

# Parent/Student Handbook



**LONGMONT CHRISTIAN SCHOOL**

## Preschool Parent/ Student Handbook

### Longmont Christian School

1440 Collyer Street  
Longmont, Colorado 80501  
303-776-3254

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

## [Who we are...](#)

### **School Vision:**

Longmont Christian School will provide personalized education developing students to become academically strong; socially, emotionally mature; spiritually deep; and prepared for life.

### **LCS Mission Statement:**

Longmont Christian School is to be an exemplary Biblically-based school that innovatively provides personalized education and inspires growth academically, socially+emotionally, physically, and spiritually; producing a solid love for God and others while building a firm foundation for lifelong learning.

### **Values**

#### **1. Growth Focused:**

We cultivate a Growth-focused mindset, encouraging students to embrace learning as a lifelong journey of continuous improvement.

#### **2. Community Minded:**

Our Christian community is Community Minded, where inclusivity and support create an environment where everyone feels valued and connected.

#### **3. Resilient:**

We instill Resilience in our students, teaching them to face challenges with unwavering strength, knowing that through faith and perseverance, they can overcome any obstacle.

#### **4. Wellness Driven:**

Recognizing the importance of physical and spiritual well-being, we promote a Wellness-driven lifestyle, encouraging students to embrace health and vitality as integral components of their well rounded development.

#### **5. Faith-guided:**

Above all, our values are Faith-guided, shaping a community deeply rooted in Christian principles, where spiritual growth and a personal relationship with God are central to the educational journey.

## Philosophy

1. We believe that a Christian education is a result of all knowledge being measured against and integrated with the Word of God and a personal relationship with Jesus Christ.
2. We believe that a Christian education should be seen as a three-stranded cord with the parents, school, and church all playing integral roles.
3. We believe that God created us to be connected relationally to Him (spiritually), others (socially), ourselves (intellectually), and our world (culturally). Our students must receive training in all these areas in order for them to grow into the persons God designed them to be. We believe that providing academic excellence with a biblical worldview gives a young person the opportunity to live and serve successfully as a Christian in a fallen world.

## Doctrine

### Statement of Faith

1. WE BELIEVE and TEACH that there is one sovereign God, eternally existing in three persons: the everlasting Father, His only begotten Son Jesus Christ our Lord, and the Holy Spirit, the giver of life; and we believe and teach that God created the heavens and the earth out of nothing by His spoken Word. *Matt. 3:16-17, Matt. 28:18-19, 1 Cor. 12:3-6, II Cor. 13:14, Heb. 11:3, Col. 1:16, Gen. 1:1-31, Gen. 2:7*
2. WE BELIEVE and TEACH that God has revealed Himself and His truth in the created order, in the Scriptures, and supremely in Jesus Christ; and that the Scriptures of the Old and New Testaments are verbally inspired by God and inerrant in the original writing, so that they are fully trustworthy and of supreme and final authority in all they say. *Gen. 1:26-27, Rom. 1:20, Ps. 8:3-4, 2 Tim. 3:16, 2 Pet. 1:20-21, Heb. 4:12, John 17:17*
3. WE BELIEVE and TEACH that Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary, and was true God and true man, existing in one person and without sin; and we believe in and teach the resurrection of the crucified body of our Lord, and His ascension into heaven, and in His present life there for us as Lord of all, High Priest, and Advocate. *Luke 1:35, Matt. 1:18-20, Zec. 9:9, Matt. 1:23, Luke 2:7, Rev. 1:18, Acts 1:3, Rev. 1:5, John 2:19-22*
4. WE BELIEVE and TEACH that God directly created Adam and Eve, the historical parents of the entire human race; and that they were created in His own image, distinct from all other living creatures, and in a state of original righteousness. *Gen. 2:16-17, Gen. 3:17-19, Gen. 2:18-25, Gen. 1:28, Rom. 5:12, 2 Cor. 11:3, 1 Cor. 15:22*
5. WE BELIEVE IN and TEACH the existence of Satan, sin, and evil powers and that God has defeated all these in the cross of Christ. *Gen. 3:1, Is. 14:12, Eph. 6:11, Rev. 12:11, Heb. 2:14, Matt. 4:1*
6. WE BELIEVE and TEACH that the Lord Jesus Christ died for our sins, according to scriptures, as a representative and substitutionary sacrifice, triumphing over all evil; and that all who believe in Him are justified by His shed blood and forgiven of all their sins. *John 1:29, Is. 53:6, Heb. 9:26, Rom. 3:25-26, 1 John 4:10, Gal. 3:13, Rom. 5:8, Gal. 2:20*
7. WE BELIEVE and TEACH that all who receive the Lord Jesus Christ by faith are born again of the Holy Spirit and thereby become children of God and are enabled to offer spiritual worship acceptable to God. *John 1:12, John 3:16, John 3:6, Eph. 1:13, 1 John 4:13*

8. WE BELIEVE and TEACH that the Holy Spirit indwells and gives life to believers, enables them to understand the Scriptures, empowers them for Godly living, and equips them for service and witness. *Gen. 41:38, Is. 59:21, Hag. 2:5, Dan. 4:8-9, 18, Dan. 5:11-14, Eph. 3:16, Rom. 8:4-5, 13, Rom. 8:13-14*
9. WE BELIEVE and TEACH that the one, holy, universal Church is the body of Christ and is composed of the communities of Christ's people. *Acts 2:42, 46-47, Acts 1:14, Acts 5:42, Heb. 10:23-25*
10. WE BELIEVE and TEACH the blessed hope that Jesus Christ will soon return to this earth, personally, visibly, and unexpectedly, in power and great glory, to gather His elect, to raise the dead, to judge the nations, and to bring His Kingdom to fulfillment. *Heb. 9:28, 2 Pet. 2:10, 1 Thess. 4:16-17, Rev. 1:7, Rev. 20:4-15, Matt. 5:1-13*
11. WE BELIEVE IN and TEACH the bodily resurrection of the just and the unjust, the everlasting punishment of the lost, and the everlasting blessedness of the saved. *Rom. 5:1-2, 1 John 3:14, Heb. 2:15, John 5:28-29, John 11:24, 1 Cor. 15:55*
12. WE BELIEVE and TEACH heterosexual union for married persons and committed celibate behavior for unmarried persons as the only Biblical options for human sexual conduct. *Gen. 1:1, Gen. 2:24, 1 Thess. 4:3-4, Heb. 13:4, Lev. 20:13, Rom. 1:18-32, 1 Cor. 5:1, 1 Cor. 6:9-11*

### **Marriage, Gender and Sexuality**

1. WE BELIEVE and TEACH that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. *Gen. 1:26-27*
2. WE BELIEVE and TEACH that the rejection of one's biological sex is a rejection of the image of God within that person. *Gen. 1:27*
3. WE BELIEVE and TEACH that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. *Gen. 2:18-25*
4. WE BELIEVE and TEACH that God intends sexual intimacy to occur only between a man and a woman who are married to each other. *1 Cor. 6:18; 7:25; Heb. 13:4*
5. WE BELIEVE and TEACH that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. *1 Cor. 5:1-2*
6. WE BELIEVE and TEACH that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. *Matt. 15:18-20; 1 Cor. 6:9-10*
7. WE BELIEVE and TEACH that in order to preserve the function and integrity of Longmont Christian School (LCS) as the local Body of Christ, and to provide a biblical role model to the LCS members and the community, it is imperative that all persons employed by LCS in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. *Matt. 5:16; Phil. 2:14-16; 1 Thess. 5:22*
8. WE BELIEVE and TEACH God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. *Acts 3:19-21; Rom. 10:9-10; 1 Cor. 6:9-11*
9. WE BELIEVE and TEACH that every person must be afforded compassion, love, kindness, respect, and dignity. *Mark 12:28-31; Luke 6:31*
10. WE BELIEVE and TEACH that hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Longmont Christian School. *John. 12:34-35; Eph. 4:29-32*

### **Statement on Life**

WE BELIEVE and TEACH that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including preborn babies, the aged, the physically or mentally

challenged, persons in every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. *Ps. 139*

### **Final Authority on Matters of Faith and Conduct**

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe.

*This handbook does not contractually bind the school in any way. Handbooks are subject to change without notice by the school's governing body. Constituents will be notified when a policy change has occurred.*

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## 1. General Information

### 1.1 Office Hours

The office is open Monday through Friday 7:30 AM to 3:30 PM.

