



*LENA WEE  
CHRISTIAN  
ELEMENTARY  
SCHOOL*

*PARENT – STUDENT HANDBOOK  
2017 – 2018*

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# MISSION & VISION STATEMENT

## MISSION STATEMENT

Lenawee Christian School exists in partnership with the family and church to integrate Biblical truth for life with a commitment to glorifying Jesus Christ through academic excellence and spiritual maturity.

## VISION STATEMENT

To see students...

GROW closer to Jesus Christ  
STRIVE toward their full potential  
LIVE a life of influence

# PHILOSOPHY AND PURPOSE

## I. PHILOSOPHY OF LENAWEЕ CHRISTIAN SCHOOL

Lenawee Christian School is a non-denominational, coeducational institution, preschool through grade twelve. The school is committed to the historic Christian perspective of life as set forth in the Bible, recognizing God as the Creator of all things, the Son of God as Savior of all who believe in Him, and the Holy Spirit as the Comforter and Convictor of all who believe in Him.

Lenawee Christian School is committed to the Judeo-Christian ethic and holds that the knowledge of God is the beginning of wisdom; that the Bible is the infallible, inerrant word of God; that fellowship with God is the true basis for fellowship with one another; that each student is uniquely created by God and is endowed with particular talents. Therefore, the aim of our Christian school, functioning as an extension of the home, is to nurture each student in his or her development as a whole person: spiritually, mentally, physically, and socially, providing the opportunity to educate for eternity (2 Tim. 3:16-17) as we seek to see them grow toward maturity in Jesus Christ (Col. 1:28-29.)

## II. PURPOSE AND OBJECTIVES OF LENAWEЕ CHRISTIAN SCHOOL

The purpose of Lenawee Christian School (LCS) is to provide a learning environment centered around the Christian philosophy of the Lordship of Christ. In this atmosphere students can develop their intellectual, spiritual, physical, and social potential to the end that their lives will glorify God. Therefore, the school endeavors in every way to ensure that it offers a quality educational program thoroughly integrated with the truth as revealed in the Word of God. To achieve the purpose of a quality, Christ-centered education, the following objectives have been adopted (Romans 12:2, I Corinthians 10:31):

### A. SPIRITUAL

1. To teach an understanding of basic doctrines of the Christian faith (see Statement of Faith).
2. To teach application of Biblical ethics and standards of morality to every part of life (Col. 4:6).
3. To instill a desire to reach out to a world that is lost (Matt. 28:19-20).
4. To prepare young people for productive service in the local church and community.
5. To develop godly character and a desire to please God above all else.

## **B. ACADEMIC**

1. To encourage our students to apply themselves to work toward, recognize, and achieve their potential (2 Tim. 2:15).
2. To enhance the creative skills of each student (Eccles. 9:10).
3. To develop effective communication skills in order for our students to meet future needs in a learning, work environment, and family living (Eph.4:29, I Peter 3:15).
4. To recognize and foster the God-given abilities of each student (I Peter 4:10).

## **C. SOCIAL**

1. To teach each student cooperation, fairness, courtesy, kindness, and other Christian graces in his contact with fellow students and non-students (Gal. 5:22).
2. To motivate our students to accept their civic responsibilities as citizens of our nation and citizens of heaven (I Thes.4:12, Rom. 13:1-7).

## **D. PHYSICAL** (I Cor. 6:19, 20)

1. To build within each student experience and knowledge for a lifetime fitness routine.
2. To teach students to maintain their bodies for the glory of God.
3. To instill a sense of personal worth, contentment, achievement, usefulness, and success.
4. To develop an awareness of bodily abuse.

## **III. STATEMENT OF FAITH**

The basis of the Lenawee Christian School shall be the Word of God as interpreted by the following statement of faith:

1. We believe the Bible to be the inspired and only infallible authoritative Word of God (2 Timothy 3:15).
2. We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit (John 10:30).
3. We believe in the deity of our Lord Jesus Christ (John 10:33), in His virgin birth (Luke 1:35), in His sinless life (Hebrews 4:15), in His miracles (John 2:11), in His vicarious and atoning death (Ephesians 1:7), in His resurrection (John 11:25), in His ascension to the right hand of the Father (Mark 16:19), and in His personal return in power and glory (Revelation 19:11).
4. We believe that for salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential (John 3:16-19).
5. 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).
6. We believe in the resurrection of both the saved and the lost; those that are saved unto the resurrection of life and those that are lost unto the resurrection of damnation (John 5:28-29).
7. We believe in the spiritual unity of believers in our Lord Jesus Christ (Galatians 3:26-28).

# ACADEMIC POLICY

## I. GRADING SCALE

The purpose of our grading system is to give parents and students an indication of the progress or lack of progress by the student. Only semester grades are recorded on each student's permanent academic record kept on file in the school office. The school uses the following letter-grade scale.

### **Pre-kindergarten:**

- N = Needs time and help to improve
- I = Improving
- S = Satisfactory
- NA = Not Applicable

### **Kindergarten through 3<sup>rd</sup> Grade:**

- EP = Excellent Progress
- SP = Satisfactory Progress
- AN = Attention Needed
- IN = Intervention Needed

### **4<sup>th</sup> and 5<sup>th</sup> Grade:**

- |                |                |
|----------------|----------------|
| A+ = 98 - 100% | C+ = 77 - 79%  |
| A = 93 - 97%   | C = 73 - 76%   |
| A - = 90 - 92% | C - = 70 - 72% |
| B+ = 87 - 89%  | D = 60 - 69%   |
| B = 83 - 86%   | E = 0 - 59%    |
| B - = 80 - 82% | I = incomplete |

## III. FAILED CLASSES or GRADE RETENTION

In special circumstances, it is beneficial for an elementary school student to repeat or be "retained" another school year in a grade. There are times when academic or developmental deficiencies make retention a viable option in order to ensure the continued progress of an individual student. The purpose of retention is to provide the student with the best chance of long-term success. This is a very important and critical decision in the child's life and one done through prayer, consideration of multiple factors and partnership between the school and family.

In the case of Lenawee Christian School recommending/requesting retention, it will be done through open communication with the family by teachers and administration. At the point of when this request is made, the Student Assistance Team process will have been conducted and multiple interventions attempted.

In the case retention is from parents, a written request with rationale/reasons must be submitted by the parents to the building principal.

Information and data collected with parent, teacher and administrator input in the areas of:

- Academics
  - Grades
  - MAP scores
  - Academic needs/support history

- Emotional
  - Documented concerns and incidents
  - Family submitted material
- Behavioral
  - Behavioral records
  - Intervention plan
- Social
  - Social development
  - Past interventions or support plans

## **IV. HOMEWORK**

### **Definition of Homework**

Schoolwork classified as "homework" includes both in-class activities as well as traditional homework, a preview assignment to prepare for subsequent lessons, or extra drill / practice which the teacher deems necessary. Because learning is not limited to a location, coursework can contribute toward building responsibility, self-discipline and lifelong learning habits. While parents may assist by seeing that this is done, and by explaining work when necessary, the work must be done by the student and he/she must be responsible for its completion.

For the purpose of this policy homework does not include long-term projects, research papers, and tests assigned well in advance. Students should expect to spend up to 10 minutes on homework per grade level each evening. For example, a third grade student should expect to spend 30 minutes on homework each evening while a sixth grader should expect 60 minutes of homework per night.

### **Wednesday Homework**

There will be NO newly assigned homework on Wednesdays for students in K-5<sup>th</sup> grades.

### **Homework Due Dates / Late Assignments**

Students are expected to have assignments completed and submitted on the date due. For any exceptions, students are to make arrangements with their teacher, in advance. Students who turn in late assignments will receive a 10% penalty for all work that is submitted after it is due. Students are urged to work hard to have all missing assignments turned in by Friday. Late homework will only be accepted for credit up to two weeks past the due date. At this time, the missing assignment will no longer be accepted by the teacher and the grade earned will be a zero.

