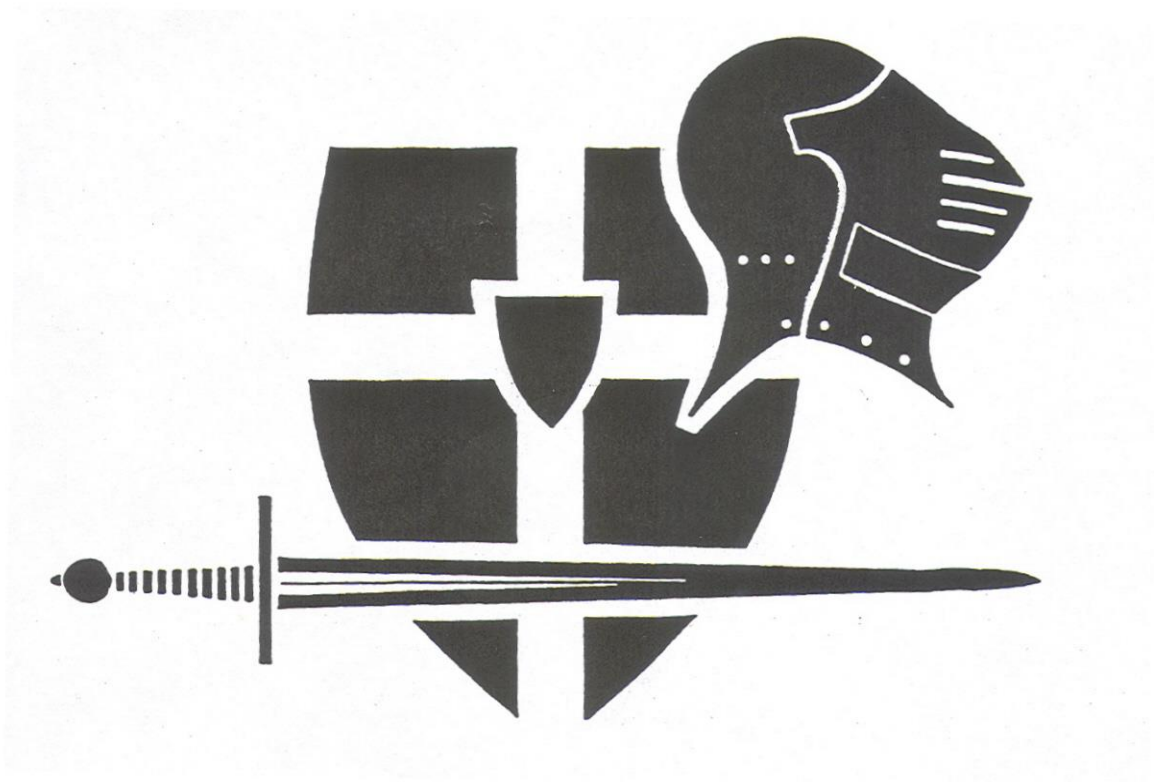


# LETHBRIDGE CHRISTIAN SCHOOL

## Parent/Teacher Handbook



3 St. James Blvd. N. Lethbridge, AB T1H 6K6  
Telephone (403) 320-0677  
Email: [lcs@lethsd.ab.ca](mailto:lcs@lethsd.ab.ca)  
Website: <http://lcs.lethsd.ab.ca>

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## MESSAGE FROM ADMINISTRATION

Our number one responsibility as the molders and shapers of the next generation, is to inspire children to conform to the image of Jesus Christ. This requires presenting children with a clear understanding of the truth about God, about life and living, about our world and everything in it. At Lethbridge Christian School (LCS) this is done by presenting the Word of God as the authoritative source upon which to build a life that has purpose, meaning and vision.

Christian Education Philosophy calls for an instructional process that places the Bible (the Living Word) at the center, asking the teacher and students to evaluate all they experience through the eyes of God. In true Christian Education, students learn to use scripture to evaluate all of life.

LCS is committed to being an institution that God can use to change and influence lives in a Christian atmosphere and environment. For this reason, LCS is totally committed to an academic, spiritual and moral education based on biblical foundations.

As a Christian school, LCS is an extension of the Christian home. Any teaching received in the Christian School is supplementary and complementary to the teaching, training and example of parents in the home. Teachers stand in place of the parents and exercise the same authority in the classroom as a parent would. Therefore, children are expected to show their teachers obedience and respect.

Properly viewed, **Christian Education is partnership education - requiring the cooperation and united effort of home, school and local church.** While this is a big challenge requiring sacrifice on the part of all, God honors this dedication. Certainly, wonderful results have come into the lives of many young people and subsequently into the local and Christian communities that Lethbridge Christian School serves.

Welcome to the Lethbridge Christian School family.



