



LANCASTER COUNTY

CHRISTIAN SCHOOL

Parent-Student Handbook

2011-2012

Mission Statement

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

Statement of Faith (Association of Christian Schools International)

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

Affiliations

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

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. As you become a part of the Lancaster County Christian School community you will find standards to govern your 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.

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 must exemplify by their attitude and lifestyle that they are committed 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, reverence for the Lord, and in fruit evident to believers around them 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 do not believe in a dualistic view of the world; rather, truth is a person – Jesus Christ. Nothing can be done apart from Him.

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

Attendance

Our goal is to have students attend every class every day. School hours are from 8:10 am to 2:45 pm daily. We know that illness or family circumstances often make this impossible; however, we want to encourage students to treat school attendance as a serious matter and that daily use of their intellectual gifts is 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. The school will call the home of any student who is absent and for whom no call has been received. This does not replace the need for an excuse card.

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.

Legal or Excused Absences

Students may legally be absent from school because of personal illness, quarantine, impassable roads, death in the immediate family, or other compelling situations directly affecting the student. Parents must provide a signed, written explanation for all absences and early dismissal requests or a completed excuse form from RenWeb within three (3) days of the absence. If after three days an excuse form is not received, then the absence will be classified as unexcused and detentions will be assigned as indicated below. If the excuse card is received once the student begins to make up the required hours, then the remaining hours will not need to be served. (See Excuse Cards section)

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 Excuse Request” form is available in the school office. Please submit the completed form at least one week before the date of the requested absence. Adherence to this procedure is essential. Absences that do not meet excused absence guidelines and are not requested at least one week in advance may be considered as unexcused.

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).

Excuse Cards

- Parents must provide a signed, written explanation for all absences, early dismissal requests, and late arrivals. Electronic excuse cards may also be submitted through RenWeb.
- The burden of proof for excused absences rests with the parent.
- If the Attendance Officer does not receive the excuse card within three (3) days after the student returns to school, then the parents will receive notification that the absence will remain unexcused.
- Middle and high school students who have a full-day unexcused absence must serve five (5) hours of detention. Students who have a half-day unexcused absence will be assigned three (3) hours of detention. These hours are served before or after school during regularly-scheduled detention periods.

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 ten (10) school days will receive notification by the school office. Once he/she reaches fifteen (15) days, whether excused or unexcused, a written doctor’s excuse will be required for each additional absence. This is in compliance with the State Department of Education policies (Section 13-1332 and 13-1333).

Students who are absent from classes for any reason contrary to those listed will be marked as unexcused. Homework assignments due and quizzes/tests given during the unexcused absence will receive a reduction in credit.

Classification of Tardies

Kindergarten – grade 12 students are expected to be in all classes. At the Leola campus the Elementary SMART program begins at 8:05 am for students in grade 1. All students must be in class by 8:10 am. Students who are not in class by 8:10 am must report directly to the main lobby for a late slip before they will be permitted to enter class.

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

- Students receive two unexcused tardies per quarter without consequence.
- Students who accumulate three unexcused tardies in a quarter (tardy to school and tardy to class are accumulated separately) will be issued a detention; however, if a student is more than 10 minutes late to school or to any class, a detention is automatically assigned.
- 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 must make arrangements 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. Traffic may not be used as an excuse for tardiness.)
- Late arrival of bused students
- Illness (with note from parent/guardian)

Early Dismissals

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

Senior Work Study

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

Make-up Work

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

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

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

Transportation Policies

- The bus coordinator will arrange transportation with each school district on a yearly basis.
- The local school districts schedule bus routes for students in each school district that is within the ten-mile limit of the school.
- The parents of students who do not live within the designated ten-mile limit are responsible for the transportation of their children to and from school.
- Transportation should be arranged so that students arrive no earlier than 7:30 am and leave no later than 3:00 pm, as there is no supervision of students outside of these times.
- Parents who plan to transport their children to the school should use the designated loading and unloading

location.

