The information contained in this handbook can change at any time during the school year if the staff or board sees the need for change. Parents will be notified of those changes in a timely manner.

**HISTORY OF LKVCS**

The seeds for what is now known as Little Kanawha Valley Christian School began in January of 2016 at a vision meeting held by a handful of Christians who wanted to offer an alternative to public education. The shared vision was for a traditional, community-based, Christian school in Calhoun County that would serve and be supported by several of the Bible-believing churches in the area. It was felt that a board-run school that was not directly affiliated with any one particular church would provide the best means of establishing a truly quality program for a well-rounded Christian education and also provide greater opportunities for the students.

A series of unique events led to a public, informational meeting that was held on April 10, 2016 at the CCOA in Grantsville where nearly a hundred people were in attendance. From the interest shown at that meeting, the committee determined that a school would open August 2016 with Kindergarten to 8th grade being offered.

The Lord provided the school’s facility to be located at the Family Life Center located at the Brooksville Baptist Church. LKVCS operates as an Exemption K school under West Virginia Code 18-8-1(k). Under this law, LKVCS must follow state school regulations of health, safety, and attendance.

From its inception, Little Kanawha Valley Christian School has known the blessing of God’s hand upon it. Our hopes are to continue to grow each year as the children need additional grades. As a WV Exemption K school, our students will graduate with a transcript and records that will allow them to apply for scholarships and post-secondary schools just as public school graduates.

LKVCS was begun solely for His honor and glory. To God be all the glory for what He has done. Much prayer and seeking of the Lord’s will have characterized the establishment, growth, and development of LKVCS. It will only be through continued prayer and waiting upon the Lord that the school will experience His blessing in the future as well. May the “good hand of our God” continue to rest upon this institution and may the Lord alone be honored and glorified through this ministry.

**PHILOSOPHY AND PURPOSE**

Little Kanawha Valley Christian School operates as an independent school, separate from any one local church. The school will assist parents in their responsibility (Deut. 6:6-7), and in training their children “to the image of His Son” (Rom. 8:29). Our entire school program is designed to help parents fulfill this command of God and to lead their children to a saving knowledge of and continual growth in our Lord Jesus Christ (Gen. 1:1, Col. 1:12). As the home, church, and school work together, God’s plan for each child will be developed. LKVCS strives to help parents fulfill the commandment of God to “bring them up in the nurture and admonition of the Lord” (Eph. 6:4b, Prov. 22:6). The Bible is the basis of all our education and is foundational to the ministry of this school (II Tim. 3:16-17). Realizing the importance of the local church, LKVCS operates with a statement of faith consisting of doctrines that will be taught and maintained.

Our desire is to give each student the maximum knowledge of academic subjects and the essentials of culture in light of God’s Word, “that in all things He might have the preeminence (Col. 1:18). Even though knowledge is factually the same for the believer and unbeliever, no subject can be taught in its truth if its Originator is ignored (Prov. 1:7, Prov. 3:5-7, Luke 2:52). Recognizing that spiritual truths are spiritually discerned, only teachers who have personally accepted Jesus Christ as their Savior and Lord can possibly teach in a manner pleasing to God. Only a Christian school with born-again teachers can give a child the education God expects in keeping with His instruction in Prov. 22:6. Our rules, standards, and regulations are in effect to help us do things decently, in order, and according to our understanding of the Word of God (I Cor. 14:33, 40). Little Kanawha Valley Christian School will not retain students whose attitude and actions are not in harmony with school policy and will expect full cooperation from both students and parents in its education and discipline policies.

**DOCTRINAL STATEMENT**

∙ We believe that the Bible, both Old and New Testaments, is verbally inspired of God, is inerrant, is our only rule in matters of faith and practice, and that mankind is warned to not add to nor take away from any part of the Bible (Mark 12:26, 36; Luke 24:27, 44; John 5:39; Rom. 15:4; II Tim. 3:16, Rev. 22:18-19).

∙ We believe there is one triune God, eternally existent in the persons of the Father, Son (Jesus Christ), and Holy Spirit; these three are one in essence, but distinct in person and function (2 Cor. 13:14).

∙ We believe in creation, not evolution; that man was created by a direct act of God and in the image of God (Gen. 1:26).

∙ We believe that Adam and Eve, in yielding to the temptation of Satan, fell into sin, therefore transmitting this fallen state to the rest of humankind (Gen. 3, Ps. 51, Rom. 3).

∙ We believe in the Incarnation, the Virgin Birth, and the Deity of our Lord and Savior, Jesus Christ (Luke 1:30-35, John 1:1-2).

∙ We believe in the vicarious and substitutional atonement for the sins of humankind by the shedding of His blood on the cross (Lev. 17:11, Rom. 5:6-9).

∙ We believe in the resurrection of His body from the tomb, His ascension to Heaven, and His advocacy for us (John 20:20, Acts 1:9, Heb. 7:25).

∙ We believe that He is personally coming again (I Thess. 4:13-18).

∙ We believe in the necessity of the New Birth, and we believe that this New Birth is through the regeneration of the Holy Spirit (John 3).

∙ We believe that salvation is by grace through faith, plus nothing and minus nothing, through the atonement of our Lord and Savior, Jesus Christ (Eph. 2:8-9).

∙ We believe God created human beings in His image. Two genders were created, male and female (Gen. 1:26-27). We believe marriage is the uniting of one man and one woman in covenant commitment for a lifetime. It is God’s unique gift to reveal the union between Christ and His church and the exclusive channel of sexual expression according to biblical standards. (Gen. 1:27-28; Gen. 2:24; Eph. 5:31-32; Heb. 13:4)

This statement of faith is the basis for Christian fellowship and we believe that all born again men and women who sincerely accept it, and are separated from the world of apostasy and sin can and should live together in peace, and that it is their Christian duty to promote harmony among the believers.

