



**LITITZ CHRISTIAN SCHOOL**

---

**SECONDARY SCHOOL**

**STUDENT**

**HANDBOOK**

**2011 - 2012**

## TABLE OF CONTENTS

<b>STATEMENT OF FAITH</b> .....	5
<b>PHILOSOPHY OF EDUCATION</b> .....	6
<b>CORE VALUES</b> .....	7
<b>ADMISSIONS PROCEDURES</b> .....	7
<b>PARENT AGREEMENT</b> .....	8
<b>RESPONSIBLE BEHAVIOR POLICIES</b> .....	9
PARENT RESPONSIBILITIES .....	9
STUDENT RESPONSIBILITIES .....	9
TEACHER RESPONSIBILITIES .....	9
PRINCIPAL RESPONSIBILITIES .....	9
<b>ACADEMICS</b> .....	10
PROMOTION & RETENTION .....	10
HOMEWORK.....	10
INCOMPLETE WORK .....	10
BIBLE.....	10
STANDARDIZED TESTING.....	11
GRADING SCALE .....	11
GRADE POINT AVERAGE (GPA) .....	11
GRADING SYSTEM .....	11
EXAMS .....	11
WEIGHTED COURSES .....	11
REPORT CARDS .....	12
HONOR ROLL .....	12
NATIONAL HONOR SOCIETY .....	12
PROGRESS REPORT .....	12
ACADEMIC PROBATION .....	12
CREDITS NEEDED FOR GRADUATION .....	13
ACADEMIC DEMERITS .....	13
DEMERIT SYSTEM .....	13
DETENTION HALL .....	14
DISCIPLINARY PROBATION .....	14
<b>ATTENDANCE REQUIREMENTS</b> .....	15
SCHOOL DAY SCHEDULE .....	15
GENERAL ATTENDANCE.....	15
EXCUSED ABSENCES .....	15
UNEXCUSED ABSENCES .....	15
TARDY AND EARLY DISMISSAL GUIDELINES .....	16

<b>SCHOOL CLOSING OR DELAYS</b> .....	17
GENERAL GUIDELINES .....	17
SNOW DELAY CLASS SCHEDULE .....	17
<b>SCHOOL DRESS CODE</b> .....	18
STANDARDS FOR ALL STUDENTS .....	18
SPECIFIC STANDARDS FOR GIRLS .....	19
SPECIFIC STANDARDS FOR BOYS.....	19
<b>STUDENT SERVICES AND INFORMATION</b> .....	20
SCHOOL ACCREDITATION .....	20
BUSING .....	20
PSAT TESTING .....	20
LOST AND FOUND POLICY .....	20
TEXTBOOKS .....	20
TELEPHONE USAGE .....	20
SCHOOL DIRECTORY.....	20
STUDY HALL RULES .....	21
LUNCH PROGRAM .....	22
LUNCH ROOM VOLUNTEERS .....	22
FUNDRAISING .....	22
STUDENTS STAYING FOR ATHLETIC EVENTS .....	22
LOCKERS.....	23
STUDENT DRIVERS .....	23
COMPUTER AND INTERNET USAGE .....	23
<b>DISCIPLINE AND CONDUCT</b> .....	25
PHILOSOPHY OF DISCIPLINE .....	25
PURPOSE OF DISCIPLINE .....	25
ATTITUDES .....	25
GENERAL RULES.....	25
OFFENSES AND CONSEQUENCES .....	27
IMMORAL CONDUCT POLICY .....	28
SUSPENSION POLICY .....	28
EXPULSION POLICY .....	28
WEAPONS POLICY .....	29
<b>SEXUAL HARRASSMENT POLICY</b> .....	29
DEFINITION OF SEXUAL HARRASSMENT .....	30
EXAMPLES OF SEXUAL HARRASSMENT .....	30
EMPLOYEE-STUDENT HARRASSMENT .....	30
STUDENT-STUDENT HARRASSMENT .....	30
WHAT TO DO ABOUT HARRASSMENT .....	30
WHERE TO REPORT HARRASSMENT .....	30

<b>HEALTH POLICIES</b> .....	31
FIRST AID .....	31
IMMUNIZATION POLICY .....	31
MEDICAL EXAMINATIONS .....	31
MEDICATION POLICY .....	31
<b>PARENT-SCHOOL COMMUNICATION</b> .....	32
PARENT COMMUNICATION .....	32
PARENT PAGE .....	32
PARENT-TEACHER FELLOWSHIP (PTF) .....	32
<b>MISCELLANEOUS</b> .....	33
FIRE DRILLS .....	33
PARENT DRESS .....	33
PARENT EXPECTATIONS .....	33
VISITORS .....	33
BICYCLE RULES .....	33
LUNCH ROOM RULES .....	34
SCHOOL BUILDING RULES .....	34
FIELD TRIPS .....	34
<b>LITITZ CHRISTIAN SCHOOL CALENDAR</b> .....	35

# STATEMENT OF FAITH

We of the Fellowship of Grace Brethren Churches, in harmony with our historic position, believing the Bible, the whole Bible, and nothing but the Bible to be our infallible rule of faith and of practice, and feeling our responsibility to make known the divine message of the Bible, present the following articles as a statement of those basic truths taught in the Bible which are common to our Christian faith and practice:

1. **THE BIBLE:** The Word of God, the sixty-six Books of the Old and New Testaments, verbally inspired in all parts, and therefore wholly without error as originally given of God (II Timothy 3:16; II Peter 1:21).
2. **THE ONE TRUE GOD:** existing eternally as three persons—the Father, the Son, and the Holy Spirit (Luke 3:22; Matthew 28:19; II Corinthians 13:14).
3. **THE LORD JESUS CHRIST:** His preexistence and death (John 1:1-3), incarnation by virgin birth (John 1:14; Matthew 1:18-23), sinless life (Hebrews 4:15), substitutionary death (II Corinthians 5:21), bodily resurrection (Luke 24:36-43), ascension into heaven and present ministry (Hebrews 4:14-16), and coming again (Acts 1:11).
4. **THE HOLY SPIRIT:** His personality (John 16:7-15), and deity (Acts 5:3-4), and His work in each believer; baptism and indwelling at the moment of regeneration (I Corinthians 12:13; Romans 8:9), and filling (Ephesians 5:18) to empower for Christian life and service (Ephesians 3:16; Acts 1:8; Galatians 5:22-23).
5. **MAN:** his direct creation in the image of God (Genesis 1:26-28), his subsequent fall into sin resulting in spiritual death (Genesis 3:1-24; Romans 5:12), and the necessity of the new birth for his salvation (John 3:3-5).
6. **SALVATION:** a complete and eternal salvation by God's Grace alone, received as the gift of God through personal faith in the Lord Jesus Christ and His finished work (Ephesians 2:8-9; Titus 3:5-7; I Peter 1:18-19).
7. **THE CHURCH:** one true Church, the body and bride of Christ (Ephesians 1:22-23; 5:25-32), composed of all true believers of the present age (I Corinthians 12:12-13), and the organization of its members in local churches for worship, for edification of believers, and for world-wide gospel witness, each local church being autonomous but cooperating in fellowship and work (Ephesians 4:11-16).
8. **CHRISTIAN LIFE:** a life of righteousness, good works, and separation unto God from the evil ways of the world (Romans 12:1-2), manifested by speaking the truth (James 5:12), maintaining the sanctity of the home (Ephesians 5:22-6:4), settling differences between Christians in accordance with the Word of God (I Corinthians 6:1-8), not engaging in carnal strife but showing a Christ-like attitude toward all men (Romans 12:17-21), exhibiting the fruit of the Spirit (Galatians 5:22-23), and maintaining a life of prayer (Ephesians 6:18; Philippians 4:6), including the privilege, when sick, of calling for the elders of the church to pray and to anoint with oil in the name of the Lord (James 5:13-18).
9. **ORDINANCES:** the Christian should observe the ordinances of our Lord Jesus Christ, which are (1) baptism of believers by triune immersion (Matthew 28:19) and (2) the threefold communion service, consisting of the washing of the saints' feet (John 13:1-17), the Lord's Supper (I Corinthians 11:20-22, 33-34; Jude 12), and the communion of the bread and the cup (I Corinthians 11:23-26).
10. **SATAN:** his existence and personality as the great adversary of God and His people (Revelation 12:1-10), his judgment (John 12:31), and final doom (Revelation 20:10).
11. **THE SECOND COMING:** the personal, visible, and imminent return of Christ to remove His Church from the earth (I Thessalonians 4:16-17) before the tribulation (I Thessalonians 1:10; Revelation 3:10), and afterward to descend with the Church to establish His millennial kingdom upon the earth (Revelation 19:11-20:6).
12. **FUTURE LIFE:** the conscious existence of the dead (Philippians 1:21-23; Luke 16:19-31), the resurrection of the body (John 5:28-29), the judgment and reward of believers (Romans 14:10-12; II Corinthians 5:10), the judgment and condemnation of unbelievers (Revelation 20:11-15), the eternal life of the saved (John 3:16), and the eternal punishment of the lost (Matthew 25:46; Revelation 20:15).

