



# LANCASTER COUNTY CHRISTIAN SCHOOL

# Parent-Student Handbook

2017-2018

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**Mission Statement**

LCCS graduates followers of Jesus Christ who are skilled in Biblical scholarship and its integration into academics, the arts, athletics, and community; who are prepared for their vocation and higher education; and who reflect His image in life.

**Philosophy**

Christian Education is an activity whose primary purpose is two-fold: (1) to present God’s self-revelation to learners, and (2) to then lead those learners to a knowledge and application of God’s will in a faithful, loving response to Him. It is important to note that those learners are beings whom “God created...in the image of God He created him” (Genesis 1:27). This means the student will function in two ways: as a recipient of objective, absolute truth and as a responder to God’s message of love and truth. He must learn content (Truth) by integrating it into the context of his lifestyle. In the effort to bring the student to a faithful, loving response to God, the life of the teacher should serve as a living example for the student to model in being conformed into the image of Jesus Christ.

The focus of this philosophy is relational: among and between families, churches, students, teachers, and God. The school community serves as an extension of the church and the family. The curriculum must be founded on the revelation of the Word and on general revelation. The curriculum is established to achieve four goals: (1) present in an orderly and harmonious manner the truths of God’s revelation; (2) present the truths of specific and general revelation as an integrated unity and not distinct, separated truths; (3) demand critical thinking skills so students can apply the integrated truths learned to a biblical worldview; (4) encourage active demonstration of the truths in lifestyle and service.

**Core Values**

**Biblical Worldview** – This is what it means to discern reality through the lens of Creation, the Fall, and Redemption. This biblical perspective integrates all knowledge with all aspects of life.

**Support Families** – The primary responsibility for education in the kingdom of God rests with parents. The school extends the parents’ God-ordained authority in the discipleship of children through partnership in education.

**Support Churches** – The church has responsibility in the kingdom of God to make disciples; therefore, there is a shared responsibility with parents in the discipleship of children. The school extends the church’s God-ordained authority in the discipleship of children through partnership in education.

Orderly Governance and Administration – Authority is established by God among His people to reflect His image. Under His authority there is protection and peace. Proper exercise of authority and response to it cultivates trust and fruitful communication.

Living Curriculum – Relationships in our school are built around learning truth connecting students to God. This in turn connects learning to life.

## **Four Pillars of Excellence**

### **1. Biblically-Centered**

- We strive to equip our students with the skills and knowledge to be able to interpret and respond to all of life's experiences through the lens of Scripture.
- We believe the Bible is God's divinely inspired revelation of absolute truth to mankind. His truth is unchanging and vitally relevant to our culture today.
- We seek to develop a strong understanding of the importance of God's written Word and its application in the lives of our students.
- We teach that life has value from the point of conception until the time of natural death.
- Students are taught to honor God by living lives of sexual purity, whether single or in a marriage covenant between one man and one woman.

### **2. Academically-Driven**

- We strive to challenge all students to develop their God-given intellect to its fullest so that they can achieve their God-ordained destiny to the fullest for His glory.
- We believe that every student can be successful academically, and we are dedicated to this end.
- We place a high priority on teaching students to worship God with their heart, soul, mind and strength.
- We are committed to equipping our students today to be the Christian leaders of tomorrow.
- We encourage academic excellence by offering a range of courses that meet the needs of students from those with academic challenges to those who excel.
- We offer Advanced Placement (AP) courses and partner with local colleges to offer dual enrollment courses that allow students to receive both high school and college credit.

### **3. Individually-Focused**

- We strive to celebrate and encourage each student's God-given gifts and abilities and to create an environment where they can excel and develop into the person God desires and created them to be.
- Calling prep - We teach students to be sensitive to God's calling in their lives so that they can become prepared to serve Him with their spiritual gifts.
- We offer electives and extra-curricular activities that allow students to become involved in areas of personal interest.
- We place Secondary students in small home groups where they receive individual attention from a teacher mentor of the same gender.

### **4. Outreach-Oriented**

- We strive to instill in our students an understanding and commitment that their whole purpose in life is to love God and to serve others, remaining faithful to that which God has called them to do. ● Parent engagement
- Come alongside parental values
- Others-Focused
- We focus on helping our students see the world beyond themselves.

- Mission trip and ministry opportunities are woven into our curriculum. Service to others is not an elective, or a one day event...it's an integral part of our school culture.
- We provide numerous opportunities for students to practice using their gifts to benefit others for God's glory.

## **Calling Prep**

Calling Prep is the new and exciting transformational approach to Christian education at Lancaster County Christian School. LCCS Students from Pre-kindergarten through 12th grade will engage in this innovative and comprehensive program. There are two primary aspects or phases of Calling Prep, the Discovery Phase and Experiential Phase. The Discovery Phase will involve using a wide range of strategies and activities to help students of all ages "discover" their unique gifting and purpose. The Experiential Phase will involve students living and "experiencing" their purpose through hands-on activities, interactions, and internships.

The principles upon which Calling Prep are built are rooted in the Word of God and based on the premise that God has placed specific gifts and talents within each student. At LCCS, we are committed to helping our students discover and experience their passions during the school day as we encourage and equip them to fulfill their God-ordained destiny and His calling for their life.

"For we are God's masterpiece. He has created us anew in Christ Jesus, so we can do the good things he planned for us long ago" Ephesians 2:10, (NLT).

## **Culture of Honor**

"Be devoted to one another in love. Honor one another above yourselves." (Romans 12:10)

At LCCS we endeavor to be grounded in honoring God first, then, as a result, honoring and respecting one another in the way we talk and treat one another. We are committed to being a place where every student and individual is respected, and we all demonstrate God's love as we honor Him and care for others. May God do a work in all of us as we pursue His heart for others.

## **Statement of Faith (Association of Christian Schools International)**

We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21).

- We believe there is one God, eternally existent in three persons—Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
- We believe in the deity of Christ (John 10:33),  
His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35),  
His sinless life (Hebrews 4: 15, 7:26), His miracles (John 2:11),  
His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9),  
His Resurrection (John 11:25, 1 Corinthians 15:4),  
His Ascension to the right hand of God (Mark 16:19),  
His personal return in power and glory (Acts 1:11, Revelation 19:11).
- We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone are we saved (John 3:16–19, 5:24; Romans 3:23, 5:8–9; Ephesians 2:8–10; Titus 3:5).

- We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of condemnation (John 5:28–29).
- We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 2:12–13, Galatians 3:26–28).
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13–14; 1 Corinthians 3:16, 6:19–20; Ephesians 4:30, 5:18).

## **Affiliations**

Lancaster County Christian School is a member of The Association of Christian Schools International. It is accredited for Kindergarten through grade 12 by The Association of Christian Schools International and The Middle States Association of Colleges and Schools. The University Model® is accredited by NAUMS.

## **Community Life Standards**

Every community or group of individuals has rules, regulations, and standards which define and govern them. The guidelines in this handbook serve to define LCCS, minimize distracting behaviors, and provide a structure within which the individual can feel secure and accepted. Persons joining a group need flexibility and a willing spirit to adhere to the customs of that community. The notion of balancing our individualism with a given community's standards is both an important biblical principle and a social imperative which will follow us through our lives. Members of the Lancaster County Christian School community abide by standards that govern behavior.

The purpose of this handbook is to delineate the guidelines and principles which help define LCCS. Our obligation to the larger community of Lancaster County is to represent well the Savior and the school. Conduct which does not conform to the spirit of these guidelines, even if off-campus or after-hours, may impact an individual's opportunity to remain a student at LCCS. Our ultimate goal is not simply conformity, but for our students to take on a spirit of willingness to serve the needs of others.

## **Lifestyle Statement**

Any lifestyle or position statement of the Lancaster County Christian School is the exercise of the School's constitutionally protected right to religious expression and belief consistent with Biblical principles.

The Bible is full of teachings about God's intent for humans, including the creation story. LCCS believes according to scripture that each faculty, staff and student's gender is determined by God prior to birth.

We believe that every person is created in the image of God, that human sexuality reflects that image in terms of intimate love, communication, and fellowship. God's word expresses that His plan for human sexuality is to be expressed only in a monogamous lifelong relationship between one man and one woman within the framework of marriage. Marriage provides for intimate companionship, pure sexual expression, procreation and reflects the relationship of Christ and the church. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between one man and one woman.

We also believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery and pornography are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance. As a matter of conviction based on Bible, we denounce any attempt to legitimize any of these lifestyles that are contrary to the Bible through legislative or executive governmental action.

We affirm that as a Christian School we are called to lovingly minister to those who practice any lifestyle in contradiction to God's design, to repent of their sin and believe in the Gospel of Jesus Christ. We believe that those who practice such a

lifestyle can overcome their sin through the power of the Gospel. We affirm that we are called to support those seeking to have victory over their past.