**GOALS**

I. **Spiritual Development**: LKVCS seeks:

1. To help students recognize the Bible as the inspired, inerrant, and authoritative Word of God (II Tim. 3:16).

2. To make students aware of their sinful condition before God and to lead them to receive Jesus Christ as their personal Savior (Rom. 3:23, John 14:6, John 3:16).

3. To encourage students to know Him, love Him, and to grow in His grace and knowledge in order to be conformed to the image of Jesus Christ (II Peter 3:18, I Peter 1:16, Eph. 5:1, Rom 8:29).

4. To instill in students a knowledge of the foundational truths and doctrines of God’s Word (II Tim. 2:15, I Tim. 3:16-17, I Tim 4:6, 13, 16).

5. To develop a Christ-centered worldview, to be established deeply in the biblical Christian faith (Co. 2:6-7), and to be able to defend the Christian faith lovingly, courageously, and fearlessly (I Peter 3:15).

6. To prepare students to perpetuate the Christian faith through evangelism and discipleship (Matt. 28:19-20).

**II. Academic Development**: LKVCS seeks:

1. To help students reach their full academic potential by providing a developmentally appropriate instructional program with high academic standards (Isa. 28:9-10, Col. 3:23-24, Heb. 5:13-14).

2. To teach students to use good study habits to enhance their creative and critical thinking (II Tim. 2:15, Prov. 4:5-12).

3. To develop in students independent study habits and to foster in students a life-long love for learning and personal excellence (Prov.4:5-8).

4. To help students interpret and apply all knowledge from a biblical perspective (Isa. 8:20, I John 4:1).

5. To help students become aware of changing world events and interpret these events from a biblical worldview (Heb. 13:8).

6. To prepare students for future educational or vocational experiences by developing in them the necessary communication, thinking, and technological skills (Prov. 4:5-12).

7. To help students acquire a knowledge and an appreciation of their Christian and American heritage (Deut. 4:2-9, Ps. 33:12a).

**III. Personal Development**: LKVCS seeks:

1. To bring our students to a personal accountability to God and a responsibility to others (Col. 3:23, I Cor. 10:31, Matt. 25:45, Matt. 7:12).

2. To provide through school programs (P.E., Health and First Aid, Enrichment) opportunities to develop physically and to develop healthy lifestyle habits (Rom. 12:1, I Cor. 3:16-17).

3. To assist families in assessing and finding the personal gifts God has given their children (I Cor. 12, Eph. 4:11-13).

4**.** To assist families in teaching godly decision-making (friendships, careers, higher education, spouses) (James 1:5).

5.To develop in students good stewardship of their time, talents, and physical abilities (Matt. 25:30).

**IV. Social Development**: LKVCS seeks to teach students:

1. To be able to communicate their thoughts in a general logical manner (Col. 3:1, Col. 4:5-6, Col. 3:8, I Cor. 15:33, Eph. 4:29).

2. To treat others better than they would expect others to treat them (Matt. 7:12, Eph. 4:32).

3. To show respect for the property of others including classmates, teachers, visitors, and the school itself (Prov. 10:23, Phil. 2:3-4).

4. To have a biblical attitude toward authority (I Tim. 2:1-2, Eph. 6:1-2, Heb. 13:17, I Peter 2:13-17).

5. To have a biblical attitude concerning members of the opposite gender, emphasizing the need to establish God- honoring homes (Ps. 127:1, Eph. 5:31, I Cor. 6:18-20, Col.3:5, I Peter 3:7, Gen. 1:27)

6. To develop a heart for service and a concern for the needs of others in their community, nation, and around the world (Rom. 13:1-7, Matt. 28:19-20, I Tim. 4:12).

**ACADEMICS**

LKVCS seeks to provide excellence in academics. Much research and prayer goes into curriculum development. Christian publishers are given priority, but whenever deemed necessary to achieve academic excellence, secular publishers will be used and a biblical worldview is integrated by teachers.

At the elementary level a set of core concepts will be taught by the classroom teacher in the areas of Bible, Reading, Writing, Math, Language, Spelling, Science, and History. In addition, elementary students will be exposed to a variety of other activities weekly, including Art, PE, Music, and various Enrichment programs.

At the high school level, LKVCS uses a 4.0 grading scale for cumulative grade-point averages and ranking. All students and all courses are included on a non-weighted system with the exception of AP, Honor courses, and dual-credit college courses, which is on a 5.0 grading scale.

All students must attain the following requirements for graduation:

***30 Total Credits including:***

4 credits of Bible

2 credits of Foreign Language (for college-bound students)

4 credits of English

1 credit of Physical Education

4 credits of Social Studies

1 credit of Health

3 credits of Science

1 credit of Computer Technologies

4 credits of Math

3 credits of Career Electives

2 credits of Career Exploration/Job Shadowing

1 credit of Arts

Grade placement will be decided in cooperation with the family to provide the best educational opportunities for the student.

**ACCREDITATION**

Little Kanawha Valley Christian School will be following the AACS guidelines in accreditation. This will be an endeavor that we will be in continual prayer and put forth devotion to our students so that they will receive not only a quality education but one that is spiritually-led and emphasizes life skills. Our students are able to apply for scholarships and colleges or technical centers under the Exemption K status just as any other student in WV.

