

*Leonard E. Burket*  
*Christian School*

*Student Handbook*

*2013-14*

# ***Leonard E. Burket Christian School***

## ***Mission Statement***

*It is our intention that the  
Leonard E. Burket Christian School  
be a school of excellence.  
It will be our priority  
to serve the Lord  
by serving our students and their families  
with respect, integrity,  
and a wholehearted commitment to excellence,  
spiritually, educationally,  
socially, and physically.*

# *Leonard E. Burket Christian School*

## *Statement of Faith*

**We believe . . .**

. . . the **Bible** is the inspired, infallible, and authoritative Word of God (2 Timothy 3:16).

. . . there is **one God**, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit (2 Corinthians 13:14).

. . . in the **deity of our Lord Jesus Christ**, in his virgin birth, in his sinless life, in his miracles, in his substitutionary and atoning death, in his bodily resurrection, in his ascension to the right hand of the Father, and in his personal future return to this earth in power and glory (Matthew 16:16; 1 Corinthians 15:3-4).

. . . the only means of being cleansed from sin is through **repentance and faith** in the precious blood of Christ (1 Peter 1:18-19).

. . . **regeneration** by the Holy Spirit is essential for personal salvation (John 3:3-5).

. . . the redemptive work of Christ on the cross provides **healing** for the human body in answer to believing prayer (1 Peter 2:24).

. . . in the sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to live a **holy life** (Galatians 5:16).

. . . in **the resurrection** of both the saved and the lost, the one to everlasting life and the other to everlasting punishment (John 5:28-29).

# ***Leonard E. Burket Christian School***

## ***Statement of Educational Philosophy***

- 1. Christian Education is focused on Christ, rather than on human traditions or the basic principles of this world (Col. 2:2-3, 8) . . .**

*. . . and so it is our expectation that all students admitted to LEBCS will actively demonstrate Christ-like speech and behavior 24/7/365.*

- 2. Christian Education is based on the Word of God (2 Tim. 3:16-17) . . .**

*. . . and so while we will encourage the free and open exchange of a variety of ideas and worldviews, particularly in our high school classes, we will also boldly affirm along with Jesus that this “Word is truth” (John 17:17).*

- 3. Christian Education encompasses the intellectual, physical, social, and spiritual development of students (Luke 2:52) . . .**

*. . . and so we will make it our goal to work with parents who are endeavoring to raise children whose Christian beliefs are integrated into every aspect of their lives.*

- 4. Christian Education progresses from the transmission of truth to the development of wisdom which is the practical application of truth, and to the development of moral discernment which is the ability to distinguish right from wrong (Col. 1:9; Heb. 5:14) . . .**

*. . . and so our teaching will be accompanied by opportunities for service, and by biblical, fair, and consistent discipline.*

- 5. Christian Education in all its expressions (i.e. teaching, counseling, discipline, etc.) is to be administered in the love of Christ (Eph. 4:15; Col. 3:14) . . .**

*. . . and so we will intentionally use the time and the gifts God has given us to build up our students and not tear them down, with the hope that they will come to fully appreciate that they are “precious and honored” in God’s sight (Isaiah. 43:4).*

## ***Pledge to the Christian Flag***

I pledge allegiance to the Christian Flag  
and to the Savior for whose kingdom it stands,  
one brotherhood uniting all true Christians  
in service and in love.

## ***Pledge 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,  
and I will hide its words in my heart  
that I might not sin against God.

## ***School Song***

### ***May the Mind of Christ My Savior***

*K. Wilkinson/A. Barham-Gould*

May the mind of Christ my Savior  
Live in my from day to day  
By his love and power controlling  
All I do and say

## ***Organization***

The Leonard E. Burket Christian School is a ministry of the Assembly of God of Center Moriches. The school is a member of the Long Island Fellowship of Christian Schools (LIFCS) and the Association of Christian Schools International (ACSI), and is recognized by New York State as a non-public school providing a program of instruction equivalent to that offered in public school. Our high school is registered with the New York State Department of Education and we are authorized to issue Regents Diplomas.

The church council of the Assembly of God serves as the school board.

## ***Curriculum***

The academic program at LEBCS for Kindergarten through Grade 6 is based primarily on the *A Beka* curriculum of the Pensacola Christian School in Pensacola, Florida. In the upper grades the curriculum is supplemented with material designed to help prepare students for the NY State Regents examinations.

Students at all levels receive instruction in Bible, English Language Arts, Reading and Literature, Mathematics, Science, Social Studies, Handwriting, and Second Language. In addition students attend classes in Art, Music, Physical Education, and Computer.

## ***Admission***

All first time students are admitted to LEBCS on a ten-week probationary basis. Parents must fully support the policies and programs of the school to insure a successful enrollment. Students and parents must apply for admission in person.

