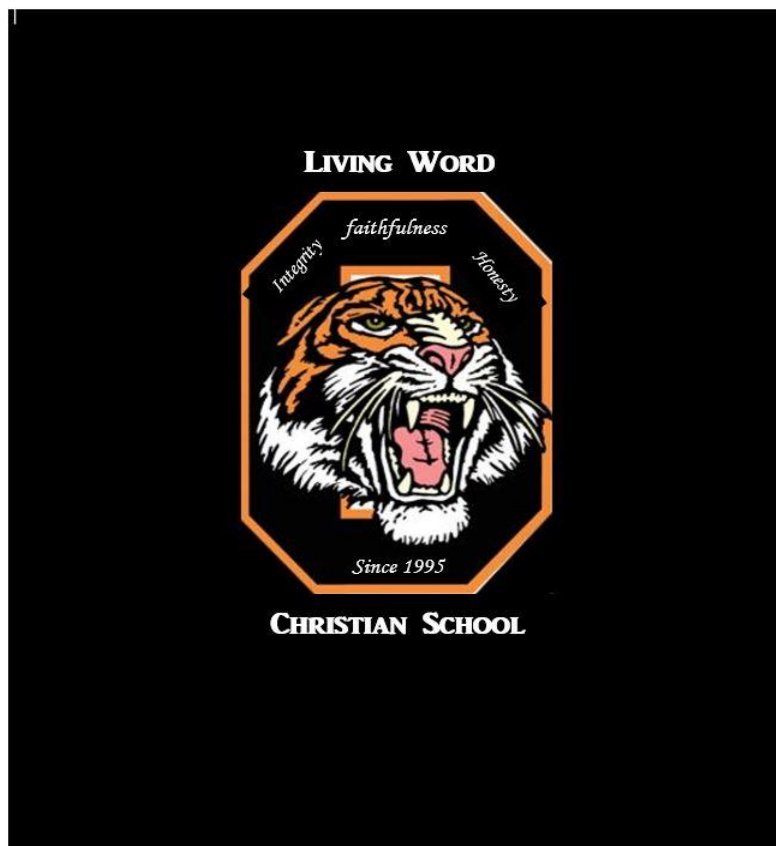


L.W.C.S.

2900 North Tamiami Trail
North Fort Myers, Florida 33903



Parent Handbook

22/23

We Are Tiger Strong!

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LIVING WORD CHRISTIAN SCHOOL

PROMOTING GODLY KNOWLEDGE, WISDOM, AND INTEGRITY

SERVING GRADES K - 12 SINCE 1995

SCHOOL COLORS - Navy & Gray

SCHOOL MASCOT - TIGER

HELPFUL INFORMATION

Address: 2900 North Tamiami Trail
North Fort Myers, FL 33903

School: (239)997-7702
Fax: (239)997-7719



Online Documents: Parent Handbook
Student Enrollment or Re-enrollment Form
Parent Permission Form
Medication Permission Form
School Uniforms Guidelines
Lunch Order Forms
L.W.C.S. Ethics in Education Statement

Principal: Mrs. Jessica Horne
Email: lwcstigerstrong@gmail.com

WELCOME

2023/2024 will be our 28th year of operation. In all our years, we have never encountered a child who could not learn. Children simply learn in many ways. We believe in the curriculum that we use, and believe education that is not from a Biblical basis is not true education. We appreciate the opportunity to serve you and your children.

To provide the best education for your child, Accelerated Christian Education (A.C.E.) curriculum is used exclusively at this school. A.C.E. is based in Nashville, Tennessee, and used worldwide.

WHAT IS ACCELERATED CHRISTIAN EDUCATION

The A.C.E. curriculum is designed for pre-k through high school students. This program combines the concept of a traditional one-room schoolhouse with individualized, diagnostically prescribed, high-tech learning. Outstanding results are demonstrated in more than 7,000 schools and thousands of home educators in over 148 countries, by over 1 million children.

This curriculum is traditional and unapologetically Biblical. Foundational Biblical values and concepts which are essential to productive living are taught throughout the curriculum in such a way as to become life-shaping influences.

A.C.E.'s philosophy of education is unique. A.C.E. did not acquire its philosophy of life or education from a traditional government school mentality and then add Biblical instruction. A.C.E. begins with Biblical foundations: God's unique purpose for every individual, the individuality of each person, and the accountability of every individual on a personal basis toward God.

Students develop spiritually through daily devotions with their teacher and weekly chapel attendance. This curriculum develops Christian leaders with Godly character traits by emphasizing scripture throughout each PACE

Want to learn more about this wonderful organization reaching children worldwide? Visit www.aceministries.com.

ACCREDITATION

Accreditation by a governmental agency is an administrative system designed to achieve a uniform education for all children in public schools. It was established as a governmental means of causing local public school districts to meet the minimum academic and facility standards for all schools as defined by state educational agencies. Accreditation teams, therefore, investigate and approve or disapprove facilities and curriculum according to criteria developed by secular education.

Accreditation of a private school is not required by the state of Florida. Students graduating from a non-accredited school are accepted at colleges and universities.

The registrars of such institutions focus on the academic merits of the individual student rather than the school from which they graduated. They evaluate each applicant's academic aptitude through nationally standardized tests and their own entrance tests. A list of hundreds of colleges and universities (including Florida State University, University of Florida and University of South Florida) world-wide who have accepted A.C.E. graduates is available on the A.C.E. website.

