

Parent-Student Handbook

2019-2020

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

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

Core Values

- Faith
- Scholarship
- Virtue
- Community

Portrait of a Graduate

LCCS aims to graduate students who:

- Love God - Spiritually mature, servant-hearted and compassionate imitators of Christ
- Love Learning - Pursuing truth, goodness, and beauty. Possessing knowledge, wisdom, and understanding
- Love Goodness - Living righteously with integrity and conviction
- Love Others - Community-minded, relationally-healthy, well-rounded, winsome, and socially graceful leaders

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

Students in the Upper School program may choose electives in the academy that interest them. Field trips and a variety of experiences in each academy are offered to Upper School students. Middle School students have the opportunity to explore each of the academies on Wednesday afternoons, and Lower School students in grades 3-6

enjoy an elective that highlights STEM and entrepreneurship. After-school Academy clubs are also offered to Lower School students.

Affiliations & Accreditations

Lancaster County Christian School is accredited by:

- The Association of Christian Schools International (ACSI)
- Middle States Association Commissions on Elementary and Secondary Schools (MSA)
- Mid-Atlantic Christian Schools Association (MACSA)

LCCS is certified through University Model[®] Schools International (UMSI).

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

Culture of Honor

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

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

Statement of Faith (from ACSI)

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21).
2. We believe there is one God, eternally existent in three persons-Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
3. We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4: 15, 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His Resurrection (John 11:25, 1 Corinthians 15:4), His Ascension to the right hand of God (Mark 16:19), His personal return in power and glory (Acts 1:11, Revelation 19:11).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone are we saved (John 3:16-19, 5:24; Romans 3:23, 5:8-9; Ephesians 2:8-10; Titus 3:5).
5. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of condemnation (John 5:28-29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 2:12-13, Galatians 3:26-28).
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14; 1 Corinthians 3:16, 6:19-20; Ephesians 4:30, 5:18).

Community Life Standards

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

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

Lifestyle Statement

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

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

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

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

We affirm that as a Christian school we are called to lovingly minister to those who practice any lifestyle in contradiction to God's design, to repent of their sin and believe in the Gospel of Jesus Christ. We believe that those who practice such a lifestyle can overcome their sin through the power of the Gospel. We affirm that we are called to support those seeking to have victory over their past.

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

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

Sanctity of Life

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

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

Spiritual & Academic Expectations

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

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

Spiritual Life

The spiritual life of our students is our primary consideration. All classes and activities are taught from a biblical worldview. This means that we begin with the Word of God and use it as the lens through which all else is viewed. We believe that God's truth as revealed in his Word and the person of Jesus Christ is relevant to all life. In addition to daily Bible classes, chapel services are held on a regular basis. Student-led worship teams provide music at all levels. Faculty, staff, and invited guests provide spiritual teaching to the student body. LCCS participates in See You at the Pole and National Day of Prayer events.

Attendance

Our goal is to have students attend every class every day. School hours are from 8 am to 3:10 pm daily. We know that illness or family circumstances sometimes make this impossible. However, we want to encourage students to treat school attendance as a serious matter and to embrace their intellectual gifts as an act of worship. The State Department of Education and Administration of Lancaster County Christian School establish attendance rules. Students absent from school for any reason are responsible for meeting all class requirements. Parents must call the school by 8:30 am if their son or daughter will be absent. This phone call does not replace the need for an excuse card or filling out the excuse form on ParentsWeb. LCCS will email/call the home 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 days of absence, a doctor's excuse is required for re-entry into school.

Excused Absences

Students may legally be absent from school because of personal illness, quarantine, impassable roads, death in the immediate family, or other compelling situations directly affecting the student. Parents must provide a signed, written explanation for all absences and early dismissals or a completed excuse form from ParentsWeb 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 also be detrimental for others. Absences for students who are just maintaining passing grades could have a serious negative effect on class studies and grades. Parents are asked to give this careful consideration before deciding on a trip or activity.

The "Pre-Approved Absence Request" form is available in the school office 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 will not be approved and will be considered as illegal/unexcused. Pre-approved absences may not be requested after the date of absence. Students who have already reached ten (10) absences during a school year may not request permission for a pre-approved absence. If a family emergency arises that does not meet these guidelines, it is at the principal's discretion as to whether the event is approved.

