

# Lee Christian School

*Home of the Falcons*



**2019 – 2020**

## **Parent – Student Handbook**

“No, in all these things we are more than conquerors through him who loved us.”

Romans 8:37

# LEE CHRISTIAN SCHOOL

## Contact Information

### ***Mailing Address***

3220 Keller Andrews Road  
Sanford, North Carolina 27330

### ***Phone***

919-708-5115

### ***Fax***

919-708-6933

### ***Email***

info@leechristianschool.org

### ***Website***

[www.leechristianschool.org](http://www.leechristianschool.org)

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**School Verse**

“Nay, in all these things we are more than conquerors  
through Him that loved us.”  
Romans 8:37

**School Colors**

Red, Black, and White

**Team Names**

Falcons and Lady Falcons

**Administration**

Head of School - Mr. Andrew Ricabal  
Preschool Director - Ms. Angela Chestnutt  
Elementary Principal - Mrs. Brenda Cowfer  
Office Manager - Mrs. Deborah Smith  
Administrative Assistant - Mrs. Kristen Berndt  
Athletic Director - Mr. Steven Lane

**Accreditations**

Member of ACSI/candidate for accreditation

## **History**

Lee Christian School's (LCS) formation was founded in 1994, in response to a desire from local Christian family and friends for a private education from a Godly perspective. Upon approval from the members/committee, LCS opened its enrollment at the Sanford Chapel, located on Franklin Dr. Then on August 1994, Lee Christian broke ground on what is now our current Keller Andrews Dr. campus.

Between 1994 and 2015, a new school cafeteria, preschool, high school, gym, and various athletic fields were built and added to LCS to support the students' academic and athletic needs. LCS has continued to grow, adding new programs, technology, and expanding opportunities to our youth, staff and community.

Imagine a small school rooted in the principles of truth, character, and integrity. A vibrant and diverse community committed to excellence. Today LCS continues its holistic development, scholastically and spiritually as the student body grows.

Through the continued dedication of the faculty and staff, tireless support of parents, and GOD's limitless grace, LCS has continued to build a spiritually and morally grounded educational foundation that will help students to meet, and exceed, the needs of the 21<sup>st</sup> century.

Appalachian State University  
 Barton College  
 Campbell University  
 Catawba University  
 College of Charleston  
 Duke University  
 East Carolina University  
 Elon University  
 Furman University  
 Gardner-Webb College  
 Hampden-Sydney University  
 Lenoir-Rhyne University  
 Louisiana State University  
 Liberty University  
 London School of Economics  
 Mars Hill College  
 Meredith College  
 Methodist College  
 NC A & T State University  
 NC Central University  
 NC State University  
 Oxford University  
 Southeastern University  
 The Citadel  
 U.S. Military Academy  
 U.S. Naval Academy  
 University of Kentucky  
 University of NC @Asheville,  
 Chapel Hill, Charlotte,  
 Greensboro, Wilmington &  
 Pembroke  
 University of Miami  
 University of Virginia  
 Villanova University  
 Wake Forest University  
 Western Carolina  
 Wingate University  
 Winston-Salem State University  
 Virginia Tech  
 Community Colleges:  
 Brunswick, Central Carolina,  
 Cape Fear, Fayetteville Tech,  
 Guilford Tech, Montgomery  
 County, Sandhills, Wake Tech and  
 Wilkes County.

## LEE CHRISTIAN SCHOOL PROFILE

**Location:** 3220 Keller Andrews Road Sanford, NC 27330

**Contact Information:** (919) 708-5115 [www.leechristianschool.org](http://www.leechristianschool.org)

**Established:** 1994

**Number of Students:** 350

**Student/Teacher Ratio:** 18:1

**Accreditation:** Lee Christian School is a member of ACSI and is currently a candidate for accreditation.

**Teacher Requirements and Certification:** Teachers are required to be certified by the Association of Christian Schools International (ACSI). All teachers hold at least a BA/BS degree and are currently certified or working towards certification through ACSI. Many of our educators hold advanced degrees in their respective fields.

**Average SAT Scores:** 1579

**Curriculum:** ABeka, BJU Press, Alpha Omega, Shurley Grammar, Positive Action, Holt Mathematics, and other NC state-approved textbooks.

**Academic Programs:** College Prep, Honors and AP classes; Fine Arts – Band and Drama. AP courses offered are: AP Biology and AP Calculus  
Honors courses offered are: English 9,10,11,12

**Percentage of seniors who further their education: Over 90%**

**Extra-curricular Activities:** Beta Club, Jr. Beta Club, Yearbook, Student Government, and the Lee County Quiz Bowl Team

**Sports Activities:** Baseball, basketball (boys and girls), cheerleading, cross country (boys and girls), golf, sportsman team, soccer (boys and girls), softball, volleyball, and summer sports camps

**Hot Lunch Program:** Fully staffed cafeteria offering hot lunches and snacks daily.

**Campus Safety:** LCS campus is monitored by a campus security system that can be viewed 24 hours a day, and is video recorded. Lee Christian School holds fire drills, tornado drills, and lockdown drills periodically to ensure student and staff safety and preparedness for such emergencies.

# Philosophy and Beliefs

## **Vision Statement**

The vision of Lee Christian School is to instill biblical principles in our students' lives so that they develop a deep relationship with Christ, a thorough knowledge of God's Word, and a genuine love for others.

