alternate behavior • Opportunity for apology • Loss of 1 noon recess/lunch • Time to Think form • Student calls parents 	<ul style="list-style-type: none"> • 15 second intervention • Opportunity for apology • Loss of 2 noon recesses/lunches • Time to Think form • Discussion with Principal • Student calls parent 	<ul style="list-style-type: none"> • 15 second intervention • Opportunity for apology • Loss of 3 noon recesses/lunches • Time to Think form • Discussion with Principal • Student calls parent
Moderate Physical Contact and Harassment/intimidation (in an attempt to control others)	<ul style="list-style-type: none"> • Punching • Pushing • Grabbing • Spitting • Kicking • Stalking • Throwing objects • Damaging property • Threats 	<ul style="list-style-type: none"> • 15 second intervention • Loss of 2 noon recess • Time to Think form • Discussion with principal • Student calls parent • Possible parent conference 	<ul style="list-style-type: none"> • 15 second intervention • Loss of 3 noon recesses/lunches • Time to Think form • Discussion with principal • Student calls parent • Parent conference 	<ul style="list-style-type: none"> • 15 second intervention • Loss of 4 noon recesses/lunches • Time to Think form • Discussion with principal • Student calls parent • Parent conference 	<ul style="list-style-type: none"> • Administrative decision as to possible suspension(s) or other disciplinary action
Severe Physical Contact and Harassment/intimidation (in an attempt to injure others)	<ul style="list-style-type: none"> • Racial, ethnic, sexual, religious or other forms of severe harassment. • Fighting 	<ul style="list-style-type: none"> • Student sent to office • Student calls parent • 1 day "classes-only" parent conference required 	<ul style="list-style-type: none"> • Student sent to office • Student calls parent • 2 days "classes-only" parent conference required 	<ul style="list-style-type: none"> • Student sent to office • Student calls parent • 3 days "classes-only" parent conference required with Education Committee 	<ul style="list-style-type: none"> • Student sent to office • Principal calls parent • Out of school suspension • Parent conference required with Education Committee

Definition of mean behavior: Mean behavior is any look, gesture, word, or action that hurts a person's body, feelings, friendships, or things. Nice behavior includes friendly looks, kind gestures, nice words, and friendly actions. What matters is how the other person feels, not how you meant it.

Consequences assigned may be immediately more severe in any above category based on the seriousness of the action, severity of result of infraction, or prior offense(s) in other categories. Student age, attitude, and/or intentionality may affect level and severity of consequences – school discretion is maintained. After the fourth time a student repeats a behavior from the first three categories during the school year, the school staff will design an Individual Behavior Plan (IBP). While the specifics of the plan may vary from person to person, the expectations for behavior would be consistent with the standards for all Lansing Christian School students.

Best Behavior Rubric (5-8)