

Parent-Student Handbook

2023-2024

Table of Contents

Mission	3
Vision.....	3
Philosophy	3
Core Values	3
Student Outcomes.....	3
Parent Partnership.....	4
Academies.....	4
Accreditations & Certifications	4
Biblical Truth & Lifestyle Statements.....	4
Spiritual & Academic Expectations.....	5
Spiritual Life.....	5
Attendance	6
Transportation Policies	8
Staying for After School Events	9
After-School Care.....	9
Emergency School Closings & Delayed Opening.....	10
Student Driving Privileges.....	10
Discipline Philosophy.....	11
Student Dress & Appearance.....	13
Student Conduct.....	14
Use or Possession of Alcohol, Tobacco, E-cigarettes, Vaping devices, or Non-Medicinal Drugs and other related paraphernalia	16
Weapons Violations.....	16
Harassment & Bullying	17
Academic Honesty & Plagiarism.....	17
Network & Internet Usage.....	18
Cell Phones & Electronic Devices.....	19

School’s Public Image	19
Students Planners.....	19
Locker Use.....	20
Library	20
Gym, Weight Room & Equipment Room	20
Medical & Health Records	20
Emergency Information	22
Field Trips.....	23
Lunch	23
Daily Early Childhood & Lower School Schedule.....	24
Daily Middle & Upper School Schedule	24
Grading Procedures	25
Graduation Requirements	26
Recommended Course Sequence.....	27
Adding or Dropping a Course.....	28
University-Model® and 4-Day Student Academic Policies.....	28
Middle & Upper School Late Assignment Policy	29
Exams & Achievement Testing.....	29
Progress Reports	30
Parent-Teacher Conferences	30
Family Portal	30
Google Classroom	30
FACTS Financial	30
Enrollment Agreement.....	31
Early Withdrawal (taken from the Enrollment Agreement).....	31
Volunteer Clearance Policy	31
Awards.....	31
Extracurricular Activities & Eligibility	32
Safe2Say	32

Mission

LCCS exists to glorify God as a community of faith and learning dedicated to forming disciples of Jesus Christ, pursuing goodness, truth, and beauty, cultivating wisdom and virtue, and furthering the highest ideals and practices of human flourishing.

Vision

LCCS provides a transformational preschool - 12th grade education experience rooted in Christ-centered faith, sound scholarship, virtuous character, and a caring community.

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 them" (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. Students must learn content (truth) by integrating it into the context of their lifestyles. 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

Core Values	Graduate Profile	Student Outcomes	Faculty Excellence
Faith	Love God	Discipleship	Passion for Christ
Scholarship	Love Learning	Wisdom	Passion for Teaching
Virtue	Love Goodness	Character	Passion for Excellence
Community	Love Others	Service	Passion for Leadership

Student Outcomes

LCCS students will:

- be disciples of Jesus Christ.
- seek to make disciples of Jesus Christ.
- be skilled in biblical scholarship.
- pursue academic excellence to demonstrate an understanding that Jesus is the source of all wisdom and knowledge.
- have a biblical worldview for understanding and interpreting the world.
- integrate biblical truth into the moral choices of their lives.
- actively reflect God's image.
- be prepared to serve others through their calling.
- actively pursue and build communities of faith.

Parent Partnership

At LCCS our goal is to partner with parents/guardians in the academic and spiritual journey of their students. We believe that the primary educators and disciple makers of students are their parents/guardians. We are a support that comes alongside families to both educate and disciple students for Jesus Christ. We believe that the church also plays a vital role in the process, helping to shape children's worldviews to reflect the truths found in God's Word. The partnership LCCS has with parents/guardians and churches helps us create a community of faith and learning dedicated to forming disciples of Jesus Christ.

Academies

Lancaster County Christian School has four academies which offer students the opportunity to explore their individual interests and talents.

1. The Entrepreneurship Academy
2. The STEM Academy (Science, Technology, Engineering, and Math)
3. The Arts Academy
4. The Leadership & Service Academy

Middle & upper school students may choose electives in the academy that interest them. Middle & upper school students will explore the academies one Wednesday a month. Field trips and a variety of experiences in each academy are offered to middle & upper school students. Lower school students begin to explore the academies through weekly specials.

Accreditations & Certifications

Lancaster County Christian School is accredited by:

- Association of Christian Schools International (ACSI)
- Middle States Association Commissions on Elementary and Secondary Schools (MSA)
- Mid-Atlantic Christian Schools Association (MACSA)
- Cognia
- National Association of University-Model[®] Schools (NAUMS)

LCCS is also a member of Educational Records Bureau, College Board, Christian School Management, and Independent School Management.

Biblical Truth & Lifestyle Statements

Statement of Faith

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

The Trinity. We believe there is one God, eternally existent in three persons - Father, Son, and Holy Spirit. (Gen 1:1, Matt 28:19, John 10:30)

Jesus Christ. We believe in the deity of Christ (John 10:30,33),
His virgin birth (Isa 7:14, Matt 1:23, Luke 1:35, Isaiah 7:14),
His sinless life (Heb 4:15, 7:26),
His miracles (John 2:11),
His vicarious and atoning death (1 Cor 15:3, Eph 1:7, Heb 2:9),
His Resurrection (John 11:25, 1 Cor 15:4),
His Ascension to the right hand of God (Mark 16:19),
His personal return in power and glory (Acts 1:11, Rev 19:11).

Holy Spirit. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, that men are justified on the single ground of faith in the shed blood of

Christ, and that only by God's grace through faith alone are we saved. (John 3:16-19, 5:24; Rom 3:23, 5:8-9; Eph 2:8-10; Titus 3:5)

Resurrection. We believe in the resurrection of both the saved and the lost; they are saved unto the resurrection of life, and they are lost unto the resurrection of condemnation. (John 5:28-29)

The Church. We believe in the spiritual unity of believers in our Lord Jesus Christ. (Rom 8:9, 1 Cor 2:12-13, Gal 3:26-28)

Sanctification. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. (Rom 8:13-14; 1 Cor 3:16, 6:19-20; Eph 4:30, 5:18)

Marriage. We believe that the term marriage has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. We believe that God's command is that there be no sexual intimacy outside of or apart from marriage between a man and a woman. (Gen 2:18-25, 1 Cor 6:18, 7:2-5, Heb 13:4)

Gender Roles. We believe that God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God. (Gen 1:26-27)

Biblical Stance on Social Issues

Lifestyle Statement

We believe in the dignity of every human who is made in the image and likeness of God. An individual's biological sex, either male or female, is sovereignly and irreversibly appointed by God and is an irreversible aspect of his or her nature. Human sexuality is regulated by Scripture, which declares that marriage is the union between one man and one woman and that sexual intimacy is reserved for marriage only. Therefore, any sexual expressions outside of that realm (sex before marriage, homosexuality, adultery, fornication, etc.) are immoral and against God's design. We also are to abstain from the promotion and advocacy of the aforementioned activities. (Gen 1:27, Eph 5:1-5, Rom 12:2, 1 Peter 2:9; Heb 13:4, Col 3:5)

Sanctity of Life Statement

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. (Psalm 139:13-16, Isaiah 44:24, Jeremiah 1:5, Luke 1:15, Isaiah 49:1, 5)

Spiritual & Academic Expectations

Parents/guardians 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/guardians 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/guardians 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 to students in prekindergarten-12. Faculty, staff, and invited guests provide spiritual teaching to the student body. LCCS participates in See You at the Pole and National Day of Prayer events.