The above beliefs are validated by these scriptures:

Genesis 1:27-28, 2:18, 20, 23-25, 19:5, 13, 26:8-9; Leviticus 18:1-30, 20:13; Proverbs 5:15-19 Isaiah 54:4-8; 62:5b; Jeremiah 1:5; Ezekiel 16; Hosea 2; Malachi 2:14; Matthew 19:4-6; Mark 10:9; John 2:1-2, 11; Romans 1:26-29; 1 Corinthians 6:9-11, 7:1-5, 9:5; Ephesians 5:23-33; Colossians 3:18-19; 1 Thessalonians 4:1-8; 1 Timothy 5:1-4; Hebrews 13:4, 1 Peter 3:1-7 and Revelations 19:7-8.

LCCS maintains that for any disagreements regarding lifestyles, disputes will be resolved (out of court, with Christian mediation/arbitration and with confidentiality) with faculty, staff, parents or students.

## **Sanctity of Life**

At Lancaster County Christian School, we believe that life, created by God and for His glory, begins at conception and continues until natural death. God has created man in His image and values each life as sacred and holy. God knows His children and they are His workmanship. Therefore, any attempt to end life after conception is against God's design.

"For you created my inmost being; you knit me together in my mother's womb. I praise you because I am fearfully and wonderfully made" (Psalm 139:13-14).

## **Spiritual & Academic Expectations**

Parents and students must be active in a Bible-believing church as confirmed by their pastor. Individual cases may result in the administration evaluating a potential enrollee in the context of our vision that we are a discipleship school that also embraces evangelism. Parents and students must express and demonstrate their agreement with the school's philosophy and handbook policies.

Students will strive by their attitude and lifestyle to being conformed to the image of Christ, to be obedient to God's Word, and to exhibit a teachable spirit. This will be reflected in speech, respect for authority, and reverence for the Lord, both in and out of school. As we partner with parents and local churches, we look expectantly to the Lord to develop our students to reflect these biblical character qualities.

## **Spiritual Life**

The spiritual life of our students is our primary consideration. All classes and activities are taught from a biblical worldview. This means that we begin with the Word of God and use it as the lens through which all else is viewed. We believe that God's truth as revealed in his Word and the person of Jesus Christ is relevant to all life.

In addition to daily Bible classes, chapel services are held on a regular basis. Student-led worship teams provide music at all levels. Faculty, staff, and invited guests provide spiritual teaching to the student body. Each year several days are set aside for an extended time of worship and teaching during a Spiritual Emphasis Week. Student Council also holds prayer at "See You at the Pole" in conjunction with other schools in the area. LCCS participates in the National Day of Prayer.

## **Attendance**

Our goal is to have students attend every class every day. School hours are from 8:10 am to 2:45 pm daily. We know that illness or family circumstances sometimes make this impossible. However, we want to encourage students to treat school attendance as a serious matter and to embrace their intellectual gifts as an act of worship. The State Department of Education and Administration of Lancaster County Christian School establish attendance rules. Students absent from school for any reason are responsible for meeting all class requirements. Parents must call the school by 8:30 am if their

son or daughter will be absent. This phone call does not replace the need for an excuse card or filling out the excuse form on RenWeb. The school will call the home of any student who is absent and for whom no call has been received.

If an absence is for more than a common illness, a doctor's excuse may be necessary. After three (3) or more days of absence, a doctor's excuse is required for re-entry into school.

### **Excused Absences**

Students may legally be absent from school because of personal illness, quarantine, impassable roads, death in the immediate family, or other compelling situations directly affecting the student. Parents must provide a signed, written explanation for all absences and early dismissal requests or a completed excuse form from RenWeb within three (3) days of the absence. If after three (3) days an excuse form is not received, then the absence will be classified as unexcused.

### **Pre-Approved Absences**

Occasionally, a student may need to miss school for a reason other than illness. Discretion is strongly advised in seeking approval for a pre-approved absence. While special events and trips could be advantageous for some students, they could also be detrimental for others. Absences for students who are just maintaining passing grades could have a serious negative effect on class studies and grades. Parents are asked to give this careful consideration before deciding on a trip or activity.

The "Pre-Approved Absence Request" form is available in the school office. Please submit the completed form at least one week prior to the date of the requested absence. Students who are failing one or more classes will not be granted pre-approved absences. Adherence to this procedure is essential.

**Absences that do not meet excused absence guidelines and/or are not requested at least one week in advance will not be approved and will be considered as illegal/unexcused. Pre-approved absences may not be requested after the date of absence.** Students who have already reached ten (10) absences during a school year may not request permission for a pre-approved absence. If a family emergency arises that does not meet these guidelines, it is at the principal's discretion as to whether the event is approved.

### **Unexcused Absences**

Lancaster County Christian School is obligated to the rules and regulations of the State Department of Education concerning unexcused absences. The law requires that the superintendent of the public school district where the student resides be notified when a student has been illegally absent for three or more days (Section 13-1332 and 13-1333).

According to Act 138 of 2016, after three (3) unexcused absences, a student is considered Truant, and parents will be notified in writing within 10 days of the 3<sup>rd</sup> unexcused absence and may be offered a conference and a School Attendance Improvement Plan (SAIP). Each subsequent unexcused absence will require a conference and development of an SAIP. After six (6) unexcused absences, a student is considered Habitually Truant, and the school MUST refer the student for either a community- or school-based attendance improvement program OR make a referral to Children and Youth services if the child is under 15 years old or file a citation with the magisterial district court if the child is 15-years and older.

### **Excuse Cards**

- Parents must provide a signed, written explanation for all absences, early dismissal requests, and late arrivals. Electronic excuse cards may also be submitted through RenWeb.
- The burden of proof for excused absences rests with the parent.
- If the Attendance Officer does not receive the excuse card within three (3) days after the student returns to school, then the parents will receive notification that the absence will remain unexcused.



- Students who are absent from classes for any reason contrary to those listed will be marked as unexcused. Secondary students who skip school or classes will receive five (5) detentions or appropriate consequences as determined by the principal.

### **Excessive Absences**

In an attempt to improve attendance and to comply with the State Department of Education, any student who has been absent for more than seven (7) school days will receive notification by the school office. Once he/she reaches ten (10) days, whether excused or unexcused, a written doctor's excuse will be required for each additional absence. This is in compliance with the State Department of Education policies (Section 13-1332 and 13-1333). If a student is illegally absent for three school days the State Department of Education will be contacted. A Truancy Prevention Plan may be written in order to help prevent further illegal absences. The plan may include consultation with a school truancy officer that could result in a court appearance.

### **Classification of Tardies**

Kindergarten – grade 12 students are expected to be in all classes. All students must be in class by 8:10 am. Students who are not in class by 8:10 am must report directly to the main lobby for a late slip before they will be permitted to enter class.

Secondary students who are tardy for any reason other than approved excusable tardies will be marked as unexcused.

- Students receive two unexcused tardies per quarter without consequence.
- Students who accumulate three unexcused tardies in a quarter (tardy to school and tardy to class are accumulated separately) will be issued a detention; however, if a student is more than 10 minutes late to school or to any class, a detention is automatically assigned.
- Tardy minutes/hours will accumulate towards absences.
- A student who arrives late to school is expected to take any test scheduled for that day, even if that class was missed. The student is expected to initiate arrangements for testing or assignments with the teacher.
- Students who are tardy but arrive at school by 9:00 am will be permitted to participate in extracurricular practices and events.
- Students who are in ISS (In-School Suspension) or OSS (Out-of-School Suspension) may not participate in any extra-curricular activity, including practices and rehearsals, for the duration of that suspension.

### **Excused Tardies**

- Medical/dental appointment with doctor/dentist excuse slip
- Major traffic problem if the same problem causes a large number of students to be tardy (Students must plan for morning rush-hour traffic. Traffic may not be used as an excuse for tardiness.)
- Late arrival of bused students
- Illness (with note from parent/guardian)

### **Early Dismissals**

Students must bring a written note from the parent or guardian that includes the reason for the early dismissal. Elementary students should give the note to their classroom teacher. Secondary students should give it to their homeroom teacher or to the receptionist. Excused early dismissals would include dental, medical, or other important appointments. Before leaving, the student must sign out with the receptionist. Any work that is missed during the absence must be made up.

### **Senior Work Study**

A senior who works a minimum of 20 hours a week may enroll in Work Study. This would allow the student to sign out to go to work prior to 2:45pm. Approval must be obtained from the college and career counselor, the parent, and the employer. The employer will evaluate the student's work performance and the student will receive a grade for said employment.

### **Make-up Work**

Students are responsible to contact their teachers concerning assignments and tests missed during an absence. All class work must be completed to the satisfaction of the teacher. Our general guideline is to give students one day for each day of excused absence to make up work assigned while absent. Make-up tests may be scheduled during a class, lunch, or after school, as arranged by the student and teacher. Long term assignments will be expected on the scheduled due date unless pre-arranged with the teacher.

