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# Life Christian School Handbook

Leadership-Integrity-Faith-Excellence

# 2023-2024

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## STATEMENT OF FAITH

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

## **PHILOSOPHY OF MINISTRY**

### **Mission Statement**

It is our passion to establish a culture where students can be transformed by God by using:

### **Leadership**

- To create students of influence who reflect Christ to those around them in their daily lives.
- To promote interest in pursuing positions of leadership as an increased platform of such influence.

### **Integrity**

- To develop students who make moral choices based upon biblical principles.
- To develop students who evaluate societal issues through a worldview based upon Christ.

### **Faith**

- To cultivate personal disciplines of prayer, bible study, and service in each student.
- To discover and develop each student's role in the body of Christ based upon the development of their spiritual gifting.

### **Excellence**

- To develop students who possess proficiency or mastery in core academic areas and are prepared for post-secondary education.
- To promote a culture of participation in quality activities focused on the maturation of the child physically, spiritually, and mentally.

## STATEMENT OF MARRIAGE, GENDER, AND SEXUALITY

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as defined in Scripture. (Gen 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4.) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual and/or transexual conduct, pederasty, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10.)

We believe that in order to preserve the function and integrity of Life Christian School as a Christ-centered educational institution, and to provide a biblical role model to our students, families, and community, it is imperative that all persons employed by Life Christian School in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matt 5:16; Phil 2:14-16; 1 Thess 5:22.)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11.)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hatred and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Life Christian School.

## **Purpose**

Life Christian School adopts the historic, Christian view of life as presented in the Bible. Since God created and sustains everything through His Son, Jesus Christ, the world and life are God-centered and should glorify Him. Man being a sinner by nature and choice, however, cannot in this condition glorify or know God. He can do this only by being recreated in God's image through committing his life to Jesus Christ as Lord and Savior. The total process of education, therefore, must seek this restoration of students to the position of true knowledge, righteousness, and holiness in Christ by developing and relating the whole person to God spiritually, mentally, socially, and physically. It must present all truth as God's truth and must be integrated with God's Word. Such education is first the parents' responsibility, and second, the school should function as an extension of the home to aid the parents in giving this education. (Deuteronomy 6:4-9).

## **Expected School-wide Learning Results**

Spiritual-Effective Christians Students will integrate their knowledge of biblical principles with their daily life by:

- Accepting Jesus Christ as their personal Savior and participating in a local church
- Applying their knowledge of Scripture and their Christian worldview to their daily lives as evidenced by consistent Christ-like character
- Using their talents, skills, and intellect to glorify God
- Demonstrating a respect for the value God places on them and others

### **Academic-Self-Directed, Quality Producers**

Students will demonstrate personal responsibility in producing quality work products by:

- Demonstrating organizational and time management skills
- Setting, pursuing and accomplishing realistic and challenging academic, career and personal goals in order to be lifelong learners
- Developing and creating intellectual, artistic, practical, and physical works of excellence.

### **Academic-Critical Thinking, Effective Communicators**

Students will demonstrate the ability to think logically and to communicate their decisions using effective communication skills by:

- Identifying, assessing, analyzing, integrating and organizing information or data.
- Displaying an ability to solve problems and make rational decisions based on deductive and inductive logical reasoning.
- Researching, documenting, and expressing thoughts critically and clearly through oral and written communication.

### **Social-Collaborative Community Contributors**

Students will use effective social skills to work productively with others to benefit their school, church and community by:

- Functioning harmoniously and effectively as a team member
- Contributing their time, energies and talents to improve the quality of life in school, church and community
- Modeling responsible citizenship with integrity, compassion, and Christian ethics. Having an awareness of world viewpoints, belief systems, cultures, and other languages.

### **Physical-Healthy Active Individuals**

Students will understand that their physical health is important. They will demonstrate this understanding in the following ways:

- Improving physical fitness
- Displaying appropriate hygiene
- Possessing knowledge of good nutritional habits



# DISCIPLINE

## Philosophy

Life Christian School views discipline as not simply punishment, but as opportunities for training in righteousness resulting in Godliness (1 Timothy 4:7). We believe the responsibility for discipline lies primarily with the parents, with the school teaming up with them as they fulfill their God-given obligation (Deuteronomy 6:1-2, Ephesians 6:4). It is up to the parents to ensure that the students behave properly. The school is here to support the parents in their discipline, not replace them. The school and the home must be working together in order for the training of the child to be effective. Students are subject to discipline for conduct at school, while traveling to and from school sponsored events, while at other schools, and while off campus whenever such conduct has a direct effect on the discipline or general welfare of the school.

Discipline at Life Christian School will be fair, loving, consistent and appropriate to the growth of each child. "Discipline your son, and he will give you peace; he will bring delight to your soul." (Proverbs 29:17) School rules are made clear to all students in the classroom and playground. Teachers and staff members will enforce all rules in this handbook. Teachers and staff will respond to rules that are not being followed. Respect must be shown for the rights of others and their property.

In order to carry out your wishes for total character development, we believe it is necessary to follow the Scriptural admonition to correct a child when his or her behavior is in violation of proper or reasonable school rules and procedures. Usually, a quiet word with a student will suffice. However, there are those times when on-going warnings and counsel are not heeded and stronger action is required. This may be in the form of detention, student-parent-teacher conference, counsel with the principal, or when all else has failed, suspension, and/or probation, or expulsion.

## LCS Behavior Expectations

LCS teachers and staff continually ask and direct students to identify that their behavior is (1) Safe, (2) Respectful (3) Responsible (4) Encourage and affirm our school's mission

**Classroom Expectations:** Listen and follow directions. Raise your hand before speaking or leaving your seat. Keep your hands and feet to yourself. Respect your classmates and your teacher.

**Passing Time Expectations:** Respect other classmates as they move to their class.

**Lunchroom and Lunch Break Expectations:** Keep food and drinks in the cafeteria. All food and drink waste is to be thrown away in garbage cans. Secondary portable areas are off limits. The Cafeteria and Track will be available for students when supervision is provided. Electronic devices (cell phones/laptops) are not to be used during lunch.

**In-Classroom Discipline Procedure:** Any behavior that interferes with another student's right to a safe, responsible and respectful learning environment, will be addressed. Students will be given an opportunity to correct their behavior. If they decide not to correct their behavior, the following steps will be taken by the classroom teacher.

- **Step 1** – Verbal Warning
- **Step 2** – Verbal Warning, student to meet with teacher AFTER class. Documented in Gradelink; teacher may issue a detention at any step
- **Step 3** – Students referred to administration, phone or email to parents. It will be documented in Gradelink. A lunch detention will be issued.