For over 25 years Living Word Christian School has been internationally recognized as an A.C.E. Quality or Model School and consequently does not seek accreditation by any outside educational agency. However, high school dual enrollment with Lighthouse Christian Academy is available if a parent is desirous of this option.

A.C.E. LIGHTHOUSE CHRISTIAN ACADEMY DUAL ENROLLMENT PROGRAM

Lighthouse Christian Academy is the distance-education provider of Accelerated Christian Education (A.C.E).

Lighthouse Christian Academy (LCA) is accredited through the Southern Association of Colleges and Schools (SACS) as well as the Commission on International and Trans-Regional Accreditation (CITA). All courses completed through LCA are fully accredited, which validates the quality of education provided to our students. Lighthouse Christian Academy offers each student attending on campus at our school the opportunity to receive an accredited transcript and diploma through participation in the LCA Dual Enrollment Program.

If you are interested in dual enrollment, please let your child's supervisor know as soon as possible. The appropriate forms must be given to us by October 1st.

All our full-time teaching staff members are Christians actively seeking to live a consistent Christian life according to the Scriptures. They are committed to the spiritual and educational growth of each child. Each faculty member has received specialized training for this curriculum and procedures through Accelerated Christian Education. Living Word Christian School complies with all Florida state laws for private schools and meets or exceeds all state graduation requirements.

MISSION STATEMENT

Living Word Christian School is a private institution offering an excellent educational opportunity for students. Our purpose is to develop Godliness of character and action in the lives of our students. We desire to work in partnership with the home to train children to become outstanding Christian citizens.

Living Word Christian School is committed to teaching moral and ethical standards based upon the Word of God. Our school is designed to build a framework of values upon which students can develop character and a wholesome orientation to life.

OPPORTUNITY

The following attributes are what make the PACE curriculum and Living Word Christian School distinct when compared to other school curriculum:

- Diagnostic Testing - This testing assists us in placing your child at the appropriate academic level.
- Outstanding Academic Excellence - L.W.C.S. Yearly Student Average is 93.24.
- Traditional Christian Values - Each student learns a scripture verse and character trait in each of their PACE's throughout the year.
- Reasoning Skills - Curriculum is designed to help student develop these skills.
- Individualized Instruction – Low teacher/student ratio.
- Mastery-Based Learning - This program takes what would be considered a textbook in traditional education and divides it among 12 sections (PACE's). Each section (PACE) must be passed with 80% before the student is permitted to proceed.
- A.C.E. Quality / Model School - This status is earned through academic, technical and spiritual excellence.

The students must demonstrate consistent academic achievements by following the procedures set forth by A.C.E. The staff must attend the A.C.E. Fall Educator's Convention. Middle and high school students must be able to attend A.C.E. Regional and International Student Conventions. The school must have a Bible memorization program, must conduct spring standardized testing and adhere to many other guidelines to maintain this status. The school undergoes an evaluation from A.C.E. officials each year.

Each student has an individual learning area, where he or she works through a full scope and sequence of curriculum. There are many checks and balances in the curriculum which provide a safety net to prevent failure. Advancement at our school is only attained through learning. Utilizing the concept of individualized learning, students don't just get by. They get ahead!

ABOUT LIVING WORD MINISTRIES, INC. AND LIVING WORD CHRISTIAN SCHOOL

Living Word Ministries (LWM) formed Living Word Christian School (LWCS) in April 1995 to meet the needs of Christian education in our community and the surrounding areas. LWM is a full gospel, Bible believing church, however, our desire is to be evangelistic, which resulted in LWCS accepting students of all beliefs and religions, or no religious beliefs. We do not seek to proselyte children to our faith, but seek to direct them to Jesus Christ as Lord and Savior. We have served Baptist, Methodist, Holiness, and Mormon children to name a few, and are grateful for the trust parents have placed in us. We ask all our families to please respect our other LWCS families' faith, churches and beliefs. All children, no matter what they believe, are expected to respect the rules and follow all procedures, from pledges to scripture memorization, to prayer. There are no exceptions to the Christian procedures.

ADMISSIONS POLICY / NON DISCRIMINATORY DISCLOSURE

This 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 the students at the school. It does not discriminate based on race, color, national or ethnic origin in administration of its educational policies, scholarship and loan programs, athletics, and other school-administered or extra-curricular programs.

This school is evangelistic and accepts students on that basis. We firmly believe that God has a wonderful plan for every student who is enrolled with us. Over the years we have had wonderful success with learning disabled, hyperactive, attention deficit, and discouraged students. There are many wonderful testimonies from parents who were told their child would never learn. These children have not only learned but have gone on to have successful lives. This curriculum and school works well for all types of students, whether they excel, or struggle with learning daily. All new students are admitted on a probationary basis.

Before deciding to enroll your child and upon enrollment during the school year, please understand that we are a Christian institution, and that all students are expected to participate in all things required of the entire student body. One parent is required to attend parent orientation.

RE-ENROLLMENT

Any student, who finishes a school year, having met his/her academic goals, may apply for re-enrollment the following year, provided that all fees have been paid. A student who has been withdrawn for financial reasons may re-enroll after all financial matters have been settled and registration fees have been paid in full.

SCHOLARSHIP INFORMATION AND GUIDELINES

If your child participates in one of the many Step Up for Students scholarships it is very important to read the following information carefully. It is also important that parents clearly understand their responsibility regarding scholarships. The following information is provided to help parents understand LWCS's responsibility to the parents and the scholarship organizations.

