



## Secondary Parent/Student Handbook

Mrs. Patti W. Rhea, Superintendent  
Mrs. Donna Lofton, Director of Finance/Student Affairs  
Mrs. Stacy Simmons, Administrative Director

1 Crusader Drive  
Lawton, OK 73505  
(580) 536-6885  
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[www.lcscrusaders.com](http://www.lcscrusaders.com)

## **General Information**

### **Hours of Operation:**

Administrative Office Hours: 8:00 a.m. - 3:30 p.m., M-F

School Hours:	7:30 - 8:00 a.m. - Morning Care
	7:40 a.m. - Band Practice
	8:00 a.m. - Door Open
	8:10 a.m. - Tardy Bell/Morning Assembly
	8:25 a.m. - First Period Begins
	3:05 p.m. - End Regular Classes

Chapel Service	Every Wednesday - 8:10 a.m. - 8:35 a.m.
Lunch Schedules	High School - 11:30 a.m. - 12:00 p.m.
	Middle School - 12:20 p.m. - 12:55 p.m.

### **Contact Information:**

Office:	(580) 536-6885
Fax:	(580) 536-5242

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*Lawton Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, disability, national and ethnic origin in administration of its educational policies, admission policies, scholarship programs, athletic programs and other school-administered programs.*

*Lawton Christian School is accredited through the Association of Christian Teachers & Schools which is a member of the Oklahoma Private Schools Accreditation Commission (OPSAC). OPSAC is recognized by the Oklahoma State Board of Education.*

## PHILOSOPHY OF EDUCATION

1. Lawton Christian School exists first and foremost as a Christian entity that provides an education based on biblical principles.
2. Our philosophy is founded upon a biblical worldview that embraces truth revealed by God through the Bible, His Son Jesus Christ, and His Creation. (Colossians 1:16,17; John 1:3)
3. The Lordship of Christ and the sovereignty of God are all-inclusive; therefore, all areas of life and learning are regarded as sacred. (Romans 11:36)
4. The primary responsibility for the education of children rests with parents (Deuteronomy 6:7,8; Genesis 17:7; Proverbs 22:6). However, the Christian school and the church provide complementary roles in educating students for lives of fellowship with God and service to others (Deuteronomy 11:18; Psalm 78:4,5).
5. The Christian teacher, empowered by the Holy Spirit, guides and nurtures students through instruction, admonition and personal example. The Christian teacher seeks to encourage the spiritual development of students since this is the foundation for their academic, social and personal growth (Colossians 1:28; Proverbs 1:7)
6. Christian education occurs as the Holy Spirit works effectively in the hearts and minds of the students. Through general revelation students learn of God and His world (Acts 14:17; Romans 1:18-20).
7. God has created all students with unique talents as well as particular developmental growth patterns. Therefore, the learning process is enhanced as teachers utilize varied teaching strategies and instructional environments (Psalm 139:13-15; Romans 12:4-8).
8. Service to others inside and outside the classroom contributes to the development of each student's talents and abilities. (I Corinthians 12)
9. Excellence in the quality of education offered to children brings glory to God and provides a compelling witness to our neighbors (Philippians 1:9-11)
10. The goal of Christian education is to provide students with the tools for lifelong learning through equipping them to utilize a process of decision-making and the ability to think and solve problems from a Christian point of view. (Titus 1:9)
11. The Christ-centered education is the only one which has the ability to equip children and students to make beneficial decisions and choices not only for this life, but also for the one to come. (Matthew 22:37, 2 Timothy 1:7)

## STATEMENT OF FAITH

We believe that men, divinely inspired by God, wrote the Holy Bible. All Scripture is without error and is totally true and trustworthy. (Psalm 19:7-10; Hebrews 1:1-2; 4:12)

We believe in only one true, living God. He is the Creator, Redeemer, Sustainer and Ruler of the universe. God reveals himself to us as Father, Son and Holy Spirit, who exists as three distinct, but equal Persons. (Matthew 28:19)

We believe that man was created directly in God's own image, after His own likeness and created without sin. However, by his free choice, he sinned against God and came under condemnation. (John 1:1-3; Romans 5:12)

We believe that man is in need of salvation and that salvation comes only by faith alone in Christ Jesus, the Christ as revealed by the Holy Scripture to be the Son of God. (John 14:6)

We believe that Jesus Christ is all God and all man, born of a virgin, and born without sin as the Son of God (John 10:30; Luke 1:26-38)

We believe in Christ's atonement as the voluntary substitution of Himself in the sinner's place. He was crucified, buried and resurrected from the dead with a glorified body, on the third day. (Romans 5:8; Matthew 20:18)

We believe heaven is the final abiding state of the redeemed and hell is a place of everlasting fire and eternal punishment for all who reject Christ. (John 3:15; Revelation 21:1-22:5; Revelation 20:12-15)

We believe in the spiritual unity of all believers in the Lord Jesus Christ.

**(See Appendix F)**

## MISSION STATEMENT

Lawton Christian School partners with Christian families to educate the mind, body and spirit within the context of a biblical worldview, equipping students to impact their culture for Jesus Christ.

(See Appendix G)

## **To the Student and Parents:**

It is a privilege to welcome you to Lawton Christian School. This handbook contains a summary of school information, policies and programs. It is designed for easy referral for both the student and parents. It is your responsibility to read the material contained within this handbook and to uphold the rules, policies and procedures stated.

The information in this book is arranged in alphabetical order, under the following subcategories:

- Philosophy and Foundation
- Academics
- Attendance
- Dress Code
- Discipline
- General Information
- Business Policies & Fees
- Appendixes A - H
- Parent(s) Acknowledgement

If, during the year, you have questions or issues regarding a specific class or grade, please email the teacher. A very convenient way to do this is through the RenWeb online grade book system, which can be accessed at [www.renweb.com](http://www.renweb.com). *If you wish to meet with teachers or an administrator, please call the office for an appointment.*

*Please remember, that at any time, information and/or policies may change to reflect current needs of the student body and school. The administration reserves the right to make such changes as the need arises.*

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## ACADEMICS

### Academic Excellence

Our mission is to partner with families to educate the “whole” person – spirit, mind, and body. The curriculum we use not only meets the national education standards, but equips our teachers to train students to think critically. As a faculty, we strive to inspire students to appropriate a lifelong commitment to learning.

### Biblical Integration

Biblical integration is the foundational principle for all education at LCS – spirit, mind, and body. To simply learn knowledge for the sake of learning knowledge is fruitless unless one learns how to understand knowledge based on the Scriptural principle that all truth is God’s truth. Therefore, teachers challenge students to think critically through the lens of a biblical worldview.

### Academic Recognition

Students who have earned a 3.50 - 4.00 GPA for two consecutive semesters, along with other academic guidelines, will be recognized for their academic efforts at our Award Assembly in May.

### Academic Probation

Beginning the fourth week of each semester, an eligibility report will be calculated weekly based upon grades recorded on RenWeb. Parents will be notified via RenWeb and students will be notified by their teachers if a student is failing in a subject. The school may choose to run eligibility checks on any day of the week. The periods of probation will always begin the Monday following the day of the grade check and run for one full week.

- A student who is placed on Academic Probation may continue to engage in after-school activities except for the days the student is **required to attend “Helps Classes.”**
- All new students transferring to LCS will be placed on Academic Probation and must maintain a passing grade in each class. **Mandatory study hall will be required for students with a 60 or below.**
- A student who fails a class the first semester will be placed on academic ineligibility for the first 4 weeks of the new term. A student who fails a class at the end of the school year will be placed on either academic probation or academic ineligibility to be determined by the administration.
- If a student is dismissed after failing to improve grades following his/her placement on Academic Probation, he/she may reapply to Lawton Christian School after one academic year.

### Academic Ineligibility

Parent(s) will be contacted via email when a student is on academic probation or ineligibility. Students become **academically ineligible** for the following:

- Failing any class for 2 consecutive weeks
- Receiving an “I” (incomplete) in any class for 2 consecutive weeks

- Earning an “F” or “I” for any semester grade

If a student is still failing a class after two weeks of academic probation, he/she will be placed on **academic ineligibility** the following week. Academic ineligibility will be in effect from Monday through Sunday. When a student is ineligible, he/she will attend a mandatory study hall (after school – 3:00-3:40) on Tuesday and Thursday of that week. A student may not be returned to eligibility until the following Monday. A student who is placed on Academic Ineligibility will not be allowed to participate in athletic or extracurricular activities during the period of ineligibility.

## Cheating Policy

Students are expected to do their OWN WORK. If a student cheats on homework, the student will receive a zero. If a student cheats on a quiz, test, or paper that counts as a quiz or test grade, the student will receive a zero. The student may also be required by the administration to serve an in-house suspension and a fine of \$50.00 and/or receive a conduct ineligible status.

Academic integrity is a standard that should be maintained by all students at LCS. Cheating offenses apply to any cheating incident in any class on a test, quiz, daily work, or homework, including plagiarism on papers. THIS POLICY WILL APPLY TO ANY STUDENT WHO CHEATS OR ENABLES ANOTHER STUDENT TO CHEAT.

## Conduct Ineligibility

The school administration may place a student on conduct ineligibility at any time for disciplinary reasons. Conduct ineligibility goes into effect immediately and remains in effect until the administration determines the student is eligible again.

Students, who are academically ineligible due to their conduct ineligible will not participate in athletic practices on those days they are required to be in mandatory study hall. Nor will a student who is ineligible be able to play in any games (regardless of the day of the week), or any other school activities, until they are eligible.

### School Attendance and Class Work

A student must be in school for a full day to participate in any extracurricular activity (such as banquets or sports activities) on the same day of the event. Any exceptions to this rule are at the discretion of the administration. GPTC and CU students must be in attendance on game days.

Athletes must meet the above attendance requirements for practice as well.

Students are responsible for all work missed and homework assignments issued.. Their responsibility is to meet with their teachers, whose class they were absent from and have all work ready to turn in at their next scheduled class period. Makeup of tests and quizzes will be after school and takes priority over extra-curricular activities.

An athlete who is frequently late to his/her first class the day of or the day following a game or contest will jeopardize his/her privilege to be a member of the team.

## Achievement Testing (Standardized)

In addition to the classroom subject-oriented testing, the most up-to-date nationally standardized tests are administered for the benefit of the students. The PSAT test is given to 11<sup>th</sup> Grade students in October of each year and parents will be notified of all test dates .

## ACT (or SAT)

The school posts in the academic hall all ACT and SAT test dates as well as test registration dates. Students may obtain practice ACT and SAT test in the school office. Students may register online at [actstudent.org](http://actstudent.org). Our school code is 372069.

**It is strongly advised that all college-bound students take the ACT no later than the spring of their 11<sup>th</sup> grade year.** This gives students a basis for determining areas in which they may need to improve and enough time to retake the ACT and raise their score.

Students who qualify for and wish to apply for extended-time testing on the ACT must contact the school administration and provide documentation (IEP or ISP) or need from a healthcare professional before September 1 for further information. Extended time testing is only offered during the October and April ACT test dates.

