



# LITITZ CHRISTIAN SCHOOL

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## **PARENT – STUDENT ELEMENTARY SCHOOL HANDBOOK**

**2011 - 2012**

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## 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).

## **A NOTE FROM THE PRINCIPAL...**

Welcome to Lititz Christian School. Our goal at Lititz Christian is to offer excellence in education – to educate the whole student: academically, spiritually, and physically. We are an extension of your home providing Christ-centered education through staff who are dedicated and committed to quality Christian education.

Thank you for allowing us to partner with you as your student becomes our next generation of leaders in our schools and churches.

## **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.

## **ADMISSIONS PROCEDURES**

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 that our school can provide a Christian education to your child, a letter of acceptance will be sent to you.
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.

## **RESPONSIBILITY POLICIES**

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.

### **PARENTS' 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).

### **STUDENTS' 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.

### **TEACHERS' 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.

### **PRINCIPALS' 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.

## **BEHAVIOR POLICIES**

### **BEHAVIOR**

Teachers will monitor behaviors in their classrooms and hallways. If a student is seen disregarding a rule on school property the teacher will pull the student aside to talk to him/her and take the following action dependent upon the behavior:

#### **Level 1 Offense:**

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

**Level 2 Offenses:** (Disciplinary Action Reports will be completed for each infraction and sent home. This form must be signed by a parent and returned to the teacher).

#### ***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:** (Disciplinary Action Reports will be completed for each infraction and sent home. This form must be signed by a parent and returned to the teacher).

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

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

#### **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
  - Detention
  - In-school suspension
  - Out-of-school suspension
  - Notification of police

**Level 4 Offenses:** (Disciplinary Action Reports will be completed for each infraction and sent home. This form must be signed by a parent and returned to the teacher).

**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

**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. Students are not to bring any hand-held game systems, iPods, iPads or other items inappropriate for school and school activities. Exceptions to this rule require the permission of the Faculty. If a student is caught with these items on school premises, the following will take place: 1st offense the item will be taken away for the remainder of the day, the 2nd offense the item will be taken away for a week.

**SCHOOL BUILDING RULES**

1. There is to be no running in the hallway.
2. Students are to be quiet in the hallways.
3. Students are to keep their hands off the walls, bulletin boards, and art displays.
  - a. 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 see them in the hallway.

**CLASSROOM DISCIPLINE**

Each teacher is responsible for discipline in the class. In case of inappropriate behavior the following actions may occur: time-out, recess taken away, removal from class, suspension! A Disciplinary Action Report will be sent home. This is a partial list of actions that may occur.

Parents are notified if there is a pattern of inappropriate behavior or a serious offense occurs. The administration is in charge of suspensions. If a student is suspended, he/she will receive a zero for the day. A partial list of offenses that could lead to suspension: harassment, disrespect, fighting or horseplay, skipping class, stealing and vulgarity or profanity.

**LUNCHROOM RULES**

1. There is to be a minimum of noise, with all talking to take place using 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 be out of their seats without teacher permission.
5. Students are not to touch another student's food.
6. Students are to practice good table manners and never to participate in any crudeness of speech or behavior.
7. The table and floor are to be clean before a table is dismissed for recess.

A student misbehaving in the lunchroom will be disciplined.  
A notice of lunchroom misbehavior will be sent home to parents.

## **RECESS**

Students have one recess period each day following lunch.  
Students are not permitted to stay in from recess unless they have been ill and have a note from home.  
Students who do stay in must remain in their seats and read. It is up to the discretion of teachers as to whether the students must wear jackets or sweaters at recess. Please send sufficient clothing with your child.

## **PLAYGROUND RULES**

1. May play on macadam or grass, except when wet. Must be within sight of teacher-not behind building.
2. There is to be no talking in the hallway while lining up, going out, returning, or getting drinks.
3. Do not leave the playground without permission from the teacher on duty.
4. When the whistle blows - come **IMMEDIATELY** and line up by classes.
5. During winter, there is to be absolutely no throwing of snowballs or ice.
6. Students are expected to be courteous and mannerly to the teacher on duty.
7. Balls are not to be thrown or hit in the direction of parked cars.
8. Students are not to cross the road to retrieve balls or for any reason.
9. Jump ropes should never be thrown or placed around another child's body, or tied to playground equipment.
10. Students are to welcome others who desire to play with them into their game or activity.
11. Students may not play tag on play ground equipment.

