

Living Word Christian School

# Parent Handbook

2009/2010



2900 North Tamiami Trail  
North Fort Myers, Florida 33903

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# ***Living Word Christian School***

***PROMOTING GODLY KNOWLEDGE, WISDOM, AND INTEGRITY***

***SERVING GRADES 1 - 12 SINCE 1995***

***SCHOOL COLORS - NAVY AND BURGUNDY***

***SCHOOL MASCOT - TIGER***

## **HELPFUL INFORMATION**

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

***School:*** (239)997-7702

***Fax:*** (239)997-7719

***Website:***  
[www.livingwordministriesnfm.org](http://www.livingwordministriesnfm.org)

***Online Documents:*** Parent Handbook  
Student Enrollment or Re-enrollment Form  
Parent Permission Form  
Medication Permission Form  
Sunshine School Uniforms and Price List  
Lunch Order Forms



***Principal:*** Mrs. Phyllis Allison

***Home Phone:*** (239)995-5230

***Cell:*** (239)910-3384

***Email:*** [lwcs@lwmnfm.org](mailto:lwcs@lwmnfm.org)

## **WELCOME**

2009-2010 will be our 14<sup>th</sup> year of operation. In all our years of operation we have never encountered a child who could not learn. Children simply learn in many different ways. We believe in the curriculum that we use, and also believe that education that is not from a Biblical basis is not true education. We appreciate the opportunity to serve you and your children.

In order to provide the best education for your child, Accelerated Christian Education (A.C.E.) curriculum is used 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 135 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 P.A.C.E.

Want to learn more about this wonderful organization reaching children worldwide? Visit [www.aceministries.com](http://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.

Living Word Christian School has been internationally recognized as an A.C.E. Quality 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.

## **LCA 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 1<sup>st</sup>.

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 P.A.C.E. 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 P.A.C.E.'s throughout the year.
- Reasoning Skills - Curriculum is designed to help student develop these skills.
- Individualized Instruction - The teacher/student ratio is 10/1.
- Mastery-Based Learning - This program takes what would be considered a textbook in traditional education and divides it among 12 sections (P.A.C.E.'s). Each section (P.A.C.E.) must be passed with 80% before the student is permitted to proceed.
- A.C.E. Quality 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 the Stanford Achievement Test 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!

## **ADMISSIONS POLICY**

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 on the basis of race, color, national or ethnic origin in administration of its educational policies, scholarship and loan programs, athletics, and other school-administered 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 are able to excel, or struggle with learning on a daily basis. All new students are admitted on a probationary basis.

## **ADMISSION PROCEDURE**

1. Parents visit school.
2. Parents must meet with the Principal and submit all the necessary forms and fees, together with a previous report card and all health and immunization records (the physical performed upon enrollment in a Florida school). Students must take academic placement tests and agree to the standards and regulations in this handbook.
3. Parent Orientation must be attended by one parent.
4. Parents agree to the guidelines set forth in this handbook by enrolling their child/children in L.W.C.S.

## **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.

## **MEDICAL GUIDELINES**

No staff member will be allowed to administer any medicines without parent authorization in writing. A **Medication Permission Form** must be filled out. All medicines (including non-prescription) must be kept and administered by the teacher. If you give your child any kind of medication to bring to school, it is mandatory that they give it to a supervisor immediately upon arrival at school.

All students must have required immunizations.

## **HEAD LICE PROTOCOL**

Anyone may be susceptible to head lice. Parents are responsible for treatment of head lice by shampoo (pediculicide) and nit removal (special comb). After treatment, a parent must accompany the child to school where the child will be screened by the staff before the student can be re-admitted to class.

## **PARENTAL 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 call and we will promptly schedule an appointment.

We always 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. Arrangements can be made with your child's supervisor.

## **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 either telephone 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:

- Scissors (rounded point)
- 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.

Backpacks are not permitted at 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.

### 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. Doctor, dental, music lessons, and other appointments or activities are to be scheduled 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. The student will be considered truant if the administration deems that the absences are unnecessary,

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.

McKay and Step Up For Students (previously Florida Pride) 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.

## **DAILY PACE WORK**

PA.C.E.'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 school work 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 PA.C.E. 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. Students may spend their merits for pizza on Monday and Friday, and on different incentives throughout the school year.

## **COMMENCEMENT**

### **AWARDS AND OTHER SPECIAL PROGRAMS**

#### ***TURKEY TUESDAY***

Our students are encouraged to invite family and friends to celebrate the Tuesday before Thanksgiving. Papers are sent home with a list of donations to choose from for that day. Tuesday morning parents bring all the donations prepared and ready to share from turkeys to desserts. Students will share testimonies in a brief program of what they are thankful for. It is a wonderful time of fellowship and food!

