



**ELEMENTARY
STUDENT
HANDBOOK**

2022-23

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STATEMENT OF FAITH

We, believe 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

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.

EXPECTED STUDENT OUTCOMES

LC GLOBAL ESOs

#1 Social	A student will exhibit respect for all people, regardless of gender, race, religion, etc., recognizing the inherent value of each person as an image-bearer of the Creator.
#2 Spiritual	A student will be able to articulate and defend the foundational tenets of a Biblical worldview based on a well-developed knowledge of scripture, as well as understand other belief systems present in the world today.
#3 Intellectual	A student will be an articulate communicator—both verbally and through writing—of the knowledge present in a general education and the application of that knowledge; able to form and support ideas and arguments, and to engage articulately and respectfully in the exchange of ideas with others.
#4 Vocational	A student will develop a positive work ethic and leadership skills, cultivating the skills of studying, investigating, problem solving, and decision-making.
#5 Physical	A student will understand the value of a pure and healthy lifestyle for the body, the mind, and the spirit.
#6 Emotional	A student will possess an understanding of his/her giftings, abilities, strengths, weaknesses, and identity as an image-bearer of Christ.

ADMISSIONS PROCEDURES

The steps toward a completed application are as follows:

- Read and complete the application form found on the school website www.lititzchristian.net.
- Contact our Admissions Director at 717-626-9518 if you have questions regarding enrollment or would like to schedule a tour of our campus.
- One parent must give a clear testimony of their saving faith in Jesus Christ.
- If we determine our school can provide a Christian education and meet the needs of your child, you will receive a letter of acceptance.
- If a particular class is full so that new students may not be accepted, we will return your registration fee and place your student on our waiting list.

NOTICE OF NON-DISCRIMINATION POLICY

Lititz Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, athletic, or other school administered programs.

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 correction 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

- To exhibit a gentle, supportive, non-critical spirit in contacts with teachers.
- 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 understanding he/she is accountable for his/her actions.
- Know and understand the rules of Lititz Christian School, The Code of Conduct, and the consequences for violation of the rules.
- Send your child to school dressed appropriately (according to the dress code printed in the 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 correction 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

Purpose

Our goal in partnering with parents is to assist them in preparing their student(s) to succeed both inside and outside the walls of Lititz Christian School. By setting reasonable and consistent expectations and holding students accountable for those expectations, they learn responsibility, self-discipline, and respect. Of course, at times we all fall short, and our goal in administering consequences is to discipline and equip, rather than to condemn and judge.

Level 1 Behaviors:

Handled by classroom teacher or attending adult

- Disruption of Instruction
 - Talking without permission
 - Out of seat
 - Unprepared for class
 - Off task
 - Habitual tardiness
- Unauthorized or misuse of:
 - Personal Devices
 - Technology
 - School materials/property
 - Food and gum
- Disrespecting Others
 - Contact with others without permission
 - Contact with others' property without permission
 - Making fun of or teasing others, being unkind
 - Gossip/Trash-talk
 - Being disruptive while others are working
- Disrespect of Authority
 - Not following directions
 - Complaining
 - Talking back
- Disrespect of Learning Environment
 - Littering
 - Disruptive behavior in hallways, restrooms, cafeteria, chapel or library

Protocol Consequences Include But Are Not Limited To:

Warning
Parent Contact
Loss of privileges
Walking during recess

<p>Level 2 Behaviors: Handled by attending adult, can be referred to Department Leader. These behaviors must be documented in FACTS.</p>	
<ul style="list-style-type: none"> • Cheating on homework or classwork • Lying • Inappropriate language or gestures • Verbal abuse to peers • Disparaging jokes, including ethnic and gender based • Disrespect towards authority • Recurring minor behaviors • Excessive minor behaviors in one day 	<p>Protocol Consequences Include But Are Not Limited To:</p> <p>Documentation Parent Contact Loss of Privileges Lunch Detention* Walking during recess Disciplinary Action Report</p>
<p>Level 3 Behaviors: Handled by attending adult, referred to Senior Director of Education</p>	
<ul style="list-style-type: none"> • Bullying and Intimidation • Verbal Threat to Others • Harassment • Hitting/assault • Fighting • Possession of Weapons • Theft • Vandalism • Access of inappropriate websites or print material • Defiance • Cheating on Assessments • Chronic Level 2 Moderate behavior 	<p>Protocol Consequences Include But Are Not Limited To:</p> <p>Lunch detention Disciplinary Action Report In-school suspension Out of school suspension Dismissal from Lititz Christian School Notification of the police Parent will be contacted</p>

RULES

GENERAL

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 may not bring to school any hand-held game systems inappropriate for school and school activities. Exceptions to this rule require the permission of the faculty. If a student brings an item on school premises, the following action will take place. 1st offense: item is taken to office and may be picked up at the end of the day, 2nd offense: item is taken away and the parent will be required to pick up the item from the principal.