Morning Arrival Procedures

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

Leola Campus

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

West Lampeter Campus

Elementary students should report directly to the playground unless weather does not permit and then they should report to the Elementary gymnasium. Middle School students should report to the hallway outside the Elementary gymnasium.

Afternoon Dismissal Procedures

Leola Campus

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

- Please respect the directions of the carpool monitors.
- Please arrive before 3:00 pm to pick up your child. There is no after-school supervision of students. Doors will be locked at 3:30 pm.
- Please drive to the west side of the building where students will be waiting as they exit the school side doors at 2:45 pm. Only buses should pick up students at the front of the building.
- Please do not leave your car unattended in the carpool lane. You may park your vehicle in the west lot if you need to enter the building for any reason.

West Lampeter Campus

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

- Please respect the directions of the carpool monitors
- Please arrive before 3:00 pm to pick up your child. There is no after-school supervision of students.
- Please pick up students at the school's main entrance.
- Please do not leave your car unattended in the carpool line. You may park your vehicle if you need to enter the building for any reason.

Staying for Athletic Events

Student Spectators

If an athletic event begins immediately after dismissal time, at the Leola campus those students wishing to stay for an event should report directly to the event's location. At the West Lampeter campus students wishing to stay for an event should report to the media center until 3:30 and should then report directly to the event's location. Students should not remain in the hallways, lobbies, or other parts of the building.

If an athletic event begins in the late afternoon or early evening (from 4:30-7:00 pm), students are not permitted to wait at school until the game begins.

Athletes/Extra-curricular Participants

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

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

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

Emergency School Closings, Delayed Opening, Irregular Busing

In the case of inclement weather, any schedule change will be immediately posted on the LCCS website. The change will also be announced on the following stations:

Website: www.lccs.cc

Television & Radio Stations

WGAL-TV 8
Fox 43 News at Ten
WROZ 101.3 FM
WJTL-FM 90.3
WDAC-FM 94.5
WARM-FM 103
WSBA-AM 910

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 must listen to the radio to find out their district's closing time. Parents may use their own discretion in picking up their children at the school in this situation. In the event that LCCS does close early due to severe weather conditions, the announcement will be made on the stations listed and posted on the website.

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. Announcements will be made on the stations listed and posted on the website.

Should LCCS delay opening for a longer or shorter period of time than the public school district wherein you reside, students may use the district transportation. Student drivers may follow their home district's schedule. *Example 1:* If your district is delayed one hour and LCCS is on a two-hour delay, your students will be supervised upon arrival at school. *Example 2:* If your district is delayed two hours and LCCS is on a one-hour delay, your students will not be considered tardy.

Student Driving Privileges

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

Students who consistently violate the school's tardy policy may have their driving privileges suspended. Repeated

infractions may result in driving privileges being revoked for the remainder of the school year. Common sense and safe driving techniques should be used coming to and leaving school. Cars should move at no more than 15 mph while on the school property.

Student drivers in violation of any of the above mentioned standards may have the privilege of driving to school suspended for a period of time determined by the principal.

Only students who have gained permission from parents and the principal will be allowed to use cars during the school day. This privilege is reserved for school-related functions, such as buying supplies for Student Council.

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

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

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

School Community

Discipline Philosophy

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

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

Discipline

Lunch Detention (Secondary)

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

Morning & After School Detention (Secondary)

Teachers may assign students to morning or after-school detentions based upon their classroom management plan.

School Administration may assign students to detention for repeated infractions or more severe infractions. 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 clean-up work to be completed during the detention period requested by a teacher, maintenance/custodial personnel, or other person in authority.

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

participation in extra-curricular activities. Parents are notified of detentions via RenWeb.

Middle School Incentive Program

Students will have the opportunity to participate in an activity as a reward for their faithfulness and attentiveness to meeting school expectations. Students will be evaluated on conduct, attitude, work habits, and assigned academic tasks i.e. homework, signed papers, etc. The child's status will be reported twice per semester. There will be two activities each year. One will take place in the winter and one in the spring.