**ADMISSIONS**

Admission of students is based upon application, approval by the board, and openings in the particular grade levels. Please note the following:

* The application form and other forms must be returned to the school office. Health forms and birth certificates must be included. (Birth certificates are required for those entering kindergarten, or first-time students entering school.)
* No student is considered registered until the above mentioned forms have been completed and returned and registration fees have been paid in full. NOTE: This fee is non-refundable unless a student cannot be accepted or the family moves out of the area prior to the start of school.
* February of each school year re-enrollment information will be sent to families with children currently enrolled in the school. Current students have opportunity to re-enroll before new students are accepted for the fall term. Parents are required to complete the re-enrollment forms and submit the registration fee for students to be placed on the class list. Re-enrollment is not guaranteed if parents or students are found to be out of compliance with our doctrinal beliefs.
* Students who have below a 2.0 GPA in the core subjects of Language Arts, Math, Science, and History and in Bible will be placed on academic probation until the next grading period when the GPA is at a 2.0 or greater. Notification will be given to the parent(s) and student with a conference with the administrator at the end of that academic year.

The school reserves the right to deny admission to any student where the administration feels that his or her attendance is not in the best interest of the school or whether the student or family is not in harmony with the Statement of Faith, the spirit, or the policies of the school as determined at the sole discretion of the administration and school board.

**ARRIVALS TO CAMPUS**

For the safety and security of our students, please follow these reminders:

1. When you arrive at school, please follow the gravel driveway that begins at the mailboxes and circles around the FLC to the front parking lot. Please pull around to the farthest point you can toward the area below the church bell and drop your child off or pick him/her up.

2. Be courteous with other parents and careful to watch for students that are outside of the vehicles.

3. Please advise your child to walk to the nearest sidewalk to enter into the building.

**ATTENDANCE**

In order to gain the most from school, each student must be regular in attendance. West Virginia Code 18-8-1 permits students to be excused from school for the following reasons:

 (i) Personal illness or injury of the student;

(ii) Personal illness or injury of the student’s parent, guardian, custodian, or family member: Provided, That the excuse must provide a reasonable explanation for why the student’s absence was necessary and caused by the illness or injury in the family;

(iii) Medical or dental appointment with written excuse from physician or dentist;

(iv) Chronic medical condition or disability that impacts attendance;

(v) Participation in home or hospital instruction due to an illness or injury or other extraordinary circumstance that warrants home or hospital confinement;

(vi) Calamity, such as a fire or flood;

(vii) Death in the family;

(viii) School-approved or county-approved curricular or extra-curricular activities;

(ix) Judicial obligation or court appearance involving the student;

(x) Military requirement for students enlisted or enlisting in the military;

(xi) Personal or academic circumstances approved by the principal; and

(xii) Such other situations as may be further determined by the school board: provided, that absences of students with disabilities shall be in accordance with the Individuals with Disabilities Education Improvement Act of 2004 and the federal and state regulations adopted in compliance therewith; and a student who has been absent from school should present a note on the day of his return to the school. This note should be presented to the student's teacher. The note must include: *student’s name, reasons for absence, grade, signature of parent, date(s) of absence, date of the note.*

Absences for family vacation trips are excusable provided they are known and approved by the principal and teachers at least one week prior to the planned absence. Approval for multiple days’ absences will not be given if a student’s attendance record, grades, or review of behavior is not good. Parents must complete the *Request for Planned Absences* form and turn it in at the office at least one week prior to the trip. We will, in turn, make out an assignment release, giving all the homework and assignments that need to be done, so that the student will have all work in his class up to date. Upon return, the student will have the same number of days to make up assessments that he has missed. A student with 5 absences or more per semester should not request time off for family vacation trips.

Any absence not meeting the above requirements shall be considered an **unexcused** absence (West Virginia Code 18-8-1). Absences such as hunting, fishing, working in or away from the home, babysitting, oversleeping, suspensions, or truancy, are **unexcused**.

**Special Notes Concerning Absences:**

* Tests that are missed due to absences must be made up within the same number of days as the absence (i.e., absent two days, two school days to make up the test).
* In order to be counted present at school, a student must not be absent more than 1 hour 15 min.
* If a student is absent for more than 30 days of the school year, LKVCS reserves the right to retain the student at the same grade level.

***LEAVING SCHOOL***

All parents coming during class time to pick up students for dental or doctor appointments or other excused absences must report to the Front Desk and NOT to the student's classroom. If a student must leave school early, a written note stating the reason is to be brought from the parent and approved by Mrs. Fitzwater before classes begin in the morning. The note will then be given to the appropriate teachers.

Students are asked not to leave school early unless it is an emergency or it is for a doctor's appointment that cannot be scheduled at any other time or where special administrative approval has been given.

***TARDINESS***

A student is considered tardy if they are not in their classroom when class is set to begin.

***All students who are tardy must check in upon arrival to school with Mrs. Fitzwater. Parents must be in attendance of this meeting.***

Continual tardiness will result in deduction of conduct grade, detentions, and/or required parental meetings with administration for appropriate discipline.

**ATTITUDE-ATMOSPHERE**

Attitude is of supreme importance in a person’s life, therefore, our students are encouraged to have a Christian attitude toward the Bible, prayer, parents, teachers, administration, etc.

Discipline is vital in building submission to the authority of God. It is also necessary for the orderly functioning of the educational process. Learning, by its very nature, takes hard work and discipline. In order for students to achieve maximum learning, we will maintain an atmosphere of order at all times.

Problems should be addressed by going directly to those involved and working out a solution according to Matthew 18. Griping and complaining about a problem will not solve it. ***Posting any complaint on social media is not acceptable behavior.*** Maintaining a Christ-like attitude is not only pleasing to the Lord, but also encourages a healthy learning atmosphere.