## **Mission Statement**

The mission of Lee Christian School is to equip our students to be successful for God's service by providing thorough Christian training in God's Word, academics, fine arts, and athletics.

## **Philosophy of Christian Education Statement**

Lee Christian School's philosophy of Christian education is based upon God's word, the Bible as the basis for all truth. Christian education begins with an understanding that man was made in God's image, different from all other creation, with the unique capacity to know and respond to God personally and voluntarily. However, when man chose to sin, man broke the perfect relationship with God. Restoration of this relationship between God and man can only come by being born again through receiving Jesus Christ as Savior and Lord of his life; therefore, enabled to do God's will, the ultimate purpose of his life.

The entire process of Christian education is seen as a means to bring the student into a relationship with God where the whole student is developed: spiritually, mentally, physically, and socially. Christian education appreciates the individual with his own unique abilities and personality while teaching him how to live and work with others as modeled by Christ.

God commands that children be taught to love God and to love others. At the parent's request, the Christian school, along with the church, becomes a partner in providing this Christian education.

## **Commitment of Cooperation in the Education of all LCS Students**

We believe there are three essential components for the successful education of the child. These three components are listed in order of responsibility to God for the training of godly men and women.

- **Parents** – The God-given primary responsibility for the training and education of children is that of the parents. The success of a student at Lee Christian School will

be directly correlated with his/her parents' faith in Christ as their personal Savior and their family's commitment to honoring God's word. Parents must agree to support LCS school's policies and to ensure their students' behavior is respectful and obedient to all school personnel and policies

- **Church** – The ministry of the local church is imperative in the life of the family. We strongly encourage every family to be committed, through attendance and participation, to a Biblical church that adheres to the fundamentals of the Christian faith.
- **School** – Lee Christian School endeavors to play a stabilizing and strengthening role in the education, character and spiritual development of a child. It is our intent that academics begin with a Biblical Worldview, where everything is filtered through scriptural truth. With the Bible as our base, all other academics are built upon this solid foundation.

### **Statement of Faith**

- We believe the Bible to be the inspired Word of God without error.
- We believe in one God, Creator of all things. We believe in the Trinity: Father, Son, and Holy Spirit as three in one.
- We believe Jesus Christ is true God and man, born of the Virgin Mary. He died on the cross as payment for our sins. He arose on the third day, ascended into heaven, and will return someday for us.
- We believe the ministry of the Holy Spirit is to indwell, guide, instruct, and empower believers for godly living and service.
- We believe Satan is a fallen angel and enemy of God and man who has been defeated through the death and resurrection of Jesus Christ.
- We believe that all have sinned and fallen short of the glory of God, but the shed blood of Jesus Christ provides salvation and redemption for all who believe.
- We believe the Church is composed of all individuals who have been saved through faith in Jesus and that He is the Head of the Church.
- We believe in the Second Coming of Jesus Christ; we believe in the bodily resurrection of the dead to everlasting life with the Lord.
- We believe God creates each person as male or female. These two distinct genders together reflect the image and nature of God. We believe rejection of one's biological sex is a rejection of the image of God within that person.
- We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single exclusive union as stated in the Bible. We believe God intends sexual intimacy to occur only between a man and a woman who are married to each other.

## **Statement of Agreements**

Parents must

- o agree to be supportive of the school's Vision, Mission, Statement of Faith and other core documents.
- o be supportive of their student being taught from a Biblical worldview.
- o ensure that their student is respectful to the teaching of God's Word.
- o ensure that their student is obedient and respectful to all school personnel.
- o ensure that their student fully complies with rules and regulations as stated in the Parent-Student Handbook.
- o ensure that their student is respectful to other students and parents.
- o ensure that their student is respectful to our country, its laws, and flag.
- o agree to work respectfully with LCS Faculty and Staff to positively resolve any issue or concern.

### **Lee Christian School Faculty and Staff agree to:**

- o provide a Biblical worldview education where students are able to evaluate the world through the Word of God.
- o encourage students as they develop and deepen their relationship with Jesus Christ.
- o provide a safe and loving environment for all students.
- o provide an excellent academic education to all students.
- o support the parents as their child's ultimate authority before God.
- o encourage, support, and guide students as they grow and develop into the person God has created them to be.
- o model a Christ-like love for our school community.
- o to work in a professional and respectful manner with all parents, students, faculty, and staff.

### **Core Values -**

- Worship - honoring, glorifying and praising God through our actions and attitudes. Ps. 103:1-4
- Love - demonstrating the love of God to others. Mark 12:30-31
- Service - making oneself available to meet the needs of others. I Cor. 15:58
- Obedience - submitting to God's authority. I Peter 1:13-16
- Respect - showing value for oneself and others in words and deeds. (Col. 3:12-14
- Knowledge - understanding God and His creation. John 1: 1-5
- Character - consistently obeying Biblical principles in one's personal conduct. Matt. 7:12-14

- Leadership - inspiring others to accomplish God's purposes. Heb. 3:12-13
- Stewardship - making one's resources available to God for His purposes. I Tim. 6:17-19
- Integrity - ensuring that our words and actions are right according to God's standards. Prov. 11:2-3

### **Expected School Outcomes**

We expect Lee Christian students to grow to:

- be fully devoted followers of Jesus Christ
- be academically prepared for college or career of their choice
- develop a Christian worldview and thorough knowledge of scripture to share and defend their faith
- be a critical thinker and a lifelong learner.
- demonstrate the character of Christ in all areas of everyday life

## **Admissions**

### **Non-Discrimination Statement**

Lee Christian School admits students of any race, color, and 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, or national and ethnic origin in administration of its educational policies, admissions policies, and athletic and other school-administered programs. The applicant must be willing to: participate in Bible classes, abide by the rules and policies of this school, and support our statement of faith.