### 1.2 School Hours (full day)

Pre-K	8:00 AM – 3:00 PM (Doors open at 7:45)
K-8	8:00 AM – 3:00 PM (Doors open at 7:45)

### 1.3 Attendance

Parents/guardians must submit an email to [attendance@longmontchristian.org](mailto:attendance@longmontchristian.org) or call the school at 303-776-3254 by 8:15 AM on the day of the absence. Failure to email or call the school will result in your student being marked unexcused for the day.

#### A. Absences:

##### 1. **Planned Absences:**

- It is important to schedule appointments after school as much as possible.
- Parents must notify the school administration, and students must inform teachers at least one week in advance of planned absences, such as vacations and scheduled appointments.
- Failure to do so may result in the absence being considered unexcused.
- Parents are advised to carefully consider the student's academic status and teacher input as to how the absence may affect the student's achievement.
- All absences (excused or unexcused) count toward the allowed 10 total absences per year.
- Field trips or any other school sponsored activity would not fall in this category.

##### 2. **Unexcused Absences:**

- All absences are considered unexcused unless the school is notified.

##### 3. **Excessive Absences:**

- More than 5 non-school-related absences in one semester are considered excessive.
- A conference with the student, parents, administration, and teachers involved will determine whether the student will be readmitted.
- In case of an extended illness, a doctor's verification of illness is required and students are required to make up missed work for credit.
- Administration may make an exception during extreme weather conditions.

#### B. Tardy Policies:

- Any student who arrives 10 or more minutes past the designated start time must sign in at the office and have a school administrator walk them to their class.
- Students must sign in and out whenever they enter or leave the building during normal school hours (includes classes at other institutions, no class, etc.).
- All lateness will be recorded as tardy. Parents may not excuse a tardy.** Any occasion or appointment that causes a student to be late, whether or not the parent notifies the school, is still considered tardy.
- If you will be 5 or more minutes late to pick up your child, please call the front office to let them know. **If a parent picks up 10 or more minutes late, they will have to pick up their student in the front office and will be charged \$1.00 per minute starting after 10 minutes.**
- Administration may make an exception during extreme weather conditions.



## **1.4 Weather Closing**

When weather conditions make travel unsafe, weather closures are announced using FACTS Parent Alert notification and Channel 9 News. If severe weather develops during the school day, parents will be notified by phone and/or email and are expected to provide transportation within a reasonable time after the closing of school.

## **1.5 Visitors**

Adult visitors are always welcome at Longmont Christian at the discretion of faculty, staff or administration. Visitors are required to sign in at the school office upon arrival, wear a badge while on campus, and sign out upon leaving. Non-LCS secondary students are not allowed on campus during school hours without the administration's permission. Visitors may join students for lunch but must sign in at the office and wear a visitor's badge.

## **1.6 Communications**

### **A. General School Communication:**

1. ParentsWeb, RenWeb school management software, provides private Internet access to student's grades, test scores, homework assignments, attendance, and more. LCS uses RenWeb to improve communication among parents, students, and teachers. Parents may login to [ParentsWeb](#) using the District Code, LCS-CO. (Access is limited to those with current email on file at the school office.)

### **B. Emergency:**

In case of emergency, communication will be initiated by LCS via ParentAlert (group telephone message system and/or via email).

## **1.7 Student Enrollment**

### **A. New Students**

Longmont Christian School is available to anyone interested in securing a Christian education, from PreK3 – 8<sup>th</sup> grade. Longmont Christian School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. LCS does not discriminate in administration of its educational policies, admissions policies, athletic and other school-administered programs. The following standards have been established for entrance into Longmont Christian School:

1. Longmont Christian School will consider for admission students from any family who, despite their religious background or beliefs, is willing to support our philosophy of Christian education, foundational statements, student conduct requirements, Parent/Student Handbook and will allow their children to be educated and influenced in an intentionally Christian environment.
2. The student must have a sincere desire for a Christian education and he/she must be willing to submit to the standards and regulations of our school.
3. The applicant's record of behavior in his home, community, school, and church must indicate that we at Longmont Christian School can be reasonably sure that the applicant's citizenship in our school will be acceptable.
4. A student transferring from another school must be in good academic standing. He/she must be eligible to return to the previous school. Should the student's accomplishments be below grade level as evidenced by recent grade reports and/or test scores, he/she may be admitted on a probationary/provisional basis or placed in a lower grade better suited for his/her level of achievement.
5. It is our desire to enroll any student who wishes to pursue a Christian education. However, we do not, at this time, have the resources to provide support for students with special needs. Examples of support we currently cannot provide: a special education instructor or assistance with visual or auditory challenges, among others. If classroom instructors do feel appropriate accommodations can be made after an outside professional evaluation is completed, we are able to formulate and implement a 504 (accommodation) plan for the student.

6. Transfer students must have paid all financial commitments to the school previously attended before enrollment in Longmont Christian School can be finalized.
7. Parents/guardians of potential students interested in enrollment may schedule a school visit to get a firsthand view and answers to their questions about LCS.
8. Those desiring to proceed with the enrollment must submit their student's transcripts, a registration form along with the registration fee and completed financial contract.
9. New students entering grades K-8 will be tested to determine readiness for our curricula and appropriate grade placement.
10. All incoming students are tested before entry is determined.
11. Please understand that completion of these steps for a class opening is not a guarantee of admission.
12. PreK3 students may begin at their third birthday if they are fully potty trained.
13. PreK4 students must be 4 years old by October 5<sup>th</sup>.
14. Students must be 5 years old by October 5<sup>th</sup> to be enrolled in kindergarten.

#### **B. Re-Enrollment**

1. Each year it is necessary for parents to re-enroll their children for the coming school year.
2. Registration can be done online, but is not complete until the registration fee has been paid through FACTS.
3. Children currently enrolled get first consideration for admission pending teacher recommendation, satisfactory behavior, and adequate academic performance.
4. Each returning school family must submit the necessary re-enrollment forms, a financial contract, pay registration fees through FACTS, and must be up-to-date on payment of all current-year tuition and fees.
5. Failure to meet any of these conditions may cause children to lose their reserved spot in the class, which could be serious if there is a waiting list of new students wishing to enter.

#### **C. Re-Admission Policy**

1. Any student who is dismissed from LCS or who leaves voluntarily is subject to special review before readmission. The student must submit a request to the Executive Director and Principal stating his/her reasons for returning. Only with the approval of the Executive Director and Principal will the student be allowed to re-enroll.
2. A student who leaves (his/her own choice) or is dismissed from LCS is no longer eligible to participate in extracurricular activities such as sports, plays, and so forth.

#### **D. Financial Responsibility**

1. Because Longmont Christian School cannot get involved in personal domestic situations, it is necessary to stipulate who is responsible for payment of tuition fees and miscellaneous fees. We will bill only the student's legal guardian (or custodian) for school fees. In most cases, the legal guardian is the parent in whose home the student resides.
2. In divorce cases where there is joint custody of the student, parents may have separate financial agreements, however both parents must be up to date on payment of all current-year tuition in order for students to re-register. Custody papers must be on file in the office before a child will be admitted to class.

#### **E. Homeschool Students**

1. LCS welcomes part-time homeschool students in classes.

### **Withdrawal Policies**

1. To withdraw your student(s) at any time for the current or following school year, the parent or guardian must complete the LCS Withdrawal Form. If you withdraw your student(s) or your student(s) is expelled once the school year begins, the parent or guardian will be responsible for the remainder of the current semester's tuition and student fees (regardless of their withdrawal date).
2. In the event of withdrawal for any reason, all accounts must be current before report cards, transcripts, test results, and other official records are released.

3. To withdraw before the summer program begins, please advise LCS at least two weeks prior to the summer program start date or you will be charged a \$100 change fee.
4. **If you choose to withdraw your student from the summer program after it has started, you are responsible for the remainder of the summer tuition hours which you signed up for.**

## **2. Transportation**

### **2.1 Leaving campus during the school day.**

1. A student, once present on campus, is not allowed to leave the school grounds without permission from a parent or guardian, and they are to be signed out in the office by their parent/guardian or an adult listed in renweb.
2. Parents/Guardians must inform the administrative office that a student will be leaving the campus grounds.

