

# **LANSING CHRISTIAN SCHOOL**

## **HANDBOOK 2009-10**

Welcome to Lansing Christian School, home of the Pilgrims! We are glad to welcome you as a member of the LCS family. It is our hope that your association with the school will give you an opportunity to learn and share with other Christians from many backgrounds and denominations. Whether you are a returning student, or a new student to our school, our prayer is that God will use the year to help you grow in your knowledge of Him and His Word through Christ-centered education, so that you can serve God and others.

At LCS we believe that the Lordship of Jesus Christ is of primary importance. It is our intention that staff and students make Jesus Lord of their lives so that in all we do —school work, sports, music, etc., Jesus Christ will be glorified. Because all that we do is to bring glory to God, it is important that we seek excellence in all areas.

It is our hope that this handbook will provide information that will help students and parents better understand Lansing Christian and the expectations we have for our students.

We encourage you to become familiar with the contents of the handbook. As we all work together to live in harmony, we trust we will be recognized as a school of quality which is thoroughly Christian in our practices.

### **Administrators:**

*Mrs. Pam Campbell, Superintendent*

*Mrs. Wendy Hofman, Secondary School Principal*

*Mr. Tim Blamer, Director of Student Life*

### **Contact Numbers:**

*High School Office 882-5777*

*Middle School Office 882-3386*

*Athletic Office 882-3386*

*High School Fax 272-9567*

*Business Office 882-5779*

*Superintendent's Office 882-5779*

# **SECONDARY STAFF**

Baker, Bethany	MS Mathematics
Bjarki, Omar	HS Science and Mathematics
Blamer, Tim	Director of Student Life, HS Bible and Social Studies
Call, Joshua	Middle School Science
Dunn, Hilary	MS Secretary, Athletic Secretary
Fancher, Jeff	Maintenance Supervisor
Guerrero, Kate	6 <sup>th</sup> Grade Language Arts, MS ASC*
Hebden, Randy	MS Social Studies
Hileman, Susan	HS Mathematics and Computer
Hofman, Wendy	Principal and HS Vocal Music
Joos, Kelly	HS Science and Math
Karsten, Jessica	HS Mathematics
Keyser, Karen	Gifted and Talented Director
Klan, Maxine	HS Secretary
Klan, Nathan	Systems Administrator
Kleyn, Andrew	HS English
Mumby, Dionne	MS and HS Librarian, MS Computers
Nesbitt, Steve	MS/HS French/Spanish
Provencal, Joanna	MS and HS Vocal Music
Quinn, Judie	HS ASC* Director
Quinn, Pat	9 <sup>th</sup> and 10 <sup>th</sup> Grade Bible
Reese, Amanda	MS Language Arts
Stoel, Jeff	8 <sup>th</sup> , 11 <sup>th</sup> , and 12 <sup>th</sup> Grade Bible
Somerville, Sharon	HS English
Tjarks, Joel	HS Social Studies
VandeKopple, Joel	MS and HS Physical Education
Watkins, Algie	MS and HS Band
Wernet, Kevin	ASC* Assistant
Wielenga, Janet	MS and HS Chapel Coordinator
Williams, Jena	MS Physical Education and HS Health
Wilson, Amanda	6 <sup>th</sup> Grade Social St, Bible, Student Services
Wolters, Katie	MS and HS Art, Yearbook

\*Academic Support Center

# **LANSING CHRISTIAN SCHOOL**

## **MISSION STATEMENT**

Recognizing God as the source of all truth, wisdom, and knowledge, Lansing Christian School partners with Christian parents to educate children to the full extent of their God-given abilities. We engage students in an academically challenging environment that fosters spiritual, intellectual, social, and physical growth. We equip students to exalt God and follow Christ in all of life.

## **STATEMENT OF FAITH**

- We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
- We believe that there is one God; the source, support, and end of all things; eternally existent in three persons: Father, Son, and Holy Spirit.
- We believe in the deity of our Lord Jesus Christ; in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
- We believe that for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely essential.
- We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation.
- We believe in the spiritual unity of believers in our Lord Jesus Christ.
- We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is marked for salvation.

***Acting on these beliefs, we seek to:***

**1. *Encourage the spiritual growth of our students by:***

- *Teaching the Bible as the Word of God and as a source of doctrine and guide for daily living.*
- *Encouraging each student to come into a personal relationship with Jesus Christ, to honor Him as Lord and Savior and seek to know and do the will of God.*
- *Encouraging the development of Godly character and a Spirit-controlled life, described in the Scriptures.*

**2. *Encourage the intellectual growth of our students by:***

- *Assisting the students to recognize in every area of study the revelation of God in His*

- creation and in the Holy Scriptures*
- *Providing a broad and versatile curriculum which will seek to develop each child's potential and will seek to provide thorough preparation for each student to succeed in college or other post high school endeavors, and to live effectively in the changing world of the 21<sup>st</sup> century.*
  - *Stimulating creative and critical thinking in all areas of study.*
  - *Promoting cultural development and esthetic appreciation in their lives.*
- 3. Encourage the social growth of our students by:**
- *Encouraging an individual sense of personal worth as a special creation of God and a recipient of His love.*
  - *Fostering the establishment of wholesome relationships through an acceptance of one another in Christian love, learning to understand and respect the views of others, and developing an appreciation of various heritages and cultures.*
  - *Helping students recognize and assume responsibilities to their home, church, school, community, country, and world.*
- 4. Encourage the physical growth of students by:**
- *Helping them to realize that their bodies are the temple of God.*
  - *Emphasizing that a purpose of physical fitness is to bring glory to God.*
  - *Promoting health, fitness, coordination, and skillful use of the body.*

## **LANSING CHRISTIAN SCHOOL** **STUDENT OUTCOMES**

### ***A LANSING CHRISTIAN STUDENT WILL BE:***

#### **Spiritual**

- Consistently applying a Biblical world and life view
- Growing in knowledge and obedience to Scripture
- Knowing Jesus Christ as personal Savior and Lord

#### **Knowledgeable**

- Acquiring, integrating and using information critically
- Mastering the skills necessary for academic success

