



LANSING CHRISTIAN SCHOOL

Middle & High School Handbook

Equipping young men and women to **engage** and **transform** the world for **Jesus Christ**.

Updated: August 10, 2021

Accredited by Christian Schools International and AdvancEd.

3405 BELLE CHASE WAY | LANSING, MI 48911 | 517.882.5779

lansingchristianschool.org

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

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

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

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

Administrators:

Mrs. Wendy Hofman, Head of School
Mr. Andrew Kleyn, Middle and High School Principal
Mr. Dan Carmichael, Athletic Director
Dr. Jamie Wernet, Director of Learning

Contact Numbers:

<i>Lansing Christian School</i>	<i>517-882-5779</i>
<i>Head of School Office</i>	<i>Extension - 101</i>
<i>High School Office</i>	<i>Extension - 305</i>
<i>Middle School Office</i>	<i>Extension - 302</i>
<i>MS & HS Principal</i>	<i>Extension - 303</i>
<i>Athletic Office</i>	<i>Extension - 304</i>
<i>High School Fax</i>	<i>517-272-9567</i>
<i>Business Office</i>	<i>Extension - 104</i>

MIDDLE & HIGH SCHOOL STAFF

Anderson, Carol	ASC Paraprofessional
Anderson, Garrett	MS Physical Education and HS Health
Bjarki, Omar	HS Science
Bytwerk, Cathy	MS Administrative Assistant
Call, Joshua	Middle School Science
Carmichael, Dan	Athletic Director
Chadwick, Jacklyn	High School English
Davis, Scott	MS/HS Instrumental Music
Emery, Katie	MS/HS Art and Yearbook
Fancher, Jeff	Maintenance Supervisor
Henderson, Beverlee	HS Administrative Assistant
Hileman, Susan	HS Mathematics
Jentz, Gloria	6 th Grade and MS Math
Joos, Kelly	HS Science and Math
Kleyn, Andrew	MS & HS Principal
Kranzo, Melissa	HS English Long-Term Substitute
LeCorn, Neliswa	HS Chemistry
Lohman, Katherine	HS English & College & Career Counselor
Magie, Scott	Video Production
McCartney, Jennifer	HS Math
Mumby, Dionne	Technology Administrator and Media Center
Mustaine, Chris	Physical Education
Nadarajan, Satara	MS/HS Vocal Music
O'Neill, Peter	MS Vocal Music
Pelle, Paul	MS & HS Bible
Rogers, Angela	MS Language Arts
Rottman, Sarah	MS Science & Weightlifting
Sabins, Elizabeth	MS/HS Spanish
Sasser, Lukas	MS/HS Physical Education
Shoffstall, Freddy	HS Spanish
Smith, Emily	ASC Paraprofessional
Stoel, Jeff	MS/HS Bible
Tjarks, Candyce	Academic Support Center
Tjarks, Joel	HS Social Studies
Velasquez, Starr	MS Spanish
Wernet, Jamie	MS/HS - Math Dept. Head/Director of Learning
Wilson, Amanda	MS Language Arts/MS Coordinator
Zuke, Allison	MS Social Studies

Mission, Vision and Core Values

Vision

Equipping young men and women to engage and transform the world for Jesus Christ

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, intellectual, social and physical growth. We equip students to exalt God and follow Christ in all of life.

Core Values

We Glorify God in All of Life

Knowing God, loving His Word, and living for Him are the foundation for everything we do at Lansing Christian School. We seek to live our faith in our relationships, our character, and our service.

We Honor God through Excellence

Striving for excellence is expected from all members of the Lansing Christian School community. We foster excellence in academic, co-curricular, and extracurricular programs.

We Live and Learn in Christian Community

Cultivating caring and respectful relationships is integral to every aspect of school life. We prepare students to flourish as they discover and develop their God-given gifts and abilities. We teach, model, and practice servant leadership.

We Partner with Christian Parents

Lansing Christian School exists to assist parents in building a strong Christian foundation for their children. We serve Christian families who desire a Christ-centered education for their children.