Middle school "homework slips"

In Middle school a high level of accountability is given by teachers in hopes to bridge the transition from 5th to 6th grade and to prepare students to be more independent in High school. Students are expected to complete homework each night it is assigned. If an assignment is incomplete, the teacher will document the missing assignment and parents will receive a notice through Renweb. If a student accumulates 5 missing assignments in a quarter, the student will receive an afternoon detention. A student that receives 3 detentions in a quarter for missing assignments (15 assignments) will be given an In-school Suspension.

In-School & Out-of-School Suspension

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

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

A student can be placed on OSS for 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.

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 recommend to the school board for immediate expulsion any student who has grievously violated LCCS written and/or spoken school policies or its principles.

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, he/she may contact the school's principal who will work with them to resolve the issue. In the rare instance where this course of action does not provide satisfaction, the parent may ask for the head of school's input. As a last resort, parents have the right to appeal in writing to the LCCS School Board chairperson who will work with the head of school to

bring closure to the situation.

Summary:

- Talk with staff member most closely related to the issue.
- Speak with the school's principal.
- Bring the matter to the head of school.
- Submit a letter of appeal to the School Board chairperson.

Student Dress and 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. The following is an appropriate expression of these principles:

General Dress/Appearance Standards

- Clothing is to be clean and neat. No ripped, torn, tight, revealing or provocative clothing is permitted.
- Shorts, skirts and dresses must be close to the knee (no shorter than 4 fingers from the top of the knee cap). Low-riding pants and exposed undergarments are not permitted.
- Dress and appearance should reflect an educational setting. Athletic shorts and sweat pants are not permitted in middle and high school. (On special occasions, such as field day, middle and high school students may wear finger-tip length athletic shorts.) Students in Pre-kindergarten through grade 5 may wear neat athletic shorts and 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.
- T-shirts must exhibit wholesome messages and be non-distracting. Undershirts may not be worn as t-shirts.
- Shoes must be worn at all times. Sandals are permitted. Students in Pre-K through grade 5 must have a strap across the heel for safety reasons.
- Hats, caps, bandannas, or hoods are not permitted during the school day and at most school functions.
- Sunglasses or dark glasses are not permitted to be worn inside the school building unless medically required.
- Hairstyles or colors that are extreme are not acceptable. Male students must keep their hair cut above the shoulders. Hair must be a natural color.
- Jewelry must exhibit wholesome messages and be non-distracting. Ladies may wear earrings in the ears. Male students may not wear earrings. No other piercings are permitted. Gang-related apparel and accessories are not permitted. This rule applies to all school-related functions.
- No tattoo can be exposed during school hours or when participating in school related functions.
- Full-coverage bathing suits are required while on special trips that allow for swimming.

Infractions and Redress

A middle or high 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 elementary parents if there is a dress code issue.

Special Event Dress/Appearance Standards

Extra-curricular Activities

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

High School Formal Events

- Strapless dresses are not acceptable.
- Tight, revealing clothing is to be avoided.

- There should be no hint of cleavage.
- The person's back should be half covered.
- Skirt length must comply with the school dress code (no shorter than 4 fingers above the knee cap).
- The key is modesty.
- Male students may rent tuxedos if that is their desire. They should wear at least a shirt and tie. A suit or dress coat is encouraged. They may not wear earrings.

High School Commencement & Commissioning & Eighth Grade Certificate Ceremony

These occasions are a special time of recognition and the students' dress should reflect that. Formal attire is not necessary, expected, or desired.

- Men 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. Men may not wear earrings at school functions.
- Ladies are to wear a dress or skirt that is near the knee (no shorter than 4 fingers above the knee cap). 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.

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.). It also applies to electronic activity, as well, whether 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 violation of the law will be brought before the administration for disciplinary action. Courses of action could include suspension, probation, and/or recommendation for expulsion. Counseling may be required.