Attendance

Students are expected to attend every class every day (8 am-3 pm). Illness or family circumstances sometimes make this impossible. However, we 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 the administration of Lancaster County Christian School establish attendance rules. Students absent from school for any reason are responsible for meeting all class requirements. Parents/guardians must email the receptionist by 8:30 am if their son or daughter will be absent. A phone call does not replace the need for an email, excuse card, or filling out the excuse form on the Family Portal. LCCS will email the parent/guardian of any student who is absent and for whom no notification 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 consecutive days of absence, a doctor's excuse is required for re-entry into school.

Excused Absence

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/guardians must provide a signed, written explanation for all absences and early dismissals via email, a handwritten note, or excuse form on the Family Portal within three (3) school days of the absence. If an excuse form is not received after three (3) school days, 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 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/guardians 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 or on the website. Please submit the completed form at least two weeks prior to the date of the requested absence. Pre-approved absences are up to the discretion of the administration. Adherence to this procedure is essential.

Absences that do not meet excused absence guidelines and/or are not requested at least two weeks in advance may 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. (Ten absences includes family trips and sick days). 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.

Students may not request a pre-planned absence during midterms, finals, or achievement testing. If students are absent (unexcused) and miss an exam, they can take it at a later date and earn up to 50%. Students who are absent (unexcused) and do not make up the exam, will receive a zero.

Juniors and seniors may request up to two (2) additional pre-approved absences for college visits.

Unexcused Absences

Lancaster County Christian School is obligated to follow 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 (3) 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/guardians will be notified in writing within ten (10) days of the third 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 a 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 or older.

Excuse Cards

- Parents/guardians must provide a signed, written explanation for all absences, early dismissal requests, and late arrivals. Electronic excuse cards may be submitted through Family Portal or through email to the receptionist.
- The burden of proof for excused absences rests with the parent/guardian.
- If the receptionist does not receive the excuse card within three (3) school days after the student returns to school, then the parents/guardians 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. Middle & upper school students who skip school or classes will receive disciplinary consequences as determined by the administration.

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, unexcused, or pre-planned, a written doctor's excuse may 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 (3) 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

All students must be in class by 8 am. Students who are not in class by 8 am must report directly to the receptionist for a late pass before they will be permitted to enter class. All students who are tardy for any reason other than approved, excusable tardies will be marked as unexcused.

- Students (grades 7-12) receive two (2) unexcused tardies per quarter without consequence.
- Students (grades 7-12) who accumulate three (3) unexcused tardies in a quarter (tardy to school and tardy to class are accumulated separately) will be issued a detention.
 - The next two tardies (4th and 5th) will each result in a detention.
 - Students will serve an in-school suspension after their 6th tardy, and a parent/guardian meeting will be held with the principal and dean of students.
 - Additional tardies may result in out-of-school suspensions.
- 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 before 9 am, must inform the receptionist if they plan to purchase lunch. Students who arrive at school after 9 am must pack a lunch.
- Students who are tardy (unexcused) and arrive at school after 9 am are not permitted to participate in extracurricular practices and events.

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.)
- Late arrival of bused students
- Illness (with note from parent/guardian)

Unexcused Tardies

After 10 unexcused tardies to school, a student is considered habitually tardy. Parents/guardians will be notified in writing and offered a conference and School Attendance Improvement Plan (SAIP).

Early Dismissals

Students must bring a written note from the parent/guardian that includes the reason for the early dismissal. Early childhood & lower school students should give the note to their classroom teacher. Middle & upper school students should give it to the receptionist. Excused early dismissals 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 in a timely manner.

Senior Work Study/Internships

A senior who works/interns a minimum of 10 hours a week may enroll in Work Study. This allows the student to sign out to go to work prior to 3 pm. Approval must be obtained from the upper school principal, the college and career counselor, the parent/guardian, 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. The general guideline is to give students two (2) days for each day of excused absence to make up work assigned while absent. All make-up work should be submitted by 3 pm on the final day of the permitted make-up days. 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 receptionist helps parents/guardians arrange transportation with each school district on a yearly basis. Districts require that the parent/guardian directly contact the school district.
- The local school districts schedule bus routes for K-12 students in each school district that is within a ten-mile radius of the school.
- The parents/guardians 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 3:25 pm. Students in preschool-grade 6 who are not picked up by 3:25 pm will be enrolled in the LCCS after-school care program for an additional fee.
- Parents/guardians who plan to transport their children to and from school must use the designated loading and unloading locations.
- Each year parents/guardians sign a permission form that allows field trip transportation for the entire year on all LCCS vans and buses driven by an LCCS employee. Field trips involving parent/guardian drivers or charter buses require a separate permission slip.
- Parents/guardians must choose a default mode of transportation for their children at the beginning of each school year. If there is a change in the regular mode of transportation, the receptionist must be notified by 12 pm to ensure that students are transported home safely.
- Students may not use a private transport company (Uber, Lyft) for transportation to and from school.
- Student drivers may not transport other students for activities occurring during the school day.

Morning Arrival Procedures

Students should arrive no earlier than 7:30 am, as no supervision is available before this time. Early childhood students report to their classroom beginning at 7:45 am. Lower school students report directly to the main lobby.

Middle & upper school students report to the lower level. At 7:50 am middle & upper school students are dismissed to their lockers and classrooms. Lower school students will be picked up by their teachers to go to class.

Afternoon Dismissal Procedures

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

- Please respect the directions of the carpool monitors.
- Arrive before 3:20 pm to pick up your child. Students in preschool-grade 6 who are not picked up by 3:25 pm will be enrolled in LCCS's After-School Care for an additional fee.
- Students riding a bus are dismissed to the back lobby. Lower school students must sit with their bus line until their bus is called.
- Early childhood & lower school carpool students report to the main lobby and wait with their class. Staff on duty will call for a student when the parent/guardian arrives. All parents/guardians must have a current LCCS carpool sign visible to pick-up a student. Students can only be released to individuals the parents/guardians have listed on their transportation form. Any person picking up a student without a LCCS carpool sign must park in the parking lot, show identification to the receptionist, and have permission from the parents/guardians to pick up the student.
- Middle & upper school car riders exit the school on the west side of the building to their parents'/guardians' parked cars. A teacher on duty will ensure they cross safely through the cross walk and carpool line. Middle & upper school car riders who have early childhood or lower school siblings will report to the main lobby to be picked up with their siblings.
- Do not leave your car unattended in the carpool lane. You may park your vehicle in the north or west lot if you need to enter the building for any reason.

Staying for After School Events

Student Spectators

If an athletic event begins immediately after dismissal time, students should report directly to the event's location. If an athletic event begins in the late afternoon or early evening (from 4:30-7 pm), students are not permitted to wait at school until the game begins. Lower school students can only stay after school for an event if they are under the direct supervision of a parent/guardian, employee, or are utilizing After-School Care for an additional fee until a parent/guardian arrives.

Athletes/Extra-curricular Participants

Students participating in an athletic event or extra-curricular activity which begins immediately after school (between 3-4:30 pm) must report directly to the location 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 hallways, lobbies, or anywhere in the school building without supervision of the coach/advisor.

If an athletic event or extra-curricular activity begins later in the evening (from 4:30-7 pm), participants are not to remain at school unless directed to do so by the coach/advisor and then only under the coach's/advisor's supervision. Siblings of those students participating in athletics or extra-curricular activities are not permitted to wait at school for their siblings. Adherence to this policy is extremely important because there is no adult supervision provided by the school.