Motto

"Growing Minds, Nurturing Faith, Preparing Lives"

STATEMENT OF FAITH

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

Acting on these beliefs, we seek to:

1. Encourage the spiritual growth of our students by:

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

2. Encourage the intellectual growth of our students by:

- *Assisting the students to recognize in every area of study the revelation of God in His creation and in the Holy Scriptures*
- *Providing a broad and versatile curriculum which will seek to develop each child's potential and will seek to provide thorough preparation for each student to succeed in college or other post high school endeavors, and to live effectively in the changing world of the 21st century.*
- *Stimulating creative and critical thinking in all areas of study.*
- *Promoting cultural development and esthetic appreciation in their lives.*

3. Encourage the social growth of our students by:

- *Encouraging an individual sense of personal worth as a special creation of God and a recipient of His love.*
- *Fostering the establishment of wholesome relationships through an acceptance of one another in Christian love, learning to understand and respect the views of others, and developing an appreciation of various heritages and cultures.*
- *Helping students recognize and assume responsibilities to their home, church, school, community, country, and world.*

4. Encourage the physical growth of students by:

- *Helping them to realize that their bodies are the temple of God.*
- *Emphasizing that a purpose of physical fitness is to bring glory to God.*
- *Promoting health, fitness, coordination, and skillful use of the body.*

ACADEMIC LIFE

Middle School Schedules			
Mon / Wed / Thur		Tues / Fri	
1st	8:00 - 8:45	1st	8:00 - 8:45
2nd	8:50 - 9:30	2nd	8:50 - 9:30
Flex Time	9:35 - 10:05	Chapel	9:35 - 10:05
3rd	10:10 - 10:50	3rd	10:10 - 10:50
Lunch	10:50 - 11:20	Lunch	10:50 - 11:20
4th	11:25 - 12:05	4th	11:25 - 12:05
5th	12:10 - 12:50	5th	12:10 - 12:50
6th (Flex)	12:50 - 1:35	6th (Flex)	12:50 - 1:35
7th	1:35 - 2:15	7th	1:35 - 2:15
8th	2:20 - 3:00	8th	2:20 - 3:00

High School Schedules			
Block Days		Wednesdays	
1st (Mon/Thur) or 2nd (Tues/Fri)	8:00 - 9:30	1st	8:00 - 8:45
Advising (Mon/Thur) or Chapel (Tues/Fri)	9:35 - 10:05	2nd	8:50 - 9:30
3rd (Mon/Thur) or 4th (Tues/Fri)	10:10 - 11:30	3rd	9:35 - 10:15
Lunch	11:30 - 12:05	4th	10:20 - 11:00
5th (Mon/Thur) or 6th (Tues/Fri)	12:10 - 1:30	5th	11:05 - 11:45
7th (Mon/Thur) or 8th (Tues/Fri)	1:40 - 3:00	Lunch	11:45 - 12:15
		Office Hours	12:20 - 12:45
		6th	12:50 - 1:30
		7th	1:35 - 2:15
		8th	2:20 - 3:00

STUDENT PROCEDURES

1.1 - Academic Notice

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

1.2 - Appointments to See Teachers

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

1.3 - Attendance Policy

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

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

- Students checking in or out of school must sign in or out in the office and must have *written* parental approval.
- On the day of the appointment a *written note or email* from a parent should be presented to the secondary office. The student will then receive a pass from the office to present to the appropriate teacher at the time early departure.

1.4 - Attendance Failure

Students are allowed up to **12 absences in one class per semester**. At the 13th absence, excused or unexcused, a student **will not receive credit in that class for that semester**. Extenuating circumstances may be considered through an appeal process, but this would be the exception rather than the norm. The appeal process includes a formal letter to the principal outlining the reasons for excessive absence from school and an appointment with the principal.

1.5 - Attendance Warning

When a student accumulates 7 absences or 10 absences in a class for a particular semester, a letter of warning will be sent to the parents. Each student's attendance record is available on their individual Skyward account.

1.6 – Reporting Absences

Notification of an illness, doctor's appointment, or emergency situation whereby a student must be absent from classes must be done by the student's parents. **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 at the end of this handbook.
- Calls to excuse absences may be made day or night to the office, (517) 882-5779; 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 is going to be absent for **2 or more days**, a pre-arranged absence form must be filled out and submitted to the office prior to the expected absences.

- **Make-up time for work missed during this absence will be one day for each day absent.** It is the student's responsibility to ask the teacher for assignments/instructions.
- Students are responsible for all missed work during the pre-arranged absence and are encouraged to access Skyward during the extended absence from school.
- For early athletic dismissals students are responsible to check in with the teacher regarding any missed work.