SCHOOL BUILDING

1. When moving through school hallways to lunch or “specials” classes it is expected that students demonstrate respect for others by doing so quietly.

LUNCHROOM

1. Lunch time is: 1) a time to eat lunch, 2) a social time to connect with friends while eating lunch. 3) a time when many classes are gathered in one room. When there are many classes in one room we realize the noise level will increase. When students arrive in the lunch room the main focus is to eat a healthy lunch whether brought from home or purchased at school. Experience has shown that students use this time to socialize and do not have enough time to eat a healthy lunch. With this in mind, we have reserved the first 5 minutes of the elementary lunch as a “quiet zone.” The light switch is in the off position (with plenty of natural light from windows) which signals quiet. This “quiet” gives students time to eat before socializing begins. The lunch room monitors will turn on the lights after 5 minutes at which time students are free to talk to their friends and finish lunch. If the level of noise escalates and everyone is yelling to be heard, the overhead lighting will be turned off by the lunch room monitor once again to signal quiet. Anytime the light switch is in the off position students may not talk.
2. For health reasons students may not share lunches. If a student forgets a lunch he/she should inform the teacher. A lunch may be charged and paid for the following day.
3. Students are expected to be respectful to adults and each other.
4. Students will raise their hand if they have a question for the lunch room monitor.
5. Students will stay in their seats unless given permission otherwise from the lunch room monitor.
6. Students are responsible for removal of leftover food and/or trash from their area before leaving

If a student is found to disregard rules while in the lunch room, lunch room monitors will complete a **Disciplinary Action Report** which is given to the classroom/homeroom teacher who will follow through with the corrective action. A copy of the **DAR** will be sent home to parents who are required to sign and return the paperwork the following day.

ELEMENTARY PLAYGROUND

1. Students must always be within sight of a teacher.
2. Students are required to be respectful while lining up, walking or returning to/from the playground, or waiting for a drink at the water fountain.
3. Students must have verbal permission from the teacher on duty to leave the playground premises.
4. A teacher will announce the end of recess. At that time students will line up by grade levels.
5. Students must stay within the playground perimeter at all times. If a ball rolls outside the perimeter students must ask for permission to retrieve it.
6. Play equipment must be used for its intended purpose.
7. Kindness and welcoming others into play, game or activity is expected from all students.

DISCIPLINARY ACTION REPORT (D.A.R.) Grades K-4

Every effort is taken to keep parents informed of their child’s academic progress as well as their social/ emotional growth. A **Disciplinary Action Report** will be sent home with students in grades K – 4 if a student is in violation of a classroom rule or the Code of Conduct or has a specific behavior issue. A D.A.R. will be sent to parents explaining the choices the student made, the actions that took place, as well as the consequences served. The parent is required to sign the Disciplinary Action Report and return it to the teacher the following day.

D.A.R.s may be given for infractions of school or classroom rules. Offenses that are not listed in our “Responsible Behavior Policy for All Students” will be dealt with at the discretion of the teacher/administrator.

Lunch Detention

Student will report to the school office on scheduled day and will eat lunch privately. At the conclusion of lunch a work project may be given to the student for the remainder of the lunch/recess period.

IN-SCHOOL SUSPENSION

Student reports to school office on scheduled day and will be given his/her room assignment. The student will spend the day working on course work and will not be permitted contact with other students during the school day. The student may be assigned a work project by the administrator of the suspension.

OUT-OF-SCHOOL SUSPENSION

Out-Of-School suspensions are administered by the school administration. The student is the responsibility of the parent during this time and is accountable for any school work missed. The student will not be allowed on school premises for the duration of the suspension, including extracurricular events held at the school.

EXPULSION

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 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 the way in which 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 the clothing 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 parameter 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 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 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, and communities. The grooming habits which they develop in their early years will contribute to their future effectiveness and success.