#### **Self-Disciplined**

- Using Christian values to establish priorities
- Setting goals to achieve highest potential
- Monitoring and evaluating progress
- Assuming responsibility for learning, attitudes and actions
- Demonstrating respect for authority and peers

**A Collaborative Contributor**

- Participating effectively in group settings

**A Complex Thinker:**

- Identifying, accessing, integrating, and using multiple resources
- Making decisions and solving complex problems by thinking critically and creatively

**An Involved Citizen**

- Contributing time, energy, resources, and talents toward improving the quality of life in a local community and the world

**A Quality Producer and Performer**

- Creating products which reflect originality and high standards

**An Effective Communicator**

- Reading, writing, listening, speaking, viewing, and presenting effectively

**A Physically-Fit Individual**

- Presenting one's body as a holy, healthy temple with which to serve the living God

# ACADEMIC LIFE

<b><i>HIGH SCHOOL DAILY SCHEDULE</i></b>	
Devotions/ announcements	7:55 - 8:10
1 <sup>st</sup> period	8:15 - 9:00
2 <sup>nd</sup> period	9:05 - 9:50
3 <sup>rd</sup> period	9:55 - 10:40
4 <sup>th</sup> period	10:45 - 11:30
<b><i>Lunch</i></b>	<b><i>11:30 - 12:00</i></b>
5 <sup>th</sup> period	12:05 - 12:50
6 <sup>th</sup> period	12:55 - 1:40
7 <sup>th</sup> period	1:45 - 2:30
Guided Study	2:35 - 3:00

<b><i>High School Merge Schedule</i></b>	
<i>1<sup>st</sup> period/ announcements</i>	7:55 - 8:40
<i>2<sup>nd</sup> period</i>	8:45 - 9:30
<i>3<sup>rd</sup> period</i>	9:35 - 10:20
<b><i>Merge</i></b>	<b><i>10:25 - 11:10</i></b>
<i>4<sup>th</sup> period</i>	11:15 - 12:00
<b><i>Lunch</i></b>	<b><i>12:00 - 12:30</i></b>
<i>5<sup>th</sup> period</i>	12:35 - 1:20
<i>6<sup>th</sup> period</i>	1:25 - 2:10
<i>7<sup>th</sup> period</i>	2:15 - 3:00

<b><i>MIDDLE SCHOOL DAILY SCHEDULE</i></b>	
Homeroom	7:55 - 8:10
1 <sup>st</sup> period	8:15 - 9:00
2 <sup>nd</sup> period	9:05 - 9:50
3 <sup>rd</sup> period	9:55 - 10:40
<b><i>Lunch</i></b>	<b><i>10:40 - 11:10</i></b>
4 <sup>th</sup> period	11:15 - 12:00
5 <sup>th</sup> period	12:05 - 12:50
6 <sup>th</sup> period	12:55 - 1:40
7 <sup>th</sup> period	1:45 - 2:30
Guided Study	2:35 - 3:00

<b><i>Middle School Club SSE Schedule</i></b>	
1 <sup>st</sup> period/ <i>announcements</i>	7:55 - 8:40
<b><i>Club SSE</i></b>	<b><i>8:45 - 9:30</i></b>
2 <sup>nd</sup> period	9:35 - 10:20
3 <sup>rd</sup> period	10:25 - 11:10
<b><i>Lunch</i></b>	<b><i>11:10 - 11:40</i></b>
4 <sup>th</sup> period	11:45 - 12:30
5 <sup>th</sup> period	12:35 - 1:20
6 <sup>th</sup> period	1:25 - 2:10
7 <sup>th</sup> period	2:15 - 3:00

### **1.1 - Academic Notice**

An *e-mail or written academic notice* is sent to parents to notify them when their student is having some academic difficulty. A notice will be sent home (electronically or by mail) if a student begins averaging below a C in one of his or her classes. Parents are encouraged to regularly check Skyward, our on line grading program, to get information about their student's academic status in each class.

### **1.2 - Appointments to See Teachers**

Parents or guardians are encouraged to contact any member of the teaching staff if they have a question or concern about their son's or daughter's progress. Teachers are often available immediately after school for this purpose. You may contact teachers by e-mail or by phone to set up a conference. Staff e-mails are located on the LCS website.

### **1.3 - Attendance Policy**

Students are expected to be in school each day it is in session. One of the lessons to be learned at school is the importance of regular attendance. Each day, in each class, learning is taking place. These learning experiences can never be duplicated, and when a student is not in attendance, he/she is missing some aspect of his/her education. Extended absences are not recommended. There is learning that goes on in the classroom that cannot happen elsewhere. Extended absences may contribute to academic hardship on the student.

Parents or guardians have a responsibility for attendance and are encouraged to schedule medical and dental appointments outside of school hours if at all possible.

- Students checking in or out of school must sign in or out in the office and must have *written* parental approval.
- On the day of the appointment a *written note* from a parent should be presented to the classroom teacher at the beginning of the class hour, if the student must leave during class.

### **1.4 - Attendance Failure**

Students are allowed up to **12 absences in one class per semester**. At the 13<sup>th</sup> absence, excused or unexcused, a student will not receive credit in that class for that semester.

Extenuating circumstances may be considered through an appeal process, but this would be the exception rather than the norm. The appeal process includes a formal letter to the principal outlining the reasons for excessive absence from school and an appointment with the principal.

### **1.5 - Attendance Warning**

When a student accumulates 7 absences in a class for a particular semester, a letter of warning will be sent to the parents. Each student's attendance record is available on their individual Skyward account.

### **1.6 – Reporting Absences**

Notification of an illness, doctor's appointment, or emergency situation whereby a student must be absent from classes must be done by the student's parents. Except in the case of a

pre-arranged absence, if a call is not made on the day of the student's absence, it will be considered unexcused and the student will receive discipline in keeping with the Disciplinary Action Chart at the end of this handbook. Calls to excuse absences may be made day or night to the attendance telephone, (517) 882-5777, *however it is requested that parents call by 8:30 a.m. on the morning of such an absence.* Students may not excuse their own absences.

### **1.7 - Pre-arranged Absence Forms**

If a student is going to be absent for **2 or more days**, a pre-arranged absence form must be filled out and submitted to the office prior to the expected absences. Make-up time for work missed during this absence will be one day for each day absent. It is the student's responsibility to ask the teacher for assignments/instructions. Students are responsible for all missed work during the pre-arranged absence.

