LANSING CHRISTIAN SCHOOL

Middle & High School Handbook 2026-2027

Updated November 3, 2026

Welcome to Lansing Christian School! At LCS, we seek to glorify God by providing a Christ-centered liberal arts education that fosters faith, learning, and character development in and out of the classroom. Our mission involves equipping students to exalt God and follow Christ in all aspects of their lives.

This handbook outlines the policies, expectations, and resources that support our shared life as a Christian school. We strongly encourage students and parents to become familiar with its contents as we partner together in cultivating a community marked by the pursuit of excellence.

Doctrinal Statement

- 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.

Mission and Philosophy

LCS Mission

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 and intellectual, as well as, social and physical growth. We equip students to exalt God and follow Christ in all aspects of life. We call students to grow in maturity in Jesus Christ, being knowledgeable about our faith, standing firm in our convictions, living as servants within our community and being stewards of God's creation.

Educational Philosophy

Education at Lansing Christian School is Christ-centered. It is based upon the infallible authority of the Bible as the written Word of God. We believe the Bible is uniquely valuable for the development of whole persons, and we prioritize its teachings in all academic pursuits *(Jer. 33:3; Prov. 1:7; Prov. 2:6; 2 Tim. 3:15-17).*

At Lansing Christian School, we actively support Christian parents in their effort to lead their children in the nurture and admonition of the Lord by providing a strong liberal arts education which values critical thinking and is rooted in Scripture and historical Christian wisdom *(Eph. 6:4; Prov. 18:15).*

We believe God's design gives the home the primary responsibility for children's education, and we acknowledge that the school serves as an extension of that authority *(Deut. 6:6-7; Prov. 22:6)*. The diligent Christian parent, as a member of the body of Christ, seeks family growth in faith and practice with regular involvement in a local Christian church whose creeds and practices align with the doctrinal statement and policies of Lansing Christian School *(Acts 2:42; Rom. 12:5; Col. 3:16)*.

Therefore, in cooperation with the home and church, Lansing Christian School exists to equip students with spiritual wisdom, intellectual understanding, social virtues, and physical fitness, so that they, as children of God, may "occupy their places worthily in society, church, and state" *(Article III, LCS Constitution)*.

At Lansing Christian School, we challenge and train students to examine broad aspects of human knowledge from a Biblical worldview, in order to provide them with an appropriate framework for determining what is true and pleasing in God's eyes *(Rom. 12:2; Eph. 5:10; 2 Tim. 2:15).*

We cultivate students to model the Fruit of the Spirit, exhibiting Christ-like character, integrity, and self-discipline *(Gal. 5:22-23)*. As Christians, we strive to see and value each person as God does: uniquely created in His image and saved by His grace, regardless of denomination, class, sex, race, ethnicity, or other temporal characteristics *(Gen. 1:27; 2 Cor. 5:17)*. We recognize the universality of sin, and embrace a unifying identity in Christ that transcends earthly divisions *(Rom. 3:23; Gal. 3:28)*. In all aspects of our school community, a Biblical standard of behavior is expected and upheld *(Col. 3:17; 1 Cor. 10:31; Eph. 6:7)*.

We arm students with knowledge that not only challenges the mind but also shapes the heart, preparing them to be disciples of Christ who worship God with reverence, thanksgiving, and a commitment to serve *(Ps. 100:4-5; Josh. 24:15).* We commit to helping them discover, develop, and employ their God-given talents for His glory and the benefit of others (*Ps. 37:3; 1 Pet. 4:10-11; Rom. 12:6-8; Eph. 2:10).*

Trusting in our Lord and Savior, Jesus Christ, we educate students in such a way "that they may set their hope in God" and be faithful to Him all the days of their lives (*Ps. 78:7).*

Administration

Dr. Jeremy Zajicek, Head of School
Mr. Nate Owen, Middle & High School Principal
Mr. Matthew Martinez, Registrar
Mr. John Jones, Interim Athletic Director
Ms. Paige Schalow, Assistant Athletic Director
Mrs. Laura Newhouse, College & Career Counselor

Phone Numbers

Lansing Christian School	517-882-5779
Head of School Office	Extension - 1010
MS/HS Office, Mrs. Shannon Damesworth	Extension - 3050
MS & HS Principal	Extension - 3030
Athletic Office	Extension - 5010
Business Office	Extension - 1040
High School Fax	517-272-9567

Staff email addresses are the first initial of their first name followed by their last name @lansingchristianschool.org. (e.g. Nate Owen is nowen@lansingchristianschool.org)

STUDENT PROCEDURES

1.0 - Academic Standing

Students are considered in good academic standing when they are passing all courses required for graduation.

A student who fails a graduation-required course will be placed on academic probation. The school will initiate a credit-recovery and academic-improvement plan. In the following semester, the student must earn a grade of 60% or higher in all classes. *The family must commit to following the established plan in partnership with the school in order to continue as a student at LCS*. Academic standing will be reviewed at the semester's end to determine whether the student is on track for graduation and may continue at LCS.

During a student's first year of enrollment, the administration will also review the student's academic progress and determine whether LCS can appropriately meet the student's needs through the general education program or in conjunction with Academic Support & Enrichment (ASE). LCS reserves the right to un-enroll a student based on academic performance in the first year of enrollment.

1.1 - Academic Notice

Parents/guardians will be notified when a student is experiencing academic difficulty. If a student's average falls below a C in any class, a notice will be sent electronically to the parent/guardian. Parents/guardians

are also encouraged to regularly check Skyward, our online grading system, to monitor their student's academic progress in each class.

1.2 - Communication with Teachers and Grievance Process

Parents/guardians are encouraged to contact teachers with questions or concerns about their child's progress. Teachers are available after school until 3:30pm with the exception of staff meeting days. Teachers may be contacted via email or phone; emails are provided on the LCS website.

When bringing a concern, complaint, or other grievance to a member of the LCS community, our school upholds a principle of biblical conflict resolution in accordance with Matthew 18:15-17. If a student or family has a grievance, they should go directly and privately to the person most closely connected to the concern (parent, teacher, etc.). If the issue remains unresolved, the parents or student may bring the concern to the appropriate principal, who will document the complaint to assist the school in identifying and rectifying problems that are recurring and/or to make an informed decision.

Should the problem not be resolved to the student's or family's satisfaction, a written appeal may be made to the Head of School. If the resolution is still unsatisfactory, they may appeal to the LCS Board of Trustees requesting a review of the school's determination. The Board serves as the final step in the grievance process, and may only be involved after the appropriate process has been followed through administrative channels. Our goal is to first seek a resolution that preserves relationships and honors God in a spirit of humility and grace.

1.3 - Attendance Policy

Students are expected to attend school each day it is in session. Regular attendance is an important part of a student's education, as learning takes place in every class, every day. Classroom experiences and instruction cannot be fully replicated outside of school, and absences may result in missed learning and academic challenges. For this reason, extended absences are strongly discouraged. However, excused absences based on parent communication will be evaluated on a case-by-case basis.

Appointments and Early Dismissals
Parents/guardians are responsible for ensuring regular attendance and are encouraged to schedule medical/dental appointments outside of school hours if at all possible. Students who arrive late or leave school during the day must sign in or out through the MS/HS office and have parental approval by phone or email. On the day of an appointment, a written note or email from a parent/guardian must be provided to the MS/HS office. The office will then issue the student a pass to present to the appropriate teacher at the time of departure.

College Visits
Juniors and seniors may have up to two excused absences (two days) per semester for official college visits. These absences do not count toward the student's total absences. Parents/guardians must notify the school in writing at least one day before the planned absence.