## Discipline Procedure

Students can advance to any step at any time for any reason. Any discussion about a student's steps is welcome AFTER class. Discussions/comments during class will earn the next or highest step.

Steps of Discipline Detention:

6th - 12th grade can be assigned detention as a means of discipline. Detention means a student has been assigned to be apart from their peers in a designated space for a period of at least thirty (30) minutes. Students in detention are to report to the assigned detention room by the designated time. If they are late, they will not be permitted to serve their detention that day and will incur an additional detention. Students are to sit quietly; detention is not a study hall, nor a time for socializing; it is meant as a disciplinary tool.

**Procedure:** When a detention is given, students will receive a detention slip that must be signed by the parent/guardian.. Students are required to serve that detention within one week of the violation on the date determined by the school office and the parents. No exceptions will be made except for illness. The student will sign in punctually. The student must remain silent and complete the assigned work, as given by the monitor.

Multiple detentions during one quarter will require a meeting between parents, teachers, and an administrator. The administrator will arrange the meeting after discussing the behavioral concerns with the issuing teachers. Student involvement in the meeting will be left to the school's discretion. The student will serve one or more of the following options depending on the nature of the offense:

- 1) work day after school
- 2) loss of extra-curricular involvement,
- 3) action plan designed by parents and teachers to help the student manage his behavior. \*\*The student risks suspension from school if he does not fulfill the requirements of the action plan. Referral: is when a student is referred to the administration because his/her behavior warrants immediate removal from class.

## Referral Procedures

### *Definitions*

Suspension: is withholding the privilege of attending classes from the student. The intention is to discipline the student for a period of time in which he/she will have the opportunity to reflect upon the seriousness of his/her actions and attitude. Students will not be allowed to make-up class work or tests missed during suspension.

Expulsion: is dismissal from Life Christian School. Expulsion results from misbehavior when other means of correction have not been effective or when behavior is serious enough to justify expulsion. Expulsions are at the discretion of the administration.

- a. 1st referral will result in a warning of consequences to follow. Instruction of what is expected will be given at this time by the teacher. This will be followed by a phone call or email from the teacher to the parents. The student will also miss the remainder of the class period and receive a zero (0) for any work that day. A detention may be issued.
- b. 2nd referral will result in a day of suspension and a parent conference with administration. The principal will call or email the parent.
- c. 3rd referral will result in suspension or expulsion.

**Depending upon the severity of the offense, any of the following actions will result in suspension or expulsion:**

1. Forging or using forged notes or excuses.
2. Smoking or possession of any form of tobacco.
3. Using inappropriate language or gestures (vulgarity/profanity).
4. Fighting - at least an automatic two-day suspension.
5. Threatening a teacher, school personnel or another student.
6. Stealing.
7. Misuse of technology
8. Leaving campus without permission at any time during the school day.
9. Cheating and/or plagiarism.
10. Skipping class - (being more than 10 minutes late to class is considered an absence).
11. Placing any form of graffiti or physical disfigurement on any school property.
12. A non-cooperative attitude.
13. Refusal to repent and reconcile.
14. Agitating others against each other.

When such an attitude or behavior is identified in a student, the administration, parents, and teachers will work together toward the purpose of restoring the student to a proper relationship with God and their peers. If such a process is unsuccessful, the student may be dismissed from LCS.

Offenses that will lead to expulsion:

1. Repeated possession or use of illegal drugs, tobacco or alcohol, vape, etc. either on or off campus. Students should not remain at any activity where drugs, alcohol, tobacco, vape, etc. are being consumed.
2. Carrying or using instruments to do bodily harm.
3. Striking a teacher or other school personnel, or another student.
4. Immorality.
5. Vandalism.
6. Involvement in gang activity.
7. Expressing disrespect for Jesus Christ, His followers, or the principles of Scripture.
8. Two suspensions within one year.
9. Demonstrating blatant disrespect for any adult or student on the school property.
10. Clear indication by the student that he/she does not want to attend LCS.
11. Knowing, but not reporting to the LCS administration or staff that someone else was planning to break a rule or a law or had already broken a rule or law.

When a student is expelled, they will not be allowed to return to Life Christian School or any of its functions. Rare exceptions are the prerogative of the school board.

## **Bullying/Cyberbullying**

Life Christian School recognizes that a Christian learning environment must be physically and emotionally safe and secure for all students, promote good citizenship, increase student attendance and engagement, support academic achievement, and enable students to walk out their calling in Christ. To protect the rights of all students and groups for a safe and secure learning environment, the administration prohibits acts of bullying, harassment, and other forms of aggression and violence. Bullying or harassment, like other forms of aggressive and violent behaviors, interferes with both a school's ability to educate its students and a student's ability to learn. All administrators, faculty, staff, parents, volunteers, and students are expected to refuse to tolerate bullying and harassment and to demonstrate behavior that is respectful and civil.

"Bullying" or "harassment" is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts - i.e., cyber bullying, through the use of internet, cell phone, computer, or wireless handheld device, currently in use or later developed and used by students that is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress and may be motivated either by bias or prejudice based upon any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic, or is based upon association with another person who has or is perceived to have any distinguishing characteristic.

Bullying and harassment also includes forms of retaliation against individuals who report or cooperate in an investigation under this policy. Such behaviors are considered to be bullying or harassment whether they take place on or off school property, at any school-sponsored function, or in a school vehicle or at any time or place where a child's imminent safety or overall well-being may be at issue. "Bullying" is conduct that meets all of the following criteria:

"Cyber bullying" is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites. Cyber bullying can happen 24 hours a day, 7 days a week, and reach a student even when he or she is alone. It can happen any time of the day or night. Cyber bullying messages and images can be posted anonymously and distributed quickly to a very wide audience. Examples of cyber bullying include mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles.

Life Christian School is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our school works to ensure that all students have the opportunity and support to develop to their fullest potential, share a personal and meaningful bond with people in the school community, and continuously develop a strong relationship with God.

The scope of this policy includes the prohibition of every form of bullying, harassment, and cyberbullying/harassment, whether in the classroom, on school premises, immediately adjacent to school premises, when a student is traveling to or from school (portal to portal), or at a school-sponsored event, whether or not held on school premises. If bullying/cyber bullying has been reported to the administration, the accused student will immediately be sent to the administration for disciplinary action. The administration will conduct an investigation into the incident and consult with the School Board regarding appropriate disciplinary measures. Bullying and cyberbullying is an offense which can warrant immediate expulsion.

# ELEMENTARY DRESS CODE

## PURPOSE OF STUDENT UNIFORM

It is our desire to honor the Lord Jesus Christ and to see Him reflected in the lives of our students. Our dress code will emphasize modesty, neatness, and safety. Students should meet the dress code standards before they arrive at school. If they do not, a call will be made to the parents requesting they help correct the infraction.