## OVERVIEW OF LETHBRIDGE CHRISTIAN SCHOOL

Lethbridge Christian School (an Alternative Program with Lethbridge School District 51 that teaches from a Christ-centered perspective) was established to provide schooling based on the Scriptures and the fundamental teaching of the Gospel of Jesus Christ. Our teachers aim to guide the children in applying spiritual truths and values in their everyday learning experiences. The teachers and Administrative Team work closely with parents to promote the Gospel of Christ and to address student educational concerns.

Isaiah 54:13 has been adopted as the school's motto: **"All your children shall be taught by the Lord, and great shall be the peace of your children."** We believe this to be particularly appropriate being convinced that the peace that passes understanding can only be complete in the knowledge that God is ever-present, ever-knowing, ever-powerful and ever-worthy. It is in recognizing Christ in the educational experiences of students, that a truly well-rounded education results.

**Lethbridge Christian School** operates under the general administration of the Lethbridge Christian School Society. Specific operational and procedural direction is provided by the elected members of the Lethbridge Christian School Board. Curricular mandates and supervision are furnished by the Principal and administration team.

The **Lethbridge Christian School Society** was established in May, 1993. Membership in the Society is open to concerned parents, dedicated teachers and other committed Christian individuals who desire a "school-based" educational opportunity which complements the Christian principles and values introduced in the church and home.

The **Lethbridge Christian School Society Board** is comprised of nominated and elected members from the Lethbridge Christian School Society. In maintaining a position that is free from the theological dominance of any one Christian church, the Constitution of the Lethbridge Christian School Society limits the Board members from any one denominational perspective to less than fifty percent of the total membership of the Board.

The School Board internally delegates leadership and provides oversight to the following committees: Facilities/Transportation, Budget/Finances, Fundraising and Promotions/Communication. Several advisory (non-voting) positions are also included: Principal, Assistant Principal.

The School Board provides direction and oversight for the building and buses while the Principal oversees the daily operation of the School. The School Principal works to insure that both the educational quality and moral tone of the School is monitored and continually improved.

## DOCTRINAL STATEMENT



1. There is one God, who is infinitely perfect, existing in three persons: Father, Son and Holy Spirit.
2. Jesus Christ is true God and true man. He was conceived by the Holy Spirit and born of the Virgin Mary. He died upon the cross as a substitutionary sacrifice and all who believe in Him are justified on the grounds of His shed blood. He arose from the dead according to the Scriptures. He is now at the right hand of the Majesty on High as our High Priest. He will come again to establish His kingdom of righteousness and peace.
3. The Holy Spirit is a divine person sent to in-dwell, guide, teach, empower the believer and convince the world of sin, righteousness and of judgement.
4. The Old and New Testaments, inerrant as originally given, were verbally inspired by God and are a complete revelation of His will for the salvation of mankind. They constitute the divine and only rule of Christian faith and practice.
5. Man was originally created in the image and likeness of God; he fell through disobedience incurring thereby both physical and spiritual death. All men are born with a sinful nature, are separate from the life of God, and can only be saved through the atoning work of our Lord Jesus Christ. The portion of the impenitent and unbelieving is existence forever in conscious torment; and that of the believer, in everlasting joy and bliss.
6. Salvation has been provided through Jesus Christ for all mankind. Those who repent and believe in Him are born again of the Holy Spirit, receive the gift of eternal life and become the children of God.
7. It is the will of God that each believer should be filled with the Holy Spirit and be sanctified wholly, being separated from sin and the world and fully dedicated to the will of God, thereby receiving power for holy living and effective service. This is both a crisis and a progressive experience wrought in the life of the believer subsequent to salvation.
8. Provision is made in the redemptive work of the Lord Jesus Christ for the healing of the physical body. Prayer for the sick and anointing with oil are taught in the Scriptures and are privileges for the Church in this present age.
9. The Church consists of those who believe on the Lord Jesus Christ, are redeemed through His blood and are born again of the Holy Spirit. Christ is the Head of the Body, the Church, which has been commissioned by Him to go into all the world as a witness, preaching the Gospel to all nations. The local church is a body of believers in Christ who are joined together for the worship of God, for edification through the Word of God, for prayer, fellowship, the proclamation of the Gospel and the observance of the ordinances of baptism and the Lord's Supper.
10. There shall be a bodily resurrection of the just and of the unjust; for the former, a resurrection unto life; for the latter, a resurrection unto judgement.
11. The second coming of the Lord Jesus Christ is imminent and will be personal and visible. His is the believer's hope and is a vital truth which is an incentive to holy living and faithful service.

## EDUCATIONAL PHILOSOPHY OF LETHBRIDGE CHRISTIAN SCHOOL

The educational philosophy of Lethbridge Christian School is based on a God-centered view of man and truth as presented in the Bible. Since God created and sustains all things through His Son, Jesus Christ, the universe and all life are dynamically related to God and have the purpose of glorifying Him. This is pointedly true of man who was made in God's image, being different in kind from all other living creatures with the unique capacity to know and respond to God personally and voluntarily. Because man is a sinner by nature and choice, he cannot, in this condition, know or honor God in his life.