The scholarships are applied for by the parents and managed by scholarship funding organizations, and the Florida Department of Education. There are strict guidelines and calendar dates during the school year that LWCS must follow to participate in the scholarships.

Allotted scholarship amounts to a student may not cover the cost of tuition and curriculum. In that case the balance of the tuition and curriculum (60 paces elementary and middle school, 72 paces for high school) will be waived releasing parents from payments for the balance. If a student exceeds the required amount of curriculum a charge will be incurred.

Parents will be asked to provide the scholarship funding letter for the school to register your child. The school must request payment from SUFS quarterly, parents will confirm the child's attendance with SUFS, and funding will be released to the school after confirmation by the parent. We ask the parents to respond promptly so that disbursements are not delayed.

MEDICAL /MEDICATION/ ILLNESS GUIDELINES AND PROCEDURES

Prescription/Nonprescription Medication

Living Word Christian School DOES NOT administer nonprescription medication (Tylenol, cold medicine, etc.) or topical ointments of any kind. An exception is if medication is prescribed by a doctor to be administered during the school day. Then a Medication Permission form must be signed by the parent accompanied by a doctor's note and the medication.

Immunizations

All students must have required immunizations or a religious exemption to attend school.

Head Lice

Living Word Christian School has a **no nit** policy regarding head lice. Because it is highly contagious, not to mention miserable for the child head lice must be treated and all nits removed before your child may return to class. After treatment we recommend rechecking your child daily for at least 7 days since recurrence is very common.

Sick Child Procedure & Policy

LWCS must consider all the children at school. Therefore, if your child becomes sick, we will inform you immediately. Parents have 1 hour to pick up their child after they have been notified of illness. Please make sure that the phone number and pick up list we have on file are current. To help prevent illness from spreading, children will be excluded from the classroom and brought to rest area for ill children in the office if any of the following symptoms or conditions occur:

1. Fever of 100 degrees or above
2. Nausea, vomiting, or abdominal pain
3. Diarrhea
4. Unusual drowsiness or tiredness (Basic Rule of Thumb: If your child must lay down during school then they will need to be picked up)
5. Sore throat, colored mucus, acute cold, or persistent cough (non allergic)
6. Discharge from eyes or if eyes are red or inflamed
7. Swollen glands around jaws, ears, or neck
8. Impetigo until 24 hours after antibiotic treatment has been started and documented
9. Any skin sore oozing fluid, yellow pus in blisters, or pus which has an odor,
10. Other undiagnosed skin condition

PARENT/GUARDIAN INVOLVEMENT

Parent orientation meetings and conferences promote understanding and communication between parents or guardians and the faculty/administration of this school. We ask all parents to participate in these helpful, informative programs.

Parent/staff meetings are scheduled if desired by a teacher or parent following the first and third quarter unless the child's teacher has been in recent, close contact with the parent. If you desire a conference at any other time, please email your child's supervisor and an appointment will be scheduled promptly.

We welcome parents who want to volunteer. It is always a great blessing whether it's helping with art, P.E., music, or listening to a student read. We expect our children to represent the Lord well, so if there is an issue, care or concern, please let the supervisor know immediately. There are certain guidelines that must be followed to arrange parental involvement, so please make arrangements with your child's supervisor.

PARENTAL/GUARDIAN SUPPORT

The staff of L.W.C.S. needs your help. Parental and guardian support for the school and staff is vital to your child's education. A study done by No Child Left Behind confirmed that academic achievement increases when parents are involved in their children's education. Parental involvement not only enhanced academic performance, but it also had a positive influence on student attitude and behavior. A parent's interest and encouragement in a child's education can affect the child's attitude toward school, classroom conduct, self-esteem, absenteeism, and motivation.

HURRICANE PROCEDURES

L.W.C.S. follows Lee County recommendations in the event of a hurricane. If Lee County determines that the public school will be closed, L.W.C.S. will be closed. If you are unsure, please call Mrs. Allison at the cell number listed at the beginning of the handbook.

SCHOOL SUPPLIES

General supplies required for all students:

- King James Version (KJV) Bible (Please be sure to check the version)
- Blue ball-point pen (no red or green pens)
- Dictionary (paperback acceptable)
- Pencils (two required at all times)
- Colored pencils (assortment)
- Standard notebook paper for reports and compositions
- Eraser
- Ruler
- Small school box for supplies

Elementary Department:

- Construction Paper
- Crayons
- Glue stick (no bottled glue please)

High School Department:

- Compass
- Protractor
- Scientific Calculator (at Supervisor discretion)

Please ensure that your child is prepared for each school day. Students need to bring their own erasers, pencils, a blue pen and lined paper. Supplies are not provided by the school.

CHRISTIAN LEADERSHIP TRAINING

Devotions: Principles of life are organized, outlined, illustrated, and discussed in these meaningful sessions.

Chapel: Weekly chapel sessions are held during which the student identifies his or her education with Biblical principles and wisdom.

Students must bring Bibles (all students) and Devotion Notebook (Middle and High School) to all devotions, chapels, and special meetings.

CHRISTIAN AMERICANISM

Christian Americanism places emphasis upon the greatness of America's heritage and the sacrifices of her heroes. America's Constitution guarantees liberties to educate in order to preserve freedom. We unashamedly teach the Biblical doctrines of self-discipline, respect for those in authority, obedience to the law, and love for God, flag, and country. All students are required to recite the following pledges daily.