#### ***CHRISTMAS PROGRAM (Mandatory Student Event)***

The Christmas Program is planned by the upper level students, and depends upon their creativity. 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 (Mandatory Student Event)***

THE L.W.C.S. BIG EVENT is held in January. All students age 8 and over are required to participate in this school wide event. There are over 140 categories from which students may choose. The default category is a science project. Elementary students from age 8 through 12 who place 1st thru 6<sup>th</sup> in The Big Event will receive a trophy. Students from age 13 (by December 31<sup>st</sup>) through 19 who place in the Big Event will qualify to attend the A.C.E. Regional Student Convention. This convention is held in March for all A.C.E. schools in the state of Florida. Students who place at the Regional Convention qualify to attend the A.C.E. International Student Convention in May where many students come to compete from all over the world. We are very proud and blessed to have had our students place in events at both the Regional and International Convention! *GOD IS GOOD!*

#### ***Commencement and Awards***

Commencement and Awards Night is held at the close of the school year during 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 P.A.C.E. 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. Star Charts remain at school 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 P.A.C.E.'s (or books). High school students will have completed at least 72 P.A.C.E.'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**

The entire school participates each April in standardized testing using Stanford Achievement Test Series, Tenth Edition (Stanford 10) and the Otis-Lennon School Ability Test, Eighth Edition (OLSAT 8). Please note that we do not offer classes or prepare our students in any way for the standardized testing. Therefore, we are able to use it as a means of measuring academic growth from year to year.

A.C.E. considers these tests to be one of the finest achievement and aptitude test combinations available, and they are accepted by the state of Florida. The Stanford 10 is a technically advanced, valid, and reliable assessment tool which provides the data to evaluate and guide our students' progress toward meeting academic standards.

The OLSAT 8 is an ability test designed to measure the skills important to our students' academic success. While the Stanford 10 measures our students' actual academic progress, the OLSAT 8 provides realistic estimates of potential for academic success. Taken together, these two tests provide a wealth of information used to guide our students' academic progress. The OLSAT 8 is administered only at Levels 2, 5, and 8.

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

## **DISCIPLINE**

All students at Living Word 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's team strives to make a difference in the lives of our students.

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.

The student must at all times conduct himself 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.

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 at 6:30 a.m. The school day begins 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. Extended Care is provided and included in student tuition 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 obtain an application from administration. The appropriate paperwork must be filled out for your child to attend. Students are sent out upon the arrival of their parents or designated ride in the afternoon. Only parents or designated individuals are permitted in the learning centers to pick up students.

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 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 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 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.

## **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 \$15.00 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.

### *PA.C.E.'s:*

PA.C.E.'s are private property 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 PA.C.E.'s remain the property of Living Word Christian School. After a PA.C.E. self-test is completed, the student will receive the PA.C.E. Test on the following school morning. Students may not test on a Monday or after a vacation. He will wait until the following school day before receiving test results and a new PA.C.E. Work in PA.C.E.'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 on in their P.A.C.E. work. Also, any P.A.C.E. tests will be taken first thing in the morning.

As goals are accomplished students will mark them off of their goal card with a diagonal line. A goal is considered complete when it has been scored, corrected, and rescored. 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 - Music

Tuesday – P.E

Wednesday – Chapel

Thursday – P.E.

Friday – Big Event, Regional and International Convention preparation

## **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 at [www.livingwordministriesnfm.org](http://www.livingwordministriesnfm.org). Uniforms may only be purchased at Sunshine School Uniforms. If purchased over the summer, tags may be left on and exchanged before school if the child has outgrown the uniform. Gentlemen must have neat, clean haircuts off the collar 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. Earrings may not be worn 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.

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

The staff reserves the right to determine if 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.

Uniforms **must be purchased** from  
Sunshine School Uniforms  
3583 Fowler Street  
239-275-6005  
**\*\*Open Tue.- Sat.**

The staff of Sunshine is very helpful and will assist you in every way possible. For our gentlemen, please make sure the basketball shorts are below the knee.

The students must be in appropriate uniform for the day or the parents will be called to bring uniforms.

*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 PA.C.E.'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 PA.C.E.'s** – PA.C.E.'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 PA.C.E.