It's the parent's or the student's responsibility to get work missed due to illness or excused absence. Students are allowed one day to make up work for every day they are absent without penalty. Please see additional expectations regarding pre-arranged absences under the attendance policy.

### **Responsibilities of Faculty:**

- Assign relevant, challenging and meaningful homework that reinforces classroom learning
- Give clear instructions and make sure students understand the purpose
- Clearly differentiate assignments that may be done collaboratively from work that students must accomplish on their own
- Give feedback and/or correct homework in a professional and timely manner
- Communicate with other teachers

- Involve parents and contact them if a pattern of late or incomplete homework develops
- Assign an appropriate amount of homework
- Use results of homework to plan future instructional activities

#### **Responsibilities of Parents:**

- Set a regular, uninterrupted study time each day
- Establish a quiet, well-lit study area that has all distraction removed. Be attentive to technology that easily distracts a student including social networking and texting.
- For preplanned absences, parents are expected to email the teacher and office prior to being absent.
- Monitor student's progress and daily assignments
- Help student work to find the answer, not just get it done
- Be supportive when the student gets frustrated with difficult assignments
- Contact teacher to stay well informed about the student's learning process
- Attend parent-teacher conferences

#### **Responsibilities of Students:**

- Develop a plan that records daily assignments that need to be completed outside of class
- Be sure all assignments are clear; don't be afraid to ask questions if necessary
- Set aside a regular time for studying
- Find a quiet, well-lit study area that is relatively free from distraction (television, social networking, texting, etc.)
- Produce quality work.
- Make sure assignments are done according to the given instructions and completed on time.
- Understand clearly whether the assignment may be done collaboratively or if s/he is expected to work alone
- Complete homework with academic integrity and honesty avoiding cheating and plagiarism (the unacknowledged use of another person's labor, another person's ideas, another person's words, or another person's assistance.)
- Students are encouraged to work to arrange a time with teachers to receive additional assistance to make up homework or tests.

## **V. ACADEMIC HONESTY**

Lenawee Christian School values academic honesty. Teachers will clearly define honest and dishonest academic work in their classes by discussing expectations and the importance of honest effort. They will inform students of procedures and practices relating to examinations, homework, and class work. Teachers will advocate the importance of honesty by employing teaching and testing strategies that reduce opportunities for dishonest behavior.

Academic dishonesty occurs when students obtain or assist others in obtaining credit for work which is not their own. Students must conduct themselves according to the highest standards of personal integrity. Whenever students have a question about this or any other procedure they should ask their teachers, not their peers.

Study or homework collaboration is not considered academic dishonesty, unless it is explicitly prohibited or limited by procedures/expectations established by the teacher. Teachers shall guide students in understanding when collaborative efforts are not appropriate.

Plagiarism is the act of taking and using as one's own work another's published or unpublished thoughts, ideas and/or writings. This definition includes computer programs, drawings, artwork, and all other types of work not one's own. The types of plagiarism include the following: word-for-word plagiarism, mosaic plagiarism (rearranging or rewording without documentation), and indirect plagiarism (paraphrasing of a passage).



## **VI. RE-LEARNING / RE-TESTING POLICY**

To encourage students to rethink and relearn the concepts in which they have not demonstrated mastery, all students who score below the expected level for an assessment will be offered additional opportunities to retake assessments. Specifics of the policy are outlined in the “re-testing policy” document but can be summarized as follows:

- Re-testing shall be offered on major summative assessments (unit tests).
- Students scoring 70% or less on a summative assessment may be required to do a re-test.
- Re-testing is open to all students regardless of the score earned.
- All re-testing requires additional preparation by the student before the re-test is given.
- The re-testing window is limited to one week from the time the grade is received and will be scheduled outside of classroom instructional time.
- Re-tests may be in a different format from the original tests (at the teacher’s discretion).
- The 20 – 80% formula will be used to determine the final grade. 20% of the lowest test grade + 80% of the highest test grade = the final test grade.
- The highest score earned resulting from the 20 – 80% formula will be recorded in the grade book.
- Special accommodations for retaking an assessment may be offered for those students with IEPs, 504 plans or for those who regularly receive special assistance on tests.
- Due to the demands of exam preparation, a retest may not be available for a unit test at the end of a semester if it falls closely to the end of the term.

# **ATTENDANCE POLICY**

## **I. ATTENDANCE**

Regular attendance and prompt arrival at scheduled classes are essential for satisfactory achievement and progress in school. Regular attendance at school is the joint responsibility of parents and students. Students who are absent from school must have a parent call the elementary school attendance hotline **before 9:00 a.m.**

(517) 438-8854 (the direct line) or through the school’s switchboard at (517) 265-7590 ext. 1970

Please state the reason for the absence. If we do not hear from you, we may call home to ensure your child’s safety.

Because regular and consistent attendance at school is such an important factor in students’ academic success, a student’s failure to satisfy LCS’s attendance requirement of 90% of the number of school days may result in not earning class credit and possible denial of re-enrollment. **This requirement allows for a maximum of nine absences in each semester.**

To participate in a contest /performance or practice of any co-curricular activity the student must be in school for a minimum of 75% of the school day. Approved pre-arranged appointments, such as medical, dental, and orthodontic appointments or funerals, will qualify as an exception to this rule. Illness will not qualify as a pre-excused absence. A student present for less than 75 % of the day will need special permission from the elementary principal to participate in that day’s activity or practice. Students who do not gain administrative exception to this policy will be ineligible to participate in the activity that day.

## **II. EXCUSED ABSENCES**

Excused absences will be granted for the following: personal illness, death or serious illness in the immediate family, medical appointments, school-sponsored activities, pre-approved family or church trips, and absences due to weather or road conditions that make travel unsafe or dangerous. (Others determined by the administration.) Students leaving early from or after a field trip will result in a ½ day absence.

Although a parent has the right to keep a student home from school, the school also has the right not to excuse requests that do not fall within these above categories. Students are expected to be in school on the day following an athletic event, social event, field trip, musical (including practices), and any other activity unless excused by the administration.

For excused absences of various lengths, students have one day, per day absent, to make up academic work; however, if a test was scheduled and the student had knowledge of it and no new material was taught while the student was absent, the student may be required to take the test upon returning to school.

### **III. UNEXCUSED ABSENCES**

School attendance is essential for a student's success. Absences result in disruption of a student's mastery of the content. An unexcused absence is an absence without prior, appropriate permission of a parent and school personnel, or where the school's attendance procedures have not been followed. Unexcused absences that the school does not consider legitimate include but are not limited to the following: haircuts, appointments, oversleeping, work, school work (projects, test preparation), shopping, errands, and family days without advance notification. (Others may be determined by the administration.). Students leaving early from or after a field trip will result in a ½ day absence.

Lack of participation (by not attending a school event such as a field trip or community service project) will be considered as an unexcused absence unless parents offer rationale that is consistent with the above reasons for an excused absence.

If a behavioral pattern of multiple unexcused absences is detected, the administration may request a conference between school administrators and the parent, enact a behavioral plan, revoke a student's enrollment or require other measures.

### **IV. EXCESSIVE AND EXTENDED ABSENCES**

After an accumulation of nine times from school in a semester (whether excused or unexcused), an administrator will evaluate the student's attendance. If the student is approaching the limit, a parent conference with administration may be necessary. If a student exceeds the nine limit for absences, his/her continued enrollment for the next semester will be evaluated. Absences toward the nine days (per semester) will not be counted for school sponsored activities and field trips. If a student is absent for more than one consecutive day because of medical reasons, it will be counted as a "one-day" absence only when **accompanied by a doctor's excuse**, provided the note from the doctor's office is given to the principal within five days of the student's return.