Pledge of Allegiance to the American Flag

I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

Pledge of Allegiance to the Christian Flag

I pledge allegiance to the Christian flag, and to the Savior for Whose kingdom it stands, one Savior, crucified, risen and coming again, with life and liberty for all who believe.

Pledge of Allegiance to the Bible

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet, and a light unto my path. I will hide its words in my heart, that I might not sin against God.

CHRISTIAN VOLUNTEERISM

More and more colleges are looking favorably upon community service. With this in mind, middle school students are required to donate 2 hours per quarter (every nine weeks) and high school students are required to donate 4 hours per quarter to a pre-approved charity. A form will be provided at the beginning of the quarter which the student will need to have filled out and signed by the charity.

ATTENDANCE

A written excuse signed by a parent or guardian must be presented to the supervisor when a student returns to school after an absence. A note should be sent in advance if the absence is foreseeable. Please schedule doctor, dental, music lessons, and other appointments or activities after school hours. Absence for reasons other than for sickness and emergency will be excused only if arrangements are made in advance with the supervisor and the student is sufficiently advanced in his work. Excessive absences will inhibit the student's progress, and could cause loss of a scholarship if one is in place. The student will be considered truant if the administration deems that the absences are unnecessary. *Scholarship parents must be extra diligent in attendance for their children since there is a mandatory 90% attendance rate to continue to participate in the scholarships.*

A student is considered tardy if he is not in the Learning Center on time and a demerit will be given. Continued tardiness will necessitate a conference with parent and principal.

DAILY PACE WORK

PACE's are an individualized curriculum; however, students must complete a certain amount of work in an acceptable amount of time. Students are expected to complete one book in each subject in a three-week time period. Exceptions can only be made at the supervisor's discretion. Incomplete schoolwork and homework on a habitual basis may result in a parent being asked to withdraw their child.

HOMEWORK

The responsibility for scholastic achievement is placed on students. Most students should not need to take academic work home. The goals are set by the student and reviewed by the supervisor. Therefore, the student is usually capable of completing their work during the school day. Should the student not meet his goals for that day, he will be required, at the discretion of the supervisor, to complete the work at home or after school in the Learning Center. Should the student have homework, a Homework Slip giving the pages to be completed will be given to the student. If a student has homework in a subject he is having difficulty with, the student will be aware of the fact that he should take another book home with him in case he is not able to complete his homework in that particular subject. He will understand that he will need to complete the required number of pages in the other subject, so he can receive help in the morning. This will prevent your child from falling behind in the required work. The slip is to be signed by the parent and returned the following day. No resource books may be taken home.

MERITS & STAR FRIDAY

"Star periods" are three-week periods in which students are required to complete one PACE in each subject and memorize one memory verse. The student is awarded "STAR FRIDAY" if the required work is completed. Although this is a regular school day, the student has the privilege of having that day off without being counted absent. The parent will receive a STAR FRIDAY NOTICE if the required work has been completed, and the student has passed all their tests.

While it may not seem fair that some children have to attend while other children do not, please help your child and the school by making sure they attend. "STAR FRIDAY" is a privilege which must be earned. The goal is to motivate all children to work harder during the next "star period". The staff is prepared to work with any child on a one-on-one basis that day.

During the three week "Star period" students accumulate merit points in many different ways. There will be many different merit incentives throughout the school year.

COMMENCEMENT, AWARDS, AND OTHER SPECIAL PROGRAMS

Thankful Friday (Mandatory Student Event)

Our students are encouraged to invite family and friends to celebrate thankfulness and our many blessings the Friday before Thanksgiving. Papers are sent home with a list of donations to choose from for that day. Parents bring all the donations prepared and ready to share from turkeys to desserts. Students will present a brief program before lunch. It is a wonderful time of fellowship and food!

CHRISTMAS PROGRAM (Mandatory Student Event)

The Christmas Program is for all grade levels. We are always blessed by this program, and every student is required to participate in some way. Participation may be in props, play parts, skits, and songs, serving refreshments, or cleaning up.

THE BIG EVENT

This event gives students the opportunity to prepare for the Regional Convention. All entries will be presented in February with in-house awards presented to students who place in events which will reserve that student a spot at A.C.E. Regional Convention.

ACCELERATED CHRISTIAN EDUCATION STUDENT CONVENTIONS

Regional Student Convention is held yearly for all A.C.E. schools in the state of Florida. Regional competition winners qualify to attend the A.C.E. International Student Convention in the spring where many students compete from all over the world. We are very proud and blessed to have had our students' place at both the regional and international level! *GOD IS GOOD!*

COMMENCEMENT AND AWARDS (Mandatory Student Event)

Commencement and Awards Night is held during the last three weeks of school in the evening. Every student is honored for their accomplishments throughout the school year. The dress codes for these special programs are church clothes (dresses or skirts for the young ladies, dress shirts and nice slacks for the gentlemen) or school uniforms.

FIELD TRIPS

Field trips are designed primarily to enrich learning and provide unique opportunities for students to learn outside the classroom. Field trips are conducted under the supervision of adults on every occasion. A natural outgrowth of such trips is that students are disciplined in the art of self-control and gracious deportment in various social conditions. They are required to be polite and represent the school well. Students will wear the school uniform which is appropriate for the particular field trip.

CONGRATULATIONS! SLIPS

Every time a student receives a PACE star by passing a test with at least an 80% he is given a "Congratulations! Slip," which he takes to his parents to inform them of his achievement. This is an excellent opportunity for parents to encourage and compliment the student at this time.

