

Loudonville Christian School



LOWER SCHOOL FAMILY HANDBOOK 2022-2023

This version is effective until the next published revision.

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MISSION STATEMENT

Loudonville Christian School will prayerfully and deliberately cultivate a passion for God's will, a love of learning and joy in serving, fostering creativity, knowledge, and character with a global perspective, impacting the world for Christ. (Colossians 3:23)

NONDISCRIMINATORY POLICY

Loudonville Christian School is a distinctly Christian institution dedicated to Biblical principles of fairness and equality. Therefore LCS welcomes applications for admissions of any race, sex, color, and national or ethnic origin, admitting them to all the rights, privileges, programs, and activities generally accorded or made available to students in the school.

INTRODUCTION

Statement of Faith

- We believe the Bible to be the inspired, the only infallible Word of God, fully authoritative in matters of faith and conduct. (2 Timothy 3:16; 2 Peter 1:21)
- We believe that there is only one God, eternally existent in three persons: Father, Son, and Holy Spirit. (Genesis 1:1; Matthew 28:19; John 10:30, 37-38)
- We believe in the deity of our Lord Jesus Christ (John 10:33-36), in His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35), in His sinless life (Hebrews 4:15, 7:26, 9:12), in His miracles (John 2:11), and in His vicarious and atoning death through His shed blood (1 Corinthians 15:3; Ephesians 1:7; Colossians 1:14; Hebrews 2:9), in His bodily resurrection (John 11:25; 1 Corinthians 15:4), in His ascension to the right hand of God the Father (Luke 24:51; Acts 1:9; Hebrews 1:3), and in His personal return in power and glory (Acts 1:11; Revelation 19:11).
- We believe that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely necessary. (Romans 3:10, 23; John 3:16-19, 5:24; Ephesians 2:8-10; Titus 3:5-6)
- We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life. (Ephesians 3:16, 4:30; 1 Corinthians 3:16, 6:19)
- 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. (John 5:28-29)
- We believe in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9; 1 Corinthians 12:12-13; Galatians 3:26-28)

Statement on Life, Marriage, Family, Sexuality and Gender Identity

Loudonville Christian School stands firmly upon the historical truth claims and moral foundations of Christianity. These truth claims include, but are not limited to, the biblical definition of marriage, the attendant boundaries of sexuality and moral conduct, and the clear biblical teaching that gender is both sacred and established by God's design.

- We believe that the Bible teaches that human life is sacred in God's sight. Murder, suicide, euthanasia, and abortion are offenses against the sanctity of human life. (Genesis 9:5-6; Psalm 139:13; Matthew 19:18-19; Romans 13:8-10)
- We believe that the Bible reveals that God created marriage as the union of one man and one woman joined together in an exclusive, lifelong relationship. (Genesis 2:18-25) The Bible makes it clear that God frowns upon divorce, and that divorce is acceptable only in certain limited circumstances. Offenses against marriage and the family such as domestic violence and child abuse are displeasing to God, in addition to being punishable by the state. (Ephesians 5:22-6:4) The Bible teaches that God intends sexual intimacy to only occur between one man and one woman who are married to one another, and the Bible clearly directs that no sexual activity be engaged in outside of marriage. (Genesis 1:27-28, 2:21-24; Matthew 19:4-9; Mark 10:5-9; 1 Corinthians 6:18-20; 1 Thessalonians 4:1-8) Furthermore, no definition of marriage other than the union of one man and one woman shall be recognized at Loudonville Christian School.
- We believe that the Bible further teaches that God created humankind, male and female. It is impossible for a person to truly change his/her sex. The assertion of a gender identity different from one's biological sex is fundamentally at odds

with God's creative intent for a person's life, as is the assertion of a sexual identity that departs from heterosexuality. (Genesis 1:26-28, 5:1-2)

- We believe that the Bible teaches that God offers forgiveness, redemption, and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (1 John 1:9) Loudonville Christian School believes that every person must be afforded compassion, love, grace, kindness, respect, and dignity. (Matthew 7:12; Philippians 2:1-4)

Loudonville Christian School adheres to these Biblically-based beliefs and considers them essential to our identity as a Christian school. Parents who choose to enroll their children at Loudonville Christian School understand that the school will teach these principles and Biblical values.

ABOUT THE SCHOOL

History

Loudonville Christian School is an affiliate organization of Loudonville Community Church (LCC), created by virtue of a congregational resolution that outlines the organizational structure for the governance and administration of the school. LCS is also separately incorporated and fully recognized as an educational institution by New York State. The School Board is a policy-making body that has fiduciary responsibility for the operation of LCS. It is accountable to the Elder Board of LCC in limited, specific areas. The Head of the School administers the school under the supervision of the School Board.

From modest beginnings in 1955 as a Nursery School, LCS has developed into a school with a nationwide reputation for excellence. In 1960, the School launched an elementary school and initiated the high school with 9th grade in 1995. An additional grade was added each year, culminating in 1999 with the graduation of the first senior class. In 2010, LCS celebrated 50 years of academic excellence and effective Christian ministry.

Loudonville Christian School enrolls approximately 250 students representing more than 60 Capital Region churches. The school colors are maroon and white and the school mascot is the Eagle.

Accreditation & Registration

LCS holds provisional accreditation with the Council on Educational Standards and Accountability (CESA) and full accreditation with Middle States Association of Colleges and Schools. The State of NY does not have a registration program for elementary schools, therefore, our programming is consistently monitored for compliance with state regulations.

Communication

In order to promote effective communication and understand, the school has established a number of ways to stay in contact with the home:

- **The Eagle Newsletter:** Published each week, the newsletter includes calendar information, school-wide announcements and updates, as well as opportunities to serve and engage in the LCS community.
- **Website:** www.lcs.org provides much useful information
- **Back to School Night** in the fall provides parents an opportunity to meet teachers and administrators and receive important information to help form a successful partnership.
- **Parent Conferences** are scheduled at the end of the first trimester (grades K-5) but can be set up by a parent or teacher(s) any time during the school year. Please communicate directly with your child's teacher to set up an appointment.
- **Report Cards** are issued three times a year to report student academic and social progress. Pre-Kindergarten will receive one report in January.
- **Parent-Teacher Fellowship** meetings and events provide support and fellowship for parents and teachers.

Parent-Teacher Fellowship

The Parent Teacher Fellowship (PTF) is a special part of our school that supports the ministry of LCS and seeks to provide cooperation and communication between the parents and teachers through service, fellowship, and prayer support. The PTF assists in the coordination of events and fundraisers that honor and promote the school community throughout the year.