1.8 - Unexcused Absences

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

- If the parent does not call the office or e-mail on the day of the absence.
- If the student does not have authorization of a staff person.
- Middle School: If the student arrives more than 15 minutes late to a class without parental permission or a pass.
- High School: If the student arrives more than 15 minutes late to a class without parental permission or a pass on Wednesdays (non-block day).
- High School: If the student arrives more than 25 minutes late to a class without parental permission on Mondays, Tuesdays, Thursdays and Fridays (block days).
- If the student fails to sign out in the office when leaving campus.

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

1.9 - Permission to Leave Campus

No student may leave the school building or campus during the day without parental permission. This includes the areas immediately surrounding the school property, such as the wooded areas, and even the school's parking lot. Students must sign out in the office and provide written authorization from their parent before they leave the building. Only senior students are allowed to leave campus with parental permission for lunch on designated Fridays.

1.10 – Tardies

Being on time is an important life lesson for students. Tardies at work can result in loss of employment; tardies at school result in zero hour attendance for high school students and after- school detention for middle school students.

- There may be an occasion that late arrival to school occurs due to unforeseen circumstances. This is the reason **each student is given five tardies per quarter (all classes combined) with no consequence.**
- Homeroom and first hour lateness is not excusable by parents, with the exception of appointments.
- The office may waive the tardy at the beginning of the day due to weather or traffic problems.
- Students detained by staff members are not considered tardy provided they have a signed pass from the teacher.

Consequences for tardies are as follows:

- One to five tardies per quarter (all classes combined): no penalty
- Six to nine tardies per quarter (all classes combined): one zero hour or after-school detention
- Tenth tardy: a conference with the principal, the student, and the parent will be held for the purpose of determining a solution for the tardiness. Additional disciplinary consequences may include in-school suspension.

1.11 - Make-up Privileges for Absences

Final 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: Students absent from tests are expected to make them up based on the following:

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

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

- Due dates will not be adjusted for unexcused absences.
- Parents are discouraged from calling the school for assignments *unless students are absent two or more days*. 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.

1.12 - Books and Related Materials

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

1.13 - External Credit and Dual Enrollment

Students are expected to earn all credit for graduation through Lansing Christian School. In some cases, students may earn credit through online courses, dual enrollment, or successful completion of a program at a local career center (e.g., Wilson Talent Center). Credit can only be earned through accredited institutions.

- At most four high school credits may be earned externally toward graduation from LCS through online or college courses.
- Students must be enrolled for at least five credits each year, with at least four credits earned directly through Lansing Christian School.
- A student must receive prior approval from their parents/guardians and school administrators to participate in online courses, dual enrollment, and/or a career center.
- A student must receive prior approval from the principal in order for the external credit to count toward graduation requirements.
- Students interested in taking online or dual enrollment courses should fill out the required request form available in the office.

1.14 - Driver Education

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

1.15 - Final Exams

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

1.16 - Grade Placement

Grade placement of students is as follows:

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

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

1.17 – Grades

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

GPA		Scale
	A	4.0
	A-	3.666
	B+	3.333
	B	3.0
	B-	2.666
	C+	2.333
	C	2.0
	C-	1.666
	D+	1.333
	D	1.0
	D-	.666
	E	0

Standard and AP Grading Scale

Percentage Range	Standard Grading Scale	AP Grading Scale
95–100	A	A
90–94	A–	
87–89	B+	A–
83–86	B	B+
80–82	B–	B
77–79	C+	B–
73–76	C	C+
70–72	C–	C
67–69	D+	C–
63–66	D	D+
60–62	D–	D
57–59		D–

1.18 - Graduation Requirements

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

Department	Number of credits required	Credits recommended for college-bound students
Bible	4*	4*
English	4	4
Mathematics	4**	4**
Social Studies	3	3
Science	3	4
Creative Arts	1	1
World Language	2	3
Physical Education and Health	1	1
Electives	2	1
TOTAL NEEDED	24	25

*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 or experience is required in 12th grade.

Courses Required by Grade:

NINTH GRADE	TENTH GRADE	ELEVENTH GRADE	TWELFTH GRADE
Bible 9 English 9 Physical Science Physical Education Health	Bible 10 Biology American Literature	Bible 11 U.S. History (or AP)	Bible 12 Economics Government

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.

Additional Graduation Information

Participation in Graduation:

- If Graduation requirements have been met, a senior student is required to attend and participate in Graduation exercises.

In order to participate in Graduation:

- All coursework must be completed and all credits earned two days before graduation.
- A student's tuition account must be current.