After-School Care

After-School Care is provided for students in preschool through grade 6 each day from 3:30-5:30 pm. The After-School Care program will not be available on any scheduled half days or early dismissals due to inclement weather. Please be aware that students must be picked up after school by 3:20 pm. If for any reason your child is still at LCCS at 3:25 pm, they will be supervised through the After-School Care program and charges will apply. The cost is \$10 per hour, per child. Partial hours of care will be billed in 15-minute increments. Late fees apply if students remain in extended care when the program closes at 5:30 pm: \$1/minute up to 5 minutes late; \$2/minute for 6-15 minutes late; \$5/minute for 16+ minutes late. Parents/guardians will be invoiced monthly through FACTS.

Students who do not use the program regularly must inform the receptionist by 12 noon on the day they will stay for After-School Care. There is a maximum number of students allowed in After-School Care each day. Students will be added to the After-School Care list as long as space is available.

All students in the After-School Care program are expected to demonstrate appropriate behavior and respect for After-School Care workers and other students in the program. The privilege of using the program is dependent on the student demonstrating safe and appropriate behavior.

Weather-Related School Closings, Delays & Early Dismissals

In the case of inclement weather, any schedule change will be immediately posted on the LCCS website and a ParentAlert will be sent via text message and email. Parents/guardians who wish to receive this notification can update their ParentAlert preferences and ensure that their phone number and email address are correct in their Family Portal. Please contact the receptionist if you need assistance. The change will also be announced on the following stations: WGAL-TV 8, FOX 43, CBS 21, WJTL-FM 90.3, WDAC-FM 94.5

Early Dismissal

If LCCS closes early due to inclement weather, parents/guardians will be notified using ParentAlert and announcements will be posted on the LCCS website and the stations listed above. If your district closes early, LCCS will send bus students home on their district bus at the time it arrives at LCCS. Student drivers may leave at the time that their home district dismisses for the day. Parents/guardians are responsible to find out their district's closing time. Parents/guardians should use discretion in picking up their children from the school. You are required to notify the school if you are altering dismissal transportation. After-School Care is not provided when there is an early dismissal. If school is dismissed early, all after-school extracurriculars, athletic practices, and/or events will be canceled.

Delayed Opening

If LCCS delays opening due to inclement weather, parents/guardians will be notified using ParentAlert and announcements will be posted on the LCCS website and the stations listed above. When LCCS operates on a two-hour delay, school offices will open at 9 am, and the school day will begin at 10 am. There will be no staff coverage and students must not be dropped off before 9 am. On rare occasions, a few public-school districts may open on time or operate on a one-hour delay. In that case, someone will be at the to greet the bus riders of that district. Student drivers may follow their home district's schedule. When LCCS operates on a two-hour delay, preschool will hold an optional class from 10 am-12 pm.

Online Inclement Weather Days & Make Up Days

There are no make-up days built into the LCCS academic calendar. If school is canceled due to inclement weather, online school days will be implemented. Students will be assigned work to complete in each of their five core courses via Google Classroom. Completed work must be submitted at the beginning of the next in-person class.

Cold Weather Policy

If the temperature is under 25 degrees (this includes wind chill or "real feel" temperatures), students will be inside for recess. If the temperature/real feel is 25 degrees or above and there is no precipitation, they will be outside. Parents/guardians should dress children accordingly.

Student Driving Privileges

Driving to school, while necessary for some students, is a privilege with certain responsibilities. Students must park in their assigned parking space. 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 these standards will have the privilege of driving to school suspended for a period of time as determined by administration.

Parents/guardians 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 submit a completed Student Driver Form to the receptionist.

The card requires the following information:

- Valid driver's license number
- License plate information for all vehicles driven by the student
- Parent/guardian 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. Students must park in their assigned parking spot. Failure to do so will result in the following consequences:

- 1st offense – verbal warning
- 2nd offense – detention and parent/guardian contacted
- 3rd offense – loss of driving privileges for 30 school days
- Additional infractions will result in an additional 30 days of lost driving privileges

If another car is parked in a student's assigned spot, they should park in a non-numbered spot and inform the receptionist immediately.

Discipline

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 students who are entrusted to their care during the course of the day. Given this authority to discipline by parents/guardians, they are to administer it within the limitations of this policy. Teachers and administrators are to work with parents/guardians in this area, keeping them informed of disciplinary actions taken. Teachers are also available to both the parents/guardians 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.

Detentions (Lower School)

Lunch detentions may be assigned to lower school students for behavioral issues. After two lunch detentions, a meeting will be scheduled with the principal and parent/guardian. Repeated infractions will result in an in-school suspension.

Detentions (Middle & Upper School)

Teachers may assign students to morning or after-school detentions for behavioral issues. In addition to the before or after-school detention, the student may meet with the teacher during lunch to discuss the behavior. At their discretion, school administration may also assign students some type of disciplinary consequences for inappropriate behavior. Students who have unexcused absences or tardies fall into this category.

Students may be assigned to a cleaning detention if the infraction 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. Students will schedule their detention with the Dean of Students or receptionist, and parents/guardians will be notified of detentions via the Family Portal.

Before and after-school detentions are served during the following times: 7:15-7:55 am or 3:05-3:45 pm

Middle school students can be assigned before/after school detention for behavioral issues. Other infractions (tardiness, missing 4-day logs, dress code infractions, etc.) could result in lunch detention. After two lunch detentions, subsequent detentions are assigned before/after school (regardless of the reason). Repeated detentions will result in an in-school suspension.

Students who skip an assigned detention will serve two detentions to make up for the skipped detention.

No regularly scheduled detentions will be served during the last week of school. Instead, any required detentions will be served during the last day of school between 8-11 am.

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). In-school suspensions may also be assigned after 3 infractions of the same offense (dress code, tardies, 4-day logs, etc.)

For an ISS, assignments for the day will be taken to the ISS 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 ISS location. A student assigned to in-school suspension is not permitted to attend or participate in after-school activities for that day no matter where the activity takes place (including, but not limited to practices, rehearsals, extra-curricular activities).

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 (including, but not limited to practices, rehearsals, extra-curricular activities). 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. They often 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 be expelled.

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 values is to assist parents/guardians in their responsibility to educate their children. Parents/guardians 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/guardian does not feel that a mutual understanding has been met, the parent/guardian may contact the 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/guardian may ask for the head of school's input. As a last resort, parents/guardians 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/guardians to go directly to the individual with whom they have a conflict:

1. Talk with the employee 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 is based on modesty, academic attire and wholesome message. The LCCS administration works in partnership with parents/guardians 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

Dress and appearance should reflect an educational setting.

- Clothing is to be clean and neat. No ripped/torn (or appears to be), tight, revealing or provocative clothing is permitted.
- Skirts and dresses must be close to the knee (no shorter than 3 inches from the top of the knee cap).
- Shorts must be close to the knee (within 5 inches of the knee - rolled or unrolled at the waist). Low-riding pants and exposed undergarments are not permitted.
- Students in grades 4-12th grade may only wear leggings, yoga pants, bike shorts, or tights when worn with dresses and skirts that meet dress code requirements.
- Athletic shorts and sweatpants (including joggers made of sweatpants material) are not permitted for middle & upper school students. (On special occasions, such as field day, spirit days, and dress down days, students may wear athletic shorts that are within 5 inches of the knee.) Students in preschool through grade 6 grade may wear neat athletic shorts and sweatpants.
- LCCS team jerseys may only be worn with permission from the athletic department. Team uniform shorts may not be worn during the school day.
- Tops must cover the shoulders, chest/cleavage, stomach, and back. (Modest sleeveless attire is permitted for ladies). Male students must wear shirts with sleeves. Crop tops must have a tank top underneath. Tank tops are not permitted. Bralettes should not be visible.
- Tee shirts must exhibit wholesome messages and be non-distracting. Undershirts may not be worn as tee shirts.
- Shoes must be worn at all times. Students in preschool through grade 6 must have a strap across the heel for safety reasons. Students in grades 7-12 must wear sneakers for physical education class.
- 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 off the collar. Hair must be a natural color.
- Jewelry must exhibit wholesome messages and be non-distracting. Male students may not have piercings. 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.
- Modest, full-coverage bathing suits are required while on special trips that allow for swimming. Girls' suits should not have large openings in the midsection, low back, or sides.