PROGRESS (STAR) CHARTS

Each student receives a Star Chart with their name on it. A Star Chart is divided into the 4 quarters of the school year with the 9 weeks of each quarter and subjects broken down. When students receive their star for passing a test in a certain subject the star should be placed on the chart on the appropriate week. In general, students should earn a star in each subject every three weeks. Star Charts remain at the student's desk.

PROGRESS REPORTS

The grading system utilized by our school is designed to give parents a true indication of the student's progress or lack thereof. Each student should complete 1 set of books in each subject every 3 weeks (or every star period), unless the parent has been told otherwise. At the end of the school year elementary and middle school students will have completed at least 60 PACE's (or books). High school students will have completed at least 72 PACE's. Progress Reports are given to students to present to their parents the week following each nine-week period. The report is to be signed by the parent and returned to the school promptly.

STANDARDIZED TESTING GRADES 3-10

LWCS administers Iowa Assessments, a state recognized standard achievement test in the spring of every school year., Please note that we do not offer classes or prepare our students in any way for the standardized testing. Therefore, we use it as a means of measuring academic growth from year to year.

It is important that every student be in attendance the week of testing. We do not provide make-up test time.

DISCIPLINE

All students at Living Word Christian School are treated with compassion and respect. Staff members work together with parents to help students develop the proper sense of responsibility and ethics and to conduct themselves according to Biblical principles. Our entire school team strives to make a difference in the lives of our students. Living Word Christian School strictly forbids corporal punishment and or withholding food or bathroom breaks. Any staff violation of this policy is cause for immediate dismissal. Please inform the principal, administrator, assistant pastor or senior pastor of any unlawful discipline.

This is not a corrective institution; consequently, we ask that a child not be enrolled with the idea that he will be reformed. We are here to work with the home, but not to take the place of parents. All new students are admitted on probation for the first six weeks.

Students must conduct themselves in a manner becoming a lady or gentleman. Probably one of the most destructive forces to be dealt with is griping. A child's constant griping erodes the relationship between the staff and the parents. **Therefore, griping is not tolerated!** If your child comes home complaining about a policy or discipline, please follow this procedure

1. Give the staff the benefit of the doubt.
2. Realize that your child's reporting is emotionally biased and may not include all the information.
3. Realize that the school has reasons for all rules and that they are enforced without partiality.
4. Support the administration and call the school to verify all the facts.

Please understand that parental lack of support will undermine the authority of staff.

When a child's attitude is not in accord with school policies or principles, the child will be placed on probation and both parents will be called for a conference. If the administration determines that the situation has not changed within a designated time, parents will be asked to withdraw the child.

High school students in particular-because of their influence on younger children-are trained to adhere to the school's philosophy and Biblically based program. Students are expected to refrain from discussing subjects that may be considered bad influences, such as drinking, smoking, profanity, secular music, and other questionable practices.

This school is dedicated to the training of children in a program of study, activity, and living which is Bible-centered. We believe that "all things should be done decently and in order" and that our students should be taught to accept the responsibility to "walk honorably before all men."

Our staff members treat all students with kindness, love, and a genuine regard for the student. When disciplinary action becomes necessary, it is firmly and consistently administered. Disciplinary action is imposed fairly, and tempered by love.

SUSPENSIONS

If a student is suspended, the parents will be required to attend a conference. Offenses which warrant a student's suspension include but are not limited to fighting (all students involved), possessing tobacco products, knives, using profanity, disrespect to any adult, or stealing. This list is not all inclusive. The administration and staff reserve the right to suspend a student for an action or attitude which is unacceptable.

PROBATION

If a student is suspended twice in one school year they will automatically be placed on probation. Any student on probation must comply with the following:

1. No more than 4 demerits per day.
2. No more than 1 detention per week.
3. No aggressive behavior toward a student or adult that involves a physical or verbal altercation.
4. No display of disrespect to adult authority in tone, attitude, stance, or action.
5. Daily work or assigned homework must be completed.

If a student's actions warrant being directly placed on probation, the staff reserves the right to do so immediately.

EXPULSION

If a student's action warrants a third suspension, expulsion will result. Automatic expulsion will result if a student brings drugs to school, leaves the school grounds without permission during school, or demonstrates aggressive behavior toward an adult. This list is not all inclusive. The staff reserves the right to expel any student whose behavior (as determined by staff) warrants such an extreme action.

SCHOOL ARRIVAL, DEPARTURE, AND EXTENDED CARE INFORMATION

Extended care is available from 7:00 a.m. til 6:00 p.m. for a charge of \$25.00 per week. Teachers are in their classrooms by 8:00am with school beginning at 8:30 a.m. Students arriving after 8:30 a.m. will receive 1 demerit for tardiness. Parents may occasionally be delayed due to circumstances beyond their control. However, if a student is excessively tardy, a conference with the parent will be required to resolve the problem. School is dismissed at 3:00 p.m. We ask parents to please refrain from coming into the classrooms before dismissal to pick up their child. Extended Care is provided until 6:00 p.m. A charge is incurred if your child is not picked up by 6:00 p.m. If you wish to place your child in Extended Care please note it on your child's enrollment form. The appropriate paperwork must be filled out for your child to attend. Only parents or designated individuals are permitted in the learning centers to pick up students. If a child desires to leave with someone not on the designated list, arrangements must be made that morning with the request in writing. We are unable to accept telephone confirmation, text messaging or email requests.

