



HIGH SCHOOL  
STUDENT  
HANDBOOK

2024-2025

## TABLE OF CONTENTS

<b>Statement of Faith</b>	<b>3</b>
<b>Philosophy of Education</b>	<b>4</b>
<b>Core Values</b>	<b>5</b>
<b>Expected Student Outcomes (ESOs)</b>	<b>6</b>
<b>Academics</b>	<b>7</b>
Academic Notice	7
Accreditation	7
Admissions Procedure	7
Bible	7
Grading Scale	8
Grade Point Average	8
Grading System	8
Graduation Requirements	8
Homework	9
Honor Roll	9
Incomplete Work	9
National Honor Society	9
Progress Reports	10
Probation	10
Promotion and Retention	10
Report Cards	11
Standardized Testing	11
Weighted Courses	11
<b>Community Service</b>	<b>12</b>
<b>Policies and Conduct Expectations</b>	<b>13</b>
Policy on Absences	13
Policy on Tardies	14
General Information	15
Disciplinary System	17
Lunch/ Recess Detention	18
After-School Detention	18
In-School Suspension	18
Out-of-School Suspension	19
Dismissal & Expulsion	19
Cell Phone Policy	20
Immoral Conduct Policy	21
Weapons Policy	21
Harassment Policy	22
Student Drivers	23
<b>Dress Code</b>	<b>24</b>
Dress Code Violation Procedure	25
Plagiarism Policy	26
Technology Use	27
<b>Student Services and Information</b>	<b>29</b>
Busing	29
Extracurricular Events	29
Fundraising	29

Lockers	29
Lost and Found	29
Lunchroom Expectations	29
Lunch Program	30
Non-Discrimination Policy	30
School Building Expectations	30
Study Hall and Flex Period	30
Phone Usage	30
Textbooks	30
<b>Student Health</b>	<b>31</b>
First Aid	31
Immunization Policy	31
Medical Examinations	31
Medication Policy	31
<b>Miscellaneous</b>	<b>32</b>
Bikes and Skateboards	32
Closings and Delays	32
Field Trips	32
Fire Drills	32
Inclement Weather Guidelines	33
Parent Communication	33
Parent Dress	33
Parent Expectations	33
Parent Page	33
Parent-Teacher Fellowship (PTF)	34
Visitors	34
<b>Athletics</b>	<b>35</b>
School Sponsored Sports	35
Cooperative Sponsorship	35
Varsity Letter Guidelines	35
Letter Jackets	35
Athlete Guidelines	36
Sportsmanship	37
Facilities	37
Uniform	38
LC Sports Awards	38
<b>Forms</b>	<b>39</b>
Technology Acceptable Use Policy/Form	39
Middle and High School Students Staying After School Policy	40

## STATEMENT OF FAITH

We of Lititz Christian School, 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)  
**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).
9. **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).
10. **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).
11. **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, emotionally, and socially.

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**

- a. 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.
- b. 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**

- a. 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 the opportunity to keep physically fit and will be encouraged to honor God through both body and spirit.
- b. 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**

- a. 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. 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**

- a. 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. Input may be conveyed by contacting the Head of School.

## EXPECTED STUDENT OUTCOMES

### LC GLOBAL ESOs

#1  Social	The 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	The 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	The 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	The student will develop a positive work ethic and leadership skills, cultivating the skills of studying, investigating, problem solving, and decision-making.
#5  Physical	The student will understand the value of a pure and healthy lifestyle for the body, the mind, and the spirit.
#6  Emotional	The student will possess an understanding of his/her giftings, abilities, strengths, weaknesses, and identity as an image-bearer of Christ.

## ACADEMICS

If a student appears to be having difficulties with academics, the classroom teacher will proceed through the following steps until the issue has been resolved:

1. Communicate with student – to try to determine the reason for the difficulty
2. Send Academic Notice to parent(s) – documenting Academic Notice in Renweb
3. Set up a time (lunchtime, study hall, flex time, after school) to meet with student for student to complete/make up work or to review concepts
4. Notify Administration of difficulties, communication with student, parent, and proposed plan moving forward.
5. Set up a meeting with parents to discuss student's difficulties and work toward a solution

### Accreditation

Lititz Christian School has accreditation status with the Association of Christian Schools International (A.C.S.I.). In addition Lititz Christian is a member of the Middle States Association and partners with Lancaster Bible College and Messiah University as one of their premier schools.

### Admissions Procedure

The steps toward a completed application are as follows:

- Read and complete the application form found on the school website [www.lititzchristian.net](http://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 admission.

### Bible

The Bible is the most important book studied. Each student is to have a complete Bible for use in school. The NIV, NASB, ESV and NLT are approved texts for High School students. The goal of Lititz Christian School is to integrate God's Word into all academic areas of study. It is our desire that students learn to integrate every area of their lives with the principles of God's Word. With our Expected Student Outcomes in mind, students may be assessed on Biblical principles that have been taught in the classroom as well as other academic material.



### Grading Scale (Grades 9-12)

A+	97 – 100	B-	80 – 82	D	63 – 66
A	93 – 96	C+	77 – 79	D-	60 – 62
A-	90 – 92	C	73 – 76	F	0 – 59
B+	87 – 89	C-	70 – 72	I	Incomplete
B	83 – 86	D+	67 – 69		

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

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

### Grading System (Grades 9-12)

Semester grades are computed by averaging the two quarter grades plus the exam grade. Final exams are worth 20% of the 1st semester and 2nd semester grades. The total year average is calculated by averaging the two semester grades. Final transcript grades are recorded as a percentage grade.

### Graduation Requirements

#### 1. Minimum Credits

<u>Department</u>	<u>Credits</u>
Bible	4.00
English	4.00
History/Social Studies	4.00
Science* .....	3.00 or 4.00
Math* .....	3.00 or 4.00
Foreign Language	1.00
Physical Education	.75
Health	0.50
Electives/SenPro.	4.00
Minimum Total Credits	25.00

*\*All students are required to have a minimum combined total of 7.0 credits of Math & Science.*

#### 2. Community Service Hours (for full requirements see Community Service)

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

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

**NOTE:** credits are assigned per semester—therefore, students must pass both semesters to receive full credit for a course

3. Failure to complete the graduation requirements, such as; the minimum credits requirement and/or the community service requirement will result in the school holding the student's diploma until all requirements are met.

## **Homework**

Homework is an integral part of the school program and each teacher is at liberty to give homework to aid each student to achieve academic success. The purpose of homework is to reinforce skills taught in the classroom and to provide opportunity for students to do further study beyond what can be covered during the regular school day. It is important that parents support their child's teacher by ensuring that homework assignments are completed accurately, neatly, and on time. Parents are encouraged to assist their child with difficult assignments, but not to do any homework for them, with the purpose of having the student reflect what he/she understands.