Infractions and Redress

A middle or upper school student who is in violation of the dress code will be asked to change or to call his/her parent/guardian 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. The Dean of Students will work with students on dress code issues. They may issue a before/after school detention starting with the first offense. The early childhood & lower school office will contact early childhood or lower school parents/guardians if there is a dress code issue.

- 1st offense – warning and change
- 2nd offense – detention, change, and parent/guardian contacted
- 3rd offense – In School Suspension (served that school day)

Multiple violations may result in additional consequences.

Extra-Curricular Activities

When students stay after school for a game or an extracurricular activity, they must maintain modest dress. Students may be asked to change or leave the event if they are out of dress code.

Participants must follow school dress code. *Spectators* must follow school dress code but may wear athletic shorts (appropriate length) and sweatpants.

Middle & Upper School Formal Events

To maintain modesty, female students are required to have their formal attire approved prior to each event.

- Female students' dresses should: not be strapless, not have see-through material in the midsection, be tight or revealing. The bottom half of the back (just below the shoulder blades), and the stomach and cleavage must be covered. Skirt length must comply with the school dress code (no shorter than three inches above the kneecap).
- 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 or show tattoos.
- Tattoos must be covered.
- Gym sneakers may not be worn to formal events by either female or male students.

Upper School Commencement & Commissioning

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 gym sneakers or flip flops of any kind are to be worn. Male students may not wear earrings or show tattoos.
- 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 gym sneakers or flip flops of any kind are to be worn. Tattoos are to be covered.

PE Uniform Standards

All middle & upper school students must change for PE class. The PE uniform (shirt and shorts) should be purchased before the student's first PE class. If a student does not have a PE uniform on the first day of PE class, a uniform will be provided to them, and the family's FACTS Incidental Billing account will be charged.

- Shoes - gym sneakers only; no boots, crocs, sandals, etc.
- Shorts - LCCS logo embroidered navy-blue shorts or blue, black, or gray athletic pants
- Shirt - LCCS PE t-shirt

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 employee 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. None of these will be tolerated. Should there be a violation of this policy, parents/guardians 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/guardians, 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.

Student Professionalism

LCCS expects students of all ages to approach the classroom and learning with professionalism. We are called to be excellent in all our pursuits because our work is unto the Lord (Colossians 3:23-24). Our attitudes and outlook are an opportunity for us to bring glory to our Savior through our actions, preparedness, and desire to learn. Students are expected to be on time and prepared for each class. Approaching the classroom with professionalism encourages students to be engaged learners who think critically about the content and provide feedback throughout class.

Lower School Lions Pride Code

1. I will walk quietly and safely wherever I go in my school.
2. I will listen to and immediately obey all authority.
3. I will treat others the way that I want them to treat me.
4. I will be a good steward at my school.

Middle & Upper School Classroom Learning Agreement

Middle & upper school students and their parents/guardians will sign the following agreement each year: God has created us each uniquely. He has also created us to worship Him with our efforts in everything that we do. Seeking to perform at the highest level of excellence is an act of worship to our Creator. As such, I agree to the following:

1. I will be ON TIME for all classes every day.
I understand that a total of three unexcused tardies to any and all of my classes will result in an immediate before or after-school detention.
2. I will be PREPARED for class every day.
I will have a writing utensil, paper, my textbook, and any other necessary resources for success in the classroom. Not being prepared for class may result in a deduction of points from my class professionalism grade.
3. I will COMPLETE all assignments on time.
I understand that late assignments will result in a deduction of 10% of the assignment grade *per day* that the assignment is late up to 50%. After five days, the grade becomes a zero for the assignment. Late work will not be accepted for credit but may still be required to be completed.
4. I will RESPECT my instructor(s), LCCS employees, volunteers, classmates, and other students in other grades.
Profanity, rude gestures, cruel teasing or put downs will not be tolerated. Such behavior(s) will first be addressed and managed by the instructor. If such behavior continues students may be referred to the Dean of Students.
5. I will keep my CELL PHONE OFF and away at all times during the school day (8 am-3 pm).
I understand that if my cell phone is visible or on, the instructor will confiscate the device and the Student Handbook Cell Phone Policy will be followed.

Food in the Classroom

Students may not eat in classrooms without teacher permission. Otherwise, students may only eat at break times, during discipleship groups, and lunchtime.

Use or Possession of Alcohol, Tobacco, E-cigarettes, Vaping Devices, or Non-Medicinal Drugs and other related paraphernalia

The use or possession of alcohol, tobacco, electronic cigarettes, vaping devices, 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) or other related paraphernalia (pipes, lighters, chargers, EC cartridge, etc.) 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 or paraphernalia. Areas of search include, but are not limited to, a student's locker, personal effects, and vehicle. A student may be asked to empty their pockets or make available contents of other areas about their person. Should a student refuse to empty pockets or make the contents available, LCCS may request that parents/guardians come to the school or other location to search their child. Should the student and parents/guardians 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.

In the event of use or possession of alcohol, tobacco, electronic cigarettes, vaping devices, non-medicinal drugs, substance abuse, or paraphernalia both in or 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 given at LCCS for any courses not fully completed during the school year or term in which the offense occurred.

Weapons Violations

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 a serious offense that will not be tolerated 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 students who possess 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, manifest 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/guardians come to the school or other location and search their child. Should the student and parents/guardians 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 is considered a violation of this policy.

Reporting & Referrals

Any employee 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/guardian 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, school vehicles, 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 detention, suspension, counseling, or recommendation for expulsion. The safety of the community will be considered in determining appropriate action. Depending on the severity of the issue, 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 or unintentionally 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 may not utilize Artificial Intelligence (AI) to complete academic assignments or coursework.

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.

Students who are caught cheating or plagiarizing at any time throughout the school year will receive a zero for the assignment. Instances of plagiarism and cheating will be reported to the administration. Students must redo the assignment during detention(s) until the assignment has been completed successfully. After successful completion, the assignment will be graded for partial credit accordingly:

- 1st offense: maximum grade of 90%
- 2nd offense: maximum grade of 70% and student placed on a probationary contract
- 3rd offense: 0% and in-school suspension
- Additional instances of plagiarism will result in additional consequences.

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.

In order to provide access to necessary services, LCCS needs to create accounts for students or have students create accounts to access the needed resources and materials. This includes, but is not limited to: FACTS SIS, Family Portal, Google Workspace for Education Fundamentals, IXL, Typing.com, etc. This requires LCCS to accept the terms of service for these accounts on behalf of the student. School accounts are not to be used for personal use.