Every parent and teacher is automatically a part of the PTF and is welcome to volunteer to help with events and activities sanctioned by the school. Over the years, PTF has served and supported the LCS community in a variety of ways. The faculty and administration are very appreciative of the support provided by the PTF. For more information, please contact Meg Booth, Director of External Affairs and Admissions at mbooth@lcs.org.

FINANCIAL INFORMATION

Tuition

Payment Schedule:

- **One Payment Plan:** Total due on August 15 (receive a 2% tuition reduction if paid with cash or check)
- **Two Payment Plan:** Half due on August 15 and half due on January 15
- **Monthly Payment Plan:** Ten (10) equal monthly installments beginning July 15 through January 15, no payment in February, resuming March 15 through May 15. There will be a service charge of \$10 per month for this option.

*** A late fee of 1.5% will be charged for all amounts more than 30 days in arrears.**

Collection Procedure:

- Students will be accepted for the coming year and financial aid applications will be considered when all financial obligations are up-to-date for the current year.
- Space will be reserved for students whose registration fees are received by the stated due time.
- Students will be admitted to classes in September only if the first tuition payment has been received. In the case of extenuating circumstances, special arrangements may be made prior to the opening of school.
- Students will be admitted to class in September only if the parents have signed and returned the Promissory Note if a payment plan has been selected.
- The Continuous Enrollment Agreement and the Promissory Note will be interpreted in accordance with the laws of the State of New York.
- The acceptance of the Continuous Enrollment Agreement and the Promissory Note is dependent upon the successful completion of the current academic year by students. The status of a student with academic deficiencies is subject to review.
- Advance payment of tuition and fees, and/or the signature(s) of the Maker(s) on the Promissory Note constitute(s) the obligation to pay tuition and fees for the student(s) for the entire academic year. There will be no relief from charges for any reason including, but not limited to absence, withdrawal, dismissal for failure to meet academic or social obligations, or withdrawal at the request of the parents, the school, or by mutual consent. The Head of School may grant an exemption under extenuating circumstances.

Delinquent Payments

In the case of a delinquent account, the Head of School will make every effort to follow the Matthew 18:15-17 principle.

- When the student's account is 30 days overdue, the Business Office will start to send out monthly statements informing them of such. This may be done electronically or by paper.
- When the student's account is 60 days overdue, a late fee of 1.5% will be charged for each month, or any portion of a month, on payments that are not received within 60 days of the due date. This fee equals an annual rate of 18%. The Business Office may grant an exemption of the late fee under extenuating circumstances.

- When the student’s account is 90 days overdue, the parents will be asked to meet with the Head of School and the Executive Business Administrator or their designees.
 - If the plan agreed upon at that meeting is not followed, then every effort will be made for the parents to meet with the Head of School, the executive Business Administrator, and the Treasurer or their designees.
 - If a resolution is not achieved, then the Head of School may require that the student not attend school until the student’s account is paid in full or turn over the account to a collection agency.
- If the student’s account is still delinquent at the time re-registrations are issued, the parents and the signers of the Promissory Note (if different from the parents) will receive a letter explaining that the student’s registration packet is being held until the student’s account is made current.
- The student’s transcripts and final report card will not be released if the student’s account is delinquent.
- If a student is withdrawn or dismissed, parents will be required to pay the entire balance due on the account. If the account is not paid, and the parents do not arrange a suitable payment arrangement with the Business Office, the parents will be asked to send a letter to the Finance Committee with their request. The Finance Committee will consider their request for financial relief and respond to the parents with a letter signed by the Treasurer.
- A returned check fee will be charged for all checks returned for insufficient funds. After two returned checks in a school year, the school may require payment in the form of official bank checks for payment of tuition and fees.
- All tuition and fees for the current year are due May 15. On May 30, the Treasurer or designated agent will send a registered letter with a return receipt requested to all parents and signers of Promissory Notes (if different from parents) whose students’ accounts are still in arrears, asking for payment by June 15.
- All accounts will be finally due on May 15. On May 15, the Head of School may exercise the school’s option to fill places in the student body from waiting lists.
- Loudonville Christian School believes that claims and disputes among Christians are to be resolved in a biblical manner. To this end, the following statement is established as an integral component of the school’s Tuition Collection Policy and the Continuous Enrollment Agreement:

The parties to this (enrollment) agreement are Christians and believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian church (Matthew 18: 15-20; 1 Corinthians 6: 1-8). Therefore, the parties agree that any claim or dispute arising from or related to this agreement shall be settled by Biblically-based mediation and, if necessary, legally binding arbitration in accordance with the *Rules of Procedure for Christian Conciliation*. Judgment upon an arbitration decision may be entered in any court otherwise having jurisdiction. The parties understand that these methods shall be the sole remedy for any controversy or claim arising out of this agreement and expressly waive their right to file a lawsuit in any civil court against one another for such disputes, except to enforce an arbitration decision. (Note: A copy of the *Rules of Procedure for Christian Conciliation* is available in the school office for review.)

Tuition Insurance

Tuition insurance protection is offered to provide coverage in the case of withdrawal of a student due to medical and other reasons. Since parents are responsible for the entire year’s tuition, the tuition insurance plan will pay 50% of the unused yearly insured fees should a situation arise where a student withdraws during the course of the year. Students are automatically included in the Plan unless the school business office is officially notified by the established due date of the decision to waive tuition insurance. Please see the Tuition Schedule for price information.

Financial Aid

To be eligible for Financial Aid, students must maintain a GPA of a “B” or is working to the best of their ability as determined by the Directors of Upper School/Lower School, exhibit a positive attitude and behavior, demonstrate a proven record of engagement in co-curricular activities, and the family’s Tuition Billing Account must be up-to-date. The deadline for financial aid application submission is February 28th. Applicants will apply online at www.factstuitionaid.com.

If you have questions or concerns regarding the application process, you may speak with a FACTS Customer Care Representative toll-free at 1-866-315-9262. FACTS manages the business side of education for over 5,000 schools nationally, and Grant and Aid Assessment is used by more faith-based and private schools for need analysis than any other assessment service on the K-12 level. We are committed to providing a quality Christ-centered education for your children and are excited to be working with FACTS to ensure that we remain responsible stewards of our resources. **If you have any questions, please contact the Business Office.**

GENERAL INFORMATION

Arrival

Students arriving by private transportation should be dropped off at the top of the staircase on the east side of the building between 7:30 and 7:50 am. When dropping off, we ask that you follow the directions of our Security Team in the parking lot and observe the 10mph speed limit. Students arriving by district bus will be dropped off at the front of the school. Students arriving at school later than 7:55 am will need to sign in with the Main Office.

Students will gather in the gymnasium each morning for community time including corporate celebration of birthdays, announcements, the pledge to the American flag, spiritual focus on the Bible, and a time of prayer. Between 8:00 and 8:05, students dismiss to their classrooms to begin their school day.