### **1.8 - Unexcused Absences**

A student will receive an unexcused absence for any of the reasons listed below:

- If the parent does not call the attendance line or e-mail (mklan@lansingchristianschool.org) on the day of the absence.
- . If the student does not have authorization of a staff person.
- If the student arrives more than 15 minutes late to a class without parental permission or a pass.
- If the student fails to sign out in the office when leaving campus.

A student will receive a failing grade for any work, tests or projects missed on the day of the unexcused absence. See the Discipline Action Chart for the consequences of an unexcused absence.

### **1.9 - Permission to Leave Campus**

No student may leave the school building or campus during the day without parental permission. This includes the areas immediately surrounding the school property, such as the wooded areas, and even the school's parking lot. Students must sign out in the office and provide written permission from their parent before they leave the building.

### **1.10 - Tardies**

Being on time is a significant life lesson for students. Tardies at work result in loss of jobs, tardiness at school results in detentions. In order for a student to be considered on time, he or she must be in his or her seat when the bell finishes ringing for class to begin. We realize there may be an occasion that a tardy may result due to unforeseen circumstances. This is the reason each student is given three tardies per quarter (all classes combined) with no consequence. The office may waive the tardy at the beginning of the day due to weather and/or traffic problems. Students detained by staff members are not considered tardy provided they have a signed pass from the teacher detaining them. See the Discipline Action Chart for a list of the consequences for tardy arrivals to class.

## **1.11- Make-up Privileges for Absences**

### **Final Exams**

- **Students who miss a final exam due to an *excused absence***, he/she will receive an incomplete in the course until the exam is completed. Students are expected to follow the incomplete policy (see “Incompletes”) for all missed work.
- **Students who miss a final exam due to an *unexcused absence*** will not be allowed to make it up and will receive a failing grade for the exam.

### **Tests: Students absent from tests are expected to make them up based on the following:**

- When students are absent on a test day, they are expected to make up the test the day they return, unless they have authorization from the teacher to take the test at a later date.
- Make-up tests will be given at the discretion of the teacher before, during, or after school.

### **Class Work: Make-up time for class work and home work missed during an *excused absence* will be one day for each day absent.**

- Due dates will not be adjusted for unexcused absences.
- Parents are discouraged from calling the school for assignments *unless students are absent two or more days*. Teachers can be contacted by e-mail at any time.
- If a student is ill for *more than two days*, the student or parents may contact the middle and high school office secretaries to request that homework assignments be obtained from the teachers.
- In all cases, it is the responsibility of the student to make arrangements with the teacher for make-up assignments, tests, or exams.

## **1.12 - Books and Related Materials**

There will be no charge for the use of textbooks and related materials if they are returned in good condition. If they are not returned or are returned showing improper use, a charge will be made as determined by the teacher.

## **1.13 - External Credit and Dual Enrollment**

A student must receive prior approval from the principal in order for correspondence courses or college courses to count toward LCS graduation requirements. A total of four credits may be earned externally toward the high school diploma.

Students who have sufficient credits to graduate may take credits at advanced institutions. However, to maintain their status at LCS, and to graduate, 80% of the tuition must be paid.

### **1.14 - Driver Education**

Lansing Christian School does not offer Driver Education; it is an out-of-school program and no credit is granted for the class.

### **1.15 - Final Exams**

High School semester exams are given at the discretion of each teacher at the end of first and second semester.

### **1.16 - Grade Placement**

Grade placement of students is as follows:

<b>Grade</b>	<b><i>Must have accumulated</i></b>
<i>Sophomores</i>	<i>5 passing credits</i>
<i>Juniors</i>	<i>11 passing credits</i>
<i>Seniors</i>	<i>17 passing credits by the beginning of the year, 24 by the end of the year</i>

Under unusual circumstances, exceptions may be made by the principal. A conference with the student, parent and principal will be held to discuss the exception that is needed.

### **1.17 - Grades**

- **Skyward (on-line grading)** is used for all grading at the secondary level. *Quiz and test grades will be posted by teachers within one week after test/quiz date; major project grades and writing (report, essay, major paper) grades will be posted by teachers within two weeks after due date.*
- Grade reports are available every nine weeks to parents to indicate student's progress.
- Only grades issued at the end of the semester will be placed on the student's transcript.
- In most subjects a letter grade is used. In some subjects or activities a credit is simply recorded on a pass/fail basis. When grades are reported, the following is used:

95-100	A	4.0
90-94	A-	3.66
87-89	B+	3.33
83-86	B	3.0
80-82	B-	2.66
77-79	C+	2.33
73-76	C	2.0
70-72	C-	1.66
67-69	D+	1.33
63-66	D	1.0
60-62	D-	.66
0-59	F	0

### **1.18 - Graduation Requirements**

During grades 9-12, students must accumulate 24 credits in order to graduate from Lansing Christian High School. (Exceptions noted below). Course credit is given according to the following formula:

- A course that meets daily for two semesters is given one credit.
- A course that meets daily for one semester is given one-half credit.

Following are subjects and the number of credits required in each subject for graduation. ***Check with the college of your choice for the college preparation program they require.***

<b>Course</b>	<b>Lansing Christian Required</b>	<b>College Required</b>
Bible	4	
English	4	4
Fine/Performing Arts	2	
Foreign Language		2-3 (minimum)
History/Social Studies	3	3
Science	3	3-4
Mathematics	4	4
Physical Education	1	1
Computer Applications	½	1
Electives	2.5	
<b>Total</b>	<b>24</b>	

***Adjustments of requirements may be made for students with special needs.***

- One Bible credit is required for each year of attendance at Lansing Christian School. Therefore, transfer students will only be required to have Bible credits for the number of years of LCHS attendance.
- ***A four-year plan is drawn up with the school staff at 9<sup>th</sup> grade orientation or at the time of student scheduling.***
- ***To graduate as valedictorian or salutatorian of the class, a student must have attended at least the final four semesters at Lansing Christian High School.***
- ***The final semester is not used in determining the graduation ranking.***

### **1.19 - Waiver Procedures**

Under extraordinary circumstances a student may be unable to fulfill all the graduation requirements. Therefore, a waiver may be considered. All waivers must be approved by the principal prior to the second semester of the senior year.