Elementary Dress Code

BOYS	GIRLS
<p style="text-align: center;">Hair and Face</p> <ul style="list-style-type: none">● Hair should be neat, well-groomed, and out of the eyes at all times.● No hats, hoods or sunglasses may be worn in the building● Earrings or other body piercings may not be worn	<p style="text-align: center;">Hair and Face</p> <ul style="list-style-type: none">● Hair should be neat, well-groomed, and out of the eyes at all times.● No hats, hoods or sunglasses may be worn in the building● Pierced ears are permitted, other body piercings may not be worn

<p style="text-align: center;">Tops</p> <ul style="list-style-type: none"> • Stomach, back, and shoulders should be covered, even when bending or sitting. • Tops should be free of rips, tears, holes, and frays and should not be see-through, tight, or revealing • No clothing that is distracting or promotes symbols or ideologies contradictory to the school’s mission should be worn 	<p style="text-align: center;">Tops</p> <ul style="list-style-type: none"> • Stomach, back, and shoulders should be covered, even when bending or sitting. • Tops should be free of rips, tears, holes, and frays and should not be see-through, tight, or revealing • No clothing that is distracting or promotes symbols or ideologies contradictory to the school’s mission should be worn
<p style="text-align: center;">Pants</p> <ul style="list-style-type: none"> • Pants should always be worn at the waist – underwear should not be seen at any time • Pants should be free of rips, tears, holes, and frays • Long pants must be worn during the school day except for when participating in PE • Shorts are permitted until October 1st and during the month of May. When shorts are worn they must be fingertip length or longer 	<p style="text-align: center;">Pants & Skirts</p> <ul style="list-style-type: none"> • Pants/skirts should be free of rips, tears, holes, and frays and should not be see-through, tight or revealing. • Long pants or capris must be worn during the school day except for when participating in PE; Capri length must be below the knee when sitting. • Shorts are permitted until October 1st and during the month of May. When shorts are worn they must be fingertip length or longer • Skirt & dress length must be no more than three (3) inches above the top of the knee, even while sitting. Slits in skirts may be no higher than three (3) inches above the top of the knee, even when sitting. • Dresses may be shorter than 3 inches if opaque leggings are worn underneath.
<p style="text-align: center;">Shoes</p> <ul style="list-style-type: none"> • No flip-flops, slides, or athletic sandals are permitted during the school day 	<p style="text-align: center;">Shoes</p> <ul style="list-style-type: none"> • No flip-flops, slides, or athletic sandals are permitted during the school day
<p style="text-align: center;">Miscellaneous</p> <ul style="list-style-type: none"> • Clothing that presents a distraction or is a possible safety hazard is not permitted • No undergarments should be visible at any time 	<p style="text-align: center;">Miscellaneous</p> <ul style="list-style-type: none"> • No undergarments should be visible at any time • Clothing that presents a distraction or is a possible safety hazard is not permitted

ACADEMICS

CURRICULUM

It is our goal to integrate God's Word into all academic subjects, and for students to relate every area of their life to Biblical principles. The Bible is taught as a daily class. Students will be tested on principles and knowledge 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 K, 1 and 2, Language Arts, Math, History, Science, and Bible.

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

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

BIBLE

The Bible is the most important book used in our 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 components of our day. 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, Bible is taught on a daily basis and considered a major subject in our curriculum. Students will have tests in Bible as they do in other subject areas.

CHAPEL

Chapel is an important part of our 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, grade level, and talent chapels. Visitors are welcome, but please register when arriving at the welcome desk in the lobby.

HOMEWORK

We believe that homework is an integral part of the school program. Homework reinforces skills that have been presented. It also develops a sense of responsibility and self-discipline, but we also believe that a student should not spend hours on homework assignments. If you question the amount of time your child is spending on homework please talk to your child's teacher. Homework should require an appropriate amount of time. It is important that parents support their child's teacher by insuring that homework assignments are completed neatly, and on time. Parents may assist their child with difficult assignments, but please do not complete your child's homework for him/her.

During Parent Orientation in September, teachers discuss homework assignments, how absentee, emergency situations and educational trips are handled. Also consequences are addressed when homework is not done. 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 assignment.

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

Work that is required by the classroom teacher and is not completed and handed in will be designated as incomplete. An (I) incomplete will be placed on the report card. The student has two weeks to complete the work to receive a grade. A student who has an "incomplete" cannot

be considered for honor roll. If the incomplete is not satisfied within the two weeks it will remain on the student's permanent record.

