



# Living Water Christian School

*"Excellence in Life"*

Student/ Parent Handbook

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# TABLE OF CONTENTS

<b>ORGANIZATION AND ADMINISTRATION .....</b>	<b>4</b>
MISSION STATEMENT .....	4
LWCS EMBLEM .....	5
HISTORY OF LIVING WATER CHRISTIAN SCHOOL.....	5
GOVERNMENT.....	5
PHILOSOPHY .....	5
OBJECTIVES .....	5
<b>ENROLLMENT .....</b>	<b>6</b>
ADMISSIONS .....	6
NON-DISCRIMINATORY POLICY.....	6
RECORDS UPDATE .....	7
SCHOLARSHIPS.....	7
WITHDRAWALS.....	7
<b>ATTENDANCE.....</b>	<b>7</b>
SCHOOL HOURS .....	7
EXTENDED TRAINING/AFTER-CARE.....	8
ABSENCES .....	8
TARDINESS .....	8
DOCTOR AND DENTAL APPOINTMENTS.....	8
NOTIFICATION OF ABSENCES .....	8
DISMISSAL.....	8
EARLY DISMISSAL.....	8
ANTICIPATED ABSENCE .....	9
EXCUSE FROM P. E. CLASSES .....	10
MAKE-UP WORK .....	9
<b>FINANCES .....</b>	<b>9</b>
TUITION, FEES, AND FINANCES .....	9
<b>GRADING SYSTEM.....</b>	<b>10</b>
PROGRESS REPORTS.....	11
REPORT CARDS.....	11
AWARDS .....	11
<b>HOMEWORK AND TESTING.....</b>	<b>12</b>
HOMEWORK .....	12
EXTRA WORK REQUESTS .....	13
TESTING .....	13
TEXTBOOKS.....	13
<b>PROMOTION .....</b>	<b>13</b>
SKIPPING A GRADE .....	13
<b>EXTRA-CURRICULAR ACTIVITIES.....</b>	<b>13</b>
ATHLETICS.....	13
ACADEMIC COMPETITIONS .....	15
PARTIES.....	15
FIELD TRIPS .....	14
FIELD TRIP DRESS .....	14
<b>STANDARDS AND POLICIES .....</b>	<b>16</b>
RULE ESTABLISHMENT.....	15
CHEATING .....	17

PROHIBITED ITEMS ON CAMPUS.....	16
LOST AND FOUND.....	16
<b>DISCIPLINE.....</b>	<b>16</b>
DISCIPLINE PHILOSOPHY.....	17
DISCIPLINARY MEASURES.....	17
PARENTAL SUPPORT.....	18
APPEAL PROCESS.....	19
PROCEDURE FOR READMISSION AFTER SUSPENSION.....	18
EXPULSION.....	18
<b>DRESS CODE.....</b>	<b>19</b>
UNIFORM GUIDELINES.....	19
UNIFORM VIOLATIONS.....	19
SCHOOL SUPPLIES.....	20
HAIR.....	20
DRESS CODE MISCELLANEOUS.....	20
<b>FACILITIES.....</b>	<b>20</b>
CLOSED CAMPUS.....	22
SCHOOL MAINTENANCE AND GROUNDS POLICY.....	22
CLEAN UP.....	21
LUNCH ROOM.....	21
LUNCH PROGRAM.....	22
LOCKERS.....	22
TELEPHONE.....	22
CONSTRUCTION.....	22
BUILDING USE.....	22
SCHOOL PROPERTY.....	22
<b>HEALTH AND SAFETY.....</b>	<b>22</b>
HEALTH RECORDS.....	22
ILLNESS AT SCHOOL.....	23
COMMUNICABLE CHILDHOOD DISEASES.....	23
MEDICATION.....	23
ACCIDENTS.....	24
EYE AND EAR SCREENING.....	24
SCOLIOSIS.....	24
FIRE DRILLS.....	24
TORNADO DRILLS.....	24
EMERGENCY CLOSING OF SCHOOL.....	25
PLAYGROUND AND SAFETY RULES.....	25
PARKING LOT AND TRAFFIC SAFETY.....	25
<b>HOME/SCHOOL COMMUNICATION AND SUPPORT.....</b>	<b>25</b>
CORRESPONDENCE.....	25
CALENDAR.....	26
STUDENT PROGRESS.....	26
CONFERENCES.....	26
VISITATION OF CLASSROOMS.....	26
OPEN HOUSE.....	27
PARENT-TEACHER COMMUNICATION.....	27
ROOM PARENT/SUBSTITUTE TEACHERS.....	27
FUND-RAISING.....	27
PHOTOGRAPHY.....	27
<b>WELCOME TO THE LWCS FAMILY!.....</b>	<b>28</b>

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## **ORGANIZATON AND ADMINISTRATION**

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The administration, faculty, and staff would like to welcome each of you to Living Water Christian School. It is our prayer that your child's school year will prove to be enjoyable and profitable. We at LWCS consider it a privilege to participate in the education of your child. We desire that you as parents and students also consider it a privilege to attend a school that is dedicated to seeing each of the students reach his potential in Christ. We hope and pray that you will feel that you are part of the LWCS family. May the following pages serve as an introduction to LWCS and as a guide to the standards of the school, which will help to equip your child for life.

LWCS reserves the right to clarify, add to, and interpret the rules and procedures set forth in this handbook.

### **MISSION STATEMENT**

The faculty and staff of LWCS, as well as the trustees of Church of Living Waters, recognize the vital need for a Christian school in the Richmond-Rosenberg area. Such a school is needed to provide an environment in which children and youth can freely choose to accept Jesus Christ as Lord and Savior and to supply a quality academic education, and to mold Christian character in students. This program will prepare leaders who will impact the future.

The school's dedication to proclaiming the Word seeks to prepare young people to find their identity in Christ, to become socially responsible citizens, and to further the kingdom of God on earth. As a Christian school, LWCS cultivates the discipline of study and a love of learning in the students, which will motivate them to become responsible, self-disciplined individuals who will seek God's knowledge and wisdom as they mature.

The curriculum is challenging, geared to stimulating curiosity, promoting creativity, teaching the discipline of study habits, developing critical thinking, and encouraging individual responsibility. LWCS believes that a Biblical worldview is the correct one. An individual with a framework for Biblical thinking is equipped to make the proper judgments in all areas of life. At times, selected and approved materials not in total agreement with Christian values may be taught to encourage the students to evaluate and analyze the written word based on scriptural truth.

The mission of LWCS is to develop in each student academic ability, self-discipline, commitment, consideration of others, and a solid Christian foundation that will enable him to flourish and prosper in the years ahead.