## Classroom Guidelines

- Be in your classroom **before** the start of class or you will be considered tardy.
- Raise your hand for permission to speak or permission to get out of your chair.
- Show respect for the teacher at all times.
- Come to class prepared: textbook, notebook, paper, pen or pencil.
- No candy, gum, food, or drinks are allowed in the classroom, except breath mints and bottled water in a closed container. **No food or drink, including water, is allowed in the computer lab.**

## Concurrent College Enrollment

Seniors may take classes at Cameron University for college credit while attending LCS (concurrent enrollment). A minimum composite ACT score of 24 or higher for Seniors and/or a 3.0 GPA and rank in the 50% of high school graduating class and a minimal composite ACT score of 24 or higher for Juniors or a 3.5 GPA are required, along with parent and school administration approval. At the date of this writing, students who score a 26 or higher on their ACT and have a minimum high school GPA of 3.0 may qualify for a Cameron University tuition waiver for concurrent enrollment for up to six credit hours of tuition per semester while concurrently enrolled. All fees, excluding tuition, are the responsibility of the student and family.

## Great Plains Technology Center (GPTC)

GPTC offers a variety of technical programs for Juniors and Seniors, and LCS students may participate at no cost; however, some programs require uniforms. This expense is paid for by the student and family. Some areas require minimum aptitude in math or science. Students interested in attending GPTC must

apply during their 10<sup>th</sup> grade year. Openings in programs are limited and filled on a first-come, first-served basis.

## Grading Scale

Lawton Christian Secondary School uses an unweighted 4.00 Grade Point Average (GPA) system and letter/percentage grade scale, as shown below:

<b>A = 4.00</b>	<b>A+ = 100–98</b>	<b>A = 97-94</b>	<b>A- = 93-90</b>
<b>B = 3.00</b>	<b>B+ = 89-87</b>	<b>B = 86-83</b>	<b>B- = 80-82</b>
<b>C = 2.00</b>	<b>C+ = 77-79</b>	<b>C = 73-76</b>	<b>C- = 70-72</b>
<b>D = 1.00</b>	<b>D+ = 67-69</b>	<b>D = 63-66</b>	<b>D- = 60-62</b>
<b>F = 0.00</b>		<b>F = 60 and Below</b>	
<b>I (Incomplete) = 0.00</b>			

A grade of “Incomplete” or “I” is given when a student has not completed work required to determine an accurate grade, and the teacher wants to give the student additional time. A grade of an “I” will only be issued under extenuating circumstances. An “I” changes to a letter grade once the work is completed, or the teacher assigns a letter grade.

## Homework

Homework is a necessary part of education. **All work is to be turned in on time and properly labeled as directed by the teacher.** Penmanship, neatness, completion and general high quality are expected. **Failure to turn homework in on time may result in a grade of “0.” Teachers have the authority to give grace in special circumstances.**

If a student knows he/she will be absent from school, it is the student’s responsibility to get assignments ahead of time. A student who is absent from school due to an illness or other last minute situation may access the RenWeb app for assignments. When the student returns to school, it is the student’s responsibility to talk to the teacher(s) whose class or classes were missed to discuss any work that needs to be completed. Failure to hand in missed work in a timely manner may result in a student receiving partial or no credit for the missed assignment(s).

## Honor Roll

### Superintendent’s Honor Roll

A student must maintain a consistent 4.0 to qualify. Any disciplinary violations may cause a student to be excluded from the Honor Roll. The Superintendent’s Honor Roll will be posted each quarter.

### Principal’s Honor Roll

A student must maintain an “A” average (3.5–3.9) in all classes to qualify. Any disciplinary violations may cause a student to be excluded from the Honor Roll. The Principal’s Honor Roll will be posted each quarter.

## National Honor Society

Membership in the National Honor Society is open to Seniors, Juniors, and Sophomores. Criteria for membership is based on scholarship, character, leadership, service, and citizenship. Students must have an overall GPA of 3.75 or higher in their core classes (math, science, English, and history) to be considered for candidacy. More information concerning the NHS selection process can be found Appendix A.

## RenWeb

RenWeb is an effective communication tool between parents, students, and teachers. Parents and students can access grades for each class through the RenWeb app or on the web at [www.renweb.com](http://www.renweb.com). There is also a link to this site through the school website at [www.lcscrusaders.com](http://www.lcscrusaders.com). Parents can send email to instructors directly through the system. Likewise, instructors may send email to parents through the system regarding a specific assignment, behavior issue, etc.

**Please Note: A hold will be placed on RenWeb use and availability for tuition accounts more than 45 days delinquent.**

For more information on RenWeb, contact the Secondary Office.

## Report Cards

Quarterly and semester grades will be available via RenWeb to parents at the conclusion of each grading period. Quarterly report cards will be issued through the school office only to parents who do not have access to RenWeb.

## Semester Examinations

All students must take semester examinations during the fall semester. During the second semester, any senior having at least a 95 percent semester average in any course and no more than six unexcused absences/or 4 tardies per quarter is exempt from the semester exam. Class and lunch schedules may vary during semester testing days. **Do not plan family trips during semester tests. Students requesting semester tests not taken due to excused absence will be charged a \$25.00 fee per test and arrangements must be made with teacher at least two weeks in advance.**

## Special Education Services and Testing

LCS is not equipped to accommodate students with moderate, severe or profound disabilities that affect their ability to learn or function in a school environment. The school administration will attempt to accommodate students with mild disabilities, on a case-by-case basis. LCS will support, within its capabilities, individual education plans and modification/accommodation plans submitted by parents, as designed by qualified professionals, for qualified students. Limited support is available to LCS special needs students through the public schools and must be arranged by parents.

## Top Student

This award is presented to the top student from each grade with the highest cumulative numerical grade average of core classes. This award is presented at the annual Awards Assembly held in May.

## Valedictorian and Salutatorian

To be considered for Valedictorian or Salutatorian, a student must have been enrolled at LCS by the beginning of his/her junior year. The two students from the senior class with the highest grade point averages (based on quality points in their core classes - math, science, history, and English) will receive the top two awards. The two students will be recognized at both the annual awards assembly and the graduation ceremony held in May.

## Withdrawing from Class

Students wanting to withdraw from a class must request a withdrawal through the teacher. The teacher recommends approval or disapproval to the Academic Advisor. The Academic Advisor makes the final decision and notifies the student. The student continues to attend the class until the Academic Advisor has contacted the student with a decision. Students may also be withdrawn from a class based on a teacher-initiated recommendation. In that situation, both the student and parents will be notified.

**Students will not be allowed to withdrawal from a class after the 3<sup>rd</sup> week of the semester.**

## ATTENDANCE

### Philosophy

A successful school experience begins with good attendance, and we believe there is an educational value in regular school attendance. Being present in the classroom aids the student in instilling self-discipline, enables the student to hear and participate in class instruction and discussion, and exposes the student to a social environment in which he or she learns how to properly interact with teachers and classmates.

We believe it is both the student's and the parent's responsibility to make every effort to have the student in class every school day. **It is the parent's added responsibility to promptly contact the Secondary Office if the student is unable to attend school. Parents must also contact any school-related program such as concurrent classes at Cameron University or GPTC.**

### Absence

If a student is absent from school for any reason, a parent or guardian should contact the Secondary Office **by 8:30**. Parents should contact GPTC or Cameron University directly if a student will be absent from a scheduled class.

### General Absence Policies

- Do not plan family trips during nine-weeks tests or semester tests.
- A student who misses more than 30 minutes of a class without a doctor's note is considered absent.



- Attendance regulations require a minimum number of days in attendance per school year. Students who miss more than **six days** in a course in a semester will not receive credit for the course(s) unless it is restored by the attendance committee and Mandatory Study Hall is attended.
- The attendance committee will review excessive absence cases to determine whether credit restoration is justified. If a student accumulates six or more absences, a conference with the student and the student's parents will be required to consider whether the student will receive credit for his or her courses. **Only serious conditions such as extended illness that are well-documented by a medical professional will be consideration for restored credit. A doctor's note must accompany student when returning to school.**
- If a student accumulates more than the allowed number of absences in the same extracurricular class or sport, the teacher/coach in charge of the activity may require removal from the extracurricular activity.
- An absence due to participation in school-related activities is considered a school-related excused absence and is not counted in the total number of absences allowed.

School-sponsored activities which require a student to miss school (for an entire day or part of day) will not be considered in the student's number of absences; however, students who have exceeded six absences per semester or 4 tardies per 9 weeks, will lose the privilege of being excused from classes for school-sponsored activities if they do not maintain an overall average of at least 70% in core classes or have missing work in any class. Activities requiring students to miss class have been modified to reduce the amount of time students spend out of class in an effort to achieve greater stability in the classroom for both the students and the teachers

Juniors and Seniors will be allowed two excused days to visit colleges during the school year . Prior arrangements must be made with the school office and appropriate documentation must be presented confirming that the student visited the college in order for the absence to be recorded as excused. College days must be taken before the end of April. The Administration, School Counselor, and Teachers will be more than happy to write reference letters that are required for the colleges you wish to attend. Students **MUST** submit a complete resume at least 10 days prior to their need for said letters of reference. The resume should include not only extracurricular activities but community service projects as well. One should also include a list of possible majors and colleges the student is interested in.

Any absence from school (for an entire day or part of one) without parental knowledge or consent will be considered **truancy**. Any absence when a parent or guardian has not contacted the school, and cannot be reached, will be considered truancy. The student will be required to attend mandatory study hall to make up all missed work and may be subject to disciplinary action, to include conduct ineligibility. **"Senior Skip Day"** is not authorized at LCS and will be considered truancy. Repeat truancy will result in in-house suspension or expulsion.

**Parents** should notify the Secondary Office of any planned absences as far in advance as possible. **Students** should notify their teachers as far in advance as possible and request any homework or assignments that will be covered during their absence.

Parents are asked to schedule student appointments outside of school hours whenever possible. If a student must attend appointments during school hours, he or she is asked to schedule these during different times of the day or during activity/athletics hour so the student misses as little class time as possible in one particular course. To have your doctor or dentist appointment counted as “Excused” the student will need to bring to the school office a note signed by the doctor or dentist.

### **Make Up Work Requirements for Excused Absences**

Students are responsible for initiating and completing all work done during an unplanned excused absence within a timetable of one day of make-up for each day of absence. Any work not completed within this timetable will receive a grade of zero. In the event that a student is absent from a class on the day that a major project is due or a scheduled test is administered, and he/she reports to school later in the same day, the project or test must be completed that same day or a grade of zero will be entered. Assignments, projects and tests which were assigned prior to an absence will be due upon the student’s return. Students present for any part of the school day are responsible to turn in assignments due on that day, whether or not they attend the specific class in which the assignment is due.

Upon returning from absences, **students** are responsible for coordinating any missed work with their teachers. It is at the teacher’s discretion what work may be made-up, if there will be a penalty for late or missed work, and how much additional time the student will have to complete the work. Check the course syllabus for specific teacher policies.

### **Make Up Work Requirements for School Sponsored Activities/College Days**

Students participating in school functions or college days who miss class due to participation will not be allowed extra time to complete their assignments and will be held accountable for the completion of assignments made during their absence. Work will be due the next class day. Assignments, projects and tests, etc. assigned prior to an absence will be due upon the student’s return to class. In the event that a student is absent from a class on the day that a major project is due or a scheduled test is administered, and he/she reports to school later in the same day, the project or test must be completed that same day or a grade of zero will be entered.