All students are expected to have their assignments completed by the date due. Late assignments may be penalized 10% each day the assignment is late. Lost textbooks, outside meetings, extracurricular activities, or failure to write down assignments 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 students at the beginning of each course.

## **Honor Roll**

Note: grades are averaged based on credit hours per class

- Distinguished Honor Roll:

An overall average of 90%(A-) or greater, with no single grade lower than 90%(A-) in any class.

- Honor Roll:

An overall average of 90%(A-) or greater, with no single grade lower than 80%(B-) in any class.

## **Incomplete Work**

Any work that is required by the classroom teacher that is not finished will be designated as an incomplete (I). An incomplete (I) will be placed on the report card and the student will have two weeks to change the incomplete to a grade. A student who 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. Which means that the student will not receive credit for the course. The parent will receive notification one week before the credit is removed.

## **National Honor Society**

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

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

## **Progress Reports**

In grades 9-12, progress reports will be available on Renweb midway through each grading period. Students with a 73% (C-) or below in a subject will receive an email from the teacher. Parents are expected to reply via email as confirmation of receipt to an emailed progress report.

Grades are available to view throughout the school year on ParentsWeb to keep parents up-to-date with student academic progress.

## **Probation (Academic, Grades 9-12)**

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

1. One (1) subject with 59% (F) or below average  
OR
2. Two (2) subjects or more with averages of 69% (D) or below

At the end of the one-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:
  - a. this will occur if student's grades are raised and academic and classroom performance improves
2. Extend the probation period:
  - a. this will occur if:
    - 1) a student's grades do not improve
    - 2) work continues to not be handed in
    - 3) attitude and motivation do not improve
  - b. If a probation period is extended, administration will work with the student, parent(s), and faculty to create a plan for improvement
3. Establish a formal meeting between administration and parents:
  - c. this will occur if:
    - 1) a student's grades do not improve
    - 2) work continues to not be handed in
    - 3) attitude and motivation do not improve
    - 4) the plan for improvement is not adhered to by the student and/or parent(s)

\*Note: During the one-week probationary period, students on Academic Probation may not be eligible to participate in athletic games, instrument lessons, or other extracurricular school activities. Ongoing student ineligibility for extra- curricular activities will be evaluated and included in the plan for improvement created for the student.

## **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, parental observation, and teacher evaluation. The school administration makes all final decisions in regard to student retention.

## **Report Cards**

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

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

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

Report cards, transcripts, and other official records may be held if there are outstanding balances owed to the school which could be, but not limited to; tuition payments, library fines, lunch fines.

## **Standardized Testing in Grades 9-12**

- MAP testing is administered to 9th and 10th grade in the fall and spring.
- The PSAT exam will be administered once a year for 11<sup>th</sup> grade.

## **Weighted Courses**

Some advanced and/or honors courses have been designated as weighted courses. These courses are of greater difficulty than others and are recognized as advanced College Prep classes. Additionally, in order to enroll in these courses, there are prerequisites that must be met and that are individually outlined in the Course Description Guide (available on the LC Website). These courses will receive a 1.1 or 1.2 weight.

### **1.1**

Geometry Honors  
Biology Honors  
Chemistry Honors  
English 9 Honors  
World Literature Honors  
Algebra II Honors  
Pre-Calculus  
Honors  
Creative Writing (Dual Enrollment with Lancaster Bible College)  
Introduction to American Government (Dual Enrollment with Lancaster Bible College)  
College Composition (Dual Enrollment with Lancaster Bible College)  
Introduction to Business (Dual Enrollment with Lancaster Bible College)  
Introduction to Education (Dual Enrollment with Lancaster Bible College)  
Poetry, Fiction and Drama (Dual Enrollment with Lancaster Bible College)  
Public Speaking (Dual Enrollment with Lancaster Bible College)

### **1.2**

AP Calculus  
AP Computer Science  
AP 2D Studio Art

## COMMUNITY SERVICE

Service is a mindset that requires discipline and cultivation, and Lititz Christian School desires to partner with students and parents in cultivating that discipline through the Community Service Program. The Community Service Program seeks to cultivate service in 3 areas: School, Church, & Community.

- Students in grades 9-12 must complete **20 service hours** by the end of each school year.
- **80 service hours** are required to graduate. (These hours are adjusted for transfer students: see table below.)
- Service hours must be a compilation of all 3 areas of service.
- Opportunity for completion of **some** of the service hours will be provided throughout the school year; the student is responsible for completing the remaining service hour requirement each year.
- Service forms for completed hours must be signed by a parent as well as the supervising adult who is **not** the parent of the student.
- Student cannot receive any payment for their service.
- Service forms are to be handed in to the **Community Service Coordinator** or **Class Advisor**.
- Excellence in service will be recognized throughout the school year and upon graduation.
- Ideas and contact information for service opportunities are attached; additionally the Community Service Coordinator will announce and post on the CS bulletin board service opportunities throughout the year.
- Service hours will be posted and tracked via Renweb.

Further information on Community Service requirements can be found in the Community Service information packet, found on LC website and LC office.

<b>Student &amp; Transferring Student: Required Hours for Graduation</b>	
Incoming Freshman: 1 <sup>st</sup> semester	80 hrs (20 per year)
Freshman: 2 <sup>nd</sup> semester transfer	70 hrs
Sophomore: 1 <sup>st</sup> semester transfer	60 hrs
Sophomore: 2 <sup>nd</sup> semester transfer	50 hrs
Junior: 1 <sup>st</sup> semester transfer	40 hrs
Junior: 2 <sup>nd</sup> semester transfer	30 hrs
Senior: 1 <sup>st</sup> semester transfer	20 hrs (OR 10 hrs + Senior Go! service trip)
Senior: 2 <sup>nd</sup> semester transfer	Senior Go! service trip only (or 10 hrs)

## POLICIES AND CONDUCT EXPECTATIONS

Grades K – 4	7:55 a.m. – 2:35 p.m.	Monday through Friday
Grades 5 – 8	7:55 a.m. – 2:35 p.m.	Monday through Friday
Grades 7 – 12	7:55 a.m. – 2:35 p.m.	Monday through Friday

### Policy on Absences

#### Purpose

To ensure compliance with Pennsylvania's compulsory school attendance laws and to support student success by addressing unexcused tardies and absences effectively.

#### Definition

An unexcused absence is any absence that is not justified by a valid written excuse note as defined by the school's attendance policy. A student is considered truant after three unexcused absences in a school year and habitually truant after six unexcused absences.