1.19 - Waiver Procedures

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

1.20 - Homebound Education

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

1.21 - Home school

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

1.22 - 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.**

- 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.**

1.23 – Incompletes

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

1.24 - International Students

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

1.25 - Permanent Records

A permanent record is maintained for every student who attends or has graduated from Lansing Christian School. Records of graduates indicate all courses taken, grades, honor points, suspensions, and credits earned.

1.26 - Registration/Scheduling/Drops and Adds

- The school year consists of two semesters. Each semester is divided into two marking periods. Course registration will take place early in the spring for the first and second semesters of the following year.
- [The Lansing Christian High School Academic Program and Course Descriptions](#), 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)."

1.27 - Repeating Courses

A student, with the principal's permission, may repeat 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.

1.28 Academic Support Center

The Academic Support Center (ASC) is for students who can benefit from additional academic support in the way of organizational, study and test taking skills, with some tutoring in specific classes. Parents and teachers may refer students to the ASC by contacting Candyce Tjarks, the HS ASC Coordinator.

1.29 - Service Hours

- Students are required to do 20 hours of service during each year they attend high school at Lansing Christian.
- 9 - 10th graders are expected to do **5 service hours on their own by the first week of May**. During the 4th quarter 9th and 10th grades will complete approximately 15 hours during Service Week.
- 11th - 12th graders are expected to do **20 of service on their own by the first week of May**. Service hours are reported to the homeroom teachers.
- 9th and 10th grade students who are unable to complete the required hours during Service Week will be required to complete those hours at a time determined by administration.

1.30 – Testing

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

- 9th Grade: PreACT or PSAT 8/9
- 10th Grade: PreACT or PSAT 10
- 11th Grade: PSAT (all students); either ACT (students register through www.act.org) or SAT (students register through www.collegereadiness.collegeboard.org/sat/register)
- 12th Grade: Either ACT (students register through www.act.org) or SAT (students register through www.collegereadiness.collegeboard.org/sat/register)

1.31 – Textbooks and other school-owned materials

Textbooks, paperbacks, library books and other instructional materials are loaned to students for their use. It is expected that students will care for these items and return them in good condition. Students who fail to return or pay for school-owned materials will be billed by the business office.

1.32 – Transcripts

High school transcripts will be sent electronically through Parchment. Students or alumni who need a transcript sent can visit <http://www.lansingchristianschool.org/index.php/academics/college-information> and then click on “Request my Transcript” to complete the request.

CAMPUS LIFE

2.1 – Accidents

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

2.2 – Athletics

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

Season	Sport	Participant
Fall	Cross Country	Girls/Boys
Fall	Soccer	Boys
Fall	Swimming (Co-op)	Girls
Fall	Tennis (Co-op)	Boys
Fall	Volleyball	Girls
Fall	Water Polo (Co-op)	Boys
Winter	Basketball	Girls/Boys
Winter	Swimming (Co-op)	Boys
Spring	Baseball	Boys
Spring	Golf	Girls/Boys
Spring	Lacrosse (Co-op)	Girls/Boys
Spring	Soccer	Girls
Spring	Tennis	Girls
Spring	Track	Girls/Boys
Spring	Volleyball (Club)	Boys
Spring	Water Polo (Co-op)	Girls

- A physical is required for athletes each year before the start of practice. Forms may be obtained in the high school office. 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. Season passes entitle any or all immediate family members to attend LCS home athletic events throughout the year. The Athletic Office will announce when these passes are available. Athletic passes can be purchased in the secondary office.

2.4 - Co-Curricular Activities

- Student Council for middle and high school students
- National Honor Society
- Chapel Praise and Worship Team
- Junior/Senior Banquet
- Music Festivals and Competitions
- Retreat
- Service Week
- Student Multicultural Club
- Chess Club
- Spirit Week/Homecoming
- Spring Musical for middle and high school students (every other year)
- Prayer and Bible Study Groups
- Science Olympiad

2.5 - Cafeteria and Food

- Students are expected to remain on campus for the lunch period. At the discretion of the principal seniors may participate in off campus lunch on designated Fridays. Beginning in September and continuing through May, school lunches are sold daily. Students will be issued a Student ID Card which will be used for both the cafeteria and Media Center. Students may put money toward their cafeteria account in the secondary office.
- Food and beverages are not allowed in classrooms; with the exception of coffee/beverage drinks for high school students at the teacher's discretion. Students may bring water to class.
- Students are responsible for taking care of all personal trash and garbage throughout the school building.