Pre-approved absences occasionally cause students to be out of school for several days. Students are expected to make arrangements with all teachers for any work that they will miss prior to the pre-approved absence. Students should make every effort to complete the work before the absence. If this is not possible, then they will be expected to have the work completed upon their return.

In all circumstances related to student absences from class, the primary responsibility falls upon the student to communicate with the teacher and to complete work in a timely manner when he/she returns. All students who arrive late to school are expected to take any tests scheduled for that day.

### **Transportation Policies**

- The bus coordinator will arrange transportation with each school district on a yearly basis.
- The local school districts schedule bus routes for students in each school district that is within the ten-mile limit of the school.
- The parents of students who do not live within the designated ten-mile limit are responsible for the transportation of their children to and from school.
- Transportation should be arranged so that students arrive no earlier than 7:30 am and leave no later than 3:00 pm, as there is no supervision of students outside of these times.
- Parents who plan to transport their children to the school should use the designated loading and unloading location.
- Each year there will be a permission form on RenWeb to allow inter-campus transportation for the entire year. This is used to allow transportation of students to the other campus for special events.
- Parents of elementary students must choose a default mode of transportation for their children at the beginning of the year. If there is a change in the regular mode of transportation, the school office must be notified by 1:00pm to ensure that students are transported home safely.
- Students, domestic and international students residing with host families, may not use a private transport company (Uber, Lyft...) for transport to and from school.

### **Morning Arrival Procedures**

Students should arrive at either campus no earlier than 7:30 am, as no supervision is available before this time.

#### ***Leola Campus***

Elementary students should report directly to the school gymnasium. Secondary students report to the school lobby. At 8:00 am students are allowed to go to their lockers and classrooms.

#### ***West Lampeter Campus***

Elementary students should report directly to the playground if they arrive before 8:05 am. During inclement weather, students should report to the gym.

### **Afternoon Dismissal Procedures**

#### ***Leola Campus***

To ensure safety and efficiency with after-school pick-up of students, we ask that you please adhere to the following guidelines:

- Please respect the directions of the carpool monitors.
- Please arrive before 3:00 pm to pick up your child. There is no after-school supervision of students.
- Please drive to the west side of the building where students will be waiting as they exit the school side doors at 2:45 pm. Only buses should pick up students at the front of the building.
- Please do not leave your car unattended in the carpool lane. You may park your vehicle in the west lot if you need to enter the building for any reason.

#### ***West Lampeter Campus***

- West Lampeter parents should join the carpool line in the front of the school

### **Staying for After School Events**

#### **Student Spectators**

If an athletic event begins immediately after dismissal time, at the Leola campus those students wishing to stay for an event should report directly to the event's location. If an athletic event begins in the late afternoon or early evening (from 4:30-7:00 pm), students are not permitted to wait at school until the game begins. Elementary students can only stay after school for an event if they are under the direct supervision of a parent.

#### **Athletes/Extra-curricular Participants**

Those students participating in an athletic event or extra-curricular activity which begins immediately after school (between 3:00-4:30 pm) are to report directly to the place designated by the coach or advisor. These students are the direct responsibility of the coach/advisor. Students in these activities are not to be in the hallway, lobbies, or anywhere in the school building without direct supervision of the coach/advisor.

If an athletic event or extra-curricular activity begins later in the evening (from 4:30-7:00 pm), participants are not to remain at school unless so directed by the coach/advisor and then only under the coach's/advisor's direct supervision.

Siblings of those students participating in athletics or extra-curricular activities are not permitted to wait at school for their brothers and/or sisters. Adherence to this policy is extremely important because there is no adult supervision provided by the school.

## **Financial Obligation**

By sending your child to LCCS, you are agreeing to pay your tuition by the due dates. The school uses the FACTS tuition management system, and all payments are made by direct debit to a bank account or credit card, directly to FACTS. Checks are only permitted when tuition is paid in one or two lump sum payments, but these are also sent to FACTS. If tuition is more than 60 days past due, the Business Manager and Head of School will be in contact to work out a payment plan. If that is not satisfactorily followed, further action may be taken, up to and including being asked to withdraw from LCCS until financial obligations are satisfied. Please note that no report cards will be received or diplomas awarded while there is a past due balance on a student account.

## **Emergency School Closings & Delayed Opening**

In the case of inclement weather, any schedule change will be immediately posted on the LCCS website and parents will be notified using Parent Alert, a feature of Parents Web. Parents who wish to receive this notification must provide a cell number, a landline number, or an email address on their enrollment or pre-enrollment form that will be automatically utilized by the system. The change will also be announced on the following stations:

Website: [www.lccs.cc](http://www.lccs.cc)

### **Television & Radio Stations:**

WGAL-TV 8  
FOX 43  
CBS - 21  
WJTL-FM 90.3  
WDAC-FM 94.5

## **Early Dismissal - School in Session**

If your district closes early, LCCS will send your students home on their bus at the time it arrives at LCCS. Parents should listen to the radio to find out their district's closing time. Parents may use their own discretion in picking up their children at the school in this situation. If LCCS closes early, Parents will be notified using Parent Alert. In the event that LCCS does close early due to severe weather conditions, the announcement will be made on the stations listed and posted on the website. Parents are required to notify the school if they are altering dismissal transportation.

Student drivers may leave at the time that their home district dismisses for the day.

## **Delayed Opening or Cancellation**

LCCS will delay the opening of school or cancel school if weather conditions warrant. Parents will be notified using Parent Alert of the closing or delay. Announcements will also be made on the stations listed and posted on the website.

Should LCCS delay opening for a longer or shorter period of time than the public school district wherein you reside, students may use the district transportation. Student drivers may follow their home district's schedule.

## **Scheduling Conflicts between LCCS and your school district**

1. Parents should be aware that LCCS only provides supervision at the times our school is in session.

2. If LCCS is open, and your local district has a later start or cancellation, at the parent's discretion, the student may follow the schedule of your local district.

### **Snow Day Procedure**

If there are more than two (2) cancellations or cancellations occur after 2/19, up to five (5) online school days will be implemented. After seven (7) cancellations, make up days will be added in June. Parents will be notified of required make up days as necessary.

### **Student Driving Privileges**

It should be recognized that driving to school, while necessary for some students, is a privilege with certain responsibilities. Immediately upon arrival, students are to enter the building. Cars are off limits during the school day.

Students who consistently violate the school's tardy policy may have their driving privileges suspended. Repeated infractions may result in driving privileges being revoked for the remainder of the school year. Common sense and safe driving techniques must be used coming to and leaving school. Cars may not exceed the 15 mph limit while on the school property. Student drivers in violation of any of the above mentioned standards will have the privilege of driving to school suspended for a period of time as determined by administration.

Parents must notify the school if they are allowing their students to use cars during the school day. This privilege is reserved for school-related functions and by permission of the principal.

Students who desire to gain driving privileges must obtain a Driver's Privilege Card. The student must submit a completed card to the school office.

The card requires the following information:

- Valid driver's license number
- License plate information for all vehicles driven by the student
- Parent's signature
- Student's signature
- Validation by the principal

Once approval to drive has been granted by the principal, a copy of the card will be kept on file in the school office. The student should retain the original and hang the issued parking permit on the rearview mirror.

## **School Community**

### **Discipline Philosophy**

Discipline at Lancaster County Christian School is relational and redemptive. Discipline not only involves the correction of behavior; it also encourages, directs, and builds up its recipients so that they can serve God in all areas of their lives.

Teachers and administrators are responsible to God for the young people who are entrusted to their care during the course of the day. Given this authority to discipline by parents, they are to administer it within the limitations of this policy. Teachers and administrators are to work with parents in this area, keeping them informed of disciplinary actions taken. Teachers are also available to both the parents and students involved should the need arise. The ultimate end of this type of involvement is to build an understanding and to foster supportive behavior and a united, cooperative attitude.

## **Discipline**

### **Lunch Detention (Secondary)**

Teachers may assign students to lunch detention for infractions based on the school's management plan. Detentions will be assigned Monday through Friday during the lunch period. Repeated lunch detentions could result in an after-school detention or in-school suspension.

### **Morning & After School Detention (Secondary)**

Teachers may assign students to morning or after-school detentions based upon school's management plan. School administration may also assign students some type of disciplinary consequences for inappropriate behavior, at their discretion. Students who have unexcused absences or tardies fall into this category.

Students may be assigned to a cleaning detention if the infraction so warrants it. Cleaning detention consists of any cleanup work to be completed during the detention period requested by a teacher, maintenance/custodial personnel, or other person in authority.

When scheduling detentions, attempts are made to work around extra-curricular activities; however, in order for detentions to be an effective form of discipline, they must be served in a timely manner. Therefore, detentions take precedence over participation in extra-curricular activities. Parents are notified of detentions via RenWeb.