### **1.20 - Homebound Education**

Students, who under extraordinary circumstances are unable to attend school for an extended period of time, may make arrangements for homebound education. Guidelines are available in the office.

### **1.21 - Homeschool**

- Lansing Christian partners with parents and students who choose to homeschool and also attend Lansing Christian School. Tuition is charged as 1/7<sup>th</sup> per class attended.
- Students who homeschool and wish to obtain a Lansing Christian diploma must be enrolled full time at the high school during their senior year.

### **1.22 – Homework**

- Students can anticipate doing an average of two hours of homework each day or approximately 12 hours per week.
- Homework is not limited to new assignments but includes required review of material previously covered, as well as additional enrichment activities.
- Except at the end of marking periods, a middle school student will not have more than *two tests a day*. A high school student will not have more than *three tests in a day*.

### **1.23 – Incompletes**

- When a student is assigned a grade of “Incomplete” at the end of a quarter or a semester all unfinished work or tests (including exams) *must be completed within two weeks of the end of the quarter/semester*. At the end of the two weeks the current grade will be posted.

### **1.24 - International Students**

- International students are admitted to Lansing Christian under the criteria governing other students. During the first year, international students may receive pass/fail grades during the first semester only. Letter grades will be assigned to all coursework beginning in the second semester and all other semesters in attendance.
- International students are expected to take the coursework required for graduating from Lansing Christian.
- It is expected that all international students live with a Christian family or guardian while in attendance at Lansing Christian School.
- Students may not live by themselves.

### **1.25 - Permanent Records**

A permanent record is maintained for every student who attends or has attended LCHS. Records of graduates indicate all courses taken, grades, honor points, and credits earned.

### **1.26 - Registration/Scheduling/Drops and Adds**

- The school year consists of two semesters. Each semester is divided into two marking periods. Course registration will take place early in the spring for the first and second semesters of the following year.
- The Lansing Christian School Course Description Handbook, which lists all courses with their descriptions, is made available to all students prior to registration.

### **1.27 - Repeating Courses**

- A student, with the principal's permission, may repeat a course in which the student received a "C" grade or lower. Students scoring a "C" grade or below may retake the course once for a higher grade, but can only receive credit for it once. The transcript will reflect only the higher grade. Any student may choose to repeat an elective course with faculty permission.
- If the number of students registered for a class exceeds the maximum available space, preference will be given to students who have not yet taken the course.

### **1.28 -Resource/Academic Support Center**

The Academic Support Center (ASC) is for students who can benefit from additional academic support in the way of organizational, study and test taking skills, with some tutoring in specific classes. Most of the students are assigned to the ASC one class period a day and receive 1 credit for the year. Parents and teachers may refer students to the ASC by contacting Judie Quinn, the HS ASC Coordinator.

### **1.29 - Service Hours**

- Students are required to do 20 hours of service during each year they attend high school at Lansing Christian.
- 9 - 10<sup>th</sup> graders are expected to do **5 service hours on their own during the first three quarters of the school year**. During the 4<sup>th</sup> quarter 9<sup>th</sup> and 10<sup>th</sup> grades will complete approximately 15 hours during "Service Week".
- 11<sup>th</sup> - 12<sup>th</sup> graders are expected to do **20 of service on their own by May 1**. Service hours are reported to the Bible teachers.

### **1.30 - Testing**

Testing for college entrance is available to Lansing Christian students as follows:

- 9<sup>th</sup> Grade, EXPLORE
- 10<sup>th</sup> Grade, PLAN
- 11<sup>th</sup> Grade, MME (includes ACT)
- 12<sup>th</sup> Grade, ACT (optional; students make individual arrangements to retake the ACT)

### **1.31 – Textbooks and other school-owned materials**

Textbooks, paperbacks, library books and other instructional materials are loaned to students for their use. It is expected that students will care for these items and return them in good condition. Students who fail to return or pay for school-owned materials will receive an “Incomplete” in the related class. In the event of materials not related to a particular class, such as a library book or athletic uniform, students will not have access to a report card until the item has been returned or paid for. In addition, if materials are not returned, the family will be billed by the business office.

### **1.32 - Transcripts**

During the senior year, the school will provide five free transcripts to a student’s prospective colleges. Alumni who wish to have transcripts must submit the request in writing and include a stamped, addressed envelope for mailing.

# CAMPUS LIFE

## 2.1 - Accidents

If a student is injured during the school day, the office will be notified and parents will be called. If necessary, emergency help/paramedics will be sought. Minor injuries will be taken care of by the teacher or by the office staff.

## 2.2 – Athletics

LCS offers several sports. Some sports require trying out while others do not. Following are the sports offered for grades 9-12, along with the season in which they occur:

<b>Season</b>	<b>Sport</b>	<b>Participant</b>
Fall	Swimming (Co-op)	Girls/Boys
Fall	X-Country	Girls/Boys
Fall	Tennis (Co-op)	Boys
Fall	Volleyball	Girls
Fall	Football (Co-op)	Boys
Fall	Soccer	Boys
Winter	Hockey (Co-op)	Boys
Winter	Basketball	Boys
Winter	Bowling	Girls/Boys
Winter	Cheerleading	Girls
Winter	Basketball	Girls
Spring	Baseball	Boys
Spring	Soccer	Girls
Spring	Softball	Girls
Spring	Track	Girls/Boys
Spring	Golf	Girls/Boys
Spring	Tennis	Girls

- A physical is required for athletes each year before the start of practice. Forms may be obtained in the high school office.
- According to the Michigan High School Athletic Association (MHSAA), transfer students may not participate in sports for one semester after changing schools, unless MHSAA authorization is granted. Students who are transferring because of a family move do not have to wait for one semester before participation in a sport.
- Lansing Christian is in the Southern Michigan Athletic Association (SMAA) League which has league rules for eligibility for each sport.
- Students participating in athletics are expected to follow all guidelines and policies written in the student-athlete handbook. These handbooks are available in the school office.