2.6 - Cell Phones and Electronic Equipment

The use of electronic technology equips students to play their unique roles in God's story, both in and out of school. It expands possibilities for students to glorify God and build community by exploring God's world, discovering new ideas, and discerning Truth. Through the integrated use of technology, we will enable students to practice Habits of Living as they do real work to meet real needs for real people. Students will increasingly engage in problem solving, collaboration, communication, and creativity in order to engage and transform the world for Jesus Christ.

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.

Student Responsibilities

- a. 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: cell phones, computers, tablets, smartwatches, iPods and electronic game equipment.
- b. 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.
- c. Students agree to use LCS provided wi-fi and internet access for both their personal and school technology.
- d. Students agree **not** to use technology with camera/video capabilities in restrooms/locker rooms at any time.
- e. Students agree **not** to use social media during school hours unless approved by LCS Staff.
- f. Students agree **not** to use technology to engage in harassment, defamation, or threatening or discriminatory behavior.
- g. Students agree **not** to access objectionable or obscene material.
- h. 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.
- i. Students agree to only download files or install programs on school owned devices with LCS Staff approval.
- j. Plagiarism and copyright infringement is strictly forbidden.
- k. Students agree to take reasonable precautions to maintain and to protect physical/virtual technology resources.
- l. Students agree to abide by care instructions as outlined in any guides, manuals, or verbal instructions.
- m. Students agree to keep food and drink away from technology resources.
- n. Students agree **not** to attempt to damage, destroy or otherwise physically abuse LCS technology resources.
- o. Students agree **not** to hold LCS liable for losses or damage incurred by failure or malfunction of technology resources.
- p. Attempting or actual modification of software, firewalls, or other restrictions or protections without authorization from technology staff is strictly prohibited.
- q. Business activities such as the buying and selling of goods and services, advertising, etc. using technology resources is prohibited unless approved by administration.
- r. 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.

- s. 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

- a. Students agree to use only approved logins to access accounts.
- b. Students agree to protect and maintain their accounts by logging out.
- c. Students agree to monitor and report unusual activity on technology resources.
- d. Students agree **not** to access, modify or destroy other students' information.
- e. Students agree **not** to allow use of technology resources by unauthorized persons.
- f. Students agree **not** to share any LCS login/account data with any person or organization unless approved or requested by administrative or technology staff.
- g. Students agree that all electronic files stored on school resources, including e-mail messages, are property of LCS.
- h. 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 LCS students in grades six through twelve may be assigned a Google Apps for Education account. (The students' lansingchristianschool.org accounts are hosted on a Google server, thereby giving students access to Google Apps [email, word processor, spreadsheet, and presentation software] from any Wi-Fi enabled location or device.)

Additional Guidelines for Online Communication

1. Students agree to use God honoring, respectful, and encouraging language in technology communications.
2. Students may **report** any communication that seems inappropriate or makes them feel uncomfortable.
3. 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

4. Security:

- 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.

5. Privacy:

- 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

Dress Code Policy

The purpose of a dress code at Lansing Christian School is to help teach students to dress in a way that honors God and others. We seek to affirm the image of God in one another and to equip students with the positive practice of dressing appropriately for different situations.

Some guiding principles when selecting clothing include:

- Dress in a manner that **affirms** that you are made in **God's image**.
- Dress in a manner that **demonstrates respect** for yourself and others.
- Dress in a manner **suitable for an academic environment**.

Some expectations that help cultivate a Christian community of dignity and respect are:

- Clothing should be neat, modest, and appropriate for yourself and for the situation.

- Clothing should promote a positive and God-honoring lifestyle.

Some expectations that align with an academic environment are:

- Clothing should support, not distract from, learning. Students at LCS engage in active learning at and away from their desks--working at the board, on the floor, standing at tables, walking around the classroom, climbing stairs, wearing backpacks, and learning outdoors. Clothing should meet the dress code policy and expectations throughout.
- Shirts should cover the torso. Boys' shirts must have sleeves. Girls may wear tops with straps with three-finger width.
- Skirts, dresses, and shorts should extend past finger-tip length when the arms are relaxed at the sides.
- Spirit wear on Friday may include sweatpants paired with an LCS shirt. Spirit wear does not include athletic shorts.

Some examples of clothing that distract from a Christian community of dignity and respect:

- Clothing promoting drugs, alcohol, or a non-Christian lifestyle.
- Clothing that promotes disrespect.