# PHILOSOPHY OF EDUCATION

The philosophy of education of Lititz Christian School rests upon a foundational, God-centered view of truth, mankind, and the world. God creates and sustains all life and all things; therefore, their purpose is to know and glorify Him. Man, created in God's image, may uniquely know and glorify Him through the redemptive work of Jesus Christ. Consequently, the entire process of education is viewed as a means to bring the student into fellowship with God through salvation and to train him in Christ-like character so that he may fulfill God's purpose for his life personally and vocationally. These goals are pursued because of God's directive that parents should train their children in biblical truth (Deuteronomy 6:4-9), and because of Jesus' example of growth "in wisdom and stature, and in favor with God and men." (Luke 2:52) Thus education that is Christian will influence the child spiritually, physically, mentally, and emotionally.

At the parents' request, the Christian school, along with the church, becomes a partner with the family in providing this education. Lititz Christian School has as its purpose the education of its students in the following areas:

## **1). Spiritual and Moral Development**

The Gospel will be set forth as God's only plan of salvation, and the Scriptures will be viewed as authoritative, true, and the pattern for godly living and character development. Biblical moral standards will be maintained without apology.

Scripture will be the structure within which the students' self-concept and world view will be developed. As a result, they will be trained and encouraged to use their abilities to be part of God's plan and work in the world.

## **2). Personal and Social Development**

Because the students are viewed as unique, purposeful creations of God, they will be urged toward habits of personal responsibility, the development of their talents, and a biblical understanding of themselves and others. They will have opportunity to keep physically fit, and will be encouraged to honor God through both body and spirit.

Godly socialization, respect for authority, and biblical principles leading to godly adulthood will be the basis for classroom interactions. These will result in proper attitudes toward other people, material possessions, work ethic, and the awareness of accountability to God and to others.

## **3). Academic Development**

Academic standards will be measurably high and challenging in order to help students realize their full academic potential. Communication processes such as reading, writing, speaking, and listening will be fundamental, as well as the practice of good study habits, reasoning abilities, and methods of independent research and learning. Though individualized learning and the pursuit of personal interests will be primary goals, so also will be an overall appreciation for the environment and God's purpose and plan for mankind. In addition to academic excellence in all areas, students will be guided to develop creative and evaluative thinking habits based upon biblical criteria.

## **4). Home and School Interaction**

Through the example and message of the school, its families will be exposed to the Gospel, to encouragements for Christian growth, and to guidelines for the development of Christ-centered homes. Parents will be encouraged to shoulder their part of the students' spiritual, moral, academic, and social education. Teachers will work closely with parents, helping them to understand the school's purpose and program, and urging them to keep abreast of the students' progress and the world culture that surrounds their children. Both school and parents will regard all students not only as valuable creations, but also as the next generation of Christian citizens for whose development they are responsible.

## CORE VALUES

### **The Nature of Truth**

Since we believe that all truth is God's truth, we confidently undertake academic pursuits, knowing that the outcome of those pursuits will honor Him and confirm His Word. In structuring every area of Lititz Christian School, we therefore, personally and corporately, place ourselves under the authority of Scripture and bear in mind our accountability to Him. (II Timothy 3:16-17; John 17:17; John 14:6)

### **The Nature of the Student**

We see our students biblically as God's unique creations, fallen, yet redeemable through the sacrifice of Jesus Christ. They are created by God in His image, which makes them of extreme value to Him and to us. Therefore, our highest goals are first, to introduce them to Jesus Christ as Savior and Lord, and second, to be instrumental in training and nurturing them toward a biblical world view and in preparing them to live as lights in a dark world, fitted for His service. (Romans 3:23; 6:26; Matthew 5:14; Colossians 3:17)

### **The Nature of the Staff**

Since the faculty and staff of Lititz Christian School are strategic in accomplishing our goals for our students, we expect excellence in preparation and performance—biblically, academically, and professionally—as a stewardship to Jesus Christ. Also necessary is the cultivation of a personal relationship with Him so that their example and witness may overflow to the students. For these reasons, they are to pursue both personal and spiritual growth, to conduct themselves according to biblical standards, and to support each other with fellowship and prayer. (Colossians 3:13; Psalm 119:105; Ecclesiastes 9:10; Ephesians 6:18)

### **The Nature of Christian School Ministry**

As a ministry arm of Grace Brethren Church of Lititz, the role of Lititz Christian School is to come alongside Christian families whose children are our students in order to provide education that is Christian. We define that as education that points the students to Jesus Christ as the Creator and central figure of history, as well as the God who cares for them personally. Education that is Christian will be academically excellent, will train the students in godly socialization, and will challenge them to develop and to use their talents for whatever His calling may be upon their lives. (Deuteronomy 6:4-9; Luke 2:52)

Lititz Christian School is glad to hear from the parents, students, and alumni concerning the effectiveness of its implementation of the philosophy of education, mission, and vision statements. Input may be conveyed by contacting the Senior Administrator.

## ADMISSIONS PROCEDURE

The steps toward a completed application are as follows:

1. Read and complete the application form. If you have any questions about the Financial and Parent agreements, postpone the signature until your interview.
2. *(Follow the Application Checklist)*
3. One parent must be able to give clear testimony of their saving faith in Jesus Christ.
4. If we determine our school can provide a Christian education for your child, you will receive a letter of acceptance.
5. If a particular class is full so that new students may not be accepted, we will return your registration fee and place the student on our waiting list.

# PARENT AGREEMENT

## INTRODUCTION

The education of children is a parental responsibility. This agreement provides the foundation for a working relationship between the parents and the school.

## WE AGREE . . .

1. To attend worship services on a regular basis.
2. To support the teaching of Bible doctrines that is consistent with the Grace Church statement of faith. If there is disagreement, I will let the school administration know immediately in writing so that we can work together in the Christian education of our child(ren).
3. To follow the policies and rules that are explained in the student handbook.
4. To support teachers in their choice of discipline to maintain order in the class room.
5. To solve problems at the lowest possible level. We will initiate problem solving with the class room teacher before going to the administration; we will go to the administration before going to the School Board; and we will go to the Board of Education before going to the Senior Pastor of the church.
6. To exhibit a spirit of love and tolerance for each other in the spirit of John 13:34-35, Galatians 6:1-2, Ephesians 4:29-32, I Corinthians 13, and Matthew 18:15-17.
7. To authorize the school administration to take the following steps if our child becomes ill or is injured while under school supervision: (a) contact one of us and follow his/her instructions; (b) contact our family physician and follow his/her instructions; (c) if the first two steps fail, contact another licensed physician and follow his/her instructions.

**Signed,**

---

Father

---

Mother

---

Date

# **RESPONSIBLE BEHAVIOR POLICY**

It is essential for an optimal learning environment to be present in order for each student to learn to his/her full potential. When a student fails to conduct himself/herself in a manner which is respectful to God or others discipline is vital to ensure that an optimal learning environment continues to exist for all students. Each student will be held responsible for his/her behavior.

## **PARENT RESPONSIBILITIES**

- Teach your child by word and example, respect for God, authority, school, and others as well as the property of others.
- A child's attendance at school is regular and punctual.
- Teach your child to exercise self-control and be accountable for his/her actions.
- Know and understand the rules of Lititz Christian School and the consequences for violation of the rules.
- Send your child to school dressed appropriately (according to dress code printed in student handbook).