### **In-School & Out-of-School Suspension**

School administration reserves the right to immediately suspend any student who has violated LCCS written and/or spoken school policies or its principles. Students may be placed on in-school suspension (ISS) or out-of-school suspension (OSS).

For an ISS, assignments for the day will be taken to the in-school location. A student will complete all assignments, quizzes, or tests assigned and/or due during the time of the suspension. Lunch will be eaten in the in-school location. A student assigned to in-school suspension is not permitted to participate in after-school activities for that day no matter where the activity takes place.

A student can be placed on OSS for what the administration considers serious or repeated offenses. During the suspension, work must be maintained. A student suspended out-of-school is not permitted on school property during the suspension and is not permitted to attend or participate in any school activity no matter where the activity takes place. Students are responsible for making up all work missed during an OSS within the time specified by the classroom teacher(s). Academic provisions can be made by the principal for extended periods of suspension.

### **Behavioral Probation**

Any student who has been placed on out-of-school suspension is automatically placed on a probationary contract. Guidelines of the contract are based on the reason for the suspension. Often times they include counseling, recommendation from the student's pastor, and a period of exceptional behavior. Probation is intended as an intermediate disciplinary step to give the student an opportunity to improve his/her attitude and/or conduct. If progress is not noted in attitudes and/or behavior, the student will either be asked to withdraw from LCCS or the administration will recommend expulsion to the School Board.

### **Expulsion**

The school administration reserves the right to expel any student who has violated LCCS written and/or spoken school policies or its principles. This determination is at the sole discretion of the school administration.

## **Parent Appeal Process**

One of Lancaster County Christian School's core values is to assist parents in their responsibility to educate their children. Parents who have questions or concerns about policies or decisions are encouraged to first approach the teacher or staff member most closely related to the situation. After having done so, if the parent does not feel that a mutual understanding has been met, the parent may contact the school's principal who will work with them to resolve the issue. In the rare instance where this course of action does not provide satisfaction, the parent may ask for the head of school's input. As a last resort, parents have the right to appeal in writing to the LCCS School Board chairperson who will work with the head of school to bring closure to the situation. LCCS adheres to the "Matthew 18 principle" (see Matthew 18:15-17).

In the context of LCCS, we require parents to go directly to the individual with whom they have a conflict:

1. Talk with staff member most closely related to the issue.
2. If there are still concerns; speak with the school's principal.
3. Only if there are still concerns; bring the matter to the head of school.
4. If all of the above steps have been properly taken, and there is still a matter of serious concern, submit a letter of appeal to the School Board chairperson.

## **Student Dress & Appearance**

The dress code policy at Lancaster County Christian School is based on modesty, academic attire and wholesome message. The LCCS administration works in partnership with parents to promote these values. Student appearance should not distract from the academic nature of LCCS. The following is an appropriate expression of modesty, academic attire, and wholesome message:

### **General Dress/Appearance Standards**

- Clothing is to be clean and neat. No ripped, torn, tight, revealing or provocative clothing is permitted.
- Shorts, skirts, and dresses must be close to the knee (no shorter than 3 inches from the top of the knee cap). Low-riding pants and exposed undergarments are not permitted.
- Dress and appearance should reflect an educational setting. Athletic shorts, sweat pants, tights, and leggings are not permitted for Secondary students. (On special occasions, such as field day, Secondary students may wear athletic shorts that are within 3 inches of the knee.) Students in Pre-K through grade 6 may wear neat athletic shorts, pants, and sweatpants. Students may also wear leggings or tights when worn with dresses and skirts that meet dress code requirements.
- Tops must cover the shoulders, chest/cleavage, stomach, and back. (Modest sleeveless attire is permitted for ladies). Male students must wear shirts with sleeves. Tank tops are not permitted.
- T-shirts must exhibit wholesome messages and be non-distracting. Undershirts may not be worn as t-shirts.
- Shoes must be worn at all times. Sandals are permitted. Students in Pre-K through grade 6 must have a strap across the heel for safety reasons.
- Hats, caps, bandanas, or hoods are not permitted during the school day and at most school functions.
- Sunglasses or dark glasses are not permitted to be worn inside the school building unless medically required.
- Hairstyles or colors that are extreme are not acceptable. Male students must keep their hair cut short or neatly tied in the back. Hair must be a natural color.
- Jewelry must exhibit wholesome messages and be non-distracting. Female students may wear earrings in the ears. Male students may not wear earrings. No other piercings are permitted. Gang-related apparel and accessories are not permitted. This rule applies to all school-related functions.
- No tattoo can be exposed during school hours or when participating in school related functions.
- Full-coverage bathing suits are required while on special trips that allow for swimming.

## **Infractions and Redress**

A Secondary student who is in violation of the dress code will be asked to change or to call his/her parent to bring something to wear. If this is not possible, the school will attempt to provide a change of clothing so that the student may return to class. Student advisors work with students on dress code issues. They may issue a detention starting with the first offense. Teachers will contact elementary parents if there is a dress code issue.

## **Extra-curricular Activities**

The dress code applies to all school related activities; therefore, when students stay after school for a game or an extracurricular activity they must still maintain modest dress.

## **High School Formal Events**

- Strapless dresses are not acceptable.
- Tight, revealing clothing is to be avoided.
- The bottom half of the back, and the stomach and cleavage should be covered.
- Skirt length must comply with the school dress code (no shorter than three inches above the knee cap).
- The key is modesty.
- Male students may rent tuxedos if that is their desire. They should wear at least a shirt and tie. A suit or dress coat is encouraged. They may not wear earrings.

## **High School Commencement & Commissioning & Eighth Grade Certificate Ceremony**

These occasions are a special time of recognition and the students' dress should reflect that:

- Male students are to wear a dress shirt and tie; jackets are optional. Dress pants, dress shoes, and socks are to be worn. Jeans are not acceptable. No sneakers or flip flops of any kind are to be worn. Male students may not wear earrings or show tattoos at school functions.
- Female students are to wear a dress or skirt that is near the knee due to sitting on stage. Modest sleeveless dresses or tops are acceptable (not tank top style). Tops must cover the chest/cleavage, stomach and back when moving or bending. No sneakers or flip flops of any kind are to be worn. Tattoos are to be covered.

## **Student Conduct**

Lancaster County Christian School values each student as a unique image bearer of God. Within this Christian community we expect our students to demonstrate Christ-like behavior that builds one another up in the body of Christ. Acceptable behavior will model appropriate Christian maturity, evidenced by expressions of biblical thinking, Christian character, and acts of servant leadership.

## **Social Behavior & Relationships**

In order to maintain an appropriate educational and spiritual atmosphere at Lancaster County Christian School, students are to refrain from behavior unfitting in a school environment. These behaviors include improper displays of affection and familiarity (kissing, touching, hand-holding, hugging, etc.). LCCS seeks to develop unity in the student body, to foster brotherly concern and compassion for others, and to minister educationally and spiritually to all students. These goals are thwarted when students are preoccupied with their individual social relationships.

Scriptural purity and godly character are the standards for both student and faculty behavior. Therefore, interaction among all the members of the LCCS community should be above reproach. This includes not only inappropriate physical touching, but also behaviors that are sexually suggestive or unbecoming. Neither of these will be tolerated. Should there be a violation of this policy, parents will be notified and the students involved will be subject to detention or suspension.



This policy applies to students, both when they are in school on campus, and when they are involved in any off-campus school activities (athletic events, field trips, class trips, etc.). This policy applies to electronic and social media activity on or off-campus.

### **Immoral Conduct**

It is the position of Lancaster County Christian School that immoral conduct and fornication (pre-marital sex) are forbidden by God's Word as acts that are destructive to the Body of Christ.

The administration, following a meeting with the student and his/her parents, will act upon any immoral conduct on the part of a student including acts, signs, literature, verbal comments or expressions, and written documents (both physical and electronic). Courses of action could include counseling, probation, suspension, or recommendation for expulsion.

### **Violation of the Law**

Students who are involved in a violation of federal, state, or local law will be brought before the administration for disciplinary action. Courses of action could include suspension, probation, and/or recommendation for expulsion. Counseling, drug testing, and treatment may be required.

### **Use or Possession of Alcohol, Tobacco, or Non-Medicinal Drugs**

The use or possession of alcohol, tobacco, or non-medicinal drugs (i.e. those which are not prescribed by a physician or traditionally used for the treatment of illness or for the restoration of health to the body) is strictly forbidden for LCCS students both in and out of school. LCCS reserves the right to conduct a search of students when there is a reasonable basis to believe that the student may be in possession of or has used any of these substances. Areas of search include, but not necessarily limited to, a student's locker, personal effects, and vehicle. A student may be asked to empty his pockets or make available contents of other areas about their person. Should a student refuse to empty pockets or make available contents, LCCS may request that parents come to the school or other location and search their child. Should the student and parent(s) refuse to conduct a search of the person of the student, the school reserves the right to expel the student. LCCS administration reserves the right, at its sole discretion, based on a reasonable basis to believe that a student has engaged in non-medicinal drug use, to order a drug test with a subsequent written report to the administration. Such information would be handled in a confidential manner. A positive test result would be the financial responsibility of the family. Payment on a negative test result would be reimbursed by LCCS. Refusal to participate in a drug test could result in recommendation by the administration for expulsion. Information may also be shared with the police authorities.