**CARE OF PROPERTY**

LKVCS belongs to God. The way our property is maintained affects the Christian testimony of the school and the students. Each student is expected to help maintain the beautiful facilities God has given us. In the event of damage, either willful or accidental, the student/parents will be responsible for restitution.

**CHAPEL**

The chapel times are a highlight of each school week, as the school assembles for a time of listening to God’s Word. The chapel service provides a means of presenting the principles of the Christian faith and to develop strong moral character based on biblical teaching.

The King James Version of the Bible is used in our chapel programs and throughout the school for the purpose of uniform study and memorization.

**CHEWING GUM**

In order to protect and safeguard our school furniture, equipment and carpeting, there is to be no chewing of gum on school property during normal school hours - inside or outside the building.

**CHILD ABUSE**

Faculty and staff members of Little Kanawha Valley Christian School are expected to treat all students and adults with respect and dignity. It is the job of each staff member to protect students under the supervision of LKVCS.

Any staff member who suspects a student has been abused must report this suspicion to the administrator immediately.

**CHURCH RELATIONSHIP**

Our school is directly supported by Bible believing churches and is a ministry to complement the local church and the Christian home. Our school board desires to foster a spirit of cooperation and communication with local pastors as the school fulfills the partnership with home and church in the spiritual growth of our students. Pastors are always welcome on campus and are encouraged to attend school functions, or just come by for lunch with students from their church. The Scripture teaches that believers are to “not forsake the assembling of yourselves together” (Heb. 10:25). At LKVCS we will emphasize the importance of church in the lives of our students. We expect our parents and their children to be faithful in attendance at their local home church.

**COMPUTER AND INTERNET USE**

Little Kanawha Valley Christian School’s perspective is that all computers and other electronic equipment are provided for the educational and business functions of the school. Any other use of these resources without administrative approval whether during or outside of business hours, constitutes a misuse of them. If a student is using his own computer at school, all policies and acceptable behavior applies.

Behaviors that are a violation of the school’s policy and intent would include playing computer games instead of working; playing or downloading music; searching and downloading objectionable material which violates biblical instruction, such as sexual explicit material; and participating in spamming jokes, chain letters, or other communications to large groups of people.

Students should not duplicate or download from the internet or from an email, any software or materials that are copyrighted, patented, trademarked, or otherwise identified as intellectual property without the express written permission of the owner of the material.

The school reserves the right to monitor the online activity of students. If any student decides to operate a personal online website or contributes to a blog, wherein the contents are deemed inappropriate to the purpose and mission of LKVCS, the school reserves the right to have the student remove the offensive material and/or be subject to disciplinary action up to and including immediate ineligibility to attend LKVCS.

**CONDUCT**

God commands us to live holy and pure lives. For that reason, the use, distribution, or possession of alcoholic beverages, illegal drugs, pornographic materials, or questionable morals WHETHER THESE ACTIVITIES TAKE PLACE ON OR OFF THE SCHOOL CAMPUS DURING THE SCHOOL YEAR OR SUMMER MONTHS are inconsistent with the Christian lifestyle. Any violation will result in disciplinary action up to and including expulsion. It would be our desire that the parents/guardians will provide an example that is consistent with these policies.

The following items are also prohibited on campus: guns, explosives or any other weapon, and such other items that may be harmful and disruptive.

**Disruptive Items**

Parents are asked to carefully guard the items their children bring to school. Items intended primarily for games, which may distract the student or others from the daily educational tasks, should not be brought to school.

1. No electronic devices will be permitted without specific administrative approval. Only magazines and periodicals that relate directly to the classwork may be brought to school.

2. Students are not permitted to have a cell phone or other electronic devices on campus, unless there have been arrangements made with the principal for needed circumstances..

The Scripture is clear that the key to moral uprightness is guarding our thought life carefully. Students are encouraged to judge carefully what enters their minds (Phil. 4:8).

The world offers us much today in the way of entertainment. Entertainment for the Christian should be spiritually uplifting, Christ-centered, and God honoring.

The Scripture is also clear in its teaching about relationships among believers. We are commanded to encourage and edify one another—to build one another up, not to tear one another down. Students are expected to be courteous and friendly to one another and to all teachers, volunteers, and visitors. **Belittling, bullying, harassing, embarrassing, and hazing will not be allowed.**

Bullying means systematic, repeated, or recurrent conduct committed by a student or group of students against another student that causes evident physical harm or emotional distress. All such expressions, whether oral, written or electronic, on or off school grounds will not be tolerated.

The Bible teaches that it is our responsibility to admonish one another concerning sin. When a student knows another student is involved in sin, he has an obligation to go to that student and encourage him to take the proper steps on seeking forgiveness and making restitution for the sin. If the student who is involved in sin fails to make it right, it should be taken to those in authority so that they may seek to restore the erring student. Tattling and vengeance are wrong, but confronting sin in others’ lives with a right motive is not only right, but also required of us as Christians.

Students at Little Kanawha Valley Christian School are also expected to conduct themselves in a kind and courteous manner with those outside the school family. This is especially true when involved in extra-curricular activities with other schools and in the community.

We ask that our students always address staff members by Mr., Mrs., or Miss followed by the last name, to show appropriate honor for their leaders. Obedience to authority is a basic scriptural principle we would expect of all students. Using Ma’am and Sir are appropriate and expected in responding to adults.

As the coming of the Lord draws near, it is especially important that we encourage and uphold one another. As Satanic activity increases, we must stand together and fight the good fight of faith, not each other.