## **STUDENT RESPONSIBILITIES**

- Show respect for God, authority, school, and others in all you say and do.
- Attend school regularly and punctually.
- Exercise self-control and participate in building a positive environment that promotes learning.
- Know and understand the rules of Lititz Christian School and the consequences for violation of the rules.
- When absent from school make arrangements to make up missed work.
- Dress according to school dress code. If in question err on side of caution.

## **TEACHER RESPONSIBILITIES**

- Demonstrate by word and personal example, respect for God, school, authority and others.
- Provide an educationally motivating, stimulating, relaxed classroom environment that promotes and is conducive to learning.
- Create a positive teacher-learner atmosphere.
- Establish reasonable classroom rules which are understood by students, parents and necessary school staff and require observance of these rules.
- Establish procedures for bringing about modification of a student's behavior when a rule is broken.
- Conference (phone, note, in person) with parents concerning their student and the rule(s) which have been broken, the punishment that will follow, etc.
- Be fair, firm and consistent in all decisions effecting students, parents and staff.
- Reinforce and explain school rules and regulations to students and expect observance of these.
- Keep parents informed of student progress and behavior; both positive and negative.

## **PRINCIPAL RESPONSIBILITIES**

- Demonstrate by word and personal example, respect for God, school, authority and others.
- Help to develop a climate in the school that is conducive to positive learning.
- Create the best teacher-learner situation possible.
- Take leadership in establishing reasonable rules for a "best learning atmosphere" of Lititz Christian School.
- Make all rules and regulations known to and understood by students, parents and school staff.
- Confer with teachers, students, and/or parents who have students with behavioral problems to establish procedures to bring about modification of the student's behavior.
- Be fair, firm and consistent in all decisions affecting students, parents and staff.
- Become acquainted with students by visiting classrooms, lunchroom and attending school activities.
- Maintain open lines of communication between home and school.

# ACADEMICS

## PROMOTION AND RETENTION

Pupils are promoted or retained on the basis of their total preparedness to do satisfactory work at the next grade level. Age, maturity, achievement, ability, and social factors are all taken into consideration when making such a decision. Information is gleaned from standardized tests, past achievement records, parental observations, and teacher evaluation. The school administration makes all final decisions in regard to student retention.

## HOMEWORK

We believe that homework is an integral part of the school program and each teacher is at liberty to give homework to aid each student to achieve in his/her studies. Its purpose is to reinforce skills taught in the classroom, and to provide opportunity for the student to do further study beyond what is covered during the regular school day. It is important that parents support their child's teacher by insuring that homework assignments are completed accurately, neatly, and on time. Parents are encouraged to assist their child with difficult assignments, but not to do their homework for them.

Parents are asked not to check over completed assignments with the purpose of having the student do it over until it is all correct.

All students are expected to have their assignments completed on the date due. Late assignments may be penalized to the discretion of the teacher. Lost textbooks, outside meetings, or failure to write down the assignment are not considered valid reasons for turning in late assignments. Parents will be notified if their child starts to develop a habit of not completing assignments.

Each teacher will establish his/her standards for completing daily and weekly assignments. These standards will be clearly stated on each course syllabus and will be orally reviewed with every class at the beginning of each course.

## INCOMPLETE WORK (major tests, projects, papers, etc.)

Any work that is required by the classroom teacher that is not finished will be designated as an incomplete. An incomplete will be placed on the report card and the student will have two weeks to change the incomplete to a grade. A student that has an incomplete cannot be considered for the honor roll. The only excuse would be a medical excuse. If the incomplete is not satisfied within the two weeks it will remain on the student's record. This means that the student will not receive credit for the course. The parent will receive notification one week before the credit is removed. Ten percent will be deducted from the original value of the assignment for each school day an assignment is overdue.

## BIBLE

The Bible is the most important book used in the school. Each student is to have a complete Bible for use in school. The New International version is the approved text for all grades.

Our goal is to integrate God's Word into all academic areas. It is our desire that our students learn to relate every area of their life to the principles of God's Word. For this reason, students will be tested on the Biblical principles that have been taught as well as the regular academic material.

## STANDARDIZED TESTING

4Sight tests will be administered three times per year for grades 3-11.

### GRADING SCALE (Grades 6 – 12)

A+	99 - 100	B-	83 - 84	D	67 - 71
A	94 - 98	C+	81 - 82	D-	65 - 66
A-	92 - 93	C	76 - 80	F	0 - 64
B+	90 - 91	C-	74 - 75	I	Incomplete
B	85 - 89	D+	72 - 73		

### Grade Point Average (GPA – Grades 9 - 12)

A+	4.0	B-	2.7	D	1.0
A	4.0	C+	2.3	D-	.7
A-	3.7	C	2.0	F	0
B+	3.3	C-	1.7	I	Incomplete
B	3.0	D+	1.3		

### GRADING SYSTEM (Grades 9 - 12)

Semester grades for major subjects are computed by averaging the two quarter grades plus the exam grade. Final exams are worth 20% of the second semester grade. The total year average is calculated by averaging the two semester grades.

The semester grades for minor subjects are an average of the grades for the two quarters. Final transcript grades are recorded as a percentage grade.

## EXAMS

*(This section is currently being updated.)*

### WEIGHTED COURSES (Grades 9 - 12)

Some courses have been designated as weighted courses. These courses are of greater difficulty than others and are recognized as advanced College Prep classes. These courses will receive a 1.1 or 1.2 weight.

1.1	Physical Science Honors Algebra II Honors	Geometry Honors
1.2	Chemistry Foreign Language III & IV AP English	Pre-Calculus Honors Physics Advanced Biology

## REPORT CARDS

Report cards will be posted on Edline every marking period. Parent-Teacher conferences may be scheduled at any time throughout the school year as parents or teachers see a need to discuss the student's work. Parents are encouraged to contact their child's teacher if they have any questions or concerns regarding their child's progress.

Parent Conferences are scheduled after the first marking period. Please make every effort to set up a conference with the teacher to review report cards and the progress of the student.

Final report cards are posted after all tuition and fees are paid for the entire year. Transcripts will also be withheld until all accounts are up to date.

## HONOR ROLL

**Principal's:** A's in all subjects

**Honor's:** A's and B's in all subjects

## NATIONAL HONOR SOCIETY

The Lititz Christian School chapter of the National Honor Society seeks to uphold the NHS values of scholarship, leadership, character, and service. Lititz Christian members of the NHS are expected to model exemplary character and leadership skills both on and off campus as representatives of Lititz Christian School. Likewise, as a group, NHS members perform charitable acts of community service above and beyond the graduation requirements for service.

Student candidates for the National Honor Society are selected from the eleventh and twelfth grades based on the initial academic qualification of a cumulative GPA of 3.50 or higher. Completed candidate applications and faculty input forms are then reviewed and selected by the NHS faculty council. Students selected for membership are inducted in a school ceremony held in November for active members of the chapter. Active NHS members must maintain the minimum qualification GPA and must maintain or exceed yearly service hours required for graduation. Failure to comply with school requirements may result in loss of NHS membership.

## PROGRESS REPORT

In grades 6-12, progress reports will be sent home halfway through the grading period if the student has a "D" or "F" in one or more subjects.

Progress reports can be sent home anytime to keep the parent aware of possible problems.

## ACADEMIC PROBATION (GRADES 6 – 12)

A student will be placed on academic probation for one two-week grading period if he/she receives the following grades as a nine-week average:

1. One (1) subjects with F average

OR

2. Two (2) subjects with averages of D+ (73 or below)

At the end of the two-week probationary period, the teachers and school administration will make a decision to do one of the following:

- (1). Remove the student from probationary status and reinstate to normal status.
- (2). Extend the probation period.
- (3). Establish a formal meeting between administration and parents.

This decision will be based upon the following criteria:

- (a). Academic grades of the student throughout the probationary period.
- (b). Consistency of the student's completion of assignments and projects.
- (c). Attitude of the student toward academic improvement during the probationary period.
- (d). Cooperation and consistency of the parents in following through with an approved plan and program worked out with the child's teachers.