### **2.2 Transportation**

1. LCS does not operate a school bus transportation program.
2. Transportation to and from school is a parent's responsibility.
3. Any parent driving LCS students on a field trip must show current auto insurance and driver's license information to the office and have a seat belt for each student.
4. Elementary students must not be seated facing an airbag.
5. Adult sponsors are responsible for obtaining student information/medication(s) from the office for participating students.

### **2.3 Drop Off and Pick Up Instructions:**

#### **A. PK3, PK4, and Jr. Kindergarten**

##### **Drop Off Instructions:**

Parents sign their students in beginning at 7:45 a.m. Please park on the west side of Collyer (across from the front entrance of the school), cross Collyer using the crosswalk, enter the building through the main entrance and sign your student(s) in once in their classroom.

##### **Pick Up Instructions:**

Park on the west side of Collyer (across from the main entrance of the school), **cross Collyer using the crosswalk.** Enter the school through the front doors. If you have an elementary school aged child, they will be waiting for you inside the school at the front doors. Once you have your older children, you may go pick up your preschooler in their classroom. Please then exit the building through the front doors.

#### **B. K-8 Drop Off and Pick Up Instructions:**

1. Using the drop off/pick up lane, pull up to the closest available spot and stop.
2. Students are to walk to and from the playground gate on the sidewalk to the right of the parent/guardian vehicle.
3. Students should only enter and exit on the right side of your vehicle.
4. Once your students are buckled in, pull onto Collyer with caution and exit.
5. Please do not block any driveways of our neighbors when you are waiting for your student in your vehicle.

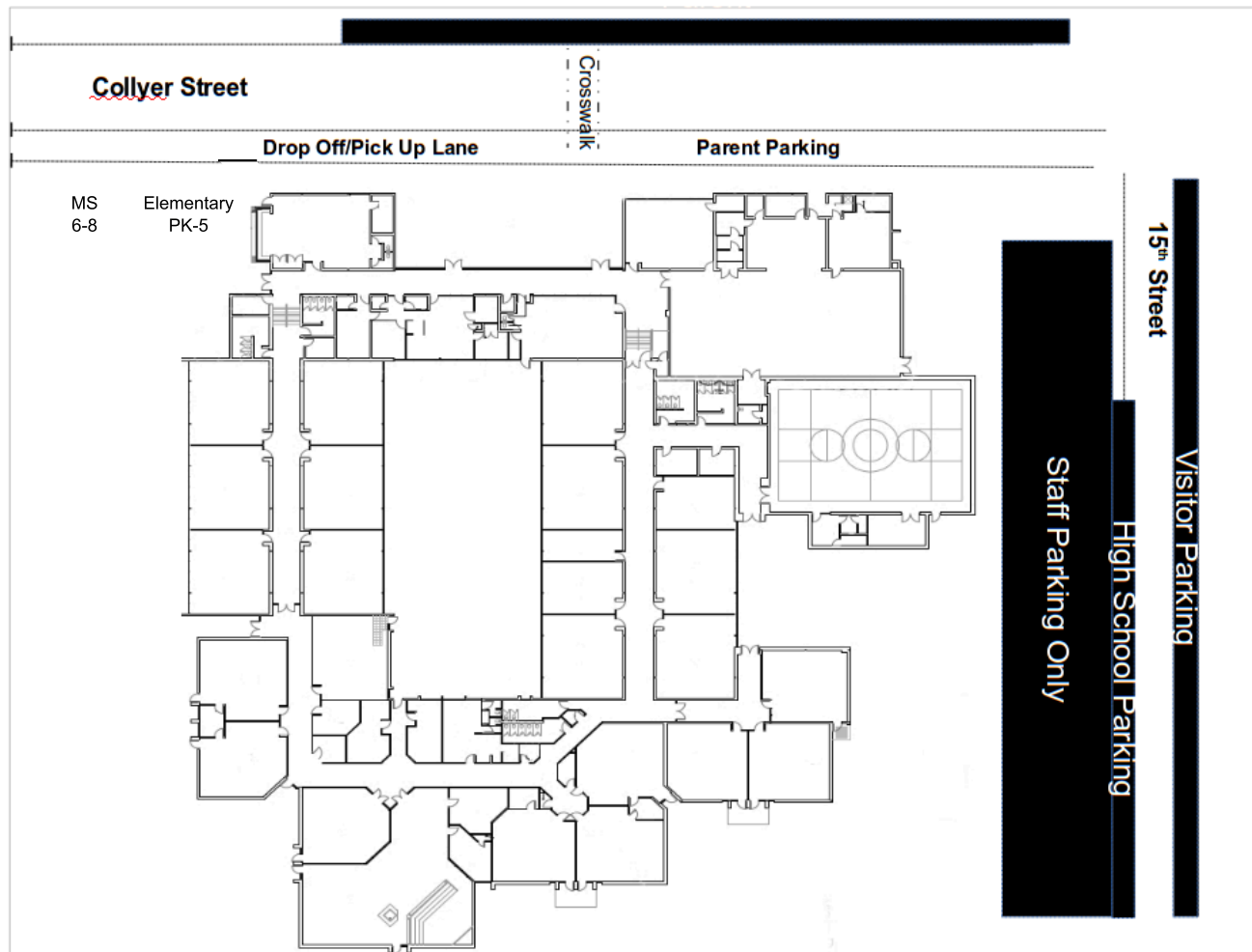
**Parents may park** on the west side of Collyer and **must use the crosswalk.**

#### **NOTES:**

1. Please, never block any driveways when you park your car.

2. There is absolutely NO PARKING in the drop off lane during drop off and pick up times between the hours of 7:30 AM–8:30 AM or 2:30–3:15 PM.
3. Parents should not leave their vehicles when waiting for students.

## 2.4 Map



## 2.5 Dismissal:

It is the parent's responsibility to ensure that his/her child is picked up no later than 3:15pm. Please contact the teacher if they are riding home with another family, or are being picked up by someone other than who is listed in renweb.

## 3. Dress Code

### 3.1 PreK

**Shirts:** Shirts or dress tops must have sleeves and be long enough to cover the tummy when arms are raised. Shirts may be any color, stripe, or pictures as long as they are not scary or inappropriate for school. (Teacher's discretion) Girls may not wear "spaghetti strap" tops.

**Pants, Capris, and Shorts:** Jeans, trousers, slacks, shorts, and capris must not have holes, frays, or tears. They must fit properly at the waist and the length of shorts must be modest.

**Dresses and Skirts:** No specific length is required, but dresses and skirts must have shorts or leggings underneath even if the child is wearing a long skirt or wearing tights.

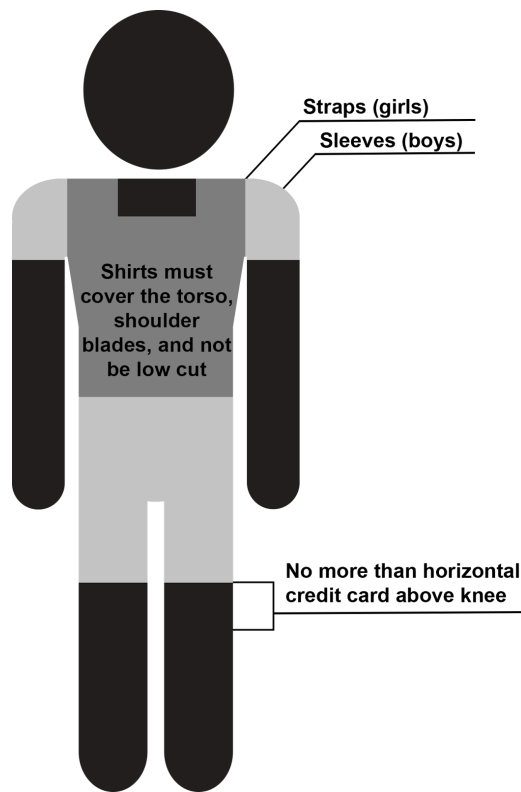
**Shoes:** Any closed-toe/closed-heel shoe is acceptable. Our playground is “pea gravel” so no crocs, sandals, flip flops or bedroom slippers are allowed.