Dismissal

LCS utilizes the PikMyKid software program to manage dismissal each afternoon. When a student is enrolled, s/he is entered into the PikMyKid system and automatically designated to **CAR PICK UP** each afternoon. Parents and guardians are responsible for downloading the Parent PikMyKid application on their personal devices and for updating their child's dismissal method. Please see the LCS website for detailed instructions on how to use the PikMyKid app.

After Care

The After Care Program is a fun and safe program in which children have time to socialize with their friends, eat a snack, get homework done, and enjoy free play inside and out. The program begins at 3:15 and ends promptly at 5:30. Registration is not necessary as all relevant student information is available for staff through RenWeb. When arriving at school, please park in the lower school lot, and announce your arrival through the PikMyKid system. You may also ring the doorbell at the door at the bottom of the hill. The After Care staff will send your child to meet you outside. If you need to reach our After Care staff after regular school hours or have any questions related to the program, please contact Mrs. Lynne Smith at 518.928.2957.

School Closings and Cancellations

LCS will close the school when weather conditions do not permit safe travel to campus. When this occurs, we will inform the school community as early in the morning as possible. **Please note that LCS does not run a delay schedule, and therefore will open on time OR close for the day.** If school is closed, we will notify the community in the following ways:

- A text message via RenWeb's ParentAlert system.
- A message will be posted on the Loudonville Christian School Facebook page
- Local TV and radio stations will post the closing on their morning broadcasts and on their websites.

If poor weather arrives during the day, Loudonville Christian School will not close early due to the large number of school districts represented in our student body. However, local school districts may close resulting in students leaving campus for the day early. On these days the administration may find it necessary to cancel ALL after-school activities, including clubs and After Care programming. Cancellation information will be shared in the same methods listed above for school closing.

Busing

LCS does not have its own busing service, but busing is available through a student's home district if the student lives within 15 miles of the school, with the exception of Albany City School District, which does not bus. Parents are required to apply for busing to their local school district each year, prior to April 1.

Closed Campus Policy

In the interest of student safety, LCS has a closed campus policy. This means our students may not leave school early without parental consent for appointments. School-age visitors are not permitted during school hours except for prospective students by appointment.

Visitors

All visitors, including parents, must sign in at the Main Office and receive a visitor badge. LCS accepts visitors to the Main Office as the need arises, however, no one may visit classrooms or teachers without making an appointment in advance.

Use of Personal Technology

Given the age of the students and the school's mission for holistic growth, including socialization, the use of personal technology may not be used on campus between the hours of 7:30 am and 3:15 pm. If you have an urgent message that needs to be communicated to your child, please call the Main Office who will be more than happy to assist you.

Lost and Found

Students may check the lost and found box in the lower school hallway for missing items. During Christmas vacation and in the summer months, any unclaimed items will be donated to local shelters. If you are missing an important item, please be sure to contact your child's teacher.

Lunch Program

Students eat lunch in their classrooms or outdoors in good weather. Students may bring their lunch from home or they may purchase lunches through the school lunch program. Information including menus and fees is emailed to parents from the Main Office. One carton of milk per student is provided at no additional cost. More information about the school lunch program is available on LCS's website and in the Main Office.

Textbooks and Supplies

School supply lists are updated and posted on the LCS website by the middle of July for each new school year. The New York State Textbook Loan Program makes a number of textbooks and workbooks available to students through local public school districts. Textbook requisition forms and instructions are released to parents in the spring of each school year. At the end of the school year, parents will receive information on how to return textbooks to the loaning agency. Books issued from LCS should be returned to the Main Office by the last day of school. Students are expected to keep textbooks loaned to them by LCS or their local school district in good condition. Parents are responsible for the fine associated with the damage or misuse of textbooks during the school year.

ATTENDANCE POLICIES

Absences

All students are required to be in school each day. The instructional program is designed for a progressive and sequential experience for students which is vital for effective learning.

Failure to attend school will be considered either an excused or unexcused absence as defined by New York State. An excused absence is one due to personal illness, family illness, death in the family, medical appointments, or court appearance. All other absences are considered unexcused. If a student will be absent, parents/guardians must inform the school by 8:45 am on the day of the absence. A written note or email from a parent/guardian must be submitted to the school within 3 days of the last absence, stating the *specific reason* for the absence.

Excessive Absences

While there are some circumstances that are unavoidable, absences in excess of 20 days during a school year are considered excessive and constitute sufficient grounds for grade-level retention. Classroom teachers monitor student attendance and contact parents when a student exceeds 15 absences, seeking a resolution of the pattern of absences. The Director of Lower School will be informed by the homeroom teacher when any student accumulates 15 absences and will address the potential consequences of a continuation of the pattern of absences with the parents. The Director of Lower School, in consultation with the student's parents and teachers, will make the final determination of consequences if the pattern of absences continues.

Family Vacations

Since there are a number of extended recesses during the school year itself, parents are strongly urged not to schedule vacations during school weeks due to the disruption it causes in a student's academic progress as well as the extra work it creates for faculty. If a trip must be scheduled, the parent is required to submit an absence request form to the Director of Lower School at least one week in advance to make arrangements. Forms are available with your child's classroom teacher.

In the event that students miss school due to a family trip, the teacher will use his/her discretion regarding the issuing of homework prior to the trip. Any homework given prior to the vacation must be completed and turned in as specified by the teacher. If the teacher decides that no homework will be given prior to the trip, all work missed will be completed within the same number of school days the student missed. Further, the teacher may require the student to remain after school to make up essential lessons.

Tardies

Morning Meet begins at 7:55 am in the gym each morning. It is vitally important that students arrive at school on time each morning. When students arrive late to school, they miss important community and instruction time which often results in frustration for the student. The administration will communicate with parents if a pattern of tardiness presents. Please make every effort to have your child in school by 7:55 am.

ACADEMIC PROGRAM

Curriculum Overview

We believe that all students can learn and succeed in a loving environment when expectations are high. The teachers at LCS understand that children are unique and do not all share the same learning style. Teachers take their time to learn the unique strengths and areas of growth of every student and strive to provide a wide array of educational methods to implement instruction. The school strives to provide a consistently challenging curriculum to benefit all learners within the classroom setting. In all cases, LCS is dedicated to the pursuit of academic excellence.

Curriculum guides have been developed for each grade level in the lower school, including Pre-Kindergarten through grade 5. These detailed documents, organized by trimester and available on the LCS website, are designed to provide parents with a broad context of curriculum content.