## **DISCIPLINARY ACTION REPORT**

Along with our Responsible Behavior Policy For All Students (page 15-17) a **Disciplinary Action Report** system is used for grades 1-5. A notification of a D.A.R. slip will be sent to parents explaining the reason for the D.A.R. The parent will sign the D.A.R. slip and return it to the teacher the next day. The consequences in this policy will be followed for all infractions.

D.A.R.s may be given for any infraction of school or classroom rules. If a student is found cheating he/she will receive 0 on work along with the D.A.R. Offenses that are not listed in our "Responsible Behavior Policy for All Students" will be dealt with at the discretion of the teacher/administrator. Any repeated offenses of school or classroom rules will also result in a D.A.R.

## **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.

## **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.

## 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. Students are at all times to dress in modest apparel. (I Timothy 2:9)
2. Students 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)

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 as to 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 specific guidelines listed below 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 our churches, in their professions and in society. The grooming habits which they develop in their early years will contribute to their future effectiveness and success.

### STANDARDS APPLICABLE TO ALL STUDENTS

1. Extremes in dress, hairstyles, and make-up are unacceptable.
2. **No flip-flops of any type or material may be worn.** (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. Parents will be called to bring appropriate footwear to school.
3. Hair may not at any time cover eyes. 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 recreational clothing, such as jogging suits, sports uniforms, painter pants, playsuits, fatigue-type materials, **shorts**, etc.
5. All clothing must be free of rips, tears, holes, and fraying.
6. Girls may wear “capris” that fall **between the knee and the ankle when seated.**
7. Chains are not to be brought to school. This includes wallet chains.
8. No clothing or jewelry promoting the secular value system, or symbolic of philosophies contradictory to Christianity is to be worn at school.
9. Clothing that is distracting to the learning atmosphere or that is considered a possible safety hazard will not be worn.

10. Students who do not meet these standards will be sent to the Administration or their designee for final evaluation. Teachers or Administration will call parent(s) who will be required to bring appropriate clothing from home. Students may not be permitted back into class until the problem is corrected. Parents are responsible for the way in which their elementary students dress. Parents should be aware of their students dress prior to leaving for school and enforce the school dress code.

### **SPECIFIC STANDARDS FOR BOYS**

1. Length of hair should:
  - Not cover the eyes
  - Not extend over the top of the shirt collar
  - 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 not be permitted to return to the classroom.
2. Boys are not allowed to wear earrings.

### **SPECIFIC STANDARDS FOR GIRLS**

1. Dress and skirt length should be modest and no shorter than 3 inches above the middle of the knee with or without leggings worn underneath.
2. Crop tops, tank 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.

## **ACADEMICS**

### **GRADING SCALE (Grades 3 - 5)**

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

Students in grades 1-2 will receive S+, S, S-, N, on report cards.

Special Area subject grades for grades 1-5 (Art, Music, P.E., etc.) O, S+, S, S-, N

### **HONOR ROLL (Grades 3-5)**

**Principal's Honor Roll:** Straight A's in major subjects (may have two B's in a minor subject).

**Honor Roll:** A's and B's in major subjects (may have one C in a minor subject).

## **CURRICULUM**

It is our goal to integrate God's Word into all academic areas and for students to learn to relate every area of their life to Biblical principles. Bible is also taught as a daily class and students will be tested on principles that have been taught as in any other subject area. The New International Version is the approved Bible version for all grades.

The curriculum is well-balanced and includes Phonics in grades 1 and 2, Language Arts, Math, History, Science and Computer.

Additional classes included in our curriculum: Art, Music, Computer, Physical Education and Library are held one time each week with the exception of P.E. which is held two times weekly. These classes are taught by teachers who hold degrees in these specialized areas.

The curriculum at Lititz Christian School is evaluated on a rotating basis. A variety of Christian and secular textbooks are used as not one publisher has the best text written for every subject.