**Outdoor Wear:** Coats and jackets, hats and mittens are necessary when the weather forecast requires them. Colorado weather is unpredictable and it can be chilly when we go out for morning recess even on a sunny day. When there is snow on the ground, please send snow boots, snow pants, mittens, and hats, as well as indoor shoes for the classroom.

### 3.2 K-8 Dress Code:

In an effort to help teachers focus on education rather than current fashion trends and to simplify the lives of our parents, we have determined the following general guidelines for the LCS dress code:

1. Pants, shorts, or skirts
  - a. Any color or pattern sized to fit appropriately.
  - b. Shorts/skirts that are no more than 4” above the knee.
  - c. Ripped jeans may be worn with holes no more than 4” above the knee.
  - d. Yoga pants, jeggings, and leggings are appropriate only when worn with tops that cover the rear-end and encircle the front and the back.
  - e. Athletic pants are acceptable as long as they fit the standards of other pants.
2. Shirts
  - a. Any color or pattern sized to fit appropriately.
  - b. Insignias, logos, brands, designs, and messages are permitted if they align with LCS values and culture.
  - c. Shirts that are modest, cover the torso and not low cut. Girls only may wear sleeveless shirts provided that the shoulder blade is covered.
3. Footwear
  - a. Shoes appropriate for the school environment must be worn at all times.
  - b. No slippers.
4. Piercings
  - a. Female students may have no more than 2 earrings in the ear and one small stud (piercing) in the nose.
  - b. Males are allowed to wear stud earrings, only one per ear, no nose rings.
5. Hats may not be worn inside the building.
6. **Preschool students must have a full change of clothes (including underwear) sent with them daily.**



No dress code can cover every situation therefore, school personnel reserve the right to determine the appropriateness of hair, clothing, and make-up. With the support and cooperation of our students, parents, and staff, Longmont Christian School will be a positive and productive learning environment.

### 3.3 Consequences for Inappropriate Dress

#### Consequences for Inappropriate Dress

1. A change of clothes will be requested from a parent/guardian to bring for the child to change into.

## 4. Health and First Aid

### 4.1 General Guidelines regarding Health and Medication

1. **Parents have the primary responsibility for the health of their children, including the administration of medication.** LCS encourages medications to be taken at home, if at all possible. Most medications can be taken before school hours and/or after school hours.
2. **Procedure for Administration of Over the Counter (OTC) and Prescription medication:**
  - a. LCS's administration procedures for OTC (over the counter) products including Tylenol and Advil have changed due to the guidelines of the Colorado Department of Education: **Both** OTC and RX now require the authorization of an M.D.
  - b. Over-the-Counter (OTC) medicine administered at school now requires a written authorization from both a prescribing physician and a parent/guardian. The OTC medication must be provided by the parent and brought to the school in the original container. Tylenol, Advil, cough drops, or any other form of OTC medicine will not be provided by LCS.

- c. Prescription medications administered at school must have a written authorization from both the prescribing physician and parent/guardian. Medication must be sent in a pharmaceutically-labeled bottle with the student's name and clear dispensing instructions. Students who have inhalers can bring them and self-administer medication provided they have the signed permission and are in grade 6 or higher.
3. **Storage:** Medication shall be inaccessible to children and shall be stored in the original container in a controlled area separated from food, cleaning compounds and other toxic substances.
4. LCS provides a Physician Authorization/Parent Permission form in the office for your convenience.
5. If a student abuses or misuses the privilege to carry and self-administer any medication, the privilege will be withdrawn and further disciplinary action may be taken by the school administration.

#### 4.2 General First-Aid Provided by the School

1. **External:** Antibacterial wipes utilized for skin cleansing; Caladryl lotion utilized for external itching; Vaseline for dry lips, or skin
2. **Internal:** Insta-glucose for diabetic insulin reaction

#### 4.3 Medicine Administered by Injection R 12/2016

**No medication** shall be administered by injection except when a student is susceptible to a predetermined, life-endangering situation. In such an instance, the parent shall submit a written and signed permission statement.

- a. Such an authorization shall be supported by signed and dated written orders accompanied by supporting directions from the physician. The school's trained staff member will dispense the injection.
- b. If the situation is serious and/or the parents cannot be contacted, LCS reserves the right to call 911 to have a student receive medical care from a trained professional. We do not have a trained nurse (RN) on staff.
- c. Any transportation or medical costs will be at the expense of the parent.

#### 4.4 Medications During Off-Site School Activities

Parents are responsible for notifying school/adult sponsors of ANY medications their student may need. Parents are also responsible to make sure school has required medicine their student needs for off-site activities.

#### 4.5 Immunization Law

1. State law requires all students to show written proof of current immunizations signed by a licensed healthcare professional.
2. Students who have not had immunizations for personal or religious reasons must have a signed exemption form in his/her file.
3. When a parent fails to comply with this law, LCS is legally required not to allow the student to start school or to be sent home until they are in compliance.

#### 4.6 Sending Children Home from School

1. To prevent problems of attendance of ill students, students will be asked not to attend or will be sent home if they display any of the following symptoms:
  - a. A fever above 100° - **Students should be fever-free for 24 hours before returning to school.**
  - b. Yellow/green nasal discharge, drainage from the eyes (pink eye), a questionable rash, disruptive coughing.
  - c. Vomiting and/or diarrhea - **Students may return to school 24 hours after vomiting occurs.**
  - d. Suspected or confirmed communicable diseases (Students with chicken pox may return to school when pox are 14 days old and scabbed over.)
  - e. An accident/injury to such a degree that a physician visit is recommended.



- f. If your child is suspected to have lice, you will receive a call and the child will need to be picked up immediately. The child may return to school 24 hours after lice treatment. Please be diligent in checking family members' heads for nits.
2. Students may return to school 24 hours after their first dose of an antibiotic.
3. Students will not be allowed to sleep or rest in the office for extended periods of time.

#### **4.7 Injury During School Hours**

1. Minor injuries incurred during the course of the school day (scrapes, bruises) will be handled by classroom teachers or students being sent to the office. With the exception of very minor injuries an accident report will be written and sent home with the student. A copy will go into the student's file.
2. In the event of an emergency, parents will be notified and if necessary, 911 will be called. An accident report will be filled out and sent home. A copy will go into the student's file.

### **5. Lunch**

#### **5.2 Lunch Guidelines**

1. **BE KIND:**
  - a. Say kind things.
  - b. Say please and thank you to those helping you.
  - c. Be respectful of the lunch aids and your classmates.
  - d. Talk quietly with those near you.
2. **BE OBEDIENT:**
  - a. Stay in your seat.
  - b. Raise your hand if you need help.
  - c. Clean up your mess.
  - d. Line up quickly and quietly.
  - e. Do not ask others for food or share food. (Health Code)
3. **BE GOOD STEWARDS:**
  - a. Eat the lunch your parents have sent.
  - b. Students are not allowed to bring Gogurts, sodas (pop), or anything with red dye for snack or lunch.

#### **5.3 Good Nutrition is Important**

1. Good nutrition is vital to your child's overall development, well-being, and ability to learn. Longmont Christian School encourages parents to help their students develop good eating habits that will last a lifetime.
2. Per state guidelines, we request that students be sent with a fruit, vegetable and protein component in their lunch each day. Please try to refrain from sending candy and juice.
3. Please try to send snacks that do not contain added sugar or artificial coloring.
4. Birthdays: We understand that birthdays are a fun thing to celebrate in the classroom with fellow students. LCS Preschool will provide a birthday treat for your student's class and parents may also send a goodie bag to pass out at the end of the school day to celebrate birthdays as well.

### **6. Recess**

#### **6.1 Recess**

1. Students are expected to go outside for all recesses.
2. Please be sure your student comes prepared with the appropriate clothing for the weather. (In winter this means a jacket, gloves, hat, boots, etc.)



- Only children with boots are allowed on snow.
- Children wanting to play in snow should wear snow pants.
- Administration determines length of recess during inclement weather.
- Typically students will remain inside when temperatures fall below 20°F (wind-chill considered).
- Students who have been absent due to illness may stay in from recess for one day following their return, if necessary, with a parent note.
- Requests to stay in longer than one day require a doctor's written note.