The faculty is the heart of the school, forming the core that will inspire, nurture, and instruct children and youth to meet the challenging years ahead. They are dedicated individuals desiring to instill a love for learning as well as the ability and desire to continue learning.

Biblical principles and teachings are the threads around which all curriculums, policies, and activities are wound. Students are assisted in developing a Christian world-view through the Biblical integration of the curriculum. Personal growth in the Body of Christ requires that the student develop a disciplined and dedicated love of Christ that will enable him to apply Christ-like

character to his life, his work, his decisions, and his interaction with others.

## **LWCS EMBLEM**

The school emblem consists of a circle, symbolizing God who has no beginning and no end, surrounding a shield which represents the shield of faith, part of the armor of God as stated in Ephesians 6:16. The shield is divided into three parts, representing the triune make-up of man. The lamp symbolizes the soul, comprised of the mind, will and the emotions; the laurel wreath stands for the body; and the dove is the Spirit hovering over the living waters which are to proceed out of our innermost being. Within the circle are the words "Excellence in Life," the motto of the school.

## **HISTORY OF LIVING WATER CHRISTIAN SCHOOL**

Gene and Betty Jo Frank, pastors of Church of Living Waters, founded Living Water Christian School in 1984, following many years of prayer. The school opened on September 2, 1984, at its present location of 4808 Airport Avenue, Rosenberg, Texas. The school began with grades K4 and K5 combined and first and second grades combined, with a faculty consisting of two teachers. Today the school offers classes for K5 through eighth grade.

## **GOVERNMENT**

The governing body over all the school is the Church of Living Waters Trustee Board. The day-to-day operation of the school is accomplished through the Administration. The administration is the policy-making body of the school.

## **PHILOSOPHY**

The primary purpose and goal of Living Water Christian School is to promote "Excellence in Life" by training the student in the knowledge and ways of God to become all that God intended him to be in spirit, soul, and body. Biblical principles and teachings are the threads around which all curriculums, policies, and activities are wound. We are dedicated to training consecrated young people in areas of knowledge that will allow them to develop a Christian world view, to understand clearly, think deeply, judge wisely, and have the courage to live their lives on the great principles and convictions of Biblical truth.

Each student is unique and valuable to Living Water Christian School. We believe that with the united effort of students, parents, faculty, and staff, each student will grow to achieve God's purpose for their life, and to ultimately have a positive affect on family, the church, and the local, state and world-wide community.

## **OBJECTIVES**

Objectives of the school call for development in these three areas:

### Spirit:

- To afford every student the opportunity to commit their life to Jesus Christ as Lord and Savior
- To deepen the faith life of the student through prayer and the Word of God
- To teach the student how to learn and to search for the truth

Soul: (Mind, Will, and Emotions)

- To promote a value system which is based on biblical truth
- To encourage the student to attain an appropriate level of self-discipline by obeying truth and to know that they are special and unique to God
- To provide an educational environment that will allow the student to progress from knowledge, to understanding, to wisdom and which will foster a desire and love for learning in the future
- To offer a Biblically integrated curriculum that will both uphold Christian truth and a Christian world view and provide for an excellent foundation for the challenging years ahead
- To develop in the students a sense of love, consideration, and courtesy towards others
- To foster within the students a continued awareness of human need and world-wide outreach for furthering the kingdom of God

Body:

- To provide opportunities for growth in physical performance skills
- To provide opportunities for learning physical skills necessary to participate in sports

## ENROLLMENT

### ADMISSIONS

The admission procedure is accomplished in the following manner:

1. Parents complete an online application or a formal written application.
2. Interview with administration and family is held.
- 3. Time is scheduled for testing of student if administration determines it is necessary. A fee is charged.**
4. Test results, application, transcripts, recommendations, and other data, including a withdrawal form, are examined by the administration. The family must be in accord with the Christian educational philosophy of Living Water Christian School. The administrative staff will determine grade placement for all students.
5. Admission decisions fall into three categories: conditional admission, probationary admission and denial of admission. Conditional admissions are reviewed yearly for continuing enrollment. Probationary admissions are reviewed quarterly for continued enrollment. Denial of admission does not prohibit a student from applying again if deficient areas are corrected.
6. Parents are informed of the decision of administration.
7. Parents affirm their decision to enroll the student in the school by submitting the registration fee. Enrollment is not complete until all required fees are paid and all forms are complete,

including current immunization records.

8. If application requirements are satisfactorily met, acceptance is based on date of the application.
9. Students continuing in Living Water Christian School may re-enroll beginning in January of each year.
10. Enrollment is open to the general public in March.

### **NON-DISCRIMINATORY POLICY**

Living Water Christian School will admit prospective students of both sexes, regardless of race, creed, color, or national and ethnic origin. Living Water Christian School does not discriminate on the basis of race, creed, color, or national origin in its educational policies, scholarship and loan programs, athletic programs, or other school-administered programs.

### **RECORDS UPDATE**

It is vital that the school office be kept informed of new home, work, and cell phone numbers, addresses, and carpool and emergency information. Updated immunization records are also required.

### **SCHOLARSHIPS**

Should scholarships based on need become available, students who are continuing enrollment are given first priority, and members of Church of Living Waters are considered next. Scholarship applications must be requested from an administrator in advance of the school year.

### **WITHDRAWALS**

Students withdrawing during the school year will adhere to the following procedure:

1. Parent calls the school office one week in advance and advises of the intended withdrawal.
2. All financial accounts are to be settled with the school office prior to forwarding records.
3. All school-owned texts and materials are to be returned to the school office and checked in.
4. A withdrawal form is filled out and signed by parents. An exit interview with administrators is required. A forwarding address is required.

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## ATTENDANCE

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Living Water Christian School policy states that a student should be on time and not miss more than twelve days during the entire school year and not more than 6 days per semester. Regular and punctual attendance is expected and required not only by LWCS but also by the state of Texas. Irregular attendance is a major cause for poor academic work, and continual tardiness is disruptive to the normal flow of school activities. Neither situation can be, nor will be, excused on a continuous basis. Either situation could also mean referral of the parents and student to the Fort Bend County Justice of the Peace for truancy.

### SCHOOL HOURS

Regular School Hours:

Grades K5 (full day) – 10<sup>th</sup>: 8:00 a.m. – 3:15 p.m.