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

Unexcused Absences

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

According to Act 138 of 2016, after three (3) unexcused absences, a student is considered Truant, and parents will be notified in writing within 10 days of the 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 an SAIP. After six (6) unexcused absences, a student is considered Habitually Truant, and the school must refer the student for either a community or school-based attendance improvement program or make a referral to Children and Youth services if the child is under 15 years old or file a citation with the magisterial district court if the child is 15-years or older.

Excuse Cards

- Parents must provide a signed, written explanation for all absences, early dismissal requests, and late arrivals. Electronic excuse cards may be submitted through ParentsWeb.
- The burden of proof for excused absences rests with the parent.
- If the receptionist (attendance officer) does not receive the excuse card within three (3) days after the student returns to school, then the parents will receive notification that the absence will remain unexcused.
- Students who are absent from classes for any reason contrary to those listed will be marked as unexcused. Middle and 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 will be required for each additional absence. This is in compliance with the State Department of Education policies (Section 13-1332 and 13-1333). If a student is illegally absent for three (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

Kindergarten through 12th grade students are expected to be in all classes. 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 slip 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 receive two unexcused tardies per quarter without consequence.
- Students who accumulate three unexcused tardies in a quarter (tardy to school and tardy to class are accumulated separately) will be issued a detention.
- Tardy minutes/hours will accumulate towards absences.
- A student who arrives late to school is expected to take any test scheduled for that day, even if that class was missed. The student is expected to initiate arrangements for testing or assignments with the teacher.
- Students who are tardy but arrive at school by 9 am will be permitted to participate in extracurricular practices and events.
- Students who are in ISS (In-School Suspension) or OSS (Out-of-School Suspension) may not participate in any extra-curricular activity, including practices and rehearsals, for the duration of that suspension.

Excused Tardies

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

Early Dismissals

Students must bring a written note from the parent or guardian that includes the reason for the early dismissal. 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 would include dental, medical, or other important appointments. Before leaving, the student must sign out with the receptionist. Any work that is missed during the absence must be made up.

Senior Work Study/Internships

A senior who works/interns a minimum of 20 hours a week may enroll in Work Study. This would allow the student to sign out to go to work prior to 3:10 pm. Approval must be obtained from the Upper School principal, the college and career counselor, the parent, and the employer. The employer will evaluate the student's work performance and the student will receive a grade for said employment.

Make-up Work

Students are responsible to contact their teachers concerning assignments and tests missed during an absence. All class work must be completed to the satisfaction of the teacher. The general guideline is to give students two days for each day of excused absence to make up work assigned while absent. All make-up work should be submitted by 3:30 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 to arrange transportation with each school district on a yearly basis. Many districts require the parent to also directly contact the school district.
- The local school districts schedule bus routes for students in each school district that is within the ten-mile radius of the school.
- The parents of students who do not live within the designated ten-mile limit are responsible for the transportation of their children to and from school.
- Transportation should be arranged so that students arrive no earlier than 7:30 am and leave no later than 3:25 pm. Students in grades PreK-6 who are not picked up by 3:25 pm will be enrolled in LCCS's After-School Care program for an additional fee.
- Parents who plan to transport their children to and from school must use the designated loading and unloading location.
- Each year there will be a permission form in the online enrollment/re-enrollment packet to allow field trip transportation for the entire year, on all LCCS vans and buses driven by an LCCS employee. Field trips involving parent drivers or charter buses require a separate permission slip.
- Parents of Lower School students must choose a default mode of transportation for their children at the beginning of the year. If there is a change in the regular mode of transportation, the receptionist must be notified by 1 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. Lower School students report directly to the school gymnasium. Middle and Upper School students report to the school lobby. At 7:50 am students are allowed to go to their lockers and classrooms.