#### Policy

##### 1. Notification Requirements

- Parents/guardians must submit a written excuse note within two days of the student's return to school. The note must include the student's name, dates of absence, and a valid reason for the absence.
- If the note is not submitted within the required timeframe, the absence will be marked as unexcused.
  - Make-up work will be given only when the absence is excused.

##### 2. Valid Excuses

- Valid reasons for absences include illness, family emergencies, medical or dental appointments, authorized school activities, and educational travel with prior approval.
- For absences of three or more consecutive days due to illness, a note from a licensed healthcare provider is required.

##### 3. Monitoring and Reporting

- Lititz Christian School will monitor attendance and notify parents/guardians via email/text of each unexcused absence or tardy.
- If a student reaches three unexcused absences, the school will notify the parents/guardians and arrange a School Attendance Improvement Conference (SAIC) to address barriers to attendance and develop an improvement plan.

##### 4. Consequences of Habitual Truancy

- If a student accumulates six or more unexcused absences, they are considered habitually truant. The school must refer the student to a school-based or community-based attendance improvement program.
- Continued unexcused absences after the improvement plan may result in legal action, including fines and other court-imposed sanctions for the parents/guardians.

## 5. Supports and Interventions

- Lititz Christian School will offer supports and interventions to address the root causes of absenteeism, including counseling and academic support.
- For students with disabilities, Lititz Christian will convene the Action Plan team to determine if additional support or modifications to the Action Plan are necessary.

## 6. Additional Information

- Excuse cards are available under Parent Resources on our website.
- Appointments should be made outside of school hours when possible.
- Submission of an excuse does not guarantee the absence will be excused.
- Excused and unexcused absences can be checked on FACTS/Parent Portal.
- It is the student's responsibility to make up missed school work in a timely manner. If the student is absent for 3 days, for example, he/she will have three school days to make up the missed work. This pertains to excused absences only. Please ensure your child's absence is excused in a timely manner.
- If it is a pre-planned absence, the student needs to communicate the absence to the teachers in advance. The Future Absence Request form can be found under Parent Resources on our website.

## **Policy on Tardies**

### **Purpose**

To promote punctuality and responsibility among students and to ensure minimal disruption to the learning environment caused by tardiness.

### **Definition**

A tardy is defined as arriving late to school or class after the scheduled start time without a valid excuse. Students are considered tardy if they are not in homeroom at 7:55 am.

### **Policy**

#### **1. Notification Requirements**

- Students are expected to be in their designated classrooms when the school day begins at 7:55 am.
- A student arriving after the start of the school day must report to the front desk to obtain a tardy pass before proceeding to class.

#### **2. Valid Excuses for Tardiness:**

- Valid reasons for tardiness include documented medical appointments, illness (with a note from a parent/guardian), late arrival buses or urgent circumstances as approved by the school administration.
- Traffic, oversleeping, or personal convenience are not considered valid excuses.

- Excuses are due to the front desk when the student arrives at school or by the next morning at the latest. The parent will sign the student in and present the excuse. If the student drives to school, he or she should present an excuse upon arrival.

**3. Procedure for Unexcused Tardies:**

- For the first and second unexcused tardy, a notification will be sent to the parents/guardians via text message.
- On the third unexcused tardy, the student may be assigned detention or another consequence as deemed appropriate by the school administration.

**4. Continued Tardiness:**

- Students who accumulate more than three unexcused tardies within a grading period will be required to meet with the school counselor or administrator to develop an improvement plan.
- Continued tardiness may result in further disciplinary actions, including in-school suspension or loss of certain school privileges.

**5. Support and Interventions:**

- The school will provide support to students who demonstrate habitual tardiness by identifying underlying issues and offering appropriate interventions.
- Parents/guardians will be encouraged to participate in resolving issues related to their child's tardiness.

## **General Information**

All absences and tardies are reported by the front desk.

The following steps will take place for students who are absent (excused or unexcused) in excess of 20 days. A student may request an exemption from this rule by presenting a statement from a physician to verify the necessity of the excessive absences.

- After 10 total absences: An attendance notice (email) will be sent home from the front desk, notifying parents of the accumulating number of absences.
- After 12 total absences: A meeting will be requested by administration to discuss the accumulating absences and create a plan for attendance.
- After 20 total absences: Your child's truancy will be reported to the local school district.

A half-day absence will be counted for students who come to school before 11:00 am (per PIAA athletic policy- student-athletes who arrive after 11:00 will not be permitted to play in any scheduled games on that day).

- If a student arrives at 11:00 am or later it will be considered a full-day absence.
- If a student leaves school before 11:00 am 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, the parent must send a note to the front office stating the time the parent will be picking up their child that day. The parent then must come to the school



administrative assistant to sign their child out at the designated time. The school administrative assistant will call the student from the classroom.

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

By adhering to this policy, we aim to foster a culture of punctuality and responsibility among students, thereby enhancing their educational experience and success.

## DISCIPLINE POLICIES AND CONDUCT EXPECTATIONS

### 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 disciple and equip, rather than to condemn and judge.

Level 1 Behaviors- Handled by classroom teacher or attending adult	
<ul style="list-style-type: none"> <li>● Disruption of Instruction                             <ul style="list-style-type: none"> <li>○ Talking without permission</li> <li>○ Out of seat</li> <li>○ Unprepared for class</li> <li>○ Off task</li> <li>○ Habitual tardiness</li> </ul> </li>   <li>● Unauthorized or misuse of:                             <ul style="list-style-type: none"> <li>○ Personal Devices</li> <li>○ Technology</li> <li>○ School materials/property</li> <li>○ Food and gum</li> </ul> </li>   <li>● Disrespecting Others                             <ul style="list-style-type: none"> <li>○ Contact with others without permission</li> <li>○ Contact with others' property without permission</li> <li>○ Making fun of or teasing others, being unkind</li> <li>○ Gossip/Trash-talk</li> <li>○ Being disruptive while others are working</li> </ul> </li>   <li>● Disrespect of Authority                             <ul style="list-style-type: none"> <li>○ Not following directions</li> <li>○ Complaining</li> <li>○ Talking back</li> </ul> </li>   <li>● Disrespect of Learning Environment                             <ul style="list-style-type: none"> <li>○ Littering</li> <li>○ Public Displays of Affection</li> <li>○ Disruptive behavior in hallways, restrooms, cafeteria, chapel or library</li> </ul> </li> </ul>	<p><b>Protocol Consequences Include But Are Not Limited To:</b></p> <p>Warning                      Parent Contact                      Loss of privileges                      Lunch detention</p>

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

### **LUNCH/ RECESS DETENTION**

- Student will report to designated room at the start of lunch/recess.
- Student will eat lunch quietly.