## **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 at 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.

## **STANDARDIZED TESTING**

4Sight tests will be administered three times per year for grades 3-5.

## **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.

## **CHAPEL**

Chapel is an important part of the students' experience at Lititz Christian School and is held one time each week. During this time students are offered a variety of chapel experiences including guest speakers, worship music (1<sup>st</sup> Day Worship), grade level, and talent chapels. Visitors are welcome but must sign in at the welcome desk in the lobby.

## **REPORT CARDS**

Report cards are sent home at the end of each nine-week grading 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 (typically in November). 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 mailed home after all tuition and fees are paid for the entire year. Transcripts will also be withheld until all accounts are up to date.

## **MID TERM PROGRESS REPORT**

All Elementary students will receive a progress report four times per year. This report looks similar to a report card but the intention is to alert you to your child's mid-term progress and take note of any concerns that may be addressed prior to the end of the nine week period.

## **ACADEMIC PROBATION (GRADES 3 - 5)**

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) subject with an F average (64 or below) in major subjects.

OR

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

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.

## **ABSENCE AND MAKE-UP REQUIREMENTS**

### **SCHOOL DAY SCHEDULE**

Grades K - 5

8:00 a.m. - 2:40 p.m.

Monday through Friday

The warning bell will ring at 7:57 a.m. All students should be in their seats ready for morning announcements at 8:00 a.m.

### **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 have a temperature above 101 degrees Note: students must remain fever-free for 24 hours before returning to school.
2. They have conjunctivitis, strep throat, head lice, nits or chicken pox.
3. They have symptoms suggestive of an infectious condition.

### **UNEXCUSED ABSENCES**

Examples of unexcused absences include: tired; overslept; extended weekend (all vacations must be pre-approved); no transportation; Mom's birthday; etc.

### **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. Students should present their excuse card to the school office within **two days** of the 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. Forms are available on our website.

## 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. Students may arrive as early as 7:30 a.m. and wait in the Fellowship Hall. The bell rings at 7:50 and students are released to their classrooms. This room is supervised by a teacher every morning.
2. The following is the guideline for Elementary “tardies”:  
School begins at 8:00 a.m. sharp. Any student who arrives in their classroom after this time receives a tardy slip. When 3 tardy slips are accumulated the student will spend 15 minutes the next day in the school office. The parent is responsible to arrange transportation for their child on this day. This does not apply to students who ride a late bus.
3. Students arriving on busses do not count as tardy.
4. One-half 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.
5. For the safety of the students, we ask that if children are to be picked up early, parents send a note to the teacher that morning stating what time they will be picking up the child and come to the school receptionist to sign them out. The receptionist will call them from their classrooms.
6. Doctor, Dentist, and Orthodontist appointments should be made outside of school hours, whenever possible.
7. ALL students are to report to the school receptionist before leaving school premises.
8. If a child is to be picked up by someone other than the parents, a note must be given both to the teacher and to the office. Teachers do not have authority to release a student if the office is also not aware of the situation.
9. 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.
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. Teachers are not responsible for reminding the students of make-up work.

## **PARENT-SCHOOL COMMUNICATION**

The elementary teachers use “My Teacher Pages” to communicate student assignments among other communication with parents. “My Teacher Pages” are updated weekly and may be accessed by going to [www.lititzchristian.net](http://www.lititzchristian.net) >Academics>Elementary and scroll down until you see your child’s grade. Click on your child’s grade. Each teacher also communicates using e-mail. Staff email may be accessed by clicking on “elementary staff.” If you phone during the school day to speak to a teacher you will be directed to that teacher’s voice mailbox. They will return your phone call as soon as possible. Lititz Christian posts a “Parent Page” each Friday on our website with our lunch menu, sports schedule, upcoming events, and general reminders for elementary students.

## **PARENT PAGE**

The weekly Parent Page is posted on 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. There is important information communicated in each week’s Parent Page and we ask that you please take the time to read it each Friday.

