

# Loudonville Christian School



## UPPER SCHOOL FAMILY HANDBOOK 2023-2024

*This version is effective until the next published revision.*

**Revised August 2023**



# **LOUDONVILLE**

CHRISTIAN SCHOOL

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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.

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## **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.

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## ABOUT THE SCHOOL

### History

Loudonville Christian School is an auxiliary 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 Middle States Association of Colleges and Schools. The State of NY does not have a registration program for elementary schools, therefore, our programming is 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](http://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** 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 four times a year to report student academic.
- **Parent-Teacher Fellowship** meetings and events provide support and fellowship for parents and teachers.

## Parent-Teacher Fellowship

The Parent-Teacher Fellowship at LCS is an active ministry that seeks to provide cooperation and communication between the parents and teachers through service, fellowship, and prayer support. Every parent and teacher is automatically a part of the PTF and is welcome to volunteer to help with events and activities as they see fit. While not specifically under the direction of the PTF, parents are currently offering their services in the following ways: athletics, baking for events, room parents, public relations, LCS Annual Gala & Auction, cooking school lunches, club advising, intramurals, and various special events. The faculty and administration are very appreciative of the support provided by the PTF.

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## 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.
- If a graduating senior's account is delinquent at the time of the commencement ceremony, then the graduating senior will receive a blank diploma folder. When their account is paid in full, the student will receive their diploma.
- A student's transcript, final report card and/or report card needed for transfer will not be released if the student's account is delinquent.
- 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 28<sup>th</sup>. Applicants will apply online at [www.factstuitionaid.com](http://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.

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## 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.

### Dismissal

The LCS school day ends at 3:05 each afternoon. After student drivers and all buses are dismissed, parent dismissal will begin. Beginning at 3:10, parents/guardians are asked to park and come into the lobby to sign out their child(ren) for the day. Once your child is listed on the Sign Out Roster, a staff member will page your child(ren) to the lobby for dismissal. In order to maintain our high standard of safety and security to our campus, we ask that you wait in the lobby for your child(ren). If you have an appointment with a teacher or staff member, please enter the Main Office and speak to our staff who will be happy to assist you

### After School Study Hall

The after school study hall is designed to allow students to begin their homework while waiting to be picked up. It 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 to pick up your child, please park in the lower school lot, and announce your arrival through the PikMyKid system. The after school study hall staff will send your child to meet you outside.

### 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. 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.

## **Student Drivers**

High school students may request the privilege of driving to school and parking on school property. Interested students must complete the authorization form (available in the main office) and provide a copy of their valid driver's license, the vehicle's registration and insurance card, as well as written parental permission. School authorization is required prior to the student driving to school. Student drivers must park against the fence, outlining the soccer field. When dismissed they must check out with the staff monitor at the main entrance and wait till buses remove their "stop" signal. Written parental permission is required for the driver and passenger when a student driver transports another student that is not a family member.

## **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.

## **Lost and Found**

Students may check the lost and found box in the hallway by the gymnasium or the lower school hallway for missing items. During Christmas vacation and in the summer months, any unclaimed items will be donated to local shelters.

## **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.



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# **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**

Teachers are required to take and record attendance every period. Absences in excess of 20 periods for classes that earn 1.0 credit or 10 periods for classes that earn 0.5 credits are considered excessive and constitute sufficient grounds for withholding credit for the class. (Periods are defined as 40 minutes of a class. If a class meets for 80 minutes, two absences have occurred.) Classroom teachers monitor the absences and report to the parents and the Director of Upper School when students are approaching an excessive amount of absences. The Director of Upper School will make the final determination of consequences if the pattern of absences continues.

## **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 child. Please make every effort to have your child in school by 7:55 am. For every 3 tardies, within a quarter, a student will serve a lunch detention.

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# 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 students are unique and do not all share the same learning style. Teachers take their time to learn the unique strengths and weaknesses of each 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.

A course catalog is available online. This document outlines each course's description, prerequisites, level, and if college credit is available through the course.

## Grading and Report Cards

A numerical grading system is used in each class, with a 66% and above being a passing grade. Seminar courses are graded on a pass/fail basis. Seminars are required to be passed. Yearly courses that meet an average of five periods a week, includes a midterm and includes a final exam, results in each quarter being worth 20% of the final course grade and the midterm and final are each worth 10%. Semester courses that meet an average of five periods a week, includes a midterm and includes a final exam, results in each quarter being worth 40% of the final course grade, and the midterm and final are each with 10%.