**9. If you do not wish for your child to use the school provided sunscreen, please send a bottle of their own to be kept at the school. Please label with their first and last name.**

10. In summer months we also ask you to send your child with a sunhat daily.

## Nap Time

- During nap time, students are asked to rest for at least 30 minutes on their mat. If they do not sleep, they will be offered a quiet activity instead.
- Please send a crib size fitted sheet and blanket to be used each day. Nap items must fit in a standard reusable grocery bag. Nap items are sent home to be washed at the end of each week.

## 7. Relationships Between Students, Teachers, Parents - Matthew 18

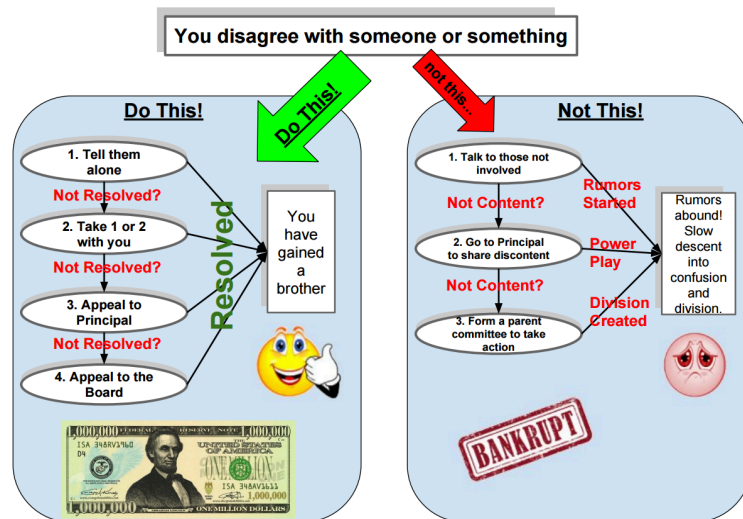
### 7.1 Settling Differences Between Students, Teachers, Parents - Matthew 18 Principle

See Appendix: 1.0 - [ACSI - Matthew 18 Principle](#) for complete description of Matthew 18 principle.

### 7.2 Male-Female Relationships

- God designed male-female relationships to be special and wonderful. Such relationships should be wholesome and God-glorifying.
- At Longmont Christian School, we intend to lay a foundation for students in the area of male-female relationships that will enable them to enjoy a lifetime of fulfillment and righteousness. We strongly encourage parental interest and counsel in these matters. The main responsibility for modeling and teaching male/female roles and relationships rests with the parents.
- They can expect the Christian school to reinforce and support their Christian values.
- We ask that students respect physical boundaries. No hugging, hand holding, or kissing on campus.

### Matthew 18 Principle



## 8. Code of Conduct

The student's relationship to Jesus Christ is paramount. We are ambassadors of Christ at Longmont Christian School at all times, on and off campus. Students are expected to show respect for God, teachers and staff, as well as each other.

### **8.1 Student Expectations**

1. We expect students to speak in a humble and kind way at all times, without disrespect, mockery, swearing, unkindness, or vulgar language. Romans 14 and 1 Corinthians 8 indicate that we should not hinder the spiritual growth of another or cause him/her to sin.
2. Students must respect the rights and property of others and the authority of the teachers and others in authority over them.
3. Students are to address teachers, aides, and all other adult helpers with a title of respect, such as Mr., Mrs., Miss., Coach. Students will also respect each other in speech and conduct at all times.
4. Lockers and desks are LCS property and can be searched at any time.
5. Staff and Students will honor others by being quiet in the hallways. Talking should be kept at a low conversational tone.
6. Students must respect all school property including school vans.
7. When entering the school, front sidewalks -- rather on grassy areas -- should be used at all times.
8. Damaged property will be the financial responsibility of parents.
9. Students will help keep our school and vans clean by placing trash in the trash containers and picking up trash (even if they did not throw it down). All trash must be removed from vans after they are used. All trash must be placed in trash cans.
10. No gum is allowed for students.
11. No laser pointers, knives, or any type of weapon or facsimiles are allowed on school grounds or at school activities.
12. Teachers will develop classroom rules and policies that will be supported by the administration.

### **8.2 Unacceptable Conduct**

The following conduct, occurring at school or on school grounds, at school-sanctioned activities or events, while being transported by school-approved vehicles, or occurring off school grounds when the conduct has a clear connection to school, shall be subject to disciplinary measures, including classroom removal, detention, suspension, expulsion, and /or possible notification of Police Department or other appropriate law enforcement agencies:

1. Continued willful disobedience or open and persistent defiance of proper authority;
2. Repeated disruptive conduct that interferes with the school or educational opportunities of other students;
3. Willful destruction or defacing of school property;
4. Behavior on or off school property which is detrimental to the welfare, health, or safety of that student, other students, or of school personnel, including without limitation behavior that creates a threat of physical harm to the student, other students, or school personnel;
5. Incidents of assault upon, disorderly conduct toward, harassment of, the making of a knowingly false allegation of child abuse against, or any criminal act directed toward a school teacher or school employee, or instances of damage occurring on school premises to the personal property of a school teacher or school employee;
6. Committing a serious violation in a school building or in/on school property;
7. Committing a violation of the policy on weapons in schools. Expulsion shall be mandatory for the carrying, bringing, using or possessing a dangerous weapon as defined in Colo. Rev. Stat. 22-33-106(1)(d)(II), Weapons in Schools, without the authorization of the school or District.
8. Committing a violation of LCS policy on student involvement regarding drugs and alcohol; Expulsion shall be mandatory for any student involved in the gift, purchase, exchange, or sale of an illegal drug or alcohol on school/church property, at school-sanctioned activities, when being transported in school-approved vehicles, or at any time or in any place where the student's conduct violates the LCS Student Code of Conduct.
9. Committing an act which, if committed by an adult, would constitute robbery or first or second degree assault, as defined by state law, for which expulsion shall be mandatory;

10. Committing a violation of the LCS policy regarding non-discrimination/non-harassment of students and staff;
11. Intentionally causing or attempting to cause damage to school or private property, stealing or attempting to steal school or private property; Intentionally causing, attempting to cause, or threatening physical injury to another person;
12. Violating rules of using tobacco occurring at school or on school grounds, at school-sanctioned activities or events, while being transported by school-approved vehicles, or occurring off school grounds when the conduct violates the Student Code of Conduct;
13. Violating any criminal law which has an effect on the school or on the general safety or welfare of students or staff;
14. Violating any school rule or regulation;
15. Engaging in scholastic dishonesty which includes, but is not limited to, cheating on a test or plagiarism; See Sections: 12.4 - [Cheating](#) and 12.5 - [Plagiarism](#).
16. Disrupting the school program by intentionally causing a false fire alarm or bomb threat;
17. Throwing objects, with the exception of supervised school activities, that cause bodily injury or property damage;
18. Profanity, vulgar language, or obscene gestures toward other students, school personnel, or visitors to the school;
19. Engaging in verbal abuse, such as name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others that precipitates disruption of the school program or incites violence;
20. Committing extortion, coercion, or blackmail, including, without limitation, obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force;
21. Lying or giving false information, either verbally, digitally, or in writing, to a school employee;
22. Violating the LCS policy regarding sexual harassment;
23. Engaging in sexual misconduct including, without limitation, displays of public affection or other inappropriate sexual conduct;
24. Violating the LCS policy regarding student use of technology. See Appendix 4.0 [Responsible Technology Use Agreement](#)

Enforcement procedures may vary, depending upon the facts and circumstances of an individual case. For example, when a student faces possible classroom removal, suspension, or expulsion from school, a specific detailed procedure must be followed by the Principal and the Executive Director.

In some instances expulsion is mandatory. When a student faces less serious consequences for failing to comply with LCS policies and regulations, more simplified procedures are appropriate.

Any of these violations will result in a conference with the Principal. Violations may result in a suspension or any other consequence deemed appropriate by the administration.

## **9. Philosophy of Biblical Discipline**

The ultimate goal of a Christian school is to develop students and personnel who are mature Christ followers and who reflect grace and wisdom in all thought and behavior. Since each individual, regardless of age, is, at best, a growing disciple striving to follow the principles of God's Word, correction and guidance is often needed as the individual falls short of maturity.

### **9.1 Consequences**

Please note that we utilize the Love and Logic Approach to discipline in Preschool.

## **10. Philosophy of Classroom Management**

Our philosophy of classroom management is based on a culture of consistency throughout the school. Each teacher is to have a management plan that stresses procedures rather than rules. These procedures, for everything from how to enter the room to how to take notes, produce a community that is predictable, reliable, dependable and stable.