1.4 - Attendance Failure

Middle School students are allowed up to **12 absences in one class per semester.** High School students are allowed up to **8 absences in one class per semester.** At the 13th absence for Middle School students and 9th absence for High School students, regardless of whether the absence is excused, a student **will not receive credit in that class for that semester**. A student will be marked Tardy if they are not in class on time and then absent if they are 10 minutes late without a pass. The exterior doors will be locked at 8:10 every morning. 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, submission of relevant documentation, and an appointment with the principal.

1.5 - Attendance Warning

When a middle school student accumulates 7 absences in a class for a semester or a high school student accumulates 5 absences in a class for a semester, a warning letter or email will be sent to families. 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. **Students may not excuse their own absences.**

- 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 in this handbook.
- Calls to excuse absences may be made day or night to the office, *however it is requested that parents call by 8:30 a.m. on the morning of such an absence*.
- If a student needs to leave for an appointment during the school day, parent authorization must be submitted to the middle or high school office in order for a student to be dismissed from class.

1.7 - Pre-Arranged Absence Forms

If a student will be absent for ***2 or more days***, a pre-arranged absence form must be submitted to the office prior to the 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 obtain assignments and instructions. Students are responsible for all missed work during the absence and are encouraged to access Skyward. For early athletic dismissals, students are expected to check in with the teacher regarding any missed work.

1.8 – Tardies

A student will be marked "Tardy" if they are not in class on time and then "Absent" if they are 10 minutes late without a pass. The exterior doors will be locked at 8:10 every morning. On occasion, late arrival may occur due to unforeseen circumstances. For this reason, **each student is given five tardies per quarter (all classes combined) with no consequence (see below)**. The office may choose to waive a tardy at the beginning of the day due to weather or traffic. Students detained by staff members are not considered tardy provided they have a signed pass from the teacher. **Consequences for tardies are as follows**:

- At the sixth tardy, a warning email will be sent to parents.
- At the tenth tardy, a conference between the principal, student, and parent will be held to determine a solution for the tardiness.

1.9 - Make-up Privileges for Absences

End of Semester Exams

- Students who miss a final exam due to an ***excused absence*** 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

- 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.* Students are encouraged to access Skyward for assignment information. 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 administrative assistants to request that homework assignments be obtained from the teachers, if the work is not available online.
- In all cases, it is the responsibility of the student to make arrangements with the teacher for make-up assignments, tests, or exams.

1.10 - 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.

1.11 - External Credit Toward Graduation Requirements

Students are expected to earn all credit for graduation through Lansing Christian School. In certain approved exceptions, students may earn credit through external means such as online courses, dual enrollment, or successful completion of a program at a local career center. The following policies apply:

- A maximum of **four** high school credits may be applied toward graduation from LCS from approved external credits.
- Students **must** be enrolled for at least five credits each year, at least four of which **must** be earned directly through Lansing Christian School.
- Students must receive **prior approval** from their parents/guardians and school administrators to participate in external credits.
- Students must receive **prior approval** from the principal in order for external credits to count toward their graduation requirements.
- Students interested in external credits should complete the form available in the office.

1.12 - Dual Enrollment

Dual enrollment is intended to give high school students an opportunity to earn college credit. It is not designed to serve as an alternative to LCS courses, nor to allow students to graduate early. Guidelines:

- The student's GPA must be 3.0 or higher. Students must take at least four credits per year at LCS.
- Eligible courses are those not offered at LCS or not available to the student due to an unavoidable scheduling conflict.
- Students interested in online or dual enrollment courses should fill out the required request form.

1.13 - CTE (Career and Technical Education)

LCS students are permitted to pursue CTE programs provided through their local public school district. While LCS will provide introductory information about these program opportunities, CTE programs are the responsibility of the family to pursue. The school will accommodate an alternate student schedule on a case-by-case basis in order for them to participate in CTE. In addition, students participating in a CTE program should be aware of the following policies:

- Students will miss up to half of their day at LCS if participating in a CTE program.
- Due to limited course scheduling options at LCS, CTE students may not be able to take a required graduation course at LCS. In the event of such a scheduling conflict, it is the student's responsibility to earn the credit in an alternate way.
- It is the student's responsibility to keep track of dates when they will need to miss their CTE classes for events at LCS (e.g. retreat, SAT testing day, class trips). LCS will approve these days as excused absences from the student's CTE program.
- Students enrolled in a CTE program are billed a discounted rate for LCS tuition (up to 20% off). The tuition invoices will be adjusted once the student begins the CTE program in the Fall.
- LCS does not cover the cost of CTE programs. Any CTE program tuition and/or fees are the responsibility of the family. The student should seek out clarification from the career center directly about whether or not they will be charged tuition (typically this is based on the school district of the student's home address).
- Students are expected to attend their CTE program on days when LCS does not have school.
- For a link to the permission form to participate in CTE, **click here**.

1.14 - End of Semester Exams

Exams are given at the discretion of each teacher at the end of first and second semester.

1.15 - Grade Placement

Grade placement of students is as follows:

Grade:	**Must have accumulated:**
Sophomores	5 passing credits
Juniors	11 passing credits
Seniors	17 passing credits by the beginning of the year, 24 by the end of the year

Under unusual circumstances, exceptions may be made by the principal.

1.16 – Grades

Skyward (online grading) is used for all grading at the middle/high school levels. Quiz and test grades will be posted by teachers within one week; major project grades and writing (report, essay, major paper) grades will be posted within two weeks. 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 transcripts. 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:

Percentage range	LCS grading scale	Standard grade points	AP weighted grade points	Percentage range	LCS grading scale	Standard grade points	AP weighted grade points
95-100	A	4.00	5.00	73-76	C	2.00	3.00
90-94	A-	3.67	4.67	70-72	C-	1.67	2.67
87-89	B+	3.33	4.33	67-69	D+	1.33	2.33
83-86	B	3.00	4.00	63-66	D	1.00	2.00
80-82	B-	2.67	3.67	60-62	D-	0.67	1.67
77-79	C+	2.33	3.33	0-59	E	0.00	0.00

1.17 - Graduation Requirements

1. Students must successfully complete at least twenty-four (24) credits in order to graduate.
2. A year-long course that is completed and passed is equivalent to one (1) credit. A semester-long course is equivalent to one-half (½) credit.
3. Each student must receive recommendations of the faculty and administration and endorsement of the Board of Directors in order to graduate.
4. Individual or emergency academic situations will be addressed by the administration on an individual basis throughout the semester.
5. Students must earn credits toward graduation in the following areas:

Department	Number of credits required	Credits recommended for college-bound students
Bible	4*	4*
English	4	4
History & Social Studies	3	3
Mathematics	4**	4**
Science	3	4
World Language	2	3
Fine Arts	1	2+
Physical Education and Health	1	1
Electives	2	-
TOTAL NEEDED	24	24

**One Bible course is required for each year of attendance at Lansing Christian School. Therefore, transfer students will only be required to take Bible courses for the number of years of LCS attendance.*

***A math course is required in 12th grade.*

Courses Required by Grade

NINTH GRADE	TENTH GRADE	ELEVENTH GRADE	TWELFTH GRADE
Bible 9 English 9 World History (or AP) Algebra I or Geometry Biology Physical Education & Health	Bible 10 English 10 U.S. History (or AP) Geometry or Algebra II Chemistry	Bible 11	Bible 12 Government & Economics

Each student must receive recommendations of the faculty, administration, and endorsement of the School Board in order to graduate. Cases involving inappropriate placement of students in academic areas, as well as emergency situations, will be dealt with by the administration on an individual basis throughout the semester.