### GIRLS Kindergarten – 5th Grade

- Tights and leggings are permitted as undergarments, **not pants**. Skirt or a dress must be worn with solid navy blue, black, or white leggings/tights/shorts. Leggings or tights with graphic logos, prints, or designs are not allowed and will not be accepted.
- Blouses, polos and long sleeved shirts must be in school colors: **white, purple, black, light or navy blue**. Solid colored pullover sweaters in school colors are acceptable and must have a uniform shirt underneath. LCS or LC spirit wear t-shirts may be worn. Sweatshirt hoodies may be worn **ONLY** if they are LCS or LC spirit wear **OR** are in solid school colors without any logos or prints. A uniform shirt is **required** underneath sweatshirts. Hoodies with non-school logos and prints are **not** acceptable.
- Dress pants or shorts may be navy, black or tan.
- Skirts, skorts, or jumpers may be at least 3 inches above the knee or longer.

### BOYS Kindergarten – 5th Grade

- Shirts and polos must be in school colors: **white, purple, black, light or navy blue**. Solid colored pullover sweaters in school colors are acceptable and must have a uniform shirt underneath. LCS or LC spirit wear t-shirts may be worn. Sweatshirt hoodies may be worn **ONLY** if they are LCS or LC spirit wear **OR** are in solid school colors without any logos or prints. A uniform shirt is **required** underneath sweatshirts. Hoodies with non-school logos and prints are **not** acceptable.
- Dress pants or shorts may be navy blue, tan, or black must be worn.

## GENERAL GUIDELINES FOR ALL UNIFORM

1. All jumpers, shorts, and skorts may be at least 3 inches above the knee or longer.
2. No slippers, flip-flops or water shoes may be worn.
3. All belts should be inside the belt loops with no part of the belt hanging below the belt loops.
4. No alterations of any kind may be done to the uniforms except alterations for the purpose of correct fit.
5. Hair should be neat, clean, and out of the eyes. **Unnatural hair colors are not acceptable for girls or boys.**
6. All clothes should fit correctly, not too tight or too baggy.
7. No article of clothing or jewelry that reflects any gang, cult or satanic activity may be worn.
8. Shoes must be worn at all times.

### *School Sponsored Events*

Clothing must reflect Christian values and follow the general guidelines.

## **GENERAL GUIDELINES FOR CASUAL DRESS FRIDAY**

1. No tank tops, muscle shirts, or spaghetti strap shirts are to be worn at any time.
2. All shorts and skirts may be at least 3 inches above the knee or longer.
3. Shorts or pants that reveal undergarments are not allowed.
4. Low-cut or revealing necklines are not allowed.
5. Clothing that reveals the midriff during daily activities is not allowed.
6. Shoes must be worn at all times.
7. No flip-flops for PreK-5th grade.
8. Hats or hoods are **not** allowed on campus during the school day.

*Failure to follow these rules will result in parent notification, students will be required to change clothes that day, and repeat offenses could lead to suspension.*

## **DRESS CODE VIOLATIONS**

The student will not be permitted to attend class unless properly dressed. If a student arrives at school unacceptably dressed, his/her parents will be called at home or work. A parent may arrange for delivery of an appropriate change of clothes or arrange for the student to be taken home for the day. At the discretion of the administration, detention may be assigned for inappropriate attire. Students must dress according to the dress code at all school functions (sporting events, programs, graduations, parties etc.). Students who violate the dress code five times in a semester will meet with administration and may face disciplinary actions.

## SECONDARY DRESS CODE

### PURPOSE OF THE DRESS CODE

LCS believes that there is a direct relationship between a student's appearance, conduct, attitude and values. To that end it is our desire that high school students be allowed the privilege of choosing their clothing, with guidelines, in order to begin preparation for college and the workforce. Clothing worn by students will reflect modesty, cleanliness and neatness. Students should consider how they would dress in a casual business atmosphere. Extreme fads are not allowed. These are general guidelines. However, the administration has the authority to determine the appropriate dress and appearance.

### GENERAL GUIDELINES

**Shirts/Blouses (all Students):** No shirts are allowed which depict grotesque or offensive pictures, messages or advertisements that glorify or depict any person, group, tobacco or alcoholic beverage names. No attitude messages are permitted. Sports teams and sportswear logos are acceptable.

**Girls:** Dresses and blouses that are halter style, bare midriffs, low cut (front and back styles), tank tops, or other revealing styles are **not** acceptable at school or any school function.

**Pants/Shorts (all Students):** Jeans and pants must be neat and clean with no holes, tears or patches and must be modestly fitting. Students are permitted to wear walking shorts. Tight-fitting shorts and frayed shorts are not permitted. All pants and shorts must be neatly hemmed. Shorts should extend to at least within three (3) inches of the top of the knee. Pants and shorts must be worn at the waistline. Anything so baggy that it would fall down without a belt or anything that exposes undergarments above the top of the pants is not permitted. Leggings or tight fitting pants can only be worn with a dress or must have a covering that extends within (3) inches of the top of the knee. **Sweatpants are not allowed.**

**Dresses and Skirts:** These should be modest in length when seated. Skirts/Dresses can be mid-thigh with leggings. Three inches above the knee with no leggings. Shorts mid-thigh instead of three inches above knee. No PE clothing is to be worn to class. Joggers need to look like pants. No pants that look like sweatpants.

**Undergarments:** No undergarments of any type are to be visible during school or at school events.

**Shoes:** Flip-flops and strapless sandals may be worn, unless the student is involved in an activity which would require the student to run. At no time are bare feet permitted on the campus.

**Hair:** Conservative hairstyles with **no** bizarre or unnatural hair colors; well-groomed, off the eyes; no mohawks.

**Jewelry:** Students may have ear piercings. Large nose hoop piercings are **not** permissible. No one is permitted to wear jewelry during P.E. or while participating in sports.

**Tattoos/Body Markings:** Students who have tattoos should keep them covered at all times while on campus.

**Facial Hair:** Well groomed and not extreme is acceptable.

**Make-up:** Should be worn in a conservative manner and with parental permission.

**Hats:** Boys and girls may **not** wear hats on campus during the school day.

### PHYSICAL EDUCATION DRESS CODE

Students will supply their own gym shoes. Secondary students will be expected to dress in athletic wear for PE class. Clothing should be free of inappropriate words, slogans, or advertising. T-shirts and shorts should be standard length to meet dress code requirements. **While off campus**, please remember that you are representing Life Christian School, the dress code should be followed as closely as possible and comfortable.