To apply, parents must fill out a registration form and submit it with the registration fee, an up-to-date immunization record, a physical examination report signed by the student's physician, a copy of the student's birth certificate, and a transcript release form (if the student is transferring from another school).

## ***Financial Information***

Every student who enrolls is charged an annual ***registration fee*** that is non-refundable. This fee includes a one-time accident insurance fee and the ACSI membership fee. There is also an annual ***Book and Supply Fee*** that is non-refundable once the school year begins. The ***Book and Supply Fee*** covers a number of items including, but not limited to:

*textbooks and curriculum for students and teachers*  
*Regents review books*  
*Stanford Test materials*  
*Media Center Books, Equipment and Software*

*Art Supplies – P.E. Equipment and Supplies*  
*Music, Musical Instruments, Sound Equipment and Supplies*  
*School Office and Teachers Supplies and Materials*  
*Copier Equipment and Supplies*  
*Classroom Equipment and Supplies – e.g. projectors and bulbs, markers/chalk, erasers, clocks, desks, chairs, tables, toys, etc.*  
*Science Equipment and Supplies – microscopes, chemicals, safety equipment, etc.*

Tuition and applicable late fees are collected by the school office. In order for students to begin school in September all past due tuition, as well as the Registration Fee, the Book and Supply Fee, and the first month's tuition must be paid. Checks are made out to "LEBCS." A 5% discount is applied to tuition paid in full before September 1<sup>st</sup>.

It is the responsibility of parents to see that tuition is paid on time, or to notify the school office and make alternate arrangements if a payment is going to be late. Tuition is due the 15<sup>th</sup> of each month. If it is not paid on time there will be a late fee added. If the tuition is not paid by the last day of the month, parents will be asked to remove their children from school for the following month.

Families enrolling more than one child will receive tuition discounts as follows:

1 <sup>st</sup> Student	Full Tuition
2 <sup>nd</sup> Student	25% Discount
3 <sup>rd</sup> Student	50% Discount
<i>All additional students from the same family</i>	50% Discount

Tuition assistance applications are available through the school office. They are considered on a case-by-case basis. Tuition assistance is not usually given the first year a student is enrolled at LEBCS.

Students transferring from other private schools will only be admitted if their account is paid in full at their previous school. Students enrolled at LEBCS will only be allowed to re-register for the next school year if their account at LEBCS is paid in full. End of the year report cards will not be released until all tuition and fees from that school year are paid in full.

Any monetary gifts given to LEBCS are tax-deductible.

During the school year students will be asked to participate in fund-raising projects. Participation is voluntary.

### ***Daily Schedule***

Kindergarten – Grade 6	9:00 am – 3:00 pm
Grades 7 – 12	9:00 am – 3:00 pm

All full day students will be given a lunch period. Students may bring their own lunch and drink or purchase lunch each week. Students will not have access to a refrigerator or microwave oven. Snacks are sold at lunchtime for a small fee. Recess follows lunch for all students in Grades K-6, and will be outdoors (weather permitting).

Chapel will be once a week. Parents are always welcome to attend.

### ***Bus Transportation***

Bus transportation is provided by the local school district in which a student resides. Requests for bus transportation must be submitted directly to the school district. The district will determine all routes and schedules. Any questions or problems in these matters should be directed to the district office.

***Please note that it is illegal to pass a school bus in the church parking lot or driveway if its red flashers are on.***

***It is also illegal in New York State to be talking on a hand-held cell phone while driving, so please do not enter the church parking lot or driveway while talking on a cell phone.***

All students must leave school on their regularly assigned school bus, or with their custodial parent or guardian, unless that parent or guardian sends a note or calls the school office informing us of any change in plans. Students will not be permitted to call home during the school day to make alternate after-school plans.

### ***Absences/Illnesses/Medication***

If a student is going to be absent, parents should notify the school office at 878-1727. On the day they return to school, students must bring a written note that includes the reason for the absence and the date of the absence.

If a student becomes sick at school, a parent, guardian or emergency contact will be called to come and pick the student up. *It is extremely important that all families provide the school with the names and numbers of people who are available to come to the school during the day to pick up students in these kinds of situations.*

Students are never permitted to have or to self-administer prescription or non-prescription medicine during the school day (e.g. cough drops, pain medication). Any prescription or non-prescription medication required by a student during the school day must be dropped off in the school office by a parent or guardian in clearly marked original containers with the student's name and instructions for dispensing printed on the container. In addition, the school office requires written doctor's orders regarding the type, amount, and schedule of prescription medication to be dispensed. A parent or guardian must also sign a medical waiver form that will be kept on file in the student's permanent record.