### **2.3 - Athletic/Family Pass**

Family Season Passes for all sports events are sold in the Fall. Season passes entitle any or all immediate family members to attend LCHS home athletic events throughout the year. The Athletic Office will announce when these passes are available. Athletic passes can be purchased in the secondary office for \$150.00.

### **2.4 - Co-Curricular Activities**

- Student Council
- National Honor Society
- Chapel Praise and Worship Team
- Junior/Senior Banquet
- Music Festivals and Competitions
- Math Competitions
- Retreat
- Service Week
- Spirit Week/Homecoming
- Spring Musical (every other year)
- Prayer and Bible Study Groups
- Drama Productions

### **2.5 - Cafeteria and Food**

- Students are expected to remain on campus for the lunch period. At the discretion of the principal seniors may participate in off campus lunch on designated Fridays. Beginning in September and continuing through May, school lunches are sold daily. Students will be issued a Student ID Card which will be used for both the cafeteria and library. Students may put money toward their cafeteria account in the secondary office.
- Food and beverages are not allowed in classrooms. Students may bring water to class.
- Students may not chew gum in the school building.
- Students are responsible for taking care of all personal trash and garbage throughout the school building.

### **2.6 - Cell Phones and Electronic Equipment**

Electronic devices may not be used during the school day without a teacher's consent. This list includes, but is not limited to: cell phones, laptops, radios, ipods and electronic game equipment. **A cell phone/electronic violation will occur when:**

- A cell phone/electronic device is *seen* or *heard* by any staff member.
- There is any *evidence* that a cell phone has been used during the day.
- Note: a cell phone/electronic violation can occur *without student use*.
- (See the Disciplinary Action Chart for the consequences for use of electronic equipment.)

## **2.7 - Dress Code**

Clothing worn at Lansing Christian should be neat, modest, and appropriate for Christians. It should not attract undue attention, be suggestive, immodest, nor promote a non-Christian lifestyle.

### **What's Not Okay:**

- midriff or cleavage-showing shirts, blouses, t-shirts
- off-shoulder tops
- tube/tank tops
- spaghetti straps
- skirts or dresses of indiscreet length (no more than 2" above the knees)
- strapless or see-through attire
- skirts with thigh-length slits
- pants that show off underwear/boxers
- sleeveless shirts (for guys)
- athletic shorts, athletic pants, or sweat pants
- caps/hats /hoods and sunglasses inside the building during school hours
- clothing promoting drugs, alcohol, symbols of Satanism, and secular musical groups or gangs
- ripped or torn clothing (note: this includes rips and holes in jeans, regardless of whether skin is showing)
- pajamas (i.e. casual, flannel or cotton lounge pants)
- pants with any writing across the buttocks
- non-natural hair coloring

### **What's Okay:**

- read the first paragraph
- ear piercing
- knee-length shorts for guys
- knee-length capris/bermuda shorts for girls

**Dress Code Violations:** Change of clothing and parent notification. See Disciplinary Action Chart for additional consequences.

## **2.8 - Driving Permits**

Students who will be driving to school must obtain a driving permit from the school office. All students are expected to drive safely and within the speed limit set by Lansing Christian School. Parking spaces are available on a first come first serve basis. Students who take driving risks and

are observed as unsafe will lose the privilege of driving to school and parking in the school parking lot for a minimum of one week. Parents will be notified.

### **2.9 - Field Trips and Excursions**

- It is the policy of the school to provide supervision for any group that represents LCS at other schools or places of interest. All members of such groups are required to travel together with the coach of the team, the sponsor of the activity, or some other faculty representative on the way to and from the place visited. Transportation is arranged and every group member is expected to go and return with the group unless specific permission is given by the coach or supervisor.
- Athletes may not drive themselves to and from games unless given permission by the athletic director and written permission from their parents.

### **2.10 - Lost and Found**

All found articles, including books, should be turned in to lost and found. The lost and found bin will be bagged each Friday. Bagged items will remain in the school for one additional week before being transported to Hidden Treasures.

### **2.11 - Medicine**

The school will not dispense any medicine for student use without authorization of a doctor and parent. Students who are prone to headaches may carry their own medicine or keep it locked in their locker. Students must not share medication.

### **2.12 – Off limit areas**

The teacher's workroom, the faculty lounge and office areas beyond the secretaries' desks are off-limits to students unless they receive specific instruction to the contrary from school personnel.

### **2.13 - Parent-Teacher Conferences**

- Conferences are held in the Fall and Spring. Parents are strongly encouraged to attend conferences to discuss their child's progress and performance with his/her teachers.
- Parents are encouraged to communicate with their child's teacher(s) as soon as a serious problem develops rather than waiting for regularly-scheduled conferences.

### **2.14 - Parties and Dances**

- Private parties or student gatherings may be advertised by parents with approval from the administration.
- Lansing Christian does not sponsor, endorse, nor allow the use of its name in sponsorship of social dances, either on or off school property. Nor may its teachers, when acting in an official manner, sponsor, endorse, or allow social dances to occur in the name of Lansing Christian School or its clubs, classes, or other groups, either on or off school property.
- A cultural or ethnic dance may be allowed at the classroom level as part of the education process and the administration may occasionally approve of cultural or

ethnic dances for a social activity.

- Lansing Christian does not presume to be a parental conscience in the matter of dance and neither endorses nor condemns social dances.

### **2.15 – Publications** The following are regular publications:

- Weekly E-Letter
- *Curriculum Guide for Parents and Students*
- *Student/Parent Handbook*
- *Student Newspaper (if class is offered)*
- *Student Yearbook*
- *School news from the secondary and main offices*

### **2.16 - Retreat**

Each year, shortly after school begins, students go on a school-sponsored overnight retreat. The cost of the retreat is covered in tuition. The purpose of the retreat is to give the students an opportunity to get to know each other and their teachers early in the year and to be prepared spiritually and socially for the upcoming year.

### **2.17 - School Closing or Early Dismissal**

- Severe inclement weather can cause an unexpected closing or dismissal of school. If such a situation occurs, parents will receive a call from Skylert indicating the closing or dismissal.
- In addition, an announcement will be made over radio stations 88.1, 97.5, 99.1, 99.7, 100.7, as well as the WLNS-6 and WILX-10 television stations.
- In case of school cancellation during an examination schedule, the revised schedule will be listed on the LCS Website.
- There are three snow days allowed in the school calendar.