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

The use or possession of alcohol, tobacco or non-medicinal drugs (i.e. those which are not prescribed by a physician or traditionally used for the treatment of illness or for the restoration of health to the body) is strictly forbidden for LCCS students. Students can expect to be subject to search and seizure when they are suspected to have possession of any of these substances. Areas of search include a student's locker, personal effects, vehicle, and person. Information may also be shared with the police authorities.

In the event of use or possession of alcohol or tobacco, both in and out of school, the course of action could include suspension, probation, and/or recommendation for expulsion. Counseling may be required. In the event of use or possession of non-medicinal drugs or substance abuse, the student may be recommended by the administration 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

Students who possess a weapon or who carry, exhibit, display, draw, or threaten any of these items apparently capable of producing bodily harm in a manner which, under the circumstances, manifests an intent to intimidate another or warrants alarm for the safety of others shall be subject to discipline up to and including expulsion. A student commits a misdemeanor of the first degree if in the possession of a weapon in the buildings of, on the grounds of, or on any conveyance providing transportation to or from the 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.

"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 and 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 building principal. Students involved in these behaviors will be subject to disciplinary action. The safety of the community will be considered in determining appropriate action. The local police may be contacted to file a report.

Academic Honesty & Plagiarism

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

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.

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

Acceptable Network and Internet Usage

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

- Students should never give their LCCS computer account password to another student. They should never log in with any username and password other than your own.
- Students should not attempt to bypass system or Internet security or in any way gain unauthorized access to any computer resources by any means.

- Internet access at LCCS is filtered. Students may not attempt to bypass this filtering. If a student should come across a site that contains inappropriate content but is unfiltered, they are expected to leave the site immediately and report it to a teacher or administrator. Students may not access e-mail accounts, personal blogs or wikis, streaming video, Facebook or MySpace pages at school.
- 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 of student network and Internet activity at any time.
- No game playing of any kind is allowed on any LCCS computer.

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. Students who bring cell phones to school must keep them silenced and stored away. Cell phones are not to be used at any time during the school day (8:00 am to 2:45 pm) except by direct permission of an LCCS faculty or staff member. If it is absolutely necessary for a student to make a phone call, permission can be obtained to use a cell phone from an LCCS faculty or staff member. Parents needing to contact their son or daughter during the school day should do so through the receptionist in the school office, not the student's cell phone. Use of the text messaging feature is also not permitted during school hours.

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

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

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

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:

Students are to retain and maintain the assigned locker (one locker per student).

- It is the student's responsibility to maintain a clean and orderly locker.
- All personal decorations are to be on the inside of the locker only and must be appropriate for school.
- All contents of the locker are to be kept in such a way that nothing hangs out or prevents the door from closing properly.
- Nothing should be posted outside the locker. The exceptions to this are school-approved spirit items, school/teacher notes, birthday celebrations, etc. These decorations are permitted for one day only and must be promptly removed.
- Perishable items (lunches and snacks) are to be cleaned out on a daily basis. No opened food or drink is to be stored in lockers. Students are only permitted to bring water bottles to class. No other beverages are permitted.
- At the Leola campus, the top of the locker is space to be used for the daily storage of items that do not fit in the locker. By the end of the school day, the area around the lockers is to be free of any item stored there for the day.

Items remaining on or around the locker after 3:00 pm will be removed.

- Additional Middle school expectations
 - Nothing should be kept on the tops of lockers. Items on the top of lockers will be put in the lost and found.
 - Racks are to be used for book bags only and each locker is assigned a shelf. No loose books, papers, etc. should be kept on the shelves. Any loose items should be put in the lost and found. All loose items will be put in the lost and found.
 - Nothing should be put on the floor or in front of the lockers.
 - Instruments and sporting equipment should be put in designated areas.

Media Centers

Rules

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

Circulation

Books may be checked out for a period of two cycles to middle and high school students. For elementary students, checkouts are limited to one cycle. Students may renew books up to 2 times, if they are not on reserve.