Medication will be dispensed privately and discreetly by a school administrator. Students must be able to tell what medication they are taking, how much they take, and why they take it. Medication will be ingested or administered in the presence of the administrator and noted on a log in the school office.

Teachers will not dispense medication to any student at any time.

Exception: High school students are permitted to have and to use portable asthma inhalers provided the school office has written orders from a doctor on file along with written permission from the student's parent or guardian. If it is determined that a student is abusing the use of an inhaler this permission may be rescinded.

## ***Accidents***

Students at LEBCS will not be left unattended at any time. In the event a student is hurt or has an accident, the teacher or aide present at the time will gather as much information as possible and fill out an accident report. The school office will contact parents so that they can decide if they want to come and pick up their child. Their decision will be noted on the accident report form. Parents will receive a copy of the accident report and will receive a follow up call later that day.

In the event a student is unconscious or bleeding profusely as the result of an accident, an ambulance will be called and, if necessary a school staff member will accompany the injured child to the emergency room.

Registration fees cover the cost of participation in an accident insurance policy, which provides supplementary coverage beyond personal health insurance. Application forms and contact information is available through the school office.

## ***Communication***

It is the intention of the faculty and staff at LEBCS to foster open and informal communication at all levels, and to speak the truth in love (Ephesians 4:15). At the same time we want to maintain a sense of orderliness and security during the school day.

All parents and visitors must report to the school office (in the back building) when they come to the school. If a parent calls during the day to speak to a teacher, a message will be left in the teacher's box with instructions to return the call before they leave for the day.

Teachers will keep parents informed of their child's progress during the school year by sending home graded tests to be signed and returned, writing comments on report cards, and scheduling parent-teacher conferences.

## ***Discipline***

A clear set of school and classroom rules designed to encourage order and responsible Christian behavior will be reviewed the first week of school and posted in each classroom. This will include topics such as raising your hand to ask or answer a question, walking quietly through the halls, remaining in your seat, respecting the person and property of others, etc. When it is necessary to correct a student, teachers will do so in a controlled but firm way, and discipline will be administered consistently and in fairness and kindness.

Initially, most disciplinary action will be administered by classroom teachers (loss of recess or special privileges, after-school detention, etc.) and parents will be informed of such action. For students who continue to misbehave, a seven-step progressive disciplinary program will begin following a conference with the student and his or her parents. A student who reaches step six will be on probation and will be dismissed from LEBCS following a seventh and final disciplinary incident.

***Students hitting or fighting, using obscene language, or involved in the intentional destruction of property will be immediately suspended from school for at least one day.*** Students who provoke such behavior may also be suspended. Both in and out of school students should abstain from speech, behavior and undesirable practices that are in violation of God's Word.

Students will respect the position and authority of all teachers, administrators, aides and other staff members, and treat them courteously, respectfully, and obediently. In grades 7 to 12 students who are sent out of class after repeated warnings to behave will be suspended for one day.

All students will refrain from public displays of affection while in school and conduct themselves in a discreet and Christian manner – no hugging, holding hands, kissing, etc. At school the policy is “hands off.”

At no time will any of the school staff administer corporal punishment.

## ***Weapons Policy***

Students found in possession of a weapon or any item that can be construed as a weapon, or who threaten other students or staff members with violence, either verbally, in writing, or through some other means (e.g. a website entry, a cell phone message, etc.) will be subject to severe disciplinary action including suspension from school for an indefinite period of time. A police report may also be filed.

Within one week of suspension, the school board will determine under what circumstances, if any, the student may be readmitted to school, and what steps must be taken to facilitate readmission. Parents will be responsible for home instruction during that time using material provided by the student's teacher.

Students should also not bring items like water pistols, lighters, matches or laser pointers to school

### ***Student Driving***

Students may drive to school and park their cars in the school parking lot under the following conditions:

1. They must provide the school office with a copy of their class D license (required in Suffolk County), a copy of the registration for the vehicle they will be driving, and a copy of the vehicle's up to date NYS Insurance Identification Card.
2. In addition the student must provide written parental permission to drive to and from school and must not transport any passengers to or from school including siblings attending LEBCS.
3. The student must park in appropriately designated areas.
4. Students are not permitted to drive themselves or others passengers to school sponsored field trips.

Driving to and from school and using the school parking lot is a privilege and may be withdrawn at any time at the sole discretion of the school administration.

### ***Homework***

All students will receive homework appropriate for their grade level. Homework assignments must be completed and returned, and will figure into a student's report card grades. Parents should monitor homework and assist by listening to children read, giving them practice-spelling tests, and drilling them in study material. ***Parents should not do homework for their children.***

In addition students will always be expected to do their own work on all assignments unless a teacher has granted the privilege of students working together or collaborating on a project. In writing assignments students should avoid all forms of plagiarism, i.e. using another writer's ideas or words without giving credit for them.