If a student has homework, the student will be expected to complete their work during aftercare. If a student is behind in grade level, the supervisor may require the child to remain in the classroom for tutoring after school is dismissed.

Extended care is an extension of the school. Students are expected to conduct themselves as they would during the regular school day. If a child's attitude or behavior is a problem, that student will not be allowed to remain after school.

LUNCHES

If your child buys lunch on a regular basis, please have them order from the menu on the first school day of the week. Students may order any day they wish, however, orders must be turned in before 8:30 a.m. Overpayment or sick day refunds will be returned to and signed for the student. Students may bring their lunch and snacks. Food must be kept at their desks, and be ready to eat. Microwaves or refrigerators are not available for student use. **CASH ONLY- NO EXCEPTIONS WILL BE MADE**

LEARNING CENTER AND SCHOOL DAY GUIDELINES

Student Offices:

Offices are assigned and changed only by the supervisor. They must be maintained by the student. Anything to be placed in the office must be approved by the supervisor. Students are not to lean or sit on office or divider. Electrical outlets are for approved school equipment only. The Goal Card is to be kept up-to-date. Blue pens are used to set daily goals. Goal cards are placed on the student office bulletin board. Bulletin boards that are damaged at the student's office must be replaced for a \$20.00 charge. Since the school facility is multifunctional any damage to the student's office or chair should be reported immediately. Students will be informed of this rule. If it has not been reported the supervisor will assume the student is responsible.

PACE's:

PACE's are the property of L.W.C.S. and are not to be shared among students. The charge for the curriculum is a user fee and not a purchase fee. Used and unused PACE's remain the property of Living Word Christian School. After a PACE self-test is completed, the student turns in the PACE and will receive the PACE Test on the following school morning. Students may not test on a Monday or after a vacation. Students will wait until the following school day before receiving test results and a new PACE Work in PACE's is to be completed in pencil. Calculators are permitted in the Learning Center at the supervisor's discretion.

DAILY PROCEDURES AND WEEKLY ACTIVITIES

This will provide an overview of your child's daily and weekly goals and activities.

Lunch must be ordered before Opening Exercises at 8:30 a.m. Parents are welcome to join us for Opening Exercises. Students will recite pledges, the current memory verse, and discuss upcoming events.

After Opening Exercises, students are dismissed to their Learning Center. Their first priority will be to set their goals. Daily goal setting is a very important part of your child's responsibilities. The student must take learning one day at a time. While the yearly workload may seem overwhelming, steady completion of work will encourage the student. Students must set achievable daily goals which are between 4 and 7 pages per day. Our guideline is 5 pages per day per subject. If a student is behind academically, they may be required to do more than 5 pages per day. Students will be encouraged to attempt challenging tasks. They will be forced to set priorities, to struggle, to focus, to seek alternatives, and to manage time. Confidence and maturity will grow as students accomplish their goals through effort, purpose, and correct choices.

The next priority will be to score any homework before continuing their PACE work. Also, any PACE tests must be taken first thing in the morning.

As goals are accomplished students will mark them off their goal card with a diagonal line. A goal is considered complete when it has been scored, corrected, and rescored if needed. It will then be signed off by the supervisor.

Students will have one morning break, lunch, and depending on their accomplishments, one afternoon break.

Dress uniforms are worn on Monday, Wednesday, and Friday. P.E. uniforms are worn on Tuesday and Thursday.

Monday - ASL
Tuesday – P.E
Wednesday – Chapel
Thursday – P.E.
Friday – Different events

GENERAL COMMENTS FOR PARENTS & STUDENTS

Language: Use only words which glorify the Lord.

"Six-Inch" Rule: ALL students should keep "hands off other students".

Off Limits:

- Other students' offices
- Learning Center Files
- Other students computers and related equipment and materials
- Learning Center when staff is not in attendance
- Autos and parking area
- All offices and sanctuary

Students may not bring books or magazines from home.

Student Bulletin Boards and Offices: Only items pertaining to school may be posted.

Transportation: Cars and bikes should be locked. All students must stay out of and off vehicles from their arrival at school until departure. Students may park their vehicles in the front of the school facing Tamiami Trail.

Telephone: The school phone is reserved for official school business and emergencies. Students may not use the school telephone during the day unless it is an emergency.

Student cell phones have become a major issue in the classroom and on school grounds. For this reason, we ask parents to have their child leave their phones at home. If a student has to bring their phone to school, it **must** be turned in to their teacher immediately upon entering the school (no excuses). If a cell phone is intercepted by staff, it will be confiscated for the duration of the school year. If you know your child may have trouble with this responsibility it is recommended you walk your child and their phone to the supervisor on a daily basis. Regrettably, the phones have become such a problem that **no** exceptions will be made.

Student Personal Property: The school reserves the right to search a student's personal property if deemed necessary by staff. Students may not bring backpacks to school.

CLOTHING REGULATIONS AND PERSONAL APPEARANCE

At L.W.C.S. we consider creativity a character trait! Although we encourage your child's creativity in academic areas, we ask that you adhere to the following guidelines regarding personal appearance and clothing. If you have any doubt in these areas, we suggest that you ask a staff member.

Each student's appearance must be discreet and modest. It is vital that each student wholeheartedly adhere to the dress standards. A generalized copy of the guidelines on school dress attire is included in this handbook. An all-inclusive list is posted on the website. If uniforms are purchased over the summer, tags may be left on and exchanged before school if the child has outgrown them.