Participation in Graduation

- If graduation requirements have been met, a senior student is required to attend and participate in graduation exercises.
- All coursework must be completed and all credits earned two days before graduation.
- A student's tuition account must be current.

1.18 - 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.

1.19 - Homebound Education

When exceptional circumstances prevent a student from attending school for an extended period, homebound education may be possible or recommended by the principal. The administration team, consisting of the Head of School, Principal, and Director of Learning will assess each unique situation to determine eligibility for homebound education.

1.20 – Homework

- Middle School students can anticipate doing an average of one hour of homework each day or approximately six hours per week.
- High School students can anticipate doing an average of two hours of homework each day or approximately twelve hours per week.
- **Information regarding assignments can be found on Skyward/Google Classroom**
- Homework is not limited to new assignments but includes required review of material previously covered, as well as additional enrichment activities.
- A middle school student should not have more than two tests a day. A high school student should not have more than three tests in a day. **The student may request to have any additional tests rescheduled.**

1.21 – Incompletes

A grade of "Incomplete" may be granted with principal approval. When a student is assigned such a grade 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.

1.22 - 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 their own parent(s) or a Lansing Christian family while in attendance at Lansing Christian School. Students may not live by themselves.

1.23 - Cumulative File (CA-60)

A record is maintained for every student who attends or has graduated from Lansing Christian School. This is called a Cumulative file or CA-60. Records of graduates indicate all courses taken, grades, honor points, suspensions, and credits earned.

1.24 - 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 High School Course Catalog, which lists all courses with their descriptions, is made available to all students prior to registration. Students dropping or adding a course must do so within two weeks of the start of the semester. Students who add a course after the semester has begun may be required to make up missed work in the added course. Students must complete a Drop/Add form, available from the office, to change courses. Students who drop a course after the deadline will not receive any credit for the course, and it will be marked on the transcript as "withdrawn (w)."

1.25 - Retaking Courses

A student, with the principal's permission, may retake a course once for a higher grade but can only receive credit for it once. The GPA will only include the higher grade and the original course will be marked "no credit" on the transcript. Any student may choose to repeat an elective course (e.g., Chorale or Band) 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.

1.26 Academic Support & Enrichment (ASE) *(formerly ESS)*

The Academic Support & Enrichment (ASE) program is for students who can benefit from additional academic support in specific classes. Parents and teachers may request student access to ASE by contacting the ASE Director.

1.27 - Service Hours - High School

Students are required to do 20 hours of service each year they attend high school at Lansing Christian. Service hours should be logged HERE. Students may log hours multiple times as they serve throughout the

year. Any hours completed during the summer should be logged by the last Friday in September.

- For ninth and tenth graders, 5 service hours on their own are expected to be completed by the first week of May. During the 4th quarter, these students will complete approximately 15 hours during "Service Week." Students who are unable to complete the required hours during Service Week will be required to complete those hours at a time determined by the administration.
- Juniors and seniors are expected to do 20 hours of service on their own by the first week of May.

1.28 – Testing/Assessments

LCS administers multiple standardized assessments. These include NWEA MAP (Measure of Academic Progress), and the SAT Suite of Assessments. Each test serves a unique purpose. MAP is an online test that assesses student academic growth, PSAT is a standardized assessment that prepares students for college entrance exams and measures academic potential, and the SAT is a college entrance test. These tests are completed during the school day. Tests are as follows:

- 6th-8th Grade: Fall and Spring MAP Test
- 9th Grade: Fall MAP testing and Spring PSAT 8/9
- 10th Grade: Fall MAP testing and Spring PSAT 10
- 11th Grade: Fall PSAT (all students) and Spring School day SAT; students may opt to register to take either the ACT (students register through www.act.org) or additional SAT testing (students register through www.collegereadiness.collegeboard.org/sat/register)
- 12th Grade: Students are encouraged to take a second SAT (students register through www.collegereadiness.collegeboard.org/sat/register) or ACT (students register through www.act.org)

1.29 – 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 be billed by the business office.

1.30 – Transcripts

High school transcripts will be sent electronically through Naviance. Students who need a transcript sent can login to their Naviance account. For more information, please see the College & Career Counselor.

1.31 - Tuition Responsibilities for Withdrawals

Enrollment at LCS continues from year to year for students entering grades K–12 until graduation, unless a family chooses to withdraw or the school determines that it is best to discontinue enrollment. If a family needs to withdraw a student, an **Intent to Withdraw Form** must be completed. Because the school makes financial commitments for staffing and programming based on student enrollment, families should be aware of the following tuition responsibilities:

- **Withdrawals after March 1** for the upcoming school year will result in a charge of **10%** of the total annual tuition.
- **Withdrawals after June 1** for the upcoming school year will result in a charge of **25%** of the total annual tuition.
- **Withdrawals after August 1** for the upcoming school year will result in a charge of **50%** of the total annual tuition.

If a student withdraws or is dismissed **after a semester has begun**, the family is responsible for **full tuition for that semester**. Student records may be withheld if tuition or fees are not paid in full.

Lansing Christian School understands that unexpected situations may arise and is committed to working with families during times of transition. Please contact the **Business Office** with any questions.

CAMPUS LIFE

2.1 – Nursing (Accidents or Illness)

If a student becomes ill or is injured during the school day, the school nurse will be notified. For significant illnesses or injuries, parents will be contacted, and if necessary, emergency services called. Minor injuries or complaints will be treated by the nurse, teacher, or office staff as appropriate. The decision to notify parents or seek additional medical assistance will be based on the nature and severity of the situation. A student should not call home ill without first communicating with the school nurse and office.

2.2 – Athletics

LCS offers several sports. Some sports require tryouts while others do not. For athletic offerings, please visit the Athletics webpage on the LCS website.

A physical is required for athletes each year before the start of practice. Forms may be obtained in the high school office or HERE. A student **may not practice or compete** without a current physical on file.

According to the Michigan High School Athletic Association (MHSAA), transfer students are ineligible to participate in athletics until the Athletic Director has informed the student of their eligibility status.

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. Athletic passes are good for all regular-season home games for both middle school & high school. These passes will get your immediate family into the event at no additional cost. To purchase a pass, please contact the Athletics Office.

2.4 - Co-Curricular Activities

- Student Council for middle and high school students
- National Honor Society
- Chapel Leadership Team
- Junior/Senior Banquet
- Musical Festivals and Competitions
- Fall Spiritual Retreat
- Service Week
- Student Clubs
- Spirit Week/Homecoming
- Spring Musical for middle and high school students

- Prayer and Bible Study Groups
- Senior Survival

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 (with the exception of service week). 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 allowed in the classroom at the discretion of the classroom teacher. Students may bring a water bottle to class.

Students are responsible for taking care of all personal trash and garbage throughout the school building.

2.6 – Student Expectations for Cell Phones, Wearables and Electronics

At LCS, students are expected to use technology in responsible, ethical, legal, and God-honoring ways. **All technology (school-owned and personal) used on the LCS campus will be used as directed by LCS staff, for educational purposes, with respect for others and is subject to the guidelines and policies set forth in this document.** Students must comply with federal and state laws and the LCS student handbooks.

Expectations for phone and wearable use by students at LCS:

- Students must keep cell phones secured in their lockers and turned off throughout the day.
- Wearables (i.e. earbuds, headphones, or other listening devices) are not allowed unless given express permission by the MS/HS Principal. If permitted, they may not be worn at lunch or in the gym (Chapel or Physical Education).
- Smart watches should not become a distraction to the learning environment. If they become a distraction, a discipline referral will be given to the student.
- With permission, school office phones may be used for contacting parents during the school day. Students may **not** use personal cell phones to make calls from 7:55am - 3:00pm without permission.