### **2.18 - Skateboards**

Skateboards and rollerblades are safety hazards and are not allowed on school grounds or in the school building.

### **2.19 -Telephones**

With permission, school office phones may be used for contacting parents during the school day. Students may not use personal cell phones to contact parents from 7:55am – 3:00pm

### **2.20 - Visits of College Representatives**

College representatives will visit Lansing Christian throughout the school year. Students may meet with a college representative during the high school lunch period or during Guided Study.

### **2.21 - Visitors**

- A person visiting a Lansing Christian student must have prior approval from the principal, must sign in at the high school office, and receive a visitor's pass.

- Visitors who are considering becoming LCS students will arrange a school visit with the principal, the admissions director, or the high school secretary.
- All visitors enter through the main office during regular school hours.

### **2.22 - Work Permits**

Student work permits are available in the office of the Student Activities Director.

### **2.23 – F.E.R.P.A.**

The Family Educational Right to Privacy Act (FERPA) limits the disclosure of personally identifiable information from a student's educational records. Section 99.30 of the FERPA Regulations, in part, states: "Except as provided in Section 99.31, an educational agency or institution shall obtain a signed and dated written consent of a parent or eligible student before it discloses personally identifiable information from the student's education records."

FERPA defines education records as: "Those records that are (1) directly related to a student and (2) maintained by an educational agency or institution or by a party acting for the agency or institution. Section 99.3."

The transfer of student records in Michigan is governed by the Revised School Code Section 1135 (MCL 380.1135) which requires that:

"Within 14 days after enrolling a transfer student, the school shall request, in writing, directly from the student's previous school, a copy of his or her record. Any school that compiles records for each student in the school and that is requested to forward a copy of the transferring student's records to the new school shall comply within 30 days after receipt of the request unless the record has been tagged pursuant to Section 1134." (Section 1134 deals with records of missing students.) In the view of the Michigan Department of Education, the "school record" referred to in Section 1135 includes a student's disciplinary record, including any suspension or expulsion action against the student.

# SCHOOL FACILITIES

## 3.1 - Building Use After School

All late afternoon, weekend, and evening meetings and activities must be approved. Facility Permit forms and guidelines are available in the main office.

## 3.2 - Gymnasium

In order to maintain a clean environment and avoid injuries, some basic gym rules are necessary. They are as follows:

- Only gym shoes are to be worn on the gym floor. Socks or bare feet are not allowed.
- No food or drink is allowed during the school day. Water bottles are allowed.
- Bleachers are off limits except during specific programs and game times. No climbing or hanging on closed bleachers is allowed.
- The weight room is off limits to students unless a staff person is supervising.
- Gym equipment may not be used without permission of the athletic department.
- The gym may not be used at any time unless there is adult supervision.
- The soccer field and baseball field are off limits unless specific permission is given by the athletic director, physical education teacher, or principal.

## 3.3 – Library

The LCS Secondary Library is automated and well-equipped with a variety of materials including: fiction, non-fiction, and reference books, audio and video selections, current periodicals, as well as networked computers for on-line resource access and class assignments. **Students using the library and networked computers must strictly adhere to the school's computer policies.**

The library is available to both individual students and to classes working on projects. Students coming from a classroom must have an **individual pass** signed by their teacher. The pass should be placed on the check-out desk when entering the library, and must be signed by the librarian before returning to the classroom.

**All materials must be checked out with the student's own Library/Lunch number.** A student is not permitted to check out materials for another student. Books are checked out for a three-week period and may be renewed if another student does not need the item. An individual checking out a book is responsible for that book until it is scanned back into the automation system. If a student gives a book to another student and he/she does not return it, or returns it damaged, the responsibility is still with the student who checked out the book. Failure to check out books properly will have consequences as determined by the librarian and the administration.

Individual reports on overdue books are given to the student each week during homeroom. **At the end of first and second semesters, students will be required to take care of overdue materials before beginning exams.** Lost and damaged books must be paid for; the cost in every case is the price of replacing the book plus a \$5.00 processing fee.

### **3.4 - Lockers**

- Lockers are held jointly by the school and the student. The school reserves the right to inspect a locker at any time.
- Locker privileges can be revoked for abuse of the locker.
- A fine of up to \$200.00 will be assigned for any abuse of the locker, i.e. graffiti, etching, painting, denting, etc.
- Locks are available in the school office. A deposit of \$5.00 is required which will be refunded when the lock is returned. Students using locks on lockers must use school locks.

# **STUDENT CONDUCT**

## **4.1 – General Guidelines**

Whether it is in chapel, on the bus, in the hallways or during an athletic event, students are expected to exhibit behavior which is appropriate for each context and, most of all, which is honoring to God and in accordance with the directions received from the school administration. In chapel, students should be attentive and respectful, in the bus or in the hallway conduct is to be safe and self-controlled, and during an athletic event students are expected to be respectful of the opposition, referees, umpires, etc. Inappropriate behavior in any of these areas will be addressed and may be reported to the office by school personnel and disciplined in accordance with the Disciplinary Action Chart.

## **4.2 – Respect for God and others**

It is the expectation that Lansing Christian students will show care, compassion and respect toward others which includes the following:

- Using Christ-like language, speaking respectfully and courteously to others.
- Obeying rules and staff instructions.
- Refraining from public displays of affection toward the opposite sex.
- Refraining from fighting (There is a minimum of one day suspension for any fighting).
- Refraining from roughhousing.
- Demonstrating courteous behavior in school and at all school-sponsored events and respect for school property.

## **4.3 – Respect for the academic environment**

It is the expectation that Lansing Christian School students will make godly choices and decisions about the use of time and talents. These include the following:

- Using integrity in work—no cheating or plagiarism. A student who cheats or plagiarizes will fail the assignment and may be placed on a behavior contract and a possible suspension will result.
- Helping maintain a healthy learning environment.
- Prompt compliance to the instructions of school personnel.