### **Admission Requirements**

- Students must turn the appropriate age on or before August 31st of the enrollment year.
- Students must be fully toilet trained to be considered for enrollment in K3 and beyond.
- Students must live with a parent or legal guardian and be under their immediate care and supervision. No married students are eligible for enrollment.
- Students must abide by the rules, policies, and purposes of the school. Those not in agreement with LCS scriptural standards should seek an educational alternative.
- The school reserves the right to give any student an entrance assessment to determine the student's academic ability and placement if it is deemed necessary.
- If a student has an IEP, parents must provide a copy of the student's IEP at the admission interview. IEP's are a public school service program. LCS will assess students on an individual basis to determine our ability to meet the student's

educational needs.

### **Admission Procedure Checklist**

1. Call the LCS school office, at (919) 708-5115, to set up an appointment or schedule a tour.
2. An Admission Interview can also be held at the same meeting for those interested in starting the admission process.
3. Parents must bring a recent report card and any IEP information to the Admission Interview.
4. After the interview, the parents may begin the Admissions process by applying online at [www.leechristianschool.org](http://www.leechristianschool.org).
  - a. Click on the Admission's tab
  - b. Click on New Student Application
  - c. Click on the RenWeb logo
  - d. Click on Create an Account tab
  - e. Enter the required information
  - f. You will receive an email, within the hour, with further instructions
  - g. Follow the email instructions
5. Submit the following information:
  - a. Appropriate school application and fees
  - b. NC Health Assessment Form - Kindergarten only
  - c. Immunization record
  - d. Copy of birth certificate
  - e. Signed LCS Statement of Faith
  - f. Signed Discipline Cooperation Policy
  - g. Transcripts, report cards, attendance records
  - h. Copy of a student's IEP (If applicable)
- 6) A student is not fully enrolled until:**
  - a. Application fees are paid in full
  - b. RenWeb has been completed
  - c. Facts account has been set up
  - d. An email has been received verifying enrollment

### **FACTS**

Lee Christian School uses RenWeb/FACTS software to manage admissions, re-enrollment, family demographics, tuition, and more. Information for login and use of these systems will be provided when a student is enrolled.

## **Re-enrollment Requirements**

To be considered for re-enrollment, the following criteria must be met:

1. Students must show acceptable academic achievement and progress.
2. Signed LCS Parent Statement of Faith Agreement
3. Signed Discipline and Cooperation Policy
4. Students must adhere to all school policies, rules, and expectations.
5. Parents/guardians must keep all financial obligations up-to-date.

## **Re-enrollment Procedures**

1. Go to [www.RenWeb.com](http://www.RenWeb.com)
2. Sign-in on your ParentWeb account.
3. District Code LC-NC
4. Go to Family Information Tab at the bottom of the list you will find the enrollment tab
5. Start a Re-enrollment packet for each of your children
6. Family information should be pre-populated, please verify that all information is updated.
7. Click on Save & Next
8. Pay Re-enrollment fee of \$100.00
9. Click on Submit.

## **Withdrawals**

Formal withdrawal of a student can only be accomplished by a parent or legal guardian. School records will not be released until all financial obligations have been met. Families who withdraw are responsible to pay tuition and fees for the month they are currently enrolled.

# **General Information**

## **Hours of Operation**

- Preschool operates Monday-Friday from 7:00 am - 6:00 pm.
- Preschool observes the following holidays: New Year's Day, Martin Luther King Jr. Day, Good Friday, Easter Monday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day (Thursday and Friday), and Christmas (up to 3 days)

- Elementary school operates Monday-Friday from 8:00 am - 2:45 pm.
  - Morning Care in the cafeteria is available for an additional fee at 7:00 AM.
  - Aftercare is available until 6:00 pm, for an additional charge.
- Middle school (6th-8th) operates Monday-Friday from 8:10 am - 3:15 pm.
- High school (8th-12th) operates Monday-Friday from 8:10 am - 3:15 pm.
  - Morning Care is available at 7:00 AM for all students arriving prior to 7:30, for an additional charge.
  - Aftercare is also available for all secondary students from 3:00 to 6:00 pm, for an additional charge.
  - Athletes who are on campus before practice are expected to follow the guidelines set forth in the athletic handbook. All students not picked up by 3:30, or under a coach's direct supervision MUST report to Aftercare.

### **School Calendar**

The 2019 - 2020 School Calendar can be found on the Lee Christian School website at <http://leechristianschool.org>.

### **Visitors**

Parents and visitors are welcome at Lee Christian School. To ensure the safety of our students and staff, all visitors must sign in at the front office and receive a visitor's badge. This includes volunteers, parents, and siblings, parents eating lunch, conferences, former students, and anyone without a staff badge. For the added security of our students, cameras are monitored throughout the school campus.