## **EVENT DRESS & FORMAL ATTIRE**

### **Girls**

- Traditionally short or long dresses may be strapless or may feature spaghetti straps
- Backs can be bare no lower than 1” below the shoulder blades. Bare midriffs are not permitted
- Dress shoes are to be worn at all times. Shoes may be backless. No flip-flops.
- Undergarments should not be visible.
- See-through apparel must have clothes underneath that meet the dress code.
- Dresses higher than 3” above the knee are not permitted.
- Dresses with immodest slits are not permitted.
- Garments that are extremely tight, form fitting, or low-cut are not permitted.

### **Boys**

- Short-sleeved or long-sleeved collared shirt with full-buttoned front. Shirts must be worn properly buttoned throughout the evening.
- Dress slacks or khaki pants are allowed.
- Shoes must cover the toe and heel. No flip-flops.

In addition, no fake weapons, masks, or costumes may be worn. Any questionable formal wear will be evaluated by the administrator(s) on duty. If clothing is deemed inappropriate, the student may be asked to leave the event.

\*\*Playlists for events will need to be approved by the administration prior to the event.

## **DRESS CODE VIOLATIONS**

The student will not be permitted to attend class unless properly dressed. If a student arrives at school unacceptably dressed, his/her parents will be called at home or work. A parent may arrange for delivery of an appropriate change of clothes or arrange for the student to be taken home for the day. At the discretion of the administration, detention may be assigned for inappropriate attire. Students must dress according to the dress code at all school functions (sporting events, programs, graduations, parties etc.). Students who violate the dress code five times in a semester will meet with administration and may face disciplinary actions.



## ATTENDANCE POLICIES

According to Oregon Law, parents are responsible to see that students achieve regular attendance at an educational institution. The attendance policy of Life Christian School is created to encourage fulfillment of this law. Life Christian School believes a student's attendance in a class is imperative to achieve spiritual and academic excellence.

### Communicating Absences

Email [attendance@lcsliions.org](mailto:attendance@lcsliions.org) and the student's homeroom teacher. For missed or makeup work, please contact your student's teacher(s).

### Pre-Arranged Excused Absences

In order for an absence to be Pre-Arranged and Excused, the parent must email [attendance@lcsliions.org](mailto:attendance@lcsliions.org) and their teacher at least three (3) days before the date(s) of the absence. Students are allowed a maximum of five (5) approved pre-arranged absences per school year.

The following situations may be considered for **Pre-Arranged Excused Absence approval**:

1. School-Sponsored Functions
2. Medical or Dental Appointments
3. Pre-Arranged Family Activities
4. College/Career related visits
5. Special Religious Events

**Important Note:** Most school-sponsored functions, such as athletic contests, are automatically approved and do not require a parent email be sent unless otherwise communicated by a staff member. Students with approved pre-arranged excused absences must have all of their work completed within two school days after their return (unless special consideration is given by a teacher for advanced homework). Additionally, students must make arrangements to complete all tests and quizzes within one week of their return to school. If a student has a pre-arranged absence for any part of the day, they must obtain work that will be missed before leaving school and turn in the next day to receive credit. It is the student's responsibility to make sure they check with their teachers before an absence.

### Excused Absences

In order for an absence to be excused, an email must be received from the parent on the day of the absence or a verified note on the day the student returns. Such explanations must clearly fit one of the following two circumstances.

- 1.) Illness
- 2.) Family Emergencies

If any of these requirements are not met, the absence will be unexcused. Sleeping in will not be considered excused, and a pattern of illness without a doctor's note may be examined further. Upon return, it is up to the student to arrange all work missed. Students will receive an additional 2 days to makeup work for every excused day absent. If a student has an excused absence for any part of the day, all work must be turned in for all classes that day for it not to be deemed late.

## **Unexcused Absences**

All absences that are not deemed excused by the school administration will be recorded as unexcused. All work done in class on the day of an unexcused absence must be made up within one week of that absence or the work will receive a “zero” with no opportunity for earning credit.

## **Unexcused Tardiness**

A student will have an “unexcused tardy” when they arrive late to school or class without justifiable reason. Justifiable reasons to excuse a tardy are outlined above in the Pre-Arranged Excused Absence section. Students tardy to class the first period of the day or late to school anytime must report to the school office and obtain a late slip before entering class. Unexcused tardies accumulated in one semester for all classes combined will result in the following disciplinary action:

*Three (3) unexcused tardies (between classes and/or for students who can drive themselves) –*

Administration will be notified and a detention will be issued.

## **Enabling Student(s)**

Please do not allow your child to stay home from school to finish projects or papers. Not only will this concession result in an unexcused absence, but it defeats one of the main purposes of the assignment, which is to teach students to be disciplined in organizing their time. If students know there is a way out, then they will be less likely to complete their work on time. By allowing this, the authority of the school is undermined, procrastination is awarded, and the diligent student is marginalized. Let us work together to prepare your child for success.

# ACADEMIC POLICIES

## Academics and Character Development

We invite the Holy Spirit to provide His gifts and enable His fruits to be prevalent in the daily life of our school. We are sensitive to the leading of the Holy Spirit. Teachers and the administration will use discernment during Bible classes and chapels and may choose to occasionally extend times of prayer, worship, and/or Biblical teaching for a specific purpose. Students who miss regularly scheduled classes due to extended times of character development will not be assigned work in those classes for that day.

## Assessments

It is our aim to see each child reach his/her maximum potential in academic achievement and to experience consistent, progressive growth in all areas of learning. A variety of methods of encouragement and challenge will be provided for students. If a student, through lack of effort on his/her part and/or through learning difficulties, does not maintain satisfactory progress, it may be necessary to place the student on academic probation, so that the parents and the school may closely evaluate and monitor his/her efforts and progress. If these efforts are unsuccessful, the student may be required to withdraw from LCS.

Students in grade levels K-9th will take MAP (Measures of Academic Progress) testing three times a year. Students will take these tests in the Fall, Winter, and Spring. Teachers will meet with parents at Parent Teacher Conferences (Fall) to discuss each student's test results. Additional individualized conferences can be arranged by the parent with their student's teacher(s).

Report cards published quarterly for Kindergarten through 12th grade and reflect the quality and progress of the student's work during that period. If there are questions and concerns, please contact the child's teacher. Parents and students have access to current grades and report cards 24/7 through Gradelink.

## Grading Scale

The following is the grading criteria used for grades 6th-12th:

A+ 98% - 100%	A 94% - 97%	A- 90% - 93%
B+ 87% - 89%	B 84% - 86%	B- 80% - 83%
C+ 77% - 79%	C 74% - 76%	C- 70% - 73%
D+ 67% - 69%	D 64% - 66%	D- 60% - 63%
	F 59.9% and below	

Teachers will use the following standards to determine their grading policy: A – Mastery of the material, consistent superior work B – Good understanding of material, consistent satisfactory work C – Basic understanding of material, consistent marginal work D – Limited understanding of material, inconsistent work F – Incomplete understanding of material, incomplete work.