### **Signing In/Signing Out**

Students arriving after school begins must go to the school office to sign in for the day.

Students are required to sign out in the Secondary Office any time they leave campus prior to 3:05 PM or when leaving for classes at GPTC or Cameron University. **Juniors and Seniors will be required to personally sign out and are not allowed to sign out other students.** Students, other than Cameron or GPTC student, may not sign out until a parent or guardian comes to the Secondary Office to pick them up or a parent or guardian has notified the Secondary Office that the student is authorized to leave on

his/her own. After signing out, students must leave the campus grounds. **Students who fail to sign out will be assigned detention.**

## Tardiness

Students arriving late to school must sign in and obtain a tardy slip from the Secondary Office to be given to their teacher. Students are allowed 3 tardies per quarter. Students will receive a mandatory detention for each unexcused tardy after the third. (Students with a doctor's note will be excused from being considered tardy. This is the ONLY tardy that will be considered excused.) Students who are consistently tardy and unexcused will be referred to the Administrative Director for further corrective and/or disciplinary action.

## Weather Cancellations

When inclement weather conditions warrant cancellation of school, information will be announced on KSWO television (Channel 7, ABC). **LCS will also send out a Parent Alert in the form of a text message.**

Once students are at school, it is very rare for them to be dismissed early. Parents will be notified if a situation warrants this action via a Parent Alert.

## DRESS & APPEARANCE CODE

The LCS secondary dress code is based on neatness and modesty, with the goal of creating an environment conducive to learning and building character in every student. The dress code is not meant to be onerous to students but is intended to establish easily followed parameters which get the issue of school dress out of the way. In this environment, both students and instructors are able to focus on more important issues of **character development and academic achievement**. Please note it is not morally wrong to wear some of the items not allowed in the dress code. Well-dressed students usually perform better in school.

- These standards of dress and grooming are for school, school activities and school events, whether on or off the LCS campus.
- Cameron University and Great Plains Technology students are asked to dress in an appropriate, professional manner while representing the school off-campus. Upon arrival to LCS, students representing these extended educational opportunities must go directly to change clothes prior to checking in with the Secondary Office. Students who choose to abuse this privilege will lose it.
- The administration reserves the right to evaluate and place restrictions as needed when new fashions and/or fads emerge.
- Students found in violation of the dress code policy will be kept out of class until the violation is corrected. **Academic work missed must** be made up by the student.
- All clothing should promote Christian standards; therefore, students may not wear any clothing that conflicts with biblical values.

Revised 07/10/18	Acceptable	Not Acceptable
Overview	As well as being in good condition, all clothing should be comfortably loose fitting, yet appropriate and modest at all times.	
Shirts	<ul style="list-style-type: none"> <li>★ Solid color polo-style               <ul style="list-style-type: none"> <li>○ knit, collared, 2-4 buttons</li> </ul> </li> <li>★ Solid color long sleeve shirts worn UNDER polo-style shirt</li> </ul>	<ul style="list-style-type: none"> <li>★ Tops that are ripped, torn, frayed, faded or with drawings/markings of any type</li> <li>★ Girl's shirts that do not cover the cleavage, backside or midriff when seated, standing, bending over or stretching</li> <li>★ Brand logos that are bigger than 1" in diameter</li> </ul>
Slacks & Shorts	<ul style="list-style-type: none"> <li>★ Color-black, navy, gray or khaki</li> <li>★ Slacks (i.e., dress slacks, Dockers-style, corduroys) or bermuda shorts</li> <li>★ Shorts must be no more than two inches above the middle of the knee</li> <li>★ Girls may wear capris</li> <li>★ All pants/shorts must be worn at the natural waistline</li> </ul>	<ul style="list-style-type: none"> <li>★ Knit pants or shorts</li> <li>★ Athletic-style joggers or shorts</li> <li>★ Baggy, sagging or tight pants</li> <li>★ Hip-huggers and low-riders</li> <li>★ Camouflage/military clothing or sweat pants</li> <li>★ Ripped, torn, faded and/or not hemmed</li> <li>★ No wording on seat of pants</li> </ul>
Skirts	<ul style="list-style-type: none"> <li>★ Girls may choose to wear to wear skirts instead of pants</li> <li>★ Color-black, navy, gray or khaki</li> <li>★ Girls' skirts must be no more than two inches above the middle of the knee while sitting (this includes slits)</li> <li>★ All skirts must be worn at the waist</li> </ul>	<ul style="list-style-type: none"> <li>★ Skirts more than two inches above the knee while sitting (this includes slits)</li> <li>★ Hip-hugger style skirts</li> <li>★ See-through skirts that do not have appropriate slips under them</li> </ul>
Shoes	<ul style="list-style-type: none"> <li>★ Shoes are to be worn at all times</li> <li>★ Athletic shoes may be worn if they are in good condition</li> <li>★ Shoes must be made of firm enough material to prevent sharp objects from penetrating the sole</li> <li>★ Shoes that have laces or buckles must be properly fastened and properly tied</li> </ul>	<ul style="list-style-type: none"> <li>★ Spiked heels, house slippers, plastic shower shoes, "flip flops" of any type and thong type sandals</li> </ul>
Socks/hose	<ul style="list-style-type: none"> <li>★ Hose should be a solid color which may be white, black, navy, gray or natural</li> <li>★ Socks should be worn with shoes, with the exception of sandals for girls</li> <li>★ Boys must wear socks at all times</li> </ul>	<ul style="list-style-type: none"> <li>★ Decorated hose</li> <li>★ Socks with toes</li> </ul>
Hair	<ul style="list-style-type: none"> <li>★ Hairstyles are to be in good taste and modest</li> <li>★ Boys' hair must be cut above the collar, eyebrows and ears</li> <li>★ Young men may have well-groomed facial hair (no longer than ½")</li> <li>★ Sideburns may extend no lower than the bottom of the ear opening</li> </ul>	<ul style="list-style-type: none"> <li>★ Extremes or fads in hairstyles that are designed to attract attention (i.e., spiking, unnatural colors, designs shaved into hair, feathers)</li> </ul> <p>Note: "extreme" and "fad" hairstyles are determined by LCS standards and school administration.</p> <ul style="list-style-type: none"> <li>★ No braids or accessories for boys in hair</li> </ul>

Earrings, Tattoos and Makeup	<ul style="list-style-type: none"> <li>★ Girls may wear earrings on ears only and no more than two earrings on each ear</li> <li>★ Girls' makeup and jewelry must be in good taste</li> </ul>	<ul style="list-style-type: none"> <li>★ Facial piercing</li> <li>★ Chains and/or metal decorations added to or part of clothing</li> <li>★ Excessive makeup and jewelry</li> <li>★ No temporary markings or drawings on any part of the body (sharpies/ink pens)</li> <li>★ Earrings, fingernail polish or makeup on boys; no gauges</li> </ul>
Sports events	<ul style="list-style-type: none"> <li>★ Extra-curricular sports clothing must be modest</li> <li>★ Shorts are to have a minimum of a 7" inseam</li> <li>★ Shirts (tops) must have at least 3" of material over the shoulder</li> </ul>	<ul style="list-style-type: none"> <li>★ Boys: removing shirts indoors or outdoors in mixed company</li> <li>★ Girls: midriff visible at any time</li> </ul>
Jackets/ Outerwear	<ul style="list-style-type: none"> <li>★ To &amp; from school - Any reasonable jacket/outerwear</li> <li>★ School hours - LCS hooded-fleece jackets, provided by the school, 8:20-3:05</li> <li>★ Dress Your Way Days - any jacket that meets Dress Code standards for condition, fit, &amp; suitability</li> </ul>	<ul style="list-style-type: none"> <li>★ Non LCS jackets (except on Dress Your Way Days)</li> <li>★ Caps, hats, bandanas and/or bulky coats worn inside during the school day</li> <li>★ No pullover sweatshirts w/exception of "Dress Your Way" days or Fridays</li> <li>★ Hoods may not be worn in the building</li> </ul>
PE	<ul style="list-style-type: none"> <li>★ T-shirt</li> <li>★ Basketball-length athletic shorts for boys and girls</li> </ul>	<ul style="list-style-type: none"> <li>★ T-shirts with questionable wording or graphics</li> <li>★ Shorts with less than a 7" seam</li> </ul>
Friday Dress	<ul style="list-style-type: none"> <li>★ Blue jeans/shorts may be worn on Friday</li> <li>★ LCS T-shirts, LCS sweatshirts, or LCS windbreakers or LCS pullover hoodies</li> <li>★ SCC and OCSAA t-shirts of which LCS is a representative of the organization</li> <li>★ Regular Dress Code</li> </ul> <p>Note: Friday Dress is a privilege that can be lost.</p>	<ul style="list-style-type: none"> <li>★ Knit pants or shorts</li> <li>★ Baggy, sagging or tight jeans</li> <li>★ Hip-huggers and low-riders</li> <li>★ Frayed (where flesh is showing), ripped, torn, faded and/or not hemmed.</li> <li>★ Shorts/skirts/skorts that are more than 2" above the knees</li> <li>★ Clothing that is tight fitting or not modest</li> </ul>
Dollar Day	<ul style="list-style-type: none"> <li>★ As well as being in good condition, all clothing should be comfortably loose fitting, yet appropriate and modest at all times.</li> <li>★ Girls may only wear leggings with a shirt that is <i>at least</i> fingertip length.</li> </ul> <p>(NOTE: Holey jeans must be worn with leggings underneath so that no skin is showing. Pants with holes on the back of the legs are unacceptable.)</p>	<ul style="list-style-type: none"> <li>★ Pajamas and Costumes</li> <li>★ Baggy, sagging or tight jeans</li> <li>★ Hip-huggers and low-riders</li> <li>★ Jeans with rips/frays worn without leggings underneath*</li> <li>★ Holes on the back of jeans</li> <li>★ Wording on seat of pants</li> <li>★ Shorts/skirts that are more than 2" above the knees</li> <li>★ Tank tops and spaghetti straps</li> <li>★ Shirts with questionable wording/graphics</li> <li>★ Clothing that is tight fitting or not modest</li> </ul>

Alternate Clothing	★ Special occasions that have been approved by the administration, i.e., Spirit Week, seasonal days, sports days ★ See Appendix B for detailed information	★ Clothing that is tight fitting or not modest ★ Clothing that does not fit the guidelines for the special occasion
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## Dress Code Violations

Infractions of the dress code will be evaluated during 1<sup>st</sup> hour classes and unacceptable items/dress addressed. Students found to be in violation will be sent to school office and will be kept out of class until the violation is corrected. Repeat offenders will be handled through the referral system and will result in further disciplinary action deemed appropriate by the Administration. If there is persistent failure to abide by the dress code, the parent may be called to take the student home until the issue is resolved.

## Uniform Vendors

We do not require or prefer any particular uniform vendor. Plain-colored polo-style shirts and slacks can be purchased through Academy Sports, WalMart, and Target.