### **AFTER-SCHOOL DETENTION**

- Student will report to the main office no later than 2:45 p.m.
- Detention will end at 3:30 p.m.
- Student may not do homework.
- Student may be assigned a work project by the administrator of the detention.
- Parents must pick up student at 3:30 p.m.

### **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(s) 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.

### **DISMISSAL and EXPULSION**

Dismissal and 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 student(s) with the Board of Education.

#### **The following behaviors are not permitted**

*during school hours or at extra-curricular events*

- Use of drugs or alcohol (on or off campus)
- Cheating or Plagiarism (see Plagiarism Policy)
- Stealing
- Lying
- Fighting
- Foul language
- Carrying or possessing a weapon
- Harassment (see Harassment Policy)
- Sexual misbehavior or possession of pornographic materials
- Physical contact with a boyfriend or girlfriend (holding hands, hugging, kissing, etc)

## CELL PHONE POLICY

Lititz Christian desires to help educate students to become godly and discerning users of modern technology. While we understand the importance and benefit of cell phones in everyday life, we have found that they can be detrimental to the educational process. In addition to students being distracted by sending and receiving data (text messages, photos, etc.), cell phones and other electronic devices can be used to gain unauthorized assistance in testing or other school assignments. Similarly, when using a cell phone, students can also potentially access web sites that are normally blocked on our school computer network. Thus, in order to maintain an optimal learning environment, Lititz Christian has adopted the following cell phone policy.

### SECTION 1 - TIME FRAME

Students are to follow the cell phone policy between 7:25am-2:45pm each school day and when they are members of athletic teams or after school activities. The school is not responsible/accountable for cell phone usage after 2:45pm on school campus.

### SECTION 2 - PERMISSION

Students are permitted to use cell phones when given specific permission for a specific purpose by a school staff member. When permission is granted, students are expected to adhere to the school's Acceptable Use Policy for all technology use.

### SECTION 3 – PROHIBITIONS and GUIDELINES

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

- a Students are prohibited from using, whether purposefully or accidentally, any cell phone without permission as described in Section 1.
- b Students may not receive or make phone calls or text messages during the school day with the exception of lunch and recess.
- c During the school day, student cellphones must be turned off and stored in the student's locker or backpack. Cellphones should not be in a student's pocket and are not permitted in the bathrooms.

### SECTION 4 – DISCIPLINARY ACTIONS

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

Students using a cell phone without permission will be required to take the phone to the front desk.

- a Upon the first offense, the student may retrieve the cell phone from the front desk at the end of the day.
- b The second cell phone offense within a semester will result in lunch/recess detention for the student. Parents will be required to retrieve the phone from the front desk.
- c A third offense within a semester will result in one week of lunch/recess detention. Parents will again be required to retrieve the phone from the front desk.

\*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.*

## **IMMORAL CONDUCT POLICY**

Lititz Christian School believes that immoral conduct and pre-marital sex are forbidden by God's Word as acts which are destructive to the individual as well as to the Body of Christ. (Ephesians 5:3-5 and I Corinthians 6:18-20)

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

## **WEAPONS POLICY**

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

- Any knife, cutting instrument, cutting tool, stick, speed chucks, club, firearm, shotgun, rifle, air gun or spring gun.
- A firearm which is not loaded or lacks a clip or other component to render it immediately operable, and components which can readily be assembled into a weapon.
- Any "look-alike" of any listed above.
- Any item intended to be used or being used to inflict bodily injury or property damage.

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

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

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

## **HARASSMENT POLICY**

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

- **Definition of Sexual Harassment**

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

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

- **Examples of Sexual Harassment**

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

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

- **Employee-Student Sexual Harassment**

Employee-student sexual harassment is prohibited.

- **Student-Student Sexual Harassment**

Student-student sexual harassment is prohibited.

- **What to do if you experience or observe sexual harassment**

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

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

- **Where to report sexual harassment**

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

- Classroom teacher who will notify Administration
- Department leads who will notify Administration
- Assistant Head of School
- Head of School

## STUDENT DRIVERS

Driving to school is a privilege with certain responsibilities.

- A student driver must present a note from his/her parent granting permission for the student to leave early.
- Student drivers must sign out at the main lobby before leaving early.
- Reasons for early departure from school:
  - Illness
  - Appointment
  - Family emergency or emergency-related situation
  - Educational, family, or college trip
  - Open Campus
  - Work (if a student's work schedule repeatedly requires the student to leave early, this must be **pre-arranged** through the administration)
- Students must register their vehicle with the office.
- Students are not to be sitting in their cars before school starts. As soon as the car is parked, students are to go to designated area until school starts. After school, students are to leave immediately.
- The driver of an automobile shall not permit any student to drive his/her automobile on school property.
- NO SPEEDING. The student shall observe the **5 mph speed limit**. Safe driving skills should be used at all times.
- No parking under portico at either end of the building at any time of the day.
- There should be no playing of loud music in cars while on school property.

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



## DRESS CODE

BOYS	GIRLS
<p><b>Hair and Face</b></p> <ul style="list-style-type: none"> <li>• Hair should be neat, well-groomed, and out of the eyes at all times.</li> <li>• <b>No hats, hoods or sunglasses may be worn in the building.</b></li> <li>• Pierced ears and small nose studs are permitted. No other body piercings permitted.</li> <li>• Facial hair should be neat and well-groomed.</li> </ul>	<p><b>Hair and Face</b></p> <ul style="list-style-type: none"> <li>• Hair should be neat, well-groomed, and out of the eyes at all times.</li> <li>• <b>No hats, hoods, or sunglasses may be worn in the building.</b></li> <li>• Pierced ears and small nose studs are permitted. No other body piercings permitted.</li> </ul>
<p><b>Tops</b></p> <ul style="list-style-type: none"> <li>• Stomach, back, and chest should be covered, even when bending or sitting.</li> <li>• Shirts should be a <b>minimum of 2"</b> (i.e. 3 finger-widths) across the shoulder.</li> <li>• Tops should be free of rips, tears, holes, and frays and should not be see-through, tight or revealing.</li> <li>• No clothing that is distracting or promotes symbols or ideologies contradictory to the school's mission should be worn.</li> </ul>	<p><b>Tops</b></p> <ul style="list-style-type: none"> <li>• Stomach, back, and cleavage should be covered, even when bending or sitting.</li> <li>• Shirts should be a <b>minimum of 2"</b> (i.e. 3 finger-widths) across the shoulder.</li> <li>• Tops should be free of rips, tears, holes, and frays and should not be see-through, tight or revealing.</li> <li>• No clothing that is distracting or promotes symbols or ideologies contradictory to the school's mission should be worn.</li> </ul>
<p><b>Pants and Shorts</b></p> <ul style="list-style-type: none"> <li>• Pants/shorts should not be see-through, tight, or revealing. They may have rips/holes/frays only if solid leggings are worn underneath.</li> <li>• <b>HS: Shorts and pajama pants are not permitted during the academic day except under special circumstances. See the MS policy below.</b></li> <li>• <b>MS: Shorts are permitted during Aug/Sept and May/June. Inseams must be at least 4". Extra long athletic shorts will be kept on hand for students to put over their shorts if they are in violation of dress code. Students who violate this will not be permitted to wear shorts for the rest of the season.</b></li> </ul>	<p><b>Pants, Shorts &amp; Skirts</b></p> <ul style="list-style-type: none"> <li>• Pants/skirts/shorts should not be see-through, tight, or revealing. They may have rips/holes/frays only if solid leggings are worn underneath.</li> <li>• <b>HS: Shorts and pajama pants are not permitted during the academic day except under special circumstances. See the MS policy below.</b></li> <li>• <b>MS: Shorts are permitted during Aug/Sept and May/June. Inseams must be at least 4". Extra long athletic shorts will be kept on hand for students to put over their shorts if they are in violation of dress code. Students who violate this will not be permitted to wear shorts for the rest of the season.</b></li> </ul>