\* Note: Students on Academic Probation will not be able to participate in athletic games, instrument lessons, or other extracurricular school activities.

## **CREDITS NEEDED FOR GRADUATION**

Students failing a course needed for graduation in high school may make up the credits by:

- Taking the course in your local school district's summer school program
- Having an approved private tutor during the summer. (Course must be equivalent to the one failed).

These courses must be approved by the Administration.

## **ACADEMIC DEMERITS - GRADES 6 - 12**

Students in grades 6 - 12 can receive Academic Demerits for the following:

1. Assignment not turned in.
2. Assignment turned in incomplete.
3. Not bringing textbook to class.
4. Pattern of non-cooperation that produces other academic problems.

The accumulation of academic demerits will start over each semester. The parent will sign the demerit slip and return it to school the next day. Consequences for academic demerits will be as follows:

- 3 - Conference with school administration
- 5 - After school detention for two (2) days
- 7 - After school detention for 1 week
- 12 - Student will be placed on Academic Probation

## **DISCIPLINE / DEMERIT SYSTEM FOR GRADES 6 - 12**

A demerit system is used for grades 6 - 12. A notification of demerit slip will be sent to parents explaining the reason for the demerit. The parent will sign the demerit slip and return it to school the next day.

Because the number of demerits is an indication of possible problems, the following consequences will be used:

3 demerits - After school detention for 2 days

5 demerits - After school detention for 1 week

7 demerits - Grounds for in- school suspension (1 day) / After school detention for 1 week and Disciplinary Probation

10 demerits - Grounds for out of school suspension (3 days) and possible dismissal from school

Demerits recorded will not be cleared at the end of the first semester. The student's disciplinary record will be considered prior to accepting the student for another year.

Demerits are given for any infraction of school or classroom rules. Below is a partial list of offenses and actions taken. Offenses that are not listed will be dealt with at the discretion of the teacher/administrator.

## **DETENTION HALL**

1. Students will report to the main office no later than 2:45 p.m.
2. Detention will be over at 3:15 p.m.
3. Students may not do homework.
4. Students will be assigned a work project by the administrator of the detention.
5. Parents must pick up student at 3:15 p.m.

## **DISCIPLINARY PROBATION**

Students will be placed on Disciplinary Probation if he/she accumulates seven (7) demerits within one semester. While on Disciplinary Probation, student may not participate in any extra-curricular or athletic activities. Student behavior will be evaluated bi-weekly. At the end of the nine-week probationary period, the teachers and the school administrator will make a decision to do one of the following:

- (1). Extend the probation period for one more grading period.
- (2). Remove the student from probationary status and reinstate to normal status.
- (3). Ask the parents to remove the child from our school.

This decision will be based upon the following criteria:

- (1). Attitude and behavior of the student during the probationary period.
- (2). Cooperation and attitude of the parents in working with school staff in regard to their child's behavior.

# ATTENDANCE REQUIREMENTS

## SCHOOL DAY SCHEDULE

Grades 1 – 5	8:00 a.m. - 2:40 p.m.	Monday through Friday
Grades 6 –12	8:00 a.m. - 2:35 p.m.	Monday through Friday

The warning bell will ring at 7:57 a.m.

All students should be in their seats and ready for morning announcements which begin at 8:00 a.m.

## GENERAL ATTENDANCE

1. Regular attendance is essential to good student work. Parents are encouraged to see that their children attend school regularly. However, parents are not encouraged to send their children when their attendance might be detrimental to their health or to the health of others.
2. Pupils who have been absent must present an excuse signed by their parent or guardian to their teacher, giving the reason for the absence and stating the date(s) of the absence. Jr./Sr. High students will present their excuse card to the school office within **two days** of return to school or it will be an unexcused absence.
3. When a student is absent because of illness or trip, it is the student's responsibility to make up the work missed. The student is responsible for seeing the teacher for a list of work missed when he/she returns. The student will be given a reasonable amount of time to make up the work which should not exceed twice the number of days missed.
4. Parents who wish to take their children out of school to accompany them on family trips must make the request to the school administration in writing. Permission for trips must be secured from the administration at least two weeks in advance. Go to the [LititzChristian.net](http://LititzChristian.net) Quicklinks page to download an [Absence Request Form](#).
5. A Secondary student absent from class in excess of 20 days may lose credit for that class. Any student who is absent from school or a class period in excess of 20 days may request an exemption from the rule by presenting a statement from a physician to verify the necessity for excessive absences.

## EXCUSED ABSENCES

Students may legally be absent because of sickness, death in the family, medical reasons, church commitments, educational trip, family trip, and other emergency related reasons.

Students are sent home from school if:

1. They are obviously ill.
2. They have a temperature above 100 degrees and must remain fever-free for 24 hours before returning to school.
3. They have conjunctivitis, strep throat, head lice, nits or chicken pox.
4. They have symptoms suggestive of an infectious condition.

## UNEXCUSED ABSENCES

An unexcused absence may result in a suspension from school.

## TARDY AND EARLY DISMISSAL GUIDELINES

1. Punctuality is an important habit to instill in the lives of our children. Parents are asked to make every effort to assure that their children arrive at school on time. Parents will be contacted by the school administrator if a tardiness pattern starts to develop. Students are to be in their proper room when the tardy bell rings at 8:00 a.m.
2. Late buses do not count as tardy.
3. 1/2 day absence will be counted for students who come to school after 11:00 a.m. or leave school before 12:30 p.m. If a student arrives at 1:00 p.m. or later, it will be counted as one day absent.
4. For the safety of the students, we ask that if students are to be picked up early, parents come to the school receptionist to sign them out. The receptionist will call them from their classrooms. It is extremely helpful if parents send a note to the LCS receptionist in the morning, stating what time they will be picking up the child.
5. Doctor appointments should be made outside of school hours, if possible.
6. ALL students are to report to the school receptionist before leaving school premises.
7. If a child is to be picked up by someone other than the parents, a note must be sent to the office. Teachers have no authority to release a student except through the office.
8. All students are to report to the office when returning to school after signing out. Admission slips to return to their class will be issued.
9. The following are the guidelines for Secondary tardies and absences:  
  
*(This section is currently being updated.)*
10. We strongly recommend that if your district has an early bus dismissal that your child should remain at school. All students are responsible for any make-up work due to an early dismissal.

## SCHOOL CLOSING OR DELAYS

If it should become necessary to cancel school because of snow or other inclement weather conditions, an announcement of the closing will be made on the following media stations:

**W D A C      94.5      FM**

**W J T L      90.3      FM**

**W G A L      TV 8**

Please do not call the school office. Discuss arrangements with your child in the event school is dismissed early so they know what they are to do.

### GENERAL GUIDELINES:

- a) Please listen for the Lititz Christian announcement on radio or television.
- b) If your home school district is operating on a delay, follow their schedule.
- c) If your home school district is closed for inclement weather, your child is excused, even if we are in session.
- d) If school district transportation picks students up early due to inclement weather, student drivers in that district will be dismissed at the same time.
- e) When the opening of school is delayed or school closes early because of bad weather, students are transported according to their school district schedule. In the event of inclement weather please make alternate plans with your child.
- f) During times of a crisis, an emergency or when local school districts are closing early parents are permitted to pick up their children early. Please come to the school office to sign out your child and wait in the school lobby.

### SNOW DELAY CLASS SCHEDULE

2 Hour Delay (We will follow a Chapel schedule):

first day - Periods 1, 2, 5

second day – Periods 3, 4, 5

third day - follow first day schedule

fourth day - follow second day schedule

each additional 2-hour delay, follow above schedule alternating

# SCHOOL DRESS CODE

The purpose of the Lititz Christian School dress code is to establish guidelines and standards which we feel are Biblical and appropriate for the students attending the school. There are a number of Biblical principles which form the primary basis for our dress code. These principles are:

1. Girls are at all times to dress in modest apparel. (I Timothy 2:9)
2. Christian young people are to dress in a manner which will be a proper and fitting example for others. (I Timothy 4:12; Matthew 5:13)
3. Our manner of dress is to be determined with the specific intent that it might bring glory to God. (I Corinthians 10:31)
4. Good works and a meek and quiet spirit are to be the focal point of our lives, rather than outward adorning with costly or attention-getting apparel. (I Peter 3:3-4; I Timothy 2:9-10)

We ask that parents take the responsibility for seeing that their children are dressed for school in accordance with these Biblical principles. We understand that parents must take a number of factors into consideration when deciding what a child will wear to school. These factors will include the type of activities the child will be involved in, weather conditions, family finances, and personal preferences of the parent and child. We do trust, however, that the greatest consideration will be whether the clothing brings honor to the Lord Jesus Christ. We feel that within the parameters of the Biblical principles listed above, and the guidelines listed below, there is ample room for parental judgment.