In the event of use or possession of alcohol, tobacco, non-medicinal drugs, or substance abuse, both in and out of school, the course of action could include suspension, probation, and/or recommendation for expulsion. In the event of expulsion, no credit will be allowed at LCCS for any courses not fully completed during the school year or term in which the offense occurred.

### **Weapons Violations**

Within this Christian community we are committed to providing a safe environment in which each child can learn. Lancaster County Christian School considers student possession of, use of, or threatened use of weapons as a serious offense and will not be tolerated by students on school property, at school events, or at any other time while enrolled as a student. Statements made by a student claiming or boasting of a weapon at school or at school events will be dealt with in the same manner as a "threat" below.

### **Student Action**

Any student who possesses a weapon or who carry, exhibit, display, draw, or threaten any item apparently capable of producing bodily harm in a manner which, under the circumstances, manifests an intent to intimidate another or warrants

alarm for the safety of others shall be subject to discipline up to and including expulsion. A student commits a misdemeanor of the first degree if in the possession of a weapon in the buildings of, on the grounds of, or on any conveyance providing transportation to or from an educational institution.

### **Definition**

“Possession” includes, but is not limited to, having a weapon on school property or at a school sponsored event located: (a) in a space assigned to a student such as a locker or desk; (b) on the student’s person or property; or (c) under the student’s control or accessible or available, such as hidden by the student. LCCS reserves the right to conduct a search of students when there is a reasonable basis to believe that the student may be in possession of a weapon. Areas of search include, but not limited to, a student's person, locker, property, and vehicle. A student may be asked to empty his pockets or make available contents of other areas about their person. Should a student refuse to empty pockets or make available contents, LCCS may request that parents come to the school or other location and search their child. Should the student and parent(s) refuse to conduct a search of the person of the student, the school reserves the right to expel the student.

“Threat” includes, but is not limited to: (a) a statement of personal bodily harm with a weapon; (b) a statement indicating friends or acquaintances with weapons who will commit bodily harm; or (c) the statement of possessing a weapon at school or a school function. A threat may be verbal or written and done in person, over the phone, or electronically.

A “weapon” includes, but is not limited to: (a) any knife, cutting instrument, cutting tool, nun chuck stick, firearm, shotgun, rifle, and any other tool, instrument, or implement capable of inflicting serious bodily injury; (b) a firearm which is not loaded or lacks a clip or other component to render it immediately operable, and components which can readily be assembled into a weapon; (c) any “look-alikes” of any items listed above. The possession of spray mace and/or any other noxious chemicals used inappropriately will also be considered a violation of this policy.

### **Reporting & Referrals**

Any faculty member, staff member, or principal with knowledge of possession, threat, or use of weapons as described above shall immediately report to the head of school, who shall: (a) submit a report to the appropriate jurisdictional police authority – when the school reports an incident to the police the school is merely providing information to the police department; and (b) remove the involved student(s) from school pending full investigation by school and law enforcement officials. When the school refers an incident to the police the school expects the police to take action on the case.

### **Enforcement**

The PA Crimes Code lists possession of a weapon in the school environment as a misdemeanor of the first class. Therefore, all violations under this policy shall be reported to the local police department. All persons violating this policy shall receive out of school suspension until such time a parent conference is held, a full investigation has been completed, and the administration has finalized the consequences and course of action. In the event that this policy is violated, the student will additionally be placed on probation, long-term suspension, or be recommended for expulsion for a period of up to one year.

### **Harassment & Bullying**

Lancaster County Christian School endeavors to provide a safe and caring environment in which all students can succeed. Behaviors that intend to cause emotional or physical harm to a student will not be tolerated. Such behaviors include, but are not limited to, threats, bullying, name calling, teasing, and put downs. Such acts may be verbal, physical, written, or electronic in nature. Unwelcome sexual advances are also perceived as harassment. Bullying may also be defined as a series of acts directed at another student with the effect that it substantially interferes with the student’s education, creates a threatening environment, or disrupts the orderly operation of the school. The school setting includes the school itself, the school grounds, in school vehicles, at designated bus stops, or at any activity sponsored, supervised or sanctioned by the school. Any online activity of this nature that carries over into the school setting is also included. Anyone with knowledge

of such behavior should report it to the school administration. Students involved in these behaviors will be subject to disciplinary action which could include suspension, counseling or recommendation for expulsion. The safety of the community will be considered in determining appropriate action. The local police may be contacted to file a report.

## **Academic Honesty & Plagiarism**

Academic integrity is of the utmost of importance in an academic environment; therefore, it is essential that each student take responsibility for his/her own work. Cheating and plagiarism are unacceptable practices. Cheating is the giving, receiving, or using help not authorized by the teacher on any form of assessment. This means that students should not copy from another's work, provide answers to another, or use any source of information not allowed by the teacher on class work, homework, projects, quizzes, or tests. It also includes talking with other students about the content of a test/quiz after the student has taken it and others have not.

Plagiarism is intentionally presenting someone else's work or ideas as one's own. This could include copying or paraphrasing from a book, journal, or the internet without acknowledging the original writer. Cutting and pasting from an internet web page and taking another's work and rewriting in "your own words" also constitutes plagiarism.

Students must also refrain from forgery and stealing. Students who access an exam or answers to an exam without authorization are stealing. Students should not forge a required parental/guardian signature, as on permission slips or Bible memory.

Students who are caught cheating or plagiarizing could receive a zero for the assignment or may be asked to re-submit the assignment for partial credit. Other disciplinary measures, such as a detention or suspension, could be expected.

## **Network & Internet Usage**

Lancaster County Christian School will provide and control access to computer usage for students for the purpose of enhancing curriculum, academic development, and research. The use of LCCS computers, network, and Internet is a privilege, not a right, and may only be used under the specific guidelines of the teacher or computer lab monitor. This privilege may be revoked for anyone who uses the resources inappropriately.

- Students should never give their LCCS computer account password to another student. They should never log in with any username and password other than your own.
- Students should not attempt to bypass system or Internet security or in any way gain unauthorized access to any computer resources by any means.
- Internet access at LCCS is filtered. Students may not attempt to bypass this filtering. If a student should come across a site that contains inappropriate content but is unfiltered, they are expected to leave the site immediately and report it to a teacher or administrator. Students may not access streaming video, Facebook, Myspace, Twitter, or Instagram, or any other form of social media at school.
- Students should not transmit material that is in violation of governmental regulation or law, or is copyrighted, offensive, or obscene.
- No game playing of any kind is allowed on any LCCS computer or personal device.
- While using LCCS computers, students will strive to act in all situations with honesty, integrity, and respect for the rights of others. Students should not attempt to obtain or modify files, passwords, or data belonging to other users.
- IT staff and administration members reserve the right to monitor and log all of student network and Internet activity at any time.

- Use of personal devices (including laptops and tablets) during classes may be done only at the discretion of the teacher.

Any user of the network who violates the policies outlined in this document or engages in any other act determined to be an unacceptable use of the network by school administration, will have his or her user access revoked and may be subject to other disciplinary procedures according to existing and applicable school policies.

## **Cell Phones & Electronic Devices**

Whereas electronic devices have become multi-functional, similar consequences will be issued for the misuse of cell phones and other electronic devices. Because cell phones have become an academic distraction, students who bring cell phones to school must keep them silenced. Cell phones are not to be used at any time during the school day (8:00 am to 2:45 pm). If a secondary student is carrying a cell phone it should be kept in a backpack or secure pocket completely out of sight.

We strongly discourage elementary students from carrying cell phones and other devices. If they do bring them to school, devices must remain in the student's backpack during the school day. If an elementary student is using a cell phone during school, the teacher will confiscate the phone and only return it to a parent. If it is absolutely necessary for a student to make a phone call, permission can be obtained to use a cell phone from an LCCS faculty or staff member.

Parents needing to contact their son or daughter during the school day must do so through the receptionist in the school office, not the student's cell phone. Use of the text messaging feature is also not permitted during school hours. Only High School students are permitted to use electronic devices during their lunch period, but are strongly encouraged to use that time for face-to-face interactions between peers. Cell phone usage during the entire school day is subject to the rules in the Acceptable Use Policy that students sign at the beginning of each year. Parents are asked to discourage their children from using their cell phones during the school day.