### **V. ADVANCE ABSENCE PERMITS**

We strongly discourage student absences during the course of the year. If such an absence is inevitable, planned absences, such as family trips, must be requested before the day of the planned absence.

### **VI. PERMISSION TO LEAVE THE BUILDING**

When it is necessary for a student to leave the building during school hours, a parent or a person on the authorized transportation list must sign the student out of the building. **No student may leave the school building during the course of the day without a parent or authorized adult signing the student in or out of the building.** This is mandatory so students are accounted for during the school day.

### **VII. TARDINESS**

It is essential that students learn habits of promptness and realize that frequent tardiness is cause for concern. Tardiness affects the student, entire class and other classes in session; therefore, tardies must be kept to a minimum. In fact, recurring tardiness to school is disrespectful and often negatively impacts the teacher and other students. Teachers begin class promptly at the start of the day. Students are responsible to be prepared and ready to learn by 8:00 AM (Tuesdays thru Fridays) and 9:00 AM (Mondays). Tardiness is defined as being unprepared or late by up to 30 minutes. If a student arrives more than

30 minutes late, it will be counted as a ½ day absence. Such absences count towards the allotted maximum number of absences.

Consequences for tardiness are not to be interpreted as a lack of sympathy for an occasional, unusual, or unpredictable situation. Instead, it is our attempt to educate the student as to the unavailability of life's consequences. Parents' understanding and reinforcement of this principle is greatly appreciated and is a helpful factor in the maturation of the student. Any time a student arrives late to first period, he must check in with the elementary school office receptionist and receive a pass before proceeding to class.

While problems may occur in getting to school on time, such as inclement weather or traffic tie-ups, every effort should be made in arriving before the late bell rings. Because determining the validity of being tardy to school is difficult and open for interpretation, the office will not distinguish between excused and unexcused tardies. Students who are excessively tardy to school will be required to meet with their parents and administration.

### **VIII. ILLNESS WHILE AT SCHOOL**

Students must check with the teacher on duty before going to the sick room due to illness. Office staff will notify parents if deemed necessary. Students with a temperature higher than 100.0 will be sent home. Students should be fever-free or on medication for at least 24 hours before returning to school to avoid the spread of illness to others.

### **IX. SCHOOL HOURS**

The following times are the daily starting and dismissal times for elementary classes.

- Pre-School through 5<sup>th</sup> grade: Tuesday through Friday 8:00 AM – 3:15 PM
- Monday - delayed start: 9:00 AM – 3:15 PM

### **X. BEFORE AND AFTER SCHOOL HOURS**

#### **Safety of Students**

- For the safety of your elementary child, we ask that you please have a plan for him/her to be picked up by 3:25pm. After school, halls and playground are not supervised, and students under ten must be under supervision by 3:25 or be signed into Cougar Kids' Club if still on campus.
- For those riding the bus, students in Pre-K through second grade will be escorted by an adult from the bus drop area to their classroom in the morning and from their classroom to the bus pick up area after school.
- The Christian Family Centre policy states:
  - Children under the age of ten years old must be directly supervised by a parent, adult, or sibling 16 years or older. Certain areas have additional age restrictions. Please see the membership [guide](#)
- Therefore, elementary students, under the age of ten, will NOT be allowed to walk to the CFC without an adult or sibling 16 years or older.

#### **Cougar Kids' Club:**

We offer an After School Care Program called Cougar Kids' Club. Students meet at the cafeteria directly after school and are supervised until 5:30 PM. Students must have a registration form on file, and will be charged an initial set up fee. The hourly charge may vary from year to year. The registration forms are located in the elementary office or the school's website with more specific details.

# DRESS CODE

## I. LCS DRESS CODE POLICY

Lenawee Christian School has carefully considered and applied the following biblical principles in the establishment of the Dress Code Policy for all LCS students. Everything we do is an expression of our relationship with God, and in His Word, God makes it clear that we are to be modest and treat our bodies with the utmost respect. Student's attire and appearance should reflect the Christian value of encouraging the focus on the inner self, not the outer self.

It is also important to note that what is "in style" may not always be in accordance with the standards we seek to reflect, so LCS may make future adjustments to these guidelines. In the enforcement of these policies, building principals have the discretion to interpret and apply these policies as appropriate.

### **A. Dress Code Principles:**

- Student attire should be God honoring - 1 Corinthians 10:31 "So whether you eat or drink or whatever you do, do it all for the glory of God".
- Student attire should be modest - 1 Corinthians 6:19-20 "Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore, honor God with your body."
- Student attire should take student safety into account - 1 Corinthians 13:7a "It (Love) always protects..."
- Student attire should be non-distracting in the classroom, and promote higher level of learning excellence - Romans 14:19 & 21 "Let us therefore make every effort to do what leads to peace and to mutual edification...It is better not to eat meat or drink wine or to do anything else that will cause your brother to fall."
- Student attire should reflect a level of "professionalism" when required

### **B. Partnership with Parents:**

- Parents should work with and guide their children to make good choices in the area of appropriate clothing and good grooming. We expect clothing and appearance decisions to be handled at home to insure compliance with LCS standards
- Parents should review and familiarize themselves with the Dress Code Policy on a regular basis
- Should your student's attire be deemed inappropriate, parents should expect to receive a call from the school and be prepared to bring or facilitate a change of clothing.

Proverbs 6:20 "My son, keep your father's commands and do not forsake your mother's teaching."

Ephesians 6:4 "And you fathers, do not provoke your children to wrath, but bring them up in the training and admonition of the Lord."

## II. DRESS CODE POLICY GUIDELINES:

### • **Footwear:**

Acceptable Styles:

- Dress, casual, athletic shoes
- Sandals and open-toe shoes require backs and are not recommended for playground safety. A safer option is to include socks or tights with any sandals, or bring shoes to change into for playground.
- Should your child wish to remove their shoes for naptime, please include a pair of socks they can wear.

Unacceptable Styles:

- Slippers
- Flip flops

• **Tops:**

Acceptable Styles:

- Shirts, blouses, jean shirts, long sleeve pullovers, t-shirts, logos if in good taste
- Sweaters, cardigans, sweatshirts, fleece sweaters or vests, blazers, sport coats
- Shirts must cover midriff (front and back) at all times, and are to be properly sized. Midriff (front and back) should not be exposed when sitting, bending, or standing.
- Shirts promoting school sponsored organizations, events and activities.

Unacceptable Styles:

- Shirts with low necklines or low backs, or that show cleavage
- Halter tops, tube tops, bare midriffs
- Sleeveless shirts, shirts with cutout shoulders and tank tops (that are not covered by another top listed above)
- Shirts which promote musicians or musical events are unacceptable. It is not the desire of the school to debate what artist or music is Christian, quasi-Christian, or anti-Christian

• **Bottoms:**

Acceptable Styles:

- Jeans, Khaki pants, dress slacks
  - Capri pants
  - Dress Shorts (April 1st to November 1st) – to uphold the principle of modesty, shorts should be no shorter than halfway between the knee and mid-thigh
  - The garment must be in good repair (i.e. no holes or tears regardless if it is a current fashion trend)

Unacceptable Styles:

- Leggings/jeggings or other pants of this style, yoga pants, sweatpants, athletic warm up pants, snap-on pants, pajama pants, flannel pants
- Athletic shorts
- No bold writing on pants
- No tight fitting pants
- No skin or undergarments showing

• **Dresses/Skirts (Girls):**

Acceptable Styles:

- Sundresses and/or jumpers with appropriate blouse/jacket
- Length must be at least halfway between the mid-thigh and knee (even w/leggings)

• **Chapel Dress:**

Acceptable Styles:

- Dress slacks
- Collared shirts
- Sweater

- Girls – to uphold the principle of modesty, dresses/skirts, if worn, should be no shorter than halfway between the top of the knee and mid-thigh
- Girls - Sandals, open toe shoes (with backs; recommend with socks or tights)
- Boys - Dress shoes that are solid black or brown