## **11. Stewardship of School and Student Property Regulations**

### **11.1 Telephones, Messages from Parents**

1. Students may use an office phone only with permission from the classroom teacher.
2. If a student has an emergency, he/she should go to the office to use the phone and inform the office of the problem.

### **11.3 Personal Electronic Devices**

1. Personal electronic devices are not allowed during the academic school day.
2. Sharing of earbuds is not allowed. Teachers may confiscate any such item and turn it into the office.
3. ONLY parents/guardians may redeem electronic devices from the Principal.

### **11.4 Lockers, Desks, Student Storage Areas and Backpacks**

1. LCS assigns students lockers, desks, and classroom storage areas for securing their books, school supplies, and personal items.
2. Lockers, desks, and storage areas are the property of Longmont Christian School.
3. No student may use a locker, desk, or storage area to hold any substance or object which is prohibited by law or school rules or which poses a threat to the health, safety, or welfare of the occupants of the school building or to the building itself.
4. The administration may search all lockers, desks, or storage areas without giving students prior notice and without reasonable suspicion that the search will yield evidence of any particular student's violation of the law or school rules.
5. If the school official conducting such a search develops a reasonable suspicion that any container inside the locker, desk, or storage area contains evidence that a student has violated the law or school rules, the container may be searched. (Purse, backpack, gym bag, or article of clothing, etc.) Students may be asked to empty the contents of their backpacks. Usually, backpack searches are done with a same-sex staff member present.
6. Any evidence of an illegal substance or contraband may result in notifying the local police department and the student may be subject to legal charges.
7. School officials have the right and obligation to authorize legal or safety personnel to search any area of the school if there is suspicion that the safety of the school community is threatened.

### **11.5 Lost and Found**

LCS is not responsible for lost items, i.e. cell phones, backpacks, coats. All valuable items should be kept in the student's locked locker. LCS is not responsible for items left in the halls, classrooms, or around the school.

### **11.6 Food and Drinks**

1. In an effort to keep the campus clean, students are not allowed to have food and drink (except water) in the hallways and classrooms, unless permission is given by the classroom teacher, sponsor or administrator.

2. Open containers (i.e. pop cans, coffee or food containers) are not allowed in the hallways at any time.

### **11.7 Textbooks**

1. Textbooks are purchased by the school and checked out to the students.
2. Students are required to return the books in the same condition they received them.
3. LCS will assess a replacement/repair charge for any lost or damaged books.
4. Textbooks must not be written in or highlighted.
5. Book covers are required for hardbound texts to preserve covers.
6. There may be other classes in which students are asked to purchase their own books. These books are the student's property and do not need to be returned.

### **11.8 Supplies**

1. Students are responsible for furnishing their own notebooks, pencils, and other classroom supplies for their regular use.
2. We encourage recycling of unused supplies.
3. Supply lists are distributed at the beginning of the school year and are available from the office, on the website, and/or from respective instructors and may be posted where school supplies are sold.

### **11.9 Spinners/Fidget Toys**

Although spinners/fidget toys seem harmless they cause distractions to students and staff. In some instances they have even caused injury. Therefore spinners are banned from all school property unless prescribed by a doctor, and accompanied by a doctor's prescription, for students with autism, attention deficit disorder, anxiety or other diagnoses who need the devices for therapeutic reasons. For all other students spinners will be considered toys and confiscated by teachers and staff. A 7/31/2017

## **12. Academic Policies and Expectations**

### **12.1 Grading System**

Longmont Christian School is on the quarter system. Therefore, the school has four separate grading periods with a report card given at the end of each quarter.

### **12.2 Conferences**

1. Parent-Teacher conferences are scheduled during the first quarter. Both parents are expected at this conference if at all possible. Additional conferences will be scheduled if a student is failing a class.
2. Parent-Teacher conferences are optional for the second semester unless a teacher has concerns about academics or behavior and requests a conference. It is often appropriate for students, especially in Middle School, to attend their conferences.
3. Teachers must use RenWeb to communicate to a parent/guardian of any student's academic deficiencies of their students.

### **12.3 Records and Report Cards**

1. All records and report cards can be accessed by parents/guardians on Renweb.
2. No records or report cards will be forwarded until all fees and fines are paid in full and tuition is current.
3. If transferring to another school, records are not given directly to the student or family, but are mailed directly to the requesting school.
4. Please note that report cards will be held and parents will not have access to student records on RenWeb if tuition payments are not current.

## **15. LCS Expected Student Outcomes**

‘Love the Lord your God with all your heart and with all your soul and with all your strength and with all your mind’; and ‘Love your neighbor as yourself.’” *Luke 10:27*

### **Students will pursue excellence in academics by:**

1. Becoming creative and critical thinkers who apply learning to solve real-world problems.
2. Working independently without need of supervision.
3. Knowing how to utilize technology wisely to find, analyze, assess information and filter that information through the “lens” of God’s Word.
4. Cultivating and sharing artistic, musical, and academic abilities.
5. Demonstrating the academic competence that is required for the next level of academic pursuit.
6. Communicating effectively in both written and verbal form.
7. Knowing the Bible in concept and memorization.
8. Apply learning to healthy choices affecting lifestyle.

### **Students will pursue excellence in service by:**

1. Recognizing that each of us is made in God’s image and accepting, honoring, and serving one another within and outside the school community.
2. Developing understanding and appreciation of cultures and people of all backgrounds, faiths, origins, and ages.
3. Demonstrating self-control in attitude and behavior.
4. Valuing and engaging in school and community service projects.
5. Working with respect and integrity, as a leader or participant, in service or class projects.
6. Understanding the biblical mandate for service and missions, including responsibility to the poor and lost.
7. Understanding their strengths and talents and using those to serve others.
8. Developing leadership skills to serve others.
9. Becoming a wise steward of personal, financial, and natural resources realizing these as coming from God.

### **Students will pursue excellence in biblical truth by:**

1. Accepting Christ as their personal Savior.
2. Pursuing ongoing spiritual growth including prayer, Bible study, worship and devotional reading.
3. Demonstrating the fruit of the Holy Spirit; love, joy, peace, patience, goodness, kindness, gentleness, and self-control.
4. Exemplifying Christ-like character, leading their lives according to biblical standards of virtue and ethics.
5. Discovering their value and worth as one who is created in the image of God.
6. Understanding a Christian Worldview
7. Knowing how to share and defend their faith.
8. Knowing how to articulate differences between a Christian and other worldviews and dialoguing effectively with those who hold other worldviews.

## **2.0 Student Anti-Harassment and Bullying Policy**

1. The policy of Longmont Christian School is to provide an academic environment that is free from harassment and/or bullying—whether based on sex (gender), race, color, national or ethnic origin, age, or disability—an environment that is free from all forms of intimidation, exploitation, and



harassment (including sexual harassment), where all individuals treat each other with dignity and respect.

2. The school includes bullying in its definition of harassment.
3. The school is prepared to take action to prevent and correct any violations of this policy.
4. This policy applies to the actions of administration, teachers, staff, parents, volunteers, and students.
5. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.
6. The school does not tolerate harassment and/or bullying of students, nor does it tolerate reprisals against any student who makes a harassment complaint.
7. Administration, teachers, staff, volunteers, and students who violate this policy are subject to disciplinary action, including expulsion from school or discharge from employment.
8. Any administrative personnel who receive a complaint of harassment and fail to report it appropriately or take corrective action pursuant to this policy are also subject to disciplinary action, up to and including discharge.