Grading and Report Cards

Students are evaluated based on their progress toward preset benchmarks which delineate appropriate grade-level understanding. Teachers assess students throughout the marking period and assign a 1-4 score on report cards which are emailed to parents at the end of each 12 week trimester. A brochure explaining our grading and reporting system is available from your child's teacher, the Admissions Office, and is posted on the LCS website.

As part of LCS's commitment to holistic learning and development, students are also evaluated for grade-level appropriate behaviors. These skills are designed to give parents information that is not connected to their academic achievement. Teachers assign a letter score for each of these areas as follows:

- C:** Consistently
- U:** Usually
- S:** Sometimes
- I:** Infrequently

Promotion and Retention

GRADES PK-K

In some cases, retention may be recommended to parents due to the need for more time for maturity and development in the student before advancing to the next grade. A decision to recommend retention of a student is made through conversation between the classroom teacher, the ESA teacher (if applicable), the Director of Lower School, and any other relevant providers.

GRADES 1-5

The lower school curriculum is designed to meet the diverse academic and developmental needs of students as they mature and grow as learners. Likewise, each lower school grade comes with increasing standards of learning and benchmarks necessary for success on that grade level. If a student is struggling to progress toward stated benchmarks, support both within the school (classroom intervention, ESA intervention, etc.) and at home (extra review) will be implemented with the goal of ultimate success in LCS programming. Students who are unable to meet grade-level benchmarks within the school year will be considered for further evaluation and intervention (including mandatory summer remediation) on a case-by-case basis. A decision for grade-level retention would be considered extreme and very rare for lower school students at LCS.

Homework

Reasonable homework assignments may be given on a regular basis. The amount of homework is graduated, depending upon the age and grade level of the child. The time required by an individual student to complete the homework will be affected by the ability of the child and his maturity. Time will be set aside during school for the purpose of giving clearly assigned homework and, in many cases, providing an opportunity to start on this work under supervision.

The following guidelines for homework time are based on the average student's ability. Parents are encouraged to communicate with teachers if they find that their child requires more time than this to complete the homework and feel that he or she is being given too much to do. The teacher will work with the parent to identify the reasons for the apparent inequity.

Kindergarten	15 minutes
Grade 1	20 minutes
Grades 2-3	30 minutes
Grades 4-5	45 minutes

Support Services

Elementary Support for Academics (ESA) Department collaborates with classroom teachers to provide support for students in the lower school grades. Students who receive support are identified by the classroom teacher and the ESA teachers who look at the individual strengths and needs of struggling students in order to understand how to best set goals for academic growth. ESA

teachers provide students with strategies to successfully access grade-level content in class. They use various approaches and materials to target skills that overlap with the classroom curriculum, but they strategically focus on areas where students have challenges. ESA teachers may re-teach concepts, work in small groups, assist with classwork in and out of class, utilize manipulatives, and practice specific skills.

ESA teachers monitor student growth through a variety of assessments in order to track progress. The classroom teacher and ESA teacher are in regular communication regarding students who receive support. Depending on the needs and goals, students may see ESA teachers for varying lengths of time, and throughout part or all of the school year. Teachers will inform parents as this process takes place.

While ESA teachers evaluate student progress and prepare individual narratives to accompany report cards, they do not average grades or put scores on student work. The intention is to alleviate any pressure that the student may feel and help students feel academically comfortable. At times, ESA teachers may also support students socially or emotionally, such as encouraging a positive mindset when students experience mistakes and challenges.

Field Trips

Class field trips are a valuable part of the educational experience, giving students opportunities to actually visit and explore some of the things they have been studying. Some field trips are primarily cultural enrichment activities intended to increase student appreciation for the fine arts.

All field trips are approved by the Director of Lower School as part of the curriculum. Information about the trip will be sent home in advance by the teacher or advisor. This will include itinerary, dates, times, cost, expectations, dress code, and items to bring. As part of the enrollment process, parents give permission for students to attend all field trips. We encourage parents to participate if possible as drivers or chaperones. Please make your interest known to the classroom teacher.

DRESS CODE

Student dress must be neat, clean, and within the bounds of decency, health, and safety. Dress and appearance are the responsibility of the parent and student, however, student dress may not interfere with the educational process or learning objectives. Students must dress appropriately and comfortably to learn.

Guidelines

Students must wear the following:

TOPS	<ul style="list-style-type: none"> ● Any top in any color or pattern (ie. t-shirts, sweatshirts, sweaters, polo shirts, button-down shirts, etc.) <ul style="list-style-type: none"> ○ Note: Sleeveless tops may not have spaghetti straps and must cover all undergarments completely. ● Any LCS logo shirt in the LCS Student Styles Store in Latham or online (ie. t-shirts, polo shirts, sweatshirts, etc.)
BOTTOMS	<ul style="list-style-type: none"> ● Jeans, khakis, or dress pants in any color or pattern (no athletic pants or sweatpants) ● Shorts and capris in any color or pattern (no athletic shorts or sweatshorts) ● Girls: <ul style="list-style-type: none"> ○ Dresses, skirts, or skorts in any color or pattern (must be no shorter than mid-thigh) ○ Leggings may be worn under skirts and dresses ONLY ○ One-piece jumpsuits/rompers may be worn
FOOTWEAR	<ul style="list-style-type: none"> ● Shoes and sandals must have a back strap for safety purposes

ACCESSORIES	<ul style="list-style-type: none"> • Earrings, chains, and/or jewelry must be safe while playing • Hair accessories may be any color or pattern 	
PE CLASSES	<ul style="list-style-type: none"> • Students in grades PK-3 will not change for PE • Students in grades 4 and 5 will change into a PE Uniform from the LCS Student Styles Store in Latham or online 	
ADDITIONAL GUIDELINES	<ul style="list-style-type: none"> • Clothing must fit reasonably. • Clothing must not be ripped or torn. • Clothing must not have logos, slogans, words, or pictures promoting or depicting violence, profanity, racism, alcohol, drugs, or sexual connotations. This includes clothing with phrases or pictures that have double meanings. • Clothing must cover midriff, cleavage, and undergarments. • Hats or hoods must not be worn indoors. 	
DRESS UP DAYS	<ul style="list-style-type: none"> • Boys: <ul style="list-style-type: none"> ○ Dress pants ○ Tucked in, button-up dress shirt with a tie or bowtie ○ Dress shoes or clean appropriate footwear must be worn. 	<ul style="list-style-type: none"> • Girls: <ul style="list-style-type: none"> ○ Dress pants, dress, or skirt ○ Dress shoes or clean appropriate footwear must be worn.

Students and their parents have the primary responsibility for choosing clothing that meets the guidelines outlined above. Enforcement of the dress code is the responsibility of teachers with final decisions given by the administration at their discretion.

STUDENT CONDUCT

Philosophy

This section contains policies developed to help ensure that the school provides students with a dynamic, Christ-centered education in the physically safe environment required for optimal holistic growth.