GRADING SCALE (Grades K - 2)

O – Outstanding
S+ Above Average
S Average
S- Below Average
NG – Not Graded or Not Covered Yet

GRADING SCALE (Grades 3 - 4)

A+ 100-97%	B+ 89-87%	C+ 79-77%	D+ 69-67%	F 59% or below
A 96-93%	B 86-86%	C 76-73%	D 66-63%	I Incomplete
A- 92-90%	B- 82-80%	C- 72-70%	D- 62-60%	

Grades 3 – 4 HONOR ROLL REQUIREMENTS:

Distinguished Honor Roll:

Students have A's in all classes.

Honor Roll:

Students have A's and B's in all classes.

MID TERM REPORT

Parents of students in grades K – 4 may log on to “FACTS” at any time to view student grades. If a student in grades 3-4 receives a grade of C- or below during the mid-term of a quarter the teacher will contact the parent to discuss a plan for improving the grade. Mid-term reports may be viewed on FACTS ParentWeb. You will be notified via the Parent Page (available each Friday) as to when mid-terms are available. The intention of this report is to alert you to your child's academic progress at the mid-point of each marking period.

REPORT CARDS

Report cards are made available on FACTS four times per year (November, January, March, June). Parents are encouraged to contact their child's teacher if they have any questions or concerns regarding their child's progress.

Final report card grades may be withheld if tuition and fees are not paid in full for the school year.

PARENT TEACHER CONFERENCES

Teachers will contact parents to schedule conferences after the first marking period (typically early November). Your child's first quarterly report card grades will be available on the FACTS family portal prior to the conference. Please make every effort to attend this conference to review your child's progress.

Parent-Teacher conferences may be scheduled at any time throughout the school year as parents or teachers have a need. Parents must contact the teacher to set up subsequent conferences.

PROMOTION AND RETENTION

Students 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, observations, and teacher evaluation. The school administration makes all final decisions in regard to student retention. Summer school and or tutoring may be considered.

STANDARDIZED TESTING

Students in K-4 grade will participate in Acadience Math and Reading testing three times a year. These benchmark tests help teachers gain an understanding of students' needs and strengths. Students will participate in MAPS testing three times a year. The data from MAPS testing will be used to identify student needs and drive small group instruction.

IU13 SUPPORT SERVICES

The Intermediate Unit provides the services of a Reading/Math Specialist and a Speech/Language Pathologist to Lititz Christian School. Each student is tested at the beginning of the year to determine eligibility for reading and math Support Services. If a student is eligible, parents will receive a release form to sign and return to school which gives the specialist permission to offer your child additional help in either a one on one (pull out) program with the student or she may choose to work with a group of students in the classroom.

- **After 10 absences:** Attendance Notice will be sent home from the office, notifying parents of the accumulating number of absences
 - **After 12 absences:** a meeting may be requested by the administration to discuss the accumulating number of absences
- Appointments (medical or otherwise) should be made outside of school hours, if possible.
- A student must sign out in the main office when leaving early, arriving after the start of school, or returning to school.
 - A half-day absence will be counted for students who come to school after 11:00 a.m.
 - If a student arrives at 11:00 a.m. or later it will be considered a full-day absence.
 - If a student leaves school before 11:00 a.m. and does not return to school that day, it will be considered a full-day absence.
- For security purposes, if a student is to be picked up early, their parent must send a note to the school office stating the time the parent will be picking up their child that day. The parent then must come to the school receptionist to sign their child out at the designated time. The receptionist will call the student from the classroom.

If a student is to be picked up by someone other than the parent/guardian, a note must be sent to the office granting permission for the student to leave with that designated person.

PARENT-SCHOOL COMMUNICATION

FACTS/Renweb is a student information system which helps automate administrative processes like admissions, scheduling, student billing, attendance and grade book management. Using Ren Web, students and parents may monitor grades, email teachers, check attendance and a student's weekly schedule. A password, which is assigned to each student when he/she begins the school year, is needed to access each student's account. A grade report is sent through FACTS/Renweb every Sunday afternoon.

PARENT-TEACHER FELLOWSHIP (PTF)

The Parent-Teacher Fellowship is designed to accomplish specific 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 programs of Lititz Christian School.
5. To share ideas and provide experiences for our students.

