



Lafayette Christian School

Excellence in Education Centered in Christ

Parent/Student Handbook

2009-2010

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FOUNDATIONAL STATEMENTS

MISSION

**Lafayette Christian School excels in Christ centered education
and equips each unique child to love and serve God in all of life.**

(Adopted by Board, November 2003)

PHILOSOPHY

Lafayette Christian School was founded in 1950 by the members of the Lafayette Christian Reformed Church and began with 3 teachers and 46 students in grades 1-6. The seventh and eighth grades were added the next 2 years with 6 students graduating in 1953.

The *rationale* for the existence of Lafayette Christian School and the reason that parents continue to plan, work, pray, and sacrifice is the same today as it was 55 years ago. They accept the call to joyfully obey God's command to do their best to see that their children are educated by dedicated Christian teachers, and to live according to the will of God in service to our Lord Jesus Christ, His church, and the community.

According to the teachings of the Holy Scriptures, the *foundation* for all true education is triangular – the home, the church, and the Christian school. We believe that the Bible is the infallible Word of God and presents a reliable and unmistakable account of the entire human situation. We believe that God created heaven and earth and innumerable creatures, and that He created human beings in His own image and appointed them caretakers of all that He has made.

We *believe* that, as His followers, we are called to be agents of Christ's reconciliation of a broken world. Thus, this Christian school is an institution whose policies, programs and activities are governed by the message of the Bible, while recognizing in every dimension, the implications of Christ's redemption. Lafayette Christian School exists because our relationship to God demands that we, together with our children, travel the road that leads from the “beginning of wisdom” to its fullness in Christ; and when we pursue wisdom, we obey the Lord, and His blessings will reign.

It is our belief that God directly commands that children of Christian parents be trained in the fear of the Lord. The authority and responsibility for this training of children resides in the community of Christians and with the parents in particular. Parents may, however, seek cooperation of the Christian church and teachers who are competent to assist in carrying out God's command.

*“These commandments that I give you today are to be upon your hearts.
Impress them on your children. Talk about them when you sit at home and
when you walk along the road, when you lie down and when you get up.”*
(Deuteronomy 6: 6,7)

The supreme standard of the Lafayette Christian School Society is the scripture of the Old and New Testaments, herein confessed to be the infallible Word of God, and interpreted in the ecumenical creeds and the historic Reformed confessions. (A summary copy of these confessions is available at the school.)

GOALS

1. To develop and maintain a quality Christian educational program, from a Reformed perspective, whereby all students will (a) experience excellence in training and (b) develop positive relationships with others and the Lord.
2. To assist parents and the church in leading each student to a heart commitment to, and a living relationship with, Jesus Christ as his / her Lord and Savior.
3. To assist these young people in the development of their own personal set of moral and spiritual values which are rooted in God's Word.
4. To give students the necessary skills in reading, math, science, and communication that will enable them to (a) succeed at higher educational levels and (b) develop an appreciation for life-long learning.
5. To develop within LCS students a sensitivity and responsiveness for the feelings and needs of others and the whole of God's creation.

BASIC BELIEFS

1. Scriptural Direction and Reformed Tradition

The Bible is God's written Word. It reveals His will for creation and provides guidance for our lives. Our understanding of the implications of Scripture and meaning of our task as a Christian school stands within the Reformed tradition of the Protestant Reformation.

2. Creation

Our entire world, in all its parts, aspects, and relations, is the creation of the triune God, Father, Son, and Holy Spirit. God orders and preserves the cosmos by His Word as an expression of covenantal love. All things are unified under God's rule and exist to give Him glory.

3. Humanity

Human beings are created to bear God's image. As such, we are given a mandate to live in community with God, each other, and creation, developing its potential and taking good care of it.

4. Fall Into Sin

Through humanity's willful disobedience to God, sin entered the world. It disrupted communion between God and humankind, it resulted in disharmony between people, and it set men and women in harmful opposition to the rest of creation that resulted in hardship and death.

5. Redemption and Restoration

God sent His only Son, Jesus Christ, to save us from sin and to restore all things to Himself. Jesus' life, death and resurrection broke the power of the Evil One and inaugurated the renewal of creation. All will be fully restored when the Lord returns to make everything right.

6. The Kingdom of God and the Task of the Church

As God's people, the church, we are called to be agents of reconciliation. Under the leading of the Holy Spirit and in communion with God and one another, we are to summon sinners to repentance and strive to advance God's rule in all areas of life. We seek to transform culture and bring peace to a broken world.

7. Christian Education

Christian education is an integral part of the Christian community's contemporary responsibility before God. It teaches wisdom to each new generation of God's people to discern His will for their time and place. It also prepares them to care for and unfold all of creation in praise to Him, and it helps them to fight against the works of the Devil. It also develops students' insights, capabilities, and Christian perspective across a broad spectrum of areas and practical competence so that God's people can become better equipped to serve Him as maturing children and adults in all areas of life.

BEING REFORMED

The lordship and sovereignty of the Triune God are central to the Reformed perspective. We teach a strong awareness that God is King over the entire world and over every part of our lives, both now and forever. Not a hair falls from our head without the knowledge and will of our Father in heaven.

Our lives must be lived in reverence before God who is king both on Sundays and during the rest of the week. There is no separation between the religious and the secular. All of life is religion: our awesome God fills every aspect of life and the world.

Sin ruined man's relationship with God. Jesus Christ, the true Son of God, died for our sins so that we can be forgiven and declared just before God. We are a redeemed people. By faith in Jesus Christ, we know the one true God. Our salvation is won and assured only through the grace of God.

Sin also affected the physical world. Thorns appeared in the fields and work for man became tedious. Christ's redemption embraces all aspects of creation. Our souls are not only saved, but all of creation is being redeemed through Jesus Christ.

The Kingdom of God is found wherever God's reign is acknowledged. Wherever people obey God, there life will be transformed and renewed. For example, sin brought disharmony in marriage relationships. But where Christ reigns, love and harmony will prevail. Again, sinful behavior has brought destruction and erosion to our farms and land. But where Christ reigns and where people care for the earth, some of the problems will be made less. Sin has also affected our political life. Injustice and corruption are very common, but where Christ reigns, justice and honesty will prevail.

In our world there is spiritual warfare between two kingdoms: the Kingdom of God and the kingdom of Satan. The kingdom of Satan is present wherever there is hatred, pride, corruption, dishonesty, immorality or idolatry. The Kingdom of God is present wherever God's name is honored in any sphere or area of life.

Since Christ is Lord over everything, Christians should look for His will in everything and should dedicate their lives to the restoration of broken relationships - one's personal relationship to God, one's relationship to his or her neighbors and one's relationship to the environment.

This is the Reformed Biblical worldview on which we base everything that is taught at Lafayette Christian School. The basis of all instruction at LCS is the infallible Word of God as interpreted in the Reformed Confessional Standards. Our goal is to develop well-trained Kingdom workers who will help restore, renew, and redeem all of creation. Through Christ our purpose is to improve their relationships with God, with their "neighbors" and with their environment. In all we do at Lafayette Christian School, we look for God's will, and we trust that He will provide our every need to His glory forever.

SCHOOL GOVERNANCE

SOCIETY

Lafayette Christian School is owned and operated by the Lafayette Christian School Society. To become a member of the Society one must be one of the following:

- A parent or legal guardian of children enrolled in the school's regular classroom program
- A current staff member of the school
- A confessing member of a Christian Reformed Church in Tippecanoe County
- An interested person approved by the school's Board who has made or pledged a financial contribution during the previous or present school fiscal year.

All parents and guardians who have children enrolled in our school are therefore automatically members of the Society. The Society normally meets once per year near the end of April to approve the following year's budget, elect new Board members, review reports, and any other business usually brought by the Board. From time to time special Society meetings are called.