An incomplete grade (I) occasionally may be given upon administrative approval due to unforeseen circumstances. Incomplete grades may be amended up to 2 weeks after the grading period has ended. If no progress is made during those 2 weeks, the incomplete grade will be changed to a F and recorded on the student's transcript.

## Computer & Internet Use Policy

Life Christian School utilizes computers for academic learning purposes and to prepare students for college/career opportunities. Such technologies are an integral part of the education of each student at LCS. Becoming a “one-to-one” school where each student uses laptops offers many exciting opportunities for our students as well as some substantial challenges. We require the students to provide their own laptop. The following policies are meant to take advantage of these opportunities while honoring Christ in all we do.

**Digital Citizenship** → With the increase of technology and digital learning in the classroom, students are expected to model Digital Citizenship: the skills and knowledge to be able to effectively, safely, and responsibly use the internet and other forms of digital media in order to engage with peers and teachers in the classroom. Teachers will reinforce Digital Citizenship in their classrooms and hold their students to the highest standards regarding their engagement and activity through digital learning. Abuse or disregard for Digital Citizenship can result in disciplinary action.

Any device being used at school should be considered a public space. This means that any data created or accessed by student computers can be reviewed and will be subject to school scrutiny and policies. Any communication or activities that are of a sensitive nature or that require privacy should be done elsewhere. Data from school owned laptops or computers can be downloaded on a regular basis for the protection of students and to enforce school guidelines and will be reviewed by the school's superintendent and/or other school officials. Students who bring laptops or tablets on campus should also consider the use of such technologies on campus as falling under a public space. That means that any cloud data created or accessed by these computers on campus can be reviewed and will be subject to school scrutiny and policies. This includes the school supplied email and Google Drive. Again, any communication or activities that are of a sensitive nature or that require privacy should be done elsewhere.

All use of networked computer equipment (PC, file storage and access, network, Internet access, and so forth) is governed by this guideline. This includes, but is not limited to, the use of email, the viewing and downloading of web material, the content of and links to personal web pages, and the participation in website or other online news groups, discussion forums, chats, etc.

**Computer Communications are Not Private.** Students should not assume that their computer use is private or confidential. Internet email is not secure, and someone other than the intended addressee may receive the message. In addition, LCS computers and networks are subject to standard maintenance and auditing activities as well as reasonable cause searches without notice to students. Students should be aware that electronic communications/Internet usage is monitored via audit logs, which detail every request for access, in either direction, by the user.

The basic rule under this guideline is that all students are expected to use common sense and to conduct themselves in a professional manner in their emails, intranet, and Internet postings. Students are reminded that network postings or messages may be archived for years in various Internet search databases. In addition, these messages may be produced to others or to a court in connection with litigation. Inappropriate behavior and use of computers will result in forfeiting computer use for the remainder of the school year. Networked computers are powerful communication tools and must be used wisely. Inappropriate use of Life Christian School resources will result in disciplinary actions.

**Pornography:** The administration of LCS understands that while the Internet holds an incredible amount of educational information, it is also a reservoir of inappropriate material that is destructive and dishonoring to our Lord. School computers will be equipped with filtering software designed to block inappropriate material from the Internet both on and off campus. Also, the school's wireless network will also have filtering provided for those who bring their own devices. Tampering with or disabling this software is expressly forbidden. Students and parents must understand that no filtering software is 100% foolproof. Parents are highly encouraged to add filtering software and monitor their student's technology usage.

Students will be disciplined for searching for or accessing lewd, sensual, or inappropriate material with school computers or doing so with their own devices on campus and/or a part of any external connection to the school (school trips and events are included in this policy). This includes images that have been created or altered to make them inappropriate.

**Communication:** All communication done on school and personal computer technologies is expected to be kind and edifying. Foul language and inappropriate communication will not be tolerated. This includes but is not limited to emails, social networking sites and apps.

Students are not only responsible for their own conversation, but are also responsible for terminating conversations with others who are communicating inappropriately with them if the language or conversation is outside school guidelines. Failure to do so may result in discipline.

Laptop communication will be monitored for cheating. Students who are using their laptops to cheat will be subject to school guidelines regarding cheating. Students are not allowed to publicize their home address or phone number on the Internet. Instructors will be instructed to carefully monitor any academic blog activities, including those involving pictures and personal information.

All students who use technology on campus are required to sign a **Student Computer and Internet Use Policy and Agreement Life Christian School**.

Following is a list of examples of conduct or behavior that is explicitly prohibited. Since it is not possible to list every inappropriate behavior, this list is not complete and students can be disciplined for other actions as well.

- Posting, transferring, downloading, viewing, or linking to material that is offensive, abusive, obscene, defamatory or threatening. Examples include hate-material, pornography, personal attacks, racial/ethnic or gender-based slurs and jokes, profanity, or harassment.
- Violation of copyright laws.
- Changing of settings, i.e. Backdrops, screensavers, icons, etc. on school devices.
- Use or transfer of unauthorized or unlicensed software.
- Knowingly transferring viruses or virus-bearing files.
- Participation in or malicious responses to SCAMS (schemes to make money fast), SPAMS (posting or mailing to multiple non-relevant newsgroups), or illegal activities.
- Sending chain letters through email (either internally or externally) or posting them on the Internet (web sites or news groups).
- Spoofing or forging email or news headers in any way.
- Attempting to break into any computer.
- Any attempt to gain unauthorized access to another person's files or messages.

## **Extracurricular Activity Requirements**

These activities include, but are not limited to, sports, Student Council, fine arts, or other ministry teams. Participating students must meet the following requirements in order to remain eligible:

- 1) Maintain a 2.5 GPA throughout the season/activity duration. If the student's GPA drops below a 2.5 (2.0-2.5), the student will meet with an administrator to determine a grade improvement strategy. However, if the student's GPA drops below a 2.0, he/she shall be placed on academic probation as required by state law.
- 2) Display a consistent Christian witness/testimony.
- 3) Display cooperation and respect to all.
- 4) Miss no more than 5 days of school during any grading period.
- 5) Must attend a minimum of half of the school day and have a note from a parent to excuse their absence in order to participate in any athletic activity. Exceptions include prearranged absences for family emergencies, prearranged medical appointments, and school related activities.

Eligibility will be reviewed every four weeks. If a student fails to meet the requirements, their case shall be reviewed by administration for possible removal from the activity.