**DISCIPLINE MEASURES**

School personnel and parents/guardians will cooperate to ensure instruction regarding behavior is transforming for the students. Our teachers may incorporate tracking systems to record positive and negative classroom behavior of students. These systems allow the student and their parents to see areas where there is need for more self-control. Each student receives a weekly conduct grade to show parents this tracking of points.

**DISMISSAL**

Students are dismissed from classes at 3:15; however, we will have the school open until 4:00 for those students whose parents must work. We will use this time as a study hall time and/or re-teach time. Parents will be notified if their child is not using this time wisely and will be required to make arrangements for them to be picked up at the 3:15 dismissal.

**DRESS AND APPEARANCE**

While we realize that the Bible does not specifically tell us how we should dress or how our hair should be cut, it does give us some principles to follow. In light of these principles, we have set a unified standard for our school. Some general guidelines for dress are as follows:

∙**Modesty: (I Tim. 2:9; II Tim. 2:22; I Cor. 14:40)**

The New Testament word for “modest” means “well- ordered, well-arranged, moderate, seemly, (or appropriate).” This implies cleanliness, neatness, appropriateness, and an emphasis upon reflecting outwardly the inner qualities that should be present in believers.

∙**Distinction: (Deut. 22:5; I. Cor. 11:14, 15; I Peter 3:1-6, I Cor. 6:9-10, I Tim. 2:9)**

Dress should maintain the scriptural and natural distinction between men and women, recognizing that masculinity and femininity are part of God’s perfect design for His creation.

∙**Identification: (I Tim. 4:12; Rom. 12:1, 2; I John 2:15, 16)**

The born-again believer is to be separated from the world and unto the Lord Jesus Christ. Our dress should display a positive testimony for the glory of the Lord.

We feel it is the responsibility of the parents to train their children in the areas of dress, adornment, and decorum according to the principles set forth in God’s Word. We ask that parents support the position and standard established by Little Kanawha Valley Christian School concerning dress. We also ask that parents be responsible for their child’s compliance with our dress code.

 **Dress Code**

Students are to be dressed in a neat, clean, and presentable manner. Extremes in hairstyles and dress will not be permitted. Pictures, advertisements, and writing on clothes may not in any way conflict with the Christian faith, the standards of LKVCS, nor identify with people, organizations, and lifestyles that conflict with either.  **IF CLOTHING IS NOT LISTED, IT IS NOT PERMITTED.** The school will determine if dress or appearance is appropriate and reserves the right to institute new regulations and modify present ones during the school term. Student wearing clothing which is deemed inappropriate by the school staff, will be asked to remain outside the classroom, call for a change of clothing, change into appropriate clothes from the extra student’s clothes left at school, or asked to return home, which will result in an unexcused absence.

***Girls:***

 Modesty is important; therefore, skirts, split skirts, and dresses should meet that guideline. For students in fourth grade and up, please make sure the pant legs go to mid-thigh or longer. No matter the age, the length cannot be too short so that it is inappropriate, especially when playing or sitting.

* No biker shorts or jersey-knit shorts that are form-fitting for girls in grades 4-12.
* Midriff is to be covered and necklines modest. Shirts must be long enough to always meet the waistline of the pants. If a shirt must be pulled down throughout the day’s activities to be appropriate, the shirt is not long enough.
* Tank tops or spaghetti straps are not permitted. Blouses made of sheer material must have a cami or some similar item worn under it.
* Pants are to have NO holes anywhere.
* Leggings or shorts must be worn UNDER a skirt or dress that is shorter than knee length. The shorts worn underneath must also meet school guidelines in length.
* No leggings, yoga pants, or any other style of pants made from jersey-style knits
* Any writing on the seat of the pants is unacceptable for school attire.
* Flat-soled shoes are recommended. Comfort is key.
* Faddish hairstyles are not acceptable. If girls wish to color their hair, it must be a natural color.
* Only ear piercings are allowed. No tattoos, permanent or temporary, are allowed.
* Shirts with slogans or logos that go against a Christian-like demeanor will not be acceptable.

***Boys:***

* Hair should be neatly combed and modest. No hats are to be worn inside the building. They are acceptable outside during play.
* Boys may not have any piercings or tattoos, permanent or temporary.
* Pants are to be modest: no holes; if a belt is needed, wear it; underwear should never be seen.
* Shirts with slogans or logos that go against a Christian-like demeanor will not be acceptable.
* Boys are not permitted to dye their hair or wear long hair.

**EMERGENCY CLOSINGS**

In the event of an emergency closing of school during inclement weather, police emergencies, environmental emergencies, or medical epidemics, please watch for a text message, and/or phone call from the school. LKVCS will determine to alter the daily schedule (close school or dismiss early) independent of Calhoun County Schools. LKVCS may be closed at times Calhoun County Schools are not and open some times when they are closed, as dictated by weather conditions around the area. School will be open unless specifically announced as closed.

**EVENING EVENTS**

Students will be required to attend specified evening school activities such as programs, certain fellowships, and enrichments. These activities are an integral part of the school year, so it is necessary for students and parents to attend. If the student is unable to attend, the parent must fill out a *Request to be Absent from an Evening Event* form at least two weeks prior to the event. This form can be picked up in the office and will be returned to the parent with permission granted or denied.

**EXPRESSIONS OF CONCERN**

At any time, a parent has a concern about a school matter, the parent is encouraged to contact the teacher or the administration to get answers to their questions or resolve any issue. Parents should approach any concern with the spirit of cooperation and love that we are instructed in Scripture to have one with another. Issues are best resolved individually as the Bible instructs in Matthew 18. Please do not contact other parents about issues before contacting the parties responsible for or solving those issues in the school setting. Remember also there is typically another viewpoint or information associated with every issue in life. Prayer should be a part of the solution.