BOARD

The Board is made up of 12 members. All are elected by the Society and are required to be a member of the Society. At least 6 of the 12 are to be members of a Christian Reformed Church located in Tippecanoe County. School Board members are elected for a three-year term. The Board determines school policies, selects administrators and teaching staff, devises ways and means of obtaining the necessary funds to operate the school, promotes the cause of Christian education, appoints needed subcommittees, and determines curriculum. Normally the Board meets once per month.

BOARD SUB COMMITTEES

Six standing sub-committees recommend policies and procedures to the Board. The committees are Athletics, Building and Grounds, Development, Education, Finance, and Marketing. The Board appoints members to sub committees. Parents are encouraged to volunteer to serve on a committee.

ADMISSIONS AND ENROLLMENT

ADMISSIONS

Preschool and Pre-kindergarten

- All parents of preschool and pre-kindergarten must apply for admissions into our preschool/pre-kindergarten program.
- Even if a child was enrolled in the preschool program, he or she must re-apply to be admitted into the pre-kindergarten class.
- Preschool/pre-kindergarten applications are available at school.
- A pastor's recommendation form is required for new students, but not for returning students.
- There is a \$40 now refundable application fee.
- The preschool director and the Lafayette Christian School principal will make final decision regarding admissions.

Kindergarten through 8th grade

- All new families, including families whose children had attended our preschool or pre-kindergarten classes, must apply for admissions. Once a family has been admitted younger siblings may be enrolled during the normal enrollment process. Admissions applications for younger siblings will not be necessary.
- All enrollment inquiries are to be addressed to the school office located at 525 N. 26th Street or by calling 765-447-3052.
- The application consists of three forms. The first form asks for family information. The second form is to be completed by the pastor of the church where the family is actively involved and the third form is to be completed by the former teacher(s) of transferring student(s). (Form three is not needed for kindergarten students.)
- The administration of LCS will arrange for an interview at school, with the parents and their eligible children, with one or two Board members, and/or with one or two faculty members present.
- An admission application fee of \$50 per family is required when new families apply for admissions. If a child is enrolled the admission fee will be credited to the first month's tuition. It will be refunded if the family is denied admission.

Age requirements Age requirements are as follows:

- Preschool – age 3 by September 1
 - Pre-Kindergarten – age 4 by September 1
 - Kindergarten – age 5 by September 1
 - First grade – age 6 by September 1
- (Exceptions may be considered.)

Partnership agreement

Parents are requested to review and sign the following partnership agreement as part of the admissions procedure:

1. I agree that I am enrolling my child(ren) in Lafayette Christian School primarily because of my earnest desire that my child(ren) receive a Christ-centered academic training.
2. I understand that my child(ren) will be educated in a manner consistent with the above stated beliefs and purposes of Lafayette Christian School.

3. I agree to support Lafayette Christian School in its efforts to provide education that is distinctly Christian. I will seek to uphold the fundamental unity of the home and school in this goal.
4. I understand that personal conduct of all students must conform to the standards of the school. If disagreement exists, I will have opportunity to discuss such matters with the faculty, administration, and school Board.
5. I understand that enrollment is subject to the governing authorities of Lafayette Christian School who reserve the right to reject any student.
6. I understand that Lafayette Christian School admits students of any race, color, or ethnic origin to all rights, privileges, programs, and activities made available to students in the school. I understand that Lafayette Christian does not discriminate on the basis of color, race, national, or ethnic origin.

As a parent/guardian seeking to enroll my child(ren) in Lafayette Christian School, I hereby certify that I have read this form consisting of the Mission statement, Philosophy, Basic Beliefs, LCS Goals, and Partnership Agreement and that I do affirm that my beliefs are consistent with those stated. I furthermore accept the conditions and requirements of all other official policies and procedures of Lafayette Christian School, including the payment of all fees and charges according to the published schedule and requirements of the school.

Recruitment

Parents who are very instrumental in recruiting a new student will receive a one-month tuition credit.

ENROLLMENT

Enrollment for the following academic year takes place in the spring. There is a \$100 per family enrollment fee that will be credited to the first month's tuition if enrollment takes place before a specifically announced date. It is understood that **all past-due tuition** will be paid before enrollment will be finalized for the following school year.

TUITION

TUITION PAYMENT POLICY

There are three (3) options for payment:

1. Annual payment due on July 20.
2. Semi-annual payment – the first payment is due on July 20, and the second payment is due on January 20.
3. Automatic fund transfer – the tuition is divided into twelve (12) payments, which are automatically withdrawn from a checking or savings account on the 20th of each month, beginning July 20, and ending June 20 of the following year. A voided check is to be attached to the payment authorization form if this option is chosen.

In cases of insufficient funds, automatic transfer will be attempted again in 7 days. If there are insufficient funds at that time, the transfer will occur on the 20th of the following month, at which time the account will be charged for 2 payments. Any time an account has insufficient funds when the automatic transfer is requested, a \$15.00 fee will be added to the balance due. For example, there are insufficient funds on the initial attempt and after 7 days a \$30 dollar fee would be added to the account.

If two (2) consecutive payments are missed, the name of the family will be forwarded to the Board of Trustees for the implementation of the Tuition Payment Policy, which could include denial of continued enrollment.

All tuition must be paid for the current year before a final report card, transcript, or diploma will be issued, or before admission will be finalized for the next school year.

If an alternative payment schedule or exception to this policy is warranted, it is the family's responsibility to contact the school office to set up a meeting with representatives of the Finance Committee to make such arrangements.

EDUCATION GRANTS

Education grants (formerly called tuition assistance) are available to qualified families. Grant applications are available at the front office and should be completed as part of the annual enrollment process. A copy of the family's most recent 1040 with appropriate schedules, and a signed letter indicating special needs and/or circumstances that warrant consideration for a grant must be attached to the application. If the application is within Board guidelines, the family will be notified of the approval of a grant and the amount of the grant. All grant applications are considered very confidential and are reviewed only by one or two members of the finance committee.

PASTOR'S DISCOUNTS

1. LCS offers pastors and full-time ministry workers an educational grant of 50% for their children as a token of appreciation for their sacrifices and service to our Lord.
2. Pastors and ministry workers shall include
 - a. Pastors and worship, education and youth directors who are employed full-time by local organized congregations with 501©3 status.
 - b. Nationally recognized para-church or Christian relief organization full-time ministry staff. Examples are Campus Crusade, Navigators, and Habitat for Humanity.
3. Part-time pastors and ministry staff as well as clerical or custodial staff are not eligible to receive a pastors' educational grant.
4. Pastors desiring an educational grant must apply to the Finance Committee. The Finance Committee will make final approval of Pastors' educational grants.

TUITION REDUCTION INCENTIVE PROGRAM (T.R.I.P.)

This program is designed to assist school families with earning credit to be applied to their tuition account. The earned credit is applied twice a year in November and April. You and your family members and/or friends are welcome to participate. The program is based on families purchasing gift certificates in advance to be used as you choose at a variety of commonly used merchants i.e. Marsh, Kroger, Kmart, JC Penny, Office Max, Toys R Us, Burger King, Pizza Hut, Chi-Chi's, American Airlines, Hollywood Video, Shell Gas, and Marriott Hotels just to name a few.

Each merchant has a stated percent that they pay per dollar purchased which is listed on the T.R.I.P. materials in the front hallway. Certificates can be purchased in different denominations, which are listed on the order envelope.

To participate, simply fill out a T.R.I.P. application, or give an application to your family members or friends. Order your certificates by 8:00 a.m. on Monday and they are available for pick up the same week on Wednesday 2:45 to 3:15. If you are unable to pick them up on the same week you ordered them, you may pick them up the following Wednesday or contact one of the T.R.I.P. distributors.