**NOTE: ONLY STUDENTS ENROLLED IN EXTENDED TRAINING CAN BE DROPPED OFF PRIOR TO 7:30 A.M. LWCS IS NOT RESPONSIBLE FOR THE SAFETY OF STUDENTS DROPPED OFF ON CAMPUS PRIOR TO 7:30 A.M. PLEASE DO NOT ASSUME THAT ANOTHER PARENT WILL WATCH YOUR CHILDREN.**

### EXTENDED TRAINING

LWCS provides an Extended Training Program from 6:00 a.m. to 6:00 p.m. More information may be obtained from the school office. This only includes age 5yr to 12yr old. If a student is not picked up by 3:30 they are to be in extended training and the parents will be charged. Drop-in is available on a day-to-day basis at the rate of \$30. **Late Pick Up Fee:** If your child is picked up after 6:00pm, a five minute grace period will be extended. After 6:05pm a one dollar late fee will be charged to your account for every minute you are late.

### ABSENCES

Students in grades K5 – 10<sup>th</sup> are not allowed to be absent in excess of twelve (12) days during the school year. The absences allowed will be six (6) per semester.

School sponsored or sanctioned activities are exempt from and do not count toward the total of twelve (12) absences. In case of extenuating circumstances, consideration may be given to extending the limit of twelve days, after review and approval by the administration. If absences are not excused or approved, it may result in points being taken off their grade. Students arriving in the classroom after 8:45 a.m. will be considered absent ½ day.

Parents will be notified of all absences when a student (grades K5 – 10<sup>th</sup>) reaches four (4) days of absence from school in a semester. If absences are excessive so that the student will not be able to complete make up work, it is possible that he/she will fail the semester or the year. A note must be



brought in from the doctor or the absence is unexcused.

## **TARDINESS**

Students arriving in the classroom after 8:15 a.m. are considered tardy. When a student is tardy for first period, the student will be required to report to the registrar's office to obtain an admit slip before being admitted into class.

Parents of students with excessive FIRST PERIOD tardies will be sent a letter from the school office which may result in after-school detention. Excessive CLASS tardies will result in after-school detention.

## **DOCTOR AND DENTAL APPOINTMENTS**

Students should make continuous doctor and dental appointments at different times during the school day in order to avoid missing the same classes. As much as possible, appointments should be made after school hours. A note must be brought back from the doctor.

## **NOTIFICATION OF ABSENCES**

The parents (not the student himself) are requested to notify the school office between 8:00 a.m. and 9:00 a.m. in case of a student's absence; otherwise, parents may be called. A note signed by the parent/guardian, stating the date and reason for the absence must be presented to the Registrar's office on the day the student returns. The student will be given a pass to return to class. Elementary students must show the pass to their homeroom teacher to be admitted back to class.

## **DISMISSAL**

Students will not be released during the school day to anyone besides the parents or guardians unless formal notice is made in writing. This must originate with the parents or guardian.

Parents of students must supply the homeroom teacher with carpool information to ensure proper dismissal of the students.

## **EARLY DISMISSAL**

If a student must leave the campus for any reason, he must bring a note signed by his parent/guardian. The note must be brought to the Registrar's office before 8:15 in order to obtain an "Early Dismissal Pass". NO STUDENT WILL BE ALLOWED EARLY DISMISSAL WITHOUT WRITTEN OR PERSONAL COMMUNICATION FROM THE PARENT OR GUARDIAN. PHONE CALLS ARE NOT ACCEPTED UNLESS AN EMERGENCY OF A SERIOUS NATURE EXISTS. At the departure time, the student will sign out in the attendance office. If he is returning to school the same day, he is to report to the office and sign in with his time of return and obtain a pass to return to class.

## **ANTICIPATED ABSENCE**

Because of the educational importance of class participation, students are strongly discouraged

from class absences due to trips or family vacations. Such absences will count against the twelve-day limit.

### **EXCUSE FROM P. E. CLASSES**

Students may be excused from P. E. on days when an emergency has taken place. However, if parents have foreknowledge of the need for an excuse for their child, they are required to write a note requesting that a student be excused from P. E. After three- (3) consecutive days' absence from PE or after excessive absences from PE, a note from a physician is required for the absence to be allowed.

### **MAKE-UP WORK**

Students who are absent for any reason will be required to make-up work that is missed in each class. All work must be completed and returned as determined by the teacher. IT IS THE RESPONSIBILITY OF THE STUDENT AND/OR PARENT TO OBTAIN THE WORK FROM THE TEACHER AND TO SEE THAT IT IS RETURNED BY THE TEACHER'S DEADLINE.

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## **FINANCES**

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### **TUITION, FEES, AND FINANCES**

Living Water Christian School receives financial assistance from Church of Living Waters through free use of the facility, telephone, and utilities and through offerings collected during services at the church. All other expenses are paid through tuition, student fees, and fundraisers. The following are standard monies collected each year:

1. Registration Fee
2. Book Fee

**Tuition is due on the first of the month and is late if it is not received by the 1<sup>st</sup> of the month.** The first payment is due on August 1, and the last payment is due on May 1 of each school year. Students entering LWCS after September 1 will be placed on the nine-month plan.

A late fee of \$30.00 will be assessed for late payments received after the 1st of each month. If for some reason you know you will be late in paying your account, please call the bookkeeper to make arrangements. Monthly late notices will be sent to any family whose account is in arrears, and a fee of \$30.00 will be charged for any returned checks.

Please try to pay your tuition online or by check or money order to keep large amounts of money out of the school office. Tuition payments must be mailed or given to office personnel during school office hours (8:00 – 4:00). LWCS is not responsible for cash payments or payments which are not delivered in the proper manner.

NOTE: THERE WILL BE NO REFUND ON BOOK FEES, OR ANY OTHER FEE PAID BY THE STUDENT.

TUITION FOR THE REMAINING PORTION OF THE MONTH IS NON-REFUNDABLE UPON WITHDRAWAL AFTER THE 5TH DAY OF THAT MONTH. FAMILIES WHO HAVE PREPAID TUITION AND WHO MOVE DURING THE YEAR WILL BE REIMBURSED FOR THE COMPLETE MONTHS THAT THE STUDENT WAS NOT IN SCHOOL.

REGISTRATION FEES ARE ONLY REFUNDABLE IF THE STUDENT IS DENIED ADMITTANCE, OR IF A FAMILY IS RELOCATED OVER A 25MILE RADIUS FROM THE SCHOOL BEFORE THE SCHOOL YEAR BEGINS.