<ul style="list-style-type: none"> <li>Pants should always be worn at the waist; underwear should not be seen at any time.</li> <li>Athletic pants and sweatpants may be worn but may not be form fitting.</li> </ul>	<ul style="list-style-type: none"> <li>Skirt &amp; dress length <b>must be no more than three inches above the top of the knee</b>, even while sitting. Slits in skirts may be no higher than three inches above the top of the knee, even when sitting.</li> <li>MS: Leggings may be worn with tunic shirts that cover the hips.</li> <li>HS: Solid leggings may only be worn under skirts and dresses.</li> <li>Athletic pants and sweatpants may be worn but may not be form fitting.</li> </ul>
<b>Shoes</b> <ul style="list-style-type: none"> <li>No flip-flops, athletic type slides or slippers are permitted. Students may wear Crocs and Birkenstocks.</li> </ul>	<b>Shoes</b> <ul style="list-style-type: none"> <li>No flip-flops, athletic type slides or slippers are permitted. Students may wear Crocs and Birkenstocks.</li> </ul>
<b>Miscellaneous</b> <ul style="list-style-type: none"> <li>No visible tattoos that promote symbols or ideologies contradictory to the school's mission are permitted.</li> <li>Clothing or hair style/color that presents a distraction is not permitted.</li> <li>Clothing that is a possible safety hazard is not permitted.</li> <li>No undergarments should be visible at any time</li> </ul>	<b>Miscellaneous</b> <ul style="list-style-type: none"> <li>No visible tattoos that promote symbols or ideologies contradictory to the school's mission are permitted</li> <li>Clothing, hair style/color, or makeup that presents a distraction is not permitted.</li> <li>Clothing that is a possible safety hazard is not permitted.</li> <li>No undergarments should be visible at any time.</li> </ul>

## Dress Code Violation Procedure

- The dress code as explained above is what is to be followed.
- If a student appears to be out of dress code, he/she will be asked to see their faculty designee for a final decision
  - Female students will be sent to Mrs. Rittler or Mrs. Hurst.
  - Male students will be sent to Ross McCracken.

**NOTE:** *If the violation is skirt length, may be required to use a ruler for measurement to help be consistent when making her determination. This procedure places these designated teachers in a potentially difficult position of always being "the bad guy", and we are asking everyone to be respectful of their decisions.*
- If it is determined that a student is out of dress code, a demerit will be issued and the student will either need to change or call a parent to get new clothes.  
*Student drivers will NOT be permitted to leave campus to change. They must either change into clothing they have at school or call a parent to bring them a change of clothing. If a parent is called, they will need to arrange for a change of clothes to be delivered to school as soon as possible.*
- Once the phone call is made, the student will return to class until their change of clothes arrives.

## PLAGIARISM POLICY

Plagiarism is using someone else's words or ideas without acknowledging the person who created them. Plagiarism is considered unlawful, whether you do it deliberately or thoughtlessly. It is not specific to English class—students are held accountable for plagiarism in all classes and subject matter.

Plagiarism may be as blatant as submitting someone else's writing as your own. This is most often seen when you "copy" a paragraph, a sentence, a piece of information from a website and "paste" it into your paper or document without citing your source. Caution should be used when using AI to assist in generating ideas or providing research support. It is critical to understand the boundaries of ethical use. Students must ensure that content generated by AI is properly cited. It also includes papers that are written by someone else for you; the writing is not your own, yet you are presenting it as yours. Letting a teacher think you did work that you actually didn't do is cheating. A more subtle plagiarism is to let a reader think that certain words, phrases, or ideas are your own when they, in fact, belong to someone else you failed to acknowledge. Paraphrases and summaries, individual phrases or words, as well as opinions and ideas can be plagiarized. Changing a few words or changing singulars to plurals does not rule out plagiarism. Even presenting common knowledge (meaning information found in 100 or more sources) in someone else's words, without credit, is plagiarism. It is hard work to make your words your own, but well worth the effort! For any questions or clarifications, English teachers can be contacted.

### Consequences for Plagiarism:

1<sup>st</sup> offense:

- Conference held between teacher and student—student will be provided proof of plagiarism.
- A grade of zero or half credit with a newly written assignment on a different topic is given. *The opportunity for half-credit with a newly written assignment is at teacher's discretion and is not guaranteed.*
- Detention issued
- Documentation of incident in Renweb
- Parent(s) informed of the reason for the grade received and the detention

2<sup>nd</sup> offense\* (or more):

- Conference held between teacher, student, and administrator—student will be provided proof of plagiarism
- A grade of zero is given.
- Further disciplinary action is discussed and, if needed, implemented. If incident occurs in an AP or honors level class, disciplinary action may include dismissal from that upper level course. *This is at the discretion of the teacher and/or administrator.*
- Documentation of incident in Renweb. Documentation of incident placed in student's permanent file if deemed necessary. *This is at the discretion of the administrator.*
- Parents are informed of the grade received and of other disciplinary action.

*\*The 2<sup>nd</sup> offense does not have to be in the same class or with the same teacher as the 1<sup>st</sup> offense. The LC Plagiarism Policy transcends individual classrooms.*

## TECHNOLOGY USE

Students are required to sign a yearly Acceptable Use for Technology policy (see FORMS). Students will adhere to all the regulations below; failure to do so at any point will result in immediate loss of internet privileges and will result in other disciplinary action.