If you and your family don't use it any other time of the year, the holidays are perfect! The ideas never end; stocking stuffers, gift exchange, baby sitters, teacher gifts, and the "hard to buy for"! Just think, while gift buying or grocery shopping, you're also reducing your child's tuition balance!

ACADEMICS

CURRICULUM

The course of study, or curriculum, at LCS provides the central avenue by which students are led to Biblical wisdom. Ours differs from a non-Christian school in at least three major respects, including:

1. The curriculum in this school reflects and displays God's dynamic design for the universe. All subjects must be understood, not simply as cultural products or human inventions, but as determined by God's work of creation. It is our intent to open eyes and minds and hearts, not merely to an understanding of the world as described in textbooks, but also to the marvelous plan and design of God's creation.
2. The curriculum at LCS emphasizes divinely ordained interrelatedness. The Lord did not create a chaotic, disjointed world. On the contrary, the universe, even after the fall, continues to display astounding coherence and harmony. Since the components of the curriculum focus on dimensions of one coherent, God-ordained universe, we attempt to help our students become sensitive to the wonderful unity and diversity in God's creation.
3. The LCS curriculum is designed to prepare students for *wisdom*. The primary reason for teaching subjects and skills is not to mold students into solid citizens or prepare them for successful careers, important as these goals may be. Rather, this Christian school seeks to develop wise and responsible disciples of Jesus Christ. Students will sense God's order, design, and presence and they will learn and gain a better understanding of God's plan and what to do to counteract the forces of sin and evil.

Reading, writing, literature, mathematics, social studies, science, Bible, penmanship, health, music, art and physical education are all part of the regular academic program. In addition, there are field trips for all students, and a number of electives for the upper elementary/junior high students, including: choir, band, computers, drama, home economics, foreign language, study skills, etc.

LCS LIBRARY

The LCS library and librarian are available to serve our students beyond the books and materials often available in the classroom. Many of the grades visit the Tippecanoe Public Library with specific grade-level objectives in library use and use of research and informational materials.

CLASS SIZE

The Board will consider employing teacher aides when class sizes exceed the numbers in column 1. When class size reaches the levels in column 2, the Board will consider dividing the class or closing enrollment:

Grade	A teacher aid will be considered	Division or closure
K	20	20
1	20	22
2	22	24
3	24	26
4	25	27
5 – 8	28	28

By reason of Board guidelines, it is important for parents to know that priorities have been established relative to waiting lists. These are:

- First: families from supporting churches
- Second: present families enrolling another child(ren)
- Third: students transferring from other Christian schools
- Fourth: all others making application to this school

STUDENT PLACEMENT

1. Based on prior and anticipated performance, and assuming that personal records are accurate and complete, students are placed in the appropriate grade by the principal of the school.
2. If a teacher recognizes that a student's intellectual needs are not being met, the teacher will consult with the parents and the principal as to a more appropriate grade placement. Assuming agreement, the principal has the authority to make a change.
3. Most students will be promoted to the next grade at the end of the academic year unless they are receiving failing grades in language arts or mathematics, in which case they may be retained in the same grade for another year, be tutored, or required to attend summer school.
4. Students transferring to LCS are expected to provide us with their academic records, progress reports, etc., and they may be tested to determine their appropriate grade placement. Normally the previous school's recommendation will be followed.
5. Students enrolling in LCS after the school year begins will serve a one semester probationary period during which time the teacher(s) and the principal will evaluate both academic performance and behavior.

PROCESS FOR DIVIDING CLASSES INTO TWO SECTIONS

1. Parents may request a specific teacher. The request must be in writing and include reasons for requesting a specific teacher. The request must be received by May 1.
2. The principal will produce class lists after consulting with teachers and considering parental requests.
3. Letters will be sent to parents notifying them of class assignment for their child by June 15.
4. Class lists will be published on August 10. Any changes to the class list will require Education Committee approval.
5. Criteria for class assignment:
 - Gender balance.
 - Academic ability balance
 - Social maturity balance.

ACADEMIC TESTING

1. The following Standardized tests will be administered this year in late September:
 - ◆ ISTEP+ (Indiana Statewide Testing for Educational Progress) 3rd through 8th grade. These tests will determine whether our students are able to pass state standards. Because the State of Indiana is switching the ISTEP tests from the fall to the spring, our students will be taking these tests both in the fall and the spring during the 2008/2009 school year.
 - ◆ Cognitive tests in 2nd grade.
 - ◆ Early Childhood Assessment tests in kindergarten and first grade.

PROGRESS AND GRADING

Report Cards

Information regarding student academic progress is given to parents after each nine-week grading period. Grading is as follows:

Grades 1 -3: Symbols are used to reflect the student's learning process, independence and comprehension.

E	Excellent
G	Good
S	Satisfactory
N	Needs Improvement

Grades 4 - 8: Letter grades are used to indicate student mastery and achievement. The following percentage equivalence is used in determining GPA in grades 6-8.

A	97 - 100	4.0	C	77 - 80	2.0
A-	93 - 96	3.7	C-	74 - 76	1.7
B+	90 - 92	3.3	D+	71 - 73	1.3
B	87 - 89	3.0	D	68 - 70	1.0
B-	84 - 86	2.7	D-	65 - 67	.7
C+	81 - 83	2.3	F	Below 65	0

Band Grading System: (Grades 5-8)

1. Band grades are earned each quarter based on daily participation, playing tests, having instruments and music for class/rehearsals, effort, home practice, and attendance at performances.
2. Individual practice record sheets are due throughout the school year as assigned. Students are to keep a record of their home practice as a portion of their grade. Home practice is to help the student develop musicianship and playing skills on their instrument, and to prepare music for rehearsals.
3. There are special reasons for grade reduction and the amount of the reduction. In these special cases, the grade reduction overrides the grading criteria. The band director will distribute expectations of the band members and a schedule of performances. Unexcused absences from a scheduled performance will lower the student's grade.

Mid-term Reports

In about the middle of the first grading period, teachers will send home a mid-term report indicating trends, approximate grades or mastery, and other items of concern. For subsequent terms mid-term reports will be sent to parents if grades are below B- or if a teacher has a concern.

Exams

At the end of each semester, 7th and 8th grade teachers may give a major test over any portion of the materials covered during that semester. These exams are given during the regular school day, and typically count for no more than 1/4th of the final grade.

HONOR ROLL (5th through 8th grade)

1. Students who achieve a 3.7 grade point average or higher will be placed on the high honor roll.
2. Students who achieve between and 3.4 and 3.69 grade point average will be placed on the honor roll.
3. Only quarter grades will be used to determine who will be placed on the honor roll.
4. Honor rolls will be published after each quarter.
5. Honor Roll students will be recognized at the first all- school chapel after the end of each nine-week marking period.

VALEDICTORIAN AND SALUTATORIAN

Cumulative grade point averages from 6th through 8th grade will be used to determine valedictorians and salutatorians. Co-valedictorians and/or co-salutatorians may be selected if grade point averages are equal up to the second decimal point.

HOMEWORK

Parents can expect students in the middle and upper grades to have homework most evenings. As a student progresses through the grades, he/she will be responsible for more work and should be learning more efficient methods of organization and study. Daily assignments are critical to the success of the teaching-learning process and students must take responsibility for completing them on time. Tests and projects for grades 5-8 are typically included in the weekly Monday newsletter; this should prove helpful

for parents in assisting their children. When excuses are determined to be unacceptable (unexcused), the teacher may choose not to give make-up work.