Unacceptable Styles:

- Athletic shoes (may only be worn on chapel day to/from PE class)
- Sweatshirts, fleece or warm-up coats
- Shorts may not be worn to chapel at any time (all year)
- Flip flops
- T-shirts

- **Miscellaneous:**

Acceptable Styles:

- Earrings (girls - all grades)
- Earrings (HS boys may wear stud)
- Makeup (secondary girls only)
- Appropriate undergarments required
- Hair – Boys must be no longer than collar length in back, with sides no lower than bottom of ear. Hair must not cover eyes
- Hair must be of natural hair color with the following allowance: up to two streaks (pencil width), or “tips” of “un-natural” hair.
- Mustaches and/or beards (12th Grade Boys only) – must be neat and trimmed
- Spirit wear shirts allowed when designated
- Camouflage shirts or pants, but not both at the same time

Unacceptable Styles:

- Hats/hoods in the building/classroom
- Sunglasses in the building/classroom
- Exposed tattoos
- See-through or revealing clothing
- Baggy clothing
- Torn, frayed, worn or clothing with holes
- Spandex as outerwear
- Body piercing - other than earrings described above
- Outer wear (coats etc.) in the class room unless permitted by teacher
- Exposed underwear

### **III. ENFORCEMENT**

Students who dress in violation of the dress code policy will be sent to the office and asked to call home for a change of clothing OR wear clothing provided by the office. Final determination and interpretation of the dress code is at the discretion of the administration or administrative designee.

# DISCIPLINE POLICY

***“No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it.” Hebrews 12:11***

*Taken from the same root word as the word disciple, discipline is established and maintained at LCS with the intent to train and build into lives of students. Our goal is to see students grow toward maturity in Jesus Christ. Hebrews 12 makes it very clear to us that God disciplines his children in love and with love. We are motivated to employ discipline here at Lenawee Christian School for similar reasons. The administrators, despite their human limitations, endeavor to discipline in the context of Christian love and for the betterment of the individual student(s) and the LCS community. In the heart of restoration, leadership will utilize a variety of both internal and external resource which may include expectations for professional counseling with parents covering the expense.*

*At times school consequences will be applied for behavior that occurs away from school property and outside of school time, such as lying, cheating, stealing, illegal substance abuse, any other illegal activity, or sexual immorality, because those behaviors transcend school rules. In severe circumstances, students who have established a lifestyle inconsistent with the standards of behavior at LCS may be asked to withdraw from the school or recommended to the Head of School for expulsion.*

## **I. GUIDELINES AND CONSEQUENCES**

### **A. Remind, Restate and Redirect**

Many infractions of an unintentional nature or even volitional infractions of a minor nature can and should be handled by gentle reminder, or by restating the expected behavior. If a student does not respond to this intervention, or if the behaviors become repetitive or defiant, the behavior will be handled in a firmer way.

### **B. Level I Infractions**

- Use of gum during school hours (*NOTE: Cough drops can only be administered by staff with a Medication Authorization Form on file in the office.*)
- Tardiness
- Hall misbehavior (running, excessive noise, etc.)
- Disrespect, disobedience, and/or disruptiveness in class (verbal or nonverbal), inappropriate language in spoken or written form or obscene behavior (*NOTE: Multiple offenses may warrant further action.*)
- Failure to obey classroom rules
- Repeated dress code violation
- Throwing objects that might harm another person
- Horseplay
- Play fighting
- Unkind gestures or looks
- Teasing
- Name calling
- Excluding others
- Pinching, poking, grabbing
- Pulling on clothing of others
- Bothering belongings of others
- 1<sup>st</sup> offense – inappropriate cell phone usage violation

### **Level I Consequences (Grades PK-1)**

A warning is not only a reprimand, but also a formal notice of consequences to follow should the inappropriate behavior not be corrected. First violation will be handled by classroom teacher or adult in charge. Every effort will be made to restate the behavior and give an alternate action to the behavior.

Repetition of Level I Infractions will result in:

- Documentation by the teacher or administrator as a written warning on a student's behavioral record.
- Modified recess, behavior sheet and counsel with teacher, parent notification by phone, email or at pick up.
- If behavior continues, student and parent will be asked to meet with principal/counselor.

### **Level I Consequences (Grades 2-5)**

A warning is not only a reprimand, but also a formal notice of consequences to follow should the inappropriate behavior not be corrected. First violation will be handled by classroom teacher or adult in charge. Every effort will be made to restate the behavior and give an alternate action to the behavior.

Repetition of Level I Infractions will result in:

- Documentation by the teacher or administrator as a written warning on a student's behavioral record.
- Serve a silent lunch and recess, complete a behavior sheet and counsel with teacher, parent notification by phone, email or at pick up.
- If behavior continues, student may be required to serve additional lunch/recesses and parent will be asked to meet with principal/counselor.

### **C. Level II Infractions**

- Stealing, lying, cheating (giving or taking unfair advantage), plagiarism (and other violations of academic honesty), gambling, skipping school / class etc.
- Leaving building without permission
- Lying to administration
- Repeated verbal insults or attacks on others, publicizing hurtful or slanderous information about anyone (Social Media, texting, emails, or hand written notes)
- Use of a teacher's or another student's password or identity.
- Damaging personal or school property
- Showing willful disobedience and/or gross disrespect
- Habitual discipline referrals / pattern of irresponsible behavior
- Forgery (of notes or excuses)
- Threatening
- Spitting
- Pushing, tripping, kicking, slapping
- Planned exclusions/shunning
- Retaliation for someone reporting
- Holding doors closed
- Additional offense(s) of inappropriate cell phone usage.

### **Level II Consequences (Grades PK-1)**

Violations will be handled by classroom teacher or adult in charge. Every effort will be made to restate the behavior and give an alternate action to the behavior.

Repetition of Level II Infractions will result in:

- Documentation by the teacher or administrator as a written warning on a student's behavioral record.
- Serve a modified lunch and recess, complete a behavior sheet and counsel with teacher, parent notification by phone, email or at pick up.
- If behavior continues, student will serve a silent lunch/recess and parent will be asked to meet with principal/counselor. A behavior plan may be developed at the discretion of the principal.

### **Level II Consequences (Grades 2-5)**



First violation will be handled by classroom teacher or adult in charge. Every effort will be made to restate the behavior and give an alternate action to the behavior. A silent lunch and recess will be served. This will be documented as a RenWeb warning.

Repetition of Level II Infractions will result in:

- Documentation by the teacher or administrator as a written warning on a student's behavioral record.
- Serve a silent lunch and recess, complete a behavior sheet and counsel with teacher, parent notification by phone, email or at pick up.
- If behavior continues, student will serve additional silent lunch/recess and parent will be asked to meet with principal/counselor. A behavior plan may be developed at the discretion of the principal.

#### **D. Level III Infractions**

- Use, distribution, possession, influence or "look-alikes" of tobacco, alcoholic beverages, and/or any other controlled substances
- Vicious fighting, punching, biting
- Possession of a weapon or an object which may be used to cause harm or threaten harm to others.
- Assault [verbal (a threat to inflict injury upon another person), physical (where there is one aggressor) or sexual]
- Harassment (sexual or racial, hazing, bullying. Harassment is inappropriate conduct that negatively impacts a student's educational, physical, or emotional well-being regardless of intent).
- Civil and criminal offenses
- Activities outside the school which have led to arrest and conviction by the police.
- Sexual misconduct (NOTE: *In cases where sexual misconduct is suspected, the student will immediately be placed on temporary expulsion status, until the case is fully reviewed by the Head of School and final determinations can be made.*)
- Sending or displaying threatening material
- Vandalism
- Stealing
- Repeated Level II offenses.

##### **Level III Consequences (Grades PK-5)**

First violation will be handled by an administrator. Parent will be notified by phone.