## DISCIPLINE

To guarantee a good social and educational climate, it is important for students to understand that acceptable standards of behavior will be expected at all times. Discipline will be administered when any individual’s actions interfere with the right of the teachers to teach and students to learn.

Students are reminded that any faculty or staff member in the school has the right to correct unruly individuals at any place and at any time.

Depending on the nature of the offense, the Director of Student Affairs or Administrative Director may administer additional disciplinary action.

## Detentions

Detentions, assigned by the Administration, will primarily be given for infractions which create a class disturbance. The following guidelines will apply:

1. Detentions begin at 3:10 PM. and are dismissed at 4:00 PM. If student arrives after 3:10 p.m., they must still serve that day’s detention, and will be required to serve a second detention.
2. At 4:00, students will be either escorted to Elementary Extended Care where normal charges apply or be released to go an athletic practice.
3. If a student misses a detention, an additional detention will be assigned. Missed detentions may result in a \$10.00 fine and another date for detention will be scheduled.
4. **Detentions may only be rescheduled by the parents and at the administration's discretion. Additional detentions may be assigned in such cases.**
5. Students may not be excused from detention because of after-school activities unless prior arrangements have been made with an administrator and another date has been schedule.

Additional detentions may be assigned in such cases.

6. Students must bring something to study, or work will be assigned to them.
7. Inappropriate behavior during detention may result in another detention or suspension.
8. No cell phones/electronic listening devices, etc. may be used during detention.

## Discipline Procedures

In accordance with the mission of the school, our faculty and staff partner with parents in the training, development and discipline of their children.

Procedures:

- The type and severity of the disciplinary response shall be related to the seriousness of the offense, the student's demeanor and attitude and the student's previous disciplinary record.
- Initial basic offenses will be handled between the teacher and the student involved with notification to the Director.
- Those students who receive a conduct form for chewing gum or eating candy in the hallway or classroom will be assessed a \$5.00 fine for each offense.
- A repeated offense will result in the student meeting with the Administrative Director to discuss the incident(s) that occurred.
- If necessary, the Director of Student Affairs or Administrative Director will contact the parent(s) regarding the outcome of the incident.
- Reasons for serious and/or repeated offenses will be discussed between the student and the Administrative Director in an attempt to determine the source of these occurrences and with the goal to eliminate that source to the satisfaction of all involved.
- The school reserves the right to inspect lockers, cars and the personal property of any student, if there is "reasonable suspicion" of illegal activity or inappropriate behavior.
- The Administration and staff will maintain accurate records so that unusual repetitive disciplinary problems can be identified and productive parent/teacher/administrator communication can take place. Parents will be notified of any incident via Renweb.
- The Administrative Director and staff will assign after-school detentions and suspensions. Fines or restitution may also be imposed.

There are different causes and degrees of unacceptable behavior; therefore, there should be different responses. LCS wishes to differentiate between acts of immaturity/foolishness and acts of willful disobedience.

## Expulsion

A student may be expelled from school at any time when the administration deems it an appropriate disciplinary action. The student is not eligible for re-enrollment the following academic year.

## Responsibility of Parents

Parents are responsible to guide their students in the area of Christian behavior and submission to authority, at home and at school. Parents are expected to support the established policies and procedures of LCS and to cooperate with teachers and school administration in correcting discipline problems as they may occur.

## **Responsibility of Students**

Students are responsible for their words and actions. They are expected to follow school policies and rules and conduct themselves as befits Christian young ladies and Christian young men. At no time should a student be discourteous in speech or in action to a fellow student, a teacher or a staff member.

## **Responsibility of Teachers**

Teachers will make an effort to counsel a student to correct the cause of any discipline problem that may arise. When possible, teachers will contact parents and work with them to resolve discipline issues before the student is referred to the Principal.

## **Suspension**

### **In-House**

Students may receive in-house suspension for any part of a day, or for one or more days. The student will serve in-house suspension under constant supervision, in a room adjoining the Administrative Director's office. During in-house suspension, a student may complete class work and tests provided by his teachers. He/she may also receive additional assignments from the Administrative Director. Students serving in-house suspension will be escorted by a teacher or staff member any time they leave the suspension room and will have no contact with other students. Students serving in-house suspension are considered conduct-ineligible. A \$50 fine will be assessed.

### **Out-of-School**

A student may be suspended from school for any part of a day, or for one or more days. The Administrative Director will meet with the parents prior to suspending the student. The Director determines the length of the suspension. During the period of suspension, the student is not allowed anywhere on the LCS campus or at any school-sponsored activity. Any assignments, homework or tests missed during suspension from school must be made up and will receive full credit.

## **Weapons**

The possession, transmission and/or use of knives, fireworks, firearms, to include airsoft rifles, paintball guns or any item that is used as a weapon is strictly prohibited on school property and will be cause for suspension or dismissal from school.

## **GENERAL INFORMATION**

### **Address Changes**

The Secondary Office should be notified immediately of all student and parent address and/or telephone number changes.



## After School Care

Any student not participating in an assigned activity or athletics must be picked up from school by 3:00 p.m. or go to after school care, located in the cafeteria. After school care is provided for parents who are unable to pick up a student due to their work schedule. Parents must pay an hourly rate to use this service.

## Attitudes

1. Lawton Christian School is committed to offer a quality academic education in a Christian context. The school's ability to educate properly is directly related to controlling the child. A child who cannot be controlled cannot be educated. Therefore, rules and programs have been established to permit learning and to teach self-discipline. They are detailed so a full understanding may be obtained. They are strict only toward those who have a tendency to stray outside the boundaries of the school. Each student will find freedom as well as security within the boundaries of LCS.

2. All students are to maintain the attitude that attendance at LCS is a privilege and not a right. The administration reserves the right to dismiss a student who, in its judgment, does not conform either to the stated regulations governing student conduct or to the expressed principles, policies, and programs of the school.

3. Gripping, grumbling or talking back to the teacher is not the Biblical method of solving a conflict and will not be tolerated. Students are encouraged to express their point of view to their teacher in private when conflict arises. However, after their respectful appeal has been made, they must accept the judgment of the teacher. If something is said or done in the classroom that the student does not agree with, he is not to respond in the middle of the class, but rather see the teacher immediately after class to discuss the situation. After he has explained his point of view, then he should accept the judgment of the teacher. Talking back to the teacher will result in detention, sent out of class, or in extreme cases, suspension.

4. Daily we must deal with the fleshly desires that dwell within us. The flesh reacts in different forms such as fighting, cursing, name calling, etc. None of these actions will be tolerated and will result in detention or possible suspension. Students who support the misbehavior of others by their actions or words, whether or not they are actual participants in misbehavior, will receive equal consequences.

**Bullying will not be tolerated. It is the responsibility of the parent and/or child to report bullying immediately to the administration.**

## Backpacks and Purses

Backpacks and purses will not be allowed in the classrooms. Students must keep them in their lockers during the school day.

## Bible

Bible classes are conducted by LCS faculty and are considered a core subject. Praise reports and prayer requests may be shared during this time. Each student is required to bring a Bible for Bible class and Chapel. Scripture memorization is required in all Bible classes. Cost per Bible is \$15.00 for first time students; \$25.00 for replacement.

## Chapel

Chapel is held each Wednesday morning for all students. Chapel is a time of inspiration and instruction from God's Word. Chapel speakers include staff, local pastors, visiting speakers and students. Students are expected to attend chapel with an attitude of worship, respect and attentiveness to God's Word. Bibles should be brought to Chapel. **Any student who skips out on chapel time will be considered truant and will serve two days of detention.**

## Church Attendance

We encourage our families to unite with us in maintaining a regular involvement with a Bible-believing, Christ-honoring church. We cannot emphasize too strongly the importance of this as a part of the life of every school family. Our school seeks to build upon the foundation laid at home and at church, and we feel that every student should be actively involved in their church.

## Computer Use

Internet access is available to students, teachers and staff at LCS. Our goal in providing this service is two-fold: first, to teach students about the Internet and how to use it, due to its rapid growth as a research and communication tool; and second, to promote educational excellence by providing access to information which may be exclusively or more easily found on the Internet. Students may use computer & print papers one day prior to date due between hours of 3:05 – 3:30p.m., Monday thru Friday. No student will be allowed to print from the computer lab a report/assignment the day the assignment is due. **The office is unavailable for printing student papers.**

No form of technology, however beneficial, can be considered perfect and must be managed carefully. We continue to take precautions to restrict access to undesirable materials by teaching students about responsible use and by implementing reasonable controls, including filtering software, to limit student access to inappropriate materials. All students and parents will be required to sign a Technology Agreement prior to any LCS computer usage. Said Technology Agreement will be kept in the student's file and will be updated yearly.

All users of the computer equipment and network are expected to conduct themselves in a proper fashion, befitting the Christian foundation of the school. The use of these resources is a privilege, not a right. Misuse of these resources will result in the suspension or loss of these privileges, as well as discipline of financial, legal or other consequences.

## Crusader Club

PTF is an organization devoted to parent involvement at LCS and incorporates each preschool, elementary, junior high and high school class into its activities. Parent representatives from each class participate on the PTF Board and are responsible for recruiting parent volunteers to help initiate, plan and staff an LCS or class activity area throughout the school year. Activities may include the Prom, LCS Day of Service, LCS Book Fair, LCS Spring Fling (Carnival) Box tops for Education, JH and HS home basketball games admission table, and/or membership in PTF and other needs which may arise. This organization is a great way for parents to meet each other, develop class camaraderie and provide much needed assistance with extracurricular activities. There is a minimal membership fee, which will help

fund the awards ceremonies for all the classes at the end of the school year. If you are interested in participating in PTF, please contact the Secondary Office.

## **Driving to School**

Students are allowed to drive to school with a valid driver's license and proof of insurance. Students must park in the rear of the school. Students are to follow the flow of traffic by entering and leaving the school property via Pecan Valley Drive. This is a privilege that may be lost if speed limits are not followed and careless driving is witnessed. Speed limit on school premises is 10 mph. Discipline will be referred to the Administration. Students must park in designated parking spaces. LCS student drivers must provide a copy of their driver's license, insurance and make, model and color of vehicle.

## **Emergency Drills**

Lawton Christian School voluntarily participates in the Oklahoma Department of Emergency Management Oversight. Tornado and fire drills will be conducted throughout the school year. Orderly plans have been made to ensure student safety in the event of an emergency. If the fire alarm rings when students are in the hallways, they should leave by the safest exit as communicated.

## **Evacuation Plan**

In case of emergency where we would need to evacuate students, parents and guardians will be alerted via our "Parent Alert" system. Parent Alert will contact parents and guardians via email on RenWeb and by alerts using voicemail and texting to cell phones. Alerts will give parents the up-to-date information as to pick-up location, etc. It is important to note that LCS keeps in constant contact with all emergency personnel. Your student's safety is our FIRST concern.

## **Field Trips**

Parental permission for students to participate in school-sponsored field trips will be obtained at the beginning of the year and kept on file. Parents will be notified in advance of planned trips.