Reference materials may be checked out overnight only.

Fines/Fees

For students in grades 3 – 5, overdue items will be charged at .05/day. For middle and high school students, overdue items will be charged at .10/day. Lost or damaged beyond repair items will be charged to the student for the cost of the item plus a \$3.00 replacement fee to cover the handling and re-cataloging expenses. Middle and high school students will not receive their report card until all library obligations are met. Mid-term and final exams may not be taken until all obligations have been paid.

Computers

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

Scheduling

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

Middle school classes will have a scheduled research class in the library once per week. Middle and high school students may visit the library during the day with a pass from their teacher as space availability permits. The library will only be open for visits when a librarian is in attendance.

Use of Gym, Weight Room & Equipment Room

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

Medical & Health Records

Immunization Records

It is required by law that all students have their immunizations current upon entering school. The only exception to this law is to have a signed religious exemption statement on file in the health room.

All immunizations require documentation of month, day and year given. Records of immunizations must be in writing on official immunization documents, records such as an International Health Certificate, immigration records, physician record, school health records or other similar documents or history. All documentations must be signed by a physician or nurse verifying the vaccine given and may include the company of the vaccine used, the amount given, and site. The following are the requirements as of 2011. Updated requirements are available in the nurses' office.

- **Varicella** (chicken pox): documentation of either the date (year, month if possible) of disease or date of vaccination is required. (Required for grades K through 12). (**Note:** 2 doses of vaccine or history of disease phased in **2010/2011**)
- **Hepatitis B:** required for grades K through 12 and any new student. Hepatitis B is given as a series of 3 doses. The first (#1 dose) is given and then there must be a waiting period of 28 days before the #2 dose is given. After a waiting period of 2 months, then the #3 dose is given. The #3 dose must be at least 4 months from the #1 dose.
- **MMR:** given as 2 doses of measles, 2 doses of mumps, and 1 dose of Rubella (German measles), (required for grades K-12), the first dose of MMR must be given on or after the 1st birthday.
- **DTP** (diphtheria, tetanus, and pertussis) 4 doses required for grades K-12 (5 doses are recommended). All doses must be separated by 4 weeks. 4 or 5 doses required before starting school, plus a tetanus booster every 10 years or injury with "dirty event". The 4th dose must be given after the 4th birthday or a 5th dose is required.
- **Polio:** 3 doses are required before starting school. (4 doses are recommended) Grades K through 12.
- **HIB** vaccine (do NOT confuse with Hepatitis B): is not required by the Dept of Health but is encouraged. Usually 4 doses are given with DTP shots.
- **STUDENTS ENTERING 7th GRADE:**
 - One dose of tetanus, diphtheria, a cellular pertussis, (Dtap if five years has elapsed since last tetanus immunization)
 - One dose of meningococcal conjugate vaccine (MCV)

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.

Physical Exams

The state of Pennsylvania requires physical examinations for students in grades kindergarten, (or grade one 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.

Dental

The state of Pennsylvania requires dental examinations for students in Kindergarten, (or grade one if they did not attend Kindergarten), third, and seventh grade 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 2 and 6. They can also be picked up at the school office or health room.

Medication

Any student requiring medication to be administered during school hours is required to leave the medication in the health room along with a signed Parental Request and Physician's Order for Medication form. Complete instructions for the use of the medication must be written on the form and signed by the physician. A medication permission slip is available at the school office or health room.

All prescription medication must be in the original container with the student's name, name of medication, the dosage amount and the time to be given.

Students may not carry over the counter (OTC) or prescribed medications on their person. All OTC and prescribed medication must be administered by a nurse with the exception of prescribed inhalers.

All diagnosed asthmatics who have prescribed inhalers must have their own inhaler kept in the health room or on their person. Every student needs a doctor's order that is signed and dated by a physician each school year.