### **Traffic Pattern**

It is crucial that all parents, staff, and student drivers comply with school traffic rules and patterns to ensure student safety.

- Always drive slowly.
- **Please do not leave your car unattended in traffic lanes.** Parents must pull into a parking spot to walk their children into the building.
- Elementary students may only enter the building through the main entrance.
- Secondary students will drop-off and pick-up behind the elementary building

### **Student Drivers**

Driving and parking on campus is a privilege for students. Student drivers are expected to obey all campus safety and driving rules. Student parking passes may be obtained in the front office. Student drivers may not return to their automobiles during the instructional day without permission from a staff member. Lee Christian School reserves the right to

search student autos and seize any items that violate school policies.

### **Inclement Weather Policy**

In order to promote clear communications during inclement weather events, Lee Christian School will follow the Lee County Schools' closing and opening decisions. When it is necessary to communicate the closing or delayed openings of Lee Christian School (elementary-secondary), the information will be available through:

\*radio station WFJA (105.5)

\*television stations WRAL (Channel 5), WTVD (Channel 11)

\*RenWeb Student Information System Communications – alert phone/text system

Lee Christian School will also notify LCS families using text, phone call, or email. Parents should always evaluate their particular situation and keep their family safe during inclement weather.

## **Attendance**

### **Policy**

Students in K5 through 12th grade may not miss more than 19 school days per school year. **Elementary students missing 20 days during the academic school year may result in the student's retention the following year. Secondary students missing 20 days in a class may result in an "F" for the class.** Any doctor notes regarding attendance should be submitted to the child's teacher or office upon return to school. Days missed due to a long-term illness under a doctor's care, with documentation from the attending Dr., may be waived by the Head of School.

- Parents/guardians must send a written note on the day the student returns to school. Students in K5-5th grade will take the note to their teacher. Students in 6th-12th grade will take the note to the office and be given an admit slip. The admit slip must be presented to all teachers in which a class was missed. The admit slip must be returned to the office.
- Attendance in grades 6th through 12th is kept per class period.
- High school juniors will be allowed 2 days for college visits and seniors will be allowed 2 days for college visits. These days do not count towards the 19 days.
- Parents/guardians must give permission (in person, written, or phone call) for students to sign out of school early. All students must be signed in/out through the front office.
- Attendance is essential for student success. Absences due to extenuating circumstances will be evaluated by the Head of School.

## **Tardiness**

- Excessive tardiness impacts both students and teachers. Please be respectful of our school's schedule and arrive before classes begin.
- Please note that frequent, unexcused tardies will result in an administrative review and/or disciplinary action.

## **Illness/Injury**

Sick students must stay at home. If a student has any of the following illnesses, they will not be permitted to attend school until 24 hours after the last incidence of fever, vomiting, diarrhea, or 24 hours after being on an antibiotic.

- Fever over 100.6 degrees
- Severe vomiting/diarrhea
- Influenza
- Strep throat
- Communicable diseases-chicken pox, whooping cough, lice, scabies, conjunctivitis, and hand foot mouth disease.

If a student becomes sick at school, parents will be notified and the student must be picked up within one hour. In the event of an injury occurring at school, first aid will be given and the parent will be notified.

## **Medicine**

All prescription medications must have the student's name, date, and directions for administering on the label. The medication must be in the original container, accompanied by a physician's form, and brought into the front office by a parent. Over the counter medicine will only be given when accompanied by a medical form and brought into the front office by a parent.

# **Academics**

## **Parent/Teacher Conferences**

Lee Christian School will hold scheduled parent/teacher conferences near the end of the 1st quarter. These dates can be found on the school calendar. Parents and teachers may request conferences at other times by note, a phone call, or email. Please note that conferences must be scheduled so as not to interrupt instructional time.

## **Elementary Curriculum/Schedule**

The elementary curriculum consists of the Bible, English, spelling, reading/ phonics,

mathematics, social studies, science/health, and handwriting. We use ABeka, BJU Press, Positive Action, and Shurley Grammar materials. Students also attend art, chapel, library, music, and physical education classes each week. As schedules permit, each classroom has a computer and iPad instruction throughout the school year. The elementary daily schedule allows time for subjects, special classes, snacks, lunch, bathroom breaks, and recess.

### **Secondary Curriculum/Schedule**

The secondary curriculum consists of courses designed to prepare students for college courses. We use ABeka and BJU Press materials. Core classes offered are Bible, English, algebra I & II, foundations of algebra, geometry, physical science, health and physical education, US history, civics and economics, world history, biology, discrete mathematics. Elective courses typically offered include agri-science, art, band, choir, humanities, Spanish I and II, drama, yearbook, teacher assistant, study hall, and ministry education. Honors/AP courses typically offered are chemistry, physics, pre-calculus, calculus, and biology.