## **4.4 – Avoidance of potentially dangerous behavior**

- Weapons or facsimiles of weapons are not allowed. Facsimiles are allowed only under the direct supervision of a teacher or staff member. Suspension or expulsion will take place if a student disregards this rule.
- Fires, open flames, fireworks, lighting matches are prohibited except under direct teacher supervision. Suspension or expulsion will take place if a student disregards this rule.

- All illegal drugs including tobacco, alcohol are prohibited from school grounds and any school event. Suspension or expulsion will take place if a student disregards this rule.

**Harassment of another student or faculty member is not allowed. The Lansing Christian Harassment Policy is as follows:**

- Providing a safe school environment for our students is of utmost importance for Lansing Christian School. Harassment is a violation of the law as well as contrary to Christ-like behavior. To harass or intimidate another student or staff member based on gender, race, ethnic group, physical appearance or disability is neither acceptable nor tolerated at Lansing Christian. Any such harassment should be reported to a teacher, principal, or any staff member immediately. An investigation and appropriate consequences will follow.
- Bullying is one particular form of harassment that endangers school safety and can take many forms. Some examples of bullying behavior are: name calling in any situation, pushing or shoving others, teasing, making fun of clothing or appearance. Children who bully are subject to the harassment policy.

#### **4.5 - Disciplinary Process for Improper Behavior**

Discipline at Lansing Christian has as its goal the modification of inappropriate behavior in the context of a Christian school community, with the ultimate goals being growth in social and emotional maturity and the ability to make responsible decisions.

Any activities or behaviors that undermine or distract from a positive spiritual climate, impede an optimal educational process, jeopardize the health or safety of any student, or are damaging to the reputation of the school will not be permitted whether or not such behavior is expressly outlined in the student handbook or Student Conduct commitment.

Disrespect, insubordination, dishonesty, vandalism, stealing, violence and offensive language are not acceptable behavior. All of these types of behaviors and activities will result in disciplinary action.

At the discretion of the administration, some student violations may result in immediate suspension, or permanent dismissal. In addition, at the discretion of the administration, some form of restitution may be required of the student.

\*\*\*Students who are suspended, whether in-school suspended or at-home suspended, will not be allowed to participate in extra-curricular activities, including all athletic events, on days when they have been suspended.

## **4.6 - Disciplinary Measures**

***Zero Hour for high school students*** is a detention period taking place from 7:10 a.m. to 7:45 a.m. Students have three school days within which to serve a detention. The detention will only count for the student if they arrive on time, maintain quiet and do not interact with other students during the Zero Hour period.

***After School Detention for middle school students*** takes place on two designated days during the week (to be determined at the beginning of each school year) from 3:05pm – 3:35pm. Students who are assigned a detention will be assigned for the closest designated day.

***Saturday School*** is a period of study or required work (at the discretion of the principal) and will be held on Saturdays, as needed, from 8:00 a.m. to 12:00 p.m. Students are responsible to bring schoolwork with them. All students will be dismissed by the supervising teacher. Students are required to pay \$30.00 when assigned a Saturday School.

***In-school and out-of-school suspensions*** – During an in-school or out-of-school suspension students will not be permitted to participate in any extra-curricular school-sponsored activities.

# **ATHLETIC CODE OF CONDUCT**

## **Introduction**

It is a privilege for students to participate in Lansing Christian Athletics. Since the conduct of students reflects upon the entire school and Christian community, students engaged in LCS athletics are expected to act as model representatives of their school and abide by the provisions of the LCS Athletic Code of Conduct throughout the period of their participation in athletic activities. This Athletic Code is in agreement with Lansing Christian School philosophy and handbook.

## **5.1 – Academic Eligibility**

In order to participate in athletic programs, a student must:

- Be enrolled as a full-time student.
- Pass all classes in each semester.
  - If a student fails to pass a class in a semester, he/she will be ineligible to participate the following semester.
- Have a satisfactory weekly report, which is determined by whether or not the athlete is passing all his/her classes.
  - If after one warning a student receives a failing weekly report, he/she will not be able to participate in scrimmages or games for the next full week in school (next Monday through Sunday), but will be required to attend games, practices and sit on the bench. If a student receives a warning for the same class for three

consecutive weeks he/she will be ineligible for one full week. At that time the student will start over with a clean slate in that class. If a student receives three or more warnings from three or more classes in one week he/she will be ineligible for one full week.

### **5.2 – School attendance**

A student athlete is expected to attend at least ½ day on the day of a contest or practice. If extenuating circumstances exist which prevent ½ day attendance, the Athletic Director, can, at his discretion, allow participation. The purpose of this section is to prevent student athletes from participating when they are ill.

### **5.3 – Practice attendance**

Team members are expected to be present at all team practices, team meetings, games, awards ceremony, and special occasions unless excused by the head coach. Coaches have the authority to determine if an athlete has unexcused or excessive absences and to take appropriate action.

### **5.4 – Care of school equipment and facilities**

Student athletes are responsible for all school equipment issued to them. The students or their parents must pay for lost, stolen, or damaged equipment before participation in athletic activities will be allowed. In addition, athletes should see that appropriate equipment is returned to the proper place. It is expected that students will take proper care of the facilities being used.

### **5.5 – Transportation to athletic contests**

All team members will travel to contests by means of transportation provided or communicated by the Athletic Director. In many situations, parents may be required to provide transportation home from away contests. When bus transportation is provided, players may return home with parents with the proper form filled out and signed.

### **5.6 – Medical release**

If a student athlete is seriously injured, he/she must have a written doctor's release before he/she can return to practice or compete in athletic contests.

### **5.7 – Physicals**

Physical examinations are required by the MSHAA of all student athletes at Lansing Christian Secondary School **before** they may participate in sports. MSHAA physical forms are available in the Athletic Office. They may be used or attached to a card provided by the family physician. The form must be presented to the coach or Athletic Director **prior to pre-season practice.**

### **5.8 – Personal conduct**

Participation on an athletic team at LCS is a privilege, and the participants must earn the right to represent LCS by conducting themselves in such a way that the image of the school is not tarnished. Any participant, whose conduct is judged to represent a discredit upon the athlete, the team, or the school, whether such activities take place during or after school hours, will receive disciplinary action as determined by the coach, the Athletic Director, and/or the school administration and as stated in the Student/Parent Handbook.