## **Graduation Requirements**

### **State of Oregon Diploma Requirements Requirements for Class of 2024**

Language Arts -- 4 Credits

Mathematics -- 3 Credits

Science -- 3 Credits

Social Sciences -- 3 Credits

Physical Education -- 1 Credit

Health -- 1 Credit

Second Language/Arts/Career Tech -- 3 Credits

Electives -- 6 Credits

### **Total Credits Required to Graduate: 24**

Transfer students are considered for class rank and graduation honors if enrolled at LCS before or during their junior year.

Students are provided the opportunity to recover their credit for up to 2 semester classes. A failing grade in a third semester class during their high school career may result in dismissal.

## **Homework/Assignment Policy**

The homework policy for Life Christian School is a coordinated effort of teachers to guide students toward the fulfillment of the school's mission statement. To this end, teachers and students will work together to facilitate opportunities for academic, spiritual, and athletic achievement appropriate for each individual student. We feel that the student who balances participating in each of these areas will experience personal growth making them effective workers for the Kingdom of God. The purpose of homework is to give the student additional time to practice and apply the skills they are acquiring at school.

### ***Elementary***

Kindergarten through 5th grade students will not have assigned homework, except:

- 1) Nightly reading
- 2) Occasional projects
- 3) Incomplete assignments after one week
- 4) At parent request.

### ***Secondary***

For 6th through 12th grade, the standard schedule is 10 - 15 minutes per grade level per night (ex. 6th grade 60-90 min.). If the child's homework is taking longer than stated above, contact the teacher to discuss possible adjustments to the homework schedule. Late homework or late assignments will receive a 10% grade deduction per day late. After the ninth day, the homework or assignment will become a zero (0). Students will receive two extra days to complete their homework for each excused absence. Students are not allowed to make-up work if the absence was not pre-arranged or excused (see Attendance Policies).

## **Plagiarism**

The academic definition of plagiarism is "taking someone's words or ideas as if they were your own." By "kidnapping" work from other sources (including other authors, students, artists, photographers, websites, etc.), students are committing crimes. Students can commit plagiarism by using, rearranging, or changing words from one or more sources— without citing these sources properly. Essentially, plagiarizing students are stealing from other authors, lying to their teachers and parents, and dishonoring (cheating) their honest classmates' achievements—disrespecting God and His plan at LCS.

The "consequences of plagiarism in higher education," according to plagiarism.org, "may include: a failing grade on a paper, a failing grade in a class, a formal university hearing, a mark on your transcript, probationary status, or even expulsion from the university" (<http://www.plagiarism.org/faq.html>). At LCS, the first instance of plagiarism will result in an automatic zero for the assignment (without make-up or extra credit opportunities), a parent-student-administrator meeting, and a minimum of five demerits.

If students and/or their parents need more information about plagiarism and its severe consequences, please see "Misuses of Sources" (a link from Harvard University's Faculty of Arts and Sciences' webpage) at [www.fas.harvard.edu/~expos/sources/chap3.html](http://www.fas.harvard.edu/~expos/sources/chap3.html), [www.plagiarism.org](http://www.plagiarism.org), or speak with our Language Arts department.

## **Textbooks & Curriculum**

Life Christian School selects curriculum based on careful analysis of assessments, research based on test scores, and with priority given to a Christian perspective. It is the responsibility of each student to keep their textbooks in good condition. At the beginning of each year, if students are issued books and the condition of them will be recorded. If a book is written in, lost or destroyed, replacement cost will be the responsibility of the student or parents. Discipline and fines will be given for each damaged or lost textbook.

## **GENERAL CONDUCT**

### **Electronic Devices**

Personal devices may not be used during classroom time. Students may bring their cell phones to campus, however, they must be turned off and stored during class & lunch time. Students may use their cell phone in the hallway, during passing time only. In addition, personal electronic devices may only be used by their owners. If a personal device is used during unapproved time(s), its owner will lose the privilege of bringing it to school. The right to monitor the content of all electronic devices will remain at the discretion of the administration.

Students should not bring the following items to school:

- 1) Electronic games and remote control devices
- 2) Audio/video equipment (with the exception of those listed in this section)
- 3) Skateboards, roller skates, or rollerblades
- 4) Pocket or any other form of knife or weapons of any kind

If such an item is brought to the school and found by a school staff member, the item will be taken and kept by the office until a parent picks the item up. Teachers, at their discretion, may allow certain toys at school.

### **Chapel**

Chapel is held once a week on Wednesdays for both Elementary and Secondary. Chapel will include music and worship, Bible stories and teaching. We encourage parents to join us as often as they can. All students will be encouraged to participate and develop their gifts and talents for the Lord.

### **Hallways**

Students are responsible to keep all books, backpacks, coats, and lunch boxes out of the hallway, except in the upstairs hallway where hooks are provided. They may be kept in their classroom or in their lockers. There are garbage cans located along the hallways to put trash in. No running, kicking or throwing of balls is allowed in the hallways. No hitting the ceiling or exit signs will be tolerated. All students are expected to keep hallways clean.

### **Leaving School Grounds/Student Drivers**

Life Christian School is a closed campus during all hours of the instructional day. Students are not permitted to leave the school grounds during the day. Permission may be granted in writing from a parent, but only for a medical appointment. A parent/guardian must check a student out through the school office when taking him/her off campus during school hours. If anyone other than the parent/legal guardian will be picking up the child, the school office needs to be informed in writing by a parent/guardian through [attendance@lcsliions.org](mailto:attendance@lcsliions.org). Students will not be released to eat lunch off campus unless there are special family circumstances, which have been reviewed and approved by the office.

No student may drive with other students in their vehicles without express consent from all parents involved. Student drivers are expected to drive in a safe and respectful manner. A student driver shall not sit with or travel alone with a student of the opposite sex unless given written permission by both sets of parents. Failure to comply will result in loss of driving and parking privileges on campus. If a student has 10 unexcused absences in a row or 15 days in a semester, Life Christian School will provide attendance information to the Department of Motor Vehicles (DMV) to have the student's license pulled.

Juniors and Seniors who can drive themselves are allowed to leave campus for lunch with written consent from their parents. See office for specific lunch release form.



## **Lockers**

Lockers will be issued to students in Secondary depending on availability. It is the student's responsibility to keep their locker combinations confidential. We do not allow students to open other students' lockers. Do not write on the inside or outside of the lockers. Do not use tape on the lockers, only magnets are acceptable. When the student is not present the locker should be locked. The administration reserves the right to open lockers at any time and check the contents of the locker with a witness present. Damage to lockers caused by carelessness will result in disciplinary action and/or cost of repairs passed on to the student.