Emergency Information

All students are required to have emergency information on file in the health room. 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 list of over the counter (OTC) medications for parent approved administration by the school nurse or designee. Please 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 health room 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 nurses of any kind of contagious disease/health issue such as chicken pox, measles, mumps, pink eye, or lice. This information is confidential. The school has an obligation to inform teachers/staff/school families of potential outbreaks of diseases that can be passed from person to person.

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

Field Trips

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

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

Lunch

Reasonably priced hot lunches are provided by adult volunteers and by various groups within the Lancaster County Christian School community. When students do not purchase the prepared lunch, packed lunches will need to be provided by the

parents. Beverages are available for purchase. Pre-Kindergarten students wishing to order lunch should pre-pay for lunches and milk at the beginning of each month. The teacher will send home information regarding cost.

Lunch tickets can be purchased at anytime from the receptionist at both campuses. They will be sold in packs of 20 @ 3.25 for a total cost of \$65.00. The meal ticket will include everything that is listed on the menu for the day. The menu can be seen on RenWeb. Lunch tickets can be purchased and used at either campus.

Students are not allowed to order food from off-campus or to leave campus for lunch. Teachers who, on occasion, would like to order food for a group of students may do so with permission from the school principal. The general rule is that no guests may eat lunch at school with the students. Exceptions to this rule must be made by the school principal in advance of the date requested.

Microwave Usage

Only students in grades four and five will be permitted to use the microwaves during lunch. All other elementary students should pack lunches that do not need to be heated.

Grading Procedures

Grading Scale

Kindergarten - Grade 2

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

- O - Outstanding - Working beyond expected potential
- S - Satisfactory - Working at expected potential
- NI - Needs Improvement
- SI - Shows Improvement
- U - Unsatisfactory

Grades 3 - 12

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

High School Credit Recovery

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

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

Middle School Course Recovery

Middle School students who fail a core subject (math, history, Bible, English, science) for the year must make arrangements to retake the courses over the summer in order to return for the coming year. Attendance with a passing grade at summer school or satisfactory completion of the course(s) through correspondence 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 for which they received an incomplete that incomplete will be replaced with the grade earned.

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

Grade Point Average (GPA)

Grade point averages are computed by the administration using a formula that consists of the quality point total divided by total credits. Honors courses will be weighted at 1.1; AP courses will be weighted at 1.2.

The GPA is used in determining class rank. The first and second ranked students in each graduating class receive the titles of valedictorian and salutatorian respectively. Beyond these two rankings, no other students will be ranked for college transcript purposes.

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

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

Two-year Merger Exception

The graduating class of 2012 may have co-valedictorian and co-salutatorian positions. This is to allow for differences in grading scale and weighting between Living Word Academy and Lancaster Christian School. Class rankings will be assessed at the end of the third quarter to make this determination.

Lancaster County Christian School

Graduation Requirements

- LCCS students must complete 26 credits in order to graduate
 - 4 credits Bible (1 for each year at LCCS)
 - 4 credits English
 - 4 credits Social Studies
 - 3 or 4 credits Math (seniors must take a math or a science)

- 3 or 4 credits Science (seniors must take a math or a science)
- 1 credit Spanish (unless waved by Assisted Learning or ESL)
- .6 credit Freshman Seminar
- 2 credits in the Arts and Humanities (including Introduction to Fine Arts or Art Theory)
- 1.6 credits PE, taken every year
- .3 credit Health (senior year)
- .3 credit Public Speaking (senior year)
- 1.2 additional credits in electives

General Guidelines

- All students must take at least seven (7) classes a day. 1 study hall per day is allowed. This equates to seven (7) credits each year.
- All seniors must take at least one math or one science.
- All seniors must present a completed portfolio/culminating project in order to graduate. The project will be phased in over a three-year period. All incoming freshmen and sophomores will complete the entire portfolio. Juniors and seniors will complete what is required for those two years.
- In order to enroll in an honors or Advanced Placement (AP) level course, students must have a B average the previous year in that departmental course and receive teacher recommendation.
- Honors courses are weighted 1.1; Advanced Placement (AP) courses are weighted 1.2.