SPECIAL NEEDS STUDENTS

1. An Individual Education Plan will be developed for students who need extra help in specific subject areas. Teachers will consult with parents, our resource teacher, and possibly the director of the ELS program. A 504 Conference Plan will be developed and approved by both the parents and classroom teacher. The plan will outline possible curriculum and testing modifications. It will also outline classroom and resource strategies that might also include enrollment in the ELS program.
2. The Essential Learning Solutions (ELS) program assists students who struggle with the learning process. It is a multi-sensory, individualized, computer system that prepares the brain for learning by teaching it to link visual, auditory, and motor information more effectively. The normal time frame for each student is one hour per day, 4 days per week, for nine months. ELS is available as a screening and placement tool. There is a fee schedule for this service.
3. LCS also receives support services through the Greater Lafayette Area Special Services (GLASS), and may use the testing/counseling group at Purdue University. GLASS assists LCS in determining the special needs of individual students through testing, after which they develop an Individual Education Plan (IEP), and conducts case conferences with teachers of special needs students. Parental agreement and involvement are required by GLASS to offer these services to students. The principal officially submits GLASS referrals.

STUDENT EDUCATIONAL RECORDS

Student Education Records Defined

Lafayette Christian School defines educational records broadly as information that is recorded by Lafayette Christian School and concerns a student who is or was enrolled in the school. Student records include attendance reports, test scores, grades, disciplinary records, counseling records, immunization information, teacher and counselor evaluations, reports of behavioral patterns, applications for admission, and reliable proof of a student's date of birth.

Parents' Rights Regarding Student Education Records

Parents of students currently in attendance at Lafayette Christian School have the right to:

- Inspect and review the student's education records;
- Seek amendment of the student's educational records that the parent or eligible student (18 years of age) believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights;
- Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that Federal and State law authorize disclosure without consent.

Right to Amend Education Record

If a parent or eligible student believes the education records relating to the student contain information that is inaccurate, misleading, or in violation of a student's rights of privacy, he or she may ask Lafayette Christian School to amend the record.

Disclosure of Education Records

The parent shall provide a signed and dated written consent before Lafayette Christian School discloses personally identifiable information from the student's education records. The written consent must:

- Specify the records that may be disclosed;
- State the purpose of the disclosure; and
- Identify the party or class of parties to whom the disclosure may be made.

If a parent requests, Lafayette Christian School shall provide him or her with a copy of the records disclosed. Prior consent is not required for the disclosure of education records if the disclosure is

- To other school officials of Lafayette Christian School whom Lafayette Christian School has determined to have legitimate educational interests
- To officials of another school where the student seeks or intends to enroll
- To authorized representatives: the Comptroller General of the U.S., Attorney General of the U.S., or State and local educational authorities.
- In connection with financial aid for which the student has applied or which the student has received.
- To State and local officials if the disclosure concerns the juvenile justice system and the system's ability to effectively serve the student
- In connection with a health or safety emergency. Information from an education record may be disclosed to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individual.
- To organizations conducting studies for, or on behalf of, educational agencies or institutions to:
 - Develop, validate, or administer predictive tests,
 - Administer student aid programs, and improve instruction.

Non-consensual Disclosure

Lafayette Christian School permits non-consensual disclosure of education records, or personally identifiable, non-directory information from education records, in connection with a health or safety emergency. Information from an education record may be disclosed to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. Any release must be narrowly tailored considering the immediacy, magnitude, and specificity of information concerning the emergency.

Lafayette Christian School will permit educational agencies and institutions to disclose without consent or knowledge of the student or parent, personally identifiable information from the student's education records to the Attorney General of the United States or to his designee in response to an *ex parte* order in connection with the investigation or prosecution of terrorism crimes. An *ex parte* order is an order issued by a court of competent jurisdiction without notice to an adverse party. LCS permits disclosure, without consent, information from a student's education records in order to comply with a lawfully issued subpoena or court order in three contexts.

- Grand Jury Subpoenas
- Law Enforcement Subpoenas
- All Other Subpoenas

PARENT INFORMATION

COMMUNICATION

Weekly Family Newsletter

It is sent home with students the first school day of each week. Various announcements, schedule of school events, lunch menus, 5th through 8th grade tests and assignments, and other information is included. **This is the school's main line of parent communication.**

LCS Web Site

Monthly calendars, the most recent weekly Family Newsletter and other information are found on the school's web site. The address is www.lafayettechristian.org (We are currently revising our web site. This might create a few difficulties in the next several months.)

A Tie That Binds

It is a school publication that highlights LCS happenings and is published 4 times per year. Alumni, school supporters, and grandparents are mailed this publication.

LCS Annual Society Meeting

All parents are members of the LCS Society. There is at least one general meeting per year held in April. The agenda includes election of school board members, the budget is voted on, and reports from board sub-committees are presented.

General Communications

It is always appropriate to call the office or talk to the administration if you have a question or wish to make a comment about school policies or procedures. If you have a concern about something that happened in class or on the playground, your first responsibility is to go to the teacher. If you don't get satisfaction there, you should ask for a meeting with the principal, and if you are still not satisfied, you will be given an opportunity to meet with the appropriate Board committee. We are called as Christians to follow the directives of **Matthew 18:15-22** and to first talk to the person directly involved – not another parent, or group of parents, so as to gain support for your position or to create “real problems” for the other person, whoever that might be.

SPECIAL EVENTS

Dedication Chapel

At 8:10 a.m., on the first day of school, the student body gathers with family members and friends for a service of dedication to God.

New Parent Orientation

All new parents – kindergarten through 8th grade – are encouraged to attend. School policies and procedures will be outlined (**Scheduled for August 13 at 5pm**).

6th Grade Parent Orientation

Entering junior high can be very stressful to both parents and students. During the first week of school all 6th grade parents will be invited to meet with our junior high teachers and walk through a normal day. Parents will visit all the junior high classrooms, learn more about junior high expectations, and zero in on helping 6th graders with organizational skills (**Scheduled for August 18 at 7 pm**).

Open House

During the second week of school there will be an open house for the Kindergarten through 5th grade (**Scheduled for August 25 from 6 to 8 pm**). There will be a second open house for 7th and 8th grade parents (**Scheduled for August 27 from 7 to 8 pm**).

Camp Tecumseh

This is a sixth grade, three-day, two-night experience in a wonderful setting where our students learn to develop their Christian leadership skills. The sixth grade class sponsor(s) go along on this three-day trip.

Spiritual Emphasis Week

During this special week school will begin each day with a special chapel to help students better understand and apply to their lives this year's theme – *Build Each Other Up*. Speakers will challenge our students in their faith commitment to Jesus Christ. (**Tentative dates are January 25 to 29**)

Parent/Teacher Conferences

Each fall, all families are scheduled to meet with the teachers of their children. A second conference is scheduled in the spring at the request of the family or the teacher. The fall conferences are scheduled all day on Friday, November 6. The spring conferences will take place March 25 and 26 after normal school hours.

Christmas Programs

Parents and community are invited to hear and see the Christmas story through songs and skits presented by our preschool through 4th grade students.

Grandparents/Senior Friends Day

In the spring, (**April 23**) a special invitation is given to grandparents and senior friends to attend the musical performances and visit students and classes. If grandparents cannot attend, students, with their parents' consent, are encouraged to invite a special senior friend.

Eighth Grade Class Trip

Eighth grade students take an overnight trip during the month of May. This trip is under the sponsorship of the junior high faculty and administration.

Graduations

A Kindergarten graduation ceremony is held during the last week of school. The 8th grade graduation ceremony takes place at **7:00 p.m. on May 27**.

Other Programs and Performances:

Throughout the year, parents and friends are invited to class/school programs and chapel presentations by our bands, choirs, and classes.

SUPPORT GROUPS

Accountability to parents and other society members gives Lafayette Christian School a unique community and family atmosphere. Typically, parents become very involved in the educational and support programs of the school.