Consequences of Level III Infractions will result in:

- 1 to 2 days of silent lunches and recess, behavior sheet and counseling with principal. Parent will be notified by phone.
- Parents may be required to meet with the principal/counselor before student may return to regular activities to develop a behavior plan.
- Suspension of 1 to 5 days may be issued, or possible expulsion at the principal's discretion per LCS policies.

#### **E. Probation:**

##### 1. Types of probation:

- a. **Behavioral probation:** gives students time and opportunity to correct serious behavioral problems.
  - Some conditions that result in behavioral probation include:
    - Continued deliberate disobedience
    - Attitude or expressed desire not to remain at LCS
    - A rebellious and/or blatantly negative spirit
    - An overall negative influence on other students
    - Engaging in combinations of behavioral infractions expressly forbidden in Student Handbook
- b. **Academic probation:** gives students time and opportunity to bring failing grades up to passing level.

#### **F. Expulsion:**

1. Conditions and implications of expulsion:

Expelled students are prohibited from attending school sponsored or sanctioned activities except by the express written permission of the secondary principal (or principal designee).

- a. Expulsion is the most serious disciplinary step, imposed when infractions are severe and/or repeated.
- b. Upon expulsion, the offending student may submit a detailed written statement for review by the head of school.
- c. Parents of the offending student may submit a thorough written appeal for head of school review.
- d. A meeting with the head of school may be granted at parental request to consider student's and parents' appeal.
- f. The decision of the head of school is final.

2. Conditions for reinstatement:

- a. Reinstatement may be allowed by decision of the head of school.
- b. Reinstatement may not occur for a full semester after expulsion and only at the beginning of a semester.
- c. Conditions for reinstatement include the following:
  - An explicit, formal, written request to the head of school from the student, expressing an earnest desire to be reinstated
  - Evidence that the student has sought and received counseling, if counseling was stipulated
  - Evidence that the student has maintained an excellent behavior record while away from LCS
  - Evidence of a solid academic performance relative to his/her ability while away from LCS
  - Evidence of a repentant spirit and Christ-honoring, obedient attitude

**G. Withdraw:**

In some situations, the administration may request that parents withdraw their child from Lenawee Christian School. Such a request may occur when the student's conduct would otherwise warrant expulsion. If the parents or legal guardians refuse to withdraw their student upon request, the student will be expelled. Once a student withdraws, the student is not permitted on school grounds or at any school activities.

## **II. RESOLVING CONFLICTS**

It is our school's intention to seek always to resolve conflicts in a godly and biblical manner. Consequently, we employ a problem-solving technique based upon principles given in Matthew 18:15-16. Any question or complaint should be handled as close as possible to the level of its occurrence. If satisfaction is not attained at this level, then and only then, the problem should be referred to the next highest level of authority.

If, for example, a student has a complaint against a teacher, the proper line to follow is:

- student
- teacher
- administrator
- head of school

## **III. COOPERATION CLAUSE**

Lenawee Christian School's educational mission involves working with the home in the overall Christian education of students. On occasion, this cooperation between the school and home may become difficult. To avoid such situations, the school requires parents enrolling their children or maintaining enrollment to affirmatively support and cooperate with the following school policy. As a parent:

I agree to support the school with my prayers and with a positive attitude. Complaints or negative comments will be shared only with the teacher, administrator, or person involved and not with my child or other people. This follows the Biblical principles given us in Matthew 18.

I understand that if at any time the school determines, in its sole discretion that my actions do not support the school's ministry, or they reflect a lack of cooperation and commitment to the home and school working together, it has the right to request the withdrawal of my child(ren).

#### **IV. HARASSMENT POLICY**

Lenawee Christian recognizes the fundamental biblical principle of imago Dei. We are the image-bearers of God who have been given worth, value, dignity and respect by God. Harassment and bullying violates this principle. Therefore, school administration, teachers, coaches, and staff will respond to conduct, whether intentional or unintentional, which subjects another person to unwanted comments or unwanted actions because of race, national origin, age, gender, physical characteristics or disability; or other harassment or bullying activity which robs the person of the God-given understanding or poses threat to the person. If harassment or bullying takes place, the student should report it to a teacher, coach, counselor, or administrator so that the matter can be dealt with in a timely manner. Harassment or bullying, including verbal abuse, oral or written or online, will result in corrective action and penalties, which may include suspension or expulsion. (*See Discipline Policy*)

Any form of harassment, including racial and sexual harassment, is absolutely prohibited. Any incident of possible harassment should be brought immediately to the attention of the administration who will thoroughly investigate the matter in confidence. After reviewing all the facts, a determination will be made concerning whether evidence exists to believe harassment has occurred. Disciplinary action, up to and including expulsion, will be taken against any student who is found to have engaged in harassment.

LCS is committed to maintaining an environment of respect and dignity that reflects and honors the creativity and diversity of God's creation.

Harassment may include but is not limited to the following: inappropriate verbal or written communication (i.e., sexual jokes, derogatory comments), visual conduct (i.e., leering, sexual gestures, suggestive pictures), and physical conduct (i.e., touching, assault, impeding passage, bullying, threatening conduct).

#### **V. PRANKS AND DESTRUCTIVE BEHAVIOR**

Students should always respect the property and privacy of others, whether students, parents, or staff. It is not appropriate to damage people's homes or yards, whether in a temporary or permanent way. For example, the act of "toilet-papering" someone's home can require hours and hours of clean-up by the student, parent, teacher or anyone else involved. More serious destruction constitutes vandalism and is a serious offense. School disciplinary procedures and law enforcement are both options that are available to those who have been adversely affected by such "fun."

#### **VI. CANINE DRUG/ALCOHOL/PROHIBITED ITEMS DETECTION**

A pillar of LCS is our secure and safe learning environment for the entire student body. The leadership of the school is determined to maintain this environment through education and unannounced searches, which are designed to prevent students from bringing or keeping dangerous drugs, alcohol, and other prohibited items on school grounds. The message that is intended is that we will not tolerate these prohibited items on our campus and that they be subject to disciplinary action. Random canine searches of lockers, classrooms and student belongings will be conducted throughout the year.

#### **VII. INTERROGATION, SEARCH AND SEIZURE**

LCS administrators upon reasonable suspicion that a student may have an item prohibited by law and/or this Student Handbook; may search a student's locker or vehicle. Areas such as lockers or similar areas, which are owned and/or jointly controlled by

LCS, may be searched if reasonable suspicion exists to believe that contraband may be inside. Vehicles that students have driven to school or to school-sponsored activities are also subject to search. Law enforcement agencies may assist school personnel in conducting these searches or interrogations when the school administrator or his/her designee requests. In the course of any search, student's privacy rights will be respected regarding any items that are not illegal or against the school rules.

Search of a student's person or intimate personal belongings shall be conducted by a person of the same gender with an adult witness when there is reasonable suspicion to believe that a student's clothing, purse, backpack, or other personal possession contain stolen items or items prohibited by law or school policy.

Students shall not place or maintain any item in school-owned lockers or areas owned and/or jointly controlled by LCS that is forbidden in the Student Handbook nor shall students place or maintain any item that would lead school officials to reasonably believe that it would cause a substantial disruption on school property or to a school-sponsored function.