While we will fully expect students to abide by these policies, we will at the same time seek to help our students understand that complying with rules does not in any way enhance their standing with God: *“we have put our faith in Christ Jesus that we may be justified by faith in Christ and not by observing the law, because by observing the law no one will be justified”* (Galatians 2:16). The outward keeping of rules does not make us righteous before God; our only righteousness is found in Christ alone (Philippians 3:9).

At the same time, however, we will be clear with students that there are legitimate purposes for rules and that joyful submission to the authorities God places over us honors and glorifies God. Rules are established to provide the safe and orderly atmosphere necessary for a proper education. LCS has carefully developed conduct guidelines to protect the needs and dignity of all our students and will fully expect them to comply with these guidelines as long as they are enrolled in the school. The faculty and administration at LCS will strive to enforce these guidelines, modeling truth and grace, guiding each student to a growing personal relationship with Jesus Christ.

We understand our authority at the school to be an extension and delegation of the parents' authority while children are under our care and we will deal with children on this basis. At the same time, parents should understand the constraints placed upon individual parental authority when children are in our instructional setting. LCS will always seek to work together with parents to the fullest degree possible for the mutual goal of the godly training of our children.

Student Code of Conduct

Students are expected to conduct themselves according to the highest Christian standards of honesty, integrity, responsibility, and love for one another. While the following is not an exhaustive list, this Student Code of Conduct provides guidelines that promote an orderly and safe environment that glorifies the Lord and is conducive to learning.

LCS students are expected to: (SOAR)

1. Be **S**afe
2. Be **O**n Task
3. Be **A**ccountable
4. Be **R**espectful

The following guidelines outline behavior expectations for various parts of a student's day. This is communicated to students and posted in classrooms:

	Classroom	Playground	Bathrooms	Library	Dismissal	Hallway	Stairway
Be Safe S	Walk in the classroom. Sit on your pockets with all four legs of the chair on the floor.	Use caution on blacktop and stay in approved areas. Use equipment appropriately	Give others privacy . Report any problems right away.	Walk quietly to and from the library. Push chairs in.	Walk to the lobby and follow directions of the teacher in charge.	Walk using the right side, eyes looking forward. Keep your hands, feet and objects to yourself.	Walk with your eyes forward. Use one step at a time and stay to the right with one hand on the rail.
Be On Task O	Use a quiet voice . Listen and follow teacher lessons and directions.	Get in line right away when your teacher calls.	Walk to the bathroom and return to your classroom promptly .	Quietly find your new books and line up to check out.	Stay in line and keep your belongings in your backpack or in your possession.	Use time wisely and return to class promptly .	Touch each step while walking. Keep your body to yourself. Keep moving without stopping to talk with others.
Be Accountable A	Work quietly . Complete your work on time.	Take care of the playground equipment. Clean up your own trash.	Use the toilet for flushing toilet paper. Wash hands. Put paper towels in the trash can. Keep water off the floor.	Keep your books in a safe place. Use your books gently. Return materials to appropriate area	Keep your hands, feet, and objects to yourself .	Walk directly to your destination, and keep your backpack zipped and on your back.	Stay in line without passing others.
Be Respectful R	Raise your hand for permission to speak. Respect others' opinions . Keep your hands and feet to yourself .	Follow the Golden Rule (Matthew 7:12). Share equipment and invite others to play.	Keep your attention on what you need to do and stay away from other stalls.	Follow the librarian's directions. Use a quiet voice at all times.	Use kind words. Follow adult directions.	Walk with respect for others in the hallway, honoring personal space. Keep the hallway clean.	Walk quietly , keeping hands, feet, and objects to yourself. Keep the stairwell clean .

In addition, it is expected that all students will abide by the following Code of Conduct and that parents will cooperate with the school in the enforcement of these standards.

1. Students will respect the authority of all teachers and school staff at all times.
2. Students will not engage in conduct that will disrupt, disturb or interrupt any school activity.
3. Students will arrive at school on time, dressed appropriately, sober-minded, prepared to work, and with assignments completed as instructed.
4. Students are encouraged to communicate in ways that build up and benefit others. Students are not to use inappropriate language, racist language, homophobic language, vulgar expressions or inappropriate gestures. Students will not threaten, taunt or harass students, faculty, or staff.
5. Students will not use the internet to post derogatory, insulting, or threatening remarks about the school, its staff, or its students. Students will not post or transmit offensive language, inappropriate or embarrassing pictures/videos/media on social media, messaging apps, etc. that target another student or teacher/staff.

6. Students will not use social media/messaging apps to post or send images/memes/videos to another student that are racist, derogatory toward any group of individuals, pornographic in nature, or other images/memes/videos that are unbecoming of an LCS student.
7. Sexting is the act of sending, receiving or forwarding sexually explicit or suggestive messages, images or videos through a digital device. Students engaged in such activities are subject to state laws and school discipline. Students should immediately report any such activities to a teacher or school leader.
8. Students will respect all property belonging to the school, its employees, and other students, and will not handle another's personal belongings without permission. Students will be responsible for the repair or replacement of damaged property.
9. Students may not leave the school property, any class, or any designated field trip location without school authorization.
10. No student is permitted to use or have in his/her possession while on school property or at any school function any object which is or can be used as a weapon. This includes but not limited to: firearms, knives, explosives, dangerous chemicals or fireworks of any kind. Violators will be subject to disciplinary action and possible arrest.
11. Acting in any way that could easily cause injury or harm is not permitted.
12. Sexual, physical, and/or verbal harassment of any kind, including bullying, will subject violators to disciplinary action and to possible arrest and legal charges.
13. The use, procurement, and/or provision of tobacco products, vaping products, or any mind-altering substances such as drugs or alcohol are prohibited on school grounds, in transportation to or from school, and at school sponsored activities (including sporting events). Use of such products will result in disciplinary action and possible arrest.
14. Students are expected to avoid all forms of dishonesty, including lying, cheating, stealing, gossiping, plagiarizing, and forging.
15. Physical displays of romantic affection are inappropriate at school or school functions.
16. Students are not permitted to use personal technology devices during school hours.
17. The internet and school computers must be used in accordance with the school's technology policies.

Student Bus Conduct

While LCS is not responsible for transportation to and from school, it does share responsibility with parents and the local school districts for the conduct of our students while on the bus. Students who do not follow the directions of the bus driver will be disciplined according to the guidelines set forth in our Disciplinary Code and many have bus privileges suspended or revoked entirely at the discretion of the LCS Administration.