- Students should never give their LCCS account password(s) to anyone. They should never log in with any username and password other than their own. Students should logout of any account they sign into on school devices when they are done using the device.
- 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 social media or gaming sites at school unless it is for school purposes and directed by the teacher.
- Students should not transmit material that is in violation of governmental regulation or law or is copyrighted, offensive, or obscene.
- 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 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. Personal devices will not have access to the LCCS wifi.
- Parents/guardians and students will sign an internet usage agreement at the beginning of each school year. This signifies understanding and compliance of internet usage guidelines.
- Students are responsible for any school device they use. This includes, but is not limited to, safely transporting LCCS devices around the school, not removing labels, not writing on LCCS devices, returning devices to the correct place and plugging them back in. Students should not store LCCS devices in their backpacks, lockers, etc.
- Students may not log into personal accounts on LCCS devices.

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 off and away all day. Cell phones are not to be used at any time during the school day (8 am to 3 pm). If a student is carrying a cell phone, it should be kept in a backpack or locker. Cell phones may not be on a student.

Parents/guardians who need to contact their son or daughter during the school day must do so through the receptionist instead of the student's cell phone. Students must use the phone at the receptionist desk or school office to contact their parents/guardians. Use of the text messaging feature is also prohibited during school hours. Cell phone usage on campus is subject to the rules in the Acceptable Use Policy that students sign at the beginning of each year.

Other electronic devices including computer games, iPods, MP3 players, etc. are not to be used during the school day (8 am to 3 pm). Students who bring such items to school must keep them off and stored away. These same guidelines also apply to educational tools (calculators, notebook computers, laptops, etc.) that are used inappropriately (i.e. for activities unrelated to school work). In addition, this policy applies to school trips.

Early childhood & lower school students who violate this policy will be subject to the following set of consequences:

- 1st offense: The phone will be kept in the principal's office and a parent/guardian will need to pick it up after 3 pm.
- 2nd offense: The phone will be kept in the principal's office and a parent/guardian will need to pick it up after 3 pm. The student will serve a lunch detention. A parent/guardian and principal meeting will be scheduled.
- Additional violations may result in additional consequences.

Middle & upper school students who violate this policy will be subject to the following set of consequences:

- 1st offense: The phone will be kept in the principal's office and returned to the student at the end of the school day (3 pm). The student will serve a detention.
- 2nd offense: The phone will be kept in the principal's office and a parent/guardian will need to pick it up after 3 pm. The student will serve a detention.
- 3rd offense: The phone will be kept in the principal's office and a parent/guardian will need to pick it up after 3 pm. The student will then need to turn his/her phone in to the principal's office each school day from 8 am-3 pm for the remainder of the quarter. The student will serve an in-school suspension.

Electronic devices, including LCCS issued iPads and laptops, may not be used during lunchtime.

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 sites (public or private) or social media. Personal pictures or videos used to this end are unacceptable.

Students Planners

Students in grades 4-12 will receive a student planner at the start of the school year. Within the planner are passes that students must use when they are not in class. Students are expected to have their signed passbook with them when in the hallways going to the bathroom, seeing another teacher, going to the office, etc. When all passes have been used students are no longer able to leave class. Students have at least 1 pass per day when used appropriately. If students lose their planners, they may purchase a new one for \$5 as supplies last. The passes will be adjusted based on the remaining days in the school year.

Locker Use

Individual lockers are provided 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).
- Nothing should be posted outside the locker. The exceptions to this are school-approved spirit items, school/teacher notes, birthday celebrations, etc.
- All personal decorations are to be on the inside of the locker only and must be appropriate for school.
- Stickers may not be placed on the inside or outside of lockers.
- All contents of the locker are to be kept in such a way that nothing hangs out or prevents the door from closing properly.
- 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.
- 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 3:25 pm will be removed weekly.
- Middle & upper school students may put locks on their hall lockers if they choose. Combination locks for hall lockers must be provided by the student, and the student must provide the combination to the office.
- Middle & upper school students will be given a LCCS combination lock for their locker room locker. Students will be charged \$5 if their lock is not returned or is returned broken at the end of the school year. LCCS is not responsible for lost or stolen items from lockers.

Library

Fines/Fees

Students who borrow a library book and do not return it by the due date may be charged a late fee. Students may not be able to borrow additional books until the book has been returned and/or the fee has been paid. Lost or damaged items will be charged to the student for the cost of the item plus a replacement fee to cover the handling and re-cataloging expenses. Students will not receive their report card until all library obligations are met.

Computers

Students will have access to computers, laptops, and iPads in classrooms and in the computer labs. If a student would like to use a laptop or iPad, they must have a teacher sign it out for them. Classroom computers may only be used with teacher permission.

Gym, Weight Room & Equipment Room

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. Outside of school hours student athletes will follow the guidelines set up by the athletic department.

Medical & Health Records

If a student needs to contact a parent/guardian for medical reasons, they must see the nurse, receptionist, or principal's assistant. Students should not contact their parents/guardians directly with a cell phone or school phone. Students will be given permission to use a school phone to contact parents/guardians when necessary.

Immunization Records

The PA Department of Health requires all children to have their immunizations current on or before entering the first day of school each year. Parents/guardians must provide a complete copy of all immunizations to the school office and an update every time their child receives an immunization. The present immunizations are listed below and on the LCCS website. 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, 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.

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 4th birthday)
- 4 doses of polio (1 dose on or after 4th 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

Grades 7 through 12 also require the additional immunizations:

- 2 doses of meningococcal conjugate vaccine (MCV)
 - 1st dose given 11 to 15 years old and/or prior to the start of 7th grade
 - 2nd dose given 16 years or older and/or prior to the start of 12th grade
- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap) given prior to the start of 7th 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 5th day, he or she will be excluded from school until the vaccinations are received and the information delivered to the school.

If improper spacing of vaccines occurs, parents/guardians will be notified. It will be the responsibility of the parent/guardian 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), 6, and 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'/guardians' expense, as a way of proving immunity for each disease that a child has had or was exposed to.

NOTE: Any parent/guardian who wishes to decline immunizations for religious reasons must sign and date the PA Department of Health-Certificate of Immunization card for their child. Parents/guardians are expected to state in writing their objections to immunizations / that their religious belief teaches opposition to such immunizations. Parents/guardians 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 kindergarten (or grade 1 if they did not attend kindergarten), grade 6, and grade 11. Transfer students, previously home-schooled students, and students with incomplete health records are also required to have a physical examination by their family physician.

LCCS 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 students entering kindergarten, grade 6, and grade 11 the following year. Forms can also be accessed via the LCCS website. Students should plan to have a physical exam during the summer prior to entering kindergarten, grade 6, or grade 11.

Dental Exams

The state of Pennsylvania requires dental examinations for students in kindergarten (or grade 1 if they did not attend kindergarten), grade 3, and grade 7. Students with incomplete dental records are also required to have a dental exam. Dental forms are sent home in the spring for students entering kindergarten, grade 3, and grade 7 the following year. Forms can also be accessed via the LCCS website. Students should plan to have a dental examination during the summer prior to entering kindergarten, grade 3, or grade 7.

Prescription & Over-the-Counter Medication

Parents/guardians have the primary responsibility for the health of their child. LCCS does not provide medication for students. As a general rule, if at all possible, medication should be taken at home. If parents/guardians wish to delegate some part of their responsibility to the school, the following will apply:

- Parents and physician must complete a Parental Request & Physicians' Order for Medication form. A physician's signature is required for prescription medication.
- All medication must be sent in the original, labeled container with the Parental Request & Physicians' Order for Medication form.
- The LCCS nurse will dispense medication according to the physician's order.
- Medication will be stored in a secure place for the period indicated on the physician's order.
- Early childhood & lower school students are not permitted to keep any medication, including over-the-counter, in their lockers or on their person during school hours.
- Middle & upper school students may carry their own OTC medications for headaches, etc., but must submit the Parental Request and Physicians' Order for Medication form to the office.
- At the end of the school year, the parent/guardian must pick up unused medication. Medication not picked up by the last day of school will be destroyed.