Secondary schedules are:

6th-8th grades		9th-12th grades	
8:10-9:00	1st period/homeroom	8:10-9:00	1st period/homeroom
9:00-9:15	break	9:05-9:55	2nd period
9:20-10:10	2nd period	9:55-10:10	break
10:15-11:05	3rd period	10:15-11:05	3rd period
11:10-12:00	4th period	11:10-12:00	4th period
12:00-12:25	lunch	12:05-12:55	5th Period
12:30 – 1:20	5 <sup>th</sup> Period	12:55 – 1:20	Lunch
1:25 – 2:15	6 <sup>th</sup> Period	1:25 – 2:15	6 <sup>th</sup> Period
2:20 – 3:10	7 <sup>th</sup> Period	2:20 – 3:10	7 <sup>th</sup> Period
3:15	Dismissal	3:15	Dismissal

## **Honors/AP Requirements**

The requirements for placement in honors/AP courses are: a score of 6-9 on the standardized test for that subject area, a grade of at least 85 for honors and 90 for AP in prerequisite classes, and a teacher recommendation.

## **Homework/Test Guidelines**

Homework will be assigned to ensure academic progress. LCS follows the following homework guidelines:

- Homework for grades K5-5th should not exceed an average of 30 minutes per night
- Homework for grades 6th-8th should not exceed an average of 1 hour per night
- Homework for grades 9th-12th should not exceed 1.5 hours per night with the exception of AP classes.
- Homework will not be assigned on Wednesday nights in order to promote church fellowship with the exception of math classes.
- Normally, students will not have more than 2 tests per day

## **Standardized Testing**

Students in grades K5 - 11th will participate in standardized testing at the end of the school year. Lee Christian School administers the PSAT for students in the 9th and 11th grade. ASVAB is administered to students in the 10th and 12th grades. Students planning to attend a four-year college may be required to take the ACT or SAT in order to qualify for acceptance. Online registration is suggested and can be found at [www.collegeboard.org](http://www.collegeboard.org). Assistance is available by contacting the guidance office.

## **Transfer Credit Policy**

Any student who wishes to transfer from Lee Christian School to a high school with a block, semester program should be aware of the following:

- Core courses that have only 1 semester completed must be repeated. No half credits will be allowed.
- Elective courses will be worth 1/2 credit upon the completion of the semester.

A student who transfers after one semester from a block program to Lee Christian School will receive full credit for the completed courses. LCS accepts transfer credits in no less than half-year increments. Students will not receive full credit for courses started at the mid-year point.

## **Graduation Requirements**

The following requirements must be met to earn a diploma from LCS and participate in commencement exercises:

- Successful completion of a minimum of 21 credit hours to include:
  - 4 units of English
  - 4 units of mathematics (Algebra 1)
  - 4 units of Bible
  - 3 units of science (biology, physical science, science elective)
  - 3 units of social studies (US history, world history, civic/economics)
  - 1 unit of health/physical education
- Completion of 20 hours of community service
- All financial obligations paid in full
- CPR/Heartsaver certification

## **Valedictorian/Salutatorian/Marshals**

The following guidelines will be used to select the graduating class valedictorian and salutatorian:

- Completion of all graduation requirements.
- Enrollment at LCS for their entire junior and senior years.
- The student with the highest weighted GPA, at the completion of the third quarter grading period, will be named valedictorian and the student with the second-highest weighted GPA, at the completion of the third quarter grading period, will be named salutatorian. In the event of a tie, the numerical average will be the deciding factor.
- Speeches must be presented to the head of the English department for proofreading and approval 5 days before the commencement exercises.
- Graduation Marshals are chosen from junior class members with the highest numerical averages and in good standing of the Beta club.

## **UNC System Admissions Requirements**

4 units of English

4 units of mathematics Algebra I

& II Geometry

1 credit beyond Algebra II from UNC System approved list (Adv. Functions and Modeling, Discrete Math, Pre-Calculus, Calculus, AP Statistics, AP Calculus)

3 units of science (biology, physical science, a laboratory science)

2 units of social studies (U.S. History and an elective)

2 units of the same foreign language taken in back to back years. *Recommended:* 1 unit of mathematics and foreign language should be taken during the senior year of high school

*Required:* high school diploma

\*Each university may have additional requirements. Students should refer to college catalogs of the universities to which they plan to apply.

### **Scholarship and Financial Aid Opportunities**

Our guidance office is happy to assist students and parents with scholarship and financial aid information. An appointment can be made by calling the school office. Information will be sent home periodically to make students and parents aware as opportunities for scholarships arise.

## **Grading**

### **Elementary Grading Scale:**

#### **Kindergarten**

E - Excellent  
S - Satisfactory  
N - Needs Improvement  
U - Unsatisfactory

#### **Grades 1-5**

A 90 - 100  
B 80 - 89  
C 70 - 79  
D 60 - 69

### **Secondary Grading Scale:**

		<b>Regular</b>	<b>Honors</b>	<b>AP</b>
A	90 – 100	4.0	4.5	5.0
B	80 – 89	3.0	3.5	4.0
C	70 – 79	2.0	2.5	4.0
D	60 – 69	1.0	1.5	2.0

Entry into an Honors class requires a prerequisite of a 90% overall average in the current regular class or an 85% in the current honors class as a final grade.

### **Honor Roll Requirements**

1st -12th grades are eligible for honor roll based on the following requirements:

Principal's List - All A's

"A" Honor Roll - A average with no grade lower than "B"

"B" Honor Roll - B average with no grade lower than "C"

## **GPA**

High school students' GPA (grade point average) is calculated based on the following rules and guidelines:

- Standard courses weight=zero.
- Honors courses weight= .5
- Advanced placement courses weight= 1.0

	A	B	C	D	F
Standard course	4.0	3.0	2.0	1.0	0
Honors course	4.5	3.5	2.5	1.5	0
AP course *with passing AP exam score	5.0	4.0	3.0	2.0	0

## **Progress Reports/Report Cards**

Progress reports will be issued midway through each nine-week grading period for all elementary and secondary students. Paper report cards will be issued for all K5 students. All 1st - 12th-grade students will receive an electronic report card at the end of each nine-week grading period.