Some students may complete high school courses prior to enrolling at LCS, that satisfy LCS requirements. When this occurs it is called transfer credit. Transfer credit is recorded on the student's high school transcript with the final grade for each course and is not calculated into the student's GPA for LCS.

## Recovery Credit

### Middle School

If a student does not pass math, science, English, Spanish, or social studies they will be required to make up the credit via summer school. If summer school is not available, the Director of Upper School may offer other recovery credit options. If an option requires credit to be earned via a third party, the family will be responsible for any financial costs. A student will not be able to return to LCS if credit is not recovered.

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 student services coordinator (if applicable), the Director of Upper School, and any other relevant providers.

### High School

If a student does not pass a course, they are required to make up the credit via summer school. If summer school is not available, the Director of Upper School may offer other recovery credit options. If an option requires credit to be earned via a third party, the family will be responsible for any financial costs. A student will not be able to return to LCS if credit is not recovered.

When recovery credit is earned for a high school course, the student's transcript will record the failing grade, as well as the recovered grade. Both grades will be calculated into the student's GPA.

In some cases a student may not be able to return to LCS, i.e. failure of multiple courses, consistent lack of effort, consistently fails to complete and hand in homework, etc.

## **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 during the class period will be set aside for the purpose of giving clearly assigned homework and, in many cases, providing an opportunity for students to start on this work under supervision.

Homework assignments should be given to help students prepare for the next class - reading, watching a video, listening to a lecture. Doing so enables them to engage more fully with the next class discussions, projects, and activities. Teachers should ensure that homework is not busy work or only repetition of concepts recently learned.

Teachers are prohibited from having homework due on their first class period back from extended breaks - Thanksgiving, Christmas, winter, spring. AP classes may have homework due on the first class period after certain breaks.

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.

### **Middle School**

In a class meeting for a block period, the teacher may assign up to 30 minutes of homework due for the next scheduled block. In a class meeting for one period, the teacher may assign up to 15 minutes of homework due for the next scheduled period.

#### **Grades 9-10**

In a class meeting for a block period, the teacher may assign up to 40 minutes of homework due for the next scheduled block. In a class meeting for one period, the teacher may assign up to 20 minutes of homework due for the next scheduled period.

#### **Grades 11-12**

In a class meeting for a block period, the teacher may assign up to 45 minutes of homework due for the next scheduled block. In a class meeting for one period, the teacher may assign up to 20 minutes of homework due for the next scheduled period.

#### **AP Courses**

The teacher may assign up to 50 minutes of homework due for the next scheduled block class.

## **Homework Late Policy**

Homework and assignments are due at the beginning of class on the day it is due. A penalty may be assessed for late work, unless the teacher grants an extension for a unique circumstance. No work is accepted one week after the due date without Director of Upper School approval.

### **Middle School Late Homework Policy**

Late work will be accepted one class period after the due date, with a 50% deduction in the grade.

### **High School Late Homework Policy**

No assignments will be accepted after the date and time that it is due.

A few notes regarding our no late work policy.

- Late work can build up and students then struggle to complete current assignments.

- Homework is typically meant to prep the student for the next class discussion/assignments. Therefore, not completing the homework on time inhibits the student's learning and engagement with the following class.
- Firm deadlines motivate students to be attentive to their school work.

## National Honor Society

Students in grades 10-12 who have been enrolled at Loudonville Christian School for at least one semester and who have earned a cumulative GPA of at least 3.5 will be invited to apply for admission into the Ambassador Chapter of the National Honor Society. Students who qualify academically will be asked to complete an activity form which will then be presented to the faculty council, who will determine admission based on the NHS pillars of Scholarship, Character, Leadership, and Service. The faculty council encourages the students to show involvement, leadership, and service in a variety of school activities, in addition to their community involvement. Students who are members of the National Honor Society and fail to maintain the standards set by the society (including their grades and involvement levels) may be dismissed from the National Honor Society.

## 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 Upper 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.

## Calculating High School GPA

LCS utilizes a 4.0 GPA weighted GPA scale. Honors courses have an additional .5 quality points, and AP courses have an additional (1) quality point.

## Valedictorian & Salutatorian Selection

Loudonville Christian School does not rank students, however a valedictorian and salutatorian are recognized. For a student to be eligible for being recognized as class valedictorian or salutatorian they must have attended LCS for three high school semesters, prior to their senior year. The senior with the highest GPA after their first semester of their senior year will be awarded valedictorian. The senior with the second highest GPA after their first semester of their senior year will be awarded salutatorian.