**LWCS reserves the right to terminate the attendance of any student when payment of tuition is one month in arrears. All accounts must be cleared before report cards will be issued, before diplomas will be given, and before records will be forwarded.**

**\*\*NOTE: NO MONIES WILL BE APPLIED TOWARDS NEW REGISTRATION FEES OR BOOK FEES UNTIL ALL DELINQUENT ACCOUNTS ARE SETTLED.**

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## GRADING SYSTEM

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The curriculum of Living Water Christian School is traditional in concept and philosophy. It is designed to acquaint and equip the student with basic academic and social skills. All courses are constantly evaluated and changed as necessary to meet the needs of the students within today's society. A combination of Christian and quality secular curriculum is used which is designed with the development of well-rounded, critical thinking Christian students in mind.

LWCS uses the following grading scale:

K5: Letter grades are given per A Beka K-5 manual

Grades 1 -10th	90-100	A
	80-89	B
	75-79	C
	70-74	D
	Below 70	F

Character grades will be as follows:

E - Excellent	Student displays overall excellent conduct in character
S - Satisfactory	Student displays overall satisfactory conduct in character
N - Needs Improvement	Student displays overall need for improvement in character

Art, Music, Spanish, PE, and computer lab grades are based on participation and will be graded with E, S, or N like character grades.

## **PROGRESS REPORTS**

A progress report will be sent to the parents at the middle of each six-week/nine-week grading period.

## **REPORT CARDS**

Report cards are issued every six-week/nine-week for K5 through 10th grade. Report cards are to be signed by parents or guardian and returned on the day following their issuance. There will be a \$5.00 charge for the issuance of a new report card because of loss.

NOTE: INCOMPLETE FILES AND OVERDUE ACCOUNTS WILL RESULT IN REPORT CARDS BEING WITHHELD.

## **AWARDS**

Those students who have earned all A's and B's on their six-week/nine-week report card will qualify for the academic honor roll. Students in grades 1 – 10<sup>th</sup> earning all E's and S's in character will qualify for the character honor roll. Assemblies are held at the end of each six-week/nine-week period, and parents are invited to attend.

Awards are also given to students for recognition of outstanding performance and achievement in school related activities. A special assembly is held in May. Parents are invited to attend.

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## **HOMEWORK AND TESTING**

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### **HOMEWORK**

Homework serves two purposes. It reinforces, and it allows for enrichment and creativity. The amount of time a student needs to do homework varies from day to day and from student to student. The faculty attempts to gear assignments so that only a reasonable amount of time will be required, considering the subject matter and individual student needs and abilities. In consideration for Wednesday night church meetings, no homework will be given.

Three specific things will help a student successfully complete his homework.

1. Plan: Have a definite time each day for study at home.
2. Place: Have a definite place at home to study away from distractions, with all necessary books, papers, and materials available.
3. Procedure: The student should make sure he or she understands the assignment. Read the entire assignment for basic content. Reread the assignment slowly for details and reinforcement. Close the book and mentally outline the material for review.

Parents are required to sign the homework assignment book each night in acknowledgement of your child's homework, and its proper completion. Homework may make up a percentage of a student's grade.

See ABSENCES - MAKE-UP WORK for policy concerning class work and homework missed due to absence of student.

### **EXTRA WORK REQUESTS**

Students will often ask for extra work when grades are low in an attempt to improve their grades. There is a fallacy in this request. If the student is not doing well with his regular work, how can they do more or better with extra work? Therefore, extra work is not permitted for the purpose of improving grades. A teacher may, at his discretion, allow a student to repeat an assignment, do an assignment in a different format, or otherwise individualize a previous assignment in order to replace a low grade. This, however, is not permitted as a last minute, desperate effort to salvage a low grade.

### **TESTING**

Students are tested on a regular basis, and weekly test/work folders are sent home in the elementary grades. Parents are required to sign the student test folder, acknowledging that they have reviewed the student's work. Such action keeps parents abreast of the student's progress and contributes to the communication between teacher and parent.

Living Water Christian School administers the Terra Nova during the spring of each school year. Parents will receive the student's results with his final report card.

### **TEXTBOOKS**

Textbooks that are the property of the school and issued to the student on loan should be treated with respect and cared for properly. The student's name should be entered in the book at the designated location, and the book should always be covered. **SCHOOL-OWNED TEXTBOOKS ARE NOT TO BE MARKED IN, AND ARE TO BE KEPT COVERED AT ALL TIMES.** These textbooks should be returned at the end of the year with a reasonable amount of wear and tear. Excessive damage to a textbook will be charged to the student, and records will be held until such charges are paid.

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## **PROMOTION**

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The criteria for promotion are as follows:

#### Elementary (Grades 1<sup>st</sup> -8<sup>th</sup>):

1. Student must have a collective overall yearly average (average of final numerical grade for language arts, mathematics, social studies, and science) of 70%.

2. Student must also attain a yearly average of 70 or above in language arts and mathematics.

Students may be promoted if it is possible and expedient to make up course work in summer school.

Situations may arise where the teacher, feeling that the student would benefit by repeating the year, will make such a recommendation to the administration.

## **SKIPPING A GRADE**

A sincere and conscientious effort is made at the time of admission to place students at the proper grade/age level. On occasion, because of a student's good academic performance, parents will request that a student be advanced a grade level beyond his normal promotion. Skipping a grade is not considered to be a beneficial practice and will rarely be considered or allowed by the school. The nature of the curriculum is such that a student will usually miss critical concepts and skills by skipping a grade. The school administrators must also consider other factors such as those that relate to maturation, social development, and student success in comparison to other very bright and intelligent students. At LWCS, it is the view that students should move through the planned curriculum in a step-by-step fashion in a way that allows for a steady academic as well as a steady social development. There is no feeling of urgency on the part of the school administration to accelerate a student through the grades.

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## **EXTRA-CURRICULAR ACTIVITIES**

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### **ATHLETICS**

Athletes are encouraged to build self-worth in Christ, enabling them to perform at the highest standards of Christ-like conduct in practice, during games, before and after competition or wherever the athlete may be.

1. Students participating in the LWCS athletics program are in the unique position of representing the school to the public in both sportsmanship and in performance. Coaches will be encouraged to play those athletes who are giving their best and who are honoring the Lord and their school.
2. If a subject is failed on a report card, the student is ineligible to participate in sports until he is passing at the next grading period (progress report grade or quarter report card grade). If a student becomes ineligible during a season, he/she may practice, at the coach and principal's discretion, until the next progress report or report card.
3. Players are responsible to keep up with their schoolwork and should not expect teachers to adjust the workload for them.
4. Students may be suspended from sports activities by the coach or principal due to improper conduct, lack of cooperation, or tardiness or unnecessary absences at practices or games.
5. A student must have attended school for one-half (four periods) of the school day on which

the activity is scheduled. The principal and coach of the activity must approve exceptions. A student missing all or part of school the day after a contest because of participation in athletics (sick, tired, no homework, etc.) may miss all or part of the next game, at the coach's and principal's discretion.