Some examples of clothing that do not fit with an academic environment:

- Shirts that reveal cleavage or the midriff or are see-through. Tops that have less than three-finger-width straps (e.g. tube tops, off-the shoulder tops, spaghetti straps).
- Sleeveless shirts for boys.
- Clothing that is tight or form-fitting (e.g. leggings, jeggings, or yoga pants worn under anything that is shorter than the requirement for skirts and dresses).
- Clothing that shows underwear either by being too loose, too low, or too transparent.
- Ripped or torn clothing that has holes above finger-tip length.
- Pants with writing across the buttocks.
- Athletic shorts.
- Caps, hats, hoods, or sunglasses worn inside the building during school hours.
- Facial piercings other than earrings and nose studs.
- Non-natural hair coloring.

Dress Code Consequences

- With the guidance of their parents, students have the primary responsibility to understand and comply with this policy. The administration's interpretation and application of the policy is final. When students wear clothing outside of the expectations listed above they will have a conversation with a staff member be asked to change. Parents will also be notified. Repeated infractions will result in discipline pursuant to the handbook.

2.8 - Driving Permits

Students who will be driving to school must complete an LCS Driving Rules Form. All students are expected to drive safely and within the speed limit set by Lansing Christian

School. Parking spaces are available on a first come first serve basis. Students who take driving risks and are observed as unsafe will lose the privilege of driving to school and parking in the school parking lot for a minimum of one week. Parents will be notified. The school reserves the right to inspect cars parked in the LCS parking lot and confiscate items if deemed appropriate.

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 – Medicine

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

2.12 – Off-limit areas

The teacher's workroom, the faculty lounge and office areas beyond the 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.

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.

- A cultural or ethnic dance may be allowed at the classroom level as part of the education process and the administration may occasionally approve of cultural or ethnic dances for a social activity.
- Lansing Christian does not presume to be a parental conscience in the matter of dance and neither endorses nor condemns social dances.

2.15 – Publications

The following are regular publications:

- *Weekly E-Letter (sent from MS/HS office on Tuesday and Main Office on Friday)*
- *High School Academic Program and Course Descriptions*
- *Student/Parent Handbook*
- *Student Yearbook*

2.16 – Retreat

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

2.17 - School Closing or Early Dismissal

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

2.18 – Skateboards

Skateboards, longboards, and rollerblades 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 7:55am – 3:00pm.

2.20 - Visits of College Representatives

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

2.21 – Visitors

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

2.22 - Work Permits

Student work permits are available in the high school office.

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

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

The Media Center 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 Media Center, and must be signed by the media specialist 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 for approved school or athletic decorations or for birthdays.

STUDENT CONDUCT

4.1 – General Guidelines

Whether it is in the classroom, in chapel, on the bus, in the hallways, on the playground, or during an athletic event, all LCS students are expected to exhibit behavior which is appropriate for each situation in accordance with the directions received from the school administration and, most of all, honoring to God.

4.2 – Respect for God and others

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

- Using Christ-like language, speaking respectfully and courteously to others.
- Obeying rules and staff instructions.
- Refraining from public displays of affection.
- Refraining from fighting.
- Refraining from roughhousing.
- Demonstrating courteous behavior in school and at all school-sponsored events and respect for school property.

4.3 – Respect for the Academic Environment

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

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

4.4 – After School Policy

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

- If students are in the building waiting to be picked up or for an afterschool activity, they need to either be in afterschool childcare or, for grades 6th and above, at the tables set up in the secondary commons area or a designated study area.
- 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.

4.5 – Avoidance of potentially dangerous behavior

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

Use of Substance

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.
- In all cases, parents will be notified.

Chemical Assessment/Treatment Plan required for Violations of Substance Policy

- 1st Violation = the student 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 and 3rd Violation = the student 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 student and not Lansing Christian School.

4.6 – Bullying/Harassment Policy

Providing a safe school environment for our students is of utmost importance for Lansing Christian School. Lansing Christian School prohibits harassment or bullying of any student on school property or at school-sponsored events.

- **Bullying** is an act of repeated, targeted, aggressive behavior in order to intentionally 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 behavior that is threatening or disturbing to a person. Harassment includes but is not limited to intimidation of another student or staff member based on gender, race, ethnic group, physical appearance or disability.

Progressive disciplinary consequences will occur for incidents involving bullying or harassment at both the elementary and secondary schools. Consequences for harassment and bullying are contained in the elementary and secondary handbooks.

Proactive Measures:

- The school will communicate the bullying/harassment policy to students, parents, teachers, and staff.
- Bullying issues will be proactively addressed by teachers and administrators.
- The school will encourage parents to dialogue with their children about appropriate treatment of others.