## Service Internship

At Loudonville Christian School the heart of every member of the leadership team, faculty, and staff is to serve others. Whether it is within our families, churches, or communities Jesus calls us to humbly serve others. Sacrificial service reflects Jesus' sacrifice on the cross and reflects good character in the heart of the individual. Service Internship will be a graduation requirement for all students in high school. Here is how it will work for the 2023-2024 School Year:

- Students must complete **2 Service Internship Experiences prior to graduation from LCS**(with exceptions for those students entering LCS in 11th or 12th grade)
- The experience will be serving a non-profit organization, church, specific school events, participating in missions trips, etc.
- Each school year a student will need to clock a minimum of **40 Service Hours by May 1st. We will be following up with students to keep them accountable, however, it is their responsibility to pace themselves so that they do not leave a bulk of the hours to the final week.**

## Add/Drop Period

If a course begins in the first semester students will have ten school days, from the start of the first semester, to add or drop such courses. If a course begins in the second semester students will have ten school days, from the start of the second semester, to add or drop such courses.

## Graduation Requirements

Students must meet one of the three diploma requirements to graduate from LCS.

	<b>LCS Diploma (credits)</b>	<b>Distinguished Diploma (credits)</b>	<b>Highest Distinguished Diploma (credits)</b>
<b>Social Studies</b>	4 <i>Global I</i> <i>Global II</i> <i>US</i> <i>Part. Gov.</i> <i>Eco. &amp; Pers. Finance</i>	4 <i>Global I</i> <i>Global II</i> <i>US</i> <i>Part. Gov.</i> <i>Eco. &amp; Pers. Finance</i>	4 <i>Global I</i> <i>Global II</i> <i>US</i> <i>Part. Gov.</i> <i>Eco. &amp; Pers. Finance</i>
<b>Science</b>	3 <i>at least one life and one physical science</i>	4 <i>at least one life and one physical science</i>	5 <i>at least one life and one physical science</i>
<b>English</b>	4	4	4
<b>Mathematics</b>	3	4	5
<b>Lang. Other Than English</b>	3	3	3
<b>Fine Arts</b>	1.5	1.5	2
<b>Physical Education</b>	2	2	2
<b>Computer Science</b>	1	1	1
<b>Health</b>	.5	.5	.5
<b>Bible</b>	3	3	3
<b>Electives</b>	2	2	2
<b>Total</b>	<b>27</b>	<b>29</b>	<b>31.5</b>

In addition, graduation requirements for each student includes:

- Juniors must complete 7 credits at LCS
- Seniors must complete 6 credits at LCS
- Passing each high school seminar course
- Complete the service internship requirements

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## DRESS CODE

There is a correlation between a student's decorum and attitude and his/her manner of dress. There is a wide range of available clothing that reflect a positive attitude and appearance. We ask that LCS upper school students wear clothing that is clean, neat, appropriate and professional. Clothing and other items our students wear must not disrupt the educational process, create safety concerns or create any distraction.

We understand that students/ families come from unique and diverse backgrounds. If your cultural background has a particular style that is not able to be expressed within our dress code please speak with the Director of Upper School.

### Objectives

1. LCS acknowledges that one's outward appearance does not define an individual, but it does express our ideas, posture, style, and values. We are a community that expects excellence and experiences Christ. Our dress should reflect excellence and Christ.
2. We are an independent preparatory school. After graduation we want students to be prepared in every way to enter college, the military or the workforce. This includes how to present oneself to others in these settings. We want students to learn how to dress professionally.
3. Character building is deeply valued at LCS, and our dress code is part of that initiative. The dress code provides a platform for students to grow in respect, humility, wisdom, integrity, and diligence. For example, students have the opportunity to grow in wisdom as they evaluate what is appropriate to wear to school. Where students disagree with dress code policy, they have the opportunity to grow in humility and learn respect for community guidelines.