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. All inhalers and EpiPens must be kept in the nurse's office. Middle & upper school students may also keep a second inhaler or EpiPen on their person. 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. Parents/guardians must provide all emergency contacts and phone numbers. 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 nurse's office with specific instructions for student or staff to administer. Parents/guardians must provide updated medical information to the LCCS nurse as needed.

Parents/guardians 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/guardians 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 written (email is acceptable) parent/guardian permission to drive home from school due to illness.

Field Trips

Educational and outreach trips are an integral part of the program that enhance the curriculum. 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 must be signed on a yearly basis by each student's parent/guardian. This form covers all trips that involve an LCCS bus or van driven by a school employee. If the trip involves parent/guardian drivers or non-LCCS vehicles a separate, specific permission slip will be needed.

Field trips will typically be billed and paid through FACTS Incidental Billing.

Upper School Class Trips, Middle School Retreat, and Senior Mission Trip

All students in grades 7-12 participate in a class trip. LCCS class trips, middle school retreat, and senior overseas mission trip are important contexts for students. 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 begins in middle school carries on throughout the students' upper school years. Ultimately, the trips are a taste of community, learning, and service that can continue beyond their school years to have an eternal impact.

The trips include an educational component, a social/class-unity component, and a spiritual/service component. In middle school, 7th and 8th grade students participate in three days of outreach, learning, and fun. The upper school classes prepare for their culminating international mission trip during their senior year by building each other up and serving their communities. Freshmen focus on hearing God's voice and team building. Sophomores participate in tribal missions. Juniors serve in urban ministry. This model was chosen based upon Acts 1:7-8, which expresses the gospel's impact from local to distant settings.

The senior class will participate in an international mission trip to a Spanish-speaking country. This week-long mission trip provides opportunities for students to use their Spanish skills, interact with students and families in the local communities, 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

Students are offered reasonably-priced, hot lunches daily. They may bring a packed lunch from home. Students are not allowed to order food from off-campus or leave campus for lunch. Microwaves are available to students in grades 4-12. Students in preschool-grade 3 should pack lunches that do not need to be heated.

Student lunches are paid for using FACTS Prepay accounts. Cash will not be accepted. Parents/guardians may load the students' account with as much or as little money as they choose on a daily, weekly, or monthly basis. Parents/guardians receive a notification when the prepay account falls below \$5. LCCS will not issue any IOUs. Please have sufficient money in your Prepay account to purchase lunch. If a child does not have lunch, a meal will be provided to them, and your account will be charged accordingly.

Helpful Tip: Keeping your FACTS lunch prepay account stocked with funds above \$5 or exactly at \$0, will avoid daily email warning notices about a low balance.

Seniors will have the privilege of off-campus lunches one day a week. This day will be determined by administration at the beginning of the year. Seniors must meet various deadlines for their senior year in order to participate in the off-campus lunches. Students who don't follow the expectations below will lose the privilege for the year after the first offense. Seniors must:

- Sign out at the receptionist desk before leaving
- Drive themselves or have a parent/guardian pick them up (Students may not ride with another student or call a driving service ie. Uber.)

- Return by the stated time and be in class on time
- Follow LCCS behavior and conduct while off campus

Meal prices (main meal choice or soup & salad bar as their meal):

- Preschool- grade 2 - \$3.60
- Grades 3-6 - \$4.20
- Grades 7-12 - \$4.95

A la carte items:

- Ice cream - \$1.00
- Large drinks - \$1.00
- Extra small drink - \$0.50
- Salad bar side - \$2.00
- Salad bar only - \$3.75
- Bowl of soup only - \$2.25
- Snack cart - \$0.75
- Extra slice of pizza - \$1.75

The menu is located on the LCCS website.

Lunch Schedule

- Preschool-grade 2 10:55 am - 11:25 am
- Grades 3-6 11:25 am – 11:55 pm
- Grades 7-12 12:05 pm - 12:35 pm

Daily Early Childhood & Lower School Schedule

8:00 – 8:10 am	Homeroom
8:15 – 8:55 am	Period 1
9:00 – 9:40 am	Period 2
9:45 – 10:25 am	Period 3/Break
10:25 – 10:55 am	Period 4
10:55 – 11:25 am	Lunch/Recess
11:25 – 11:55 am	Recess/Lunch
11:55 – 12:35 pm	Period 5
12:40 – 1:20 pm	Period 6
1:25 – 2:05 pm	Period 7
2:10 – 3:00 pm	Period 8

Daily Middle & Upper School Schedule

8:00 – 8:10 am	Homeroom
8:15 – 8:55 am	Period 1
9:00 – 9:40 am	Period 2
9:40 – 9:52 am	Mid-Morning Break
9:55 – 10:35 am	Period 3
10:40 – 11:20 am	Period 4
11:25 - 12:05 pm	Period 5
12:05 – 12:35 pm	Lunch/Clubs
12:40 – 1:20 pm	Period 6
1:25 – 2:05 pm	Period 7
2:10 – 3:00 pm	Period 8

Grading Procedures

**Students in preschool and pre-k will receive progress reports twice per year.*

Kindergarten - Grade 2

(Kindergarten students receive a report card twice a year; all others receive quarterly report cards)

Number Grade	Letter Grade	
90-100	O	Outstanding
80-89	S+	Exceeds expectations
73-79	S	Satisfactory
67-72	S-	Slightly below grade level expectation
60-66	NI	Needs Improvement
0-59	U	Unsatisfactory

Grades 3 - 12

Number Grade	Letter Grade	Weight			
		1.0	1.025	1.05	1.1
93-100	A	4.00	4.1	4.200	4.40
90-92	A-	3.70	3.793	3.885	4.07
87-89	B+	3.30	3.383	3.465	3.63
83-86	B	3.00	3.075	3.150	3.30
80-82	B-	2.70	2.768	2.835	2.97
77-79	C+	2.30	2.358	2.415	2.53
73-76	C	2.00	2.050	2.100	2.20
70-72	C-	1.70	1.743	1.785	1.87
67-69	D+	1.30	1.333	1.365	1.43
63-66	D	1.00	1.025	1.050	1.10
60-62	D-	0.70	0.718	0.735	0.77
59 and below	F	0.00	0.000	0.000	0.00

Upper School Credit Recovery

Upper 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 & career counselor (course must be equivalent to the one failed)

Middle School Course Recovery

Middle school students who fail a core subject (math, history, Bible, English, or 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.

Lower School Course Recovery

Lower school students who fail a course for the year will be required to complete a summer improvement plan. 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.

Academic Probation

All students may be placed on academic probation based on academic performance. Student grades will be reviewed at least quarterly. A meeting will be held for students who are at risk and an academic improvement plan may be created.

Students must maintain a D+ in each course in order to participate in extracurricular activities. If they fall below a D+ they will be placed on an academic probation. An eligibility report is run each Monday. Parents/guardians and students are notified on Tuesday if their grade is below a D+. The student has until Friday of that week to bring their grade up or they will be notified that they are ineligible to participate the following week. If a student has less than a D+ in any class at the end of the quarter, he/she is ineligible for two weeks of the next marking period.

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. Advanced courses will be weighted at 1.025, Honors courses will be weighted at 1.05; AP and Dual Enrollment courses will be weighted at 1.1. 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.