**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.

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

**PA.C.E. 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 PA.C.E.

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

**Stanford 10** – 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 PA.C.E. Test the student passes.

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

## **9<sup>th</sup> – 12<sup>th</sup> Grade Course of Study Requirements**

<b>Programs</b>	<b>General</b>	<b>College Preparatory</b>	<b>Honors</b>
<b>MATH</b>			
<i>Pre-Algebra</i>	<i>Choice of Pre-Algebra or Business Math</i>	-	-
<i>Business Math</i>	<i>1.0 Credit Course</i>	-	-
Algebra 1	1.0 Credit	1.0 Credit	1.0 Credit
Geometry	1.0 Credit	1.0 Credit	1.0 Credit
Algebra II	-	1.0 Credit	1.0 Credit
Trigonometry	-	0.5 Credit	0.5 Credit
<b>ENGLISH</b>			
English I	1.0 Credit	1.0 Credit	1.0 Credit
English II	1.0 Credit	1.0 Credit	1.0 Credit
English III	1.0 Credit	1.0 Credit	1.0 Credit
English IV	1.0 Credit	1.0 Credit	1.0 Credit
English Composition II	-	-	1.0 Credit
<b>SCIENCE</b>			
Biology	1.0 Credit	1.0 Credit	1.0 Credit
Physical Science	1.0 Credit	1.0 Credit	1.0 Credit
Chemistry	-	<i>Choice of Chemistry or Physics</i>	1.0 Credit
Physics	-	<i>1.0 Credit Course</i>	1.0 Credit
<b>SOCIAL STUDIES</b>			
World Geography	1.0 Credit	1.0 Credit	1.0 Credit
World History	1.0 Credit	1.0 Credit	1.0 Credit
American History	1.0 Credit	1.0 Credit	1.0 Credit
U.S. Civics	0.5 Credit	0.5 Credit	0.5 Credit
Economics	0.5 Credit	0.5 Credit	0.5 Credit
<b>BIBLE</b>			
New Testament Survey	1.0 Credit	1.0 Credit	1.0 Credit
Old Testament Survey	<i>Choice of</i>	<i>Choice of</i>	<i>Choice of</i>
Life of Christ	<i>O.T.S., L.O.C., or</i>	<i>O.T.S., L.O.C., or</i>	<i>O.T.S., L.O.C., or</i>
New Testament Church History	<i>N.T. Church History 1 Credit Course</i>	<i>N.T. Church History 1 Credit Course</i>	<i>N.T. Church History 1 Credit Course</i>
<b>Non-Core</b>			
Etymology	1.0 Credit	1.0 Credit	1.0 Credit
Keyboarding	1.0 Credit	1.0 Credit	1.0 Credit
Computer Literacy	1.0 Credit	1.0 Credit	1.0 Credit
Speech	0.5 Credit	0.5 Credit	0.5 Credit
Music	0.5 Credit	0.5 Credit	0.5 Credit
Health	0.5 Credit	0.5 Credit	0.5 Credit
Foreign Language	-	2.0 Credits	2.0 Credits
Physical Education	2.0 Credits	2.0 Credits	2.0 Credits
Electives	2.5 Credits	2.5 Credits	2.5 Credits
<b>TOTAL CREDITS REQUIRED</b>	<b>24.0 Credits</b>	<b>26.5 Credits</b>	<b>28.0 Credits</b>

**A Vocational Course of Study is available for academically challenged students who cannot complete the General Course of Study.**

## PACE TO GRADE LEVEL CONVERSION CHART

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

## ***UNIFORM GUIDELINES***

***This is a general list of the Uniform Guidelines. The full uniform dress code with item numbers is available at Sunshine School Uniforms located at Carrell Corners in Fort Myers, or at [sunshineuniforms.com](http://sunshineuniforms.com), or on our website.***

### ***Girls:***

#### ***Dress Days – M, W, F***

Burgundy Polo w/ logo

Navy pants / skirt

Brown belt / Brown dress shoes

#### ***P.E. Days – T, Th***

Heather Gray T-shirt w/ logo

Navy basketball shorts (bottom of knee or longer)

**or**

**for P.E.** parents may special order Culottes (compulsory for girls competing in sports on a regional or international basis.) \$26 each.

### ***Boys:***

#### ***Dress Days – M,W,F***

Burgundy Polo w/ logo

Navy pants

Brown belt / Brown dress shoes

#### ***P.E. Days – T, TH***

Heather Gray T-shirt w/ logo

Navy basketball shorts (bottom of knee or longer)

**Uniforms may be purchased at any time over the summer. As long as parents leave the tags on the uniforms they purchase, uniforms may be exchanged if outgrown before the beginning of the school year.**