## **Food and Beverages at School**

No food or drink, other than bottled water, is allowed anywhere inside the building, except in the cafeteria, during the school day. Gum is not permitted at school at anytime, anywhere inside the building, including the gym. A fine of \$5.00 will be assessed for a student found chewing gum.

## **General School Conduct**

Lawton Christian School strives to set a standard of conduct that will provide a healthy academic environment and teach the child to live a moral, Godly life. A vital part of being Christ-like is learning to respect those in authority over you. A method of expressing this respect is by responding with a "yes sir" or "no sir", "yes ma'am" or "no ma'am". This will be expected. Hebrews 13:17 says "obey them that have rule over you." This policy is a guide stating what is expected of the student. The teacher is the final authority, especially in areas not specifically detailed here. LCS will aim to develop the following characteristics in its students. Students will sign the student conduct code at registration.

1. Cheerful obedience to all in authority. (Rom. 13:1, I Pet. 2:13-22)

2. Responsibility in doing assigned or expected tasks. (Matt. 25: 45-46)
3. Cooperation with others within and without the classroom.
4. Courtesy and respect for others: such as being quiet in class, raising hand to speak, not interrupting others, walking, not running in the building, and eating with proper manners.
5. Cleanliness in person and property: cleanliness in dress, neat locker, picking up trash, etc.
6. Truthfulness and honesty in work and life. (Prov. 12:22, Eph. 4:32)
7. Respect for classmates and their property.
8. Promptness in attendance and completing assignments.
9. Morally good conduct in respect to recreation, social relationships and language.

### Gifts/Memorials/Honorariums

Monetary and other gifts donated to support excellence in Christian education are gratefully accepted. The school is a 501(c) nonprofit organization and, therefore, all gifts are tax deductible. The school encourages donations of books or videotapes honoring or memorializing students, relatives, faculty, etc.

### Illness

The following are some common illnesses students contract. Although it is not an exhaustive list, these are the most common we see at the secondary level. The right-hand column states our general policy on school attendance with these illnesses. If your child visits a doctor, please ask for a return authorization note.

Illness	Can my child come to school?
Conjunctivitis (Pink Eye)	Must stay home for at least 24 hours after receiving doctor prescribed medication. There must be no eye discharge.
Fever - Any fever registering above 99 degrees, or any signs of a fever: warm touch, lethargy, sweating, chills...	Should stay home until fever is gone. Child must be fever free for 24 hours without being on any fever reducing medication before returning to school
Cold, CLEAR Runny Nose (Usually allergies) without any of the other illness signs	As long as the child is comfortable and "feeling up to it," he or she can attend. (The other children have already been exposed to the virus since symptoms do not appear until a few days after.)
Flu (aches, fever, vomiting/diarrhea, chills, etc)	Child must stay home for at least 24 hours after ALL symptoms have stopped.
Running nose with green or discolored discharge (May be a bacterial infection)	Must stay home for at least 24 hours after receiving doctor prescribed medication. May return if Doctor

	sends return authorization explaining the cause of discharge and confirming it is not contagious.
Strep Throat	Must stay home for at least 24 hours after receiving doctor prescribed antibiotics.

## Immunizations

According to Oklahoma School Immunization Law all children must present upon school entry a certified immunization record indicating the date and type of immunization received or must present proof that such child is in the process of receiving required immunizations.

The State Board of Health prescribes the immunization requirements and the frequency of their administration. Exemptions to the law may be granted in accordance with the state law and State Health Department requirements. (Reference: Oklahoma State Law Title 70, Section 1210.91-193 and Oklahoma State Department of Health/Guide to School Administrators.)

Students may not begin school until all immunization documentation is in place. *See Appendix C for a list of required immunizations.*

## Lockers

Each year, students are assigned individual lockers. They are responsible for upkeep and cleanliness. Students should **not**:

- a) write on the locker – inside or outside
- b) use anything other than “sticky-tack” or magnets to post materials inside their locker
- c) post anything on the outside of the locker without prior permission
- d) display photos or other materials which are inconsistent with school and Christian standards
- e) use a lock other than the one provided by the school

Students will be encouraged to have locks on their lockers provided by the school. The school is not responsible for lost or stolen items. A \$15 charge will be assessed for lost locks.

JH students may provide their own locks for use during PE/Athletics. Personal locks may be placed on baskets/lockers only during PE/Athletics and must be removed at the end of the day.

HS athletes are assigned lockers for use in the HS locker rooms. The rules for use of academic lockers also apply to HS gym lockers.

**All lockers are the property of the school and may be inspected by the administration at any time, with or without the student’s consent or presence. Students who do not maintain their locker appropriately will be required to repair/pay for any damages and may lose locker privileges. Any unauthorized personal locks, books or material in or on lockers will be removed without notice and may or may not be returned.**

## Lost and Found

Books will be returned to issuing teachers, and high value items such as jewelry will be kept in the Secondary Office. All other items will be stored in the lost and found area at the North end of the academic hall. Lost and found will be cleared monthly. Items not claimed at the end of each month will be thrown away or donated to charity.

## Lunch

Lunch may be brought from home or purchased in the cafeteria. Students may **NOT** leave campus for lunch. Concession type items will also be available daily. Visitors from other schools are not allowed to visit during lunch. Family members and LCS graduates may visit during lunch with at least a 24hr. advanced notice to the school office.

### Home Lunches

Refrigerators and microwaves are available for lunches brought from home. Utensils, plates, condiments, etc. can be purchased from the cafeteria if needed. School refrigerators will be cleaned out periodically (with notice). Items left at that time will be thrown away.

### Cafeteria Lunches

Parents may specify that lunch account money be spent only on school menu lunches/lunch alternates and that snack items are paid for with cash. Parents may view their student's account at any time on RenWeb.

### Snacks

Snack items include candy, chips, ice cream, etc. The "food" type items (nachos, French bread pizza, Frito pie, hot dogs, etc.) will be allowed as "lunch alternates." Snack items are individually priced, from \$0.50 - \$3.75, and they are to be purchased through the snack line. There must be money on a student's account to "charge" snack items. Students with a negative balance will not be allowed to purchase snacks.

### Notices

Parents are advised through an e-mail via RenWeb when a student's lunch balance drops below \$10.00. This email is automatically generated through RenWeb and is not generated by any one specific staff or personnel. Please try to replenish your student's account before it is depleted.

### Payments

**Payments may be made in the Secondary Office.**

## Medication

Students are not allowed to have medication in their possession at anytime, with the exception of asthma inhalers. **All prescription and non-prescription medication must be kept in the Secondary Office.** Parents must provide dispensing instructions and a medical release with all prescription medications. **No student may give any prescription or non-prescription medication to another student at any time.** Medications discovered in a student's possession will be confiscated and turned in to the Secondary Office. Only a parent may retrieve the medication.

## Parental Involvement

The key to a good understanding between the home and the school is communication. Please take the time to check your emails and RenWeb to keep informed as to your student's academic progress. NOTE: Teachers lesson plans are online for you and your student to check. We ask that your correspondence with teachers be made through emails. This enables the teachers to email you back with the correct information. You can also set up a time to meet with the teacher if need be. If you have an issue with a teacher or coach, please meet with that person before calling the administration. Most often the issue can be resolved by the parties involved.

We are aware that there will be differences of opinions and disagreements in a school environment. However, as Christians, we ought to handle disagreements and disputes according to the Word of God (Matthew: 18:15-16). To be successful, the school, the parents, and the students need to work together to support one another, to understand one another, and to reason together. We welcome your input and your suggestions.

Parent organizations (Crusader Club and Parent Teacher Fellowship) and conferences also help to promote a good understanding between parents and the school.

## Parent Orientation

At least one parent /guardian must attend this orientation. This meeting will be scheduled before school begins each fall. We want you to be advised as to what is expected of you and your children, as well as, how to stay informed of your child(ren)'s academics and activities.

## Parent/Teacher Conferences

Parent/Teacher Conferences (PTCs) will be held during the school year as deemed necessary by the teacher and/or parent. PTCs will be mandatory for those students with a class average below 70%. Parents of students with an average of 70% or higher are welcome to schedule PTCs as well but are not required to do so. If you wish to schedule a PTC at any other time of the year, please email the teacher through RenWeb. Parents are asked not to contact teachers or staff members at home after school hours.

## Physicals

Physicals are required for all students taking P.E. and all participants in competitive and interscholastic sports programs. **Physical exams must be on file in the Secondary Office before a student can participate in these activities.** We encourage all students to obtain a physical prior to the beginning of school. LCS offers a free exam each year (check with your school office to determine the date these are scheduled) or parents may schedule and pay for an exam with a doctor of their choice.

## Prom

LCS holds an annual Prom each year in the spring. All LCS students ages 9<sup>th</sup> thru 12<sup>th</sup> may attend and bring a date. All students desiring to attend the banquet will be financially responsible for their own

tickets. Any student who brings a date outside of the Lawton Christian School student body must also pay for his or her date's ticket. All dates must be in at least the 9<sup>th</sup> grade, and anyone bringing a date from outside of Lawton Christian School must submit his or her date's name to the Secondary Office for approval. The Junior class is responsible for the preparation and hosting of this event, which is to be held at a local venue. King and Queen Candidates must be present to win. *See Appendix C - Guidelines for Prom Dress.*

## School Security

The administration continuously reviews school security requirements and arranges for appropriate security measures as the situation dictates. Plans are in place in the event of security problems during the school day or during after-school activities.

## Social Media Policy

First and foremost, students are encouraged to always exercise the utmost caution when participating in any form of social media or online communications. Students who participate in online interactions must remember that their posts reflect on everyone associated with Lawton Christian School and, as such, these interactions are subject to the same behavioral standards set forth in the Student Handbook. In addition to the regulations found in the Student Handbook, students are expected to abide by the following: Students may not use social media sites to publish disrespectful, disparaging or harassing remarks about LCS staff or faculty, students, parents, relatives, athletic or academic contest rivals, etc. Students who choose to post editorial content to websites or other forms of online media must ensure that their submission does not reflect poorly upon the school or other students. Failure to abide by this Social Media Policy, as with other policies at LCS, will result in disciplinary action as described in the Student Handbook, or as determined by the Administration.

## Sports

LCS offers the following interscholastic sports programs:

- **Volleyball** (August-October) JH/HS girls
- **Basketball** (October-February) JH/HS boys and JH/HS girls
- **Cross Country** (August-September) JH/HS boys and girls
- **Softball** (March-April) JH/HS girls
- **Track** (Spring) JH/HS boys and JH/HS girls
- **Baseball** (Spring) JH/HS boys

\*All sports are offered based on student interest and feasibility.

## Student Code

1. I have read and will comply with the Parent-Student handbook (including the doctrinal statement, school rules, dress code and discipline guidelines) of Lawton Christian School and accepting the truth of Philippians 4:13: "I can do all things through Christ which strengthens me," I will endeavor to observe them.
2. I promise to reverence God and respect all authority He has placed over me, including teachers and school staff.