If a homework assignment cannot be completed due to unusual circumstances, parents should send in a note explaining the problem. Please be advised that incomplete assignments (for whatever the reason) will affect a student's grade.

### ***Conferences***

Parent-teacher conferences are scheduled after the first grading period. All parents should do their best to attend. Conference times will be adjusted to accommodate as many as possible. Parents who would like to meet with their child's teacher at any other time during the year should feel free to call and make an appointment.

## ***Report Cards/Grading Policy***

Report cards will be sent home each quarter and will include comments from the student's teacher reflecting the student's ability or lack of ability in specific areas.

Letter grades will be given as follows:

A+	99-100	C+	79-80
A	94-98	C	74-78
A-	91-93	C-	71-73
B+	89-90	D+	69-70
B	84-88	D	65-68
B-	81-83	F	0-64

Students who fail up to two subjects will be required to attend summer school and receive a passing grade in those subjects before being promoted. Students who fail more than two subjects will be retained – if they are permitted to return to LEBCS. Summer school or private tutoring is recommended for students who pass but show a definite weakness in some subject area.

## ***Dress Code***

Students are expected to dress ***modestly, decently, and appropriately*** (1 Timothy 2:9). All students in grades K – 12 must dress as follows:

1. All clothing must be clean and in good repair (no holes, no frayed hems).
2. Shorts must be no shorter than knee length.
3. Shirts must be loose fitting and long enough to cover the waistband of the student's pants or skirt – no bare midriffs.
4. Girls' skirts or dresses must be no shorter than knee length with no slits, and they must be loose fitting.
5. All pants, shorts, capris, and skirts must be worn up around the waist (no low rise or low riding pants, shorts, or skirts).
6. Students may wear fleeces, sweaters, or sweatshirts indoors but they may not have their hoods up.
7. No hats or bandanas may be worn inside.
8. No sandals or flip-flops.
9. No piercings (other than girls' earrings) and no visible tattoos.
10. Please note that students are always welcome to dress "higher" than this standard (e.g. dresses, shirts and ties, etc.).

## ***Music/Videos/Cell Phones/Computers***

Students are not permitted to bring portable CD players, radios, MP3 players, or hand-held video games to school, and they are not permitted to exchange CD's, videos, or video games during the school day. Magazines and periodicals allowed in school are

limited to those being used for class purposes (no entertainment magazines). If students bring any of these items to school, the items will be confiscated and parents will be asked to come to the school to retrieve them.

During the school day, students are not permitted to have or to use cell phones either to make calls or to send text messages. If a student must bring a cell phone to school, the phone must be turned off and left in the student's backpack or locker. The first time a student is found with a phone at any time during the school day, that phone will be confiscated and returned at the end of the day. The second time, a parent will have to come to school to pick it up.

Students are not permitted to send or retrieve e-mail in the school's media center or on any of the school's computers, or engage in instant messaging or chat sessions while on line during computer classes. Students are not permitted in the media center or at the computers unless there is a teacher or aide present to monitor their activities. Though we do have filters and controls in place, students viewing inappropriate material or violating the policy regarding e-mail will be subject to discipline. Students are not permitted to bring their own laptops to school except with permission from a school administrator.

We also expect that communication between LEBCS students when they are away from school will be appropriate and pleasing to the Lord. Students are not permitted to bully, threaten, or harass other students with impunity simply because they are doing it after school or from home. We will take action against any student who is sending inappropriate messages to other LEBCS students if those students or their parents inform us of the offending communication and are able to verify it. We will also take action if students are posting objectionable material on line – including text or images.

### ***Field Trips***

Each class from 1<sup>st</sup> to 6<sup>th</sup> will participate in at least one field trip per school year that is educationally valuable. These field trips take place during the normal school day. No student will be allowed on a trip without a signed permission slip.

All volunteer drivers (including those who are only driving their own children) must complete a Volunteer Driver Application Form and have it on file in our school office along with a copy of their license and current insurance card.

All school rules apply on all field trips and on all school-sponsored events on the school's premises and away from it.

### ***Emergency School Closing***

When school will be closed, have a delayed opening, or be dismissed early due to inclement weather, an announcement will be made on radio station WALK – 97.5 FM, [www.walkradio.com](http://www.walkradio.com) – Storm Center, and on News 12. Parents are encouraged to listen

for such an announcement on days when weather conditions might warrant closing school.

In the event of an early dismissal, the school office will try to contact the parents or emergency contact individuals listed for Kindergarten and 1<sup>st</sup> Grade students before releasing them on the bus.