#### **A. Definitions and Prohibited Acts**

1. **Sexual Harassment.** “Sexual harassment” means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:
  - a. Submission to the conduct is explicitly or implicitly made a term or condition of an individual’s academic status or progress. This may occur by clearly stated acts or words or by implied acts or words.
  - b. Submission to, or rejection of, the conduct by an individual is used as the basis of academic decisions affecting the individual.
  - c. The conduct has the purpose or effect of having a negative impact on the individual’s academic performance, or of creating an intimidating, hostile, or offensive educational environment
  - d. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school.
2. **Unwelcome and Offensive.** The fact that a student may not openly object to others’ actions or words does not prove that they were unwelcome. Under the law of harassment, or bullying and intimidation, a student does not have to openly object to others’ actions or words to prove that the actions or words are unwelcome. Harassment, bullying, or intimidation may occur even if the student originally remains silent or fails to show disapproval. Acts and statements that may not offend some people may be highly offensive to others. Therefore, all employees, volunteers, and students should be sensitive to the feelings of others whether they object or not.
3. **Verbal Harassment.** Prohibited statements include, but are not necessarily limited to, the use of derogatory descriptions of a student or group of students based on race, color, disability, ethnic or national origin, or age. It is also a violation of this policy to state stereotypical classifications concerning race, national or ethnic origin, color, age, or disability of a student or group of students, especially if they are repeatedly made. Although some students or individuals may enjoy discriminatory identifications and jokes, the school does not tolerate such on its premises or during working hours. Examples of prohibited statements include, but are not necessarily limited to, derogatory or vulgar comments regarding a person’s gender, sexually vulgar language, remarks about a person’s physical anatomy or characteristics, dirty jokes, sexual innuendo, or display of written or graphic materials. Also prohibited are suggestive pictures, magazines, posters, offensive cartoons, and other words or pictures of a suggestive nature. Also prohibited are statements that demean women.
4. **Physical Sexual Harassment.** Prohibited actions include, but are not necessarily limited to, touching a student in a sexually suggestive way, or touching another so as to invade his/her personal privacy. This includes intentional touching or intentional movements made in order to

observe another in a sexual manner. Also prohibited are physical acts such as hitting and pushing, and making physical gestures of a sexual nature. As a general rule, any act or touching of a person that most individuals refrain from doing with a stranger should not be done with another student.

5. **Sexual Harasser.** A harasser may be a male harassing a female, a female harassing a male, a male harassing a male, or a female harassing a female, just as long as the harassment is sexually based or based on the gender of the student.
6. **Race, Color, National or Ethnic Origin, Age, and Disability Harassment.** Unwelcome statements, name-calling, or other verbal or physical conduct based on a student or staff member's race, color, national or ethnic origin, age, or disability is prohibited if and when any of the following occurs: Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress. This may occur by clearly stated acts or words or by implied acts or words.
7. **Electronic Harassment.** Harassment may occur through a number of mediums or means, including electronic communications. The student anti-harassment policy applies to all harassment, including any that occurs by or through any type of electronic communication. This includes, but is not necessarily limited to, Internet, email, cell phones (including picture phone or text messaging as well as voice), social media or other communication devices, and facsimile (fax) communications of any type. This list of electronic devices is not inclusive, and the policy is intended to cover other types of electronic communication.
8. **Physical Harassment.** Prohibited actions include, but are not necessarily limited to, the following:
  - a. Display of signs, pictures, cartoons, written statements, or other material that denigrates, intimidates, bullies, or otherwise discriminates against any student based on race, color, national or ethnic origin, age, or disability.
  - b. General harassment, pushing, shoving, or other intentional acts perpetrated in whole or in part because of the student's race, color, national or ethnic origin, age, or disability.
  - c. Definition of Bullying- means any repeated written, oral, or physical act or gesture that a reasonable person under the circumstances should know will have the effect of harming a student or damaging his/her property or placing a student in reasonable fear of harm to his/her person or damage to his/her property, or that has the effect of insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation, or bullying includes a gesture or an act, whether written, oral, or physical, that is reasonably perceived as being motivated by a characteristic such as sex (gender), race, color, national or ethnic origin, age, or disability.

**B. Examples of Harassment, Bullying, or Intimidation.**

Unwelcome conduct of this type can include a wide range of verbal, visual, or physical conduct of a sexual or other nature. Among the types of conduct that would violate this policy are the following:

1. Unwanted sexual advances or propositions.
2. Offering academic benefits in exchange for sexual favors.
3. Making or threatening reprisals after a negative response to sexual advances.
4. Visual conduct such as leering, making sexual gestures, or displaying sexually suggestive objects or pictures, cartoons, or posters.
5. Verbal conduct, including but not limited to, behaviors such as making or using derogatory comments, epithets, slurs, and jokes about a student's race, color, national or ethnic origin, age, or disability.
6. Verbal abuse of a sexual or other nature; graphic verbal commentaries about an individual's body, race, color, national or ethnic origin, age, or disability; sexually degrading words used to describe an individual; suggestive or obscene letters, notes, or invitations.
7. Physical conduct such as touching, assaulting, impeding, or blocking movements.
8. Any conduct that has the effect of insulting or demeaning a student or group of students in such a way as to disrupt or interfere with the school's educational mission or that is



severe, persistent, or pervasive so that it creates an intimidating, threatening, or abusive educational environment.

### **C. Application of Bullying and Anti-Harassment Policy**

1. The student bullying anti-harassment policy applies to school hours; to any school-sponsored event or activity, including during school-arranged transportation of any type to or from an event or activity, and whether the activity or event occurs on or off the school campus; while on school property or at school-leased facilities; or at any other time when the event or activity has any school recognition.
2. Additionally, as a Christian school, the school has the right to expect and does expect that students and any employee of the school will conduct themselves in a Christ like manner and/or as a Christian role model. Conduct violating these Biblical standards—whether occurring at school or during school-sponsored events, activities, or functions or not, or on campus or not—is subject to appropriate action by the school.

### **D. Prohibited Actions**

1. Employee-Student Harassment, Bullying, or Intimidation. Employee-student harassment, bullying, or intimidation of any type is prohibited.
2. Student-Student Harassment, Bullying, or Intimidation. Student-student harassment, bullying, or intimidation of any type is prohibited.

### **E. What to Do If You Experience or Observe Harassment, Bullying, or Intimidation**

Students who feel that they have been subjected to conduct of a harassing, bullying, or intimidating nature are encouraged to promptly report the matter to one of the school officials. Students who observe conduct of a harassing, bullying, or intimidating nature are also encouraged to report the matter to one of the school officials. All complaints will be promptly investigated.

### **F. Where to Report Harassment, Bullying, or Intimidation**

School officials at LCS are authorized to receive complaints and to respond to questions regarding harassment.

### **G. Confidentiality**

Every effort will be made reasonably to protect the privacy of the parties involved in any complaint. However, the school reserves the right to investigate every complaint fully and to notify a student's parent/guardian and appropriate government officials as the circumstances warrant.

### **H. Protection Against Retaliation**

It is against the school's policy to discriminate or retaliate against any person, including any student, who has filed a complaint involving harassment, bullying, or intimidation or who has testified, assisted, or participated in any manner in any investigation, formal proceeding, or hearing concerning harassment, bullying, or intimidation. However, if in the course of an investigation or subsequently the school learns that a student or others have made a complaint that was not in good faith or it was known to be false at the time of the complaint, the school reserves the right to take appropriate action. Making false complaints or complaints not made in good faith can jeopardize someone's reputation.

### **I. Procedure for Investigation of a Complaint and Taking Corrective Action**

When one of the school officials designated in this policy receives a complaint, he/she shall immediately inform the Principal. The Principal will direct an investigation. If the investigation confirms the allegations, prompt corrective actions shall be taken. Any employee or student found to be responsible for harassment, bullying, or intimidation in violation of this policy will be subject to appropriate disciplinary action up to and including contacting authorities, expulsion or termination. The severity of the disciplinary action will be based on the circumstances of the infraction.

## **3.0 Social Media Policy**

First and foremost, students are encouraged to always exercise the utmost caution when participating in any form of social media or online communications. Students who participate in online interactions

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

## **4.0 Responsible Technology Use**

### **4.1 Internet Safety**

Internet safety has become a fundamental topic in our digital world and includes the need for knowing about one's internet privacy and how one's behaviors can support healthy online interactions. The internet offers an amazing way to collaborate with others worldwide, however it is also important to distinguish between inappropriate contact and positive connections.

#### **Internet Privacy & Security**

- Never give anyone except your parent/guardian your LCS network password or Google account information.
- Never give out personal information, even seemingly innocent and unimportant info.
- Use Google Drive for file sharing. There are many other file-sharing sites on the internet that can cause serious problems related to copyright infringement, spyware, and viruses.