Apple Pie

A group of LCS parents, under the guidance of the Board's Development Committee, organizes the annual Apple Pie making and sales event. **All parents are requested to work at least 4 hours** to help make apple pies. This event normally raises \$40,000. These funds are used to operate the school and therefore help keep tuition as low as possible.

Volunteer Services

Lafayette Christian has an extensive volunteer program. Parents and others are encouraged to be room parents, tutors, lunch servers, playground aides, drivers for teams and field trips, and accompanists. Others help with landscaping, office support, and maintenance.

Alumni

Parents of students who have attended LCS, those who have been members of the Society, and all persons who have attended this school are considered members of the Alumni. This allows those who have been involved with the school to remain part of the family and to continue receiving information about the school.

Celebration of Faith Auction

This is an annual major fund-raising event that combines dinner with a silent auction and a verbal auction of major items. This activity typically draws 300 guests and provides a wonderful evening of fun, fellowship, and significant financial support for educational grants.

EQUIPMENT AND FACILITIES

Use of Equipment and Facilities

School families and other community members may normally rent school equipment and or facilities, with the understanding that it is in compliance with Board policy. Rental restrictions and fees are established by the LCS Board, and arrangements to rent equipment or facilities can be done by signing a Rental Agreement at the LCS office. All requests are to be in writing to the administration to be approved by the principal or the school's building committee.

Asbestos

In compliance with the Asbestos Hazard Emergency Response Act of 10/22/86 and EPA regulations of 10/30/87, the LCS facilities have been inspected for friable and non-friable asbestos materials. The report and management plan for both asbestos and hazardous waste are available for you to examine in the business office, during normal working hours, without cost or restriction.

Sunday Activities

While the saving work of Jesus freed us from the need to legally obey the specific laws of the Old Testament, LCS believes that living a life of gratitude and loving service implies living in the spirit of God's purpose. From the early days of the church, the Christian community set aside Sunday as a special day to worship God and rest from normal daily activities. LCS encourages that school, committee, and volunteer activities be scheduled on days other than Sunday.

STUDENT GUIDELINES

RULES TO INSURE STUDENT SAFETY

We are vitally interested in the safety of all LCS children, and the "process" involves students, parents, the administration, faculty, and staff.

Morning Drop Off and Afternoon Pick UP

Before School

1. Only vehicles delivering Kindergarten, 1st Grade, or 2nd Grade students may park in front of the school on 26th St.
2. Anyone may use the Brown St. lot drop off lane. There will be 7th and 8th Grade greeters at the Brown St. doors from 7:45 to 8:00. Students should exit vehicles immediately at the drop off area to keep traffic moving. Attended vehicles only in the drop off lane!
3. Parents of 3rd Grade through 8th Grade students are encouraged not to park and enter the building. If parking and entering is necessary, please escort your students into the building using caution when going across the drop off lane.

After School

1. Only vehicles picking up Kindergarten, 1st Grade, or 2nd Grade students may park in front of the school on 26th St. Mr. Sanson will escort his 2nd Grade class to the front gym entrance for pick up.
2. Children will NOT be allowed to play in front of the school. Please leave the school immediately after picking up your students in order to free up parking for others. Note: Generally there are more parking spots available on 26th St. after 3:05 than at 3:00.
3. Parents of 3rd Grade through 8th Grade students should pick up their students at the Brown St. lot. 3rd – 8th Grade teachers will escort their classes outside to the pick up area (grassy area on west side of lot) at 3:00 and watch over them as they are being picked up. Parents may meet with 3rd – 8th Grade teachers only after 3:15. In cases of inclement weather, students will wait at the Brown St. entrance.
4. Parents may use the pick up lane or park along the south side of the Brown St. lot. Parents may also park outside of the Brown St. lot and walk to collect their children. Students will only be allowed to walk to their vehicle if it is in the Brown St. lot. Students must stay on the pedestrian pathways.
5. Families with older and younger students and those in carpools with older and younger students may choose how they want to pick up. Kindergarten through 2nd Grade students may join their older siblings at the Brown St. pick up area or an older student may pick up a Kindergarten through 2nd grade student and take them to the Brown St. pick up area. Alternatively, an older student may join a younger student in the younger student's classroom. Please talk to the younger student's teacher beforehand. It is also suggested that families picking up multiple children arrive at the school a little later to give their children time to congregate.
6. All students not picked up by 3:15 will be sent to the office area. Parents may be charged for after school care.

Brown St. Lot Traffic Flow Pattern

1. Vehicles should enter Brown St. from 28th St. In this way all vehicles are making a right turn into the Brown St. lot and congestion near the intersection of 26th St. is reduced. Vehicles may exit the Brown St. lot to either the right or the left. (See Streets Diagram)
2. Vehicles must enter the drop off/pick up lane at the Brown St. lot entrance. Vehicles may exit anywhere along the lane after picking up or delivering students. As vehicles exit, vehicles in the lane must pull up to fill in the extra space. Keep it moving!

Before and after school

1. Doors open at 7:45 a.m. and students are to be in their assigned classrooms and ready for the tone to sound at 8:00 a.m. Students will be considered "tardy" if they are not seated by 8:00 a.m. Announcements are made and our opening prayer is offered at 8:02 a.m.
2. Parents are responsible for the actions and safety of their children before 7:45 a.m. and after 3:15 p.m. We do not expect the LCS staff to provide playground duty before or after school, so please be mindful of your responsibility when dropping your children off early or picking them up after 3:15 p.m.
3. LCS is not responsible for your children after 3:15 p.m. unless they are involved in school-sponsored activities. **Please instruct your child(ren) to report to the school office if they haven't been picked up by 3:15 so that our staff can locate you.**

During School

1. Our expectations for students, parents and visitors, whatever time of the day, are to "GO QUIETLY!" This implies no running, bouncing balls, or loud talking.
2. Parents are requested not to visit in the halls after 8 am
3. Security fences are in place for the protection of all LCS students. We expect parents to comply with the same security expectations as students. When arriving after 8:00 a.m., please use the front door on 26th Street. A student who must leave school during the day may use the Brown Street door if the homeroom teacher is notified ahead of time.

Arrival and Dismissal Guidelines

1. Playing on the playground, Brown Street parking lot, or in the gym is not allowed during morning arrival and afternoon dismissal.
2. No climbing in the trees or on fences.
3. Students must wait outside the entrances until the 7:45 a.m. bell sounds (except in extreme cold weather when they may wait inside the entrance).
4. Jackets, caps, and hats will be hung up before class
5. Students are to be picked up by 3:15 p.m.

School Closings and Delays

1. Our school does not automatically follow the city and county schools in regard to morning delays and school closings due to weather. Do not assume that if they city or country has a delay or closing we will also.
2. If our school does have a delay or a closing because of weather we will announce the delay on WLFI-TV 18 (cable channel 8), WBAA (920 AM and 101.3FM), WGLM (106.7 FM), WAZY (96.5 FM)
3. If the county schools have a delay because of weather, but we do not, parents need to judge whether it is safe to travel. A student will not be counted tardy if the tardy is weather related.
4. The school calendar includes two snow makeup days. For 2009/2010 the first make up day is February 15 and the second one is April 30. If more snow makeup days are needed, school will continue into the first week of June.

Recess/playground Guidelines

General

1. Students have a responsibility to assist the school in providing a safe environment – stay in assigned areas before, during and after school.
2. Students are to play in assigned recess areas, use the playground equipment appropriately, display a Christian attitude in behavior and towards each other, and obey the teacher or staff member on duty (refer to specific recess rules).

Recess Playground Assignments

Students are assigned to the following playground areas:

1. Preschool through 2nd grade must play in area behind the gym.
2. 3rd through 5th grade may play in the area of the ship, the field next to the soccer field and the soccer field if junior high students are not using it.
3. Junior high students have priority to soccer field.