The authority for such an education comes both from God's command that children be taught to love God and place Him first in their lives, and from the fact that parents are responsible for the total education and training of their children. **At the parent's request, the Christian School, along with the Church, becomes a partner in giving this education.** From this conviction stems certain aims and objectives:

1. FOR THE SPIRITUAL AND MORAL GROWTH OF THE STUDENT, the school seeks

- to teach the Bible as God's inspired Word and develop an attitude of respect toward it.
- to teach the basic doctrines of the Bible.
- to lead the student to a decision of confessing Christ as Savior and Lord.
- to develop a desire to know and obey God's will as revealed in the Scriptures.
- to equip the student to carry out the will of God daily.
- to implant an understanding of each Christian's place in the church and its worldwide task of witnessing, evangelizing and discipling as well as to stimulate the student's involvement in this task.
- to develop the "mind of Christ" toward godliness and sin, and to teach the student how to live an overcoming life through the exercising of self-restraint and consideration of others.
- to encourage the development of self-discipline and responsibility in the student based on respect for and submission to God and God-ordained authorities.
- to help the student develop for themselves a Christian world view by integrating life and studies with the Bible.

2. FOR THE STUDENT'S PERSONAL AND SOCIAL DEVELOPMENT, the school aims

- to help the student develop his personality based both on a proper understanding and acceptance of themselves as a unique individual created in the image of God and on the fullest possible development of their own capabilities.
- to teach the student to treat everyone with love and respect since others too are made in God's image.
- to make the student a contributing member of their society who realizes their mutual dependence on one another.
- to promote an understanding of time as a God-given commodity, and an individual responsibility for effective use of time.
- to show a biblical view of life and work, and to provide skills for personal relationships and future endeavors.
- to develop good and proper attitudes toward marriage and the family and also the understanding and skills needed to establish God-honoring homes.
- to promote physical fitness, good health habits, and wise use of the body as the temple of God.
- to impart biblical attitudes toward material things, and to encourage the individual responsibility of using them for God's glory.



3. FOR THE ACADEMIC GROWTH OF THE STUDENT, the school endeavors

- to promote high academic standards within the potential of the individual as uniquely created by God and to help the student realize his full academic potential.
- to help each student gain a thorough comprehension and command of the fundamental processes used in communicating and dealing with others, such as reading, writing, speaking, viewing and listening.
- to teach and encourage the use of good study habits.
- to teach the student how to do independent research and to reason logically.
- to motivate the student to pursue independent study in areas of personal interest.
- to develop creative and critical thinking strategies and the proper use of a biblical criteria for situational assessment and evaluation.
- to promote good citizenship through developing an understanding and appreciation of our Christian and Canadian heritage of responsible freedom, human dignity and acceptance of authority.
- to discuss current affairs in all fields and to relate them to God's plan for humanity.
- to produce an understanding and appreciation for God's world, an awareness of humanity's role in its environment and their God-given responsibilities to use and preserve it properly.
- to promote an appreciation of the fine arts through the development of the student's understanding and personal expression.
- to adapt the curriculum to real-life situations in the community.

4. WORKING WITH STUDENT'S HOME AND FAMILY, the school desires

- to cooperate closely with the parents in the student's development, especially as it relates to the school program.
- to help the parents understand the school's purpose and programs.
- to aid families in Christian growth and to help them develop Christ-centered homes.
- to assist parents in keeping up with the changing culture and its effects on the home and the implications for their children.

-to encourage regular attendance and involvement in the local church.

## **IMPLEMENTATION OF THE EDUCATIONAL PHILOSOPHY**

The educational philosophy of Lethbridge Christian School is implemented both through the Christian educational curriculum and the cooperation of the staff, administration, parents and the Lethbridge Christian School Society.

Lethbridge Christian School offers an academic program in Kindergarten through Grade Eight. The Alberta Department of Education Curriculum is used, with expansion to include materials from the ACSI curriculum materials. Other complementing curriculum perspectives include the purposeful discussion of Christian morals and beliefs as they are involved in different subject areas and the inclusion of Divine Creation as an alternative to the theory of evolution in the study of origins. The School uses discretion in the selection of materials used in their instructional programs and also in the collection of library materials.

It is the parent's responsibility to instruct and to teach their children in the way that they should go (Proverbs 22:6). As a School, we seek to encourage that attitude and involvement by cooperatively instructing the children of our community.

## **FAIR NOTICE OF RISK/THREAT ASSESSMENT (VTRA)**

Lethbridge School District No 51 believes in creating safe and caring environments for students and staff. Any incident where a student engages in behaviour which threatens or appears to threaten the safety of others is investigated. Administrators implement a Risk Assessment for behaviours that are worrisome including writing or drawings with violent themes; references to, or involvement in violent activity at, or related to, school; or an increased interest in activities that are deemed as dangerous to the safety of others. A Threat Assessment is implemented when a student threatens to kill or injure others, brings a weapon to school or makes direct verbal or written violent threats to others. The Violence Threat Risk Assessment regulations are outlined in District Policy 502.1 at [www.lethsd.ab.ca](http://www.lethsd.ab.ca)

## **REGISTRATION**

**Registration Packages** include a District 51 & LCS Registration Form per child, a FOIP Form per child, a Society email consent form, an LCS school fee schedule, a Lethbridge Christian School Membership Application Form, and a Building User Schedule or Bus Fee Schedule.