Online Social Networking Policy

Any statement, photo, video, etc. posted on a social media network is a reflection of a person's personal character. Therefore, LCS students are expected to present themselves positively through this type of media both inside and outside of school and to avoid any language or postings that would impair their own testimony or that of the school. When brought to its attention, the Administration will deal with any postings inconsistent with the school's testimony as a Christian school. It is important for students to understand the serious ramifications of inappropriate postings for future employment, college admissions, as well as the potential for potential litigation if libelous or harassing statements are made.

Bullying Policy

Guiding Principles

Bullying, harassment, and discrimination in any form are unacceptable behaviors at LCS. These actions do not reflect God's love and grace and we are committed to protecting our students, faculty, and staff members from any such harm. LCS believes that we are all made in the image of God, and therefore every person has intrinsic worth, value, and dignity entitling each one to a safe and harassment-free school environment.

Scope

LCS expects students and employees to conduct themselves in keeping with their levels of development, maturity, and demonstrated capabilities with proper regard for the rights and welfare of LCS students, faculty, and school staff. LCS's harassment policy applies to conduct that occurs on the school campus, at school-sponsored activities or events (regardless of the location), on an LCS/Home district school bus, through personally owned or school-owned technology (regardless of the location), on personally owned or school-owned networks (regardless of the location), or that otherwise creates disruption to the school environment.

Definitions

Bullying is defined as systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as: unwanted purposeful written, verbal, nonverbal, or physical behavior, including but not limited to any threatening, insulting, or dehumanizing gesture, by an adult or student, that has the potential to create an intimidating, hostile, or offensive educational environment or cause long term damage; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation, is carried out repeatedly and is often characterized by an imbalance of power. Bullying may involve, but is not limited to the following: ***unwanted teasing, rumor, or spreading of falsehood; threatening; intimidating; stalking; cyberstalking; cyberbullying; physical violence; theft; sexual, religious, or racial harassment; public humiliation; destruction of school or personal property; and/or social exclusion, including incitement and/or coercion.***

Harassment means any threatening, insulting, or dehumanizing gesture, use of technology, computer software, or written, verbal or physical conduct directed against a student or school employee that: places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property, has the effect of substantially interfering with a student's educational performance or employee's work performance, or either's opportunities or benefits, has the effect of substantial negative impact on a student's or employee's emotional or mental well-being, and/or has the effect of substantial disruption of the orderly operation of a school and/or school district work environment.

Racial Harassment is defined as any flagrant or repetitious verbal or physical behavior that stigmatizes or victimizes an individual on the basis of race, ethnicity, or ancestry. Racial harassment may include, but is not limited to: objectionable descriptions of individuals, demeaning depictions or treatment, threatened or actual abuse, and/or demeaning speech or jokes that create an intimidating, hostile, or demeaning environment.

Cyber Bullying is defined as the willful and repeated harassment and intimidation of a person through the use of digital technologies, including, but not limited to: email, texting, or apps/social media platforms (e.g., Facebook, Twitter, Instagram, Snapchat, etc.).

Reporting and Investigating Incidents

Reporting: All bullying incidents observed should be reported immediately to a staff member. Any student who believes s/he has been or is the victim of harassment or bullying should immediately report it to the supervising staff member, such as the teacher, bus driver, playground supervisor, or the Director of Lower School. Likewise, parents should promptly report concerns to the Director of Lower School either in person, by phone, or email.

Consequences for students involved in bullying will always involve parent communication and may include, but are not limited to, detention or suspension, and/or loss of privileges on campus. Repeated offenses will result in harsher consequences.

Confidentiality

1. To the greatest extent possible, all reported incidents will be treated as confidential and in accordance with individual privacy rights.
2. Limited disclosure may be necessary to complete a thorough investigation. LCS's obligation to investigate and take corrective action may supersede an individual's right to privacy.
3. The complainant's identity shall be protected, but absolute confidentiality cannot be guaranteed.
4. The identity of the victim of the reported act shall be protected to the extent possible.

Technology Use at School

Overview

LCS owns and provides a collection of technology resources available to students, faculty, and staff in order to enhance their learning and working experiences. Technology should be used in a responsible, ethical and legal manner that honors the mission of LCS and God. When using school technological resources, users are reminded that they represent themselves and the school. As in all other areas of school life, a high standard of personal responsibility is required in the use of both school and personal technological resources.

All users at Loudonville Christian School are expected to read and honor the guidelines for technology use. These sections delineate how one should use technology resources at school and in private and how one should conduct oneself while using the resources. If there are any questions, please contact the Director of Technology.

Monitored Network

The network at LCS is a monitored network. Logs and other information on network usage are periodically collected and, when deemed appropriate and necessary, reviewed by the Administration. Privacy is highly respected and guarded, however, the Administration reserves the right to examine any school or private/personal relevant files if there is reasonable evidence that the Technology Guidelines have been violated or in the event of problems with a system in which the files need to be examined in order to return the system to working order. The school reserves the right to monitor school computer systems to ensure proper usage and to prevent disruption of software, hardware, or files.

Web Filtering

As with all other areas of school life, all members of the LCS student body are expected to conduct themselves in an intelligent, honest, and ethical manner when visiting the Internet, whether at school or in private. In an effort to make Internet access as useful and edifying to students' experience as possible, the school has in place an Internet filter system that provides the school with a high degree of control over what websites can and cannot be accessed from computers on the school network. The school will endeavor to block online material that is contrary to the values and mission of LCS and grant access to legitimate websites that have inadvertently been blocked.

Because access to the Internet provides connections to other computer systems located all over the world, LCS students and their families recognize that neither the school nor its faculty and staff can completely control the content of the information obtained from other systems, whether at school or in private/personal use. Some of the information available is controversial or offensive. Loudonville Christian School does not condone the use of such materials.

Guidelines

Violations of the following guidelines may result in the revocation of access privileges and possible disciplinary responses, whether the violation occurred at school or in private. LCS reserves the right to modify these guidelines as may prove necessary. A user should:

- Exhibit courtesy and civility at all times, especially on email.
- Properly credit and cite online references.

- Use technological resources as learning and working tools.
- Use the Internet to research assigned classroom projects.
- Be critical of information procured from unknown or unreliable sources, especially from the Internet.
- Back up important information.
- Take care of school equipment and furniture in the computer lab.

A user should not:

- Plagiarize material found on the Internet.
- Use profanity, obscene images, abusive language, or take part in conduct that violates the values and mission of LCS.
- Access pornography, hate group sites, or other offensive sites.
- Read or change computer files without permission that do not belong to the user.
- Misrepresent LCS or the user's position/status at the school.
- Send or receive copyrighted material without permission.
- Copy commercial software in violation of copyright laws.
- Use the network for financial gain or commercial activity.
- Use the Internet for any illegal purpose.
- Disrupt or attempt to disrupt the software or hardware of LCS, which includes the installation of unauthorized software on any workstation.
- Assume that electronic communications and files are absolutely private or secure.
- Give his or her password to another user.
- Give out home phone numbers, addresses, or other personal information indiscriminately on the Internet.