## **Conduct**

“Train up a child in the way he should go and when he is old, he will not depart from it.”  
Proverbs 22:6

## **Policy**

- A disciplined environment is necessary for building Christian character, maintaining safety, and securing an environment conducive to education. The goal of discipline is to teach students to self-regulate within a biblical framework.

- Students will maintain honor and love for the Lord in dress, words, and deeds.
- Students will show respect in words and actions for school staff, parents, peers, and property. Students will refrain from being a distraction in the classroom.
- Students will refrain from public displays of affection.
- Students will refrain from lying, cheating, and stealing.
- Students may not at any time have weapons/facsimiles of weapons, illegal drugs, or alcohol on their persons or in automobiles.
- Student's cell phones/electronic devices must be placed in backpacks during instructional times. Secondary Students may use their cell phones during break or lunch.
- Students will arrive at school and report to the appropriate teacher.
- High school students may not go to their automobiles during school hours without permission from a teacher.

**\*Lee Christian School reserves the right to alert local law enforcement at any time to maintain safety and report illegal activity.**

### **Bullying Policy**

Lee Christian School is committed to a safe and civil educational environment for all students, employees, volunteers, and staff, free from harassment, intimidation, and bullying (including cyberbullying). Lee Christian School abides by the statutes set forth by the State of North Carolina's anti-bullying policy ([www.stopbullying.gov](http://www.stopbullying.gov)). Any reports of this behavior will be investigated and handled quickly.

### **Plagiarism Policy**

Plagiarism (using someone else's thoughts or ideas as your own without properly giving credit) is not tolerated by Lee Christian School. This behavior is dishonest and will lead to disciplinary action.

### **Internet Policy**

Lee Christian School seeks to educate students in the appropriate use of technology and internet access. We strive to produce students who are proficient in the use of technology while maintaining strong Biblically-based standards in that usage. This policy provides students and their parents/guardians with information about taking care of the equipment, using it to complete assignments and being a good digital citizen.

Students and their parents/guardians are reminded that the use of LCS technology is a privilege and not a right and that everything done on any LCS owned computer, network, or electronic communication device may be monitored by school authorities. Inappropriate use

of LCS technology can result in limited or banned computer use, disciplinary consequences, removal from courses, loss of course credit, and/or legal action.

Students will be taught and must adhere to the following standards:

- I will glorify God with my actions. I will select online names that are appropriate and I will consider the information and images that I post and read online from a Biblical perspective.
- I will protect myself. I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal information or contact details online. I will report any attacks or inappropriate behavior directed at me. I will protect passwords, accounts, and resources.
- I will respect others. I will not use electronic mediums to antagonize, bully, harass, or stalk other people. I will show respect for other people in my choice of websites. I will not visit sites that are degrading, pornographic, racist, or inappropriate. I will not abuse my rights of access and I will not violate other's privacy.
- I will protect others. I will report abuse and not forward inappropriate materials or communications.
- I will respect intellectual property. I will request permission to use resources. I will suitably cite any, and all use of websites, books, and media, etc. I will validate the information. I will use and abide by the fair use rules. I understand that pirating information is illegal and morally unacceptable. I will act with integrity.

## Behavior Intervention

### **Elementary**

Lee Christian School follows a positive behavior system. Every effort will be made to reinforce and emphasize students' positive choices and behaviors. Students are expected to follow classroom rules and policies as well as rules listed here. Students will incur Biblical instruction and correction should they choose to behave in a manner contrary to rules and policies. These interventions may include loss of privileges, in-school suspension (ISS), out-of-school suspension, or expulsions. An out-of-school suspension is an unexcused absence and will result in the student being unable to make-up work/tests, which will directly affect his/her grades. Expulsion will result in the student being removed from the school for the remainder of the year and/or denied re-enrollment.

## **Secondary**

At Lee Christian School, it is our desire to love students where they are and help them to mature in Christ and to respect and love others. Our purpose in discipline is never to punish students but to train them to follow Biblical principles in their everyday lives. Every student is uniquely created by God and therefore, has great value. Our disciplinary process is meant to show love and respect to students while holding them accountable for their actions. **Our disciplinary process seeks to include parents, respecting their ultimate responsibility before the Lord for their children's behavior.** Lee Christian School follows a five-level disciplinary process. This program will serve as a guideline for dealing with discipline issues. However, it is impossible to develop a discipline program that covers all situations, therefore the administration reserves the right to use its best judgment in all situations. Every effort will be made to reinforce and emphasize students' positive choices and behaviors with praise and encouragement. Students are expected to follow classroom rules and policies as well as rules listed here. Students will incur Biblical instruction and correction should they choose to behave in a manner contrary to LCS rules and policies. Expulsion will result in the student being removed from the school for the remainder of the year and denied re-enrollment.

### **Discipline Levels:**

#### **Level 1:**

##### **Behaviors:**

Excessive talking, failure to complete assignments, classroom disruption, failure to immediately obey any after-school faculty or staff, etc.