It is the Board's responsibility to review all applications and to accept families into the Lethbridge Christian School. Families new to the School may be asked to participate in an informal interview with a member of the School's administrative team. Notification of acceptance of enrolment will be given as soon as possible following the Board's decision and/or interview.

**Re-registration is mandatory each year.** Because space is limited, families are accepted on a first-come first-served basis. Parents should be sensitive to the planning needs of the School. Staffing, required space and resources, and the ability to offer certain programs is dependent on enrolment. To avoid disappointment parents are urged to be punctual with respect to the registration procedures.

## **GUIDELINES FOR STUDENT CONDUCT**

Students attending Lethbridge Christian School are expected to **demonstrate a Christian** testimony in all school activities and personal interactions: whether in the classroom, on the playground, on the school bus or in the community. We encourage the students to be positive, honest, obedient, respectful, accountable and diligent in asserting a consistent Christian testimony in everything they attempt.

We further encourage students to **recognize and accept responsibility for mistakes** and/or disruptive behaviors. We encourage a teachable spirit, learning from past experiences, and seriously accepting responsibility as representatives of the school and ambassadors for Christ.

A life pleasing to God begins by accepting Jesus Christ as personal Savior and Lord. All Lethbridge Christian School teachers and staff attempt to inspire each student to make a personal commitment to the Lord Jesus Christ, not only in regards to the Salvation experience, but also towards Christian devotion and service. **The School's mission is to develop students who are devoted to Jesus Christ and who seek His answers to life's problems.** When a believer desires a clean conscience, a positive attitude, a love for God and a heart that diligently

seeks His way, they are ensured that their conduct is pleasing to God.

Just as “discipline” and “disciple” are developed from the same root word, we believe that the full meaning of **discipline should not only be to correct behavior, but also to build up, to encourage and train an individual in a way that is pleasing to God.** God admonishes us that reproof and correction will occur in the life of all believers, but that it should be administered in love.

### **Objectives:**

Discipline at Lethbridge Christian School, has these objectives:

1. To develop and maintain the optimum environment for learning.
2. To correct behavior which is disruptive or distracting to the learning experience.
3. To train students in behavior patterns that will be helpful to themselves and to the school community in supporting and achieving the goals of spiritual, intellectual, physical and social development.
4. To remove students who consistently demonstrate an unwillingness to cooperate in their education by demonstrating a resistance to authority, by demonstrating a spirit of hardheartedness and/or by disrupting the education of themselves and their peers.



### **GUIDELINES FOR STUDENT DISCIPLINE**

Christian attitudes are formulated in the home and are further promoted by the Church and School. It is the **responsibility of the school** to monitor and encourage an upright conviction and appropriate conduct. It is the **responsibility of the parent** to formulate and foster the development of proper Christian attitudes and behavior in their children. Behavior which demonstrates respect for God, reverence for His Word and regard for other individuals is central to all school guidelines whether advising about the student's attitude, fostering their behavior or implementing corrective measures.

All School staff are responsible for affirming a Christian atmosphere throughout the school day, both in and outside their classrooms. Students are expected to submit to the direction and correction of all School staff accordingly.

The School will endeavor to communicate with parent(s) on a regular basis; promptly notifying them of any behavior or attitude demonstrated by the student which is inappropriate. In like manner, as parents warrant the support of the School staff; the School staff warrants support from the parent(s). Attitudes or behaviors that affect the learning environment of the classroom are initially the responsibility of the classroom teacher. Attitudes or behaviors that affect the entire atmosphere of the School will be addressed by the School administration and staff.

It is expected that situations or circumstances that may adversely affect the behavior or interactions of the child (i.e. death of a friend or family member, sickness, etc.) will be communicated to the school. This will ensure that the staff is better prepared to deal compassionately with unusual or disruptive behaviors.

Any students or parents expressing concerns regarding disciplinary actions or the implementation of corrective measures, should undertake to bring all questions and criticisms directly to those individuals involved so that these concerns might be properly considered by those individuals in an ascending line of authority (Matthew 18). The concern should first be taken directly to the teacher, secondly to the administration and finally, if further investigation and clarification is required, to the Associate Superintendent, then the superintendent and finally to the district board. (Policy 1003.1 Channels of Communication & Dispute Resolution)

The following rules and regulations cover some behaviors in school or on school related activities that will not be tolerated and will be immediately addressed by the school:

1. Willful damage of property.
2. Disrespect towards School authority.
3. Inappropriate or vulgar communication.
4. Fighting or aggressive behavior.