Computer games, iPods, MP3 players, and the like are not to be used during the school day (8:00 am to 2:45 pm). Students who bring such items to school must keep them stored away. These same guidelines also apply to educational tools (calculators, notebook computers, handheld computers, etc.) that are used inappropriately (i.e. for activities unrelated to school work). In addition, this policy applies to school trips. The supervising teacher will give special permission, if appropriate, for exceptions to this policy.

Students who violate this policy will be subject to the following set of consequences:

- 1<sup>st</sup> and 2<sup>nd</sup> offense: Cell phone or other electronic device is confiscated for the remainder of the day. Student is issued a detention.
- 3<sup>rd</sup> offense: Three detentions for the same offense within a quarter will lead to an in-school suspension. The student's parents will also need to come to the school to pick up the item.

## **School's Public Image**

A fundamental expectation of all LCCS families is that they will guard the reputation and public perception of the school. Individuals are not to make any disparaging remarks about LCCS or anyone affiliated with LCCS or to use the school's name and branding information on personal internet blog sites (public or private), Facebook, Twitter, or other social media sites. Personal pictures or videos used to this end are unacceptable.

## **Locker Use**

We are pleased to be able to provide an individual locker to each student for his or her personal use throughout the school year. The privilege of having a locker is conditional on the following responsibilities:

- It is the student's responsibility to maintain a clean and orderly locker (one locker per student).

- All personal decorations are to be on the inside of the locker only and must be appropriate for school.
- All contents of the locker are to be kept in such a way that nothing hangs out or prevents the door from closing properly.
- Nothing should be posted outside the locker. The exceptions to this are school-approved spirit items, school/teacher notes, birthday celebrations, etc. These decorations are permitted for one day only and must be promptly removed.
- Perishable items (lunches and snacks) are to be cleaned out on a daily basis. No opened food or drink is to be stored in lockers. Students are only permitted to bring water bottles to class. No other beverages are permitted.
- At the Leola campus, the top of the locker is space to be used for the daily storage of items that do not fit in the locker. By the end of the school day, the area around the lockers is to be free of any item stored there for the day. Items remaining on or around the locker after 3:00 pm will be removed.
- Secondary students may put locks on their hall lockers if they choose. Combination locks will be provided by the student, and the student will provide the lock combination to the Secondary Administrative Assistant.

## **Media Centers**

### **Rules**

Students are to abide by all school rules and regulations in the Media Centers. Students are to be considerate of others and show excellent stewardship with resources. Students must have a pass to be admitted to the library when independently visiting. No food or drink is permitted in the library. The library will be locked unless supervised by a librarian or aide. Secondary students will be sent back to their classes from the library for disciplinary reasons and may forfeit library privileges for a specified amount of time due to behavior.

### **Circulation**

Books may be checked out for a period of two cycles to Secondary students. For elementary students, checkouts are limited to one cycle. Students may renew books up to 2 times, if they are not on reserve. Reference materials may be checked out overnight only.

### **Fines/Fees**

For students in grades 3 – 6 overdue items will be charged at .05/day. For Secondary students, overdue items will be charged at .10/day. Lost or damaged beyond repair items will be charged to the student for the cost of the item plus a \$3.00 replacement fee to cover the handling and re-cataloging expenses. Secondary students will not receive their report card until all library obligations are met. Mid-term and final exams may not be taken until all obligations have been paid.

### **Computers**

Students may check out computers to use during their time in the library.

### **Scheduling**

Elementary classes will have a scheduled library visit once per week. Elementary students may drop off books at any time during the day, but they may not check out books without a librarian in attendance.

Middle school classes will have a scheduled research class in the library once per week. Secondary students may visit the library during the day with a pass from their teacher as space availability permits.

## **Use of Gym, Weight Room & Equipment Room**

In order to ensure the safety of our students, no students may be in the equipment room unless specifically directed by a teacher or coach to obtain equipment for class or team use. School physical education equipment is to be used for PE classes and teams only. It is not for individual or small group use before, during, or after school. No student or child may be in the gymnasium or weight room without the direct supervision of an adult. Use of the weight room is limited to elective students during regularly scheduled class times.

## **Medical & Health Records**

### **Immunization Records**

The PA Department of Health requires all children to have their immunizations current on or before entering the first day of the school each year. Please provide a complete copy of all immunizations to the school office and an update every time your child receives an immunization. The present immunizations are listed below. A paper copy of required immunizations is also available from the school receptionist. All immunizations require documentation of month, day and year given. Records of immunizations must be in writing on an official immunization document, such as an International Health Certificate, Immigration Records, and Physician Record, School Health Records or other similar documents. All documentations must be signed and dated by a physician or nurse verifying the vaccine(s) was given.

***Children in all grades K to 12 need the following immunization for attendance:***

- 4 doses of tetanus, diphtheria and acellular pertussis (DTaP or DTP or DT or Td)(1 dose on or after the 4<sup>th</sup> birthday)
- 4 doses of polio (1 dose on or after 4<sup>th</sup> birthday and at least 6 months after previous dose)
- 2 doses of measles, mumps and rubella, given as MMR
- 3 doses of hepatitis B (properly spaced)
- 2 doses of varicella (chickenpox) or evidence of immunity or date of disease

***Children in grades 7<sup>th</sup> through 12<sup>th</sup>, the additional immunizations are required for attendance:***

- 2 doses of meningococcal conjugate vaccine (MCV)
  - 1st dose given 11 to 15 years old and/or prior to the start of 7<sup>th</sup> grade
  - 2nd dose given 16 years or older and/or prior to the start of 12<sup>th</sup> grade
- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap)
  - 1 dose given prior to the start of 7<sup>th</sup> grade

If your child is missing any of these required immunizations, they will be placed on provisional status and will have 5 school days to comply. After the 5<sup>th</sup> day, he or she will be excluded from school until the vaccinations are received and the information delivered to the school.

Visit [dontwaitvaccinate.pa.gov](http://dontwaitvaccinate.pa.gov) for more details on School Immunization Regulations

If improper spacing of vaccines occurs, parent(s) will be notified. It will be the responsibility of the parent to do one of the following:

- Provide serology (blood test) to assess immunity
- Have booster given
- Have primary care physician document in writing that they are aware of modification for Department of Health recommended interval between doses.

All students submitting PA state required physicals for grades K (or grade 1 if did not attend K); grade 6 and grade 11 or any student submitting a PIAA physical exam form must also provide a copy of all immunizations with their physical form. In lieu of vaccines, lab blood testing may be done, at the parents' expense, as a way of proving immunity for each disease that a child has had or was exposed to.

NOTE: Any parent wishing to decline immunizations for religious reasons must sign and date the PA Department of Health-Certificate of Immunization card for their child. Parents are expected to state in writing their objections to immunizations / that their religious belief teaches opposition to such immunizations. Parents need to be aware that there are state mandates to exclude non-immunized children from school for a certain number of days when an outbreak of a communicable disease occurs in the school setting. Medical Exemption for immunizations requires authorization from your child's physicians who must sign and date the PA Department of Health- Certificate of Immunization card and identify the temporary medical condition that would contra-indicate immunizations for a specified time frame.

### **Physical Exams**

The state of Pennsylvania requires physical examinations for students in grades K, (or grade 1 if they did not attend kindergarten), grade 6, and grade 11. Transfer students, previously home schooled children, and students with incomplete health records are also required to have a physical examination by their family physician.

The school will also accept a copy of a recent sports physical (within the past 6-12 months) or driver's license physical if signed by a physician. A copy of the immunizations is also necessary. Physical forms are sent home in the spring for grades 5 and 10 or can be picked up at the school office. Students should plan to have a physical exam during the summer prior to entering kindergarten, sixth, or eleventh grade.

### **Dental**

The state of Pennsylvania requires dental examinations for students in K, (or grade 1 if they did not attend kindergarten), grade 3 and grade 7 or students with incomplete dental records are also required to have a dental exam. Dental Forms are sent home in the spring for students in grades Pre-K, 2, and 6. They can also be picked up at the school office. Students should plan to have a dental examination during the summer prior to entering kindergarten, third, or seventh grade.

### **Medication**

LCCS does not provide medication for students. All Secondary students may carry over-the-counter (OTC) medications for headaches, etc. Elementary students are not permitted to carry their own medications. Any student requiring prescription medication during the school day must bring the medication to the school office in the original container with the student's name, name of medication, the dosage amount, and the time to be given. Elementary students may use this same form for OTC medications that they must take. Also required is a Parental Request and Physicians' Order Medication form that must be completed and signed by either the parent or the physician. The medication permission slip may be obtained from the school office.

All students diagnosed with asthma and have been prescribed inhalers or diagnosed with allergies and have been prescribed an Epinephrine Auto-Injector (EpiPen), must have their own inhaler or EpiPen kept on their person. Elementary students may leave their inhaler or EpiPen with their teacher or at the school office. Every student needs a doctor's order signed and dated by a physician each school year.