Gentlemen must have neat, clean haircuts off the collar, out of the eyes, and around the ears. No braids, weaves, designs, or colors please. Gentlemen should be clean shaven with sideburns no longer than the middle of the ear. Gentlemen may not wear earrings at school or at school activities.

Ladies may wear light nail polish. Excessive jewelry or make-up on young ladies is not acceptable. High School ladies may wear light make up. Ladies may wear one small set of stud earrings (lobes only) with their uniform. Hair should be neat clean, no colors, and out of the eyes.

Ladies and gentlemen – Uniform hooded sweatshirts (hoodies) are permitted at school.
No tattoos.

The staff reserves the right to determine if make up, nail polish, certain jewelry or fad items are acceptable.

Special Activities:

Students and their friends who attend official school activities after school hours (either on or off campus) must wear clothing consistent with the Learning Center standards set by the Principal.

The staff of L.W.C.S. is always available for any questions you may have.

GLOSSARY OF TERMS

A.C.E. – Accelerated Christian Education is the ministry that started in 1970 to provide a self-instructional, Biblically based curriculum.

Academic Balance – achieved when a student is working on his academic grade level and at the same rate in each subject.

Academic Prescription – the total curriculum assigned by the supervisor for the school year.

Academic Projection – a year-by-year and course-by-course outline of what a high school student must complete to earn a diploma from Living Word Christian School.

Activity Pac – Beginning at the eighth level, social studies and science PACE's contain a pop-out packet of activities to be used in conjunction with a text, which the student may keep for future reference.

CITA – Commission on International and Trans-Regional Accreditation, one of the accrediting organizations for Lighthouse Christian Academy.

Core Curriculum – the main subjects in the A.C.E. curriculum including Math, English, Literature and Creative Writing, Social Studies, Science, Word Building, and Bible Reading.

Diagnosis – a process of determining a student's academic strengths and weaknesses. Diagnostic tests assist the supervisor in prescribing where the student should be placed in the A.C.E. curriculum.

Etymology – the 9th and final level of Word Building, which teaches root word origins and high school level vocabulary.

Gap PACE's – PACE's assigned to strengthen specific skill weaknesses revealed to the supervisor by diagnostic testing.

Goal Card – form the student uses to record the daily pages required in each PACE

Goals – daily assignments a student must complete in each subject.

Individualization – philosophy of education used by the A.C.E. curriculum. It enables each student to progress at his or her own level.

Learning Center – designated area in which student completes academic work.

OLSAT 8 – the *Otis-Lennon School Ability Test, Eighth Edition*, which measures those abilities that relate to the student's ability to learn in school.

PACE – Each booklet of A.C.E. curriculum is referred to as a PACE; there are twelve PACE's for each level of subject material. PACE = Packet of Accelerated Christian Education.

PACE Test – final Test; is 1/12 of the student's yearly average in each subject.

Progress Report – Quarterly "report card"

Reenrollment – process of enrolling a student for another school year with LWCS.

SACS – Southern Association of Colleges and Schools, the regional accrediting organization for Lighthouse Christian Academy.

Score Key – a booklet containing the answers to questions in the PACE

Self Test – a pretest at the end of each PACE, reviewing and testing all concepts taught in a PACE. A Self Test is designed to help a student measure comprehension of material in the PACE.

Iowa Assessment – standardized testing administered every spring.

Student Progress (Star) Chart – a chart that shows student's progress. A star is placed on the chart for each PACE Test the student passes.

Word Building – a vocabulary-controlled study of words, root words, prefixes, suffixes, etc.