1. Students must understand that use of Lititz Christian School computer equipment and internet access is a privilege, not a right. If that privilege is abused, it will be revoked.
2. Students will use school computers and access the internet for the purpose of education and for researching approved school assignments only. In addition, students will honor God and respect others in all projects and assignments they complete.
3. Students will be responsible for their use of any school computer equipment. At all times, students will have respect for the school's hardware and software.
4. Students will only access the internet if a teacher is present to supervise the class. Students must understand that unsupervised access is not permitted.
5. Students are prohibited from sharing personal information such as full name, home address, telephone number, school name, address or telephone number, to anyone online without the school's permission.
6. If students have a technical problem with the computer or the internet, they will share it with a teacher and ask for assistance.
7. Students understand that they are not responsible for what other people say and do on the internet; therefore, if someone else on the internet says or does something offensive or disturbing, or if images on a website make a student feel upset or disturbed in any way, they will tell a teacher. Students will not respond to any message that makes them feel upset, angry or scared.
8. Students will not participate in any unacceptable use of the Internet at school. This means students will not use school computers to:
  - Commit crimes.
  - Bully, harass or stalk others.
  - Commit copyright violations, such as illegal copying of music files, movies, pictures or software.
  - View, download and/or upload pornographic pictures, videos or stories.
  - Communicate or publish inaccurate, defamatory or racially offensive materials.
  - Invade someone else's private computer files or read their email.
  - Impersonate others online.
  - Play internet or electronic games unless authorized by a teacher.
  - Download software from websites without teacher permission or approval.
  - Knowingly upload or download any computer virus.
  - Bypass any school imposed restrictions on access to the internet.

- Transmit via email any advertising, promotional materials, "junk mail", "spam", "chain letters", "pyramid schemes", or any other form of email solicitation.
  - Promote or provide instructional information about illegal activities, promote physical harm or injury against any group or individual, or promote any act of cruelty to animals. This may include, but is not limited to, providing instructions on how to assemble bombs and other weapons, where to obtain bombs or other weapons.
  - Engage in commercial activities online such as buying or selling things, without permission from teachers.
  - Send in someone else's email address to any website that collects people's email addresses for any purpose whatsoever.
  - Attack other people's internet connections, websites or computers, or damage or deface anyone else's website.
9. Students understand that they, and their parents, could be held financially liable for any damage they cause to computers at school; for any harm they cause to other people as a result of malice, recklessness or negligence on their part; or, for any harm caused to others by their violation of this acceptable computer and internet usage covenant.

## STUDENT SERVICES & INFORMATION

### **Busing**

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

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

### **Fundraising**

Each grade level is allotted 1 class fundraiser per year, including concession stands, which will be organized by the class advisor and coordinator. Non-school fundraising activities are not permitted at school. Students are not to sell items or solicit donations for fundraising projects for their youth group, ball team, scouts, or any other organization. All fundraising by student or parent groups at LC must have prior administrative approval.

### **Lockers**

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

### **Lost and Found**

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

### **Lunchroom Expectations**

- Students going through the lunch line are to be orderly and mannerly.
- There is to be absolutely no throwing of food or other disorderly conduct.
- Students are not to touch another student's food.
- Students are to practice good table manners and never to participate in any crudeness of speech or behavior.
- The table and floor are to be clean before a table is dismissed.
- Students are not to leave lunchroom without signing out on the pass or a teacher signing students out for an academic-related reason

High School students misbehaving in the lunchroom will receive a demerit or be assigned silent lunch in another room. A notice of lunchroom misbehavior will be sent home to parents.

**Lunch Program**

Lunch is available for purchase every day at lunch time, apart from early dismissal days (½ days) and days that begin with a delay due to inclement weather. On delay days, the student will need to bring a packed lunch.

**Non-Discrimination Policy**

Lititz Christian School provides services without regard to race, color, religion, ancestry, sex, handicap, or national origin.

**School Building Expectations**

- High School students (gr. 9-12) will not use the Children's Wing.
- There is to be no running in the hallway.
- Students are to be quiet in the hallways.
- Students are to keep their hands off the walls, bulletin boards, and art displays.
- 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 student's hand so that it can be easily seen by teachers or staff who see them in the hallway.

**Study Hall and Flex Period Policy**

- The study hall is for studying, not visiting friends or recreational purposes.
- The study hall must remain quiet at all times.
- A student is expected to bring books with him/her to the study hall each day.
- A student should go to the lockers prior to the study hall time.
- Students may leave the study hall only with teacher permission and a pass.
- Tests may be taken in study hall only by special arrangement between the subject teacher and the study hall teacher.
- With the permission of the classroom teacher, students may listen to music on the personal device. LC is not liable for student playlists or lost earbuds/headphones.

**Phone Usage**

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

**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.

## STUDENT HEALTH

### First Aid

The school maintains first aid supplies at the front desk. In case of illness or possible serious injury parents will be contacted to make arrangements to pick up the child.

### Immunization Policy

The school follows the PA Department of Health guidelines in regard to immunizations. The school nurse (Warwick School District) maintains student health records.

In general, required immunizations are:

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

### Medical Examinations

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

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

### Medication Policy

- **All** medication must be kept in the office. Students may not carry medicine of **any** kind or keep the medicine in their lockers or desks. Exceptions to this policy *may* be granted providing that the parent obtains a written request from the student's physician **and** approval from Administration. Students with asthma may carry their inhalers with them if deemed sufficiently responsible by the physician, parent/guardian, school nurse, and building principal. Pupils requiring such medication shall obtain and submit a completed asthma inhaler self-administration authorization form to the school office.
- The responsibility to take the medication at the proper time lies with the student.
- All **prescription medicines** require both written parental consent and written authorization from the physician. The exceptions to this policy are Aspirin, Tylenol (acetaminophen), Ibuprofen, and Children's Mylanta (or Calcium Carbonate for ages 12 and up), which may be administered to students with written parental consent only.
- **All medications** must be sent in the original containers with proper and legible labels affixed. Medications sent in baggies, plastic containers, etc., will not be administered.
- Written parental consent and written physician's authorization for medication administration are required each school year, and also each time a change in medication type, dosage, or



time of administration occurs throughout the school year.

- Whenever possible, the medication should be given at home. For example, many antibiotics prescribed “three times a day” are to be given every eight hours, and doses may be given at home.
- Students should bring no more than a one-week supply of medication to the office.
- Medication must be given directly to the front desk 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 at the front desk with the written physician’s authorization and written parental consent.
- A medication permission form will be provided by the office for your use should your child need to take medication in school. Please feel free to contact the school office with any questions regarding this policy.