3. I will endeavor to complete all school assignments and participate in all classroom activity with a positive attitude. All work that I submit to the teacher will be my own. I will not cheat on assignments or enable another student to cheat.
4. I will respect personal property and belongings of all other students. I will abstain from any activity that could damage or destroy school property.
5. I will abstain from horseplay on school property.
6. I will strive to be kind, courteous and respectful to fellow classmates. I will respect their personal opinions, their ethnic difference, and their religious convictions.
7. I will be careful to control my tongue and avoid profanity, lying and gossip, and rather use my tongue to encourage others and glorify God.
8. I will not use tobacco, alcohol, illegal drugs.
9. I will not engage in sexual activity. I will not engage in public display of affection at school or school functions. I will not engage in pornography of any nature, via magazines, Internet, Social network sites (Facebook, Twitter, Instagram, SnapChat , etc.), cell phone, “sexting” or technology of any kind.
10. I will live at home with my parent(s) or legal guardian.
11. I will not in word or deed, in jest or seriousness, threaten the safety or well- being of another student, faculty member, staff member, or to the school at large. I understand immediate disciplinary action will be taken, which may include dismissal.

\*Note: LCS Policy: Students will forfeit the privilege of attending Lawton Christian School if at any time during their enrollment they become a participant in any of the following: drugs, pregnancy, abortion, sexual misconduct, pornography, violation of the law, i.e. arrest or formal charges, possession of weapons, making threats of bodily harm to students or faculty, moving away from home (out from under parental, or legal guardian’s authority covering).

## **Substance Abuse**

If a student talks favorably about narcotics or is suspected of narcotic use or distribution of narcotics, an administrator or coach will call the student’s parent/guardian. The administrator/coach will take the student to be tested. If the results are negative, LCS will pay for the testing. If the test is positive, the parent/guardian will be responsible to pay for the testing. If a student’s test is positive, the student will be placed on conduct probation. The student will be drug tested on a regular basis. If the student tests positive for a second time, the student will automatically be dismissed from LCS. The parent/guardian will be responsible to meet the financial obligation of the school contract.

## **Supplies (to be brought in when attending Parent Orientation)**

Students will be given a list of those supplies necessary for each class. Some items may need to be replenished during the year, depending on student use and/or losses.

## **Technology Policies**

### **Student Technology Acceptable Use Policy Lawton Christian School**

Lawton Christian School believes that the Internet, with its wide variety of resources, has much to offer students. It is our goal to educate students about efficient, ethical, and appropriate use of those resources. Within the context of our mission statement as a school, the Internet

connection will be used to meet the goals in our curriculum. Specifically, students will have the opportunity to enhance their learning through the following:

1. Having a wealth of additional resources available for reference and research.
2. Consulting with experts in a variety of fields.
3. Communicating with other students and individuals in areas or situations they are studying.
4. Learning to conduct searches, evaluate resources, and locate relevant material.
5. Interacting with up-to-date primary sources.

In order to assist students in learning to use the Internet correctly, the school will do everything it can to ensure that students access the resources appropriately. It is to be understood that Internet access for students is a privilege, not a right. All users of the Internet will agree to adhere to the following code of ethics:

I will strive to act in all situations with honesty, integrity, and respect for the rights of others and to help others behave in a similar fashion. I will make a conscious effort to be a good testimony to my fellow students, faculty members, and others I communicate with on the Internet. I agree to follow Lawton Christian School's basic rules. I will strive to apply Philippians 4:8 to my electronic communication:

“Finally brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable—if anything is excellent or praiseworthy—think about such things.” (Philippians 4:8)

The Internet user is held responsible for his/her actions whenever using the Internet. Unacceptable uses of the network will result in the suspending or revoking of these privileges. Some examples of unacceptable use are the following:

- Using the network for any illegal activity
- Using the network for financial gain or for initiating any financial transactions.
- Vandalizing the data of another user.
- Wastefully using finite resources, after being warned and instructed as to proper use.
- Gaining unauthorized access to resources, including attempting to get around the censor ware installed on a computer with Internet access.
- Invading the privacy of individuals including reading mail that belongs to others without their permission.
- Using an account owned by another user—with or without that user's permission.
- Posting personal communications without the author's consent or posting information not meant to be public.
- Downloading viruses or attempting to circumvent virus protection programs.
- Posting rude or inappropriate messages or information.
- Violating the spirit of the school's Mission Statement
- Visiting sites not authorized by the school administration before, during and after school hours such as Instagram, Facebook, Yearbook, YouTube, personal email accounts and others.

The Internet user and his/her parents must understand that he/she uses the Internet at their own risk. Considering the provisions mentioned above, the school cannot assume responsibility for the following:

- The reliability of the content of a source received by a user. Students must evaluate and cite sources appropriately.
- Costs that the students incur if they request a product or service for a fee.
- Any consequences of disruption in service that may result in lack of resources. Though every effort will be made to ensure a reliable connection, there may be times when the Internet service is down or scheduled for use by other teachers, classes or other students.

Students are NOT allowed to access the Internet on school grounds with any technology devices other than registered school computers. Disciplinary action will take place if any student is found to be accessing the internet through other devices such as Blackberries, I-phones, cell-phones, calculators, etc.

LCS reserves the right to make changes to this policy as deemed appropriate and necessary by the administration.

## Telephones/Cell Phones

**Students may not use the office telephones except for school business or emergencies.** Except in an emergency, no calls may be made during class time, and neither teachers nor students will be interrupted during class for telephone messages.

**Cell phones (and devices that functions like a cell/smart phone, e.g. smart watches, tablets, etc. )** may be brought to school but must be turned off and surrendered to the first period teacher. Phones will be returned to students at the end of their school day.

If phones are seen/heard/used during school hours, the phone will be confiscated. Once a student's phone is confiscated, the phone will remain in the office until a parent/guardian retrieves it and a \$25 fine is paid. The student will also be assigned 1 detention.

**The consequences for a second offense are a \$50 fine and 2 detentions. A second offense will also result in loss of phone privileges for the remainder of the school year. Because cell phone use is prohibited during school hours, any texting or social media usage during these hours is not the responsibility of LCS. Students are not allowed to use their cell phones, iPads, or any technology while on a school field trip during regular school hours.**

Three or more violations of our cell phone policy may result in suspension.

## Transportation

LCS does not provide daily transportation to and from school. You may contact the Secondary Office for information regarding families who are interested in carpooling. Students attending the Great Plains Technology Center or Cameron University must provide their own transportation to these programs and back to LCS.

## Tutoring

Teachers will provide occasional extra "helps" for their students at no charge. Contact the teachers directly to schedule "helps". If a student requires tutoring on a regular basis, parents may make arrangements for tutoring with the teacher (for a fee) or secure private or commercial tutoring services. Students who consistently require extra "helps" to maintain a passing grade in a core academic area may be assigned to mandatory "Helps Classes" after school and may be charged for tutoring.

## Visitors

Parents are always welcome at the school. For the protection of our students, all parents must register in the Secondary Office. **No other visitors will be allowed during school hours unless prior arrangements have been made with the administration.**

## Website

LCS maintains a website at [www.lcscrusaders.com](http://www.lcscrusaders.com). The school newsletter and a complete copy of the school handbook are available online.

## Yearbook

We allow both, fees for yearbooks and fees for ads or student pages in yearbooks, to be paid in monthly payments throughout the year. Yearbook billing options may be chosen at the time of enrollment.

Seniors are required to take out full-page dedication ads in the LCS yearbook. Ads must be paid for in full by December 1. Monthly payment options are offered for this fee during enrollment.

## BUSINESS POLICIES & FEES

Lawton Christian Secondary School operates strictly from tuition and fees income, donations and grants. LCS is a nonprofit organization. **Our business policies are necessary to ensure we are able to meet the financial needs of our instructors and staff and the operating costs of our building. All fees/charges are due on the 1<sup>st</sup> of the month after receipt of billing (unless other arrangements have been made with our business office). Any payment received after the 5<sup>th</sup> of the month will be subject to a late charge.**

## Refund Policy

### Tuition and Fees

Deposits and Fees - **All enrollment, academic, and activity fees are non-refundable.**

Tuition - Students are considered to be enrolled for the entire school year. By signing the enrollment contract, parents are obligated to pay the full tuition amount for the school year. **After June 1, no portion of fees paid or outstanding tuition shall be refunded or canceled in the event of absence, withdrawal, or dismissal of a student from LCS. If after June 1 a parent notifies LCS that the student elects not to attend LCS, parents shall still be financially responsible and obligated to pay LCS the full tuition amount in accordance with the payment option selected on the enrollment contract.**

Payments made after the stated due dates for all payment options are subject to a late fee. Students become **ineligible** to participate in sports and other activities if accounts are not brought current by the last day of each month. **Student records and report cards shall not be released by LCS nor shall a student be eligible to graduate, if applicable, from LCS unless the annual tuition and all other fees are paid in full. LCS students whose accounts fall 45 days in arrears will not be allowed to return to school until payment has been made in full or satisfactory payment arrangements have been made with the Director of Finance.** LCS also reserves the right to fill a student's space with another student upon parent's failure to make any tuition payment beyond 60 days in arrears, but any exercise of such right by LCS shall not release or discharge parent from the obligation to pay the full tuition amount and all other applicable fees to LCS.

### General Fees

This fee is due June 1<sup>st</sup>. This cost provides for books, paper, copies, teacher resources, etc. This fee must be paid in full at time of enrollment.

### Before and After School Fees

This is a secondary school after school care only. **No elementary students** are allowed in the secondary building after elementary school is dismissed. Hours of operation are 3:10 pm thru 3:30 p.m. at which time students are transferred to the "Blue Room" of the elementary building. Secondary students may remain in extended care until 5:30 p.m. Any student picked up after 5:30 p.m. will be billed an additional \$1.00 per minute. Any and all students not picked up by 3:10 p.m. must attend extended care unless involved with teacher/coach supervised sport/activity. Absolutely **NO** student may remain at school unsupervised.

After school detention ends promptly at 4:00 p.m. Those students not picked up by 4:00 p.m. will be transferred to after school care, and applicable charges will apply.

### Athletic/Activity Fees

These fees go to underwrite the cost of operating the athletic/activity budget including the transportation to games, events and increased utilities in the gym. We make every attempt to provide transportation to games and events, however, if a conflict should arise parents will be responsible for providing their own transportation. Please remember that our students have an obligation to both their coaches and instructors and that we are depending on you to make every effort to get your student to these events.

Fees may be billed in monthly increments if requested in the fall or you may pay full amount at the beginning of each activity or sport. You will be billed for EACH activity your student participates in. See Tuition & Fees Schedule available on the LCS website. There will be NO refunds given for fees paid even if your student becomes ineligible or withdraws from the activity. Those students enrolled in choir or art will be billed a \$25.00 fee for supplies such as sheet music, paints, water colors, etc.

**Additional costs may occur with some activities beyond the athletic/activity fee.** (uniforms, shoes, traveling, etc...) Summer camps and workshops for athletics or activities are paid for directly by parents.

### **All-State/All-Region/Individual Honors**

LCS makes provision to provide transportation, coaches or sponsors and facilities for the majority of team activities. This includes regular season play as well as state playoffs. This is accomplished through fees and fundraisers.

It will be the financial and logistical responsibility of the parents to facilitate their child's participation in any individual honor activity. This includes fees, transportation and lodging for all-state band, choir, speech/debate and any athletic honor. (The school will cover all fees if the athletic budget has sufficient funds, parents will be advised in advance of the event of any charges that will be incurred by the student).