Black Top Recess

1. Preschool through 2nd grade play on blacktop behind the gym.
2. 3rd and 4th grade play on east side of parking lot.
3. Either 5th/6th grade or 7th/8th grade play on west side of parking lot.
4. 5th/6th or 7th/8th grade play in gym for noon recess on a rotating basis.

Recess Procedures

1. Students are responsible for equipment taken outside and are to bring the equipment back inside.
2. Food wrappers or drinks are not to be taken outside.
3. Students must ask for a restroom pass or hall pass to re-enter the building.
4. Students in grades K – 4 are to line-up at the “end of recess tone” and wait for the teacher to dismiss each class to their classroom.
5. Grade 5 – 8 will dismiss to their classrooms at the “end of recess tone” in an orderly manner.
6. Christian attitude, respect for each other, and proper Christian behavior are to be displayed at all times.

Playground Rules

1. Christian attitude, respect for each other, and proper Christian behavior are to be displayed at all times.
2. Students are responsible for equipment taken outside and are to bring the equipment back inside.
3. Food wrappers or drinks are not to be taken outside.
4. Rope swings:
 - a. No “around-the-world”.
 - b. Three turns per person.
 - c. Students may spin in place.
5. Swing sets:
 - a. One person at a time.
 - b. No standing on swing
 - c. No spins.
 - d. No dodge ball or kick ball with person on the swing.
 - e. No swinging sideways or spinning.
 - f. No jumping off of swings.
 - g. Kg to 2nd grade students may swing on stomachs.
6. Students may not hang upside down on metal bars near kindergarten room.
7. Students may not walk on the very top of the ship.
8. Kg to 2nd grade may not run on their playground equipment.
9. Kg to 2nd grade may not climb on their monkey bars.
10. Students may not bounce each other off the bridge.
11. Slides:
 - a. Students must go down feet first on their bottoms.
 - b. They may not go up the slides.
12. One person on single tire swings at a time.
13. Equipment may not be used when a puddle exists directly underneath it.
14. Students may not sit on “u-shaped” bars or push each other on “u-shaped” bars.
15. Do not climb fence.

16. Do not throw stones, snowballs, or any other object that is not first approved by teachers.
17. No tackling.
18. Do not lean or hang on soccer goals or goal nets.
19. Do not play soccer or football or other running games on parking lot blacktop. Basketball, foursquare or other games with limited running are allowed.
20. Students must ask for a restroom pass or hall pass to re-enter the building.

Inside Recess Guidelines

During inclement weather, students will have recess in their classroom.

1. Students are to stay in their classroom and not be in the hallway.
2. Students should use their speaking voice in the classroom.
3. Permission to go to the restroom will be granted by the recess duty teacher in that hallway.
4. Students may play games, activities, etc. as provided by their teacher.

Lunch Procedures and Schedule

1. Students are to walk quietly when going to lunch.
2. Students are to eat lunch in the gym at the lunch tables as assigned by their classroom teachers.
3. Students may talk quietly – no screaming or yelling down or across the table.
4. Lunch trash, empty milk cartons, waste paper, etc. is to be placed in containers provided in the gym.
5. Junior high students are assigned to assist with lunch clean up on a weekly basis.

Hallway Procedures

1. Students are to **walk** (not run) in the hallways.
2. Pushing, shoving, kicking or other inappropriate physical behavior is not allowed.
3. Students are to move quietly and courteously in the hallways during school hours.
4. No bouncing balls or throwing of anything in the hallways.

GENERAL RULES

- ✓ There is to be no possession, consumption, or distribution of alcohol, illegal mood altering substance, smoking materials, or controlled medication without a prescription. We believe that such is inappropriate for one's health, moral fiber, educational activities, and personal development.
- ✓ There is to be no divisive or destructive behavior on campus, including fighting, vandalism, and/or any behavior, which results in destruction or loss of property, disruption of community life, or personal injury. No one's behavior should violate another person's or the community's basic needs of security, safety, and peace of mind.
- ✓ If anyone is knowingly present in the context of a violation and fails to confront those who are in violation, one's presence will be considered passive approval and participation, making the observer guilty of the violation as well.
- ✓ No gum-chewing.
- ✓ No radios, boom boxes, electronic devices or other nuisance items.
- ✓ Skate boards and skates are not allowed at school.
- ✓ This is a closed campus – once at school, stay here.
- ✓ There's a phone in the entryway for you to use – permission must be granted by the teacher and/or school secretary.
- ✓ If a student becomes ill, or has an accident at school, he/she should report to a teacher or to the office.
- ✓ Student participation is expected during devotions (prayer, Bible reading, and singing) – held at the beginning of the day or at other announced times.

CHRISTIAN VALUES AND BEHAVIORAL EXPECTATIONS

I. INTRODUCTION

- a. LCS exists for the honor and glory of Jesus Christ. Therefore, all of us must represent our school with the attitudes and behavior that are pleasing to Christ and which further the cause of His kingdom. It is our conviction that as a Christian community, one's behavior should be guided by the principles of personal conduct and life in community presented to us in the Scriptures. Our conduct and speech should always seek to follow our Lord's command to "Love the Lord your God with all your heart, soul, mind, and strength, and love your neighbor as yourself." (Mark 12: 30-31) Jesus also said, "A new command I give you: 'Love one another. As I have loved you, so you must love one another.'" (John 13:34)
- b. Because of this conviction, behavioral expectations at Lafayette Christian School should reflect values that are foundational to the character of this community, and are interrelated with our mission to glorify God through each family's commitment to Christian faith and growth, educational excellence, liberal arts education and learning. These expectations are communal in nature, which means they are applicable to all students, faculty, staff, visitors, and families.
- c. In an attempt to establish our behavior in the direction set by the Lord in the Holy Scriptures, we put forth the following basic guidelines for students and their parents as well as the faculty, staff and administration of Lafayette Christian School.

1. **C****OOOPERATION:** Students are expected to reflect a cooperative spirit with the faculty, staff and administration, as well as school parents, in achieving the goals of LCS regarding conduct, performance, and attitudes.

2. **H****ONESTY:** A student must be honest in all situations including doing homework, taking quizzes and tests, and in the personal relationships that are part of school life.

1. **R****ESPECT:** A student's actions should demonstrate proper respect for God; school authorities, rules and policies; school property; and the property, feelings and rights of others.

2. **I****NTEGRITY:** This is defined as moral soundness. A student's character and language should reflect Jesus Christ.

3. **S****INCERITY:** A student's speech and action should come from a desire to do what is correct instead of a fear of receiving a poor grade or receiving possible punishment.

4. **T****TOTAL EFFORT:** In that we are created in Christ's image, students are expected to do their best at all times and to use their gifts and talents to His honor and glory, and not for personal glory or gain.

II. DISCIPLINE PLANS FOR ALL GRADES

A. Classroom Discipline

1. Teachers are required to maintain a classroom discipline plan and discipline procedures.
2. The aim of the discipline plan is to maintain an environment that allows education to take place in a safe manner for all students. Not only is this aim honoring to God, but it is the responsibility of the school under Indiana law. (See Addendum A for Indiana State Code.)
3. The plan will:
 - a. Clearly define expected behavior.
 - b. Follow a Biblical model of shepherding the heart of a child.
 - c. Encourage and reinforce positive and appropriate behavior on a daily basis.