##### **Procedure:**

Teachers will make the necessary notations in RenWeb and communicate with parents.

##### **Consequences:**

Written assignments, verbal reprimand, changing assigned seats, etc. Lunch or after-school detention may be assigned at the teacher's discretion.

#### **Level 2:**

##### **Behaviors:**

Repetitive classroom misbehavior, four tardies in a quarter, first offense of cheating or plagiarism (includes "0" on assignment), minor dress code violations, inappropriate language, disrespect to a faculty/staff member, public displays of affection, loitering after school, avoiding staff supervision, out of class without hall pass, etc.

##### **Procedure:**

A written referral signed by the teacher, administrator, and parent.

##### **Consequences:**

After school detention will be given for one hour and consists of light clean-up duties. Parent notification will be made by the faculty and staff, and restitution will be made if deemed necessary. Detention will be served when scheduled by the administration, and the Athletic Department will be notified if necessary. Detention takes precedence over sports and other school activities and cannot be served if late. If detention is missed, the student will serve two detentions in its place. A parent-teacher conference may be scheduled as necessary.

### **Level 3:**

#### **Behaviors:**

Three written referrals, skipping class, obscene or vulgar language, blatant disrespect to a faculty/staff member or other adults, bullying in any form, damaging school property. Repetitive instances of cheating and plagiarism.

#### **Procedure:**

A written referral signed by the teacher, administrator, and parent.

#### **Consequences:**

In-school suspension ranging from one to three days. All classwork must be completed during that time.

### **Level 4**

#### **Behaviors:**

Five written referrals, fighting, immoral acts, intimidation, out-of-control behavior, blatant disrespect to others or to our Christian faith, destruction of school property.

#### **Procedure:**

Written referral signed by teacher, administration, and parent

#### **Consequences:**

Suspension, days ranging from one to ten school days at the administrator's discretion. School work missed during a suspension must be made up within one to ten school days after the suspension depending on the number of days of suspension. Work not turned in school work within that time will receive a "0". All level four actions will require a parent conference with teachers and administration.

### **Level 5**

#### **Behaviors:**

Making a threat to harm a student, parent, faculty, and staff member, Possessing, manufacturing, selling illegal drugs, bringing a weapon or a weapon facsimile on campus or at a school activity, Participating in any crime, excluding minor traffic violations.

#### **Procedure:**

Parent notification, notification to law enforcement if deemed necessary, a long-term suspension may be necessary to have appropriate time to gather pertinent facts, immediate expulsion, arrest.

### **Consequences:**

Expulsion: requires the immediate removal of the student from the school campus or activity site. Law enforcement will be contacted if the offense is threatening or illegal. In some situations, parents may want to withdraw their student. In other situations, the administration will be forced to expel the student. Parents of an expelled student may request a meeting with the Lee Christian School Board for a hearing on the expulsion. This request must be submitted in writing to the School Board Chair.

## **Dress Code**

### **Preschool**

Students should be dressed in modest, weather and play appropriate clothing. No pierced ears (boys) or extreme hairstyles. Girls should wear shorts under their dress or skirt to ensure modesty.

### **Elementary**

Students in K5-5th grade will adhere to the following dress code:

- Students will wear an LCS t-shirt or an embroidered polo shirt of any solid color, with the LCS logo. The shirt should fit neatly and modestly.
- Students will wear uniform style pants or mid-thigh shorts of any color (denim is acceptable) and must fit at the waist, be neat, and modest in appearance. Girls may wear leggings if worn with a dress or skirt.
- Wednesday is Chapel Day: All elementary students will wear an LCS embroidered polo shirt with knee-length, uniform-style shorts or uniform-style pants. Girls also have the option of wearing uniform-style skirts, skorts, or jumpers that are knee-length.
- Shoes must be closed-toe.
- Outerwear may be plain and any color.
- Head coverings may not be worn in the building.
- No pierced ears (boys).
- Girls' hair should be clean and neat. No extreme, unnatural hair color styles.
- Boys' hair should be clean and neat. No extreme, unnatural hair colors/styles.
- Students participating in PE classes must provide athletic shoes to be kept at school for PE class. Girls should wear pants or shorts to school on their designated PE day.
- Determination of inappropriate or extreme dress code violations will be made by the administration.

## **Secondary**

Students in 6th-12th grade will adhere to the following dress code:

- Students may wear an LCS school spirit shirt, in any color and the shirt should fit neatly and modestly.
- Monday, Tuesday, Thursday, and Friday students may wear loose-fitting jeans, uniform-style pants or uniform style shorts that are mid-thigh or longer, or capris. All pants must be fitted at the waist, modest and neat in appearance, without holes, tears, or patches. Girls have the option of wearing knee-length skirts.
- Wednesday is Chapel Day, all students will wear an LCS embroidered polo shirt with uniform-style pants (No shorts on Chapel Day). Girls have the option of wearing knee-length skirts.
- Shoes must be closed-toe/closed-back or strap on the heel.
- Outerwear may be plain and any color.
- Head coverings may not be worn in the building.
- Boys' hair should be clean and neat. No extreme, unnatural hair colors/styles.
- Girls' hair should be neat and clean. No extreme, unnatural hair colors or styles.