For students to be eligible for salutatorian or valedictorian positions, they must have been enrolled full-time at LCCS for a minimum of 3 years during grades 9-12 and have earned recognition in a minimum of two Distinguished Achievement Honors categories. Students 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

Standard	Required Courses	Distinguished Achievement Honors
English - 4	English	AP Literature & AP Language Composition or dual credit equivalent
Math – 3/4 *Seniors must choose a math or science course	Math	Precalculus & AP Calculus or dual credit equivalent
Science – 3/4 *Seniors must choose a math or science course	Science	AP Biology or dual credit equivalent
Social Studies - 4	History/Social Studies	AP Government & AP History or dual credit equivalent
World Language – 1 *plus level 1 in grade 8	World Language	Spanish III & IV or AP Spanish

Rhetoric - 1.5	Both the valedictorian and salutatorian are required to have earned recognition in a minimum of two Distinguished Achievement Honors categories.
Bible - 4	
Art – 0.4 * Intro to Art is required beginning with the class of 2025. Class of 2024 must take 1 art elective class (performing or visual)	
PE/Health – 1.9	
Electives – 2 courses per semester	
Senior Capstone - 1 (TBD)	
Minimum Graduation Requirements: 26 Credits	

General Guidelines

- If a student takes Algebra 1 in 8th grade, it is not calculated as part of the student’s GPA, and it does not count as part of the graduation requirement for math.
- Spanish 1, when taken in 8th grade, is not calculated as part of the student’s GPA, but it does count as part of the graduation requirement for world language.
- All students (grades 9-12) must take at least seven (7) academic periods a day. An average of one (1) academic work period per day is allowed.
- 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.
- Students in grades 9-11 must take LCCS math and science classes on campus with LCCS faculty. Seniors must take one math or one science course.
- Juniors and seniors who play two sports in a school year may earn their physical education credits through participation in athletics. (If the requirement is not met, an athlete will be placed in a physical education class.)
- LCCS does not have an accelerated graduation option.
- Students are allowed to take summer advancement courses only if they are working towards AP or dual-credit courses their senior year.
- Students who plan to attend the full day Career and Technology Center (CTC) programs during their senior year need to complete only three credits each of English, mathematics, science, and history. CTC students are expected to fulfill all other graduation requirements.

Recommended Course Sequence

9 th Grade	10 th Grade	11 th Grade	12 th Grade
Old Testament Survey	New Testament Survey	Church History	Apologetics / Worldview
Rhetoric / Comp I	Intro to Fine Arts	Public Speaking	Senior Capstone
English I	English II	English III or AP Lit or AP Language	English IV or AP Lit or AP Language
Algebra I or Geometry	Geometry or Algebra II	Algebra II or Honors Precalculus	AP Calculus or Personal Finance
Intro Physics or Intro Physics / Chem	General Biology or Advanced Chemistry	General Chemistry or Advanced Biology or AP Biology	Anatomy & Physiology or AP Biology
History I	History II	History III or AP History	History IV or AP History

PE	PE/Health	PE /Athletics	PE /Athletics
Spanish I or II	Spanish II or III	AWP or Spanish III	AWP or Spanish IV or AP
Additional Electives	Additional Electives	Additional Electives	Additional Electives

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 1.1. A one-semester, three-credit course will fulfill the requirements of a full-year upper school course. Students who would like to enroll for a course at an area post-secondary institution must have approval from the college & career counselor and principal in advance. LCCS currently accepts dual enrollment credits from: Lancaster Bible College (LBC), Liberty Online, Grand Canyon University, Colorado Christian University, Millersville University, Houghton University, and Harrisburg Area Community College (HACC).

- Dual enrollment courses may not be taken online or off campus if there is an AP or dual enrollment on-campus class offered at LCCS in that subject area.
- Students must have a cumulative GPA (in the content area) of 88% or higher and have a teacher recommendation to enroll in dual credit courses.
- Dual credit courses will be weighted, but LCCS will only list up to four college courses on a transcript. Additional dual credit courses may be listed on a transcript but will not be weighted.

Adding or Dropping a Course

Academic courses run for the full year. Electives are offered for a semester. Students must receive teacher, parent/guardian, 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 (two weeks). Parents/guardians 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.

University-Model® and 4-Day Student Academic Policies

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
- Grades 1-6: 2 - 4.5 hours
- Middle & Upper School: 5+ hours

Some homework may be assigned for the University-Model® students, including daily independent reading and math fact practice.

Parent Roles & Responsibilities

Parents/guardians must commit to being consistently involved in the facilitation of the satellite classroom. In most cases, though not all, the parent's/guardian's direct academic role lessens as grade levels increase, coinciding with a student's natural path toward greater independence. This is a process that needs to occur gradually and under parental guidance and mentoring. Parents/guardians act as the assistant teacher for their child. In this role, they receive lesson plans and instructions from the classroom teacher outlining satellite classroom assignments, follow-up study of covered material, and preparation or review needed for the next central class. Parents may have responsibility for direct instruction in some aspects of the course depending on grade level (such as spelling/multiplication tables) and for monitoring their child's academic progress including the timely submission of all assignments. Parents/guardians must be committed to sufficient time each satellite day engaging with their student and their satellite work assignments. The parent/guardian is charged with reinforcing, reviewing, and repeating key academic material and skills that the classroom teacher has initiated with the students at the school. Failure to help students or follow-up on assigned work could result in suspension or dismissal from the program.

Late Satellite Work Policies

The fast pace of the University-Model[®] and 4-Day program 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 and may disqualify the student from remaining in the program.

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/guardians should notify the teachers before the student returns to class.

Lower School Lesson Plans

UM satellite lesson plans will be posted in Google Classroom.

Middle & Upper School Lesson Plans

Middle & upper school weekly agendas are available on Google Classroom each week. There are times when the weekly agenda must be adjusted. Teachers may change the following day's assignment by 4 pm the preceding day. Students are responsible to check the weekly agenda at the start of each Wednesday to check for the current day's assignments.

Middle & Upper School Late Assignment Policy

It is important that students keep up with current assignments to remain current and maintain practice for their classes. The lateness of the work will determine the grading penalty. Work that is late will receive a 10% penalty for each late day up to 50%. After 5 days, late work will not be accepted for credit, but students may be asked to complete the assignment as appropriate. If there are extenuating circumstances, it is the student's responsibility to contact the teacher. The administration will review the circumstances and consider an extension.

Students who have extended absences due to mental or physical health conditions may need to meet with LCCS administration to evaluate their progress and establish a plan to meet their academic needs.

Exams & Achievement Testing

Students in grades 2-8 take achievement tests.

All students in middle & upper school take midterms and final exams. 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.

Each middle school exam will count as 10% of the grade for the semester it was taken (5% of the final grade). Each upper school exam will count as 20% of the grade for the semester it was taken (10% of the final grade).

Progress Reports

All students in grades 1-12 will receive a progress report midway through each quarter. Students in preschool-kindergarten receive a progress report midway through the second quarter.

Parent-Teacher Conferences

Parent-teacher conferences are an essential part of the parent-teacher partnership in education. This is especially true in a Christian school where needs can be discussed openly and honestly and prayed for accordingly. Conferences are scheduled for families of every lower school students in November. Middle & upper school conferences are scheduled either at the request of the parent/guardian or of the teacher. Daytime and evening conferences will be available. Early childhood conferences will be held in January. Conferences between the parents/guardians 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.