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 3:25 pm to pick up your child. Students in grades PreK-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.
- Lower School carpool students will report to the front lobby and wait with their class. Aides on duty will call for a student when the parent arrives. All parents must have a LCCS carpool sign visible to pick-up a student. Students can only be released to individuals the parents have listed on their transportation form. Any person picking up a student without a LCCS carpool sign must show identification.
- Middle & Upper School car riders will exit the school on the west side of the building to their parents' parked cars. A teacher on duty outside will ensure they cross safely through the cross walk and carpool line. Middle & Upper School car riders who have Lower School siblings should report to the front lobby to be picked up in the Lower School carpool line.
- Do not leave your car unattended in the carpool lane. You may park your vehicle in the west lot if you need to enter the building for any reason.

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.

Athletes/Extra-curricular Participants

Students participating in an athletic event or extra-curricular activity which begins immediately after school (between 3:10-4:30 pm) must report directly to the place designated by the coach or advisor. These students are the direct responsibility of the coach/advisor. Students in these activities are not to be in the hallways, lobbies, or anywhere in the school building without direct supervision of the coach/advisor.

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

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 scheduled half days or any early dismissals due to inclement weather. Please be aware that all students must be picked up after school by 3:30 pm. If for any reason your child is still here at 3:30 pm, they will be supervised through the After-School Care program and charges will apply. Cost is \$6 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 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 will be 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.

Emergency School Closings & Delayed Opening

In the case of inclement weather, any schedule change will be immediately posted on the LCCS website and parents will be notified using Parent Alert, a feature of ParentsWeb. Parents who wish to receive this notification must

provide a mobile number, and/or an email address on their enrollment form that will be automatically utilized by the system. 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 - School in Session

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

Delayed Opening or Cancellation

LCCS will delay the opening of school or cancel school if weather conditions warrant. Parents will be notified using Parent Alert of the closing or delay. Announcements will also be made on the stations listed above and posted on the website. In case of a two-hour delay, preschool will hold an optional class from 10 am-12 pm. Should LCCS delay opening for a longer or shorter period of time than the public school district, students may use the district transportation. Student drivers may follow their home district's schedule.

Scheduling Conflicts between LCCS and your school district

- Parents should be aware that LCCS only provides supervision at the times our school is in session.
- If LCCS is open, and your local district has a later start or cancellation, at the parent's discretion, the student may follow the schedule of your local district.

Snow Day Procedure

One or more snow days may be built into the school calendar. If the number of snow day exceeds that number, online snow days will be implemented. Up to five (5) online school days may be used. After the fifth online snow day, make-up days will be added in June. Parents will be notified of required make up days as necessary.

Student Driving Privileges

Driving to school, while necessary for some students, is a privilege with certain responsibilities. Immediately upon arrival, students are to enter the building. Cars are off limits during the school day. Students who consistently violate the school's tardy policy may have their driving privileges suspended. Repeated infractions may result in driving privileges being revoked for the remainder of the school year. Common sense and safe driving techniques must be used coming to and leaving school. Cars may not exceed the 15-mph limit while on the school property. Student drivers in violation of any of these standards will have the privilege of driving to school suspended for a period of time as determined by administration.

Parents must notify the school if they are allowing their students to use cars during the school day. This privilege is reserved for school-related functions and by permission of the principal. Students who desire to gain driving privileges must submit a completed Driver's Privilege Card to the school office.

The card requires the following information:

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

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

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

Lunch Detention (Middle & Upper School)

Teachers may assign students to lunch detention for behavioral issues. Detentions will be assigned Monday through Friday during the lunch period. Repeated lunch detentions could result in an after-school detention or in-school suspension.

Morning & After School Detention (Middle & Upper School)

Teachers may assign students to morning or after-school detentions for behavioral issues. 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 so warrants it. Cleaning detention consists of any cleanup work to be completed during the detention period requested by a teacher, maintenance/custodial personnel, or other person in authority.