Recommended Course Sequence

Freshman Year

Principles of Bible Study 9

General Mathematics

Pre-Algebra

Algebra 1

Algebra 2

CP Foundations of English 9

CP World History

CP Physical Science

CP Biology

Spanish 1, 2

Physical Education 9

Freshman Seminar (includes Career Exploration and Computers)

Junior Year

Old Testament Survey 11

Honors Old Testament Survey 11

Algebra 2

General Algebra 2

Geometry

Pre-Calculus

Practical Math

Sophomore Year

Church History and Doctrines 10

Pre-Algebra

Algebra 1

Algebra 2

Geometry

CP American Literature 10

CP US History 3

CP Biology

Chemistry

Spanish 1, 2

Physical Education 10

Introduction to the Fine Arts

Senior Year

New Testament Survey 12

Honors New Testament Survey 12

General Algebra 2

Geometry

Pre-Calculus

AP Calculus

Personal Finance

CP British Literature 11
AP Literature or Language and Composition

CP Christian Literature and Composition 12
AP Literature or Language and Composition

CP Economics
AP US History

CP US Government and Politics
AP US Government and Politics

Applied Chemistry
CP Chemistry
Environmental Science

AP Biology
Honors Physics
Applied Chemistry
Environmental Science

Spanish 1-3 (levels 3 and 4 honors)

Spanish 1-4 (levels 3 and 4 honors)

Physical Education 11

Physical Education 12

Public Speaking (1/2 year)
Health (1/2 year)

Senior Seminars (1/2 year)
World Religion and Philosophy
Shakespeare
Marine Science
Modern European History

Dual Credit Courses

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

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. Elective choice completion includes payment of appropriate fees and receiving appropriate approvals. 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.

High School Exams

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

Progress Reports

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

Parents also have the option in RenWeb to receive weekly progress reports and to be notified whenever a zero is entered

into a teacher's grade book. These email notifications serve as late homework notices for middle school students.


Parent-Teacher Conferences

Parent-teacher conferences are an essential part of the home-school partnership in education. This is especially true in a Christian school where needs can be discussed openly and honestly, and prayed for accordingly. Conferences will be scheduled for students in grades K-5 at the end of the first quarter. Parents or teachers can schedule conferences for students in Pre-K, middle school and high school as a need is perceived. 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.

RenWeb ParentsWeb

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

Here's how to access our **ParentsWeb**:

1. Open your web browser and go to our school website (www.lccs.cc)
2. Click on the  button at the bottom of our home page. You may need to scroll down in your browser in order to see the button.
3. Click on the "First-time Users" tab.
4. Type in the e-mail address that you provided to the school.
5. Click on the New Parent Login button. You will be e-mailed a new password within three minutes (to the e-mail address you typed in, which must be the same e-mail address that you provided to the school).
6. Click on the Parents tab, enter your email address and password RenWeb e-mailed you.
7. If you want to avoid re-keying your e-mail address each time you log in, tell the system to remember your e-mail address so you will only need to enter your password in the future to log into the ParentsWeb.
8. Click on the Parent Login button.

Parents may access other school information regarding their child on this site, as well as e-mail the teachers directly. Students can also log into ParentsWeb to see homework and lesson plans. They need to give Mr. Brobst their current e-mail address and then will be able to follow the above procedure (click on the Student tab) to activate their student account.

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

Problems accessing ParentsWeb or have questions? E-mail Greg Brobst at gbrobst@lccs.cc or call him at 717-556-0711 ext. 225.

High School Awards

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

| | |
|--------|---------------|
| Honors | 3.7 or higher |
|--------|---------------|

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

Elementary Awards

Students who have no absences and no tardies for the quarter will receive a perfect attendance award. Awards are also given for perfect attendance for the year. Character and academic awards are also distributed at the end of the year.

Extracurricular Activities & Eligibility

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

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