## **VIII. POLICE QUESTIONING OF STUDENTS**

For police questioning of a student in school, the following guidelines shall apply:

1. Before an administrator permits the questioning of a student by law enforcement, the officer must state the necessity of questioning the student at school. The questioning officer's name and title shall be obtained and recorded by school officials.
2. The Elementary Principal shall make reasonable and immediate efforts to contact the parent of a minor student under the age of 17 years.
3. The Elementary Principal shall advise the law enforcement officers seeking to interview or question a minor student, of either the parent(s) or legal guardian's(s) response to the proposed interview of questioning.
4. In the event contact cannot be made with the parent(s) or legal guardian(s), the decision as to whether to proceed with the interview or questioning of a minor student is within the sound discretion of the law enforcement officials.
5. Law enforcement officers shall be asked to interview a student with the administrator or the administrator's designee present. School officials shall cooperate with law enforcement officers attempting to arrest a student on school premises, or when such law enforcement officers are attempting to execute a search warrant on school premises.
6. Any police questioning of a LCS student must be conducted out of the sight and hearing of other students (who are not involved in the investigation).
7. While at school, if a LCS student is subject to arrest or apprehension by a law enforcement officer, the Elementary Principal will be notified immediately. The Elementary Principal should make reasonable and immediate efforts to contact the student's parents. The Elementary Principal shall request to see the summons or warrant before delivering the student into the officer's custody. Either the Elementary Principal or the Elementary Principal's designee shall attempt to accompany the student to the police station and remain with the student until the parent arrives.
8. These guidelines **do not apply** to investigations by Children's Protective Services, a division of the Michigan Department of Human Services, the state agency responsible for child welfare.

# **ADDITIONAL POLICIES**

## **I. LIBRARY POLICY**

The library is here to encourage reading and the location of information. When materials are checked out, a date due slip is enclosed. An item can be renewed unless there is a hold on it. There is a grace period of two days, after which a fine is imposed.

## **II. PARENT-TEACHER CONFERENCES**

Two times during the school year, time will be set aside specifically for parents or guardians to meet with teachers and discuss the progress of their sons and daughters. However, Parent-Teacher Conferences are not limited to these special days. Conferences and other contacts between parents and teachers are encouraged at all times throughout the school year and may be initiated by either parents or teachers. When initiated by parents, appointments should be arranged through the school office.

### **III. RESIDENCE REQUIREMENT**

All students who are enrolled in Lenawee Christian School must live with a parent or a legal guardian. Any other living arrangement requests must be submitted in writing to the Head of School for consideration before such an arrangement occurs.

### **IV. NON-DISCRIMINATION POLICY**

It is the policy of Lenawee Christian School not to discriminate on the basis of race, color, national or ethnic origins in the administration of its educational and admissions policies and all other administered programs.

### **V. HEAD LICE POLICY**

LCS has a head lice policy that requires students be removed from school for the entire time of infestation. We realize that an infestation of head lice requires hours of work to stop it from spreading, but students must remain out of school until they are properly treated and nit-free. Upon returning to school, students **MUST** come into the school office to be re-checked. More information is available in the school offices.

### **VI. ABUSE POLICY**

Employees of educational institutions are mandated by law to report suspected, observed or evidence of child abuse or neglect to the proper governmental authority of the State of Michigan.

### **VII. LOST AND FOUND**

The school maintains a lost and found. Parents should check as soon as possible if their student is missing an item. **All possessions should be marked with the student's name.** Unclaimed articles will regularly be donated to a charitable organization throughout the school year.

### **VIII. LOCKER INSPECTION**

The school reserves the right to inspect the lockers at any time to maintain standards of cleanliness and sanitation or for other appropriate reasons. Items should not be stored on top of lockers at any time.

### **IX. SECURITY MONITORING**

LCS desires to provide a safe campus for its staff and students. Most security monitoring will be conducted by LCS administration; however, LCS reserves the right to use outside agencies, as it deems best, to insure the safety of its people. In addition to the administration and local law enforcement, possible security help may include the use of video cameras and canine teams.

### **X. PROHIBITED ITEMS**

Since safety of our Lenawee Christian School people is very important, any items that have the potential to cause harm to our people are strictly prohibited at LCS. Items of a dangerous nature that are prohibited may include guns, ammunition (spent or live), slingshots, knives, CO2 containers, alcohol, controlled substances, cigarettes, lighters, matches, fireworks and all such items. Such items are prohibited in all locations including the parking lot.

### **XI. CELL PHONE TECHNOLOGY**

The LCS leadership and faculty teams are continually striving to create a digitally-rich classroom experience that effectively aligns the curriculum (what we teach), instruction (how we teach it) and assessment (how we measure that which was learned).

It is important to put safeguards in place that protect this learning environment from the distractions and disruptions that can detract from our ultimate goal of student learning. Since every 4<sup>th</sup> and 5<sup>th</sup> grade student is expected to bring an approved electronic device, the use of cell phones in the classroom is not an essential method of instruction or communication. It becomes a cause of distraction to not only the student carrying the device, but to the teacher and other students.

If a student and his/her parents choose to allow a student to bring a cell phone to school, the following policies apply:

1. Cell phones should be turned off and left in a student's locker or stored in a student's backpack or pocket when classes or chapels are in session. Students may turn on and use such devices on school premises before the school day begins, during the student's lunch hour, during passing periods, and after the school day is over. Additionally, detention, or taking make up tests/quizzes, or other school supervised activities will be treated as part of the normal class day. Students will be in violation of this policy if they fail to turn off the device and it causes a disruption / distraction or they are using the device during the time when a class or chapel are in session.
2. Use of cell phones and electronic devices is still subject to other policies regarding appropriate behavior on school premises. If the student's use of an electronic device disrupts school activities, violates someone's privacy with inappropriate pictures, creates a safety issue, or demonstrates rudeness towards others or other improper conduct, appropriate disciplinary action may be taken.
3. Teachers and administrators may make exceptions to these restrictions from time to time in their discretion. If there is a family issue where immediate communication is needed or other extenuating circumstance, it is best to contact the office to communicate with the student. If there are extenuating circumstances, parents should contact the administration to request an exception.

If these policies are violated, the following disciplinary actions will be implemented:

- A. First offense: Cell phone or electronic device will be returned to hallway locker. The student will receive a written warning.
- B. Second offense: Cell phone or electronic device will be confiscated by staff. Students may obtain their device no sooner than the end of the school day after discussing the offense and this policy with the teacher. The parent will be notified.
- C. Third offense: Cell phone or electronic device will be confiscated by staff and turned over to the appropriate administrator. The student will also receive a Level 1 consequence. The phone may only be picked up by a parent.
- D. Fourth offense: Cell phone or electronic device will be confiscated by staff and turned over to the appropriate administrator. The phone may only be picked up by a parent. The student will no longer be allowed to bring a phone on campus.

If the use of the cell phone or other electronic device is used in such a way that violates other school policies or laws, additional disciplinary action may be taken in connection with the incident.

LCS is not responsible if these devices are lost, stolen, or damaged, even if it is in connection with a device being confiscated for inappropriate use.

## **XII. INFORMATION TECHNOLOGIES**

An increased digital presence is an exciting and necessary reality at Lenawee Christian School. This policy statement explains the expectations for student use of any computers, tablets, and smartphones in the classroom.

Technology creates efficiencies for any process. In the classroom, digital technology creates stronger, faster, and deeper avenues for research and communication of information. But, simple access to vast resources of digital information does not guarantee that information is understood. The teacher's task is to move the student from knowledge to understanding, and ultimately to application for kingdom purposes.

The teacher is in charge of the classroom and leads the learning process. Technology does not replace the teacher's role, but is a beneficial supplement in the learning process. Students will be encouraged to use technology to develop their understanding of information at the discretion of the teacher. Technology which is encouraged within the classroom includes: iPads, laptops, tablets, as well as smartphones. It is important to understand that smartphones may offer some benefit to the learning process but

this benefit is dwarfed by the value afforded by other devices. Therefore, smartphones may be utilized by the classroom teachers but will be limited in scope and duration. This policy does not apply to cell phones lacking data capabilities (i.e. flip phones, etc.) All such devices are prohibited from use in the classroom.