### **Enrollment/Re-Enrollment Fees**

New enrollment fee is due upon enrollment. This fee can be charged in monthly increments if arrangements are made at time of enrollment.

### **Graduation Fees**

All Seniors will be charged a one-time graduation fee of \$50.00. This fee may be paid in monthly increments when arrangement are made at time of current year enrollment. This fee covers expenses associated with senior graduation, including but not limited to: program covers and printing, flowers, display boards, senior luncheon, etc.

### **Semester Tests**

Semester tests must be taken on the assigned dates, and all accounts must be current (by December 10<sup>th</sup> in the fall and May 10<sup>th</sup> in the spring) in order for the student to take his or her semester tests. **Students who are absent for semester tests or who have outstanding balances will be assessed a \$25.00 fee for EACH test that is rescheduled. This fee must be paid before the test is taken.**

## **APPENDIX A**

### **National Honor Society Selection Process**

#### **Membership**

- A) Selection by Faculty Council based on the following criteria:
  - 1. outstanding scholarship

2. character
  3. leadership
  4. service
- B) Once selected, members have the responsibility to continue to demonstrate these qualities
- C) Candidates become members at induction at a special ceremony
- D) Members who are seniors in good standing are eligible to be nominated by their Chapter to compete in the NHS Scholarship Program
- E) An NHS member who transfers to another school and brings a letter from the former principal or Chapter adviser to the new school adviser shall be accepted automatically as a member in the new school's Chapter. Transfer members must meet the new Chapter's standards within one semester in order to retain membership.
- F) Members who resign or are dismissed are never again eligible for membership or its benefits

### Selection of Members

- A) To be eligible for membership, a candidate must be a member of those classes designated as eligible in the Chapter by-laws (*sophomore, junior, senior*). Freshmen (9th graders) are not eligible.
- B) Minimum standard for scholarship shall be a cumulative scholastic average of at least 87.5%, 3.50 (on a 4.0 scale). Candidates shall then be evaluated on the basis of service, leadership, citizenship, and character.
- C) Selection of each member to the Chapter shall be by a majority vote of the Faculty Council.

## APPENDIX B

### Graduation Requirements:

#### Gentlemen:

- Hair must be within LCS dress code guidelines
- Facial hair must meet LCS Dress code requirement of 1/2 inch and well groomed
- No ear piercings or gauges; no nose piercing
- Formal dress to include slacks, dress shirt, tie and dress shoes. Suit coat or sport coat not required. NO TENNIS SHOES PERMITTED.

#### Ladies:

- Hair must be within LCS dress code guidelines
- No more than 2 ear piercings per ear; no nose piercing.
- Semi-formal dress to include dress or skirt no more than 2" above the knee. Spike heels are permitted; however, you must be able to walk on carpeting and up/down stairs with these shoes.

#### Valedictorian/ Salutatorian:

- A written copy of your speck MUST be provided to the office two (2) days prior to graduation and receive APPROVAL by the Director and/or Graduation Coordinator.



## APPENDIX C

### Guidelines for Open Dress Code Day

#### Guys:

Jeans- regular guidelines: no holes, rips, tears, frayed areas showing skin, sagging, chains, etc.

Shorts- must comply with jean guidelines, length standards, and have no frayed edges, etc.

Shirts- must have sleeves and no vulgar, inappropriate pictures, advertising or language  
Shirts do not have to be tucked in and hoodies can be worn but must meet shirt guidelines

No hats, bandanas, or other headgear

#### Ladies:

Shirts- no spaghetti straps, halters, "belly," low cut, or exceptionally tight shirts

Jeans- regular guidelines: no holes, rips, tears, frayed areas showing skin, not too tight, etc.

Shorts- must comply with the length standards of shorts/skirts in the handbook

No hats, bandanas or other headgear

Modesty is the important guideline!

### Guidelines for Prom Dress

Guidelines are set to maintain modesty and purity.

Dress must not be too low in the front or back

Back of dress cannot go down below your waistline

If dress laces up the back, the back sides must meet and not show the back area

Dress may be strapless or have spaghetti straps

Skirt and top may be worn, but no tummy is allowed to show

Slits must not be more than 2 inches above the knee

Short dresses must not be more than 2 inches above the knee

No cut-outs and no cut-outs with see-through material over the cut-out

**APPENDIX D**  
**Oklahoma School Immunization Requirements**

<i>Guide to the Requirements of THE OKLAHOMA SCHOOL IMMUNIZATION LAW</i>	1 Dose Varicella (Chickenpox)												K	K	K	K	K	K	K	K	K	K	K	K	K	K	K		
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													1	2	3	4	5	6	7	8	9	10	11						
	2 Doses Hepatitis A												K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	
													-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
													7	8	9	10	11	12											
													&	&	&	&	&	&											
3 Doses Hepatitis B												K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	
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												7	8	9	10	11	12												
												&	&	&	&	&	&												
5 Doses DTP & 4 Doses Polio*												K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	
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3 Doses DTP & 3 Doses Polio	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	
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1 Dose Mumps*	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	
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2 <sup>nd</sup> Dose Measles*				K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	
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	1	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K
	Dose	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Both	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
	Measles & Rubella*	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
	Years	1	1	1	1	1	1	1	1	1	1	1	1	2	2	2	2	2	2	2	2	2	2	2	2	2
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		8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	0	0

## APPENDIX E

### Tobacco Use Prohibited

The Lawton Christian School Board of Directors is committed to providing a healthy and productive environment for all persons using the school facilities. The Board of Directors also recognizes that tobacco smoking and environmental tobacco smoke (secondhand smoke) has been shown to be linked to illnesses and disability and that federal law prohibits smoking in any indoor facility, or on the grounds thereof, which is used to provide educational services to children. This policy is intended to improve the health and safety of all individuals using the schools.

Therefore, smoking, chewing or any other use of tobacco, in any form, by staff, students and members of the public is prohibited on, in or upon any school property, twenty-four hours a day, seven days a week. (24/7), 365 days a year.

1. "School property" is defined as all property owned, leased, rented, or otherwise used by this school including, but not limited to, the following:
  - A. All interior portions of any building or other structure used for instruction, administration, support services, maintenance or storage.
  - B. All school grounds over which the school exercises control including areas surrounded by any building, playgrounds, athletic fields, recreation areas and parking areas.
  - C. All vehicles used by the school for transporting students, staff, visitors or other persons.
  - D. All school functions and events (ballgames, chapels, concerts, etc...) and any outside agency using the school's facilities.
2. "Tobacco" is defined as cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all other kinds and forms of tobacco prepared in such a manner to be suitable for chewing, smoking, or both, and to include cloves or any other product packaged for smoking.
3. "Use" is defined as lighting, chewing, inhaling or smoking any tobacco product as defined within this policy.

Signs will be posted in prominent places on school property to notify the public that smoking or other use of tobacco products is prohibited twenty-four hours a day, seven days a week (24/7).

Employees are warned that violation of this policy may lead to dismissal action. Patrons who violate this policy will be asked to leave the premises. Students violating this policy will be disciplined.

## APPENDIX F

### Statement of Faith: Marriage and Human Sexuality

#### Preamble

- We believe that all matters of faith and conduct must be evaluated on the basis of Holy Scripture, which is our infallible guide (2 Timothy 3:16-17). Since the Holy Bible does speak to the nature of human beings and their sexuality, it is imperative that we correctly understand and articulate what the Bible teaches on these matters.
- We are committed to the home and family as set forth in Holy Scripture. We believe God has ordained and created marriage to exist between one man and one woman, with absolute marital fidelity. The Bible sets forth specific home and family values, which include the distinct roles of husbands and wives, fathers and mothers, and children. It is our firm conviction that we uphold the dignity of each individual as we embrace the unchanging and longstanding principles of scriptural truth.

#### Religious Beliefs

Based on Holy Scripture and the constant moral teaching of the universal Church, we believe:

- Marriage – Lawton Christian School defines marriage as the permanent, exclusive, comprehensive, and conjugal “one flesh” union of one man and one woman, intrinsically ordered to procreation and biological family, and in furtherance of the moral, spiritual, and public good of binding father, mother, and child. (Genesis 1:27-28, Genesis 2:18-24, Matthew 19:4-9, Mark 10:5-9, Ephesians 5:31-33)
- Sexual Immorality – Lawton Christian School believes that sexual acts outside marriage are prohibited as sinful. Consequently, Lawton Christian School students, faculty, administration, and staff must resist and refrain from any and all sexual acts outside marriage –including but not limited to adultery, fornication, incest, zoophilia, pornography, prostitution, masturbation, voyeurism, pedophilia, exhibitionism, sodomy, polygamy, polyamory, sologamy, or same-sex sexual acts. (Exodus 20:14, Leviticus 18:7-23, Leviticus 20:10-21, Deuteronomy 5:18, Matthew 15:19, Matthew 5:27-28, Romans 1:26-27, 1 Corinthians 6:9-13, 1 Thessalonians 4:3, Hebrews 13:4, Galatians 5:19, Ephesians 4:17-19, Colossians 3:5)
- Sexual Identity – Lawton Christian School believes that God created mankind in His image: male (man) and female (woman), sexually different but with equal personal dignity. Consequently, Lawton Christian School students, faculty, administration, and staff must affirm their biological sex and refrain from any and all attempts to physically change, alter or disagree with their

predominant biological sex –including but not limited to elective sex-reassignment, transvestite, transgender, gender fluid or non-binary “genderqueer” acts or conduct. (Genesis 1:26-28, Romans 1:26-32, 1 Corinthians 6:9-11)

- Sexual Orientation – Lawton Christian School believes that God created and ordered human sexuality to the permanent, exclusive, comprehensive, and conjugal “one flesh” union of man and woman, intrinsically ordered for procreation and biological family, and in furtherance of the moral, spiritual, and public good of binding father, mother, and child. Consequently, Lawton Christian School students, faculty, administration, and staff must affirm the sexual attractions and refrain from any and all same-sex acts or conduct, which are intrinsically disordered. (Genesis 1:27, Genesis 2:24, Matthew 19:4-6, Mark 10:5-9, Romans 1:26-27, 1 Corinthians 6:9-11, Ephesians 5:25-27, Revelation 19:7-9, Revelation 21:1)
- Sexual Redemption – Lawton Christian School believes that all have sinned and fallen short of the glory of God and should seek redemption through confession, repentance, baptism, and faith in Jesus Christ. Consequently, Lawton Christian School students, faculty, administration, and staff must welcome and treat with respect, compassion, and sensitivity all who experience same sex attractions or confess sexually immoral acts but are committed to resisting sexual temptation, refraining from sexual immorality, and conforming their behavior to Lawton Christian School’s Statement of Faith. (Matthew 11:28-30, Romans 3:23, Ephesians 2:1-10, 1 Corinthians 10;13, Hebrews 2:27-18, Hebrews 4:14-16)
- Celibacy – Lawton Christian School believes that Holy Scripture grants two life-enhancing options for human sexual behavior: (1) the conjugal “one-flesh” marital union of one man and one woman, and (2) celibacy. Either is a gift from God, given as He wills for His glory and the good of those who receive and rejoice in His gift to them. Celibacy and faithful singleness is to be celebrated and affirmed within the Lawton Christian School. (Genesis 1:27-28; 2:18, 21-24; Matthew 19:4-6, Mark 10:5-8, Hebrews 13:4; 1 Corinthians 7:1-8; Matthew 19:12; 1 Corinthians 12:12-13; Romans 12:10; 1 Timothy 5:1-2)