## MIDDLE SCHOOL

### Middle School **Daily Dress Code**

#### **Girls:**

##### **Tops**

- Polo or collared button up shirt
- Any top from the LCS Student Styles Store in Latham or online (upper school clothing only) can be worn over your polo or collared button up shirt.
- Dresses and skirts **no** shorter than mid thigh; **no** body-hugging (body con) dresses and skirts; no athletic skorts

##### **Bottoms**

- Jeans (no blue jeans), chinos/khakis/joggers or dress pants
- Skirt no shorter than mid-thigh (must buy from LCS Student Styles Store in Latham or from the online store)

##### **Footwear**

- Sneakers, canvas shoes, dress shoes/boots

## Guys:

### Tops

- Polo or collared button up shirt
- Any top from the LCS Student Styles Store in Latham or online (upper school clothing only) can be worn over your polo or collared button up shirt.

### Bottoms

- Jeans (no blue jeans), chinos/khakis/joggers or dress pants

### Footwear

- Sneakers, canvas shoes, dress shoes/boots

## Applies to both guys and girls:

- **Any LCS branded upper school clothing in the LCS Student Styles Store in Latham or online ( worn appropriately).**

### Physical Education Classes

- Students must wear the LCS PE uniform found at the LCS Student Styles Store in Latham or online.

### Additional Guidelines

- Clothing must fit reasonably and be in good repair, no rips or tears.
- Clothing must not be screen printed. 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 cleavage, midriff and undergarments.
- No hooded clothing. Hats or hoods cannot be worn.
- Dresses and skirts **no** shorter than mid thigh; **no** body-hugging (body con) dresses or skirts
- Face must be clean shaven.
- Body piercings can include ears and nose.

## Middle School **Casual** Dress Code

Applies to designated casual/dress down days only. Typically designated one day a week

- Hoodies may be worn
- Sweatshirts may be worn
- T-shirts
- Blue jeans
- Denim, chino, or other professional shorts (**no athletic shorts**), **no** shorter than mid-thigh
- **NO** leggings or pajama pants; sweatpants in good repair are acceptable
- Clothing must fit reasonably and be in good repair, no rips or tears.
- 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 cleavage, midriff and undergarments.

## Middle School **Formal** Dress Code

Applies to designated formal dress days only.

- Dress pants or chinos with belt (colors: black, khaki, white)
- Buttoned up dress shirt, worn tucked in (no polos) with a bowtie or tie
- Dress or skirt (must buy from LCS Student Styles Store in Latham or online), no shorter than mid thigh
- Dress shoes or clean appropriate footwear



# HIGH SCHOOL

## High School **Daily** Dress Code

### **Girls:**

#### **Tops**

- Collared shirt(polo shirts)
- Dress blouses(**no** cleavage revealed; **no** bra strap showing at all)
- Sweaters
- Dresses and skirts **no** shorter than mid thigh; **no** body-hugging (body con) dresses and skirts; **no** athletic skorts(tennis/golf)

#### **Bottoms**

- Jeans (no blue jeans), chinos/khakis or dress pants
- Skirts – no shorter than mid thigh

#### **Footwear**

- Sneakers, canvas shoes or dress shoes/boots

### **Guys:**

#### **Tops**

- Collared shirt(polo shirts); business casual or dress shirts
- Sweaters
- No t-shirts

#### **Layering Options (can be worn over any top in dress code)**

- Sweaters
- Sweater vests/dress vests
- Sport Jackets/ Blazers
- Cardigans; shackets; quarter zip fleece
- **NO** sweatshirts or hoodies(LCS sweatshirts can be worn on casual days only)

#### **Bottoms**

- Jeans (no blue jeans), chinos/khakis, khaki joggers, or dress pants

#### **Footwear**

- Sneakers, canvas shoes or dress shoes/boots

### **Daily Dress information that applies to both guys and girls:**

- **Any LCS branded upper school clothing in the LCS Student Styles Store in Latham or online ( worn appropriately).**

## Physical Education Classes

- Students must wear the LCS PE uniform found at the LCS Student Styles Store in Latham or online.

## Additional guidelines

- Clothing must fit reasonably and be in good repair, no rips or tears.
- Clothing must not be screen printed. 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 cleavage, midriff and undergarments.
- No hooded clothing. Hats or hoods cannot be worn.
- Face must be clean shaven.
- Body piercing can include ears and nose.

## High School **Casual** Dress Code

Applies to designated casual/dress down days only. Typically designated one day a week

- T-shirts, hoodies, sweatshirts
- Blue jeans
- Denim, chino, or other professional shorts (**no athletic shorts or tennis skirts**), **no** shorter than mid-thigh
- **NO leggings or pajama pants**; sweatpants in good repair are acceptable
  
- Clothing must fit reasonably and be in good repair, **no** rips or tears.
- 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 cleavage, midriff and undergarments.