Responses to Bullying/Harassment:

- Documentation of the event and investigation will be submitted to the principal who will maintain an ongoing record.
- Parents will be informed and involved with follow-up on every ongoing occurrence of bullying/harassment.
- Appropriate disciplinary consequences will be issued.

4.7 – Disciplinary Process for Improper Behavior

- Discipline at Lansing Christian has as its goal the modification of inappropriate behavior in the context of a Christian school community, with the ultimate goals being growth in social and emotional maturity and the ability to make responsible decisions.
- Any activities or behaviors that undermine or distract from a positive spiritual climate, impede an optimal educational process, jeopardize the health or safety of any student, or are damaging to the reputation of the school will not be permitted.
- Disrespect, insubordination, dishonesty, vandalism, stealing, violence and offensive language are not acceptable behavior. All of these types of behaviors and activities will result in disciplinary action.
- At the discretion of the administration, some student violations may result in immediate suspension or permanent dismissal. In addition, at the discretion of the administration, some form of restitution may be required of the student.

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

4.8 – Disciplinary Action Chart

Zero Hour Detention for High School Students takes place from 7:10am – 7:45am.

The morning detention will only count if the student arrives on time, maintains quiet and does not interact with others. Students must serve the morning detention within three days. *Failure to do so results in an additional detention. Both detentions must then be served within the next two school days.* The next step is a half day in-school-suspension.

After School Detention for Middle School Students takes place on two designated days during the week (determined at the beginning of each school year) from 3:05pm – 3:35pm.

Students who are assigned a detention will be assigned for the closest designated day. Failure to attend detention will result in the assigning of an additional detention.

In-School and Out-of-School Suspensions – During an in-school or out-of-school suspension, students will not be permitted to participate in any extra-curricular school-sponsored activities, including all sports, practices and games. All work completed during an in or out of school suspension will be accepted for credit, with the due date determined by the teacher.

Category I Offenses

Category I Offenses

- Tardy arrival to class or first hour homeroom

Consequences

1st – 5th tardy = No penalty

6th – 9th tardy = Zero hour attendance for HS students/After-school detention for MS students

10th tardy = a conference with the principal, the student, and the parent will be held for the purpose of determining a solution for the tardiness. Additional disciplinary consequences may include in-school suspension or Saturday school.

Category II Offenses

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

Consequences:

- 1st instance = Warning (Possible change of clothing for dress code violation)
- 2nd instance = Detention
- 3rd instance = 2 Detentions
- 4th instance = In-School Suspension
- 5th instance = In-School Suspension
- 6th instance = Out-of-school suspension
- 7th instance = Out-of-school suspension
- 8th instance = Potential expulsion

Consequences for Category III and IV offenses may vary depending on the nature and specifics of the offenses.

Category III Offenses

- Unexcused absence (see sections 1.6 and 1.8)
- Leaving campus without permission (see section 1.9)
- Unauthorized or inappropriate use of electronic device.
- Improper conduct on school property or at a school event (see section 4.1 and 4.2)
- Disrespect for school property (see sections 2.5)
- Disruption of the learning environment (see section 4.3)
- Disobedience to any other policy mentioned in this handbook

Consequences:

- 1st instance = Detention
- 2nd instance = Detention

3rd instance = In-school suspension

4th instance = In-school suspension

5th instance = Out-of-school suspension

6th instance = Out-of-school suspension

7th instance = Potential expulsion

Category IV Offenses

- Weapons, including facsimiles (see section 4.5)
- Illegal drugs, tobacco or alcohol (see section 4.5)
- Fires, open flames, fireworks, lighting matches (see section 4.4)
- Acts of unsafe driving in the parking lot (see section 2.8)
- Bullying, harassment or fighting (see sections 4.2 and 4.4)
- Disrespect to school personnel (see sections 4.2 and 4.3)
- Cheating or plagiarism (see section 4.3)
- Dishonesty, vandalism, theft or violence (see sections 4.2 and 4.4)

Consequences:

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

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 each athlete also compete with a desire to *honor God* through words, attitudes and actions. Parents and coaches play an important role in helping each student consistently integrate these two goals: honoring God while pursuing victory.

To help accomplish this goal, 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.

1. **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.
2. **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. 1 Th. 5:18*
3. **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.
4. **Trustworthiness:** 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.

5. Role-Modeling: Wearing a team uniform that says *CHRISTIAN* on it 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 nonbelievers, 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*. May God bless each of our athletes, coaches, and fans with an outstanding year of school sports at Lansing Christian School.