5. Threats to individuals or groups.
6. Disobedience.
7. Immoral or immodest behavior.
8. Use of tobacco, alcohol or mood-altering drugs

Inappropriate behaviors and/or attitudes will be addressed by the person in authority at the time of the infraction(s). Warning slips can be issued in cases where the students willfully break School rules and/or do not respond appropriately to correction. If this occurs, Administrative personnel will investigate and counsel persons involved. Every effort will be made to keep parents abreast of serious offenses.

As part of the counseling process, a plan of action will usually be developed with the student to encourage a change in behavior/attitude. Parents will be informed of the plan of action contracted between the counselor and student with the expectation of cooperation and support. All incidences requiring such action are recorded.

Habitual receiving of warning slips will result in the parent(s) and student meeting with the School Administration. Suspension or expulsion are options in cases where it is deemed in the best interest of the student or the school body. As partners, and the primary educators of their children, parents are included in the administration of such forms of correction.

### **SCHOOL REGULATIONS**

1. Conduct should be such that the safety of everyone is assured.
  - a. Do not run in the school and keep to the right when moving through halls.
  - b. Throwing of balls or other objects is not permitted inside the school. Students are not permitted to throw snowballs or rocks on the school premises.
  - c. Teasing, fighting and bullying are strictly forbidden.
  - d. Fire extinguishers must never be tampered with. They are intended for emergency use by teachers or other responsible adults.
  - e. Use of the telephone is restricted to teacher authorized calls only.
  - f. Out of bounds areas include: all electrical and furnace rooms, staff room, administrative assistant office, teacher work rooms, janitorial office and chemical storage areas, staff washrooms, and outside the designated fenced playground area.
  - g. In cases where prescription medication is required during school hours, arrangements must be made through the school office for safe storage and/or administration. Staff will not administer any medication without the proper paperwork. Forms are available at the office.
  - h. Students are not allowed to leave the school grounds during the day unless the office has been notified.
2. Conduct should be such that school and personal property or equipment is carefully respected.
  - a. Students must play only in approved areas of the school and grounds. Trees, shrubbery and other landscaping or fixtures are not to be damaged in any way.
  - b. There should be no eating in undesignated areas.
  - c. Students are responsible for keeping desks, lockers, work areas, and play areas neat and orderly. Littering is not tolerated.
  - d. Textbooks and workbooks should be treated with respect and care. Anyone responsible for such loss or damage will be assessed the full replacement cost.
  - e. Walls, furniture, desks, books, computers, etc., are not to be scratched or defaced in any way. Anyone responsible for such damage will be assessed the full replacement or repair cost.
  - f. Bulletin boards are reserved for school matters. Announcements of activities outside the school must be approved by the administration before posting.
3. Conduct should be such that everyone has the maximum opportunity for learning.
  - a. Corridors are to be kept quiet. Loitering in the hallways is discouraged. During class changes, students must move quickly and quietly. Students should not enter a classroom until it has been completely vacated by the previous class.
  - b. Students are not permitted to bring skateboards or scooters to school. Students can bring sleds in winter but they



- cannot be transported on the bus. To use the sleds they must wear proper clothing and protective head gear.
- c. Cell phones, iPads, Ipods and other electronic equipment are not to be used during school time. If your child brings one of these to school, it must be kept in the students' locker or backpack. The school assumes no responsibility for these items.
- d. Students should not distract others from learning during class time. They are to respond to their instructor cooperatively, attentively and politely.
- e. Pets are not allowed in the school due to allergies and asthma. If a pet is to be used for show and tell, the teacher needs to be given notice so that the class can view the pet outside.

Regular school attendance is the responsibility of both the parent and the student. Success in school related activities is greatly enhanced when a student regularly attends classes to interact with teachers and students, completes assignments, learns basic fundamental concepts, applies theory and gains practical experience.

In registering, the student makes a commitment to regularly attend all classes. Each teacher keeps an accurate attendance record of every student registered in their courses. It is the student's responsibility to explain all absences to the teachers and to complete any missed work promptly. Absence is not an acceptable excuse for missed assignments. Extending deadlines is the right of the teacher not an automatic option.

**Excusable Absences:** are absences due to illness, bereavement, family emergency, or co-curricular activities officially sanctioned by the school. Whenever possible, medical and dental appointments should be scheduled outside of class time.

**Inexcusable Absences:** are all other absences including out of school jobs, carrying out personal business during class hours, extension of weekends and holiday periods during school time, missing the bus, sleeping in, truancy (any absence from class with or without knowledge or consent from parents), and any absence of a frivolous nature. While such absences may occasionally happen, **frequent inexcusable absences and/or habitual late arrivals will be addressed with the home.** Truant students are reported to the Alberta Department of Education officials.

**Lates:** Students arriving late (after classes have begun) are required to report to the office before proceeding to the classroom. Students are cautioned that habitual late behavior at any time in the school day is disruptive behavior and cannot be tolerated in the best interest of self and other learners.