The following specific dress code guidelines are given for the purpose of clarifying the spirit and intent of our dress code. You will find that there are some types or styles of clothing which are not permitted. These articles of clothing may be quite appropriate for other activities, but not for school. As parents and educators, we are in the process of molding the habits and attitudes of our children. These habits will be with them for the remainder of their lives (Proverbs 22:6). One of our goals in this molding process is to help children develop a sense of appropriateness for what is right and proper in various settings and circumstances. Many of the children attending our school will someday assume leadership roles in churches, professional settings, and in society. The grooming habits which they develop in their early years will contribute to their future effectiveness and success.

## STANDARDS FOR ALL STUDENTS

1. Extremes in dress, hairstyles, and make-up are unacceptable.
2. No flip-flops of any type or material may be worn. This includes athletic sandals with no heel strap. (Footwear must be worn at all times in the building.) Questionable footwear is up to the discretion of the administration. Students that do not adhere to this standard will be in violation of the dress code.
3. Hair should be clean and kept brushed or combed and may not be dyed any unnatural color. No hats or sunglasses are to be worn in the building.
4. Children are not to wear clothing that is designed for specific activities other than school, such as jogging suits, sports uniforms, painter pants, playsuits, fatigue-type materials, etc.
5. Blue denim jeans and other types of jeans may be worn if they are clean, and free of rips, tears, holes, and fraying. Clothing should be clean and in good repair, mended when needed.
6. Parents should use great discretion concerning pictures or words on clothing. Most clothing of this nature is more appropriate for play than for school.
7. Students, in grades 6-12, are required to bring a change of clothing for gym class. Elementary students are encouraged to bring a change of clothing for gym class. Clothing requirements will be at the discretion of the

P.E. teacher. Only non-marring court shoes will be allowed in the auditorium.

8. Shorts, T-shirts, and varieties of T-shirts that are designed to be worn as undershirts are not permitted, except as underclothing. Clothing designed to expose bare midriffs and bare shoulders is not acceptable.
9. Tight, see-through, or revealing clothing is immodest and not permissible.
10. NO LCS student shall be allowed to have pierced body parts except for girls' ears, for the purpose of displaying earrings. Tattoos are not permitted.
11. Pants must be worn to the waist. No undergarments may be visible at any time during the school day.
12. Chains are not to be brought to school. This includes wallet chains.
13. No clothing or jewelry promoting the secular value system, or symbolic of philosophies contradictory to Christianity is to be worn at school.
14. Clothing that is distracting to the learning atmosphere or that is considered a possible safety hazard will not be worn.
15. Students who do not meet these standards may be sent to the Administration or their designee for final evaluation. Students may be asked to call their parent(s) and have the appropriate clothing brought from home. Students may not be permitted back into class until the problem is corrected. Students inappropriately dressed will receive at least a demerit for each occurrence and will be held responsible for all course work missed while out of class.

#### **SPECIFIC STANDARDS FOR GIRLS:**

1. Slacks or jeans may be worn. Parents who are concerned about modesty when girls play in dresses might want to consider having their daughters wear shorts under their dresses.
2. Dress and skirt length should be modest with the length reaching the top of the knee with or without leggings worn underneath. Slits in skirts are to be no higher than the top of the knee. A skirt may not have more than one slit.
3. Crop tops or other tops that do not cover the midriff or shoulder are not to be worn. This includes clothing that is provocative or revealing.
4. Capris may be worn. The length must be below the knee when sitting. Fit must be modest.
5. Hair may not cover the eyes during class.

#### **SPECIFIC STANDARDS FOR BOYS:**

1. Length of hair should:
  - Not cover the eyes
  - Be off the collar when standing
  - Not cover the ear
    - Boys will have one week to meet hair standards upon first warning. If length of hair is not corrected after one week, the student will receive a detention for every two days the hair is not cut.
2. Boys are not permitted to wear pony tails.
3. Boys are not permitted to wear earrings.

# STUDENT SERVICES AND INFORMATION

## SCHOOL ACCREDITATION

Lititz Christian School has accreditation status with the Association of Christian Schools International (A.C.S.I.) and the Mid-Atlantic Christian School Association (M.A.C.S.A.).

## BUSING

Many of our students ride public school transportation. Before school starts, parents will receive information regarding time and place of pickup. If a student normally rides a bus, but will be picked up by a parent on a particular day, the parent should send a note to the teacher. Please keep teachers informed.

Misbehavior on buses will not be tolerated. We are responsible for the behavior of our students on public school buses, and we work closely with the drivers to resolve problems. Each disciplinary infraction will result in a notice mailed home to the student's parents. The third notice will result in the loss of bus privileges for a period of time.

## PSAT TEST

The PSAT test is administered to all Junior students in October.

## LOST AND FOUND POLICY

1. Items left in the building will be placed in the "Lost and Found" closet and those items will be displayed periodically in the lunch room.
2. All items that remain unclaimed in "Lost and Found" will be donated to charity.

## TEXTBOOKS

All textbooks are the property of the school and must be treated as such. If books are lost or damaged beyond what is considered normal wear, the student will be charged an amount equivalent to the replacement cost of the book. All textbooks must be covered, and students should refrain from writing anything in them other than their name.

## TELEPHONE USAGE

Students may use the school phone without charge for emergencies such as illness or a school activity being canceled. Students are to use the phone in the hallway directly in front of the school office with permission from the office.

## SCHOOL DIRECTORY

*(This section is currently being updated.)*

## **STUDY HALL RULES**

1. The study hall is for studying, not visiting friends or recreational purposes.
2. The study hall teacher is to be obeyed.
3. The study hall must remain quiet at all times.
4. A student is expected to bring books with him/her to the study hall each day.
5. Students must sit in their assigned seats.
6. A student should go to the lockers prior to the study hall time.
7. Students may leave the study hall with teacher permission and a pass.
8. Tests may be taken in study hall only by special arrangement between the subject teacher and the study hall teacher.

## **LUNCH PROGRAM**

*(This section is currently being updated.)*

## **LUNCH ROOM VOLUNTEERS**

Each year we need at least 15 volunteers to help with our lunch program. If you can assist with any of the responsibilities, please contact the school office (626-9518).

## **FUND RAISING**

No non-school fund raising activities are permitted at school. Students are not to sell items or solicit donations for fund raising projects for their youth group, ball team, scouts, or any other organization. All fund raising by student or parent groups at L.C. must have prior administrative approval.

## **STUDENTS STAYING FOR ATHLETIC EVENTS**

Students in elementary or junior high who wish to attend athletic events must be accompanied by a parent or another adult (not another student or an older brother or sister) to whom they are directly responsible. After school, students may not remain at school unsupervised until the sporting event begins. They must either go home and then return to school for the game with their parent or a supervising adult, or a supervising adult must come to school for the game immediately upon dismissal time. Students are not permitted to wait at school unsupervised until the sporting event begins.

## **LOCKERS**

Students are responsible for the care of their lockers. Locker assignments are not to be exchanged without the permission from a teacher. Nothing is to be posted in the lockers that cannot be easily removed without damage to the surface. The school reserves the right to inspect lockers at any time. Nothing is to be placed on top of the lockers. Secular rock groups and new age symbols may not be displayed in lockers.

## **STUDENT DRIVERS**

Driving to school is a privilege with certain responsibilities.