### **Emergency Information**

All students are required to have emergency information on file in the school office. This emergency information is used for school field trips and sports. Please provide all emergency contacts and phone numbers. The emergency information also has a place to list all allergies and type of reaction. Students requiring an epi-pen for an allergic reaction should

supply their own pen and should have an Allergy Action Plan form signed by a physician on file in the school office with specific instructions for student or staff to administer.

Parents will be contacted to pick up their child for any of the following reasons:

- Temperature 100 degrees or greater (not masked by Tylenol or Ibuprofen)
- Vomiting
- Diarrhea
- Lice
- Potential communicable diseases (chicken pox, measles, mumps, pink eye, or strep throat)
- Child not well enough to attend class for the rest of the day

Please do not have your child return to school until he/she has had at least a 24 hour period free of all of the above symptoms.

Parents must notify the school office of any kind of contagious disease/health issue such as chicken pox, measles, mumps, pink eye, or lice. This information is confidential. The school has an obligation to inform teachers/staff/school families of potential outbreaks of diseases that can be passed from person to person.

Student drivers need parental permission to drive home from school due to illness.

## **Field Trips**

Educational and outreach trips are an integral part of our program that enhance the curriculum. A fall trip for all students is planned for grades 7-12. Students must be in good academic and behavioral standing in order to be eligible to participate in school-sponsored field trips. Any student failing at the time of a trip may be ineligible to attend. Students who lose the privilege of participating or who are unable to attend for any reason must report to school as usual.

A standardized permission slip that includes insurance and medical information must be signed on a yearly basis by each student's parent or guardian. In addition, a shorter permission slip pertinent to each trip will be used to provide information concerning each trip. Most permission slips can be accessed and signed on ParentsWeb.

## **High School Class Trips, the Middle School Retreat, & the Senior Mission Trip**

LCCS class trips, the middle school retreat, and the senior overseas mission trip are important contexts for *Living Education*. By sharing together in focusing on a common goal and partnering with other organizations and ministries, these short-term trips are designed for long-term impact. Participants also see the immediate results of their work as they collaborate with one another. What is begun in middle school carries on throughout the students' high school years. Ultimately, the trips are a taste of community, learning, and service that can continue beyond their school years, having an eternal impact.

The trips include an educational component, a social/class unity component, and a spiritual/service component. In middle school, both grades participate in two days of outreach, learning, and fun. The high school classes prepare for their culminating international mission trip by building each other up and serving their communities. Freshmen serve in Lancaster, sophomores at New Tribes Mission Wayumi, and juniors in Philadelphia. This model was chosen based upon Acts 1:7-8, which expresses the gospel's impact from local to distant settings.

Each year's senior class will participate in an international mission trip to a Spanish speaking country. LCCS has been blessed with a strong connection to the Kids Alive International base near Pucallpa, Peru. This connection may be utilized, or LCCS administration may re-evaluate or seek other opportunities that are in the best interest of our students. This week-long mission trip provides opportunities for students to use their Spanish skills, interact with students and parents in the local villages and schools, and support long term local ministries already doing work in the area. Alumni will tell you that the senior mission trip was one of their most significant LCCS experiences.



## **Lunch**

Reasonably priced hot lunches are provided by adult volunteers and by various groups within the Lancaster County Christian School community. When students do not purchase the prepared lunch, packed lunches will need to be provided by the parents. Beverages are available for purchase. Pre-Kindergarten students wishing to order lunch should pre-pay for lunches and milk at the beginning of each month. The teacher will send home information regarding cost.

### ***Leola***

Lunch tickets can be purchased at any time from the receptionist. The meal ticket will include everything that is listed on the menu for the day. The menu can be seen on RenWeb. Teachers who, on occasion, would like to order food for a group of students may do so with permission from the school principal.

Students are not allowed to order food from off-campus or to leave campus for lunch. Students grade four and higher are permitted to use the microwaves during lunch. All other elementary students should pack lunches that do not need to be heated.

### ***West Lampeter Lunch***

Lunch tickets can be purchased from the receptionist in the morning. Students should write their name on their ticket and hand it into their classroom teacher in the morning. Only elementary students in grades three through six are permitted to use the microwaves during lunch. All other elementary students should pack lunches that do not need to be heated.

## **Grading Procedures**

### **Grading Scale Kindergarten - Grade 2**

(Kindergarten students receive a report card twice a year; all others receive quarterly report cards) Key to Evaluation:

O - Outstanding - Working beyond expected potential

S - Satisfactory - Working at expected potential

NI - Needs Improvement

SI - Shows Improvement

U - Unsatisfactory

### **Grades 3 - 12**

Number Grade	Letter Grade
95-100	A
92-94	A-
89-91	B+
85-88	B
83-84	B-
80-82	C+
76-79	C
74-75	C-
71-73	D+
67-70	D
65-66	D-
64 and below	F

## **High School Credit Recovery**

High school students who fail a course needed for graduation may make up the credits by one of these methods:

- Taking the course in the student's local school district's summer school program
- Taking a correspondence or online course approved by the LCCS College and Career Counselor (course must be equivalent to the one failed)
- If schedule and space permits, it may be possible to repeat the course in the regular classroom the next school year.

## **Middle School Course Recovery**

Middle school students who fail a core subject (math, history, Bible, English, science) for the year must make arrangements to retake the courses over the summer in order to return for the coming year. Attendance with a passing grade at summer school or satisfactory completion of the course(s) through correspondence or online is required. Failure to fulfill these requirements will result in retention.

## **Incomplete Grades**

An incomplete grade may be assigned as a quarter grade for the first three quarters of the school year when students have not completed assigned work. If the students do not complete work within two weeks of the end of the marking period (due to illness, travel or other difficult circumstance) for which they received an incomplete, that incomplete will be replaced with the grade earned.

All assigned work for the fourth quarter must be completed by the morning of the last day of school. Seniors must have all work completed by the administration's designated deadline in order to participate in the graduation ceremonies. No incompletes will be issued for the fourth quarter.

## **Grade Point Average (GPA)**

Grade point averages are computed by the administration using a formula that consists of the quality point total divided by total credits. Honors courses will be weighted at 1.1; AP courses will be weighted at 1.2. The GPA is used in determining class rank. The first and second ranked students in each graduating class receive the titles of valedictorian and salutatorian respectively. Beyond these two rankings, no other students will be ranked for college transcript purposes.

All students who transfer to LCCS will receive credit for their courses using the grading scale that was in effect at their former school. These courses will be calculated into the student's GPA without any additional weighting added. Because academic standards vary greatly from school to school, weighting procedures vary, and in an effort to be consistent, only AP classes, which have been approved by the national Advanced Placement Board, will be considered for weighting. Classes that were taken outside of the United States, pass/fail courses, and home school courses will not be calculated into the student's overall GPA; however credit will be given for those classes.

In order for students to be eligible for salutatorian or valedictorian positions, they must have been enrolled full-time at LCCS for their entire junior and senior years. Students who enter LCCS at the start of their junior year who have a GPA that would place them in either of the top two class rank positions must demonstrate continued academic excellence during their entire time at LCCS in order to qualify for the valedictorian or salutatorian positions. Students who enter LCCS with a top-ranking GPA but who fail to maintain a consistently high academic average or who have not achieved their GPA under a grading system of equal value will not be eligible for either of the top two positions. In the case of a tie, the students' junior and senior year GPAs will be used to determine the top two positions.

## **Graduation Requirements**

LCCS secondary students must complete 25 high school credits in order to graduate

- 4 credits Bible (1 for each year at LCCS)
- 4 credits English
- 3 credits Social Studies
- 3 credits Math
- 3 credits Science
- 1 credit Spanish or other Foreign Language (unless waved by Assisted Learning or ESL)
- .6 credit Freshman Seminar or Computer
- 1 credit in the Arts and Humanities (including Introduction to Fine Arts)
- 1.6 credits PE (one PE course required each year)
- .3 credit Health
- .3 credit Public Speaking (senior year)
- 3.2 additional credits

## **General Guidelines**

- All students must take at least seven (7) academic periods a day. An average of one (1) study hall per day is allowed.
- All seniors must take at least one math or one science.
- All seniors must present a completed Senior Reflection project in order to graduate.
- In order to enroll in an honors or Advanced Placement (AP) level course, students must have an 88% average the previous year in that departmental course and receive teacher recommendation.
- Honors courses are weighted 1.1; Advanced Placement (AP) courses are weighted 1.2.