## **CONTACTING TEACHERS**

Teachers may be reached by email and, if necessary, by phone at times during the school day. The office staff will assist in reaching teachers during the school day if there is an emergency. Please remember that the teachers are working very hard each day in the classroom with your child and do not have an abundance of time to spend on email.

## **PARENT-TEACHER FELLOWSHIP**

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.

## **STUDENT SERVICES**

### **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 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 that morning. If the teacher does not receive a note but your child tells the teacher they are not going on the bus the teacher will require the student to use the regular mode of transportation. Notes signed by you are imperative in this situation.

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.

### **STUDENT DROP-OFF BEFORE SCHOOL**

If you will be driving your student to school please pull your car under the portico at the Chapel entrance doors where your student may enter the building. There will be an adult stationed at these doors each morning at 7:30 a.m. until 7:55 to open this door for students arriving for school.

### **STUDENT PICK-UP AFTER SCHOOL**

Your student will be brought to the Chapel doors for after school pick up unless they will ride the bus home. Please stay in your car and line up in the driveway adjacent to the portico to wait for your student. The teachers will help your student into your car and instruct you in leaving the area.

### **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 on a regular basis in the lunch room.
2. All items that remain unclaimed in "Lost and Found" after two (2) weeks 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 wishing to use the phone should request permission at the school office. Students are to use the phone in the hallway by the school office.

## LIBRARY

1. Grades K - 5 have a library period once a week. Students who are doing well in their studies may go to the library more frequently, with teacher permission.
2. Students may check out the following number of books:

Grades K to 3	1 book
Grades 4 and 5	2 books
3. Grades K - 5 may check books out for a period of one week. The books may be renewed twice, unless there is another request for the book
4. Books lost or damaged must be replaced by the student. The cost will be the price of the book plus a \$5.00 processing fee.
5. Rules for Fines:
  - \* A fine of ten cents (\$.10) per day for each school day is charged for books not returned by the due date. First Grade is exempt from paying fines.
  - \* If a child is absent on the due date, there is no fine if the book is returned on the first day the child returns to school.
  - \* Report Cards will be held if fines are not paid by the end of the year.
  - \* All fine money will be used to purchase new books.
  - \* Lost items - textbooks, Bibles, notebooks, etc. - may be found at the library. Students must pay \$.25 an item to retrieve them.
6. Rules for Videos:
  - \* Videos are available to be checked out overnight by the students. Students must be in Second Grade before they may have this privilege. There is a limit of one video per family.
  - \* A fine of twenty five cents (\$.25) per day for each school day is charged for videos not returned by the due date.
7. Donations of books may be given to the Librarian. If they cannot be used in the Library, they will be donated to another place or sold at a Book Fair.
8. Computers in the library are to be used to access the library's collection or for researching school topics. No programs or discs may be brought from home.
9. A charge of \$.10 a page will be charged for all copies.

## LUNCH PROGRAM

A hot lunch program will be available everyday if volunteers are available. The menu will be printed each week in the Parent Page. Drinks and snacks are available for purchase every day for a minimal cost.

- We will be using a cash only system.
- Cost will be communicated at the beginning of the school year.
- Students will hand all money in at the lunchroom.
- Hot lunch orders will be taken each morning for that day's lunch. If the student is coming in late, the parent or student should call the school office to place their order before 8:45 a.m.
- If there is a 2 hour delay for bad weather, Hot Lunch will be canceled for that day. If there is a 1 hour delay, we will have the hot lunch designated for that day.

## 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.

## STUDENTS STAYING FOR ATHLETIC EVENTS

**All students in the elementary grades 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.

## HEALTH

### FIRST AID

The school maintains first aid supplies on hand in the infirmary. In case of illness or possible serious injury parents will be contacted by the infirmary aide for 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

### 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 infirmary. 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 the principal. Pupils requiring such medication shall obtain and submit a completed asthma inhaler self-administration authorization form to the infirmary aide.
- 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 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 infirmary.
- Medication must be given directly to the infirmary aide 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 infirmary with the written physician's authorization

and written parental consent.

- A medication permission form will be provided by the infirmary aide for your use should your child need to take medication in school. Please feel free to contact the infirmary aide with any questions regarding this policy.

