

# **LCS HANDBOOK HIGHLIGHTS**

## **2009 - 2010**

This pamphlet does not contain the entire student handbook, but rather highlights some of the most significant areas for students. Please see the student handbook for other topics not dealt with in this pamphlet.

### **General Guidelines for student behavior**

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.

### **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. *The appeal process for receiving course credit involves a written letter of appeal stating the reasons for the absences and a conference with the principal.*

### **Excused 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. Calls to excuse absences may be made day or night to the HS attendance telephone, (517) 882-5777, or MS phone, (517) 882-3386. *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.

### **Unexcused Absences**

A student will have an unexcused absence if any of the following is true:

- If the parent does not call the attendance line or e-mail (HS - [mklan@lansingchristianschool.org](mailto:mklan@lansingchristianschool.org), or MS - [hdunn@lansingchristian.school.org](mailto:hdunn@lansingchristian.school.org)) on the day of the absence.

- If the student does not have authorization from a staff person.
- If the student arrives 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 for an unexcused absence.

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

- Make-up time for work missed during an excused absence will be one day for each day absent.
- Unexcused absences will not result in adjusted due dates.

### **Tardies**

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. Each student is given *three tardies per quarter (all classes combined) with no consequence.*

### **Homework**

Students can anticipate doing an average of two hours of homework each day or approximately 12 hours per week. This corresponds roughly to 20 minutes per night per class.

### **Food and gum**

- Students are expected to remain on-campus for the lunch period. Off-campus lunch for seniors will be permitted at the discretion of the principal.
- All food and drink, with the exception of water, is to be consumed in the cafeteria area during the lunch period. Only water may be brought into a classroom or into other parts of the school.
- Students are responsible for taking care of all personal trash and garbage.
- Students are not allowed to chew gum within the school building.

### **Electronic Equipment**

Electronic devices may not be used during the school day without a teacher's consent. All electronic devices must be put away at the *first bell*. This list includes, but is not limited to: cell phones, laptops, radios, i-pods 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.

### **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.

### **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.

### **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.

### **Disciplinary Measures**

**Zero Hour** 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.

# DISCIPLINARY ACTION CHART

## Category I Offenses

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

## Category II Offenses

- Inappropriate clothing or language (see handbook sections 2.7 and 4.2)
- Inappropriate public display of affection (see handbook section 4.2)

## Category III Offenses

- Unexcused absence (see handbook sections 1.6 and 1.8)
- Leaving campus without permission (see handbook section 1.9)
- Use of cell phones or other electronic devices during school day (see handbook section 2.6)
- Improper conduct on school property or at a school event (see handbook sections 4.1 and 4.2)

- Disrespect for school property (see handbook sections 2.5 and 4.3)
- Disruption of the learning environment (see handbook section 4.3)
- Disobedience to any other policy mentioned in the handbook

## Category IV Offenses

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

### **Category I Consequences**

- 1<sup>st</sup> – 3<sup>rd</sup> tardy = no penalty
- 4<sup>th</sup> tardy = Zero Hour detention (7:10 a.m. – 7:45 a.m.)
- 5<sup>th</sup> tardy = Zero Hour detention
- 6<sup>th</sup> tardy = Zero Hour detention
- 7<sup>th</sup> tardy = Zero Hour detention
- 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)
- 13<sup>th</sup> tardy = Potential expulsion

Category I offenses and consequences are only cumulative per quarter. Students have 3 school days within which to serve a Zero Hour detention. *Failure to do so results in Saturday school for those students.* Students will not receive credit for having served a Zero Hour if they arrive late for that detention.

### **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 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 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.