Student Responsibilities and Agreements

1. During the school day, students agree to use both school and personal technology resources for educational purposes as directed by LCS staff. Technology resources include: school owned laptops, student owned laptops, cell phones, tablets, smartwatches.
2. Students agree to use LCS provided wi-fi and internet access for both personal/school technology.
3. Students agree **not** to use technology with camera/video capabilities in restrooms or locker rooms at any time.
4. Students agree **not** to use social media during school hours unless approved by LCS Staff.
5. Students agree **not** to use technology to engage in harassment, defamation, or threatening or discriminatory behavior.
6. Students agree **not** to access objectionable or obscene material.
7. Students agree to conserve technology resources such as network bandwidth, server disk space, and printer paper and toner. This includes connecting only ONE personal device to the network at a time, deleting unneeded files, not streaming music, printing only single copies of educational documents, etc.
8. Students agree to only download files or install programs on school owned devices with LCS Staff approval.

9. Plagiarism and copyright infringement is strictly forbidden.
10. Students agree to take reasonable precautions to maintain and to protect physical/virtual technology resources.
11. Students agree to abide by care instructions as outlined in guides, manuals, or verbal instructions.
12. Students agree to keep food and drink away from technology resources.
13. Students agree **not** to attempt to damage, destroy or otherwise physically abuse LCS technology resources.
14. Students agree **not** to hold LCS liable for losses or damage incurred by failure or malfunction of technology resources.
15. Attempting or actual modification of software, firewalls, or other restrictions or protections without authorization from technology staff is strictly prohibited.
16. Business activities such as the buying and selling of goods and services, advertising, etc. using technology resources is prohibited unless approved by administration.
17. Since current filtering technologies are never 100% effective, students and parents agree **not** to hold LCS liable for material they may find offensive while using technology resources.Any damage to or malfunction of technology resources, whether accidental or not, is to be reported promptly and with full disclosure to the technology staff.

Safety and Privacy

1. Students agree to use only approved logins to access accounts.
2. Students agree to protect and maintain their accounts by logging out.
3. Students agree to monitor and report unusual activity on technology resources.
4. Students agree **not** to access, modify or destroy other students' information.
5. Students agree **not** to allow use of technology resources by unauthorized persons.
6. Students agree **not** to share any LCS login/account data with any person or organization unless approved or requested by administrative or technology staff.
7. Students agree all electronic files stored on school resources, including e-mail messages, are property of LCS.
8. Students acknowledge that LCS administration and technology staff reserve the right to inspect files stored on school resources for conformity with policies, licensing standards and state, or federal law.

Google Apps for Education

Google Apps for Education offers a free and ad-free set of online and customizable tools such as Google Drive and Classroom that enable teachers and students to work together and learn more effectively. LCS encourages the use of Google Apps as an effective and efficient way to improve collaboration and communication. All students in grades six through twelve may be assigned a Google Apps for Education account. Students' school email accounts are hosted on a Google server, thereby giving them access to Google Apps from any Wi-Fi enabled location or device.

Additional Guidelines for Online Communication

Students agree to use God honoring, respectful, and encouraging language in technology communications. Students may **report** any communication that seems inappropriate or makes them feel uncomfortable. Students agree **not** to engage in conduct that includes but is not limited to:

- False Identification in email communications
- Misrepresenting Lansing Christian School
- Interfering with LCS technology operations through
    - Electronic chain letters
    - Unsolicited electronic communications
    - Disruptions of electronic communications

LCS cannot and does not guarantee the security of electronic files located on cloud servers. Although Google and other cloud services have powerful content filters in place, LCS cannot assure that students will not be exposed to unsolicited information.

Cloud service files, including email messages, are considered the property of LCS. LCS reserves the right to inspect files for conformity with its policies, licensing standards, and state or federal law.

Disciplinary Action
LCS maintains the right to immediately withdraw the access and use of student accounts when there is reason to believe violations of law or school policies have occurred. Violation of any part of the Student Technology Acceptable Use policy, in addition to the restriction or suspension of access to technology resources, may result in financial restitution or other disciplinary measures as determined by LCS administration.

2.7 - Dress Code

Philosophy & Purpose

Lansing Christian School exists to educate students for intellectual, spiritual, social, and physical growth to the full extent of their God-given abilities. Because education involves the formation of character as well as the cultivation of knowledge, student appearance should reflect the values of excellence, order, modesty, self-discipline, and respect for others.

Dress and grooming are not matters of vanity or social competition, but opportunities to practice wisdom, humility, and personal responsibility. A neat and appropriate appearance contributes to an atmosphere conducive to learning, honors the dignity of each person as one made in the image of God, and encourages a focus on scholarship, service, and character rather than trends or outward display. The LCS student dress code is intended to:

- Promote modesty and propriety consistent with Christian values.
- Encourage habits of self-respect, discipline, and maturity.
- Support an orderly and distraction-free academic environment.
- Foster unity and reduce social pressure based on fashion or wealth.
- Reinforce standards of excellence and readiness appropriate to serious study.
- Teach students to present themselves honorably in current and future academic, professional, civic, and church settings.

LCS recognizes that parents bear primary responsibility for the upbringing of their children, and seeks to partner with families in cultivating God-honoring judgment in matters of dress and conduct.

General Standards

Students are expected to arrive at school clean, neat, and appropriately dressed for the school day. Expectations are in effect at all times while on campus, including athletic events and extracurricular activities, and extend beyond the campus for field trips and other situations in which students are representing the school. Appearance must:

- Be modest, clean, properly fitted, and in good condition.
- Avoid extremes in fashion, grooming, or appearance that draw undue attention.
- Be appropriate and conducive to a serious academic environment.
- Allow students to participate safely and comfortably in school activities.

Daily School Attire

Acceptable Attire

- Tasteful t-shirts, polo shirts, Henley shirts, sweaters, or sweatshirts.
- Khaki pants, chinos, corduroys, jeans, or other structured casual pants or shorts.
- Dresses, skirts, or shorts with hemlines that reach the fingertips when arms rest at the sides.
- Clean casual shoes, sneakers, boots, or sandals with secure straps.
- Shirts must cover the torso. Boys' shirts must have sleeves. Girls may wear tops with straps that are at least two fingers' width. Shirts worn over leggings must reach the same fingertip length as that required for dresses, skirts, or shorts.
- Clothing must be appropriate for one's biological sex.
- School-branded apparel is permitted.
- Athletic wear may be worn only for PE, practices, or approved spirit days.

Unacceptable Attire

- Sweatpants or joggers.
- Pajamas, pajama pants, or loungewear.
- Athletic shorts or compression wear.
- Leggings worn as standalone pants (see shirt requirement above).
- Sleeveless shirts for boys.
- Clothing that is tight, revealing, sheer, excessively baggy, or sloppy.
- Ripped or torn clothing.
- Pants with writing across the buttocks.
- Clothing that shows underwear either by being too loose, too low, or too transparent.
- Shirts that reveal cleavage or the midriff.
- Tops with less than two fingers' width straps (tube tops, off-shoulder tops, spaghetti straps).
- Clothing with inappropriate graphics, slogans, messaging, or advertising (i.e., clothing promoting violence, immorality, substance use, or divisive political or social messaging).
- Slippers or bedroom footwear.

Physical Education and Athletics

- School-approved athletic clothing may be worn during PE classes and sports practices.
- Clothing should be functional, modest, and suitable for exercise.
- Athletic attire is not permitted during the regular academic day unless specifically authorized.