**EXTRA-CURRICULAR ACTIVITIES**

Casual style clothing is permitted unless there is a request from the administration for special events. All of the general guidelines for school day standards apply. Midriff tops, shorts, and hats/caps worn inside the building would be inappropriate. Sloppy, tight-fitting, and immodest clothing will not be permitted.

**FIELD TRIPS**

Off-campus learning experiences are planned to enrich and extend the classroom learning. Field trips have an educational or spiritual purpose. Students are encouraged to participate in school-sponsored trips. At times parents will be responsible for a fee for field trips. Teachers will communicate details of planned trips well in advance. Signed parental permission slips are required for all students to attend field trips. Students will travel on school vehicles for field trips.

**FINANCIAL INFORMATION**

Because LKVCS is a private Christian ministry, it is vital that fees and tuition be paid when due. If a child voluntarily withdraws or is requested to withdraw by the school, no consideration of tuition reimbursement will be given until the beginning of second semester. As a convenience to our school families, a monthly tuition rate is available. The monthly tuition structure is based on the family’s choice of one of the following: a 12-month period beginning on June 15 and ending on May 15; or the 10-month period beginning on July 15 and ending on April 15. All accounts are due and payable by the 15th of each month. No monthly statements are sent out unless your account is not paid by the 25th of the month. Any student whose account is not paid within 45 days of the due date will not be allowed to attend LKVCS until the account is paid in full. All records and report cards will be held until tuition and fees are paid. Re-enrollment in February will not be processed unless the current account is up to date. Every effort will be made to work with parents. Please contact the school office if a problem arises.

**GRADE REPORTS**

Grade reports will be issued to students each nine weeks. Report cards will not be issued for students whose parents have delinquent accounts with the school, until such accounts have been cleared or proper arrangements made with the school office. A mid-term progress report will also be issued at the mid-point of each nine weeks, as a means to keep parents informed of the student’s progress. All progress reports are to be signed by a parent and returned promptly to the homeroom teacher. MySchoolWorx is available at all times to show progress in your child’s grades. The following grading system will be used for students’ work.

A – 92-100

B – 85-91

C – 76-84

D – 70-75

F – 0-69

**HARASSMENT**

LKVCS respects and encourages the dignity and professionalism of its employees and students and is firmly committed to maintaining a learning and working environment that is free from any form of dis- crimination. Harassment in any form based on gender, race, color, age, national origin, disability, religion, or any other characteristic protected by state or federal laws is prohibited, as are all forms of sexual intimidation and exploitation. In keeping with this commitment, the school will not tolerate any unlawful harassment of its employees or students at the school by anyone, including any faculty member, staff member, student, visitor, vendor, contractor, or any other individuals providing services at the school. Harassment that interferes with an individual’s work, or academic performance, or that creates an intimidating, hostile, or offensive working environment, will not be tolerated. All members of the school community are expected to follow and enforce the school’s policy against harassment. Complaints of harassment will be promptly and thoroughly investigated and appropriate action, including disciplinary measures, will be taken when warranted.

**HEALTH**

**Student Illness**: It is important that each child’s immunization records are on file and up-to-date. If a child has any evidence of contagious illnesses, please let the office know immediately.

If a child has a fever or any other symptoms of illness, he should not be sent to school as it will then be necessary to call the parents to come for the child. If, for some important reason, a child is unable to participate in regular school activities, the school must be notified in writing as to the nature and expected duration of this incapacity. If the expected duration elapses and more time is needed, kindly let us know in the same manner. If illness occurs during school, students should inform their teacher and receive permission to report to the office for evaluation. Parents will be contacted when it is necessary for parents to pick their child up from school.

**Communicable Diseases**: Upon having the following diseases, each child should have written consent from either a doctor or health department to return to school: measles, mumps, mono, whooping cough, COVID, or skin diseases such as scabies, ringworm, and impetigo.

**Student Accidents**: In case of a student accident at school, parents will be notified by the attending teacher or office personnel after the child is assessed and proper medical treatment is administered.

**Emergency:** In case of an accident or serious illness at school or during school-sponsored events/field trips, the school will seek medical attention as deemed necessary in the best interest of the student(s) and contact the parent as soon as possible. This could include but is not limited to: calling for an ambulance or emergency personnel; transporting the child to an emergency facility, hospital, or doctor; other medical treatment as needed.

**HONOR ROLL**

The honor roll is reserved for those students whose academic achievement warrants recognition. The honor roll is divided into:

∙ Top-of-the-Class List, represented by students who have a 4.0 GPA on their report cards;

∙ Honor List, represented by those who have a GPA of 3.5-3.99; and

∙ Merit List, represented by those who have a GPA of 3.25-3.49

The honor roll is published at the end of each term. No student is eligible for the honor roll who receives an “F” in any subject area.

**Lunch/Snack**

LKVCS will not be able to provide a hot lunch program. We do not have the staff for such an endeavor. We will have a family style seating where all the students will have the chance to eat together at the same time. Students are responsible for putting their cold and warm-up items in the appropriate trays each morning. All items must be in spill-proof containers and have your child’s name on it. NO CARBONATED DRINKS FOR K4-4th GRADES. NO FRUIT CUPS – PLEASE PUT THE FRUIT IN A REUSABLE CONTAINER. Snack time will be offered each morning and is provided by each parent.