### **SCHOOL BUS REGULATIONS**

1. The school bus driver is the authority on the bus and is expected to maintain discipline and safety whenever transporting Lethbridge Christian School students. He/she is required to know and follow school Transportation Policies. Drivers are qualified and receive instructions and any new information pertinent to their role as representatives of LCS. Students receive bus safety instruction.
2. Drivers may appoint bus monitors and may assign seating arrangements.
3. The following items will not be allowed on the bus since they cannot be secured. Tubas, saxophones, French horns, toboggans, hockey sticks, skis, large hockey bags, curling brooms, suitcases with wheels, Science Fair projects, large shop projects, etc. Parents will have to provide transportation of such items since safety is the main concern. Children bringing skates on the bus should have them inside a sturdy bag (not plastic) with skate guards on the blades.
4. Bus schedules are to be observed. Students need to be at their bus stop at least five minutes before the designated pickup time. Bus drivers will not wait past this five-minute mark since it alters the bus schedule. Children must wait in the 'Safety Zone' until the bus comes to a complete stop. At all times the driver must be able to see the children whether boarding or after disembarking. After school, students must wait in the safety zone until the bus pulls away.

From the school's end it is our goal to have all buses leave the school within 10 minutes of dismissal. Therefore, students must go directly to the bus and not loiter or visit. It is the child's responsibility to have all necessary items with him/her upon boarding the bus. The driver's permission is required to leave the bus.

5. The office must have parental permission for their student to ride on any bus other than the one they are regularly assigned to. Without permission, children will not be dropped off at destinations other than their regularly scheduled stop on their regular bus. Please note that drivers will not change the regular route to accommodate special needs. ie; music lessons, dropping children at their parent's place of work, etc. Students are not allowed to call home to make last minute changes. The office personnel are responsible for advising bus drivers and teachers of any changes.
6. If children miss their bus ride, they are required to report immediately to the office. Students waiting for rides are to remain quietly in the main foyer. Any other areas are out-of-bounds unless the child is with a teacher at the teacher's request. If teachers require a child to remain behind for purposes of detention, extra-help, intramurals, sport practices, etc., arrangements are made in advance with parents/guardians.
7. Sometimes a bus may be running late (10 minutes or more) or it may be cancelled due to the weather. In either case, you will receive a message from our school messenger system. This message is in the form of a phone call, email and text for those who have opted in to this latter choice.
8. While riding on the bus, students need to sit flat, feet down, backs against the seat. Quiet conversation is permitted but any behavior that distracts the driver or others will not be tolerated.
9. Complete silence is required at railway crossings and in emergency situations.
10. While windows may be lowered (halfway only), at no time should students litter or extend arms, heads, or objects out the windows.
11. Eating, drinking, and gum chewing can result in choking. Therefore, these are not allowed on the bus. On rare occasions, as in the event of a day long field trip, eating lunches may be necessary but the bus will not be in motion. Buses are to be kept clean.
12. Bus loading areas are not to be obstructed by parents in waiting vehicles or by students walking or riding bikes.

We know that our students and parents appreciate the need for rules. By working together and developing courteous attitudes and behaviors, we ensure that our school will run efficiently with an atmosphere of cooperation and understanding.

### **SCHOOL DRESS CODE POLICY**

We are ambassadors for Christ, and as such want to represent Him at all times. More people see us as ambassadors rather than hear us. With that in mind, we must be discerning in our taste. The LCS dress code has been formulated according to the following criteria: attractiveness, modesty, appropriateness, neatness, cleanliness, self-esteem, mutual respect and excellence.

The dress code is intended to assist students in making wise choices and to aid staff in monitoring and consistently enforcing realistic standards.

The following items do not necessarily comprise the entire list of questionable dress practices. On occasion there could be situations where something not listed may be brought to the attention of students and parents. If any question arises on any issues, the decision of the School Administration prevails. An honest attempt will be made to apply the guidelines impartially.

1. Classroom wear for all students should be attractive, modest, appropriate, neat and clean with expectations to maintain high standards of dress in order to promote self-esteem, self-respect and respect for other classmates, staff, parents, the name of Lethbridge Christian School and the name of the Lord.
2. Styles must be in moderation. This means that any extremes in styles and dress are to be avoided.
3. Shoes or runners that mark or damage the flooring in any way are not to be worn.
4. Walking shorts may be worn in warm weather. They should be no shorter than the tips of your fingers when your arms are extended by your sides. No "short shorts" allowed.



5. Dresses and skirts worn by girls should be of moderate length. No “mini” or “micro” skirts.
6. Hats are not to be worn in the school.
7. Shirts or t-shirts
  - Slogans or pictures must be in good character and taste, preferably reflecting the character of a Christian.
  - No obscene or violent words or pictures are allowed on any student’s shirts, t-shirts, jackets or sweaters at any time during the school day or at a school function.
  - Shirts and tops must be large enough to cover the midriff. They are not to be too tight or too baggy. No “see through” shirts, spaghetti straps, or strapless tops are allowed.
8. Jewelry worn in school and at school functions will reflect modesty and good taste.
9. Always dress appropriately (for the health of the student) during extremes in weather—warm coats, hats, mitts and boots in winter, rain gear in wet weather, hats and sunscreen on hot, sunny days. Name tags inside coats, boots, hats and mitts are advisable.
10. Students are encouraged to “dress up” in Sunday best for special occasions such as graduation and awards day, special concerts and events, banquets, etc.