## High School **Formal** Dress Code

Applies to designated formal dress days only.

- LCS Blazer (must buy from LCS Student Styles Store in Latham - blazer must be tailored to the student measurements)
- LCS Tie (must buy from LCS Student Styles Store in Latham or online)
- Button up dress shirt - white or black, worn tucked in
- Dress pants or chinos with belt (colors: black, khaki, white, gray)
- Skirt (must buy from LCS Student Styles Store in Latham or online), no shorter than mid thigh
- Dress shoes

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. With the support and cooperation of our students, parents, and staff, we know that LCS will continue to be a positive and productive learning environment.

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# 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 guidelines and that joyful submission to the authorities God places over us honors and glorifies God. Guidelines 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 students 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 with honesty, integrity, respect 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 helps our community flourish and learn. 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. Failure to listen to authority will be considered insubordination.
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.
6. Students will not use social media/messaging apps to 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. During classes students are prohibited from using their phone, laptop or tablet unless for academic purposes when authorized by the teacher.
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 character or ideals of the 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 litigation if libelous or harassing statements are made.

## **Bullying Policy**

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, gossiping, 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** is 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 by a student 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 school leader. Likewise, parents should promptly report concerns to the Director of Upper School either in person, by phone, or email.

### Consequences

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.

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# TECHNOLOGY USE

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 MacBooks in High School

All high school students must have an Apple Macbook to effectively complete required course work. Upon enrolling in the student's first high school course, the student will qualify for a **one-time** tech fee that can be used to purchase an Apple MacBook. MacBooks are the property of the student and not owned or monitored by LCS. All MacBooks must:

- **NOT** display any offense or inappropriate graphics on its desktop background
- **NOT** have any sounds turned on during a class
- **NOT** be used for texting
- be brought to class each day unless otherwise directed
- be fully charged each day in preparation for class

Screen time and other restrictions may be set up at parent/guardian discretion. At times restrictions set up by parents/guardians do inhibit the use of some necessary classroom related materials. Should this occur please contact the Director of Technology for further guidance.

## Use of ipads in Middle School

All middle school students are issued a school owned iPad and charging cable through the Technology Dept at the beginning of each academic year. Prior to issuing the iPad, both the student and parent/guardians must sign an equipment release form. Middle school iPads are owned and operated by the school however they are permitted to remain in the students possession and be taken home throughout the school year.

School issued iPads are managed by the Director of Technology using Apple School Manager and Profile Manager. All devices are equipped with apps necessary for successful completion of coursework. Should any additional apps be necessary, requests can be made to the Director of Technology by teachers and approved by the Director of Upper School. All iPads are for educational purposes only. Games, music and other such entertainment are not permitted on school issued iPads. Appropriate restrictions have been set in place to ensure students safety. iPads are a very valuable tool that we desire to teach students to use in a manner that glorifies God.

If a student damages a school iPad, its charging cables or protective cases - either accidentally or intentionally, the family will be contacted by the Director of Technology and be issued an invoice for the repair or replacement cost. All repairs or replacement will be conducted on a case by case basis, determined by the Director of Technology and the Administration.

All MS iPads must be returned at the conclusion of each academic year. Should a device, and its charging cables, not be returned the family will be responsible for the cost of replacement.

## **Devices Left at Home**

In the rare case that a device is left at home, the student may sign out a device (ipad) from the Director of Technology for the day if a device is available. The student is responsible for getting their course work complete without exception.

## **Devices Undergoing Repair**

High School: All devices purchased through LCS are covered with AppleCare. In the event that damage occurs to a device purchased through the school the Director of Technology can provide you with the date of purchase which can be used along with the device serial number for repair. For all repairs contact Apple at 1-800-APLCARE.

The school is not responsible for the damage or loss of the student's MacBook or its repair. Students are responsible for the safety and security of their devices. If the device is undergoing repair for an extensive period of time, a temporary device (iPad) can be signed out to the student based on availability.

Middle School: All iPad repairs must be completed through the Technology Dept. Damaged devices will be evaluated by the Director of Technology and a student will be issued an alternate device based on availability.

## **Charging Your Device's Battery**

MacBooks must be brought to school each day in a fully charged condition. Students are not allowed to charge their iPads in any school outlet except in the Computer Lab.