We encourage parents to participate in the Parent-Teacher Fellowship, please contact the school office for more information.

PARENT PAGE

Lititz Christian posts a "Parent Page" each Friday on our website at www.lititzchristian.net with our lunch menu, sports schedule, upcoming events, and general reminders for students. The weekly Parent Page is emailed to each family, if an email address is provided to the school office when you register your child. Important information is communicated in each week's Parent Page and we ask that you please take the time to read it.

EMAIL/TELEPHONE

Faculty email addresses may be accessed via our website www.lititzchristian.net Click on academics, faculty and scroll down to find your child's teacher. Teachers may be reached by email and, if necessary, by phone at certain times during the school day. The receptionist 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 or phone conversations. Teachers will be glad to schedule an after school conference to address issues of concern or contact you after school hours. Parents may also contact teachers by logging on to Ren Web where email may be composed and sent.

STUDENT SERVICES

SCHOOL ACCREDITATION

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

SCHOOL TRANSPORTATION (BUSSING)

Many of our students use public school transportation. Each summer Lititz Christian will confirm your child's enrollment with your home school district. If you do not receive bussing information (regarding time and place of pickup) from your home school district by mid-August please call and speak with the transportation coordinator at your home school district office. This person is able to supply you with the correct transportation information concerning your child.

If your child normally rides a bus home at the end of the day, but will be picked up by car on a particular day, a parent **must** send a signed note to the teacher **and** school receptionist that morning. If the teacher does not receive a written note, the teacher will require the student to use the normal mode of transportation home that day. Notes signed by the parent are crucial to the safety of your child.

Misbehavior on buses is not tolerated. Parents are responsible for their child's behavior on public school buses. Please work closely with the bus drivers to resolve any conflicts that occur. Each disciplinary infraction occurring on a bus will result in a notice mailed home to parents by the bussing company. The **third notice** may result in the **loss of bus privileges for the school year**.

STUDENT DROP-OFF BEFORE SCHOOL

If you transport your child to school, pull your vehicle under the portico at the Chapel entrance doors. A faculty member is stationed at these doors beginning at 7:30 a.m. Your child may read or study in the cafeteria until 7:45 at which time students are dismissed to classrooms.

STUDENT PICK-UP AFTER SCHOOL

At 2:30 p.m. your child's teacher will walk students who are picked up in cars at the end of the school day to the Chapel doors. Please form a line of cars in the school driveway and remain in your car adjacent to the portico to wait until your child is brought outside by the teacher. We ask that you make accommodations for your child(ren) to enter your vehicle on the passenger side since traffic continues to pass in the left lane. Children **should not** be expected to walk between cars or enter the left lane to gain entrance to your vehicle. Our goal is to keep all children safe. Teachers will help your child into your car if needed. A teacher will inform the driver of the first car in line when all children are safely in cars and doors are closed. Then the group of cars may pull forward, stop, and the next group of children may enter. Please be conscious of traffic and pedestrians at this time as this area is extremely congested during dismissal.

LOST AND FOUND POLICY

1. Items left at school will be placed in the "Lost and Found" closet located in the cafeteria. These items will be displayed on a regular basis on a table in the cafeteria. If your child is missing an item they should check "lost and found."
2. All items that remain unclaimed, after 2 weeks on display in the cafeteria, will be donated to charity.

MUSIC LESSONS

Lititz Christian School provides the opportunity for students to begin instrumental music lessons during the school day.. Information will be sent home in the beginning of the school year regarding lessons. It is the responsibility of the student to keep up with missed work while at lessons.

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/parent will be charged an amount equivalent to the replacement cost of the book. Please protect textbooks by using a book cover that will not damage the textbook when removed. Students should refrain from writing anything in them unless instructed by the teacher.

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 from the school receptionist. Students are to use the phone in the hallway by the school office.

LUNCH PROGRAM

A lunch will be available each day of the week with the help of parent volunteers. The menu will be listed weekly in the Parent Page. A monthly menu is also available on our website. Drinks and a few snacks are available for daily purchase at a minimal cost.