Grooming & Accessories

- Accessories should be modest and not disruptive to the learning environment.
- Facial piercings other than earrings and nose studs are not permitted.
- Excessive makeup, jewelry, or accessories are not appropriate in the school setting.
- Hats, caps, hoods or sunglasses may not be worn indoors except for approved purposes.
- Hair should be clean and orderly.
- Non-natural hair coloring, including clip-in colored hair, is not permitted.
- Extreme hairstyles intended to draw undue attention are not appropriate in the school setting.

Enforcement & Partnership with Families

Dress code expectations will be enforced with consistency, fairness, and kindness. The goal of correction is formation rather than embarrassment or punishment. Parents are asked to support the school by:

- Ensuring students arrive appropriately dressed.
- Reinforcing the values underlying the policy.
- Encouraging gratitude, modesty, and good stewardship rather than consumerism or vanity.

The administration reserves the right to determine whether attire or appearance aligns with the spirit and

purpose of the dress code, even when a specific item is not explicitly addressed. Students are encouraged to cultivate discernment rather than merely complying with minimum rules. Christian maturity involves learning to ask not only, "Is this allowed?" but also, "Does this reflect wisdom, humility, God-honoring choices, and love for neighbor?"

Students who fail to meet dress standards will be asked to change clothing, and parents will be notified. Repeated infractions will result in discipline pursuant to the student handbook.

2.8 - Driving Expectations and Parking Lot Registration

Students should understand that driving is a privilege and carries with it responsibility. Guidelines:

1. Cars must be parked within painted lines.
2. Cars may not be parked in the designated fire lane, visitor parking spaces.
3. If leaving school for any reason during the school day, students must have written parent authorization and sign out in the high school office.
4. The speed limit is 10 mph in the parking lot. No careless driving is permitted in the parking lot or anywhere near the school.
5. There may be young children in the parking lot that could move into a car's path very quickly, and student drivers must be especially mindful of this.
6. Parking privileges at LCS may be taken away if a student driver does not follow the rules.
7. The school reserves the right to inspect cars parked in the LCS parking lot and confiscate items if deemed appropriate.
8. No parking in handicap spaces, without a disabled parking permit.

Failure to comply with any of the above, could result in the loss of student driving privileges at LCS. Cars must be registered here.

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 every other Friday. Bagged items will remain in the school for one additional week before being donated.

2.11 – Prescriptions/Medication

The school will not dispense any medicine for student use without authorization of a doctor and parent. Click HERE for a copy of the medication contract.

2.12 – Off-Limit Areas

The teacher's workroom, the faculty lounge and office areas beyond the administrative assistant desks are off-limits to students unless they receive specific direction 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 questions arise rather than waiting for regularly-scheduled conferences. Conferences will be held in the Commons, with scheduled times sent out through email.

2.14 - Parties and Dances

- Private parties or student gatherings that allow for full class participation 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. Teachers, when acting in an official manner, may not 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.
- 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 (sent from MS/HS office on Tuesday and HOS Office on Friday)*
- *High School Academic Program and Course Descriptions*
- *Student/Parent Handbook*
- *Student Yearbook*

2.16 – Fall Spiritual Retreat

Each fall, students participate in a school-sponsored overnight retreat, the purpose of which is to cultivate spiritual formation and Christian community. The cost of the retreat is covered in tuition.

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 communicated via email.
- There are three snow days allowed in the school calendar.

2.18 – Wheels

Skateboards, longboards, scooters, rollerblades, and shoes with wheels 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** call using personal cell phones to contact parents from 7:55 am – 3:00 pm.

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 Advising.

2.21 – Visitors

Any person visiting a Lansing Christian student must have prior approval from the principal, must sign in at the main office **and** the middle/high school office, and must receive and wear a visitor's pass. Visitors who are considering becoming LCS students should arrange a school visit through the Main Office. LCS is a closed campus and only prospective students are allowed to shadow students, visit classrooms, or attend lunch. All visitors must enter through the welcome center during regular school hours.

2.22 – Work Permits

Student work permits are available below, as well as, in the high school office. For summer requests, complete the form below and email the form to the MS/HS Principal.

- Click here for a CA-6 Work Permit for minor under 16 years of age
- Click here for a CA-7 Work Permit for minor 16 to 17 years of age

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 Use forms and guidelines are available on the website.

3.2 – Gymnasium

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

- Only gym shoes may 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. Climbing or hanging on closed bleachers is not 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, softball field and baseball field are off limits unless specific permission is given by the athletic director, physical education teacher, principal and facilities use form is completed.

3.3 – Library

The Library is automated and well-equipped with a variety of materials including: Fiction, non-fiction, and reference books; current periodicals; and audio and video selections. **Students using the Library must adhere to the school's technology acceptable use 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 lunch keypad 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 media specialist and the administration.

Individual reports on overdue books are given to the student each week during class.

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 and personal belongings at any time and confiscate any items if deemed appropriate. 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. Students may only use locks purchased from the office. Locks are available for purchase for $5.00. Students may decorate the inside of the lockers using magnets and appropriate decorations. No tape or adhesive may be used on the inside or outside of the lockers. Students may not decorate the outside of the locker except approved school/athletic decorations or for birthdays.

3.5 – Weight Room

- **High School Access Only**: The weight room is strictly for high school students.
- **Re-rack Weights**: Put all equipment back in its proper place after use.
- **No Lifting Alone**: A partner is required when lifting (high school students or older).
- **Food & Drink**: Only water is allowed; no other food or drinks.
- **Clean Equipment**: Wipe down all equipment after use.
- **Dress Code**: Appropriate clothing must be worn at all times.

3.6 – After School Policy

Students should leave campus by 3:30 pm unless staying for an afterschool activity or waiting for a family member. Students in Grade 5 and below are required to be under the supervision of an adult after 3:30pm. Under no circumstances may students in Grades 8 and below walk off campus to and from nearby establishments.

Students waiting to be picked up or for an afterschool activity must either be in after school childcare or, for Grades 6 and above, at the tables set up in the secondary commons area or a designated study area such as the Library.

Due to insurance limitations, students do not have permission to roam the halls or play in the gym, or workout or practice in the gym, unless they are under the direct supervision of coaches or teachers. The only exception is for varsity athletes who may practice drills on their own before or after school if the gym is available, and with coach permission. Permission is granted only for practice and not for competition.

STUDENT CONDUCT

4.1 – General Guidelines

Whether in classrooms, hallways, playgrounds, chapels, or during athletic events, LCS students are expected to exhibit God-honoring behavior appropriate for each situation and in accordance with directives from school staff.

4.2 – Respect for God and Others

Students are expected to show Christ-like care, compassion, and respect toward others which includes the following:

- Using appropriate language, speaking respectfully and courteously to others.
- Obeying all rules and instructions.
- Demonstrating appropriate respect for all authority.
- Refraining from public displays of affection.

- Refraining from fighting or roughhousing.
- Demonstrating courteous behavior on school property and at all school-related events.
- Demonstrating respect for school and personal property.

4.3 – Respect for the Academic Environment

Students are expected to make godly choices and decisions about their use of time and talents.

Academic Integrity: Cheating, Plagiarism, and A.I.

Lansing Christian School values honesty and integrity in student work. As members of a Christian community, students are expected to operate with academic integrity in all schoolwork. Cheating or plagiarism on any assignment or evaluation is not only an academic infraction, but also a violation of our moral standards as a Christian school, and will be taken seriously by all faculty and administrators.

Cheating and Plagiarism are defined as:

- To steal and pass off the work, ideas, or words of another as one's own;
- To use another's production without crediting the source;
- To present as new and original an idea or product derived from an existing source (e.g. A.I.-generated content, published articles, etc.)

There must be clear evidence of cheating/plagiarism for this policy to be used. In each case of cheating/plagiarism the teacher will notify the student, parent and the Principal to communicate the offense as well as the consequence.