## **Recommended Course Sequence**

### **Freshman Year**

Bible 9  
General Mathematics  
Pre-Algebra  
Algebra 1  
Geometry  
CP Foundations of English 9  
CP World History  
CP Physical Science  
CP Biology  
Spanish 1, 2  
Physical Education 9  
Introduction to Fine Arts

### **Sophomore Year**

Bible 10  
Pre-Algebra  
Algebra 1  
Algebra 2  
Geometry  
CP American Literature 10  
CP US History 3  
CP Biology  
Chemistry  
Spanish 1, 2  
Physical Education 10  
Computer and Health

### **Junior Year**

Calling 11  
Algebra 2  
Algebra 2A

### **Senior Year Life**

Bible 12  
Algebra 2A  
Geometry

Geometry  
Pre-Calculus  
Practical Math  
CP British Literature 11  
AP Literature or Language and Composition  
CP US History 4  
AP US History  
Applied Chemistry  
CP Chemistry  
Environmental Science  
  
Spanish 1-3 (levels 3 and 4 honors)  
Physical Education 11

Pre-Calculus  
AP Calculus  
Personal Finance  
CP Senior Literature and Composition  
AP Literature or Language and Composition  
CP US Government and Politics  
AP US Government and Politics  
AP Biology  
Honors Physics  
Applied Chemistry  
Environmental Science  
Spanish 1-4 (levels 3 and 4 honors)  
Physical Education 12  
Public Speaking (1/2 year)

### **Dual Credit Courses**

Due to the academic rigor of college-level coursework, students who take a three credit college course will have their final course grade weighted by a factor of 1.2. A one semester, three credit course will fulfill the requirements of a full year high school course. Students who would like to enroll for a course at an area post-secondary institution must have the approval for their plans from the college and career counselor and principal in advance. LCCS has worked with Lancaster Bible College, Millersville University, and Harrisburg Area Community College in the past.

### **Adding or Dropping a Course**

Academic courses run for the full year. Electives are offered for a semester. Students must receive teacher, parent, and administrative approval when choosing courses. All attempts are made to finalize student schedules before the first class meeting. Students may request to change a course during the drop/add period (2 weeks). Parents will not be contacted at this time unless a change in an academic course is requested. Students are expected to make up missed work when adding a course after it has begun. A course dropped at any other time will result in a Withdrawn Pass/Fail depending on the student's exit grade. No credit will be received for a dropped course. Teachers may recommend that students drop or change from one course to a related course.

### **Academic Policies for University Model® and 4-Day Secondary Students**

#### **Satellite Work Expectations**

Though the amount of time needed to complete assignments will vary from student to student, the following guidelines are the average amount of time needed on satellite days.

Kindergarten: 1.5 - 2 hours  
1<sup>st</sup> - 6<sup>th</sup> Grade: 2 - 4.5 hours  
Secondary students: 5+ hours

Daily Homework is not assigned for the University Model® elementary students.

#### **Parental Involvement Policy**

Parents must commit to being consistently involved in the oversight of the satellite day. Parental involvement will vary and will increase with the student's ability, grade-level, and class expectations.

### **Late Satellite Work Policies**

The fast pace of the University Model® requires students to stay on task and to be responsible for turning satellite work in on time. Incomplete satellite work is the equivalent of not attending a class. Teachers will assign penalties for each late assignment. Consequences for chronically late and/or repeat offenses will be determined at the discretion of the Administration.

### **Late Work Due to Illness**

Students who are absent due to illness on a central classroom day may complete the work by the following central day without penalty. Students who are absent for reasons other than illness are still required to turn in assignments on the due date or make special arrangements with the teacher prior to the absence.

### **Unprepared Due to Illness**

If a student is ill on a satellite day and is unable to complete the assignments or prepare for a test but is able to return to school on the following central day, the parents should notify the teachers before the student returns to class.

### **Secondary Lesson Plans**

Secondary lesson plans are emailed as a Google document over the weekend for the coming school week. There are times when the lesson plan must be adjusted. Teachers may change the following day's assignment by 4:00 pm the preceding day. Students are responsible to check the lesson plan at the start of each satellite day to check for the current day's assignments.

### **Secondary Late Assignment Policy**

It is important that students keep up with current assignments in order to remain current and maintain practice for their classes. Late work will receive a grading penalty according to how late the work is. Work that is late will receive a 10% penalty for each day that it is late up to 50%. Students may turn in any late work up to the end of the current marking period and will receive a 50% penalty. Work not turned in at all or after the end of a quarter will receive a zero. Because teachers are giving assignments that are important to the learning process, it is vital that students complete the assignment and gain the learning experience even if it receives a 50% penalty. Due to the fast pace of the University Model® program, it is particularly important that the University Model® students turn all assignments in on time.

### **High School Exams**

Major examinations will be given at mid-year and at the end of the second semester. The purpose of these exams will be to provide a systematic review of the material covered. Testing in minor subjects is left to the discretion of the teacher.

### **Progress Reports**

All students receive a mid-quarter progress report during the first quarter. Students who are failing or are in danger of failing (current average is a D or an F) a subject at the end of the fourth week of each subsequent marking period will receive a progress report. Progress reports will be sent home through ParentsWeb. These reports serve as a warning to the student and to the parents that unless work is brought up to a passing level, a failing grade may be received.

Parents also have the option in ParentsWeb to receive weekly progress reports and to be notified whenever a zero is entered into a teacher's grade book. These email notifications serve as late homework notices for middle school students.

## **Parent-Teacher Conferences**

Parent-teacher conferences are an essential part of the home-school partnership in education. This is especially true in a Christian school where needs can be discussed openly and honestly, and prayed for accordingly. Conferences will be scheduled for students in grades K- 6 at the end of the first quarter. Parents or teachers can schedule conferences for Pre-K or Secondary students as a need is perceived. Parents of new students are also encouraged to attend the November Parent teacher conferences. Daytime and evening conferences will be available. Conferences between the parent(s) and teacher are encouraged throughout the year to keep communication current and to be supportive of one another in the best interest of the student.

## **ParentsWeb & Schoology**

ParentsWeb is a private and secure website that has been set up for our school to allow parents to see complete information specific to their child. Parents can view student's grades, attendance, homework and conduct, as well as other useful school information. Parents can also communicate with teachers and other school staff online whenever necessary. All parents need is an Internet-capable computer.

Logging in for the First Time:

- Open your web browser and go to our school web site (lccs.cc) ● Click on the Parent sWeb button located at the bottom of the page.
- Click the Parent, Student or Staff button.
- Click Create New Parents Web Account.
- Type the email address that the school has on file in RenWeb for you.
- Click the Create Account button.
- An email is sent to the email address you entered
- Access the email account and click the link to create your user name and password.
- Type a User Name and Password.
- Click Save User Name and/or Password.

Logging into Parents Web

- Open your web browser and go to our school website (lccs.cc) ● Click on the Parents Web button located at the bottom of the page. ● Click the Parent, Student or Staff button.
- Type your User Name.
- Type your Password.
- Click the Login button.

Parents may access other school information regarding their child on this site, as well as e-mail the teachers directly. Students can also log into Parents Web to see current grades and behavioral reports. In secondary, [www.schoology.com](http://www.schoology.com) is used to post lesson plans. They will use their Google Apps email address and then will be able to follow the above procedure (click on the Student tab) to activate their student account.

We look forward to parent participation. Together, we can continue to improve our children's academic development as well as communication at school and at home.

Problems accessing Parents Web or have questions? E-mail the LCCS IT Department at [it@lccs.cc](mailto:it@lccs.cc) or call at 717-556-0711 ext. 225.

## **Volunteer Clearance Policy**

Due to recent law changes, all school volunteers will be required to complete child abuse clearances, criminal background checks, and possibly fingerprinting. Fingerprinting is only necessary if you have not lived in the state of PA for the past ten years. These forms need to be turned in to the school office before volunteering in the school in any capacity. The

required clearance forms and background checks can be found on our school website: [www.lccs.cc/lccs-families/volunteers](http://www.lccs.cc/lccs-families/volunteers)

## **Awards**

### **High School Awards**

Each quarter, students who have attained high levels of academic achievement with no D's, no F's, and no I's are recognized on the LCCS Honor Roll and are presented with certificates of recognition. Character comments must be satisfactory. There are 3 levels of distinction on the LCCS High School Honor Roll.

Academic Honors	3.5 to 3.69
High Academic Honors	3.7 to 3.89
Highest Academic Honors	3.9 and up

### **Middle School Awards**

Each quarter, students who have attained high levels of academic achievement are recognized on the LCCS Middle School Honor Roll and are presented with certificates of recognition. Character comments must be satisfactory.

Honors	3.7 or higher
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### **Elementary Awards**

Students who have no absences and no tardies for the year will receive a perfect attendance award. Awards are also given for perfect attendance for the year. At the conclusion of the year, classroom teachers will award character and achievement awards.

## **Extracurricular Activities & Eligibility**

Participation in extra-curricular activities is a privilege and brings with it a greater responsibility. Students serve as representatives of the school and must meet all eligibility requirements as outlined in the Athletic Handbook and Fine Arts Participation Agreement.

All athletes are required to provide insurance information. If they do not have insurance, they will be required to purchase student accident insurance. This must be completed before practice begins.