6. Students on probation will not be allowed to participate in athletic events.
7. No student may participate in scheduled games unless the participation fee has been paid.

## **ACADEMIC COMPETITIONS**

Elementary students may participate in ACSI competitions. More information will come at a later time.

## **PARTIES**

Elementary classes hold three parties throughout the school year - Christmas, Valentine's Day, and the End-of-Year Party. Any other special events should be agreed upon by both the room mother and the teacher and approved by the principal. These events should not be burdensome, and refreshments should be kept simple.

Students may bring simple treats (cupcakes or cookies) to share with their classmates on their birthdays. This is to be done during lunch in the cafeteria or in the kindergarten room.

## **FIELD TRIPS**

Teachers may choose to take their classes to on-site locations for first-hand educational experiences. In order to participate in a field trip, a student must have on file a signed permission form and a medical form (school office) from his parents and must have earned the right to go.

To earn the right, a student must demonstrate that he has the discipline to obey the rules and regulations that are necessary to have a safe and successful trip. Any faculty member, with the consent of the principal, may choose not to take any student who has demonstrated a lack of self-discipline and may be a potentially disruptive influence on a trip. Students not having a signed permission slip or money (if necessary) by the deadline, may be declined permission by the administration to participate in the field trip.

Parents wishing to chaperone must inform the teacher and/or school office by the deadline date so that arrangements can be made. **Children who are not in the class going on the field trip are not allowed to go since this may jeopardize the safety of the students.** Parents will always be provided with all information concerning a field trip, and adequate chaperoning will be provided with the number of chaperones being based on the grade level involved, or the field trip will not be taken.

Should a student not have permission to attend a field trip, we ask that the parents keep the student at home, and an unexcused absence will be given.

## **FIELD TRIP DRESS**

Students will be informed as to the field trip dress. If free dress is allowed, please adhere to the guidelines as stated in the DRESS CODE of the handbook. If the student is not properly dressed for the field trip and the parent cannot be reached before time for the class to leave the school, the student remains at school.

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## **STANDARDS AND POLICIES**

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When students are admitted to Living Water Christian School, they become identified with the school, and the school may be judged by the kind of persons they are and by the way they conduct themselves. It is expected that their conduct will reflect favorably on them and on the school at all times.

All students must understand clearly that in order for the school to maintain its high standards, Living Water Christian School reserves the right to discipline, suspend, or expel a student who is guilty of inappropriate conduct occurring on or off the school campus. Such disciplinary measures would occur only after a thorough investigation has been conducted, and sufficient proof exists.

When parents enroll their child in LWCS, they also agree to abide by the standards, policies, and philosophy of the school. Parents not adhering to these policies will be asked to meet with the Chief Administrator/ Principal to settle the matter. Continued non-adherence to the policies by the parents may result in the parents being asked to withdraw their child.

All students at LWCS are expected to abide by the Code of Honor as follows:

1. I will not damage the school, church, or other student's property.
2. If I do damage the above-mentioned property, I will replace or repair it.
3. I will be truthful.
4. I will use proper language.
5. I will not cheat on tests or copy other's homework.
6. I will be obedient to the authorities of the school (schoolteachers and staff).
7. I will be courteous and cooperative towards teachers, staff, and other students.
8. I will do my work to the best of my ability.
9. I will uphold the policies and standards of LWCS both on and off campus.

Violation of these codes is grounds for disciplinary action.

## **RULE ESTABLISHMENT**

Most rules fall into one of four categories:

- 1) Rules based on Scripture



- 2) Rules based on local, state, and federal laws
- 3) Rules based on common decency and civility
- 4) Rules deemed necessary by the school for a safe, smooth operation

Alcohol, illegal drugs, tobacco (usage or possession), threatening or abusive behavior toward another student, staff or teacher or consistent uncorrectable behavior will result in suspension and possible expulsion.

## **CHEATING**

Cheating is a serious offense. It involves taking information from another source and presenting it as your own information. Thus, it involves both the components of stealing and lying.

Cheating is defined as copying homework, handing in another's work, plagiarism in research papers and compositions, and unauthorized assistance on tests or quizzes.

If it is determined that a student has indeed cheated, the following actions will be taken:

1. The student will receive a zero on the work.
2. The Principal will be notified.
3. The student will confer with the Principal.
4. The parents will be called.
5. Additional offenses could lead to suspension or expulsion.

## **PROHIBITED ITEMS ON CAMPUS**

- Any illegal item such as guns, knives, drug paraphernalia, weapons, fireworks
- Alcohol & other drugs
- Radios, headphones, cd players, mp3 player, iPods, cell phones, all electronics and games
- Items not related to instruction
- Any item that dishonors God

Because lockers are the property of the school, LWCS reserves the right to search them. Search of a student's possessions will be done only if there is a reasonable suspicion that illegal or dangerous items are present. The school will confiscate prohibited and/or illegal items that are found.

## **LOST AND FOUND**

The school is not responsible for lost or stolen articles. A lost and found item is maintained at the school. If articles are not claimed after two weeks, they will be given to charity or sold to other students. Students are required to put names on their belongings.

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## **DISCIPLINE**

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## **DISCIPLINE PHILOSOPHY**

The primary goal of the discipline program at Living Water Christian School is a child who is responsive and obedient to God and His written Word first as the final authority in all matters (Psalms 119:11, Hebrews 12:6-11). To recognize, obey, and finally exercise proper authority is a major characteristic of the successful person. We believe that the happy man is one who has learned to exercise his own authority within the limits, while voluntarily submitting his own will to the rightful authority of others. We must help our students to learn to discern conflict between God's Law and man's practices and then act to choose the higher that they might grow in wisdom and prosper (Proverbs 29:15).

Learning cannot take place without discipline. We believe that a minimum number of behavioral rules are necessary to allow students and teachers to live and work together in a peaceful, orderly environment. (Please see STANDARDS AND POLICIES - CODE OF HONOR). Respect for these rules is required and students who refuse to comply are dropped from the school. The school does not permit a disruptive student to impede the education of the entire class.

Discipline at LWCS will never be carried out in a fearful, coercive atmosphere that would stifle students. From God's Word, we learn that when we are loved, we are disciplined. Students are corrected and disciplined in love, and the opportunity for prayer, forgiveness, and reconciliation are always afforded him.

We believe that education is best accomplished under conditions of rather strict behavioral standards. Students are actually happier when there are clear rules that are consistently and fairly enforced, for then the students know what is expected of them.