Note: both the person sharing and the person receiving the material in question will face consequences.

Use of Artificial Intelligence/Natural Language Processing Tools

Artificial Intelligence (AI) and Natural Language Processing (NLP) tools may not be utilized in an unethical manner, meaning in a way that prevents or misrepresents student comprehension of the course content. **School administration holds the right to determine unethical use of AI/NLP tools and apply disciplinary measures as deemed appropriate.** Students are expected to develop their own knowledge, skills, and understanding of course material rather than relying on AI/NLP tools, and they are encouraged to ask their teachers when they have questions or need assistance.

Below is further guidance to help provide clarification on ethical use of AI/NLP Tools:

- For Research Assistance: may be used to efficiently identify relevant information for school projects and assignments.
- For Data Analysis, **with permission**: may be used to analyze and interpret large amounts of data for research projects or data analysis assignments (e.g. scientific experiments and marketing research).
- For Language Translation, **with permission**: may be used to translate texts or documents into different languages, which can be helpful for students learning a new language or studying texts written in a different language.
- For Accessibility, **with permission**: may be used **by students with disabilities** to access and process certain written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts and AI-powered translation tools can help students with hearing impairments understand spoken language.

4.4 – Potentially Dangerous Behavior

Weapons/Dangerous Materials
Weapons of any kind are not allowed. Replicas of weapons are allowed only with the direct permission of the principal. Fires, open flames, fireworks, and lighting of matches are prohibited except under direct teacher supervision.

Inappropriate Substances
Use, possession, concealment, distribution, sale, or being under the influence of a substance listed in this policy is prohibited. Substances include but are not limited to: tobacco, alcohol, illegal drugs, electronic cigarettes, vaping, steroids, growth hormones, misused prescription or non-prescription drugs, drug paraphernalia, look-alike drugs, and inhalants.

Physical Violence
Any action that physically harms another person, while on school property or at a school-sponsored event, is prohibited.

Damage/Disrespect of Property
Vandalism, theft, or destruction of property is prohibited on school grounds or at a school-sponsored event.

Bullying and Harassment
Lansing Christian School prohibits harassment or bullying of any student on school property or at school-sponsored events.

- **Bullying** is defined as an act of repeated, targeted, aggressive behavior intended to hurt another person physically, mentally, or socially. Bullying is characterized by an individual behaving in a certain way to gain power over another person.
- **Harassment** is defined as any unwelcome electronic, written, verbal, or physical act that is severe, persistent, or pervasive enough to cause material disruption to a student's education or the orderly operation of the school.

Unsafe Driving
Any driving in school parking lots which puts others at risk of physical harm is prohibited.

4.5 – Disciplinary Action Guidelines

Discipline at Lansing Christian School has as its goal the modification of inappropriate behavior in the context of a Christian school, with the ultimate goals being growth towards spiritual and intellectual maturity and the ability to make wise, 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. These types of behaviors may result in disciplinary action.

Inappropriate choices will be met with tiered classroom interventions such as reminders, reteaching, behavioral contracts, and restorative consequences. When inappropriate choices persist, meaning three to five occurrences, Lunch Reflections will be assigned. If two Lunch Reflections are assigned by the same teacher in the same week, an After-School Reflection will be scheduled with the principal. Multiple After-School Reflections will result in a conference with the student, parents, and principal.

Classroom Interventions are opportunities to bring attention to choices that do not align with school

expectations and to guide students towards more appropriate choices in order to create a Christ-like learning environment.
Our Goal: For students to learn how to make appropriate choices and remain engaged in the educational process without further intervention.

Lunch Reflections are nonpunitive, educational opportunities for guided mindfulness and reflection on choices and their consequences within a relational, discipleship-oriented setting.
Our Goal: For students to understand why the choice was made, what happened as a result of that choice, and how a better choice can be made in the future.

After-School Reflections are nonpunitive, educational opportunities for guided mindfulness and reflection on choices and their consequences within a relational, discipleship-oriented setting.
Our Goal: For students to understand why the choice was made, what happened as a result of that choice, and how a better choice can be made in the future.

Most violations will result in in-class interventions, lunch reflections, and after school reflections. **Some more serious or repeated student violations may result in suspension or expulsion, as deemed appropriate by the administration.** Consequences may vary depending on the nature and specifics of the behavior(s). In addition, at the discretion of the administration, some form of restitution may be required of the student. Decisions by the administration are final.

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

ATHLETICS

5.1- General Guidelines

Athletic competition provides all of us with a special opportunity to **develop Godly character** through play and sportsmanship. Although our teams compete with victory in mind, it is critical that each athlete also competes with a desire to honor God through words, attitudes and actions. Parents and coaches play an important role in helping students consistently integrate these goals: honoring God while pursuing victory.

LCS asks each family to review the following Athletic Code of Conduct highlighting important Christian-athletic principles. After agreeing to abide by these principles, each parent and athlete is asked to electronically sign a pledge sheet via PRIVIT. The Athletic Code of Conduct is annually binding.

Best Effort, Best Attitude
We desire every LCS athlete and team to pursue victory with passion, to think and play as a team, and demonstrate self-discipline in making the right decisions when using school athletics to bring glory and honor to God.

Respect
Show respect to teammates, coaches, officials, parents, and opponents at all times. Be gracious in victory and accept defeat with dignity. *"Give thanks in all circumstances, for this is God's will for you in Jesus Christ." I Th. 5:18*

Responsibility in the Classroom
Support the educational concept of "being a student first." Provide your best effort in the classroom and on the field of play.

Integrity
Do what is right, be loyal to the team, be worthy of others trusting you in all you do. Consistency in being on time, encouraging teammates and coaches, and following through on what you promise to do will earn you the important characteristic of being trustworthy.

Role-Modeling
Wearing a team uniform that says "Christian" carries a special responsibility to your school and to your Christian brothers and sisters. Others are watching and evaluating how LCS Christians act, talk, and behave on the athletic fields, courts, and in the stands. Whether we're with believers or unbelievers, let's consistently conduct ourselves in a manner that honors God.

On the Athletic Code of Conduct, please sign the pledge sheet demonstrating your understanding and support of the LCS Athletic Handbook and the principles of *Pursuing Victory as we Honor God.*

5.2 – Athletic Mission Statement

The mission of Lansing Christian School athletics is to provide a well-balanced program to supplement the spiritual, social, physical and academic growth of our students. Our primary purpose is to have our athletes think and act like Jesus Christ. Our intent is to guide students to discover and recognize their unique gifts and abilities and to develop their skills in order to achieve their full God-given potential. Our purpose is to biblically direct athletes in these situations so as to build character qualities of self-discipline, leadership, cooperation, commitment, self-control, and perseverance.

5.3 – Athletic Outcomes

- The development of godly character. (Gal. 5:22-23)
- The development of a spirit of love, care, and support for others as the group works to accomplish its goals. (Matt. 12:25; John 15:17)
- The development of self-discipline, diligence, and perseverance. (Phil. 3:l2-14; Heb. 6:11-12)
- The motivation for students to give their best and try their hardest. (I Cor. 9:24-27)
- The development of gifts, talents, and athletic skills that can be used in greater service.
- The discretion of students to put athletics in perspective with other parts of their lives, such as family, church, academics, etc. (I Tim. 4:8)
- The commitment of students to take responsibility and keep commitments. (Acts 20:24; Prov. 3:3-4)
- The ability to handle adversity in a constructive manner. (I James 1:2-4)
- The development of self-respect and confidence. (Mt. 12:31; Rom. 13:8-10)
- The ability to respect authorities, such as coaches and officials. (I Cor. 11:1; Heb. 13:17)

5.4 – LCS Athletic Code of Conduct

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 the Lansing Christian High School mission statement and the Secondary Student Handbook.