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

In-School & Out-of-School Suspension

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

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

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

Behavioral Probation

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

Expulsion

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

Parent Appeal Process

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

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

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

Student Dress & Appearance

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

General Dress/Appearance Standards

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). Low-riding pants and exposed undergarments are not permitted.
- Preschool through 12th grade students may only wear leggings or tights when worn with dresses and skirts that meet dress code requirements.
- Athletic shorts and sweat pants are not permitted for Middle & Upper School students. (On special occasions, such as field day and spirit days, students may wear athletic shorts that are within 5 inches of the knee.) Students in Pre-K through 6th grade may wear neat athletic shorts, pants, and sweatpants.
- Tops must cover the shoulders, chest/cleavage, stomach, and back. (Modest sleeveless attire is permitted for ladies). Male students must wear shirts with sleeves. Tank tops are not permitted, 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. Sandals are permitted, not including flip flops. Students in Preschool through 6th grade must have a strap across the heel for safety reasons.
- Hats, caps, bandanas, or hoods are not permitted during the school day and at most school functions.
- Sunglasses or dark glasses are not permitted to be worn inside the school building unless medically required.
- Hairstyles or colors that are extreme are not acceptable. Male students must keep their hair off the collar, above their ears and out of their eyes. 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.
- Full-coverage bathing suits are required while on special trips that allow for swimming.

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 to bring something to wear. If this is not possible, the school will attempt to provide a change of clothing so that the student may return to class. Student advisors work with students on dress code issues. They may issue a detention starting with the first offense. Teachers will contact Lower School parents if there is a dress code issue.

Extra-Curricular Activities

When students stay after school for a game or an extracurricular activity they must still maintain modest dress.

Middle and Upper School Formal Events

Students are required to have their formal attire approved prior to each event.

- The key is modesty.
- Strapless dresses are not acceptable.
- No see-through material in the midsection.
- Tight, revealing clothing is to be avoided.
- The bottom half of the back, and the stomach and cleavage should be covered.
- Skirt length must comply with the school dress code (no shorter than three inches above the knee cap).
- 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.

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

Student Conduct

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

Social Behavior & Relationships

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

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

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

Immoral Conduct

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

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

Violation of the Law

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

Use or Possession of Alcohol, Tobacco, 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 not necessarily limited to, a student's locker, personal effects, and vehicle. A student may be asked to empty his pockets or make available contents of other areas about their person. Should a student refuse to empty pockets or make the contents available, LCCS may request that parents come to the school or other location and search their child. Should the student and parent(s) refuse to conduct a search of the person of the student, the school reserves the right to expel the student. LCCS administration reserves the right, at its sole discretion, based on a reasonable basis to believe that a student has engaged in non-medicinal drug use, to order a drug test with a subsequent written report to the administration. Such information would be handled in a confidential manner. A positive test result would be the financial responsibility of the family. Payment on a negative test result would be reimbursed by LCCS. Refusal to participate in a drug test could result in recommendation by the administration for expulsion. Information may also be shared with the police.

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

Weapons Violations

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

Student Action

Any 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 come to the school or other location and search their child. Should the student and parent(s) refuse to conduct a search of the person of the student, the school reserves the right to expel the student.

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

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

Reporting & Referrals

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

Enforcement

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

Harassment & Bullying

Lancaster County Christian School endeavors to provide a safe and caring environment in which all students can succeed. Behaviors that intend to cause emotional or physical harm to a student will not be tolerated. Such behaviors include, but are not limited to, threats, bullying, name calling, teasing, and put downs. Such acts may be verbal, physical, written, or electronic in nature. Unwelcome sexual advances are also perceived as harassment. Bullying may also be defined as a series of acts directed at another student with the effect that it substantially interferes with the student’s education, creates a threatening environment, or disrupts the orderly operation of the school. The school setting includes the school itself, the school grounds, in school vehicles, at designated bus stops, or at any activity sponsored, supervised or sanctioned by the school. Any online activity of this nature that carries over into the school setting is also included. Anyone with knowledge of such behavior should report it to the school administration. Students involved in these behaviors will be subject to disciplinary action which could include suspension, counseling or recommendation for expulsion. The safety of the community will be considered in determining appropriate action. 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 presenting someone else's work or ideas as one's own. This could include copying or paraphrasing from a book, journal, or the internet without acknowledging the original writer. Cutting and pasting from an internet web page and taking another's work and rewriting in "your own words" also constitutes plagiarism.

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

Students who are caught cheating or plagiarizing will receive a zero for the assignment. Instances of plagiarism will be reported to the administration. Students will be asked to redo the assignment and the administration will determine if partial credit will be received and if other disciplinary measures, such as a detention or suspension are necessary.