## MISCELLANEOUS

### SCHOOL CLOSING DUE TO BAD WEATHER

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

**W D A C      94.5    FM**

**W J T L      90.3    FM**

**W G A L      TV 8**

And can be found at the following websites: [www.lititzchristian.net](http://www.lititzchristian.net)  
[www.wgal.com](http://www.wgal.com)

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) When the opening of school is delayed or school closes early because of inclement weather, students are transported according to their school district schedule. In the event of inclement weather please make alternative plans with your child.
- (e) During times of a crisis, an emergency or when local school districts are closing early parents are permitted to pick up your child early. Please come to the school office to sign out your child and wait in the school lobby.

### 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 CODE

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:
  - completes his/her assignments
  - is obedient and respectful in school
  - manifests right attitudes in school
  - follows all school rules
  - follows school dress code

## **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.

## **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.

## **CLASS PARTIES**

All parties not planned by the classroom teacher must receive prior permission from the Elementary Principal.

Red drinks are not permitted to be served at parties.

The two celebrated holiday parties each year are:

1. Harvest Day Party - in November before Thanksgiving
2. Christmas Party -on the last day of school before Christmas vacation

## **BIRTHDAY TREATS**

Birthday treats MUST be prepackaged or individually wrapped for sanitary reasons.

## **FRUIT BREAK**

Students in Kindergarten through Grade Five will have a fruit break. To develop good health habits, we encourage parents to send healthful food (fruit, nuts, granola bars, etc.) for fruit breaks, rather than candy and sweets. Younger children should have snacks that the child can handle alone, without the help of the teacher. Please avoid messy items.

**Lititz Christian School Grades Pre-K – Grade 5**

	<b>PRE-KINDERGARTEN</b>	<b>KINDERGARTEN</b>	<b>FIRST GRADE</b>	<b>SECOND GRADE</b>	<b>THIRD GRADE</b>	<b>FOURTH GRADE</b>	<b>FIFTH GRADE</b>
<b>BIBLE</b>	David C.Cook	David C.Cook	Standard Publishing	Standard Publishing	Positive Action for Christ	Positive Action for Christ	Positive Action for Christ
<b>PHONICS</b>	MacMillan/McGraw Hill	MacMillan/McGraw Hill	Modern Curriculum Press; Word Journeys	MacMillan/McGraw Hill; Word Journeys	N/A	N/A	N/A
<b>LANGUAGE ARTS /GRAMMAR</b>	MacMillan/McGraw Hill Kid-Writing (When Applicable)	MacMillan/McGraw Hill; Kid Writing	MacMillan/McGraw Hill	MacMillan/McGraw Hill; Silver Burdett & Ginn	MacMillan / McGraw Hill Silver Burdett & Ginn	MacMillan/McGraw Hill; Silver Burdett & Ginn	MacMillan/McGraw Hill
<b>SPELLING</b>			Word Journeys (assessment guided phonics, spelling, vocabulary instruction)	Word Journeys (assessment guided phonics, spelling, vocabulary instruction)	Word Journeys (assessment guided phonics, spelling, vocabulary instruction)	Word Journeys (assessment guided phonics, spelling, vocabulary instruction)	Word Journeys (assessment guided phonics, spelling, vocabulary instruction)
<b>MATH</b>	MacMillan/McGraw Hill	MacMillan / McGraw Hill - <i>Math Connects</i>	MacMillan/McGraw Hill - <i>Math Connects</i>	MacMillan/McGraw Hill - <i>Math Connects</i>	MacMillan / McGraw Hill - <i>Math Connects</i>	MacMillan/McGraw Hill - <i>Math Connects</i>	MacMillan/McGraw Hill - <i>Math Connects</i>
<b>SCIENCE</b>	Theme-Based		Scott / Foresman	Scott / Foresman	Scott/ Foresman	Scott / Foresman	Scott Foresman
<b>HISTORY</b>	Theme-Based		A Beka	A Beka	A Beka	A Beka	A Beka
<b>HAND-WRITING</b>		Zaner-Bloser	Zaner-Bloser	Zaner-Bloser			