Family Portal

Family Portal allows parents/guardians and students to view grades, attendance, and behavior reports, as well as access FACTS Financial for tuition, prepay accounts, and incidental billing. If you have problems accessing Family Portal or have questions, email the LCCS IT Department at it@lccs.cc.

Google Classroom

Google Classroom allows parents/guardians and students to view lesson plans and access/submit homework assignments. Grades are posted on the Family Portal, not on Google Classroom.

FACTS Financial

By sending your child to LCCS, you agree to pay your tuition by the due dates. The school uses FACTS tuition management system, and all payments are made by direct debit from 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, someone from LCCS Business Office 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 report cards will not be sent or diplomas awarded while there is a past-due balance on a student account or other outstanding amounts owed.

There are three types of FACTS Financial Accounts:

1. Tuition
2. Prepay – Used to pay for lunch.
3. Incidental Billing – Used to pay for all other school-related expenses including, but not limited to, field trips, After-School Care, tutoring, gym uniforms, camps, and participation fees.

Payments

Parent/Guardian agrees to fully and timely pay LCCS (in accordance with the payment plan elected) all tuition, charges, fees, and assessments associated with a student's admission, enrollment, and/or program participation at LCCS. Tuition and fees for each school year are established and published by the LCCS Board of Trustees no later than January 31. Payment for each academic year is due in full in mid-July unless a student is enrolled in the LCCS semi-annual or monthly payment plan program. For the sake of clarity, please note that enrollment in the semi-annual or monthly payment plan programs does not diminish the withdrawal refund/forgiveness of tuition outlined in the LCCS Continuous Enrollment Agreement. Students enrolled at LCCS after July 1 are required to provide

payment to cover all missed installments of the monthly payment plan at the time of the first tuition payment. All tuition payments must be paid when due. If at any time a student's account is past due more than 15 days, a late fee will be assessed, and the student may be subject to suspension from school and all school-sponsored activities (including but not limited to graduation) until the account is made current. Parent/Guardian agrees to accept full responsibility for any and all costs incurred by LCCS to collect any delinquent amounts due LCCS including, but not limited to, administrative fees, attorney's fees and expenses, collection costs or other related costs, as well as interest as allowed by law.

Enrollment Agreement

LCCS parents/guardians sign a continuous enrollment agreement upon the initial enrollment of their child. This agreement indicates the parent/guardian's desire to enroll their child that year and for each consecutive year unless the agreement is terminated by LCCS for any reason or by the parent/guardian in writing on or before February 28. (See the Early Withdrawal policy below.) Parent/guardian agrees to pay the annual tuition and fees each year. The enrollment agreement also signifies that the parent/guardian has examined, agrees with, and fully supports the LCCS mission, vision, and biblical truth and lifestyle statements as well as the policies, procedures, and practices of LCCS herein. Read the complete Enrollment Agreement on the LCCS website.

Early Withdrawal (taken from the Enrollment Agreement)

LCCS' enrollment agreement contains the following early withdrawal policy. This policy reflects a prorated tuition refund/forgiveness schedule for students who withdraw early.

Parent/Guardian understands that, in consideration of LCCS's enrollment of his/her/their student, certain overhead expenses of the School are incurred on an annual basis, and such expenses do not diminish with the withdrawal of the student and that all tuition and fees are charged for a place within LCCS and not for a period of attendance. Parent/Guardian further acknowledge and agree that the absence of a student during an academic year does not materially reduce the expenses of LCCS. Consequently, regardless of whether a student is voluntarily withdrawn or dismissed from LCCS for any reason, a pro rata tuition refund / forgiveness will be issued by LCCS according to the following established schedule: March 1 – June 30 (100% of total tuition), July 1 – August 31 (75% of total tuition), September 1 – October 31 (50% total tuition), and November 1 – December 31 (25% of total tuition). No tuition refund or forgiveness will be possible after December 31. The following scenario provides an example: If the total tuition owed is \$10,000 and a student withdraws on November 1, the Parent/Guardian owes a total of \$7,500 (75% of tuition) regardless of their tuition payment plan. If tuition was paid in full in July, LCCS will issue a \$2,500 (25%) tuition refund. All tuition and fees owed are due and payable at the time a student withdraws or is dismissed from LCCS. Unpaid tuition and fees become delinquent one day after a student is withdrawn or dismissed. Student grades, diplomas, testing results, transcripts, or other records will not be released until all delinquent amounts, including all administrative fees, are paid in full and all other requirements are met.

Volunteer Clearance Policy

All school volunteers are 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 must be turned in to the school office before volunteering in the school in any capacity. The required clearance forms and background checks are available on the LCCS website.

Awards

Upper School Awards

Each quarter, students who have attained high levels of academic achievement with no Ds, no Fs, and no Is are recognized on the LCCS Honor Roll. Character comments must be satisfactory. There are three levels of distinction on the LCCS Upper 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. Character comments must be satisfactory.

Honors	3.7 or higher
A Honor Roll	All As
A/B Honor Roll	A/Bs

Lower School Awards

Each academic year, students who have attained high levels of academic achievement are recognized on the LCCS Lower School Honor Roll. Character comments must be satisfactory.

A Honor Roll	All As
A/B Honor Roll	A/Bs

Year-End Awards

Students who have no absences and no tardies for the year will receive a perfect attendance award. 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 Theatre 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.

When students miss class time due to athletics or another extracurricular activity, they are responsible for missed classwork according to the following policy:

- If the student is present for at least half of the school day, any work due for a class that day must be turned in that day before leaving the building. Failure to turn in work that day will result in a 10% late penalty.
- The student must get any work that will be missed in order to be prepared for the next class. Teachers will upload missed lectures or worksheets to Google Classroom before 4 pm each day. The first time a student comes to the next class unprepared they will receive a verbal warning. If they are unprepared a second time, the principal, coach/director, parent/guardian will work together to discuss a solution which may include the student not participating in the sport or activity.

National Honor Society

Juniors and seniors may apply to become members of the National Honor Society. If a student meets the initial academic requirement of a cumulative GPA of 3.5 or higher, he or she will be notified and sent an application. Students must complete the application and an interview in order to be considered for acceptance, and must demonstrate leadership, character, and service.

Once students are accepted and inducted into NHS, they are required to volunteer and participate in organized activities within the school as well as in the community. Students are also required to remain in good academic standing, which includes taking higher-level courses (AP, Honors, or other college-level classes) each year, and maintaining a 3.5 or higher GPA. In addition, students must model Christ in character and leadership, both in and out of school. Failure to hold to any of these standards will result in disciplinary action and may result in removal from NHS.

Safe2Say

On Monday, January 14, 2019, the Commonwealth of Pennsylvania activated the Safe2Say Something – a youth violence prevention program and anonymous tip line that is a key component of Pennsylvania Act 44 of 2018. The tip line is operated and monitored 24/7 by the Office of the Attorney General where tips are reviewed, classified, and

forwarded to the appropriate school district. Tips that are found to contain information that may indicate a "life safety" issue are also forwarded to the Cumberland County 911 Center.

Students, parents/guardians, and community members can submit tips via three methods:

1. A free mobile app available for Apple and Android devices
2. Visit www.safe2saypa.org
3. Call 1-844-723-2729

As always, anyone with information relating to the safety of LCCS should report these concerns immediately. Tips that are generally reported include, but are not limited to, tips regarding violence against students or facilities, tips regarding self-harm, and tips regarding substance abuse. In addition to the Safe2Say Something program, any concerns can also be reported directly to LCCS administration and to local and state law enforcement.

Information is also readily available on the Safe2Say Something website www.Safe2SayPA.org.