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 may need to create accounts for students or have student's create accounts to access the needed resources and materials. This includes, but is not limited to: Active Directory, FACTS SIS, ParentsWeb, G-Suite for Education, 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.
- Parents 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 labeling, not writing on LCCS devices, returning devices to the correct place and plugging them back in. Students should not be storing LCCS devices in their backpacks, lockers, etc.

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 3:10 pm). If a Middle or Upper School student is carrying a cell phone it should be kept in a backpack or locker. Cell phones may not be on a student. Students may purchase a combination lock for their locker as long as the office has the combination.

Lower School students are discouraged from bringing cell phones and other devices to school. If they do bring them to school, devices must remain in the student's backpack during the school day.

Parents 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. Use of the text messaging feature is also not permitted 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.

Computer games, iPods, MP3 players, and the like are not to be used during the school day (8 am to 3:10 pm). Students who bring such items to school must keep them 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.

Lower School students who violate this policy will have their cell phone/device confiscated by the teacher. It will only be returned to a parent.

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

1. The first time the phone is used: The phone will be kept in the principal's office and returned to the student at the end of the school day (3:10 pm).
2. The second time the phone is used the phone will be kept in the principal's office and a parent will need to pick it up after 3:10 pm.
3. The third time the phone is used the phone will be kept in the principal's office and a parent will need to pick it up after 3:10 pm. The student will then need to turn his/her phone in to the principal's office each school day from 8 am - 3:10 pm for the remainder of the quarter.

School's Public Image

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

Locker Use

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

- It is the student's responsibility to maintain a clean and orderly locker (one locker per student).
- All personal decorations are to be on the inside of the locker only and must be appropriate for school.
- All contents of the locker are to be kept in such a way that nothing hangs out or prevents the door from closing properly.
- Nothing should be posted outside the locker. The exceptions to this are school-approved spirit items, school/teacher notes, birthday celebrations, etc.
- 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.
- Middle & Upper School students may put locks on their hall lockers if they choose. Combination locks must be provided by the student, and the student must provide the combination to the office.

Library

Fines/Fees

Students who borrow a library book and do not return it by the due date will be charged a late fee. Students may not be able to borrow additional books until the book has been returned 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. Mid-term and final exams may not be taken until all obligations have been paid.

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. Middle & Upper School students may bring their own laptop or tablet to use for school purposes. Any student who brings their own device must take the device to the principal's office or IT department to have it connected to the school network. The network is monitored and filtered as required by law for student Internet access. Students may not have their device connected to a hotspot or VPN while using the device at school.

Gym, Weight Room & Equipment Room

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

Medical & Health Records

If a student needs to contact home for medical reasons they must see the nurse, receptionist or principal's assistant. Students should not contact their parents directly with a cell phone or school phone. Students will be given permission to use a school phone to contact parents 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. Please provide a complete copy of all immunizations to the school office and an update every time your child receives an immunization. The present immunizations are listed below. A paper copy of required immunizations is also available from the school receptionist. All immunizations require documentation of month, day, and year given. Records of immunizations must be in writing on an official immunization document, such as an International Health Certificate, Immigration Records, 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)
 - 1 dose 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.

Visit dontwaitvaccinate.pa.gov for more details on School Immunization Regulations.

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

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

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

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

Physical Exams

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

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

Dental

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

Medication

LCCS does not provide medication for students. All Middle & Upper School students may carry over-the-counter (OTC) medications for headaches, etc. Lower School students are not permitted to carry their own medications. Any

student requiring prescription medication during the school day must bring the medication to the school office in the original container with the student's name, name of medication, the dosage amount, and the time to be given. Lower School students may use this same form for OTC medications that they must take. A Parental Request and Physicians' Order Medication form must be completed and signed by the parent or the physician. This form may be obtained from the school office or website.

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

Emergency Information

All students are required to have emergency information on file in the school office. This emergency information is used for school field trips and sports. Please provide all emergency contacts and phone numbers. The emergency information also has a place to list all allergies and type of reaction. Students requiring an epi-pen for an allergic reaction should supply their own pen and should have an Allergy Action Plan form signed by a physician on file in the school office with specific instructions for student or staff to administer.