Those who violate or abuse these procedures will be subject to discipline. These guidelines are not intended to be exhaustive and are subject to modification at the school's discretion.

Use of iPads

Classrooms are equipped with iPads for use in supporting classroom instruction and are provided to students by teachers. Upon enrollment, each student is given an lscourses.net email account which may be logged into via Gmail. Teachers will assist students in managing their log-in to approved sites using their school email address. All lower school iPads are owned and operated by the school and will remain on campus unless otherwise deemed necessary by the administration. Devices will not be released to students for home use until a form has been completed and signed by the parent or guardian.

The school will provide internet access to its students, provide internet blocking of inappropriate materials when able (see Web Filtering above), and provide staff guidance to aid students in doing research and help assure student compliance with the acceptable use policy. In addition, LCS uses Apple School Manager to protect and maintain iPads.

If a student damages a school iPad, its charging cables or boxes, or its protective equipment - either accidentally or intentionally, the family will be asked to pay for the repair or replacement on a case by case basis, determined by the Administration at their discretion.

DISCIPLINARY CODE

Philosophy

Christian discipline has its foundations in the scriptures (Proverbs 3:11-12). Its purpose is to bring godly conduct and character. We believe the responsibility for discipline ultimately belongs to a child's parents. Our goal is to work with parents in the "nurturing, rebuking, correcting, and training in righteousness" we see in II Timothy 3:14-17. If discipline is to be truly successful, vital links of communication, trust, and support must exist between the home and school.

We have therefore established reasonable guidelines for student behavior so that parents, students, and school share a clear understanding of what is appropriate conduct and how misconduct will be handled. When these guidelines are violated, we attempt to administer firm and consistent discipline tempered with love and respect for the image of God in each student. Our goal is to correct behavior without rejection of the child. The degree of discipline seeks to reflect the frequency and seriousness of the offense.

All authority—governmental, parental, church, school—has its source ultimately in God. It is therefore important that all authority is honored before our children. (Acts 23:1-5). Students need to see that the school and parents respect each other's authority and that if there is any doubt regarding the appropriateness of disciplinary action, the parent will be supportive of the staff's position until there is an opportunity to fully discuss the action with the staff member. Any parental response that erodes the school's authority contributes to the erosion of any adult authority, including that of the parents.

Please remember that even though it is certainly possible that an adult has mishandled or misperceived a situation, children often view and interpret incidents through filters that are still developing and quite subjective: they view parental discipline through the same filters. The enrollment of your child at LCS implies your full confidence that our faculty and staff desire to do the right thing for your children. We commit to do our best to maintain your trust by seeking to be fair, reasonable, and loving in our dealings with your children.

Discipline Process

Loudonville Christian School addresses student discipline in a professional and biblical manner. Depending upon the severity and/or recurring nature of the infraction, possible disciplinary **steps by a teacher** for inappropriate student behavior include, but are not limited to:

- Prayer with a student
- Verbal Redirection
- Private conversation
- Change of seating assignment
- Time out
- Loss of privilege
- Communication with home
- Parent Conference

Recurring or serious student infractions will result in disciplinary action taken by the Administration. Any referral to the Administration will come with an Incident Report written by the supervising adult, and communication with parents will follow. The list of possible disciplinary **steps that the Administration may take**, at their discretion, include:

- Prayer with a student
- Written description of the situation by the student
- Lunch detention
- Parent Conference
- Loss of privilege
- In-school suspension
- Out-of-school suspension
- Further action by the Head of School

In-School Suspension

Depending on the nature and/or frequency of an offense, a student may be assigned to in-school suspension at the Administration's discretion. In-school suspension will be served during the school day, beginning at 7:55 am and ending at 3:05 pm. Teachers will provide written work to be accomplished during the suspension, or in the case of vandalism, the student may be assigned to a work project. If the school must hire a substitute to supervise, the family will be responsible for the cost of employing the substitute.

Out of School Suspension

Out-of-school suspension may be required when there is a serious disciplinary infraction that jeopardizes the student's continued enrollment at LCS. Suspension is applied at the discretion of the administration and will be communicated with parents expeditiously. The student is responsible for all work missed during his or her suspension and is not permitted to appear on school

property or at school-sponsored events during this time. A parent/administrator conference is required before the student can be reinstated at school.

Withdrawal

Because we believe the home and school must be in harmony in matters of discipline and standards, parents will be asked to withdraw their child if, in the opinion of the Administration, the parents or student do not fully support the ideals, goals, and discipline of the school or the student demonstrates an uncooperative or negative attitude toward the school and its policies. In such cases, the permanent record will only record the date of withdrawal and will not indicate the reason, unless the parent places a statement in the record. Withdrawal should not be confused with expulsion. If a parent refuses to withdraw a student at the Head of School's request, however, the Head of School will expel the student. In the case of expulsion, the permanent record would state the reason.

Expulsion

Expulsion is reserved for the most serious violations of school policies and/or repeated offenses that lesser disciplinary measures have not succeeded in preventing, such as acts of flagrant misconduct (illegal acts, violence, terroristic threats, sexual misconduct, substance abuse, etc.). The decision to expel a student belongs to the Head of School who may collaborate with the Directors of Lower/Upper School at his/her discretion.

Behavioral Probation

A student may be placed on disciplinary probation by the Administration for a specified period. Probation gives a student an opportunity to correct unacceptable behavior. This will normally follow other disciplinary actions outlined in the *Disciplinary Process* but may be established for a new student as a result of questionable references or disciplinary issues at the previous school. Parents and the student will be asked to sign a contract; failure to meet contract conditions may result in requested withdrawal or expulsion. Reasons for being placed on disciplinary probation include, but are not limited to:

- continued deliberate disobedience;
- unchanged rebellious spirit;
- continued negative attitude;
- negative influence on other students;
- serious breach of conduct inside or outside of the school which has an adverse effect on the reputation, atmosphere, and standards of the school; failure of the parents to comply with the disciplinary procedures of the school.

A student may be denied admission for the following school year when in the opinion of the Administration, the home does not fully support the ideals, goals, and discipline of the school and/or the student demonstrates an uncooperative or negative attitude toward the school.

Vandalism

The school facilities at LCS are owned and managed by Loudonville Community Church and provided to us at no cost for maintenance, cleaning, heating, or electricity. We are able to run our programming due to the ongoing generosity and support of LCC. Therefore, it is the responsibility of each student to respect and care for the building and equipment provided for us at LCS. Vandalism to school property will not be tolerated. This includes littering, writing on desks, defacing the school or church building, damaging school equipment, and abusing textbooks or library books. Students vandalizing school property will be disciplined according to the *Discipline Process* and will make restitution for the damaged items.