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. It is our intent 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 the following character qualities: self-discipline, leadership, cooperation, commitment, self-control, and perseverance.

5.3 – Athletic Outcomes

The school expects these from the athletic program:

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

Introduction

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

I. Adherence to MHSAA Eligibility Requirements

The student athlete will abide by the rules and regulations of the Michigan High School Athletic Association (MHSAA) which are described later in this book.

II. Academic Eligibility

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 the teachers will review all 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 can 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.

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 1/2 day (four class periods) on the day of a contest or practice. If extenuating circumstances exist which prevent 1/2 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. 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/coach who has been ejected must follow the MHSAA Guidelines for all ejections. Any player/coach ejected during a contest will be removed from all activities for that day and also for the next scheduled contest. The player/coach must also meet with the Athletic Director and/or Head of School to be able to continue being part of that team. Any player/coach who has been 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. Student may not participate in any athletics at LCS for 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 from the athlete involved medical doctor or the student**
- **A multi-sport athlete stops doing one of the two sports and just continues in one of them**
- **The athlete 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 coaches discretion when attending both home and away games.

5.5 - Governance

The 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.

The 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.

The 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.** Students must have on file a current athletic physical in order to participate in scholar athletics at Lansing Christian. The Physical Form must be signed by the student, parent, and doctor in order for it to be recognized as acceptable. The current physical must be completed by April 15 of the same year in order for it to be current.

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 a sport or athletic department are needed and appreciated. The final say on how the donation is spent will be determined by the athletic director and coach.

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.

1. Communication a parent can expect from the coach.
 - a. The basic philosophy of the coach.
 - b. Expectations the coach has for your child as well as for all players on the team.
 - c. Locations and times of all required practices, bus departures, scrimmages, and contests.
 - d. Conditions that result in the denial of your child's participation.
2. Communication that a coach should expect from parents.
 - a. Personal notification of any schedule conflicts well in advance.
 - b. 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. Appropriate concerns to discuss with coaches.
 - a. Concerns about your child's educational progress as related to athletic participation.
 - b. Ways to help your child improve.
 - c. Concerns about your child's behavior, on and off the field or court.
 - e. The treatment of your child, mentally or physically.

4. Inappropriate concerns to discuss with the coaches.
 - a. Playing time.
 - b. Team strategy.
 - c. Play calling.
 - d. Other student athletes.

5. Conflict resolution – Athletic Director (517) 882-5779 ext. 304
 - a. Head Coach and Varsity Coach (if your son/daughter is on a sub varsity team)
 - b. Athletic Director
 - c. Principal

6. Procedures for parent-coach discussions.
 - a. Call the Athletic Director to set up an appointment. All coaches may be reached through the athletic office by calling (517) 882-5779 ext. 304, or email bbinioris@lansingchristianschool.org. If the Athletic Director cannot be immediately contacted, a message will be delivered and your phone call or email will be returned within 48 hours.
 - b. 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.**
 - c. Improper contact or communication with a coach may result in denying attendance at one or more games.

7. Procedures for unsatisfactory parent-coach discussions.
 - a. If after meeting with the coach of your child's team, and the athletic director you still have unresolved concerns.
 - b. The next step is to set up an appointment with the Head of School.

5.8 - LCS High School Athletic Program

Fall Sports and Teams

Boys Cross Country

Girls Cross Country

Boys Soccer

Girls Swimming and Diving (Co-op with Williamston High School)

Boys Varsity Tennis (Co-op with Leslie High School and New Covenant Christian)

Winter Sports and Teams

Boys Basketball
Girls Basketball
Co-ed Bowling
Girls Cheerleading
Boys Swimming and Diving (Co-op with Williamston High School)

Spring Sports and Teams

Baseball
Boys Golf
Boys Lacrosse
Girls Lacrosse
Girls Soccer
Girls Tennis
Boys Track
Girls Track

5.9 - LCS Middle School Athletics

The Role of 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. Athletic involvement would emphasize the following at the middle school level:

- Skill development
- Value of team work/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 as possible. (usually 5:00 pm)
2. A maximum of one tournament per season.
3. 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 Fall Sports

Co-ed Soccer
Girls Volleyball
Boys Cross Country
Girls Cross Country

Middle School Winter Sports

Boys Basketball (7th & 8th grades)
Girls Basketball (7th & 8th grades)

Middle School Spring Sports

Track and Field