We believe that God endorses discipline. LWCS follows the Biblical commands regarding respect for authority. Students are taught to obey their parents, civil authorities, and those who are over them spiritually in the Lord. In the classroom, the teacher and administration represent the parents and the directives of the Bible about child-parent relationships are applicable during school. The teacher is also viewed as being placed in a position of authority over the student by the will of God, so the directives to obey those who have spiritual authority are applicable.

Parents are asked to support the school in the administering of discipline. Parents are asked to understand that it is necessary to receive "both sides" of the story before developing an opinion, and to help their child realize that rules and discipline are Biblical, necessary, and redemptive.

## **DISCIPLINARY MEASURES**

Teachers and school administrators will use a number of disciplinary methods. Each case of misconduct will be handled on an individual basis. A student will always be given the opportunity to explain his version of the problem. The corrective measures employed to help the student work out his problem and correct his misconduct will be determined by the teacher and the administrator. These measures could include student-teacher conference, student-administrator conference, parent-teacher/administrator conference, a discipline contract with a written plan for resolution, clean up detail, removal of privileges or recess, detention/Saturday workdays, corporal punishment, suspension, expulsion, or other consequences decided on by the disciplinarian.

Parents will be notified of any offense that requires a consequence beyond verbal reprimand.

## **PARENTAL SUPPORT**

Parents are asked to support the school in the administering of discipline. Parents are asked to understand that it is necessary to receive "both sides" of the story before developing an opinion, and to help their child realize that rules and discipline are Biblical, necessary, and redemptive.

In matters of discipline, there may be times when you or your children will have questions about a particular incident or decision. When this happens please keep the following things in mind:

1. Until you have heard both sides of the story, please give the staff the benefit of the doubt.
2. Realize that the child's reporting of the information is from a child's perspective.
3. Help us remind the child that there are reasons for all rules and that they are enforced without favor.
4. Never criticize the school in front of the child or others.
5. Support the administration and call us for all the facts.

## **APPEAL PROCESS**

1. Express your concern promptly. Keeping a grievance to yourself will only cause bad feelings and friction between you and the school.
2. Tell it to the right person. According to the "Matthew 18" principle, complaints should first be discussed with the specific individual involved. Telling someone else will cause a negative undercurrent and will not solve the problem.
3. Go to the principal or administration. The principal is responsible for implementing school policy and for the teachers. However, you should go to the principal only if you cannot work it out between yourself and the other party.

## **PROCEDURE FOR READMISSION AFTER SUSPENSION**

1. The principal may request another conference with the parents and the student.
2. It may be necessary for the student and parents to receive help through additional counseling.
3. The student will be required to make up all work missed.
4. No monetary adjustment will be made in regard to days absent because of suspension.

## **EXPULSION**

Students may be dismissed from the school at any time they or their parents are found to be out of harmony with the rules and policies. In some cases, the attitude of the student often reflects the attitude of the home. Decisions in these matters are the full responsibility of the administration and the decision will be made with the best interest of the student and school in mind.

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## DRESS CODE

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The LWCS dress code is presented in detail so that school families will have a clear understanding of the standards agreed to when students are enrolled. The school recognizes parental authority and depends on parents to support the dress code by checking their children before school each day.

All students are required to be in Parker uniform beginning with the first day of school. All students who transfer after the school year begins are to be in Parker uniform within two weeks of enrollment. The school uniform must be worn at all times during school hours.

Uniform lists are posted on the school website. Parents of new students receive a list at registration. Copies are available in the registrar's office.

### UNIFORM GUIDELINES

1. Dress uniform is to be worn on chapel days and on other days as designated by the principal.
2. No open toe shoes. Sandals or flip flops are not permitted. Tennis shoes may be worn, but soles of all shoes must be non-markings.
3. Skirts, skorts, and shorts should be no shorter than fingertip length.
4. Leggings are not allowed; however black or white coordinating tights may be worn during cold weather.
5. Shirts/blouses must be tucked in the entire time the student is on campus or at a school-sponsored activity. Tucked in means belt showing.
6. Shirts/blouses are to be buttoned below the first neck button.
7. Only white tee shirts are allowed under shirts.
8. Boys' pants are to fit properly -- no baggy or sagging pants.
9. Belts are to be worn everyday with pants/shorts that have belt loops.
10. Belts are to be appropriate in length -- no extra-long belts.
11. Students' uniforms shall be clean and neat. Repairs shall be made as necessary, and if needed, new uniforms should be purchased during the school year.
12. Students are not to wear sunglasses, hats, caps, or sweatbands in the school buildings. Such apparel may be worn outside for play or appropriate functions.
13. **Free Dress** will be allowed on special occasions. These days will be specified by administration. Students may wear regular clothes on these days as long as they adhere to the above guidelines.
14. Friday dress consists of blue jeans and the school spirit shirt or uniform shirt.

### UNIFORM VIOLATIONS

Students will be required to change out of all removable articles (leg warmers, warm-up pants, sweatshirts, and colored T-shirts under shirts) that are non-uniform. Belts must be worn at all

times.

Parents of students not in proper uniform will receive a note from the teacher noting such. After two notices, the teacher will call in the parents for a conference with the principal. CONTINUED VIOLATIONS WILL RESULT IN SUSPENSION.

## **SCHOOL SUPPLIES**

Any pictures or characterizations on supplies that depict values or lifestyles that are in opposition to the values of LWCS will not be permitted on campus.

## **HAIR**

Hair is to be neat and clean at all times. The minimum acceptable standard for haircuts will be as follows:

1. Boys: hair is off the collar in the back and off the eyebrows in front
2. Boys: the top of the ear is plainly showing, and the sideburns do not extend below the bottom of the ear
3. Boys & Girls: Hairstyles and/or color associated with the drug culture or gangs will not be allowed. This includes skinheads, punk styles, shaved heads with longer sections of hair, etc. It is recommended to check with the school office before the haircut if the style may be questionable.
4. Boys & Girls: If hair is dyed, the color must be a natural shade. THE ADMINISTRATION RESERVES THE RIGHT TO DECIDE WHAT A NATURAL SHADE IS.
5. NO MOHAWKS OR FAUX-HAWKS.

## **DRESS CODE MISCELLANEOUS**

All jewelry worn should be in good taste. No loud or large, gaudy jewelry is to be worn. Boys are not permitted to wear earrings to school or any school function. While pierced ears are acceptable for girls, other body piercing is not permitted for girls or boys. Girls are permitted to wear no more than two pairs of earrings at a time. For the student's protection, all jewelry should be removed during P. E. classes. For this reason, we discourage students' wearing expensive jewelry. All students are responsible for their own jewelry.