## MISCELLANEOUS

### **Bikes and Skateboards**

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

- The front desk must have written permission from the parent, stating that they may ride their bike or skateboard to school.
- Bicycles and skateboards are not to be ridden during the school day.
- Bicycles and skateboards must be parked in designated areas and locked during the school day.

### **Closings and Delays**

- Parents who have provided the school with a cell phone number will receive a Parent Alert text message in the event of a school closing, delay, or early dismissal due to inclement weather or other emergency.
- Also, in the event it becomes necessary to cancel or delay school due to inclement weather conditions, an announcement of the closing or delay will be made on the following media stations:

<b>W D A C</b>	<b>94.5</b>	<b>FM</b>
<b>W J T L</b>	<b>90.3</b>	<b>FM</b>
<b>W G A L</b>	<b>Channel 8</b>	

### **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. At times, there will be a charge for a field trip with the amount varying with each trip.

### **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. Students are to remain quiet 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.

### **Inclement Weather Guidelines**

- View your cell phone for a 'Parent Alert' text from the school regarding closing, delay, or early dismissal.
- Listen for the Lititz Christian School announcement on the radio or television.
- If the school district of your residence is operating on a delay, follow that school's bus schedule.
- If the school district of your residence is closed for inclement weather, your child will be excused from school, even if Lititz Christian School is in session.
- If the school district of your residence busses students early due to inclement weather, all student drivers who live in that school district will also be dismissed at the same time.
- When the opening of school is delayed or school closes early for inclement weather, students who take the bus will be transported according to their local school district schedule. Thus, in the event of inclement weather please review alternate travel plans with your child.
- During times of a crisis, an emergency, or when local school districts are closing early, parents are permitted to pick up their children early. Please come to the front desk to sign out your child and wait in the school lobby for the child to be dismissed from class. Please do not call the school office for closing, delay, or early dismissal information.
- Prior to an inclement weather event that may cause early school closure, discuss pick-up and travel arrangements with your child.

### **Parent Communication**

Secondary teachers use Google classroom to communicate student assignments. Each teacher also has a direct e-mail address located on each class Renweb page. If you call during the school day to speak to a teacher, you will be directed to the teacher's voicemail. Teachers will return phone calls at their earliest convenience. Please do not contact teachers at their homes unless the situation is an emergency.

### **Parent Dress**

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

### **Parent Expectations**

It is expected that parents will exhibit a gentle, supportive and non-critical spirit in all contacts with teachers. It is ultimately the parents' responsibility to assure that their child:

- complete assignments
- displays respectful behavior in school
- arrives to school on time
- attends school regularly

### **Parent Page**

Each Friday the weekly Parent Page is posted on Parent's Web and is also emailed to each family if an email address is provided to the school office. The "Parent Page" includes information such as announcements, upcoming events, upcoming lunch menus, sports schedules, and general student/parent reminders.

### **Parent-Teacher Fellowship (PTF)**

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

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

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

### **Visitors**

- 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.
- Student visitors are not permitted unless they are interested in enrolling at LCS.
- Parents and visitors are not permitted to go directly to any classroom during school hours, before they check-in first with the front desk.

## ATHLETICS

For full information on athletics, please refer to the LC Athletic Handbook. Lititz Christian School is a member of the Pennsylvania Interscholastic Athletic Association (PIAA) and participates in the Commonwealth Christian Athletic Conference (CCAC).

### School Sponsored Sports:

For students in Grades 5-12 the following interscholastic sports are offered:

**Fall:** Boys Soccer  
Girls Volleyball

**Winter:** Boys Basketball  
Girls Basketball

**Spring:** Girls Soccer (MS Only)  
Boys Volleyball

### Cooperative Sponsorship

Lititz Christian has formed a cooperative sponsorship for athletics with Warwick High School. This agreement allows Lititz Christian students to participate on Warwick High School teams **ONLY** in sports that our school **DOES NOT** offer. The sponsorship allows students to play: Golf, Tennis, Cross Country, Swimming, Wrestling, Lacrosse and girls soccer for Warwick teams. Other co-ops include LAMS, LCCS (baseball)

### Varsity Letter Guidelines

- Students must be in grades 9 – 12 to earn a letter.
- Students must be at all scheduled games and practices (exceptions include sickness and other emergencies).
- Students will lose eligibility for lettering when they are taken off the team at any time because of discipline problems.
- Students will lose eligibility for lettering if they are placed on Academic Probation at any point during the season.
- Letters will be awarded to managers of the team.

### Letter Jackets

A Varsity Athlete who has received **four total** Varsity letters from any sport and who maintains a **GPA of 2.5 or higher** is eligible to purchase a letter jacket.

- **Cost:** The school will pay for half of the jacket and the family will pay for the other half of jacket (**your cost is \$90.00**). The school provides the letter that will be embroidered on the jacket.
- **When:** After the student receives their fourth letter they will be given an order form to order their jacket. They could potentially receive Winter of Sophomore year at earliest. The orders are done through Schuylkill Valley Sports in Lititz.

### Athlete Guidelines

- All athletes are required to have a physical examination in which the Doctor completes the CIPPE form declaring them ready to play. The form can be found by going to [www.piaa.org](http://www.piaa.org) (Sections 1-4 are needed of this form). For VARSITY ATHLETES ONLY they must complete Section 5 of the CIPPE form when participating in second or third sport of the same school year.
- All athletes are required to complete an emergency information form in order to participate.
- All athletes are required to pay a sports fee of \$65.00 for each season in which they participate.
- The Athlete and Parent must read and sign the Parent/Player Agreement stating that they are aware of all expectations of them for the season.
- Students are required to be in school by 11:00 a.m. on game days in order to be eligible to participate in the game. Students attending a field trip or college visit are permitted to play in a game on that day.
- All athletes will be instructed to dress nicely on certain game days. Dress code for those game days:
  - Girls - dress or skirt
  - Boys - shirt (tucked in), tie (tied properly), and no jeans
- All athletes are expected to work to their full potential in classroom work. Anyone who is on academic or disciplinary probation will be ineligible to play in games. Academic Probation lasts for a full two weeks, at that point they will be considered for re-entry into games.
- Athletes should watch the kind of food they eat, avoiding junk food.