All technology usage will be controlled by LCS leadership. Direction in the classroom will be overseen by classroom teachers. We will, in partnership with parents, endeavor to protect our students from dangerous behaviors and actions while striving to respect their personal property. LCS reserves the right to confiscate and inspect any student's electronic device brought onto the campus of LCS. All devices must be approved and registered with the information technology (IT) department before use on campus. All confiscations and inspections will be documented and reported to both the administration and the parents. These inspections will be done in a team format to protect the integrity of the inspection process. Students must adhere to any prescribed IT department maintenance schedules. Electronically stored information that is deemed too private or personal should not be brought onto the campus.

The student is responsible for the care and protection of their personal technology. While sharing is not explicitly prohibited, the student will responsibly control their personal technology at all times. Any misuse, abuse, or destruction of technology will be the responsibility of the student. If a student shares their technology, they should understand the severe ramifications of passing that control to another person.

Technology used within the classroom shall be made accessible to the teacher at all times.

The student's usage of technology will be controlled and monitored by the teacher. All usage of technology in the classroom shall be kept visible to the teacher at all times. Any attempt to obstruct or camouflage technology usage will not be allowed. The student is expected to abide by all teacher instruction regarding technology usage, whether the technology is personal or provided by the school.

The usage of technology in the classroom is a privilege and does not supersede the expectation that the student will be fully engaged in the learning process. If the usage of technology prevents the student from engaging in the learning process, the student will lose the privilege to use technology in the classroom at the teacher's or administrator's discretion. This means that teachers will at times prohibit electronic technology to foster critical thinking, test integrity, and group interaction. Electronic technology will be utilized differently in different classrooms; therefore, the student should expect that the teacher's expectation for usage will be different in each classroom.

Students are prohibited from the following activities:

- Disengaging from the learning community by using headphones or earplugs without teacher or administrator approval during school hours.
- Accessing, distributing, or storing electronic material which is immoral, obscene, gratuitously violent, racist, hateful or lewd.
- Using social networking sites in the classroom.
- Using technology to waste time in the classroom.
- Playing unauthorized games in the classroom.
- Texting/Twitter/Instant Messaging in the classroom.
- Utilizing digital imaging/video recording devices on campus unless explicitly authorized by a teacher or administrator linked to a specific educational objective.

All electronic technology which is brought onto the campus of LCS is expected to maintain a threshold of safety for the protection of the student and the school's network. These expectations include:

- Current anti-virus software
- Confidential password access to the network and RenWeb.

Students who bring intentional or unintentional damage into the school through viruses or spyware may face severe consequences.

Each offense related to technology usage will be documented through RenWeb by the teacher and reported to the dean of students. Technology users must be aware that all school policies including but not limited to harassment, bullying, academic honesty and social networking will be enforced according to the handbook policy.

First degree offenses may include but are not limited to:

- First use or possession of teacher prohibited device in the classroom
- Failure to keep an electronic device in “silent mode”
- Unauthorized use of electronic technology in the classroom (texting, instant messaging, social networking)
- Initial disregard for teacher’s instruction or direction concerning usage of electronic technology
- Unintentional personal distraction or the disruption of another person with an electronic device impacting the learning environment
- Lack of visibility of an electronic device

Second degree offenses may include but are not limited to:

- Failure to register an electronic device with the information technology (IT) department.
- Recurrent possession or usage of teacher prohibited device in the classroom
- Persistent unauthorized use of electronic technology in the classroom (texting, instant messaging, social networking)
- Repeated disregard for teacher’s instruction or direction concerning usage of electronic technology
- Disregard for digital technology safety (usage of another student’s or teacher’s network or RenWeb password)
- Attempted or successful access to another student’s or teacher’s digital information
- Intentional and/or blatant personal distraction or the disruption of another person with an electronic device impacting the learning environment
- Multiple first degree offenses

Third degree offenses may include but are not limited to:

- Malicious or illegal usage of technology

### **XIII. INTERNET USE POLICY**

Technology can be a wonderful tool – and a terrible danger, if misused. At LCS we hope that we extend the grace that’s been extended to us by the Lord. However, adherence to the rules established below is necessary for everyone’s safety:

The following are not permitted while using any school computer or the school network:

- Downloading and/or installing software of any kind on any school computer
- Sending or displaying pornography, sexually explicit material or other offensive messages or pictures
- Sending or displaying violent and/or threatening material: advocacy of bomb-making, terrorism cultic rituals or sadistic practices or other dangerous activities, etc.
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using others’ passwords or identity
- Knowingly trespassing in others’ folders, work or files (e.g. someone forgot to sign out).
- Using the network for commercial purposes
- E-mail, Chat rooms, real time messaging of any kind during school hours which has not been authorized by a teacher (such as for sending or receiving on-going school work from/to home or participating in class forums.)
- Publicizing hurtful or slanderous information about anyone
- Using “Facebook”, “MySpace”, and other personalized websites during instruction time
- Playing computer games without authorization from the appropriate teacher – these games must be pre-installed on the computers by the system administrator. Computer free-time doesn’t nullify any of the above stated rules.
- Accessing “proxy” websites which limit our school’s ability to monitor student use of the Internet.
- Attempting to fix or repair a school-owned malfunctioning computer.



Thank you for your understanding, cooperation, and support of these policies so that LCS can be a secure environment!

#### **XIV. SOCIAL NETWORKING POLICY**

We recognize that many activities can affect the student body even when the activity occurs outside the school campus or away from school activities. While LCS has no intention of trying to monitor student behavior outside normal school functions, from time to time matters come to the attention of the administration that raise concerns. In addition to historical issues, such as theft, destruction of property, substance abuse, or other physical actions, things such as posting on the internet (for example, Facebook, Instagram, SnapChat, and YouTube), as well as communication tools such as Twitter, texting, and instant messaging have the potential to significantly impact students.

At LCS, our goal is to help each student grow toward maturity in Jesus Christ. In keeping with that goal, the school administration may take disciplinary action for conduct by students that is illegal, obscene, immoral, or otherwise would reflect disgracefully on the student or LCS. The use, possession or transmission of any insulting, sexual, immoral or pornographic jokes, stories, material or photographs on any electronic communications device or computer is prohibited, regardless of where or when the activity occurs. A violation of this policy will be grounds for severe discipline up to and including a student's immediate removal.

#### **XV. SCHOOL BUILDING, GROUNDS AND EQUIPMENT**

LCS students are expected to do their part in keeping the grounds and buildings neat and clean at all times. They are expected not to misuse any school property or equipment.

Students are expected to demonstrate courtesy to others and respect for classes in session when passing through the hallways. No student is allowed in the hallway during classes unless accompanied by a teacher or possessing a pass. Backpacks are to be stored in an area designated by the secondary principal. Students must refrain from placing musical instruments and athletic bags in the hallways.

All posted material must be approved by a Principal. The request will be made in a timely manner and include an example of the poster, the number that will be posted, time of expected removal, and the location that is intended. All postings should be placed on official bulletin boards or announcement areas only. These areas shall be designated by the respective building principal. Materials for non-LCM events or solicitation must be approved by a Principal and may only be placed in designated areas. Non-LCM posters shall not be in contradiction to the mission of Lenawee Christian Schools or The Centre and must be in line with our Statement of Faith and Lifestyle Agreement. After events are completed materials shall be removed promptly by the responsible group. Any unauthorized material posted shall be taken down and destroyed immediately.

#### **XVI. TELEPHONE CALLS**

Except for a real emergency, students will not be called from the classroom to receive telephone calls. Students may use office phones for between class periods and with the permission of the secretary. The high school office will take messages and relay them to the students at the end of the day.

#### **XVII. DELIVERIES**

Items to be delivered to a student should be brought to the appropriate office. Do not deliver items directly to students, lockers or classrooms.

#### **XVIII. ALL VISITORS**

1. When visiting the school, please report to the office. Do not go directly to the classroom.
2. Parents who are visiting the school are also required to stop in for a visitor pass.