## **ACADEMIC POLICIES AND PROCEDURES**

### **1. Student Homework**

High academic standards and diligent work habits are expected of all students. The students’ application to their studies is carefully monitored. Students are required to complete their assignments carefully and neatly, demonstrating their best effort.

Students are to take their studies seriously, remaining current and up to date on regular and homework assignments. Parents can help by ensuring students have a quiet place and ample time to complete assignments.

### **2. Report Cards**

The report cards are scheduled three times throughout the year with the first two being available for viewing in power school. The third report card is sent home on the last day of school. Middle school students do not have a regular report card since parents have access to the students’ marks on a regular basis in power school.

During the year there is one scheduled parent/teacher interview and one celebration of learning. Either teachers or parents may request interviews at any time.

Parents will be informed prior to the third reporting period if teachers are considering retention.

### **3. Field Trips**

Field trips are taken periodically in conjunction with different classes. Advance notice will be sent home with the student. Permission slips must be signed and returned to the classroom teacher. A charge may be assessed for transportation or for admission. Parents may be asked to help supervise field trips.

Please note that the rules of the School regarding conduct and dress are applicable to field trips. Parents and students are asked to cooperate in this regard helping to maintain a high standard of conduct, and presenting a positive Christian witness.

### **4. Promotion Policy**

A Promotion Policy is in place at the school. A Modified Program and/or Retention are possible options. Any decision to retain a student at the end of the academic year will be determined in consultation with the Principal, classroom teacher and parent/guardian. Families are formally notified, prior to the third reporting period, of the School’s concern regarding progress of at-risk students.

### **5. Parent/Teacher Fellowship**

A sense of belonging and opportunities for fellowship is important in promoting unity, cooperation and understanding. To that end the School seeks to provide opportunities for families to:

1. fellowship - get to know one another more intimately in order to better appreciate the uniqueness, interests and needs of members.
2. communicate - share ideas, interests, plans and visions for Christian schooling in a relaxed, less formal setting.
3. help promote Lethbridge Christian School’s mission to the local and Christian communities.

### **6. Spiritual**

Chapels/Assemblies are regularly scheduled at the beginning and the end of the school week. They are designed to be inspirational, devotional, educational and interactive. Students are to act in a dignified, respectable

and appreciative manner.

## 7. Criteria For Student Awards

A number of awards are presented to students each year in recognition of exceptional achievement and character development. These awards are presented during Lethbridge Christian School's Awards Day Ceremony in June.



### **Christian Character**

-presented to one girl and one boy from each classroom who consistently demonstrate an uncompromising Christian witness; openly displaying the fruits of the Holy Spirit in their life and an enthusiasm for the character of God. (medallion and certificate)

### **Academic Excellence**

-presented to one individual from each classroom (Grades 3-8) who has worked hard in their school subjects and has aspired for excellence in every area of endeavor; achieving an uppermost standing. (medallion and certificate)

### **Diligence Award**

-presented to one student from each grade who has diligently and resiliently applied themselves towards academic and character improvement, achieving an outstanding level of development and success. (medallion and certificate)

### **Scripture Memorization**

-is presented to those individuals who achieve excellent work in Bible classroom work and who reach the classroom Bible memorization goal. (Plaque & Certificate)

### **Honor Roll**

-presented to those students from Grades 6-8 who have maintained honor roll status throughout the school year. To achieve Honor Roll standing an average of 85% in all subjects, with no mark lower than 70%, is required. (medallion and certificate)

### **Art Award**

-presented to one student from each classroom (grades 3-6) who has demonstrated outstanding diligence and achievement. (medallion and certificate)

### **Physical Education Sportsmanship Award**

-presented to one boy and one girl from each classroom (grade 3-8) and 1 student from grade 1 & 2 who has demonstrated outstanding sportsmanship, physical skill and personal character. (medallion and certificate)

### **Writing Award**

-presented to one student from each classroom (grade 3 & up) who has demonstrated outstanding writing techniques and creativity. (medallion and certificate)

### **Music Award**

-presented to one student from each classroom (grade 1-5) who has demonstrated outstanding diligence and achievement. (medallion and certificate)

### **L. H. Bussard Creativity Award**

-presented to one Division II student who has demonstrated outstanding ability, imagination and originality in the areas of music, art, drama, language art and physical education.

### **Band**

-presented to one student from Gr. 6/7/8 Band who has demonstrated outstanding diligence and achievement. (medallion and certificate)

### **Math Award**

-presented to one student from each classroom (Grades 3-8) who has demonstrated outstanding achievement in mathematics. (medallion and certificate)

## **8. Personal Belongings And Equipment**

The care of personal equipment is the responsibility of the student. Students are advised to carry personal materials with them, and to never leave money or other valuables accessible where they become a temptation for others. On the other hand, we expect that our students will resist temptation even if they find an easy opportunity.