1. Students must register their vehicle with the office.
2. Students will be assigned a designated area in which they may park.
3. Students are not to be sitting in their cars before school starts. As soon as the car is parked, students are to go to designated area until school starts. After school, students are to leave immediately.
4. The driver of an automobile shall not permit any student to drive his/her automobile on school property.
5. **NO SPEEDING.** The student shall observe the **5 mph speed limit**. Safe driving skills should be used at all times.
6. No parking under portico at either end of the building at any time of the day.
7. There should be no playing of loud music in cars while on school property.

Student drivers in violation of any of the above mentioned responsibilities may have the privilege of driving to school suspended by the Administration.

## **COMPUTER AND INTERNET USAGE**

Students are required to sign a yearly computer usage covenant. Students will submit to all the regulations below, failure to do so at any point will result in immediate loss of internet privileges and will result in other disciplinary action.

- 1) Students must understand that use of Lititz Christian School computer equipment and internet access is a privilege, not a right. If that privilege is abused, it will be revoked.
- 2) Students will use school computers and access the internet for the purpose of education and for researching approved school assignments only. In addition, students will honor God and respect others in all projects and assignments they complete.
- 3) Students will be responsible for their use of any school computer equipment. At all times, students will have respect for the school's hardware and software.
- 4) Students will only access the internet if a teacher is present to supervise the class. Students must understand that unsupervised access is not permitted.
- 5) Students will never give out personal information such as full name, home address, telephone number, school name, address or telephone number, to anyone online without the school's permission.
- 6) If students have a technical problem with the computer or the internet, they will share it with a teacher and ask for assistance.

- 7) Students understand that they are not responsible for what other people say and do on the internet, therefore if someone else on the internet says or does something offensive or disturbing, or if images on a website make a student feel upset or disturbed in any way, they will tell a teacher. Students will not respond to any message that makes them feel upset, angry or scared.
- 8) Students will not participate in any unacceptable use of the internet at school.  
This means students will not use school computers to:
- a) Commit crimes.
  - b) Bully, harass or stalk others.
  - c) Commit copyright violations, such as illegal copying of music files, movies, pictures or software.
  - d) View, download and/or upload pornographic pictures, videos or stories.
  - e) Communicate or publish inaccurate, defamatory or racially offensive materials.
  - f) Invade someone else's private computer files or read their email.
  - g) Impersonate others online.
  - h) Play internet or electronic games unless authorized by a teacher.
  - i) Download software from websites without teacher permission or approval.
  - j) Knowingly upload or download any computer virus.
  - k) Bypass any school imposed restrictions on access to the World Wide Web.
  - l) Transmit via email any advertising, promotional materials, "junk mail", "spam", "chain letters", "pyramid schemes", or any other form of email solicitation.
  - m) Promote or provide instructional information about illegal activities, promote physical harm or injury against any group or individual, or promote any act of cruelty to animals. This may include, but is not limited to, providing instructions on how to assemble bombs and other weapons, where to obtain bombs or other weapons.
  - n) Engage in commercial activities online such as buying or selling things, without permission from my teachers.
  - o) Send in someone else's email address to any website that collects people's email addresses for any purpose whatsoever.
  - p) Attack other people's internet connections, websites or computers, or damage or deface anyone else's website.
- 9) Students understand that they, and their parents, could be held financially liable for any damage they cause to computers at school; for any harm they cause to other people as a result of malice, recklessness or negligence on their part; or, for any harm caused to others by their violation of this acceptable computer and internet usage covenant.

# DISCIPLINE AND CONDUCT

## PHILOSOPHY OF DISCIPLINE

The Bible is very clear that children are to be taught to be obedient and respectful. To accomplish this requires the close cooperation of parents in supporting and reinforcing the disciplinary guidelines and actions of the classroom teacher and school administration. It is imperative that the child see the parent and school standing side-by-side in their insistence on obedience and respect.

In most cases, when the infractions are minor, the following framework for discipline will be followed:

1. Teacher works individually with the student and uses appropriate disciplinary measures or reprimands.
2. Parent is notified of the problem through a note, disciplinary notice, phone call or conference.
3. Parent is expected to deal with the problem at home.
4. If the problem is not soon resolved, the school administration will become involved in the process.

In situations involving wrong attitudes on the part of students or parents, the administration will become involved much sooner.

## PURPOSE OF DISCIPLINE

The purposes of the discipline policies at Lititz Christian School are to assist students and families in developing a lifestyle that is based upon Biblical principles that is pleasing unto the Lord.

## ATTITUDES

1. Students are to always show respect to adults and fellow students. Courtesy and Christ-like love are the rules in all relationships.
2. If a student has a question about a teacher's action, he should personally and politely make an appointment to talk with the teacher after school, or as time permits during school hours.
3. Students should not be involved in making fun of anyone and teasing others.
4. Students will not be retained who continue to show a serious pattern of disrespect.

## GENERAL RULES\*

1. The use of tobacco, alcohol or drugs is prohibited for students on or off campus. Any student known to be involved in drugs, consumption of alcohol, tobacco or immoral behavior will be subject to immediate dismissal.
2. Playing cards are not permitted at school.
3. Lying, cheating, stealing, fighting, betting, and gambling are prohibited.
4. Students are responsible for the care of desks, chairs, lockers, walls, bathrooms, etc. Any markings will be

cleaned by the student responsible in addition to punishment for defacing property. Parents are responsible for all the replacement or repair of school property when their child is at fault.

5. Students are not to chew gum or eat candy at school without permission from classroom teacher.
6. Vulgar language and swearing will not be tolerated. Students should not adopt "slang" words and should take care not to use idly any name or attribute of Christ or God.
7. Students are not to bring knives, slingshots, guns, squirt guns or any other potential weapons to school. See weapons policy.
8. Harassment will not be tolerated (see Harassment Policy).
9. Sexual misbehavior or possession of pornographic materials will be grounds for immediate dismissal from School.
10. Students are to refrain from bodily contact that is generally associated with the "boyfriend-girlfriend" relationship. This includes holding hands. We reserve the right to discipline the student with regard to any relationship inconsistent with Christian conduct. This includes anytime during school athletic games, school programs, field trips or school related activities. Detention hall(s) will be given for violation of this rule.
11. Skateboards and rollerblades are not allowed on school premises, before, during or after school hours. This includes any school activity (ex. sporting events, plays, etc.). Violation of this rule will lead to disciplinary action plus confiscation of skateboards and roller blades.

\*The Board of Education reserves the right to change policies at anytime.

## OFFENSES AND CONSEQUENCES

Teachers will monitor behaviors in their classrooms and hallways. If a student is observed disobeying a rule on school property, the teacher will privately discuss the infraction with the student before taking one or more of the following actions:

### **Level 1 Offense:**

These offenses are considered minor and will be handled by the classroom teacher.

### **Level 2 Offenses:**

A disciplinary letter will be sent to parents by the administration for each infraction.

#### ***Examples:***

- Defiant Behaviors
- Improper Language and Gestures
- Throwing Food in Lunchroom
- Forged Signatures

#### **Consequences:**

- First infraction – Teacher will manage the circumstances and make contact with the parents.
- Subsequent infractions, teacher will notify the principal.
- Principal's discretion
  - Restitution
  - In-school suspension
  - Out-of-school suspension

### **Level 3 Offenses:**

A disciplinary letter will be sent to parents by the administration for each infraction.

#### ***Examples:***

- Truancy
- Fighting
- Harassing, Bullying, or Threatening Others
- Stealing
- Vandalism
- Smoking or possession of tobacco products

#### **Consequences:**

- Principal's discretion:
  - Restitution
  - Detention
  - In-school suspension
  - Out-of-school suspension
  - Notification of police

#### **Level 4 Offenses:**

A disciplinary letter will be sent to parents by the administration for each infraction.

#### ***Examples:***

- Possessing, using, selling or under the influence of drugs or alcohol
- Carrying or possessing weapons such as knives, bullets, guns **or** a look-alike.
- Continued harassment, bullying, or threats to others

#### **Consequences:**

- Principal's Discretion:
  - In-school suspension
  - Out-of-school suspension
  - Notification of police

### **IMMORAL CONDUCT POLICY**

Lititz Christian School believes that immoral conduct and pre-marital sex (fornication) are forbidden by God's Word as acts which are destructive to the Body of Christ. There are many scripture references that make this clear. Ephesians 5:3-5 and I Corinthians 6:18-20 are a couple of references that support this.