## **Lunch**

PreK through 12th grade students are billed through Gradelink for hot lunch purchases. Students must place their lunch order with their teacher by 9 AM.

There are microwaves available to heat food for K-12. For K-5, there is an aide in the lunchroom operating the microwaves. To help with volume and limited time, please send food that requires 30 seconds or less in the microwave. We do not supply microwave safe containers or plates, so please send the needed materials for heating. Unless the student has purchased lunch from our program, utensils, condiments, plates and napkins are not available.

## **Relationships conflict(s)**

If you or your child has a problem with another student or a teacher/staff member, we ask that you use the Matthew 18:15-17 principle of going to that person alone as the first step of dealing with the problem or concern. The second step is to include one or two trusted friends in addressing the situation. Remember, gossiping and the sowing of discord are a sin and are unproductive. Finally, the last step is to include the administration in addressing the situation.

## **Friends**

The development of friendships is an important part of each child's personal growth. We encourage boys and girls to learn how to be good friends. We promote healthy conduct both verbally and in activities between boys and girls. We discourage the development of exclusive relationships such as cliques or boys and girls "going together."

In addition,

- 1) We do not encourage the giving or exchanging of gifts between boys and girls except during specially designated class parties such as Christmas and/or Valentine's Day.
- 2) Terms such as "going together," "going steady," "boyfriend/girlfriend," "getting dumped," "going out," etc. will be discouraged at all grade levels.
- 3) Physical contact or displays of affection are not permitted at school or during school-sponsored activities.
- 4) Students of the opposite gender shall not spend time alone with one another on school grounds.
- 5) Students should refrain from demonstrating personal affection on campus and at all school functions. Therefore, students are expected to submit to ample personal space.

## **Playground Rules**

All students are expected to behave in a manner that gives honor and glory to God as they willingly obey those who are supervising them on the playground. All adults are to be given respect, attention and complete obedience.

### *Play Structure:*

- 1) Obey those in authority.
- 2) Be safe, be kind, and be careful. Think of others first.
- 3) Keep all equipment (balls, jump ropes, etc.) away from the play structure.
- 4) Go down the slide feet-first.
- 5) Only one person at a time is allowed on the slide, monkey bars, fire poles, horizontal bars and rings.
- 6) No food is allowed in the play structure area.
- 7) Do NOT climb on top of the monkey bars.
- 8) Do NOT play tag on or around the play structure.
- 9) Do NOT jump off the play structure.

### *Team Sports:*

- 1) Include all who desire to play.
- 2) Do NOT “hog” the ball. Emphasize teamwork.
- 3) Show respect for each other. Be kind to one another.
- 4) Think of others first.
- 5) Use self-control. Do not grab, tackle, trip, hit or kick other players.
- 6) Keep equipment away from buildings and windows.
- 7) SOCCER: Keep the ball below the knee at all times.
- 8) FOOTBALL: Only touch or flag football is allowed.
- 9) BASKETBALL: Do NOT hang on the rim.

### *Jump Rope:*

- 1) Use jump ropes for jumping rope ONLY.
- 2) Do NOT use the rope as a “leash” in any way.
- 3) Do NOT tie people up with the jump rope.
- 4) Always watch carefully for those around you.

## **Responsibilities**

1) Students will show responsibility by:

- a) Following school rules -
  - i) Coming to school each day.
  - ii) Working hard to do their best in class and with homework.
  - iii) Helping keep their school safe.
  - iv) Asking for help when they need it.
  - v) Showing respect for and cooperating with other students and adults.
  - vi) Reporting infractions of school rules to staff.

2) Parents will help students learn to take responsibility by:

- a) Having high expectations for their children.
- b) Ensuring their children attend school regularly and on time.
- c) Finding a quiet place at home for school work.
- d) Making sure all homework is completed.
- e) Respecting school staff.
- f) Communicating with teachers to support and challenge their children.
- g) Learning to resolve conflicts in positive ways.

3) Teachers and School Staff will help parents and students by:

- a) Believing that all students can achieve.
- b) Showing that they care for all students.
- c) Providing a positive and safe learning environment.
- d) Creating an atmosphere of open communication for students seeking help.
- e) Having challenging academic and behavioral expectations.

## **Birthday Parties**

Celebrations are welcome upon approval from the student's teacher. Parents will be responsible for organizing and clean-up. Food items must be store bought.

# GENERAL PROCEDURES

## Car Line

Car line is from 7:50 to 8:15 each morning. Afternoon car lines will begin at 2:40 PM and end at 3:00 PM for Elementary and begin at 3:00 PM and end at 3:15 PM for Secondary. No students are to walk across the parking lot except high school students that drive to school. Yellow car tags must be visible and are required for elementary pick up. Alternate drivers need to be listed as drivers with the school office. A photo of the car tag is acceptable.

## Health & Illness

If a student becomes sick or hurt while attending school, we will contact the parent or designated individual to pick up the child if that is deemed necessary. A child should be kept home from school if they have any contagious illness or fever. If your child has a health problem or condition that needs to have school consideration, please contact the office.

### *Illness*

A sick child needs to be at home to protect that child and prevent exposing other students. A child needs to be free of fever for 24 hours without fever reducing medication before returning to school. Children who are not feeling well have a difficult time concentrating and therefore do not benefit from the instruction they receive during that time.

In the school environment, many communicable diseases are easily transmitted from one student to another. A healthy environment involves prevention, early recognition of illness symptoms, prompt diagnosis, and treatment. We need your assistance in providing a safe and healthy environment for your child. Please do not send an ill child to school!! Listed below are guidelines for when it is appropriate for a child to stay home from school.

Consider keeping your child at home with the following symptoms:

- severe chest congestion (deep heavy cough) with or without runny nose
- nausea
- redness of either eye
- extreme fatigue
- rash

Do **not** send your child to school with the following symptoms:

- fever of 100 degrees or more
- vomiting within the last 24 hours
- severe diarrhea (3 or more loose or watery stools within the last 24 hours)
- redness of either eye with discharge
- sore throat with elevated temperature
- open draining sores that cannot be covered
- rash with fever
- jaundice (yellow skin)
- prescribed antibiotics within the last 24 hours
- lice

If your child develops any of the above symptoms at school, you will be contacted to pick him/her up. Children may return to school after recovering, or after a note regarding diagnosis and treatment (if indicated) by their health care provider is received by the school. This helps minimize the spread of communicable disease in the school setting.

## **Medication Policy**

Only prescribed and limited over-the-counter medications may be given during school. All prescribed medications must be accompanied by a note from the parent in the original container with the child's name and dosage requirements listed. All approved medications should be listed on the student's application. Medication should not be carried by students on campus without permission from the parent and office.