## **9. Student Email**

Within Lethbridge School District all students have access to a student email account that is locally hosted. This account may be used for a variety of purposes throughout their schooling and will remain valid during their time as a registered Lethbridge School District Student. The username and password for the account are the same as students use to log onto the school computers. If you would like more information regarding the use or access of student email you may contact the school office.

## **10. Substitute Teachers**

Occasionally it is necessary to obtain the services of a substitute to replace a regular staff member. While the substitute teacher is a guest in our School and is to be treated accordingly, he/she is also to be awarded the same respect and authority of any regular staff member. Every student is expected to give complete cooperation in continuing the progress of the class work. Any interruption or interference will be viewed as a serious breach of good manners. Note: all staff members including office personnel, educational assistants, learning common facilitator, caretakers and bus drivers command the same respect and courtesy as teachers.

## **11. School Visitors**

All visitors should check in at the School Office. Students can do much to enhance the image of our School by showing courtesy and concern for visitors who require assistance. Parents are welcome in the School. When a visit to a classroom is desired, please make arrangements through the teacher who will then notify the School Office of your visit.

Parents who wish to volunteer their time and services within the classroom must first fill out the Volunteer Form and return it to the School Office.

Friends or acquaintances of our students who do not attend L.C.S. are not permitted to visit unless prior arrangements have been made through the School Office.

## **12. Lost and Found**

Found articles will be kept in the School's "Lost & Found" box. Parents may check for lost articles whenever they are at the school. **We encourage parents to label all student items.** Unclaimed articles will be displayed on a table in front of the office. Students will be made aware of the display and the date the remaining unclaimed articles will be sent to a local charity.

## **13. Student Transportation By Ambulance**

Payment of ambulance services is a parental responsibility. If your child is injured and requires transportation to the Hospital via ambulance, you will be billed directly by Alberta Health Care for all involved expenses.

## **EMERGENCY SCHOOL CLOSURE**

Although closure due to inclement weather is a rare event, the following guidelines are included as a reference for parents:

Bus service is suspended when the temperature is -35 C and/or the windchill factor is greater than 2000 watts/square meter as measured by Environment Canada (403-382—3068). The school will remain open when busing is cancelled.



Closure information will be released to the public by area radio stations commencing at 6:00 a.m. and parents are advised to listen for such information whenever weather conditions are questionable. The school will also send out messages through school messenger by phone, email and text for those who have opted in to the latter choice.

If, for safety reasons, it becomes necessary to close the school early due to deteriorating weather conditions, the local media will be informed. Parents are advised to listen for announcements and/or keep in contact with the school office in such circumstances. This is especially important if parents are not at home or at the workplace to receive calls, since attempts to call parents will be made should changes to the regular dismissal routines occur. The school will also send out notices using school messenger. Parents are advised to have a contingency plan in place for the out of school care of children.

It is extremely important that parents ensure their children are dressed suitably for changing weather conditions. It cannot be assumed that the same weather conditions will prevail from morning to afternoon.

### **CLOSING REMARKS**

The School Board, Administration and Staff thank you for the honor and trust you have placed in Lethbridge Christian School. It is our desire that LCS will be a living example of the truth of Christ before your children. As partners, we face the challenge to participate cooperatively together as we seek to know and obey scripture. Together, we believe and place our hope in 2 Timothy 3: 16—17:

*“All Scripture is God-breathed and useful for teaching, rebuking, correcting and training in righteousness, so that the man of God may be thoroughly equipped for every good work.”*

As an educational institution our aim is to anticipate every possible situation and to make our parents aware of such, through the Handbook. Policy is necessary. Knowledge and cooperation of all involved is absolutely necessary to achieve the highest benefit and gains for all.

**Please keep this document readily available for quick referral** since the organization and operation of the school depends on procedures being followed. While there may be omissions, we believe that all situations can be addressed by the application of Christian principles.

**Prayer** is an integral part of our school's life. Just as students are encouraged to be in prayer, we sincerely request the same from parents, being mindful of James 5:16. “The prayer of a righteous man is powerful and effective.” As a school and a Society we place our hope, faith and trust in Jesus Christ first, and then in policies prayerfully set in place.

“All your children shall be taught of the Lord and  
great shall be the peace of your children.”  
“Isaiah 54:13”

### **MISSION STATEMENT**

**LETHBRIDGE CHRISTIAN SCHOOL EXISTS TO PROVIDE STUDENTS WITH A CHRIST-CENTERED EDUCATION IN AN INTERDENOMINATIONAL SETTING, CHALLENGING THEM TO LIFE-LONG EXCELLENCE AS THEY GROW IN KNOWLEDGE AND LOVE, AND IN OBEDIENCE TO JESUS CHRIST.**

**... TO KNOW, LOVE AND OBEY JESUS CHRIST**