#### **Internet Phishing and Scams**

Phishing is the slang term for using email to get people to divulge their personal information so it can be used to steal their identity. Here are some tips to avoid phishing and scams:

- Don't click on unfamiliar links; especially links in junk email or "spam" email.
- Don't reply to suspicious, junk or spam emails.
- Don't click on banner/pop-up ads. Clicking on them places a "cookie" on your Chromebook, allowing websites to track your movements — and these can often lead to phishing scams.
- Don't make online purchases without parent/guardian permission and supervision. Make sure the website is secure (it should have https: in its web address) before entering any credit card information.
- Some websites ask you to give personal information to qualify to win a prize. Don't be fooled! These are scams.
- LCS will never send you an email asking for your personal information, credit card information or login information. If you receive an email asking for such information, delete it without responding — it is fraudulent and spam.

#### **Internet Personal Safety**

- Don't make plans online with anyone you don't know in person.
- Be extremely careful sharing personal information with anyone online.
- Stick to your values when communicating with someone online.
- Keep your parent/guardian informed about what you're doing online so they know they can trust you.

#### **Internet Safety Resources**

- [commonsensemedia.org](https://commonsensemedia.org) — Education and advocacy to promote safe technology and age appropriate media

- [safe2tell.org](https://www.safe2tell.org) — Anonymously report anything that concerns or threatens you, your friends, your family or your community
- [netsmartz.org](https://www.netsmartz.org) — A program of the National Center for Missing and Exploited Children
- [fosi.org](https://www.fosi.org) — The Family Online Safety Institute

## 4.2 Digital Citizenship

Digital Citizenship refers to the rights & responsibilities of participating in today's global society via the internet. Elements of digital citizenship include digital communication, online etiquette (or "Netiquette") and digital ethics. The practice of digital citizenship entails navigating the digital world safely, responsibly, and ethically.

Practicing good digital citizenship will help create a positive school culture that supports safe and responsible technology use.

### Guidelines for practicing good digital citizenship:

- A good rule of thumb for posting on the internet is: Don't post anything you wouldn't want your grandmother to see.
- Use social networking sites cautiously and appropriately.
- Online actions have real-life consequences. If you wouldn't do it in real life, don't do it online.
- Be mindful of the trail of content (postings, etc.) that you leave on the internet. Once it's posted, you can never take it back.
- Your future employers, friends and partners can and probably will, trace the cyber-trail you leave on the internet.
- Keep your browsing history appropriate. Your internet history can be seen by LCS staff, even if it's deleted.
- LCS has a filter to prevent all users from accessing inappropriate websites when on the LCS network. However, if you accidentally stumble upon an inappropriate website, quickly exit the site, close your computer's lid, and tell your teacher. Do not show or discuss what happened with your classmates.
- Students are expected to notify a staff member immediately if they come across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.

## 4.3 Cyber-Bullying

Online cruelty, also referred to as cyber-bullying, takes place whenever someone uses digital media tools such as the internet to deliberately upset or harass someone else, often repeatedly. While spreading rumors and bullying is nothing new, online tools can magnify the hurt, humiliation, and social drama in a very public way.

Cyber-bullies post rumors, cruel comments or images online. The effects of cyber-bullying on individuals can lead to low self-esteem, depression, or even thoughts of violence or suicide. It's therefore very important for parents/guardians, teachers and students alike to learn how to prevent cyber-bullying and stop it in its tracks.

### Tips for preventing cyber-bullying

- Avoid gossip.
- Never post or email threatening, mean or embarrassing content.
- Ignore abusive messages — don't react at all. Cyber-bullies thrive on getting responses from their targets.
- Get help! Don't try to cope with cyberbullying alone.
- Be an Upstander (rather than just a Bystander). If you know of someone who is cyber-bullying, don't stay silent — speak up.

## **4.5 Permission Slips**

Please read and sign the Preschool Permission Slips for the 2024-2025 school year. Either select the linked digital copy to fill out or fill out the paper versions below and detach and turn in the first week of school to your child's teacher.

[Medical Authorization](#)

[Sunscreen/Ointments](#)

[Emergency Transportation/ Field Trips](#)

[Video/ Photo Release](#)

[Handbook Agreement](#)



LONGMONT CHRISTIAN SCHOC

Student Name:

DOB:

Date:

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## Medical Authorization:

I, (parent name: ) \_\_\_\_\_ legal guardian of (student name: ) \_\_\_\_\_ give my permission for LCS staff members to secure emergency medical care and surgical care of this minor in a licensed hospital by a licensed Colorado physician should his/her condition require it in my absence. I understand that in such a case, reasonable attempts would first be made to contact me, time and conditions permitting.

As long as the medical or surgical treatment considered necessary in the situation is in accordance with generally accepted standards of medical practice for his/her particular type of injury/illness, I impose no specific limitations or prohibitions regarding treatment other than those that follow: (if none, so state)

My child has the following allergies/medical history or current conditions that would contraindicate the following treatment or medication: (if none, so state)

Please list any special instructions for contacting you while your child is at LCS:

Parent/Legal Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_ (to one year from date of signature)



LONGMONT CHRISTIAN SCHOOL

Student Name: \_\_\_\_\_

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

## Sunscreen:

**Please apply sunscreen to your child prior to arriving at school each morning. This will be verified on the sign in sheet. Your child's teacher will then reapply sunscreen accordingly. If you'd rather provide sunscreen from home, please be sure to label it with your child's first and last name and give it to the teacher to be stored safely. Thank you!**

\_\_\_\_\_ Please apply BLUE LIZARD SPF 50 which is provided by the school.

\_\_\_\_\_ Please apply \_\_\_\_\_ with SPF \_\_\_\_\_ which is provided from home.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Ointments:

**In order to comply with state licensing requirements, we must have written consent for lotion, salves, or lip protection to be applied as needed. Please be sure to label items sent with your child's first and last name. Also, please give them to your child's teacher as they must be stored away in a child safe area. Thank you!**

I (name:) \_\_\_\_\_ give permission for LCS staff to administer the following ointments to my child (name:) \_\_\_\_\_.

\_\_\_\_\_ Lotions/Salves for chapped or dry skin

\_\_\_\_\_ Lip protection for chapped lips

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



LONGMONT CHRISTIAN SCHOOL

Student Name:

Date:

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## Emergency Transportation/Field Trips:

I, (parent name: ) \_\_\_\_\_ legal guardian of (student name: ) \_\_\_\_\_ grant my permission to go on field trips or be transported off premise for emergencies by foot or vehicle with the preschool/elementary/middle school program at LCS. I understand that my child's participation in a field trip is optional, and that if I do not want my child to attend a field trip, then care will still be provided at the school. Emergency transportation is not optional, however. This permission slip includes walks, hiking, other short trips to open spaces, parks, and planned longer trips. In the non-emergency events, I understand I will be notified ahead of time.

Please list any special instructions regarding your child's participation on field trips or during emergency transportation:

Parent/Legal Guardian Signature: \_\_\_\_\_

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



LONGMONT CHRISTIAN SCHOOL

Student Name:

Date:

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## Video/Photo Release:

I, (parent name: ) \_\_\_\_\_ legal guardian of (student name: ) \_\_\_\_\_ hereby grant permission to LCS and Root Source Digital, the rights of my image in a video or still and of the likeness and sound of my voice as recorded on audio or video without payment or any other consideration. I understand that my image may be edited, copied, exhibited, published, or distributed and waive the right to royalties or other compensation arising or related to the use of my image or recording. I also understand that this material may be used in diverse applications within an unrestricted geographic area.

Photographic, audio or video recordings may be used for ANY USE which may include and is not limited to the following:

- Marketing
- Presentations
- Online/Internet Videos
- Media
- News (Press)

By signing this release, I understand this permission signifies that photographic video recording may be electronically displayed via the ways listed above. I will be consulted about the use of photographs or video recording for any purpose other than those listed above.

There is no time limit on the validity of this release nor is there any geographic limitation on where these materials may be distributed.

This release applies to photographic, audio or video recordings collected on the date(s):

**2024/2025 SCHOOL YEAR**



By signing this release, I acknowledge that I have completely read and fully understand the above release and agree to be bound thereby. I hereby release any and all claims against any person or organization utilizing this material.  
(NEXT PAGE)

Full name of Student: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Street Address/P.O. Box \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

If this release is obtained from a presenter under the age of 19, the the signature of that presenter's parent or legal guardian is also required below:

Parent/Legal Guardian Signature: \_\_\_\_\_

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