9th – 12th Grade Course of Study Requirements

Programs	General	College Preparatory	Honors
MATH	3 Math Credits	3.5 Math Credits	3.5 Math Credits
<i>Pre-Algebra</i>	1.0 Credit (O)	-	-
<i>Business Math</i>	1.0 Credit (O)	-	-
Algebra 1	1.0 Credit (R)	1.0 Credit (R)	1.0 Credit (R)
Geometry	1.0 Credit (R)	1.0 Credit (R)	1.0 Credit (R)
Algebra II	-	1.0 Credit (R)	1.0 Credit (R)
Trigonometry	-	0.5 Credit (R)	0.5 Credit (R)
ENGLISH	4 English Credits	4 English Credits	5 English Credits
English I	1.0 Credit (R)	1.0 Credit (R)	1.0 Credit (R)
English II	1.0 Credit (R)	1.0 Credit (R)	1.0 Credit (R)
English III	1.0 Credit (R)	1.0 Credit (R)	1.0 Credit (R)
English IV	1.0 Credit (R)	1.0 Credit (R)	1.0 Credit (R)
Eng Composition II			1.0 Credit (R)
SCIENCE	2 Science Credits	3 Science Credits	4 Science Credits
Biology	1.0 Credit (R)	1.0 Credit (R)	1.0 Credit (R)
Physical Science	1.0 Credit (R)	1.0 Credit (R)	1.0 Credit (R)
Chemistry	-	1.0 Credit (O)	1.0 Credit (R)
Physics	-	1.0 Credit (O)	1.0 Credit (R)
SOCIAL STUDIES	4 Social Studies Credits	4 Social Studies Credits	4 Social Studies Credits
World Geography	1.0 Credit (R)	1.0 Credit (R)	1.0 Credit (R)
World History	1.0 Credit (R)	1.0 Credit (R)	1.0 Credit (R)
American History	1.0 Credit (R)	1.0 Credit (R)	1.0 Credit (R)
U.S. Civics	0.5 Credit (R)	0.5 Credit (R)	0.5 Credit (R)
Economics	0.5 Credit (R)	0.5 Credit (R)	0.5 Credit (R)
BIBLE	2 Bible Credits	2 Bible Credits	3 Bible Credits
New Testament Survey	1.0 Credit (R)	1.0 Credit (R)	1.0 Credit (R)
Old Testament Survey	1.0 Credit (O)	1.0 Credit (O)	1.0 Credit (R)
Life of Christ	1.0 Credit (O)	1.0 Credit (O)	1.0 Credit (O)
New Testament Church History	1.0 Credit (O)	1.0 Credit (O)	1.0 Credit (O)
Christian Growth	0.5 Credit (O)	0.5 Credit (O)	0.5 Credit (O)
Intro to Missions	0.5 Credit (O)	0.5 Credit (O)	0.5 Credit (O)
Practical Missions	0.5 Credit (O)	0.5 Credit (O)	0.5 Credit (O)
Noncore	9 Noncore Credits	10 Noncore Credits	8.5 Noncore Credits
Etymology	1.0 Credit (R)	1.0 Credit (R)	1.0 Credit (R)
Computer Science	1.0 Credit (R)	1.0 Credit (R)	1.0 Credit (R)
Speech	0.5 Credit (R)	0.5 Credit (R)	0.5 Credit (R)
Music	0.5 Credit (R)	0.5 Credit (R)	0.5 Credit (R)
Health	0.5 Credit (R)	0.5 Credit (R)	0.5 Credit (R)
Foreign Language	-	2.0 Credits (R)	2.0 Credits (R)
Physical Education	2.0 Credits (R)	2.0 Credits (R)	2.0 Credits (R)
Electives	2.5 Credits (R)	2.5 Credits (O)	2.5 Credits (R)
TOTAL CREDITS REQUIRED	24 Credits	26.5 Credits	28 Credits

(R) = Required, (O) = Optional

A Vocational Course of Study is available for academically challenged students who cannot complete the General Course of Study. This course of study requires 22 credits to graduate.

PACE TO GRADE LEVEL CONVERSION CHART

Grade 1 / Level 1	1001	1002	1003	1004	1005	1006	1007	1008	1009	1010	1011	1012
Grade 2 / Level 2	1013	1014	1015	1016	1017	1018	1019	1020	1021	1022	1023	1024
Grade 3 / Level 3	1025	1026	1027	1028	1029	1030	1031	1032	1033	1034	1035	1036
Grade 4 / Level 4	1037	1038	1039	1040	1041	1042	1043	1044	1045	1046	1047	1048
Grade 5 / Level 5	1049	1050	1051	1052	1053	1054	1055	1056	1057	1058	1059	1060
Grade 6 / Level 6	1061	1062	1063	1064	1065	1066	1067	1068	1069	1070	1071	1072
Grade 7 / Level 7	1073	1074	1075	1076	1077	1078	1079	1080	1081	1082	1083	1084
Grade 8 / Level 8	1085	1086	1087	1088	1089	1090	1091	1092	1093	1094	1095	1096
Grade 9 / Level 9	1097	1098	1099	1100	1101	1102	1103	1104	1105	1106	1107	1108
Grade 10 / Level 10	1109	1110	1111	1112	1113	1114	1115	1116	1117	1118	1119	1120
Grade 11 / Level 11	1121	1122	1123	1124	1125	1126	1127	1128	1129	1130	1131	1132
Grade 12 / Level 12	1133	1134	1135	1136	1137	1138	1139	1140	1141	1142	1143	1144

A.C.E. refers to each grade as a curriculum level. Throughout the academic year, a student may be working on a different level of PACE work in each subject, depending on his ability and accomplishments or how he was placed by diagnostic testing. A.C.E. PACEs are marked only with numbers, and no grade level is ever used. "What about a grade classification for my child?" You may classify your child in a grade according to their age, not by level of work.

GRADING SCALE

100 - 98 = A+

93 - 92 = B+

87 - 86 = C+

97 - 96 = A

91 - 90 = B

85 - 83 = C

94 - 95 = A-

88 - 89 = B-

80 - 82 = C-



2023/24 L.W.C.S. UNIFORM DRESS CODE GUIDELINES

Dress Days – Monday, Wednesday, Friday

Kindergarten & Elementary

Girls- plaid jumpers, light blue long or short sleeved oxford or light blue polo, navy blue cardigan, navy cable socks.

Boys- navy pant, light blue long or short sleeved oxford or collared light blue button polo shirt, navy blue cardigan, black belt, black dress shoes, black socks.

Middle & High School

Girls- light blue long or short sleeved oxford - navy blue cardigan, blue plaid pleated below the knee skirt(French toast brand only), black flats with no show socks. (Blue Plaid Skirts) (French Toast Brand Only)



Boys- navy pant, light blue long or short sleeved oxford or collared light blue oxford, navy blue cardigan, black belt, black dress shoes, black socks.

Black Belt & black shoe required.

All dress shoes must be flat, no heeled shoes permitted

P.E. Days – Tuesday, Thursday

ELEMENTARY, MIDDLE, AND HIGH SCHOOL

Black Sneaker & Ankle Socks

Boys & Girls- Navy flat front shorts,

Gray cotton T-shirt

Black sneakers and black ankle socks.

***NO FORM FITTING CLOTHES-LEGGINGS-
HOODIES PERMITTED-JEGGINGS***