If it is determined that a student is involved in immoral conduct (which includes pre-marital sex), a conference will be held with the administration, student and his/her parents. The School Board of Education will determine the specific course of action to be taken. Each infraction will be documented in student's file.

### **SUSPENSION POLICY**

In school and out of school suspensions from school are considered as a part of the progressive disciplinary process. All suspensions are administered by the school administration. The school administration makes the decision on school suspensions. Short term suspensions (1-2 days) may not be appealed. Long-term suspensions (3 or more days) may be appealed to the administration or Board of Education. All suspensions will be served immediately.

As a result of suspension, the student will received a "zero" or "F" on all homework due and assigned during the suspension period. Any exams that are given during the suspension period may be made up following return to school. However, the highest score attainable on any exams made up following a suspension is "65".

### **EXPULSION POLICY**

Expulsion is by action of the Board of Education after review and recommendation. The Board of Education will receive such a recommendation from the administration. When the administration's recommendation is accepted, the parents and student or students involved in the recommendation will be notified by the Board of Education. If desired, a hearing will be available to the parents and students with the Board of Education.

## **WEAPONS POLICY**

Students may not possess, at anytime, a weapon in a vehicle, in the school building or on the grounds, or during a sponsored activity of Lititz Christian School. The definition of “weapon” includes, but is not limited to:

1. Any knife, cutting instrument, cutting tool, stick, speed chucks, club, firearm, shotgun, rifle, air gun or spring gun.
2. 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.
3. Any “look-alike” of any listed above.
4. Any item intended to be used or being used to inflict bodily injury or property damage.

The following action will be taken if a student violates this policy:

1. The student will be immediately taken to the administration office where he/she will remain until parent(s) arrive.
2. The weapon or item considered to be a weapon shall be immediately confiscated and secured.
3. The student may be removed from class or suspended until such time as a parent conference is held.
4. The administration may suspend the student from school for a period up to ten (10) school days.
5. The administration may refer the student to the Board of Education with a recommendation for expulsion.
6. The Administration exercises discretion on whether or not to call the police.
7. Each infraction will be documented in student’s file.

Exceptions to the above policy (for class projects, etc.) require the written permission from an LCS teacher, or staff person.

## **STUDENT HARASSMENT POLICY**

Lititz Christian School is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect, and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. Lititz Christian School is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

### **DEFINITION OF SEXUAL HARASSMENT**

“Sexual harassment” means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

- Submission to the conduct is explicitly made a term or condition of an individual’s academic status, or progress.
- Submission to or rejection of the conduct by the individual is used as the basis of academic decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact upon the individual’s academic performance or of creating an intimidating, hostile, or offensive educational environment.
- Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school.

## **EXAMPLES OF SEXUAL HARASSMENT**

Unwelcome sexual conduct of this type can include a wide range of verbal, visual or physical conduct of a sexual nature. Among the types of conduct that would violate this policy are the following:

- Unwanted sexual advances or propositions
- Offering academic benefits in exchange for sexual favors
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons, or posters
- Verbal conduct such as making or using derogatory comments, epithets, slurs, and jokes
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations
- Physical conduct such as touching, assaulting, impeding or blocking movements.

## **EMPLOYEE-STUDENT SEXUAL HARASSMENT**

Employee-student sexual harassment is prohibited.

## **STUDENT-STUDENT SEXUAL HARASSMENT**

Student-student sexual harassment is prohibited.

## **WHAT TO DO IF YOU EXPERIENCE OR OBSERVE SEXUAL HARASSMENT**

Students who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to one of the school officials designated below.

Students who observe conduct of a sexually harassing nature are also encouraged to report the matter to one of the school officials designated below. All complaints will be promptly investigated.

## **WHERE TO REPORT SEXUAL HARASSMENT**

Faculty members may receive complaints from students. After receiving the complaints, they will inform one of the following individuals who are specifically authorized to receive complaints and to respond to questions regarding sexual harassment.

- Eric Lewis
- Jen Felty
- Elementary Principal
- Secondary Principal
- Senior Administrator

# HEALTH POLICIES

## FIRST AID

The school maintains first aid supplies on hand in the office. In case of illness or possible serious injury parents will be contacted to make arrangements to pick up the child.

## IMMUNIZATION POLICY

The school follows the PA Department of Health guidelines in regard to immunizations. The school nurse (Warwick School District) keeps a check on all students in the school and will advise us when any updating must be done.

In general, required immunizations are:

- DPT, DT or Td - 4 doses, the 4th being after 4 years of age
- Oral Polio - 3 doses or 4 of inactivated (Salk) vaccine
- MMR#1 - Measles-Mumps-Rubella - 1 dose after child is 12 months old
- MMR#2 - At least 30 days after the first dose
- Hepatitis Series - to enter school for the first time and all 7th graders
- Varicella (Chicken Pox) - proof of the disease or the vaccine, to enter school for the first time and all 7th graders

## MEDICAL EXAMINATIONS

Physical examinations are required for all children upon original entry into school, in the sixth grade, and in the eleventh grade.

Dental examinations are required for all students upon original entry into school and in the third and seventh grades.

## MEDICATION POLICY

- **All** medication must be kept in the office. Students may not carry medicine of **any** kind or keep the medicine in their lockers or desks. Exceptions to this policy *may* be granted providing that the parent obtains a written request from the student's physician **and** approval from the principal. Students with asthma may carry their inhalers with them if deemed sufficiently responsible by the physician, parent/guardian, school nurse and building principal. Pupils requiring such medication shall obtain and submit a completed asthma inhaler self-administration authorization form to the school office.
- The responsibility to take the medication at the proper time lies with the student.
- All **prescription medicines** require **both** written parental consent and written authorization from the physician. The exceptions to this policy are Aspirin, Tylenol (acetaminophen), Ibuprofen, and Children's Mylanta (or Calcium Carbonate for ages 12 and up), which may be administered to students with written parental consent only.
- **All medications** must be sent in the original containers with proper and legible labels affixed. Medications sent in baggies, plastic containers, etc., will not be administered.
- Written parental consent and written physician's authorization for medication administration are required each school year, and also each time a change in medication type, dosage, or time of administration occurs throughout the school year.
- Whenever possible, the medication should be given at home. For example, many antibiotics prescribed "three times a day" are to be given every eight hours, and doses may be given at home.
- Students should bring no more than a one-week supply of medication to the office.
- Medication must be given directly to the office upon arrival at school.
- If a medicine is to be taken "only when needed," as in the case of a migraine headache, stomach upset, etc., a small amount may be kept in the office with the written physician's authorization and written parental consent.
- A medication permission form will be provided by the office for your use should your child need to take medication in school. Please feel free to contact the school office with any questions regarding this policy.

## **PARENT - SCHOOL COMMUNICATION**

### **PARENT COMMUNICATION**

Secondary teachers use the school's "Edline" website to communicate student assignments. Edline is updated at least weekly and may be accessed by going to [www.lititzchristian.net](http://www.lititzchristian.net) and clicking on the secondary school link. Each teacher also has a direct e-mail address located on each class Edline page. If you phone during the school day to speak to a teacher, you will be directed to the teacher's voicemail. Teachers will return phone calls at their earliest convenience. Please do not contact teachers at their homes unless the situation is an emergency.

### **PARENT PAGE**

Each Friday the weekly Parent Page is posted our web site at [www.lititzchristian.net](http://www.lititzchristian.net) and is also emailed to each family if an email address is provided to the school office. The "Parent Page" includes information such as announcements, upcoming events, upcoming lunch menus, sports schedules, and general student/parent reminders.

### **PARENT-TEACHER FELLOWSHIP (PTF)**

The Parent-Teacher Fellowship is designed to accomplish set goals which make this organization both distinctive and relative:

1. To serve as a communication channel between the school and the home.
2. To promote fellowship and spiritual growth among teachers and parents.
3. To promote a team concept among the home, the school, and the church.
4. To promote the ministries and program of Lititz Christian School.

If interested in being a part of the Parent-Teacher Fellowship, call the school office.