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## **FACILITIES**

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Living Water Christian School uses the facilities of Church of Living Waters. All church facilities are multi-use facilities. Students at Living Water Christian School must do their share to assist in the maintenance and appearance of the facilities. Students and faculty are expected to keep their areas neat and clean at all times. This includes rooms, halls, and grounds. Classes will be interrupted to call out students to clean up areas that they have left untidy. Because the school co-exists with numerous church activities, there are some jointly agreed upon regulations by which

all must abide. With understanding and cooperation, both the church and the school will benefit from the use of the facility.

## **CLOSED CAMPUS**

LWCS operates a closed campus and does not allow outsiders to indiscriminately come onto the campus. All visitors are to sign in the school office and obtain an I.D. while on campus. This includes parents coming to eat lunch with students as well as volunteer workers. No visiting friends or relatives of students will be allowed in the classroom without permission from the principal and a badge.

Students arriving on campus after 8:30 a.m. will need to enter the building through the east entrance. Other doors will be locked.

## **SCHOOL MAINTENANCE AND GROUNDS POLICY**

1. Pedestrian traffic will be on sidewalks only.
2. All trash is to be placed in waste cans, both in the school and on the grounds.
3. All poster painting is to be done in the art room or under teacher supervision.
4. Students not picked up by 3:30 will be taken to Extended Training or the cafeteria.
5. Students are not permitted to wander around the building after school hours.
6. Children are not allowed on the playground before, during, or after school without adult supervision.

## **CLEAN UP**

All classes must clean up after they have used a room. The last minute or two of each period or the last few minutes of the day for elementary grades should be devoted to straightening classrooms, and picking up all papers. All students are expected to maintain a clean desk and work area. The teachers and students are responsible for the cleanliness and orderliness of the room and the halls. Students are expected to pick up papers from the playground and field in order to keep the grounds neat. The upkeep and maintenance of our facility requires every person's cooperation.

## **LUNCH ROOM**

Carbonated drinks in thermoses are not allowed. Gum is not allowed in the school.

The school gym is a multi-use facility that is used by both the church and the school. For this reason, the student body is held responsible for proper etiquette in the lunchroom and for keeping it neat and clean. To avoid excessive mess, students are required to eat properly over the table, sitting in their chairs correctly.

Proper language and a tolerable noise level are expected. This is a time for students to unwind while still maintaining sufficient order. Each class will be responsible for cleaning its lunch area after eating in consideration for the classes following.

There are receptacles for trash and one for aluminum cans ONLY. Students are to put trash in the

proper receptacle.

### **LUNCH PROGRAM**

Students may buy or bring their lunch to school. Lunches will now be purchased in advance on a monthly basis. Menus will be available to make it easier to choose. **We will no longer be taking money on a day-to-day basis.** If your student forgets his/her lunch and a parent cannot bring up their student's lunch to school, a sandwich and drink will be provided, and their account will be charged for a regular lunch fee of \$4.00. Payment is required before a hot lunch may be purchased.

### **LOCKERS**

If students are provided locker space, all books and personal items are to be placed in them. Articles that are left out in the halls will be put in lost and found. Any properties, money, and other valuables left in lockers are the responsibility of the student to whom the locker is assigned. Only appropriate pictures and decorations that are in line with the Word of God will be allowed in or on student lockers. The locker is the property of Living Water Christian School and is subject to inspection by authorized school personnel. Combinations to combination locks used on lockers must be given to the registrar.

### **TELEPHONE**

The telephone in the school office is for official school business. Students needing to call home for sports related business should use the coach's phone. In the case of an emergency, the student will be given permission to use the phone in the registrar's office.

### **CONSTRUCTION**

For safety and insurance reasons, no students or unauthorized personnel are allowed in parts of the facility that are under construction.

### **BUILDING USE**

All facilities at LWCS and Church of Living Waters are scheduled on a master calendar. If the use of a room or facility is desired, persons desiring such should check with the church secretary for scheduling.

### **SCHOOL PROPERTY**

Anyone who accidentally or intentionally destroys or damages anything on campus must pay the cost of such destruction. (PLEASE SEE CODE OF HONOR - STANDARDS)

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## **HEALTH AND SAFETY**

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## **HEALTH RECORDS**

All students attending LWCS must have a Medical Information Form on file in the school office. This form requests pertinent medical and health information.

LWCS abides by Texas law for immunization of children. A record of these immunizations must be presented at the school office and records must be kept up-to-date. Parents are responsible for supplying the office with additional immunization information.

The immunization record must be in the student cumulative file no later than September 30 or the office will exclude the student from school until the records are complete, up-to-date, and received.

## **ILLNESS AT SCHOOL**

Students may come to the office if they have an appropriate referral form from a teacher. The student's temperature will always be taken unless the complaint is due to an accident or injury. The student will be observed and the findings recorded. Students that are not well enough to return to class will be sent home after notification of parent. Students are to be checked out through the school office.

If your child has contracted a contagious condition such as chicken pox, measles, head lice, etc. please inform the school.

## **COMMUNICABLE CHILDHOOD DISEASES**

Upon having the following diseases, a child must have written consent from either a physician or the Health Department to return to school.

1. Chicken pox
2. Measles
3. Mumps
4. Pneumonia
5. Whooping cough
6. Pinworms
7. Scabies
8. Ringworm
9. Impetigo
10. Pink eye
11. Fifth Disease
12. Head Lice

## **MEDICATION**

Medicine should be administered to students by the parents at home. In exceptional circumstances, the school staff may administer a medication orally or topically at school if the following procedure is followed:



1. Written permission is given by the parents/guardian with specific dates authorizing the school to administer the medicine to the student.
2. The medicine is in the original bottle from the pharmacy, includes the name and number of the pharmacy, the student's name, the name of the drug and the dosage, and the time and dates that the medicine is to be administered.
3. The medicine is kept at the nurse's station.
4. Each dosage is recorded and kept on file.
5. No student is allowed to give another student medication at any time.
6. Medicines not claimed by the end of the school year will be discarded.

**PLEASE NOTE: LWCS will not provide any medication such as Tylenol, aspirin, or Pepto Bismol. Every student must bring their own medication to be kept in the front office.**

## **ACCIDENTS**

If an accident occurs at school and it is deemed to be of a serious nature, the parents or guardian will be immediately notified and an accident report will be filed.

## **EYE AND EAR SCREENING**

LWCS cooperates with the state of Texas in providing eye and ear screening for the appropriate grade levels.

## **SCOLIOSIS**

LWCS cooperates with the state in screening the required grades for scoliosis.