## **Health/Accident Insurance**

Parents are responsible to carry their own insurance.

## **OPERATIONAL POLICIES**

### **Hours of Operation**

Pre-K - 5th Grade → 8:15 AM – 2:40 PM

6th - 12th Grade → 8:15 AM – 3:00 PM

Office hours → 7:30 AM – 4:00 PM Monday through Friday

After School Care 3:00 PM – 6:00 PM

Summer hours → 9:00 AM – 3:00 PM Monday through Thursday

### **Inclement Weather**

Occasionally, weather and road conditions may make it necessary to close school for the day. “No School” or “Late Start” announcements will be broadcast on your local TV and radio stations. We follow Hillsboro School District closures.

### **Observed Holidays**

Life Christian School recognizes all national holidays that do not conflict with our beliefs and values. Efforts will be made by our teachers to integrate the purpose of each holiday into our curriculum when appropriate. All integration will be based upon a Christian worldview. Specific policies for many holidays are listed below. These policies equip Life Christian School in providing a distinctly Christian education and are not meant to discriminate against choices of individual families.

*(Halloween)* Life Christian School does not officially recognize Halloween. Decorations, books, or teacher-led activities involving jack-o-lanterns, trick-or-treating, or unique elements of Halloween are discouraged. Alternatives such as harvest parties may be used in partnership with Life Church as a means of leveraging a cultural holiday for outreach purposes. Harvest themes indicative of the autumn season are fully acceptable, including themes that include pumpkins. Following the guidelines provided above, field trips to the pumpkin patch are also supported. Trunk or treat outreaches may be approved not as a means of glorifying spiritual darkness, but rather for redeeming the hearts of those who don't yet know the Good News of Jesus.

*(Christmas)* Life Christian School does not officially recognize Santa Claus. Decorations, books, or teacher-led activities involving Santa Claus are discouraged. The Christmas season should focus on the birth of Jesus Christ. Teachers may use their individual discretion with regards to giving presents.

*(Easter)* Life Christian School does not officially recognize the Easter bunny. Decorations, books, or teacher-led activities involving the Easter bunny are discouraged. Easter activities should focus on the resurrection of Jesus Christ. Spring themes including Easter eggs and baby animals are acceptable.

*(Valentine's Day)* Life Christian School allows the observance of Valentine's Day. We encourage teachers to focus on the love of Jesus. Students who bring valentines to school must bring one for every student in their class.

*(St. Patrick's Day)* Life Christian School allows the observance of St. Patrick's Day. Decorations, books, or teacher-led activities involving leprechauns are discouraged. Teachers are encouraged to discuss boundaries with their students with regards to not pinching each other. St. Patrick themes including clovers and green colors are acceptable.

## **Parent/Teacher Communication**

We strongly believe in communication between parents and teachers and will make special time available for conferences throughout the year. These meetings are extremely important for the progress of your child, and we strongly encourage you to make them a priority. All teachers and staff can be reached through email. All staff may be reached via email at the following address: “teacher’s first name” . “teacher’s last name”@lcsliions.org (ex—[john.smith@lcsliions.org](mailto:john.smith@lcsliions.org)). Please allow up to 24 hours for a response from a teacher.

## **Parent Volunteers**

Your help is needed and appreciated and is vital to our success as a school. All volunteers on our campus must have a background check completed every two years. Forms for background checks can be found in the school office.

## **Telephone**

Telephones are for school use only. The school phone will be used for emergencies only. Arrangements to go home with a friend or transportation changes must be made prior to coming to school and a note from a parent should be brought to the school office. Students are not allowed to make nor receive phone calls/text messages during class time. (See “Electronic Games, Cell Phones, Etc.”)

## **Transportation**

Parents are responsible to provide transportation to and from school. It is important that students be picked up no later than 15 minutes after their oldest child is dismissed. Students who are not picked up within this time frame will be required to go to After School Care. The drop in rate for the After School Care program is \$15 per hour for Pre-K and \$10 per hour K-5th grade, billed in 1 minute increments. There is a one time \$50 registration fee per student charged through Gradelink for the first day of use.

## **Vending Machines**

Vending machines may be used anytime before school and after school. Elementary students may use the vending machine before school or at lunch with teacher permission. Secondary students may also use the machines during their passing periods and at lunch time. The school office is not responsible for vending.

## **Visiting & Visitors**

All visitors must report to the school office. Visitors must sign-in and wear a visitor badge. Parents are encouraged to visit their student’s classroom. To do so, please make arrangements ahead of time with your student’s teacher. Visitors under the age of 18 must have permission from the school office prior to visiting the school. There will be no student visitors during class time.

## **Withdrawing from Life Christian School**

If it becomes necessary for a student to leave school during the year, a check out sheet will be given to the parents. The check out sheet will detail the books, equipment and resources that must be returned to LCS. It is the responsibility of the parents to return these items immediately or pay for the items. The check out form must be properly filled out and returned to the school office. Tuition fees will be based on the number of days the student has attended LCS and the fees stated in the Admission and Financial Agreement. All financial obligations as per the checkout list and the Financial Agreement will be paid before report cards or transcripts can be released to parents or guardians. A withdrawal fee of \$150 is required.

## **RECORDS**

### **Purpose**

Life Christian School maintains student records for the purpose of better serving our students. These benefits include academic placement, medical safety, career counseling, and spiritual growth. Student records are kept private and confidential from the public arena, with the following exceptions:

- LCS Staff of influence
- Formal requests from another school (including parental permission)
- Parental requests (viewed only in the presence of a school administrator)

### **Types of Records**

The following list describes the type of information that may be submitted to a student's file:

- Information from the enrollment application, such as date of birth, siblings, attending church, etc.
- Information provided by the students and/or parents in an enrollment interview.
- Formal assessments, including grade reports, standardized test scores, and psychological testing.
- Attendance records.
- Medical information provided by the parent.
- Non-confidential communication between the parent and the school.
- Written reports of a student's behavior, as well as any administrative intervention or discipline.
- Community service hours.
- Scholastic and academic honors.

### **Release of Records**

By Oregon Law, Life Christian School can withhold grade reports, diplomas, and records of students or former students from families who owe fees, fines or tuition payment of \$50.00 or more. A written notice will be sent to the parents and students at least 10 days in advance of the withholding, stating the school's intent to withhold records until the debt is paid. An itemization of fees, fines, damages or tuition owed will be included in the notification. Failure to collect any outstanding money will result in the utilization of a private collection agency to engage in the process of collecting owed money to Life Christian School. A \$25 fee will be required after the 3rd transcript request.

Life Christian School cannot withhold student records requested by another accredited school district for placement.