### Athletic Eligibility

1. Anyone who is on **Academic or Disciplinary Probation** will be ineligible to participate in any and all athletic team related activities including, but not limited to, practices, games, and other team functions.
  - a. The Athletic Director, in consultation with a player's head coach and the school administration, may amend a probationary student-athletes prohibited activities if the unique circumstances of the individual merit it.
1. **Academic Probation:**
  - a. A student-athlete will be placed on Academic Probation for a one-week probationary period if he/she receives the following grades as an average:
    - i. One (1) subject with 59% (F) or below average **OR**
    - ii. Two (2) subjects or more with averages of 69% (D) or below
  - d. At the end of the one-week probationary period, the teachers and school administration will make a decision to do one of the following (see STUDENT HANDBOOK – PROBATION for more details):
    - i. Remove the student-athlete from probationary status & reinstate to normal status
    - ii. Extend the probation period
    - iii. Establish a formal meeting between administration and parents

1. **Athletic Eligibility Policy Guidelines:**

- a. Each Thursday morning, the Athletic Department will run a **Grade Check** on all student-athletes.
- b. Any student-athlete found to meet the criteria for Academic Probation will first be placed on **Academic Pre-Probation**.
  - i. **Academic Pre-Probation** is a one-week opportunity for student-athletes, with the help of their parents and teachers, to evaluate and improve their grades before the next Grade Check.
    1. During Pre-Probation, there are no athletic related restrictions placed on the student-athlete.
- e. On the **next Grade Check**:
  - Student-athletes who were able to improve their grades above the probationary threshold will immediately be **reinstated** to normal academic status.
  - All other Pre-Probation student-athletes will transition immediately to **Academic Probation** (see above).

### **Sportsmanship**

- Watch your attitude. Christ is watching us and we play for Him. Act like representatives of Jesus Christ. Any athlete whose actions have been detrimental to spiritual objectives of the school will be disciplined.
- Fellowship with opponents, and congratulate opponents after the game. Do not belittle opponents.
- Do not use vulgar or demeaning language toward opponents, referees, fans or other coaches. Disciplinary measures will be taken if this happens.
- Do not intentionally break the rules of the game.
- Do not lose your temper or become uncontrolled.
- Any athlete who receives a technical foul or yellow card will immediately be removed from the game. The coach will then decide how long to keep the player out of the game. All yellow cards and technical fouls will be reported to the Athletic Director.
- If a player gets red carded, (ejected) from the game, he/she will sit out at least one game. A meeting will be held with the coach, Athletic Director and the Administrator to decide disciplinary action.

### **Facilities**

- Always leave the area cleaner than you found it. All trash should be picked up. After practices and games, make sure everything is back where it belongs, and locked up.
- Locker rooms should be checked after practices and games.
- Report any damaged/broken equipment immediately to your coach.

- Cleats are NEVER to be worn inside the building. You must put cleats on outside, not in the locker room or hallways. If an athlete needs to return to the building, muddy shoes should be taken off before entering. Athletes should not stamp mud off on the sidewalks.
- Food and drink will not enter the auditorium during athletic use. This includes gum and other small candies. Drinking water may be brought into the auditorium.
- Only non-marring court shoes will be worn in the auditorium.
- Athletes should not prop open any doors leading into the building at any time!

### **Uniform**

- Soccer socks can be purchased from the athletic department. Prices are to be determined each year. (Wash uniforms in COLD water with NO BLEACH, and hang them to dry.)
- Uniforms that are damaged or destroyed due to player negligence will be the responsibility of the player. Players will be notified of the monetary amount necessary to replace the damaged uniform.
- At the end of the season, uniforms are to be laundered and returned to the athletic office as soon as possible. All uniforms are due two weeks after the last game. Athletes returning uniforms after this due date will receive a demerit. Uniforms should be bagged and labeled with the athlete's name for easy identification.

### **LC Sports Awards**

At the conclusion of each school year Lititz Christian will have an evening to honor all of the Athletes for their hard work put forth during their season(s). Athletes will be given certificates of participation and also various awards will be given out by their coaches for deserving athletes.

## FORMS

### TECHNOLOGY ACCEPTABLE USE POLICY

#### 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 the Lititz Christian School computer network.

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

- Sending or displaying offensive messages or images
- Using obscene language
- Downloading or sending hate propaganda, threatening or obscene messages
- Damaging computers, computer systems or computer networks
- Downloading games, programs, large files and images without specific teacher permission
- Using unauthorized web-based e-mail such as G-Mail, Yahoo Mail, etc.
- Using Chat rooms, instant messaging, etc.
- Violating copyright laws
- Accessing, editing, moving or deleting another user's folders or files
- 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: \_\_\_\_\_



## Middle and High School Students Staying After School

The staff and administration at Lititz Christian School recognize and encourage student participation in extracurricular activities and the support of those who are participating in these activities. As a result, students are permitted to stay after school for the following reasons and under the following guidelines.

### Extra-Curricular Participation:

**For activities starting at 4:00pm or earlier:**

These students should report directly to their activity (sport, musical, robotics, etc.), and **the advisor/coach of that activity becomes directly responsible for these students.** Attendance will be taken.

Any student not able to fulfill his/her after school commitment should communicate their absence to the office and supervisor of the event.

School cell phone rules apply, in that students must receive permission from advisor/coach to use phone.

**Activities starting later than 4:00pm:**

All students participating in an activity that starts after 4:00pm will have two options.

- 1) With parental consent the student will be able to leave campus and return at the time of the activity. In this case the student is subject to the guidelines under the Student Driver Section of this handbook. All students who do not have permission to leave will default to option #2 and will be added to the study hall attendance list.
- 2) A school sanctioned study hall will be provided for the participants of the after school activity. They will remain in the study hall until they are picked up by their activity supervisor or signed out by a parent. School cell phone rules apply when attending the school sanctioned study hall.

### Fans and All Other Students Staying After School:

Students are encouraged to support their peers by attending school events. Although student presence is encouraged, it is important to note that students must have an adult responsible for them for the duration of their time on our campus. Responsible adults are assigned by the school during school hours (7:30am-2:40pm); however, it is up to the parents to ensure that their children are accounted for on school grounds after 2:40pm. This can happen in one of two ways:

- 1) They may coordinate with a classroom teacher or staff member to complete community service projects or stay to complete work with that teacher/staff member. These arrangements must be set up ahead of time with the teacher/staff member who will be responsible for the student.
- 2) A student should be prepared to answer the question, "Who is responsible for you" if they are questioned by administration, faculty, or staff members.

\*Note: Students choosing to attend extra-curricular activities, although the school is not directly responsible for these students, will be subject to follow the rules of the handbook including areas of dress code, harassment, displaying affection, and language. Students are not under the cell phone policy when not under the supervision of school staff. If a student fails to comply with these guidelines, they could be subject from removal of a game or activity.