## MISCELLANEOUS

### FIRE DRILLS

State law requires periodic fire drills. At the sounding of the fire alarm system, each student should leave his room and walk, single file, to the designated place as outlined by the plan for that room. All doors and windows should be closed. Quiet must prevail during the entire procedure. Students are to stay together in their particular area outside with the teacher. Roll call will be taken, and a report sent to the Administration. Students are to remain in the group with their teacher.

### PARENT DRESS

Parents who are serving in a voluntary capacity at the school (lunch program, helping with parties, etc.) are asked to dress modestly and to follow the same guidelines given for students. Thank you for your cooperation.

### PARENT EXPECTATIONS

1. It is expected that parents will exhibit a gentle, supportive and non-critical spirit in all contacts with teachers.
2. It is ultimately the parents' responsibility to assure that their child:
  - does his/her assignments
  - is obedient and respectful in school
  - manifests right attitudes in school

### VISITORS

1. Parents are invited and encouraged to visit our classrooms. We do require that arrangements be made at least 24 hours in advance with the school Administration team.
2. Student visitors are not permitted unless they are interested in enrolling at LCS.
3. Parents are asked not to go directly to any classroom during school hours, but check-in first with the school office.
4. All business transactions are conducted in the school office.

### BICYCLE RULES

Students may ride bicycles to and from school as long as they obey the following guidelines:

1. The school office must have written permission from the parent, stating that they may ride their bike to school.
2. Bicycles are not to be ridden during the school day.
3. Bicycles must be parked in designated areas and locked during the school day.

## **LUNCHROOM RULES**

1. There is to be a minimum of noise, with all talking to be done in quiet tones.
2. Students going through the lunch line are to be orderly and mannerly.
3. There is to be absolutely no throwing of food or other disorderly conduct.
4. Students are not to touch another student's food.
5. Students are to practice good table manners and never to participate in any crudeness of speech or behavior.
6. The table and floor are to be clean before a table is dismissed.

Junior and Senior High students misbehaving in the lunchroom will receive a demerit or be assigned silent lunch in another room.

A notice of lunchroom misbehavior will be sent home to parents.

## **SCHOOL BUILDING RULES**

1. Secondary students (gr. 6-12) will not use the Elementary Wing.
2. There is to be no running in the hallway.
3. Students are to be quiet in the hallways.
4. Students are to keep their hands off the walls, bulletin boards, and art displays.
5. Unless students are with a teacher, they are not to be in the hallway without a pass. The pass is to be carried in the students hand so that it can be easily seen by teachers or staff who sees them in the hallway.

## **FIELD TRIPS**

Classes take field trips for the purpose of educational enrichment. Parents are notified in advance with all information and must sign a permission slip. (Permission may not be given over the phone). Students who do not have a signed permission slip must remain at school. There will be a charge for a field trip, the amount varying with each trip.

## 2011-2012 LITITZ CHRISTIAN SCHOOL CALENDAR

Aug. 18	New Student Social; 6:00-7:00 p.m.
Aug. 22	New Teacher Orientation; 9:00-11:30 a.m.
Aug. 23	Faculty Orientation; 9:00 a.m.-2:30 p.m.
Aug. 24	Faculty Orientation; 9:00 a.m.-2:30 p.m.
Aug. 25	Faculty Orientation/Work Day
Aug. 25	Meet the Teacher/K & 1st Grade - 7:00 p.m.
Aug. 29	First Day of School
Aug. 29	First Day Worship - 8:10-8:50 a.m.
Sept. 2	Early Dismissal; 11:45 a.m.
Sept. 5	<b>NO SCHOOL - Labor Day Holiday</b>
Sept. 8	Parent Orientation K-5; 6:00 p.m.
Sept. 8	Parent Orientation Grades 6-12; 7:00 p.m.
Sept. 13-14	4Sight Testing
Sept. 20	Individual Student Photos
Sept. 28	See You at the Pole
Sept. 30	Early Dismissal; 11:45 a.m. - Teacher In-Service
Oct. 7	Fall Fest Grades K-5 (p.m.)
Oct. 10	<b>NO SCHOOL - Fall Break</b>
Oct. 12	PSAT Testing - Grade 11
Oct. 26	
Oct. 28	Early Dismissal; 11:45 a.m. - Teacher In-Service
Nov. 1	End of 1st Grading Period
Nov. 4	Individual Student Photo Re-take Day; 1:00 p.m.
Nov. 8	National Honor Society Induction; 7:00 p.m.
Nov. 10	Early Dismissal; 11:45 a.m.
Nov. 10	Parent/Teacher Conferences; 12:30-8:00 p.m.
Nov. 11	<b>NO SCHOOL-Parent/Teacher Conf.;</b> 8:00-12:00
Nov. 11	Senior High Play; 7:00 p.m.
Nov. 12	Senior High Play; 2:00 p.m. & 7:00 p.m.
Nov. 18	Senior High Play; 7:00 p.m.
Nov. 19	Senior High Play; 2:00 p.m.
Nov. 23	Early Dismissal; 11:45a.m.-Thanksgiving Break
Nov. 24-25	<b>NO SCHOOL - Thanksgiving Holiday</b>
Nov. 28	<b>NO SCHOOL - Thanksgiving Holiday</b>
Nov. 30	Early Dismissal; 11:45 - Teacher In-Service
Dec. 1-2	PTF Christmas Gift Shop
Dec. 6	PTF Staff Social
Dec. 16	Christmas Program; 7:00 p.m.
Dec. 22	Early Dismissal; 11:45 a.m. - Begin Christmas Break
Dec. 23	<b>NO SCHOOL - Christmas Holiday</b>
Dec. 26-30	<b>NO SCHOOL - Christmas Holiday</b>

Jan. 2	<b>NO SCHOOL - Christmas Holiday</b>
Jan. 3	<b>School Resumes-First Day Worship; 8:10-8:50</b>
Jan. 12-13	4Sight Testing
Jan. 13	Homecoming; 6:00-11:00 p.m.
Jan. 14	Homecoming Events
Jan. 16	<b>NO SCHOOL- Martin Luther King Jr. Day</b>
Jan. 19	End of 2nd Grading Period
Jan. 25	Early Dismissal; 11:45 a.m. - Teacher In-Service
Jan. 30	
Feb. 6-9	All School Spirit Week
Feb. 10	Open House; 9:00-11:00 a.m.
Feb. 17	Early Dismissal; 11:45 a.m.-President's Day Break
Feb. 20	NO SCHOOL-President's Day Holiday
Feb. 24	Early Dismissal; 11:45 a.m. - Teacher In-Service
Mar. 8	Spring Musical; 7:00 p.m.
Mar. 9	Grandparent's Day
Mar. 9	Spring Musical; 7:00 p.m.
Mar. 10	Spring Musical; 2:00 p.m.
Mar. 16	
Mar. 23	Early Dismissal; 11:45 a.m. - Teacher In-Service
Mar. 26	End of 3rd Grading Period
Apr. 4	Early Dismissal; 11:45 a.m. - Begin Easter Break
Apr. 5	<b>NO SCHOOL - Easter Break</b>
Apr. 6	<b>NO SCHOOL - Easter Break</b>
Apr. 9	<b>NO SCHOOL - Easter Break</b>
Apr. 25	Early Dismissal; 11:45 a.m.-Teacher In-Service
Apr. 26	Arts & Science Festival; 6:00 p.m.
Apr. 27	Elementary Speech Meet; 1:00 p.m.
Apr. 28	Jr/Sr. Banquet
May 1-2	4Sight Testing
May 4	
May 9-11	Elementary Discovery Days
May 15	PTF Staff Social
May 16-18	Finals Grade 12
May 17	Jr/Sr High Sports Awards Banquet
May 19-26	Senior Trip/Mission
May 22	Elementary Band/Recorder Concert; 3:00 p.m.
May 24-25	Discovery Days - Grades 6-11
May 28	<b>NO SCHOOL - Memorial Day Holiday</b>
May 29-31	Finals - Grades 7-11/Early Dismissal; 11:45 a.m.
May 31	Last Day of School - Commencement; 7:00 p.m.
June 1	Faculty Work Day & Check Out Day; 9:00-2:30
June 1, 4-8	Snow Days