**IMMUNIZATIONS**

All students entering school in West Virginia for the first time must show proof of immunization against specific diseases, unless properly medically exempted. Please see “First Time Students Entering School” chart below.

Students entering the kindergarten program must be immunized according to the “Kindergarten Program Entry” chart.

|  |
| --- |
| **Kindergarten Program Entry** |
| **Vaccine** | **Requirement** |
| Hepatitis A | 2 doses (1st dose after 1st birthday & 2nd dose at least 6 months after 1st dose) |
| Hepatitis B | 3 doses (Final dose at age 24 weeks or older) |
| DTaP/DT Td/Tdap | 4 doses (Booster dose should not be given prior to 4th birthday) |
| Polio (IPV) | 3 doses |
| Measles, Mumps & Rubella (MMR) | 1 dose (After 1st birthday) |
| Varicella | 1 dose (After 1st birthday) |
| Hib | 4 doses (3 doses if Pedvax or Comvax are used for full series) |
| PCV | 4 doses |

|  |
| --- |
| **FIRST TIME STUDENTS ENTERING SCHOOL** |
| **Vaccine** | **Requirement** |
| DTaP/DTP Td/Tdap | Before admission, four doses required. One dose must be after the 4th birthday. |
| Polio (IPV) | Before admission, three doses required. One dose must be after the 4th birthday. |
| Measles, Mumps & Rubella (MMR) | Before admission, two doses required. First dose must be after the 1st birthday. |
| Varicella | Before admission, two doses required. First dose must be after the 1st birthday. |
| Hepatitis B | Before admission, three doses required. Last dose must be after the age of 6 months. |



**MAKE-UP WORK**

If tests or assignments were assigned before a student’s absence, the student should be prepared to make up the test or turn in the work on the day he returns to school. Teachers will administer make-up tests according to the teacher’s schedule on the day following the student’s return. Any student who misses more than one day will be given that many days to make up work assigned during their absence. **It is the student’s responsibility to get all make-up work.** Under unusual circumstances, such as extended or debilitating illness, the parent may request special arrangements with the administration. A medical excuse may be required for such approval.

**MEDICATION**

Little Kanawha Valley Christian School is asking for your cooperation in giving medication at school. We will administer medication at school ***only*** when necessary to maintain a student’s health and to facilitate regular school attendance. Because of the responsibilities placed upon our school staff for giving correct medication, we ask that parents comply with the following procedures.

**Medication Policy**:

**Short-term Medication**

1. A short-term medication is medication that is prescribed for less than 4 weeks.

2. The parent is responsible for ensuring that the child’s medication arrives safely at school in a properly labeled container from the pharmacy. The label must have the child’s name, drug directions, and date when the prescription was filled. The pharmacist will label two containers – one for school and one for home, if asked.

3. All medication must be given to Mrs. Fitzwater.

**Long-term Medication**

1. A long-term medication is a medicine that is prescribed for 4 weeks or longer.

2. Each school year a written order form for each medication must be completed by your child’s physician and returned to school ***before*** the medication will be given by school personnel.

3. See Short-term Medication number 2.

4. No medication shall be administered by a school employee to a child unless the school has a letter on file from the child’s parent authorizing the administration of that particular medication.

**Non-Prescription Medication**

1. For school personnel to give non-prescription medication (over-the-counter), the school must have a letter on file from the child’s parent authorizing the administration of that particular medication. The letter giving permission must include the following:

a. Date

b. Child’s full name

c. Reason for taking medication

d. Medication name

e. When medication is to be taken at school

f. When medication was given last time

g. Your (parent) signature

2. Send medication in its originally labeled container. ***Do not send loose pills in baggies, tissues, or aluminum foil.*** School personnel will ***not*** give medication which is not clearly identifiable.

**NON-DISCRIMINATORY POLICY**

LKVCS shall admit students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded and made to the students at this school. The school shall not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, athletic or any other programs administered by the school.

**PARENT ADVISORY COUNCIL (PAC)**

The Parent Advisory Council (PAC) is a school support group composed of parents who are committed to Christian Education and LKVCS, assisting the administration through praying, planning, and promoting. The PAC will endeavor to:

1. foster communication within the school family

2. seek ways to strengthen current school enrichment programs

3. plan student activities to promote a family-centered environment

4. promote Christian Education and LKVCS in area churches and communities.

This body will have direct involvement in the growth and development of the school, working within the scope of current policy and procedures established by the board of directors. The PAC will be action-oriented and positive in all endeavors. It is not intended to be a forum to voice complaints and will not discuss negative personal issues that should always be handled in scriptural ways, using established school procedures. The PAC will meet monthly, but may schedule additional meetings as needed. All parents are encouraged to get involved with the PAC team.

**PARENT INVOLVEMENT**

Parent involvement is important to a child’s academic success and spiritual growth. Parents/guardians are expected to work with their child(ren) at home on classroom assignments to achieve maximum benefit of their education.

Volunteers are needed daily at the school to monitor the front desk, assist with meals and other jobs. Please contact the school to see where your help is needed.

**PARENT-TEACHER CONFERENCES**

Following the first nine week grading period and following mid- term of the third nine week period, a time will be set aside for parent-teacher conferences. Parents who wish may make an appointment with teachers. Teachers may also request conferences with some parents in order to work together to determine the best way to help students. Communication is vital and it is important that these conference times be utilized.

All parents are welcome in the school; however, when a conference is necessary, the parent must check in at the front desk first. PARENTS ARE ASKED NOT TO GO DIRECTLY TO THE CLASSROOM. If a parent wishes to talk with his child’s teacher, he should arrange for a private conference with that teacher. Teachers are happy to arrange for such conferences at scheduled times convenient for both parties.