## Holy Scripture

### Marriage and Human Sexuality

- Genesis 1:26-28
- Genesis 2:18-24
- Genesis 19:5-10
- Exodus 20:14
- Leviticus 8:7-23
- Leviticus 20:10-21

- Deuteronomy 5:18
- Judges 19:22-24
- Matthew 5:27-28
- Matthew 15:19
- Matthew 19:4-9
- Mark 10:5-9
- Romans 1:26-27
- 1 Corinthians 6:9-13
- 1 Corinthians 5:21
- Galatians 5:19
- Ephesians 4:17-19
- Ephesians 5:25-27
- Ephesians 5:31
- Colossians 3:5
- 1 Thessalonians 4:3
- Hebrews 13:4
- 1 Timothy 1:8-10
- Jude 1:7
- Revelation 19:7-9
- Revelation 21:2

### Pastoral Care

- Matthew 11:28-30
- Romans 3:23
- Ephesians 2:1-10
- 1 Corinthians 10:13
- Hebrews 2:17-18
- Hebrews 4:14-16

### Application

All of our students, employees, administration and volunteers must affirm and adhere to this Doctrinal and Religious Absolute statement on marriage and human sexuality to qualify for involvement with the Lawton Christian School. This is necessary to accomplish our religious mission, goals and purpose. Behavior or counter-witnessing that does otherwise will impede and burden our integrity and religious mission. We believe that God's grace can wipe the slate of guilt and sin, though the consequences are still incurred.

## Authority

The Bible is the inspired and infallible Word of God, acting as the source of authority over morality, our beliefs, Christian lifestyle and conduct. Lawton Christian School's Administration and Board of Directors is charged with the ministerial responsibility of Biblical interpretation and promulgating religious policy. Lawton Christian School's Administration and Board of Directors will determine life application as well as final matters relating to institutional theology, philosophy, Christian practice, faith, divine truth, morality, and doctrinal and doctrinal resolutions.



## APPENDIX G

### Mission Statement (Addendum)

#### Calling

We are called to glorify God by instilling in our students the Gospel message of Jesus Christ and educating the next generation of Christians. Our calling includes both introduction to and encouragement to remain in a life of full devotion to Jesus Christ. We are charged with educating, encouraging, equipping, and serving our students and their families, which are an integral part of our Lawton Christian School. We do this by directly instilling our Christian philosophies, values, missions and goals in our students through offering a Christ-centered education. Overt liturgical religious purpose (preaching, worship, Bible instruction) as well as related non-liturgical religious purpose (social service activities, teaching, ministry, or events) all serve as methods that Lawton Christian School utilizes to instill our religious values and beliefs. Even non-liturgical ministries are grounded in (Faculty/Staff Policies and Procedures Guide, Secondary Parent/Student Handbook, Elementary/Pre-School Parent/Student Handbook, Honor Code, Mission Statement, Statements of Faith, Employment policies, Purpose Statement and internal dispute resolution policy) the “Written Statements of Faith”), of Lawton Christian School – and are therefore subject to all of its ministerial, enrollment, discipline, termination and expulsion policies.

#### Community and Partnership

We believe that our religious activity and education derives meaning in large measure from participation in a larger religious community. For this reason, parents and family of our student body play a large role in furthering our mission and viewpoint as a school. We exist to foster a Christ-like, educational environment of persons subscribing to our religious beliefs and faith. Lawton Christian School seeks to instill Christian values in students by having teachers and staff spend time with students, instructing and engaging them in the learning process. In this way, we transmit our Christian system of values to the next generation.

Associating with like-minded Christian families reinforces Lawton Christian School’s Christian purpose and is vital to our educational mission to perpetuate the faith. We are committed to being and educating disciples who understand what it means to follow Jesus Christ into a life of worship, fellowship, sacrifice, service and being led by the Spirit. (Matthew 28:19, Acts 1:8, John 15:16, Mark 16:15) Our mission as part of the body of Christ is to participate, share, and encourage each other toward spiritual growth. (I Thessalonians 5:11, Hebrews 10:23-25, Colossians 3:16). For these reasons, participation in our school requires a tangible commitment to our beliefs, purposes, and mission as outlined in Lawton Christian School’s Written Statements of Faith, which are incorporated herein by reference, as if fully set forth herein.

## Expression of Faith

Lawton Christian School intends to transmit our system of religious beliefs, tradition, Christian morals, reverence and values. We do so by engaging in the community and students' lives, acts of worship, and through all activities, educational and otherwise, in which we participate. Likewise, we believe that all behavior of students and staff of Lawton Christian School is communicative in nature, exemplifying and expressing our faith, both publically and privately. Any student or employee who propounds a point of view contrary to our beliefs as stated in our above-referenced Written Statements of Faith, will impair Lawton Christian School's integrity and ability to educate in accordance with its religious views and message.

## Outreach Ministry

We take very seriously Lawton Christian School's charge to be a Christian presence in a secular world. Therefore, all activities that Lawton Christian School engages in are intended to further its religious purpose, as stated in our Purpose Statement. As such, all of our programs are considered an outgrowth of the mission of Lawton Christian School to preach, teach, evangelize and instill the Gospel message of Jesus Christ.

## APPENDIX H

### Purpose Statement

All activities in which Lawton Christian School engages are for the dual religious purposes of furthering its Christian mission, message, and viewpoint and educating students in accordance with that mission. Whether the activity has an exclusively religious purpose (e.g. worship service, discipleship classes, or religious teaching) or is an ancillary religious activity (e.g. community service projects, extracurricular activities, or social activities) We are motivated in all facets by our faith in Jesus Christ, attempting to serve as a reflection of God's unconditional love for all people. [1] We seek to honor the Lord in all that we do by operating Lawton Christian School in a manner consistent with Biblical principles. [2] Every activity and speech that Lawton Christian School or its employees, representatives, volunteers, or students engage in shall be consistent with, and in furtherance of Lawton Christian School's religious purposes, both publically and privately. [3] This is because we are committed to putting our faith into action every day as we use our lives to make a tangible difference for children. [4]

All activities in which Lawton Christian School engages are for the dual religious purposes of furthering its Christian mission, message, and viewpoint and educating students in accordance with that mission. Whether the activity has an exclusively religious purpose (e.g. worship service, discipleship classes, or religious teaching) or is an ancillary religious activity (e.g. community service projects, extracurricular activities or social events), it is intended to glorify God. Lawton Christian School conducts all activities in a holistic manner in order to foster, repeat, advertise or express its Christian mission, message and viewpoint. [5] In this way, every school activity itself is infused with a religious purpose, as an act of faith, intending to further Lawton Christian School's religious beliefs and commitment to faith as outlined in (Faculty/Staff Policies and Procedures Guide, Secondary Parent/Student Handbook, Elementary/PreSchool Parent/Student Handbook, Honor Code, Mission Statement, Statements of Faith, Employment policies, Purpose Statement and internal dispute resolution policy) the "Written Statements of Faith, which are incorporated herein by reference, as if fully set forth herein.[6]

Conveying Lawton Christian School's Christian message is at the heart of all that we do, in life ,deed, word, and expression. [7] Lawton Christian School is dedicated to instilling in our students and the community the Gospel message of Jesus Christ, not simply engaging in organized worship. [8] Provision of charity and community services, including but not limited to care for children, widows, and those in need, as well as evangelism, strengthening Christian leadership, discipleship and Biblical education, are means of fulfilling Christian duty and providing an example of the Christ-like way of life that Lawton Christian School seeks to foster. [9] Therefore, all behavior of students and staff of the school is communicative in nature, exemplifying the faith. Associating with like-minded Christian families reinforces Lawton Christian School's Christian purpose and is vital to the faith's perpetuation. [10]

Finally, the primary, exclusive, and only purposes for which Lawton Christian School is organized are religious in nature, including the propagation of our religious faith [11] through biblical education, community services [12], and curriculum [13]. Likewise, Lawton Christian School intends to disseminate,

teach, and preach the Gospel and teachings of Jesus Christ, to encourage and aid the growth, nurture and spread of Christianity and to render Christian service. [14] The recital of these purposes is intended to be exclusive of any and all other purposes, this Lawton Christian School being formed for religious charitable purposes only. [15]

- [1] Spencer v. World Vision, Inc., 633 F.3d 723m 735 (9<sup>th</sup> Cir, 2011),
- [2] Burwell v. Hobby Lobby Stores, Inc., 134 S. Ct. 2751, 2766 (2014).
- [3] See World Vision, 633 F.3d at 434; Univ. of Great Falls v. NLRB, 278 F.3d 1335, 1343 (D.C. Cir. 2002); Universidad Cent. De Bayamon v. NLRB, 793 F.2d 383, 399-400, 403 (1<sup>st</sup> Cir. 1985) (en banc) (Breyer, J.).
- [4] See World Vision, 633 F.3d at 735
- [5] See Hurley v. Irish-American Gay, 515 U.S. 557, 581 (1995).
- [6] See Corp. of Presiding Bishop of the Church of Jesus Christ of Latter-Day Saints v. Amos 483 U.S. 327, 344 (1987) (Brennan, J., concurring).
- [7] See World Vision, 633 F.3d at 434.
- [8] See Cline v. Catholic Diocese, 206 F.3d. 651, 655-56 (6<sup>th</sup> Cir. 1999).
- [9] See id.; Corp. of Presiding Bishop of the Church of Jesus Christ of Latter-Day Saints v. Amos, 483 U.S. 327, 344 (1987).
- [10] See HEB Ministries, Inc. v. Tex. Higher Educ. Coordinating Bd., 235 S. W.3d 627, 659-660, (Tex. 2007).
- [11] See NLRB v. Catholic Bishop of Chicago, 440 U.S. 490, 501 (1979) (quoting Lemon v. Kurtzman, 403 U.S. 602, 628 (1971)).
- [12] Amos, 483 U.S. at 344
- [13] See Spencer v. World Vision, Inc. 633 F.3d 723, 727 (9<sup>th</sup> Cir. 2011).
- [14] See World Vision, 633 F.3d at 736.
- [15] See id. At 726 .; Lemon v. Kurtzman, 403 U.S. 602, 628 (1971).

## Secondary Parent/Student Handbook

### Parent/Student Acknowledgement

I/We have read the Parent/Student Handbook and are familiar with the rules and regulations set forth by Lawton Christian Secondary School. We agree to abide by and follow all guidelines included in this handbook and realize that the administration of Lawton Christian Schools adheres to an open door policy when questions arise.

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

**Student's Signature:** \_\_\_\_\_

Parents's Signature(s): \_\_\_\_\_

\_\_\_\_\_

**Date:** \_\_\_\_\_