- Lunch cards may be purchased for \$40.00 from the school office. Lunch cards may only be used to purchase a full lunch. Students must have change to purchase extra drinks, ice cream or other snacks that are available.
- Lunch cost will be communicated at the beginning of the school year.
- Lunch orders will be taken each morning for the current day. If the student is coming in late, the parent should call the school office to order a lunch by 8:45 a.m.
- If there is a 2 hour delay for inclement weather, **ALL STUDENTS ARE REQUIRED TO PACK A LUNCH.**

FUND RAISING

The various schools at Lititz Christian have many fund raising activities in which to participate throughout the school year. Therefore we ask that faculty and students refrain from fund raising for outside groups that are not related to Lititz Christian School. Students may not sell items or solicit donations for fund raising projects for their youth group, ball team, scouts, or any other organization.

AFTER SCHOOL EVENTS

Students may not remain after school unsupervised. If a student desires to attend (sporting or other) event after school he/she must leave school at dismissal time and return with a parent or supervising adult. Students are not permitted to wait at school unsupervised until an event begins. **An older brother or sister must be 21 years of age to be considered an adult.**

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
- Varicella (Chicken Pox) - proof of the disease or 2 doses of vaccine to enter school for the first time
- Meningococcal and Adacil or Boostrix – all students entering 7th grade

EXAMINATIONS

- **Physical** examinations are required for all children upon original entry into school, and when entering sixth and eleventh grades.
- **Dental** examinations are required for all students upon original entry into school, and when entering 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.

INCLEMENT WEATHER

GUIDELINES

If it should become necessary to cancel or delay school due to snow or other inclement weather conditions, the PARENT ALERT SYSTEM of text messaging will be activated. You will receive a text message as soon as a decision is made to delay or close school. **IMPORTANT!!!! PARENTS MUST CHECK THIS BOX ON YOUR CHILD'S APPLICATION TO ALLOW TEXT MESSAGING TO OCURR.** We will continue to announce closings and delays on the following radio and TV stations as well as the following website:

W J T L 90.3 FM

W G A L TV 8

You will also find delay or closing information on the following website: www.wgal.com

Do not call the school office. It is important to make family plans and discuss these arrangements with your child(ren) in September. Early dismissals due to flooding and snowstorms have occurred as early as September and October. Make sure your child(ren) understand the steps they should take if they arrive home from school early. Communication and planning minimizes the fear of the unknown. The school will communicate to parents plans of an early dismissal using our PARENT ALERT SYSTEM TEXT MESSAGING. Alerts will also be sent to

- (a) WJTL (radio) or WGAL (television)/website.
- (b) If a delay occurs in the a.m. follow your home school district schedule.
- (c) If your home school district is closed for inclement weather, the absence is excused, even if Lititz Christian is in session.
- (d) During times of a crisis, an emergency, or when local school districts are closing early parents may pick up a child(ren) early. Please call and let the school receptionist know you will pick up your child. Park your car in the lot and walk into the school lobby. Alert the receptionist to your arrival and sign out your child(ren). The receptionist will call your child(ren) to the lobby. Please be patient as many parents may be arriving for pick-up on these days.

MISCELLANEOUS

FIRE DRILLS

State law requires periodic fire drills. At the sound of the fire alarm, each student should leave his room and walk with a teacher, 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 in line with the teacher. Roll call will be taken, and a report sent to the administration. Students and teachers will re-enter the building when it is determined safe to do so.

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.

FIELD TRIPS

Field trips are typically for the purpose of educational enrichment throughout the school year. 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 are not permitted to attend the trip with their class. There may 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 appropriate principal. Teachers may not distribute invitations to parties held outside of school unless every child in the class is invited. Teachers/secretaries may not breach confidentiality and disclose the addresses and phone numbers of parents without their permission.

BIRTHDAY TREATS

All birthday treats brought to school MUST be prepackaged or individually wrapped for sanitary reasons.

SNACK

Students in Kindergarten through Grade Four will have time to eat a morning snack. 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. It is helpful if younger children bring snacks that the child is able to unwrap on their own.

RECESS

Elementary students have one 30 minute period of recess daily following lunch. Kindergarten, First and Second Grade also have a 15 minute morning recess.

Students must have an excuse from their primary care physician to stay inside from recess unless they are ill. It is up to the discretion of teachers as to whether the students must wear jackets or sweaters at recess. Please send appropriate outerwear with your child throughout the seasons to play outdoors.