### **5.9 – Technical foul and carding policy**

Any player or coach receiving a technical foul or a red card will have a meeting with the Athletic Director the next school day.

### **5.10 – Use of substances**

Using tobacco, alcohol, illegal drugs or steroids is prohibited 365 days/year. Once an Athlete participates in a sport (Freshman, JV, or Varsity) at Lansing Christian he/she is considered an Athlete for the remainder of their high school career and subject to all LCS Code of Conduct rules. All violations start at the point of the infraction and carry over into next season if necessary.

1st Violation = Suspended for 1/3 of the season (1/3 of scheduled games)  
Practice time will be determined by the Athletic Director.

2nd Violation = Suspended for 1 full calendar year from athletics.

3rd Violation = All Athletic Eligibility rights are taken away. Student may not participate in sports at LCS for their entire high school career.

### **5.11 – Quitting a team**

The normal rule for student athletes quitting a team is that they make themselves ineligible for any sport during that season that has already begun. Also, he/she cannot participate in any preseason conditioning or practice for the next sport season until the end of the current sport season.

### **5.12 – Removal from the team**

The removing of an athlete from a team may be made by the coach and/or the Athletic Director. The Athletic Director will confer with the coach before any removal action is taken. Causes for removal from the team include, but are not limited to the following:

- Use of alcohol, tobacco, illegal use or possession of drugs or steroids not prescribed by a physician.
- Continual violation of any Lansing Christian School Handbook requirements.
- Repeated violations of the Athletic Code or team policies.
- Personal misconduct involving the police or court action either during or outside of school hours.
- Verbal or physical attack upon an opponent, contest official, teacher, fan or any other person.
- Continual acts of unsportsmanlike conduct.

### 5.13 – Safety

Every effort should be made to eliminate injuries. Players must obey all safety rules, report all physical problems to their coaches, follow a proper conditioning program, and inspect equipment they use.

### 5.14 – Grooming/dress

Appearance, expression, and actions always influence people's opinion of athletes, the team, and the school. Once a student has volunteered to be a member of the school team, the athlete must hold to high standards of cleanliness, modesty, and neatness. It is preferred that athletes dress up when attending both home and away games.

## DISCIPLINARY ACTION CHART

### Category I Offenses

- Tardy arrival to a school activity (see section 1.10)

### Category I Consequences

- 1<sup>st</sup> –3<sup>rd</sup> tardy = No penalty
- 4<sup>th</sup> tardy = Zero Hour detention for high school (7:10am – 7:45am)  
After School Detention for middle school (3:05pm – 3:35pm)
- 5<sup>th</sup> tardy = Zero Hour detention for high school (7:10am – 7:45am)  
After School Detention for middle school (3:05pm – 3:35pm)
- 6<sup>th</sup> tardy = Zero Hour detention for high school (7:10am – 7:45am)  
After School Detention for middle school (3:05pm – 3:35pm)
- 7<sup>th</sup> tardy = Zero Hour detention for high school (7:10am – 7:45am)  
After School Detention for middle school (3:05pm – 3:35pm)
- 8<sup>th</sup> tardy = Half day In -school Suspension
- 9<sup>th</sup> tardy = Full Day In-school Suspension
- 10<sup>th</sup> tardy = Saturday School
- 11<sup>th</sup> tardy = Out-of-school suspension (1 day)
- 12<sup>th</sup> tardy = Out-of-school suspension (3 days)

Category I offenses and consequences are only cumulative per quarter.

**High school** students have 3 school days to serve a Zero Hour detention. *Failure to do so results in Saturday school for those students.* Students will not receive attendance credit for late arrival to Zero Hour. **Middle School** students will be assigned two additional detentions for failure to attend an assigned detention.

### **Category II Offenses**

- Inappropriate clothing or language (see sections 2.7 and 4.2)
- Inappropriate public display of affection (see section 4.2)
- Violations related to food, drink and gum (see section 2.5)

### **Category II Consequences**

- 1<sup>st</sup> instance = Warning
- 2<sup>nd</sup> instance = Zero Hour detention (7:10 a.m. – 7:45 a.m.)
- 3<sup>rd</sup> instance = 2 Zero Hour detentions (7:10 a.m. – 7:45 a.m.)
- 4<sup>th</sup> instance = In School Suspension
- 5<sup>th</sup> instance = Saturday School
- 6<sup>th</sup> instance = Out-of-school suspension (1 day)
- 7<sup>th</sup> instance = Out-of-school suspension (3 days)
- 8<sup>th</sup> instance = Potential expulsion

### **Category III Offenses**

- Unexcused absence (see sections 1.6 and 1.8)
- Leaving campus without permission (see section 1.9)
- Use of cell phones or other electronic devices during school day (see section 2.6)
- Improper conduct on school property or at a school event (see section 4.1 and 4.2)
- Disrespect for school property (see sections 2.5)
- Disruption of the learning environment (see section 4.3)
- Disobedience to any other policy mentioned in this handbook

### **Category III Consequences**

- 1<sup>st</sup> instance = Zero Hour detention (7:10 a.m. – 7:45 a.m.)
- 2<sup>nd</sup> instance = Zero Hour detention (7:10 a.m. – 7:45 a.m.)
- 3<sup>rd</sup> instance = In-school suspension
- 4<sup>th</sup> instance = Saturday School
- 5<sup>th</sup> instance = Out-of-school suspension (1 day)
- 6<sup>th</sup> instance = Out-of-school suspension (3 days)
- 7<sup>th</sup> instance = Potential expulsion

### **Category IV Offenses**

- Weapons, including facsimiles (see section 4.4)
- Illegal drugs, tobacco or alcohol (see section 4.4)
- Fires, open flames, fireworks, lighting matches (see section 4.4)
- Acts of unsafe driving in the parking lot (see section 2.8)
- Bullying, harassment or fighting (see sections 4.2 and 4.4)
- Disrespect to school personnel (see sections 4.2 and 4.3)
- Cheating or plagiarism (see section 4.3)
- Dishonesty, vandalism, theft or violence (see sections 4.2 and 4.4)

### **Category IV Consequences**

For a Category IV offense, a student may be assigned a certain number of detentions or Saturday school, be suspended or be expelled, as deemed appropriate by the administration.