3. Students wishing to visit the school should follow these guidelines:
  - a. They should be prospective students desiring more information or have a legitimate purpose for visiting. A visitor will be allowed only one half day for his/her visit.
  - b. They must have prior permission from the principal before the day of the visit.
  - c. The Dress Code is to be followed.
  - d. There is to be **NO SMOKING** at any time in the building or on the school premises.
4. Visitors must request and wear a visitor's pass while visiting the school.
5. Individuals who are not presently enrolled students but who are on the school premises before, during or after school and have no reason for being on the premises will be asked to leave by members of the administration, faculty or staff.

## **XIX. COPY MACHINES**

Copy machines are available for student use at a per page fee (\$0.20) in the library and the high school office. Permission by a librarian or secretary must first be granted and the fee paid before copies are made. Documents that are submitted for printing from a digital file must be sent via email ([copies@lenawee.org](mailto:copies@lenawee.org)) to the high school office before 7:30 am. No printing from a digital file will occur during regular office hours. All student printing will normally occur between 7:30 and 7:45 am.

## **XX. LUNCH POLICY**

Lunch card accounts are to be kept current. When a student's account drops below \$10.00, the cafeteria manager will make a contact by e-mail, phone call or a letter. This allows the student to eat regular hot lunch for four (4) days more before the account drops into a negative balance. **A 10% interest fee will accrue at the end of each semester on the outstanding balance until the account is brought to a positive balance.**

Students may ask the cashier at any time about their account status and are responsible for reporting this information to their parents so their account can be funded. Parents can go online to check their students' accounts. If you do not know how to check your account online or don't have your sign in information you may contact the food service department at 265-7590 ext. 2907

Deposits on lunch card accounts may be made online or in one of the drop boxes. Drop boxes are located by the High School Office or the Food Service door. Deposits should be made no later than 10:00 am to have the deposit available for that day. No deposits are accepted at the registers.

Full hot lunches will be provided regardless of the status of an account; however, **any negative accounts at the end of any semester will result in those balances being rolled into tuition payments along with accrued interest charges.**

Any student who purchases extras from the hot lunch are expected to pay for these items. The state will not reimburse us for extras and parents will be held responsible. If a parent would like their student to get extras in the main line, please deposit funds into their account.

## **XXI. VOLUNTEERS—SERVE TO SAVE “S2S” PROGRAM**

If a family applies, qualifies, and receives financial aid or scholarship assistance they will be required to serve 20 hours per enrolled child, with a cap of 40 hours per family. Others, 18 years of age or over, outside the family may volunteer and designate up to half of the family's required service hours, however, the remaining half of the required hours must be completed by the LCS family that is receiving financial assistance. If a family receiving financial aid or scholarship fails to complete their required service hours by the final school years billing date, they will not be eligible for financial aid or scholarship the following year.

## **XXII. PRAYER SUPPORT**

LCS is dependent upon the faithful prayer support of each family. It is our conviction that LCS will progress in direct proportion to our praying, for the Lord's enablement. We ask that parents extend prayer requests to their churches and other Christian friends for our school, and we thank you for remembering LCS and all its personnel in your personal and family prayers.

### **XXIII. PLEDGES**

Each student of LCS should make every effort to memorize the following pledges:

#### **PLEDGE TO THE AMERICAN FLAG**

I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

#### **PLEDGE TO THE CHRISTIAN FLAG**

I pledge allegiance to the Christian Flag and to the Savior for whose Kingdom it stands. One Savior, crucified, risen, and coming again, with life and liberty for all who believe.

#### **PLEDGE TO THE BIBLE**

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide His Word in my heart that I might not sin against God.

### **XXIV. FUNDRAISERS**

Although LCS tries to limit the number of fundraisers students are required to participate in, there are some special situations in which students will seek to raise funds. Often these fundraisers direct the money raised by an individual student into that student's class account to help pay for a specific school-related expense. Any distribution of these funds to other student accounts must be submitted to the Elementary Principal for approval.

### **XXV. NON-SCHOOL ACTIVITIES SPONSORED BY LCS PARENTS**

Occasionally Lenawee Christian families take the initiative to plan and host gatherings where the commonality is LCS students. Sleepovers with a dozen friends, a pizza party in a home after a play or a game, etc. We encourage parents (within guidelines) to take the initiative and facilitate outside-of-school social contact. Particularly, having friends of your student in your adult-supervised home is usually a great (economical and safe) idea. For parents who want to plan "big" events that are open to the whole student body, we encourage them to err on the side of safety, respect various family beliefs and choose activities with which the whole school community will feel comfortable. We would also encourage parents to be careful not to plan activities that compete with/distract from a school event, divide the students or cause friction between parent and child. Often the "big" parent planned events immediately after school events cause distractions, supervisory challenges, unwanted or undefined legal liability for parents and a division among students. Lenawee Christian School cannot be responsible for non-school sponsored/non-school chaperoned social gatherings, even if the commonality is LCS students.

### **XXVI. STUDENT MEDICATION**

Whenever possible, medications for students should be administered by parent(s)/guardian(s) at home. However, as a service to the family, the Head of School has established these policies and procedures for the administration of prescription and non-prescription medicine during school hours or during school-related activities. When a student's parent/guardian believe that it is necessary for the student to take medication during school hours or school-related activities, the parent/guardian must request, in writing, that the school dispense the medication (nonprescription or prescription) to the student.

All prescription and non-prescription (over-the-counter) medications must be registered and kept in the child's respective school office and can only be distributed by trained school personnel designated by the school principal. A designee shall administer medication to a student in the presence of another adult employee pursuant to the written permission of the pupil's

parent(s)/guardian(s), and in the case of prescription medications in compliance with, the instructions of the prescribing physician. Where the individual administering the medication is a licensed registered professional nurse, or when an emergency threatens the life or health of the pupil, a second adult need not be present.

Medications cannot be possessed by a student unless the parent/guardian has met with the building principal to develop a plan that meets the individual student's unique health needs. This meeting shall be coupled with a written acknowledgement by the parent and physician that either a high school student has a health condition that demands that s/he self-administer and/or self-possess the medication or that an elementary or junior high student requires the availability of medication in the classroom accessible only to the classroom teacher. This medication must be labeled and prepared by a pharmacy and include the dosage and frequency of administration. It is understood that school staff will not supervise, monitor, or maintain records of self-administered medications.

Sharing of any medication is strictly prohibited (this includes Tylenol, Aspirin, etc.). The violation of this expectation will result in severe consequences for the student.

Medication shall be brought to the school in a container appropriately prepared and labeled by the physician, pharmacy, or manufacturer. Parents must ensure that this is the original and most current container. For prescription medications, instructions from a physician, which include the name of the student, name of the medication, dosage of the medication, route of administration, and the time the medication is to be administered to the pupil must accompany the request (through either a current original prescription bottle or a form available from the school office) and be kept on record by the school. School personnel cannot accept medication that is brought to the school wrapped in tissue, baggies, or plastic containers. Medication shall be brought to the school by the parent/guardian unless other safe arrangements are made and approved.

The parent or guardian request and a physician's instruction for administration shall be renewed each school year. As medication is discontinued, written notification should be provided to the school and the medicine retrieved from the office. No medications shall remain in the building over the summer. Unused medications not picked up or otherwise returned to the parent/guardian shall be discarded.

## **XXVII. STUDENT IMMUNIZATIONS**

All students are required to be current in their school immunizations as required by the Michigan Public Act Rule (R325.176) before they may begin school. Parents / guardians are required to present a complete certificate of immunization to the school office. Exceptions include situations in which immunizations are contrary to the philosophical or religious beliefs of parents or other objections. If a parent or guardian chooses not to fully immunize their child, they are required to attend an immunization education session provided by the local health department and provide the official form (signed and stamped by the health department) to the school office prior to beginning school. Students who have medical issues requiring a waiver need to provide a signature from their physician.