## **Screensavers/Background Photos**

Inappropriate media may not be used as a screensaver or background photo. Inappropriate media includes presences of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols or pictures. Violations will result in disciplinary action.

## **Sound, Games, and Programs**

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

Prescribed software/apps by a teacher must be installed at all times. Non- prescribed apps/software may be deleted to provide more storage space for Apps required for learning. Student textbooks through iBooks will require about 5.5GB of space, so it is recommended that the student device have limited personal music, videos, photos, and personal apps installed on it at the beginning of the year, as well as throughout the year. This is to ensure that there is plenty of space to load the necessary books, apps, and storage for school.

## **Home Internet Access**

Students are permitted to set up wireless networks on their devices to assist their continuous learning while at home. Printing at home requires a wireless printer, proper settings and correct app, but this is not necessary. Parents are encouraged to set parameters regarding device use at home. MacBooks are Wi-Fi enabled devices and are capable of accessing the Internet when wireless networks are available.



## **Misuse**

As is the case with all technology there is the potential that the MacBook can be used in inappropriate ways. LCS will provide Internet filtering and teachers will monitor to ensure the device is used for schoolwork. The consequences of misuse at school will be handed accordingly. Misuse at home should be handled by the parents.

# TECHNOLOGY GUIDELINES

## TECHNOLOGY DEVICES (Laptops and Ipads)

**Where: Classes and Study Halls:** *Teachers should cultivate a quiet environment with no distractions.*

### **6th-8th Grade**

- Students may not use personal technology of any kind.
- With permission from a teacher, students can listen to music on ipads.
- NO GAMING

### **9th-12th Grade**

- Students must use laptops for academic purposes. While working they can listen to music. (Juniors and Seniors can use their laptop for non-academic purposes.)
- If a student is using a laptop, they must have their desk turned so the teacher can see their screen from the teacher's desk.
- Students can listen to music on laptops.

## CELL PHONE POLICY:

**Where: Class time and regular study halls**

### **6th-12th Grade**

- **No cell phones. (If we see a phone, we take a phone.)**
- **STUDENTS IN GRADES 6-10** must put their phones in the classroom receptacle when they enter a class or study hall.
- JUNIORS AND SENIORS NEED TO BE INDEPENDENTLY RESPONSIBLE NOT TO USE THEIR PHONES DURING CLASS OR REGULAR STUDY HALLS. Again, "If we see it, we take it."
- When **ALL STUDENTS** leave the room, cell phones must be left on their desk and when they return it must be put back in the receptacle.
- Phones can be used during lunch.

## **CELL PHONE & TECHNOLOGY DEVICES:**

### **Where: C Period Study Halls**

#### **6th-8th GRADE: students should be working on schoolwork only**

- Students may not use personal technology of any kind.
- Middle School students must put their phones in the classroom receptacle when they enter a class or study hall.
- With permission from a teacher, students can listen to music on ipads.
- **NO GAMING AT ALL!!!!**

#### **9th-12th GRADE:**

**LEVEL 1** – *The teacher is to cultivate a very quiet, organized, and productive environment with no distractions.*

- Students may use laptops for only academic purposes or listen to music while working.
- **No cell phone usage.**

**LEVEL 2** – *The teacher is to cultivate an environment that is conducive for students to be productive by working together and/or individually on school assignments.*

- Students may use laptops for entertainment purposes INDEPENDENTLY.
- Students may use cell phones independently.

**LEVEL 3** – *The teacher is to cultivate an environment that is organized and relaxed.*

- Students may use laptops for entertainment purposes in groups.
- Students may play group games.
- Students may use cell phones independently or in groups.

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# DISCIPLINARY CODE

## Philosophy

The purpose of discipline is to bring about character, recognition of wrongfulness, and virtuous conduct. 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 how misconduct will be handled. When these guidelines are violated, we attempt to administer firm and consistent discipline tempered with love, grace 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
- Lunch detention
- After School detention
- Loss of privilege
- Communication with home
- Parent Conference

Recurring or serious student infractions will result in disciplinary action taken by school leadership. The list of possible disciplinary steps that the leadership may take, at their discretion, include:

- Prayer with a 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 expediently. 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**

We believe the home and school must be in harmony in matters of discipline and standards, therefore 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.

## **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 Code* 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 Upper School to meet with them with Christian reconciliation in view. After meeting with the teacher, parent, and/or student, the Director of Upper 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.

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# 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 immunization requirements have been met before a student may attend school. Please see the LCS website for more information and contact the 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.