**PHYSICAL EDUCATION**

All students in grades K4-8th grades will have regular physical education classes during the school year. High school students will earn their PE credit during a one-year period. ***All students are expected to dress and participate; grades are given accordingly***. Students should bring a note of explanation or excuse from the student’s doctor for any extended injury or illness in order to be excused from PE classes. Students with minor, temporary problems may be excused with a parental note.

**PROBATION**For unsatisfactory academic achievement or for repeated misconduct, a student may be placed on either academic or disciplinary probation; this gives the student an opportunity to correct his problem. If he does not improve to a satisfactory level, he may be placed on social restriction or be asked to withdraw from the school program. Students who have below a 2.0 GPA in the core subjects of Language Arts, Math, Science, and History and in Bible will be placed on academic probation until the next grading period when the GPA is at a 2.0 or greater. Notification will be given to the parent(s) and student with a conference with the administrator at the end of that academic year.

**SAFETY**

**Fire drills**: Regular fire drills are conducted throughout the year as required by the State Fire Marshal’s office. When the alarm sounds, students are to leave the building immediately in an orderly, quiet manner, and assemble in the designated areas for their classroom teacher to check role and remain with the class until the re-entry bell has sounded. We observe a policy of absolutely no talking during the exit and re-entry of the building.

 **Traffic Pattern:** Parents and students are urged to use the utmost caution while driving through the campus. Speed limit is “crawl speed.”

In accordance with state law, LKVCS has a well-developed *Crisis Response Plan*. This plan is on file with local law enforcement agencies as well as the State of West Virginia. In the event of an emergency involving intruders, lockdown, power outage, hazardous materials, etc., the staff is trained on how to deal with such crisis.

**SCHOOL DAY**

The school hours for students are 8:15-3:15.

**Arrival**: Students should arrive at the school no earlier than 7:30 and no later than 8:10.

**Dismissal**: Students will be dismissed at 3:15. For those who are not restricted to a work schedule at that time should be at school at 3:15. Arrangements should be made to pick up students no later than 4:00 for those who have a job that requires them to wait until that time. That extra 45 minutes will be used as a study hall time or re-teach time. A parent will be informed if their child is not using their time wisely during that extra hour and will be expected to pick up their child at the 3:15 dismissal.

**TELEPHONE**

Due to the importance of academics and enrichment, students will only be allowed to make emergency calls on the school phones. Permission to use the telephone must be granted by the supervising teacher or the administration. Only for emergencies will students be called from the classroom to receive telephone calls. We ask that calls to the school be limited to important business.

**TEXTBOOKS/SCHOOL MATERIALS**

At the beginning of each school year, students will be issued textbooks for scheduled classes. It is the student’s responsibility to properly care for these textbooks. While some books are consumable, they are meant to last the entire school year. Non-consumable books remain the property of LKVCS. In the event that any textbook is damaged, it will be the parents’/student’s responsibility to replace that book.

Students are expected to care for all school materials. At LKVCS it is our desire to be wise stewards with all the Lord has blessed us!

**TORNADO PROCEDURES**

Teachers will direct students to a place of shelter whenever a tornado warning is indicated. Students in the building will move away from outside windows in the gymnasium to the center hallway on the academic hallway. If students are in the classroom, they are to exit to the academic hallway or an interior room that has no windows. If time permits with enough warning, students will move to the church basement.

**VISITORS**

All visitors are to report to the Front Desk upon arrival at school before entering any classes or other student areas. Visitors must sign in. Upon leaving the campus, visitors will sign out.

Students must get permission from the principal before bringing visitors to school. All visitors are asked to abide by the school dress code. Typically, only prospective, future students are approved to visit the campus with friends.

**VOLUNTEERS**

Our staff greatly values the assistance of those who make time to assist in the various avenues of Little Kanawha Valley Christian School. We consider our volunteers part of our ministry team working together for the educational advancement and spiritual growth of our students. At the beginning of each school year a volunteer form is sent home. Through this form parents/grandparents let the school know how they can help. These measures insure the safety of our students.

**WITHDRAWALS**

Withdrawals from school must be made, in person, by the parent through the principal’s office. An official withdrawal form will be processed and the necessary signatures obtained. Records will not be released until all bills are paid and all textbooks and materials are returned.

**SUCCESS**

We want to expose our students to God’s mandate for success—meditating upon His Word and applying it to *every* area of life with the objective of gaining His approval (Josh. 1:8; Eccles. 12:13, 14). With that goal in mind, we will continue to pursue the following objectives:

** Tailor our programs to the Bible with the full assurance that God will give His chosen increase in the lives of those students who make Christ-honoring use of the balanced opportunities offered at LKVCS.**

** Teach our students to practice in their daily habits what their homes and churches have instilled in their heads and what the Holy Spirit instills in their hearts (Psalm 119:30-32).**

** Provide a learning environment conducive to academic excellence by curtailing educational distractions.**

** Maintain a moral environment that minimizes temptations and encourages doing what is right and glorifying to God.**

** Ensure a safe environment where children are protected, nurtured, and loved.**

** Challenge our students to place God’s glory and the eternal good of others before their own ambition.**

** Expose our students to a variety of Christians who are godly role models, and who are salt and light in the world around them as citizens, employees, and neighbors.**

** Endeavor to be sensitive to the specific beliefs of Christian homes with the understanding that in any Christian organization there needs to be flexibility without compromising Biblical truth.**

Contact Information:

Mrs. Fitzwater - 304/354-0220, 304/354-6436, or admissions@lkvchristianschool.com