Grievance Procedure

In the spirit of Matthew 18:15-17, it is best for the parties involved in a disagreement to discuss their problems and differences face-to-face and to seek reconciliation and forgiveness as commanded by the scriptures. The steps in the problem-solving and appeal sequence for LCS are based on scriptural principles.

LEVEL 1: Parents and/or Students with Teachers

The parent and/or student may initiate a conference with a teacher – or the teacher may initiate a conference with the parent and/or student. The teacher should make clear at the outset of the conference that the purpose of the conference should be to resolve the problem in a spirit of Christian love and reconciliation, as well as to further the best interests of the child(ren), classmates, and the school.

LEVEL 2: Parents and/or Students with a Director

If the problem is not resolved at Level 1, then the teacher, parent, and/or student may request the Director of Lower School to meet with them with Christian reconciliation in view. After meeting with the teacher, parent, and/or student, the Director of Lower School will seek reconciliation that is acceptable to all parties, does not compromise Christian principles, and is in the best interests of the student, classmates, and the school, or will make a determination

LEVEL 3: Parents and/or Students with the Head of School

If the Head of School is not involved at Level 2, the teacher, parent, and/or student may initiate a conference with the Head of School – or the Head of School may initiate a conference with the parents and/or student to review the administrator’s decision. If the problem cannot be resolved based on mutually acceptable terms, then the Head of School will make a determination as to the appropriate outcome.

This policy recognizes and exhorts parents, students, teachers, and administrators that problems can be solved at the personal level if there is mutual respect and understanding, as well as a commitment to Biblical reconciliation. The Bible is filled with examples and exhortations for Christians to forgive one another because God has already forgiven us much more. This policy recognizes that Jesus Christ (His teaching and will) is preeminent throughout the reconciliation process.

HEALTH AND SAFETY

Health and Medication

The North Colonie Central School District provides the services of a school nurse every day (7:30 – 3:30 pm). Because of district policy, the school nurse is not permitted to attend to the needs of Pre-K. The K-12 nurse keeps students’ health records, measures students for height and weight, tests vision and hearing, and serves as a consultant to the school on health problems. The nurse may be reached through the school office for any questions on student health.

For the school personnel to administer any medication (over-the-counter or prescription) to a student, the parents must meet the following three requirements:

- written permission from the physician
- written permission from the parent
- medication must be in original container

If these three state-mandated guidelines are not met, the school cannot legally administer the medication. Students are not permitted to self-medicate at school if a “Permission to Self-Medicate” form is not on file. Please see the LCS website for the required Health Forms.

Immunizations

LCS must have an immunization record for every student showing that NYS immunization requirements have been met before a student may attend school. More information can be found at this link:

https://www.health.ny.gov/prevention/immunization/schools/school_vaccines/. Please contact the school's Health Office with any questions.

Medical Emergency Procedure

Teachers are required to report all accidents to the Health Office immediately. Accident forms are available in the Health Office. If the injured student needs immediate medical attention, with the nurse's recommendation, the parents will be notified immediately and he or she is ordinarily taken to the Emergency Room. The Emergency Room will not treat any child without the permission of the parent, so parents are notified in case of an accident as soon as possible. Permission for treatment must be given to the hospital by the parent.

If a student is injured while at LCS, or at an event sponsored or attended by LCS, the supervising adult will engage in the following:

- Never leave the student unattended at any time.
- Immediately contact the school nurse and she/he will assess the severity of the injury
- **Not attempt to move a student** with head trauma (concussion, bleeding), back or neck injury, or suspected broken limbs. Wait for the nurse to assess medical needs.
- Remove all surrounding materials that may endanger the student.
- Apply necessary and prompt first aid as appropriate
- Remain with the student until the student is released to his/her parents, the administration of the school, and/or medical personnel
- Report the accident in writing to the Health Office where the accident report forms are available.

If a student presents with a MINOR injury (ie. shallow cuts, bruises, etc.) they must be accompanied by another student to visit the school nurse.

The supervising adult(s) will assume that a serious accident has occurred and to follow these procedures precisely, rather than assume that the student can be released without obtaining the permission of the administration, the family, and/or medical personnel.

Campus Security

One of the primary responsibilities of the school is to provide our students and staff with a safe, secure environment. To that end, the school needs the assistance of all employees to help in maintaining this environment. To assist in keeping the premises safe and secure, the following practices will be observed:

- LCS has employed a paid security team to serve on campus to maintain and patrol the school. These individuals have gone through a thorough screening process and have had training in security management. Parents, visitors, and staff will recognize them by their clothing which designates them as security. Please follow their directions and give them your appreciation as they volunteer to help keep everyone secure.
- The Main School Entrance has been designated as the one secure entry point to our building. Faculty, staff, students, and parents will enter through the main school entrance only.
- LCS will accept visitors to campus by appointment only. All visitors will be checked in at the Main Office before they are escorted to their destination in the school.
- Doors to the exterior grounds/parking lot are to remain closed and locked at all times.
- All school personnel should consider it their responsibility to report to their direct supervisor any individuals whom they do not know and/or do not have a visitor's badge.
- Cameras are located throughout the interior and exterior of the building in the event that the Administration needs to review the tapes.

Crisis Procedures

The implementation of a Crisis Plan will be used when a situation on/off-campus affecting LCS, its students, parents, employees, and community, requires the coordination of counseling services, communication to the news media, and a general plan of action. Procedures are determined at the time of crisis by the Head of School in consultation with the Administrative Team and School Board President.

Situations that create the implementation of the plan include, but are not limited to:

- death of someone in the LCS community
- civil code being broken by someone in the LCS community
- live lockdown, fire, or bomb threat to LCS
- similar situations of like severity

Personnel involved are as follows:

- **Administrator in Charge:** Head of School
- **Crisis Team Coordinators:** Directors of Lower and Upper School
- **Team Members:** Administrative Team, School Nurse, Main Office

Public Authority Interviews

LCS School Board Policy indicates that the school cooperates with local and federal agencies in the interest of the larger welfare of all citizens. At the same time, the school has the responsibility to parents for the welfare of the students while they are in the care of the school. To carry out this responsibility, school leaders will observe the following:

1. A student in school will not be interrogated by any authority without the knowledge of the school official.
2. Any interrogation must be done in private with an official school representative present.
3. A student may not be released into the custody of persons other than the parent or legal guardian unless placed under arrest by legal authorities.
4. If a student is removed from the school by legal authorities, the parents will be notified of this action by school leaders as soon as possible.