I. Adherence to MHSAA Eligibility Requirements

Student athletes will abide by the rules and regulations of the Michigan High School Athletic Association (MHSAA).

II. Academic Eligibility

Although the MHSAA establishes minimum academic eligibility requirements, LCS holds its student athletes to a higher academic standard. In order to participate in athletic programs, a student must:

a. Be enrolled as a full-time student. 2/3 High School, 1/2 Middle School.
b. Pass all classes in each semester. If a student fails a class in a semester, he/she will be ineligible to participate the following semester.
c. Have a satisfactory weekly academic report. Each week, teachers will review athletes' cumulative semester grades and assign a Warning (W) if a student has a D or D- in the class or an Ineligible (I) if a student is failing the class. Ineligibility may occur under any of the following circumstances:
   - A student receives an Ineligible (I) in any class.
   - A student receives a Warning (W) for three consecutive weeks in any class.
   - A student receives three or more Warnings (W) for three or more classes in one week.
d. Ineligible students will not be able to participate in scrimmages or games for the next full week in school (next Monday through Sunday). At the discretion of the coach students will be required to attend games, practices and sit on the bench. Students will remain ineligible until they do not receive any I's or W's in a week.

III. School Attendance

A student athlete is expected to attend at least ½ day (four class periods - Middle School or two block periods - High School) on the day of a contest or practice. If extenuating circumstances exist which prevent ½ day attendance, the Athletic Director or Principal may, at his/her discretion, allow participation.

IV. 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. **Advance notice is expected when unable to attend a scheduled practice or event. It is helpful when coaches are preparing practice plans etc.**

V. Care of School Equipment and Facilities

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. **If a student athlete fails to return the entire uniform all or in part, the responsible family will purchase the items from Lansing Christian School Athletic Dept.** In addition, it is expected that students will take proper care of all facilities being used.

VI. Transportation to Athletic Contests

All team members will travel to contests by means of transportation provided or communicated by the Athletic Director. Per the direction of the Athletic Director, parents may be required to provide transportation for student athletes. When bus transportation is provided, players may return home with parents with the proper form filled out and signed. **If the proper form is not filled out and presented to the assigned bus driver or coach the student will be required to return to the school on the bus.**

VII. Medical Release to Participate after Injury

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. **This includes injuries sustained during any athletic event that are considered to be of a serious nature. The MHSAA rule states that any participant who has lost consciousness will not return to action without consent from a health care provider.**

Concussion

"Any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest and shall not return to play until cleared by an appropriate health care professional."

- A concussed student is ineligible to return to any athletic meet or contest on the same day the concussion is sustained.
- A concussed student is ineligible to enter a meet or contest on a subsequent day without the written authorization of an M.D., D.O., Physician's Assistant or Nurse Practitioner.
- Any student that has been diagnosed to be concussed cannot return to practice or games without the proper MHSAA paperwork completed and turned into the Athletic Office.

VIII. Physicals

Physical examinations are required of all student athletes at Lansing Christian School **before** they may **practice** or **participate** in athletic contests. MHSAA physical forms are available in the Athletic Office and HERE. The form must be presented to the coach or Athletic Director **prior to pre-season practice.**

IX. Personal Conduct

Participation on an athletic team at LCS is a privilege. 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 Handbook. Behavior in the school before, during, and after games should be exemplary. Student Athletes represent their team and they represent Lansing Christian School.

X. Technical Foul/Carding Policy

Any player or coach receiving a technical foul, a yellow card (volleyball), or a red card (volleyball or soccer) will have a meeting with the Athletic Director the next school day. See Regulation V SECTION 3 (D) in the MHSAA handbook for further explanation of unsportsmanlike policies.

Ejection

Any player or coach who is ejected or disqualified from a contest must comply with all current MHSAA requirements before returning to competition. In addition, the player or coach must meet with the Athletic Director and/or Head of School before returning to the team. Any player or coach who is ejected a second time in the same sport will be removed immediately from the team.

XI. Use of Substances

Use, possession, concealment, distribution, sale or being under the influence of a substance listed in this policy is prohibited and considered a violation of the substance policy. Substances include but are not limited to the following: tobacco, alcohol, illegal drugs, electronic cigarettes, steroids, growth hormones, misused prescription or non-prescription drugs, drug paraphernalia, look-alike drugs and inhalants.

This policy is in effect year-round (365 days) whether at school or not at school (including vacation breaks) beginning when an athlete participates in the first day of practice for a sport at Lansing Christian and for the remainder of their athletic career.

All consequences start at the point of disciplinary action for the infraction and carry over into post season tournaments or the next season if necessary. All violations, whether self-disclosed or not self-disclosed are subject to the chemical assessment/treatment plan. In all cases, parents will be notified.

Athletic Consequences for Violation of Substance Policy

- 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 12 months from athletics.
- 3rd Violation = All Athletic Eligibility rights are taken away. Students may not participate in any athletics at LCS for their entire athletic career.

Chemical Assessment/Treatment Plan required for Violations of Substance Policy

- 1st Violation = the athlete will be required to complete chemical assessments through a licensed agency. At the discretion of the administration, a treatment program may also be required.
- 2nd & 3rd Violation = the athlete will be required to complete chemical assessments and a treatment program through a licensed agency.
- For all violations:
    - Satisfaction of the assessment/treatment requirements must be verified in writing by the licensed agency.
    - Any expense incurred for the chemical assessment/treatment program will be the responsibility of the athlete and/or parents and not Lansing Christian School.

Self-Disclosure

An athlete who voluntarily discloses, to an LCS school administrator or employee, *use of* one of the substances noted in the substance policy *or a need* for assistance for alcohol or substance abuse prior to any report, charge or complaint under the Athletic Code ***will be*** charged with a violation of the Athletic Code of Conduct but they ***will not be*** subject to the athletic consequences connected with the violation The athlete ***will still be*** required to follow the chemical assessment/treatment plan.

- The athlete will not qualify for self-disclosure if it is determined that the athlete has used this self-disclosure policy primarily to avoid a penalty.
- This self-disclosure exemption is available to an athlete only once during his/her high school career.

XII. Quitting a Team

If a student athlete quits a team, that student is ineligible for any other sport during that season. A sport officially begins with the first practice. The student athlete may not participate in any pre-season conditioning or practice for the next sport season until the end of the current sport season.

The only exceptions to this rule that may be considered:

- An injury sustained and confirmed with medical documentation.
- A multi-sport athlete who stops doing one of the two sports and continues in just one of them.
- An athlete who stops participating on a team with coach support.

XIII. Removal from the Team

The removal of an athlete from a team is the decision of 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, coach, teammate, contest official, teacher, fan or any other person. This includes use of technology as a method for communicating disrespect or attack.
- Continual acts of unsportsmanlike conduct.

XV. 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.

XVI. 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. Athletes will dress up or wear a team jersey at the coach's discretion when attending both home and away games. With modesty in mind, athletes who are wearing spandex must do so only in the gym or on the playing field.

5.5 - Governance

School Board

The School Board, responsible to the Lansing Christian School Association, is the ruling agency of Lansing Christian School. It has the final authority on all matters of policy. It also approves the means by which the professional staff may make these policies effective. It has the responsibility of evaluating the interscholastic athletic program in terms of its value to the school community.

Administration

The Athletic Director has the responsibility of administering the sports program of the school system and is directly supervised by the Head of School. Like other administrators, the person is responsible to the Head of School and the School Board.