## **FIRE DRILLS**

Fire drills will be practiced and reviewed on a periodic basis. In case of an emergency in which the building must be cleared immediately, the signal is a LONG RING OF THE FIRE ALARM BELL.

Directions for evacuation of the building are posted in each room of the school. These directions are to be followed specifically and quickly. General directions for evacuation include the following statements:

1. Students are to take nothing with them.
2. Classroom doors are to be shut.
3. All lines are single file with space between students.
4. The building must be cleared in two minutes.
5. Silence is kept going out and coming in.

Because of the seriousness of fire drills, the administration, faculty, and staff insist that each student cooperate with the rules set forth above. Silence, order, and speed are of the utmost importance in any emergency evacuation.

### **TORNADO DRILLS**

Tornado drills will be held quarterly. In case of a tornado, please follow these instructions:

1. Students proceed to designated area in building.
2. Students are to take nothing with them.
3. Classroom doors are to be shut.
4. All lines are single file with space between students.
5. Students assume tornado protection position.

### **EMERGENCY CLOSING OF SCHOOL**

Any emergency closing of the school due to weather or other circumstances will be announced on local radio stations and other available news media or by phone call. IF LAMAR CONSOLIDATED INDEPENDENT SCHOOL DISTRICT CLOSES, LWCS WILL CLOSE.

### **PLAYGROUND AND SAFETY RULES**

General safety procedures and equipment guidelines are posted on the playground.

### **PARKING LOT AND TRAFFIC SAFETY**

For your child's safety, we ask that you adhere to the following regulations:

1. Obey speed limit signs posted on the road into school.
2. A.M. drop-off - Please pull your car up to the sidewalk on the north and west sides of the building before dropping off your children. NO STUDENTS WILL BE ALLOWED TO CROSS THE ROAD OR TO BE DROPPED OFF ON THE OTHER SIDE OF THE PARKING LOT EXCEPT FOR FACULTY AND STAFF MEMBERS WITH DESIGNATED PARKING AREAS.
3. P.M. pick-up - Please follow the traffic flow chart, going around the parking lot on the south (rear) side of the building, and forming a single line on the west side of the building. NO CARS ARE TO PULL OUT OF LINE. All cars are to move forward only when the cars in front of them move.
4. No students will be allowed back into the building after dismissal unless special permission has been granted by his teacher or by the administration.

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## **HOME/SCHOOL COMMUNICATION AND SUPPORT**

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Good communication is vital to the maintaining of a good school. 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.

## **CORRESPONDENCE**

Notes and notices from the teacher and the school office will be sent home with your student periodically. Please sign and return letters or forms as required.

## **CALENDAR**

A yearly calendar is distributed to all students and parents that will show the days of operation of the school. We try to have our calendar coincide with Lamar Consolidated Independent School District as much as possible. However, sometimes changes are necessary during the school year, and we will make every attempt to notify parents of such as soon as they are known. **Our main means of communication is the Newsbrief that will be distributed to all students at the weekly. Please post this at home, as it will have vital information and times on it.**

## **STUDENT PROGRESS**

AT LWCS we feel it is vital for parents to be informed of their child's progress; therefore we will use the following means of communication:

1. Weekly test folder/weekly tests
2. Progress reports
3. Report cards
4. Phone conferences
5. Personal conferences

## **CONFERENCES**

Parent-Teacher conferences are an important part in the educational development of the student. These conferences also serve as a good communication medium between the home and classroom. We encourage these conferences, and wish you to know that our teachers and principal are available to discuss pertinent matters. Should you desire such a conference, we ask that you not go to the classroom to make arrangements as this may interrupt the teacher and students. Instead we ask that you call the school office first. The teacher or principal will then return your phone call and arrange a time for the conference.

## **VISITATION OF CLASSROOMS**

We welcome parents to sit in on their child's class if they so desire; however, we discourage the spending of excessive time in the classroom. Siblings of the student will not be allowed in the classroom with the parent.

Because it is important to maintain order in the classroom to ensure that your child has every opportunity to do his best, we ask that parents do not interrupt the class. Please make arrangements for classroom visitation with the school office and the individual teacher.

We strongly encourage parents to visit during "Parent Visitation Week."

Any items your child forgot at home such as lunches, homework, books, and other items may be left in the school office and will be delivered to your child's classroom. Parents are asked not to go directly to their child's classroom, but report to the office.

## **OPEN HOUSE**

LWCS will hold an Open House in early spring. This event affords the opportunity to all parents to visit with the entire faculty, fellowship with other parents, observe the activities in the school, and to invite interested families to become acquainted with LWCS parents.

## **PARENT-TEACHER COMMUNICATION**

We are aware that there will often be differences of opinion and disagreements in a school environment. As Christians, we ought to handle our disagreements and disputes according to the Word of God. According to Matthew 18:15-16 we are to do the following:

"Moreover if your brother sins against you, go and tell him his fault between you and him alone. If he hears you, you have gained your brother. But if he will not hear, take with you one or two more, that by the mouth of two or three witnesses every word may be established." We exhort all parents, students, faculty, and staff to follow the Matthew 18 Principle.

## **ROOM PARENT/SUBSTITUTE TEACHERS**

Room parent are a vital link in the success of LWCS. Room mothers are needed to organize events and parties for the individual classes. We invite you to volunteer for this position if you are able to assist your child's teacher in this manner. On occasion, we may have a teacher out for a day for various reasons. This is a great time for you to help cover a class and help you get acquainted with LWCS. Sign up for substituting in the school office.

## **FUND-RAISING**

Because tuition does not cover the total cost of the operation of the school, LWCS participates in three major fund-raisers during the school year. The funds generated by these events are used to add special amenities to the school and to support the general operating costs of the school. All parents and students are encouraged to participate in these events or pay the designated fee of \$300 if you cannot help with any fundraisers. With everyone's help, we can do much.

## **PHOTOGRAPHY**

LWCS has an informative and colorful website named [www.livingwaterschool.org](http://www.livingwaterschool.org). Throughout the year pictures are taken of students participating in school activities. The pictures may be used for the newspaper or will appear on the website, Facebook and the local newspaper, but no specific information such as a child's name with a class name will be published for security reasons. Please sign on the next page for permission.

## WELCOME TO THE LWCS FAMILY!

**Please fill out, sign, and return to the school office.**

I, \_\_\_\_\_, parent of \_\_\_\_\_  
(Print name)

\_\_\_\_\_, have read, understand and support  
(Print name/names)

the policies of LWCS. Furthermore, as a parent, if at anytime I feel I can no longer support the vision of LWCS with harmony, I will withdraw my child without prejudice and without recourse.

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Signature of Parent

Date

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Signature of Student

Date

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