- d. Include, when necessary, referral to the principal for both counseling and discipline. Disciplinary referral to the principal's office will result in appropriate action being taken that may include the following, depending on the nature of the offence:
 - 1) A reprimand or warning
 - 2) Detention to be served after school following the 4th through 8th grade detention policy
 - 3) Suspension or expulsion proceedings following the 4th through 8th grade suspension policy

B. Procedure for monitoring playground behavior

- 1. All teachers will:
 - a. Review all playground rules with their class the first day of school, with periodic reviews during the school year.
 - b. Post playground rules in the classroom.
 - c. Spend time the first day of school explaining how to play fairly with others and allow everyone a chance to lead and to choose what they want to play.
- 2. Reinforce positive behavior.
- 3. Discourage negative behavior.
 - a. A clipboard will be provided where the playground supervisor will write down names of students who are corrected for disobeying rules. We will start with a clean slate each week.
 - 1) A verbal warning will be given for the first offense.
 - 2) For a second warning, a student must stand by the entrance door or a place designated by the playground supervisor and may not play for the remainder of the recess.
 - 3) For a third warning, a student is reported to the classroom teacher by the playground supervisor. The student loses playground privileges for the remainder of the day and the whole of the next day. Parents are informed.
 - 4) For the fourth warning, a student spends the remainder of the day in the principal's office. Parents are informed.
 - b. Teachers will handle reports by students about what someone else has done to him or her by:
 - 1) Listening to the student as closely as possible.
 - 2) Deciding whether follow-up is required with the student accused of wrongdoing.
 - 3) Making a note with names on the clipboard. Other supervisors might have the same complaints, which may indicate a problem.

C. Procedures for Monitoring Halls and Lunchroom – The same procedures will apply to behavior in halls and the lunchroom as apply to the playground, with the following additions:

- 1. All teachers monitor all students in their vicinity and report to the classroom teacher any negative behavior. When possible, the student will be taken to his or her classroom teacher to report the infraction.
- 2. The classroom teacher will use the same correctional procedures used for negative behavior in the classroom.

III. PRESCHOOL THROUGH THIRD GRADE DISCIPLINE PROCEDURES – For preschool through 3rd grade, the plan will:

- A. Include an outline for correction/discipline that fits the misbehavior and is appropriate to the grade level.
- B. Involve parents throughout the process.
- C. Be approved by the principal.
- D. Be communicated to parents and student.
 - Following an offense deemed significant, parents will be notified and a written report of the incident will be placed in the student's permanent file.

- When necessary, the 4th through 8th grade discipline policy may be applied to students in younger grades.

IV. 4TH THROUGH 8TH GRADE DISCIPLINE PROCEDURES

For 4th through 8th grade, teachers will follow the above classroom discipline plan (see II above) and incorporate the following detention, suspension and expulsion policy.

A. Detention

1. A one-hour detention will be given when:
 - Students have shown disrespect to teachers, school personnel or other students and have already received one verbal warning.
 - Students have disobeyed classroom rules and have received one verbal warning.
 - The nature of a student offense warrants detention, even if a warning has not been given.
2. Students are encouraged to discuss the offense with the teacher after class or after school.
3. Detention Procedures –
 - a. A record of warning by all teachers will be kept on a daily basis. Warnings accumulate from one class to the next, and a detention will be issued when a student receives a second warning during the day.
 - b. The principal, in consultation with the homeroom teacher, may assign detention if the student has shown a pattern of three warnings or reprimands within one school week, even if different teachers give the warnings.
 - c. When a teacher issues a detention, the student must go to the front office with the completed detention form. The teacher may send the student to the office immediately following the offense, or may wait until class is over to minimize disruption of the learning process.
 - d. A school official will inform the parents of the detention and the date of the assigned detention. Parents may contact the teacher for more details of the student's offense.
 - e. The detention will be scheduled on Mondays after school from 3:15 to 4:15.
 - 1) The detention will take place in the classroom of the supervising teacher. Fourth, fifth and junior high teachers will be scheduled for detention supervision on a rotating basis.
 - 2) Students will be placed in such a way that there is no contact with other students in the classroom.
 - 3) Students will not be allowed to do homework. They will write a letter of apology to the teacher who issued the detention and answer questions *similar* to the following:
 - Why are you serving the detention?
 - Why did you choose to do what you did?
 - What could you have done differently?
 - How do you think your behavior dishonored God?
 - What do you think God is expecting you to do and why?
 - What do you need to do to make the situation right?
4. Missed detentions and multiple detentions –
 - a. Students who miss a detention, except for illness, will be assigned two detentions. The next missed detention will result in an In-School Suspension.
 - b. If four detentions are assigned in one semester, the fourth detention will be served as an In-School Suspension. Parents will be requested to meet with the principal, a homeroom teacher and another teacher.
 - c. If five detentions are assigned in one semester, the fifth detention will be served as an Out-of-School Suspension. The principal will determine the length of an Out-of-School Suspension.
 - 1) The principal will report, in writing, the Out-of-School Suspension to the Executive Committee of the School Board. The report will be copied to the parents.
 - 2) The principal will encourage parents to inform their pastor of the situation.

- d. A sixth assigned detention during a semester will result in an Out-of-School Suspension with the possibility of expulsion. The School Board's Executive Committee will meet within five school days of the suspension to determine if the student will be allowed to return to school, and under what conditions.
 - 1) Parents will be asked to meet with the Executive Committee of the Board.
 - 2) The school fully expects that parents will involve their pastor in this situation.

B. In-School Suspension

1. Reasons for an In-School Suspension include, but are not limited to:
 - A fourth detention during a semester
 - Serious disregard for, or disobedience to school rules
 - Outright and purposeful disrespect for teachers or fellow students
 - Major classroom disruption
2. In-School Suspension procedures:
 - a. When assigned to In-School Suspension:
 - 1) Students report to the principal and are assigned a room to spend the day isolated from other students and school activities.
 - 2) Students are separated from other students during lunch.
 - 3) The student will do daily assignment/class work for the entire day.
 - 4) Grades will be given for work completed during In-School Suspension and no penalty will be given.
 - b. There will be no participation in any extra-curricular school activities until the student returns to regular classes.
 - c. Students will not participate in school sponsored after-school activities the day of the In-School Suspension.
 - d. Parents will be notified of the In-School Suspension and a written record of the disciplinary action will be filed in the student's permanent file.

C. Out-of-School Suspension

1. Reasons for an Out-of-School Suspension include, but are not limited to:
 - A fifth detention during one semester
 - The student has already served an In-School Suspension during the semester
 - Fighting
 - Possession of a weapon
 - Harassment
 - Threats
 - Major disobedience to school authority
 - Other unlawful activity, whether on or off campus
1. Out-of-School suspension procedures:
 - a. A student will be given, in writing, the charges and have the opportunity to explain the conduct. If the student denies the charge, a summary of the evidence will be made available to the student and parents.
 - b. A written record of the disciplinary action will be filed in the student's permanent file.
 - c. Parents will be notified of the Out-of-School Suspension.
 - d. A conference with the principal, student, parents and a school board member will be conducted before the student returns to school.
 - e. The student will complete daily assignment/class work, but the grade will include a late-work penalty.
 - f. There will be no participation in any school activities until the student returns to regular classes.
 - g. A student may be placed on Out-of-School Suspension if expulsion proceedings are to take place. The time limit in this case is ten days, by which time expulsion proceedings will have been carried out with due process.