***\*Lee Christian School and its administrators reserve the right to amend this policy at any time and to decide what is acceptable school dress.***

## **PE Uniform**

Students in grades 6th-12th who participate in physical education classes must purchase and wear an LCS PE uniform t-shirt and shorts. Uniform information will be sent home for parents to order. Students are required to change into normal uniform clothing at the end of their PE class.

## **Consequences**

Students who are out of compliance with the dress code will be given a referral slip to be signed by parents. In some cases, parents will be contacted and asked to bring appropriate clothing and/or students will be sent home.

## Nutritional Information

### Lunch Options

Students may bring lunch or participate in the cafeteria lunch program offered by Lee Christian School. A hot lunch is served daily. The menu for each month may be found on the school website. Each student is responsible to keep his/her area clean during the lunch period and to clean up after he/she is finished eating. Parents are welcome to eat lunch with their students after they sign in at the front office.

### Closed Campus Policy

Our school has a closed campus lunch policy. Students may not drive/walk to leave campus for lunch and then return to school. Lunch visitors must sign in at the front office and obtain a visitor's badge before going to the cafeteria.

### Preschool Policy

Our center complies with the Meal Patterns for Children in Child Care Standards. We participate in the state nutrition opt-out program.

**A.M Snack:** 8:00 - 8:45 a.m. - At least two components - milk, juice, fruits, bread, or cereal.

**Lunch:** 10:45 a.m. - At least four components - milk, 1 fruit, 1 vegetable, meat or meat alternative, bread or bread alternative.

**P.M. Snack:** 2:00 - 3:30 p.m. - At least two components - milk, juice, fruits, bread, or cereal.

## Student Life

### Chapel

All students participate in chapel each week. Elementary chapel is held each Wednesday morning at 10:00 am in the gymnasium. The secondary chapel is held each Wednesday at 8:20 am in the gym. Chapel is a time of music and worship. Special all-school chapels are held periodically throughout the year.

## **Field Trips**

Field trips will be scheduled by teachers to strengthen and supplement the curriculum. Parents will be notified in advance and must sign and return permission for students to participate in field trips. Students who do not attend the field trip will remain at school in another classroom to complete work or be counted absent for the day.

## **Lockers**

Students grades 6th - 12th will be issued a locker and lock for the school year. The student is responsible for any damages incurred during the year. This includes scratches, scuffs, ink/pencil marks, stickers, dents, or loss of lock. A damage fee will be charged at the end of the school year if damages are noted or locker is not cleaned out. Lockers are school property and are subject to unannounced inspections throughout the school year. Students are not permitted to switch lockers.

## **Clubs**

LCS offers a variety of clubs to enrich the growth of our students. We believe that the word of God integrated into all areas of disciplines – spiritual, academic, athletic, and social – is the Lord’s calling on our school. Club options may vary from year to year and include:

Junior Beta Club

Senior Beta Club

Student Government Association

Quiz Bowl

Key Club

Drama Club

## **Fine Arts**

The Fine Arts program at LCS includes art, band, choir, and drama classes. Students from grades 5th-12th may participate in band and students in grades 6th- 12th may participate in drama class. Art and music classes are offered for students at all grade levels. Please contact the front office for more information.

## **Athletics**

The athletics program at LCS is an integral part of the educational experience. Some of the athletic opportunities offered are:

Men's: cross country, soccer, basketball, sportsman's team, baseball, and golf.

Women's: cross country, volleyball, basketball, soccer, sportsman's team, softball, and golf.

Please contact the LCS Athletic Director for further details.

## **Community Service**

LCS places a high priority on community service, involvement, and missions. We are commissioned by our Savior in Mark 16:15 “Go into all the world and preach the gospel to all creation”. LCS encourages parents and students to volunteer and witness in our community. LCS will hold “Community Service Day” each year for 9th-12th graders in order to actively involve our students in giving back to our community. Seniors must complete 20 hours of community service for graduation.

# Parent Organizations

## **F3 (Falcon Friends Family)**

The F3 Connection is a service organization of LCS. Parents, teachers, and administrators work together to coordinate unity and community building activities for our students and families that will enhance their education while pointing them to Christ. The focus of F3 Connection is threefold:

- Teacher and Staff Appreciation
- Student Activities
- Family Fellowship

If you would like further information, email [f3connection@leechristianschool.org](mailto:f3connection@leechristianschool.org).

## **Room Parents**

Room parents are volunteers who assist teachers with an array of classroom jobs such as bulletin boards, party planning, fall festival games and basket, field trips, etc. Please let your child’s teacher know if you are interested in volunteering in this manner.

## **Athletic Booster Club**

The booster club works in cooperation with the school’s athletic director to support the athletic program. Volunteers are needed to work the gate and concession stand during games and provide support to our student-athletes. All parents are welcome and more information can be obtained from the athletic director.

## **Fine Arts Booster Club**

The fine arts booster club works in cooperation with the fine arts faculty to support the fine arts program. Volunteers are needed to work assist in fine arts events and fundraisers. All parents are welcome and more information can be obtained from the

school office.

### **Donors**

Lee Christian School's tuition covers only the operating costs for the school. We welcome donors who feel led by God to give and bless our school. Please prayerfully consider supporting our ministry to the families and communities we reach. **All donations are tax-deductible** and information on giving is available from the business manager in the front office.