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

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

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

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

Student drivers need written (email is acceptable) parental 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 that includes insurance and medical information must be signed on a yearly basis by each student's parent or guardian. (This will be done online as part of the enrollment/reenrollment process.) This form covers all trips that involve an LCCS bus or van driven by a school employee. If the trip involves parent drivers or charter bus a separate and specific permission slip will be needed.

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

Upper School Class Trips, the Middle School Retreat, & the Senior Mission Trip

All students in grades 7-12 participate in a class trip. LCCS class trips, Middle School retreat, and the 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, having an eternal impact.

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

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

Lunch

Students are offered reasonably-priced, hot lunches daily as well as a full soup and salad bar. 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 3 through 12. All other students should pack lunches that do not need to be heated.

Student lunches are paid for using FACTS pre-pay accounts. Students are provided an ID card that they must use to pay for their lunch each day. Early Childhood & Lower School student ID cards will be kept with the classroom teacher. Parents receive a notification when the pre-pay account falls below \$5. If a negative balance remains at the end of a month, parents will be charged through FACTS incidental billing.

Meal prices:

- Early Childhood & Kindergarten - \$3.00
- Lower School (grades 1-6) - \$3.75
- Middle & Upper School - \$4.50

A la carte items will also be available for purchase.

The daily menu is located on the LCCS website.

Lunch Schedule

- PreK-2 11:30 am-12 noon
- Grades 3-6 12-12:30 pm
- Grades 7-12 12:10-12:55 pm

Daily Middle & Upper School Schedule

8:00-8:15 am	Homeroom
8:20-9:00 am	Period 1
9:05-9:45 am	Period 2
9:45-10:00 am	Mid-Morning Break
10:00-10:40 am	Period 3
10:45-11:25 am	Period 4
11:30 am-12:10 pm	Period 5
12:10-12:55 pm	Lunch/Clubs
1:00-1:40 pm	Period 6
1:45-2:25 pm	Period 7
2:30-3:10 pm	Period 8

Grading Procedures

**Students in preschool and prek 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	1.05	1.1
93-100	A	4.00	4.200	4.40
90-92	A-	3.70	3.885	4.07
87-89	B+	3.30	3.465	3.63
83-86	B	3.00	3.150	3.30
80-82	B-	2.70	2.835	2.97
77-79	C+	2.30	2.415	2.53
73-76	C	2.00	2.100	2.20
70-72	C-	1.70	1.785	1.87
67-69	D+	1.30	1.365	1.43
63-66	D	1.00	1.050	1.10
60-62	D-	0.70	0.735	0.77
59 and below	F	0.00	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)
- If schedule and space permits, it may be possible to repeat the course in the regular classroom the next school year.

Middle School Course Recovery

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

Incomplete Grades

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

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

Grade Point Average (GPA)

Grade point averages are computed by the administration using a formula that consists of the quality point total divided by total credits. Honors courses will be weighted at 1.05; AP 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.

In order 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	Distinguished Achievement Honors	Required Courses
English - 4	English	AP Literature & AP Language Composition or dual credit equivalent
Math - 4	Math	Precalculus & AP Calculus or dual credit equivalent
Science - 4	Science	AP Biology & Molecular Biology or Vector/Trig Physics or dual credit equivalent
Social Studies - 4	History/Social Studies	AP Government & AP History or dual credit equivalent
World Language - 2	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 - 1		
PE/Health - 1		
Electives – 1.5		
*Thesis - 1 (starting with the class of 2023)		
*Total Credits: 28		

General Guidelines

- All students (grades 9-12) must take at least seven (7) academic periods a day. An average of one (1) study hall 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.
- Honors courses are weighted 1.05; Advanced Placement (AP) and College Dual Credit (DC) courses are weighted 1.1.
- Juniors and seniors must take a minimum of 5 core classes – Bible, math, science, English, and history to be eligible for a LCCS Diploma.
- 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.
- Algebra I (or other Upper School math courses) taken prior to ninth grade will count as one of the four required math courses, leaving three math courses required for graduation. Twenty-eight total credits are still required while in grades 9 through 12 for graduation. For transfer students, the same would apply for English, science, and social studies.