CHANGE OF STATUS

Parents please notify the school office when there is a change in:

1. Home address
2. Home, cellular or business telephone number
3. Emergency contact person

CELL PHONE/USE POLICY

Lititz Christian desires to educate students to become Godly and discerning users of modern technology, but we understand the importance of cell phones in everyday life. However, we have found that cell phones can be detrimental to the educational process. Students are distracted when sending and receiving data (text messages, photos, etc.), cell phones and similar electronic devices can be used to gain unauthorized assistance and information when testing or working on school assignments. When using a cell phone, students have access to web sites that are blocked on our school computer network. In order to maintain an optimal learning environment, Lititz Christian has adopted the following cell phone policy.

Section 1 – Permission

Students are permitted to use cell phones only if given permission by a faculty member for a specific purpose. If permission is granted, students are expected to adhere to the school's Acceptable Use Policy for all Technology Use.

Section 2 – Prohibitions

The following cell phone policy will be in effect when students are under the supervision of Lititz Christian School.

1. Students are prohibited from using, whether purposefully or accidentally, any cell phone without permission as described in Section 1.
2. Students may not receive or make phone calls or text messages during the school day.
3. Students in grades K-4 must keep cell phones in the off position and in their backpacks or lockers during the school day. If either of these directives is not followed, the student is in violation of the policy.

Section 3 – Disciplinary Actions

A student in violation of the Lititz Christian cell phone policy may incur the following or other disciplinary actions.

- A student using a cell phone without permission or leaving the phone “on” and interrupting the class as a result will be required to take the phone directly to the school office AND
 1. If a first offense occurs, the student may retrieve the cell phone from the office before leaving school that day.
 2. If a second offense occurs within a nine week period the result is one missed recess. The parent will be required to retrieve the cell phone from the school office.
 3. If a third offense occurs within a nine week period the result is one week of missed recesses. The parent will be required to retrieve the phone from the school office.

This policy applies to all electronic devices capable of transmitting, receiving, or storing voice or data communication.

Lititz Christian School is not responsible for any lost, damaged, or stolen electronic devices.

FORMS

Parent Agreement

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 Lititz Christian 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. r
4. To support teachers in their choice of discipline to maintain order in the classroom.
5. To solve problems at the lowest possible level. We will initiate problem solving with the classroom teacher before going to the administration; we will go to the administration before going to the School Board.
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.

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:

(Parent Signature)

(Date)

TECHNOLOGY ACCEPTABLE USE POLICY

Introduction

Lititz Christian School is rich in technological resources. Some of the resources available to students include access to the internet and our networked computer system. Using these resources, students can explore thousands of online libraries, databases, and other information sources around the globe. It is Lititz Christian School's intention to provide a safe computer access environment in order to further the educational goals and objectives of our school. In this vain, we provide content filtering and firewalls to minimize the possibility of inappropriate web access. We realize, however, that students may find ways to access information that is improper for the school environment. Therefore, the purpose of this document is to clearly state the Lititz Christian School usage expectations and guidelines for all hardware and software technology.

Student Expectations for Technology Use

General school rules for behavior apply to technology usage. Just as students are responsible for behavior in a classroom or school hallway, students are also responsible for their behavior, actions, and communications when using a device during school hours or when logged on to the Lititz Christian School network.

The following actions are considered a violation of the Lititz Christian School Acceptable Use Policy for Technology:

- Sending or displaying offensive or harassing messages or images
- Using obscene or offensive language
- Downloading or sending hate propaganda, threatening or obscene messages
- Damaging computers, computer systems or computer networks
- Downloading programs, large files, or images without specific teacher permission
- Accessing unauthorized e-mail such as Gmail, Yahoo Mail, etc.
- Accessing Chat rooms, instant messaging, etc.
- Violating copyright laws
- Accessing, editing, moving or deleting another user's files or intellectual property
- Intentionally spreading computer viruses or making changes to system files or software
- Manipulating images in a negative or unbecoming way

Teacher/Staff Expectations for Student Technology Use

Teachers and staff will monitor student use of school hardware and software. Teachers/Staff will report any violation of the Technology Acceptable Use Policy to the school office.

Lititz Christian User Agreement Contract

I have read and fully understand the guidelines of the Lititz Christian School Acceptable Use Policy for Technology.

As a user of the computer network, I hereby agree to comply with the Acceptable Use Policy and abide by the rules.

I also realize that violating the school's Acceptable Use Policy may result in a loss of privileges, a report to parents and/or disciplinary action by the school. Damage to physical technology property may result in monetary charges for repair or replacement.

Student Signature: _____ Date: _____ Grade: _____

Parent Signature: _____ Date: _____