Michigan High School Athletic Association

Lansing Christian School is a member in good standing of the Michigan High School Athletic Association, which is a private, voluntary association of public, private, and parochial secondary schools. The primary function of the Association is to sponsor tournaments and ensure that member schools have rules and guidelines to promote equitable competition.

5.6 - MHSAA Eligibility Requirements for Senior High Students

1. **Age.** High school students become ineligible if they reach their nineteenth (19) birthday before September 1 of a current school year.
2. **Physical Examination.** Physical examinations are required of all student athletes before they may practice or participate in athletic contests. A valid physical must be completed on or after April 15 of the upcoming school year and be on file with the school before participation.
3. **Enrollment.** Students must be enrolled in school prior to the fourth Friday after Labor Day (first semester) or the fourth Friday of February (second semester). A student must be enrolled in the school for which he or she competes.

4. **Semesters of Enrollment.** Students cannot be eligible for more than eight consecutive semesters.
5. **Semester Records.** Students must have passed at least five full-credit subjects in the previous semester of enrollment, and must be currently passing five full-credit courses.
6. **Transfer Students.** A student enrolled in grades 9 through 12 who transfers from one high school or junior high/middle school to another high school is not immediately eligible to participate in an interscholastic athletic contest or scrimmage in the school to which the student transfers unless the student qualifies for immediate eligibility under one of fourteen published exceptions. Students and parents anticipating a change of schools should first seek advice from their high school administration.
7. **Undue Influence.** The use of undue influence by any person directly or indirectly associated with a school to secure or encourage the attendance of a student for athletic purposes shall cause the student to become ineligible for a minimum of one semester.
8. **Limited Team Membership.** After practicing with or participating with high school teams, students cannot participate in any athletic competition not sponsored by his or her school in the same sport during the season. Students in individual sports may participate in a maximum of two non-school individual meets or contests during the school season while not representing their school.
9. **All-Star Competition.** Most All-Star Competition will make you ineligible for MHSAA sponsored sports. However, some events are allowed. Please contact the Athletic Director to see if your son/daughter's event is allowed.
10. **Awards and Amateurism.** Students cannot receive money or other valuable considerations for participating in MHSAA sponsored sports or officiating in interscholastic athletic contests, except as allowed by the MHSAA HANDBOOK. Students may accept, for participation in MHSAA sponsored sports, a symbolic or merchandise award which does not have a value over $40. Banquets, luncheons, dinners, trips and admissions to camps or events, are permitted if accepted "in kind". Awards in the form of cash, merchandise, certificates, or any other negotiable document are never allowed.
    Note: *Consult the MHSAA HANDBOOK for detailed regulations and/or interpretations.*

5.7 – Lansing Christian Athletic Procedures and Guidelines

Parent Consent Form
Each parent or guardian is responsible for knowing the requirements a student must meet to participate in athletics at LCS.

Insurance
The school does not carry insurance to cover student athletic injuries. Parents are responsible for any costs as a result of injuries.

Costs
The athlete must pay the cost of his/her physical exam and for various equipment such as shoes, cleats, socks, various gloves, jerseys, etc. If financial conditions exist that make it difficult for a team member to purchase mandatory equipment, the athlete or his/her parents should contact the athletic office so that confidential arrangements can be made to supply such equipment.

Restricted Practice and Game Days
All practices are to be held on school days, if possible. Holiday practices are to be discouraged. No Sunday practices or games are allowed unless approved by the athletic director.

Tryouts
Prior to trying out, the following information will be made available to all candidates for the team.
1. Time of tryouts.

2. Criteria used to select the team.
3. Number to be selected.
4. Practice commitment if the candidate makes the team.
5. Game commitments.
6. Season commitments.

Donations

Donations to individual sports and the Athletic Department are appreciated. Coaches and the Athletic Director may recommend how donated funds are used, but all donations and purchases must follow the school's normal Development and Business Office processes and honor any donor restrictions.

Parent-Coach Communication

Both parenting and coaching are laborious and complicated roles that adults assume in the successful functioning of the LCS athletic program. By establishing an acceptance and an understanding of each role, as well as a vehicle for positive communication, we are better able to create a healthy athletic environment and provide greater benefit to the athlete. Clear communication among the school, the coach, the athlete and the athlete's parents is essential to a good program.

I. <u>Communication a parent can expect from the coach:</u>
- The basic philosophy of the coach.
- Expectations the coach has for your child as well as for all players on the team.
- Locations and times of all required practices, bus departures, scrimmages, and contests.
- Conditions that result in the denial of your child's participation.

2. <u>Communication a coach should expect from parents:</u>
- Personal notification of any schedule conflicts well in advance.
- Please do not attempt to confront a coach just prior to, during or immediately after a contest or practice session. These are emotional and stressful times for the parent, athlete, coach and team. Confrontations of this nature do not promote healthy resolutions. **Allow 24 hours before contacting the coach and/or the Athletic Director.**

3. <u>Appropriate concerns to discuss with coaches:</u>
- Concerns about your child's educational progress as related to athletic participation.
- Ways to help your child improve.
- Concerns about your child's behavior, on and off the field or court.
- The treatment of your child, mentally or physically.

4. <u>Inappropriate concerns to discuss with the coaches:</u>
- Playing time.
- Team strategy.
- Play calling.
- Other student athletes.

5. <u>Conflict resolution process:</u>
- Order of contact:
    1. Head Coach/Varsity Coach
    2. Athletic Director
    3. Head of School
- Procedure for parent-coach discussions:
    - Coaches may be reached through the Athletics Office. Call/email the Athletics Office to set up an appointment with the coach. Your call/email will be returned within 48 hours.

    - Please do not attempt to confront a coach just prior to, during or immediately after a contest or practice session. These are emotional and stressful times for the parent, athlete, coach and team. Confrontations of this nature do not promote healthy resolutions. **Allow 24 hours before contacting the coach and/or the Athletic Director.**
    - Improper contact or communication with a coach may result in denied attendance at one or more games.
- Procedure for unsatisfactory parent-coach discussions:
    - If after meeting with a coach and the athletic director you still have unresolved concerns, the next step is to set up an appointment with the Head of School.

5.8 - LCS High School Athletic Program

Please visit the Athletics page on the LCS website for current seasonal sports and teams.

5.9 - LCS Middle School Athletics

The middle school student is a unique learner. At LCS, we believe in the dignity and worth of each student as an image bearer of God. We believe that God has given us as parents, teachers, coaches, and student athletes, responsibility to ourselves, our fellow human beings, and the world around us. Therefore, the spirit that drives our school, our curriculum, our athletic program, and all our instruction must reflect these beliefs. The role of athletics in the life of the middle school student must be consistent with these beliefs. At this level, athletic involvement should emphasize:

- Skill development
- Value of teamwork/supportive learning
- Good sportsmanship
- Character building

Considerations Made to Serve Unique Needs of Middle School Students

1. A maximum of 12 games per season, with the earliest start times possible. (usually 5:00 pm)
1. A maximum of one tournament per season.
1. Every student athlete can expect playing time in every event, regardless of athletic ability, with the following considerations:

    a. The student athlete must demonstrate his/her commitment to the team with attendance at practices and games.

    b. The student athlete must demonstrate respect to the coach and the other athletes through self-control and being coachable.

    c. Middle school athletes are one step away from high school sports; therefore, a realistic approach to preparation will be employed by the respective coaches.

Eligibility

The same eligibility rules that apply to high school students apply to middle school students.

League/School Rules

The middle school does not operate under MHSAA rules and procedures. It is a GLAC league school and plays other teams in the league. All LCS athletic rules and procedures apply to middle school.

Middle School Sports

For current information about MS/HS athletics, visit the school website.