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	Rhetoric / Comp II	Rhetoric / Comp III	Senior Thesis
English I	English II	English III or AP Lit	English IV or AP Language
Algebra I or Geometry	Geometry or Algebra II	Algebra II or Honors Precalculus	Statistics or AP Calculus
Intro Physics or Intro Physics / Chem	General Biology or Advanced Chemistry	General Chemistry or Advanced Biology	Anatomy and Physiology or Vector Trig Physics or Microbiology
History I	History II	History III or AP History	History IV or AP History
PE	PE/Health	PE /Athletics	PE /Athletics
Spanish I	Spanish II	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, Millersville University, and Harrisburg Area Community College (HACC).

- Dual enrollment courses may not be taken in lieu of required LCCS courses and cannot be given Upper School credit for a core course. However, dual credit courses may be taken for elective credit and/or if an AP or Dual enrollment course is unavailable.
- 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, and administrative approval when choosing courses. All attempts are made to finalize student schedules before the first class meeting. Students may request to change a course during the drop/add period (2 weeks). Parents will not be contacted at this time unless a change in an academic course is requested. Students are expected to make up missed work when adding a course after it has begun. A course dropped at any other time will result in a Withdrawn Pass/Fail depending on the student's exit grade. No credit will be received for a dropped course. Teachers may recommend that students drop or change from one course to a related course.

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
 1st - 6th Grade: 2 - 4.5 hours
 Middle & Upper School: 5+ hours

Daily homework is not assigned for the University Model[®] students, though daily independent reading and math fact practice are encouraged.

Parental Involvement Policy

Parents must commit to being consistently involved in the facilitation of the satellite classroom. As students progress, their responsibility will increase. Parental involvement will vary depending on the grade level of the student and each individual student's needs. Each grade-level teacher will provide lesson plans and direction for parental involvement.

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.

Late Work Due to Illness

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

Unprepared Due to Illness

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

Middle & Upper School Lesson Plans

Middle & Upper School lesson plans are available on ParentsWeb each week. There are times when the lesson plan must be adjusted. Teachers may change the following day's assignment by 4 pm the preceding day. Students are responsible to check the lesson plan 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 in order 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. 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. Because teachers are giving assignments that are important to the learning process, it is vital that students complete the assignment and gain the learning experience even if it receives a 50% penalty.

Middle & Upper School Exams

All students in Middle & Upper School will 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 overall grade for the semester it was taken.

Each Upper School exam will count as 20% of the overall grade for the semester it was taken.

Progress Reports

All Middle & Upper School students will receive a progress report midway through each quarter.

Lower School students' parents receive an assessment report for each student midway through the first marking period. Lower School teachers will keep parents updated on any academic concerns throughout the remainder of the school year.

Parent-Teacher Conferences

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

ParentsWeb

ParentsWeb is a private and secure website set up to allow LCCS parents to see complete information specific to their child. Parents and students can view grades, attendance, lesson plans, homework and conduct, as well as other useful school information. Parents can also communicate with teachers and other school staff online whenever necessary. We look forward to parent participation. Together we can continue to improve our children's academic development as well as communication at school and at home.

ParentsWeb also allows you to access FACTS Financial for tuition, prepay accounts, and incidental billing.

If you have problems accessing ParentsWeb or have questions, email the LCCS IT Department at it@lccs.cc.

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, the Business Manager and Head of School will be in contact to work out a payment plan. If that is not satisfactorily followed, further action may be taken, up to and including being asked to withdraw from LCCS until financial obligations are satisfied. Please note that 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 by July 1 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 Section E of this 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.

Early Withdraw

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. 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 D’s, no F’s, and no I’s are recognized on the LCCS Honor Roll. Character comments must be satisfactory. There are 3 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 quarter, 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 Fine Arts Participation Agreement. These can be found on the school website.

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.

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.

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 anonymous tip line, 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, 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-SAF2SAY (1-844-723-2729)

As always, we strongly encourage anyone with information relating to the safety of our school to 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 a school official and to our colleagues in local and state law enforcement.

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