D. Expulsion

1. The principal has the authority to recommend the expulsion of a student when:
 - Misbehavior is on-going and a student's continuation at school will be detrimental to the school, the student, or both.
 - A student brings a firearm to school. (According to federal law the student shall be expelled from school for at least one year unless the punishment is reduced for reasons justified by the particular circumstances of the incident.)
 - A student's removal is necessary to restore order or protect persons on school property.
 - A student engages in unlawful activity on or off school grounds if the unlawful activity is considered to be an interference with school purposes or an educational function.
 - A student engages in any unlawful activity during weekends and other school breaks.
2. When a student expulsion or removal is recommended by the principal, due process will be carried out through expulsion proceedings within one week of the principal's recommendation to expel.
 - a. Within one day of the recommendation for expulsion, the parents will be given a written notice of the reasons for the expulsion, and the date and time the expulsion panel will meet.
 - b. Proceedings will consist of a conference with the principal, two members of the Executive Committee of the School Board, one teacher not directly involved with the incident, the parent(s) and student, and any other pertinent individual.
 - c. The parents may invite one other pertinent individual to the conference with prior notification given to the principal within 24 hours of the scheduled meeting.
 - d. The expulsion proceeding panel (consisting of the principal, two Board members, one teacher) will make the final decision and inform the family within 24 hours of the meeting.
 - e. Failure by the parents to attend the scheduled conference will waive any further due process rights of the parents and student.
 - f. The parents have one week to make any appeal to the Executive Committee of the School Board.

ADDENDUM A

Indiana Code 20-33-8-8; P.L. 1-2005, Sec. 17, "In all matters relating to the discipline and conduct of students, school personnel is legally authorized to stand in the relation of parents to students of the school and may take disciplinary action necessary to promote student conduct that conforms with an orderly and effective educational system. Students must follow responsible directions of school personnel in all educational settings; and refrain from disruptive behavior that interferes with the educational environment."

IC 20-33-8-9; P.L. 1-2005, Sec. 17, "A teacher or other school staff member who has students under their charge may take any action that is reasonably necessary to carry out or to prevent an interference with an educational function that the individual supervises."



CHRISTIAN VALUES AND BEHAVIORAL EXPECTATIONS

Parents and child are requested to review the Christian Values and Behavioral Expectations policy, sign below, and return the signed form to school by August 15.

We, _____ and _____,
and
(Father's first name) (Mother's first name) (Last name)

_____, have read and accept the above Christian
Values (Name of child or children) Behavioral Expectations Policy.

(Father's Signature) (Date)

(Mother's Signature) (Date)

(Child's Signature – grades 4th through 8th) (Date)

HARASSMENT

Harassment (Board Policy: 4148.1)

It is the intent of the Board of School Trustees to provide its staff members and students with a safe spirit-filled environment, one that is free from offensive kinds of behavior. Conduct - whether intentional or unintentional - that subjects another person to unwanted attention, comments, or actions because of race, national origin, age, physical characteristics, or disability is not permitted. Instead, we expect all persons to treat each other with respect because they are created to reflect God himself.

We will not condone or allow harassment of others by teachers, administrators, support staff, students, or other persons both at school or at school events.

Any form of hostile action or comments or ridicule of others based on race, or physical characteristics, will be disciplined, including the possibility of employment termination or expulsion.

Any person who believes he or she has been subject to harassment should report it immediately to an appropriate superior. Students may report to a teacher, administrator, or counselor. Teachers should report an offense to their administrator, or if it is the administrator he or she is reporting, to the president of the school board. Each report will be given serious consideration and investigated appropriately.

Reports of harassment and subsequent investigations will be handled discreetly to avoid embarrassment of the person making the report or a person who may be unjustly accused.

Any person who is determined to have violated this policy will be subject to disciplinary action including the possibility of employment termination (for staff) or Lafayette Christian School's student discipline procedures (for students).

Any person who is found to have falsely accused another of violating this policy will be subject to disciplinary action as well.

Sexual Harassment (Board Policy: 4148.2)

It is the intent of the Board of School Trustees to provide its staff members and students with an environment that is free from any kind of sexual harassment. Conduct - whether intentional or unintentional - that subjects another to any form of sexual harassment, is strictly forbidden. We expect all persons to treat each other with respect because they are created to reflect God himself.

Sexual harassment includes:

- Making unwelcome sexual advances
- Engaging in improper physical contact
- Making unwelcome sexual comments
- Writing a note to someone else, either electronically or by hand, with contents that may be construed as sexual
- Using words (written or spoken), pictures, objects, gestures, or actions relating to sexual activity to create a sexually intimidating, hostile, or offensive learning environment.

Any person who believes he or she has been subject to sexual harassment should report it immediately to an appropriate superior. Students may report to a teacher, administrator, or counselor. Teachers should report an offense to their administrator, or if it is the administrator he or she is reporting, to the president of the school board. Each report will be given serious consideration and investigated appropriately.

Students may also report any form of sexual harassment to their parents if they feel more comfortable talking to their parents. Parents are to speak to a teacher or the administration as soon as possible.

Reports of sexual harassment and subsequent investigations will be handled discreetly to avoid embarrassment of the person making the report or a person who may be unjustly accused.

Any employee who is determined to have violated this policy will be subject to immediate employment termination. A student will be expelled from school.

Any person who is found to have falsely accused another of violating this policy will be subject to disciplinary action as well.

DRESS CODE

Why a dress code

In any academic setting appropriate clothing and appearance contribute to a healthy learning environment. Learning takes place best when students are dressed comfortably and appropriately and are free from visual distractions. But in a Christian school, the reasons for a dress code go beyond that and can be summed up in one word: RESPECT

Respect falls into three categories that are taught in the Scriptures.

1. RESPECT FOR GOD is vital. Our outward appearance is a reflection of our inward attitude. As Christians we seek to honor God with our bodies as they are the temple of the Holy Spirit (I Corinthians 6:19-20). One way we can do that is by intentionally dressing with modesty and moderation so as not to call undue attention to ourselves, but to allow the inner beauty which comes from God to be the attraction (I Peter 3:3-4).
2. RESPECT FOR OURSELVES grows as we more completely understand that we are made in the image of God (Genesis 1:27) and are his workmanship (Ephesians 2:10). Our attitudes toward our bodies and the way we dress must reflect our belief that they are the holy dwelling place of God Himself.
3. RESPECT FOR OTHERS means considering others more important than ourselves and looking out for their interests (Philippians 2:3,4). Part of a student's Christian education is learning the importance of modesty and his/her responsibility to live a life free of even a hint of impurity, be it in thought or in dress (Ephesians 5:3). Young Christian women need to be aware that the way they dress can cause a visually stimulated young man to stumble into sin (I Corinthians 10:32; I John 2:16). They can show respect by considering the sensibilities of young men and dressing in ways that honor them.

Dress Code

1. All clothing will be neat, clean, modest, in good repair, in good taste, and of appropriate size.
2. Shorts may be worn during the following months: August-October, April, and May. Shorts must be fingertip length but may not be nylon or mesh sports shorts. As students will be expected to go outside, parents are encouraged to pay attention to the weather forecast and to use discretion when allowing children to wear shorts in the late fall or early spring.
3. Capri's may be worn year round.
4. Skirts, dresses, and skorts must be knee-length or longer. However, skorts worn August-October, April, and May will be considered shorts and may be fingertip length during those months only.
5. Dresses, shirts/tops cannot be sleeveless, have spaghetti straps or large armholes. (See exceptions below)
6. Tops and blouses:
 - must be long enough to cover the midriff even when both arms are raised.

- must not show cleavage even when bending over.
 - must not be tight, form-fitting, or call attention to the midriff or bust line. A top/blouse is considered fitting appropriately if a 2-inch ball (such as a racquet ball) can be dropped all the way through the top/blouse.
 - must not be see-through, sheer, or opaque.
7. Sweatpants or warm-up pants are not allowed. (See exceptions below)
 8. Jeans and shorts cannot be frayed, holey, sagging, or cut-off. Boxers and biking shorts are not allowed.
 9. Students need to be able to run and play in their shoes without encumbrance or injury, and parents should use wisdom and discretion in choosing shoes for their children. Sandals are allowed only during these months: August-October, April, and May. Shower/beach flip flops and athletic sandals are not allowed.
 10. Athletic shoes are required for PE classes.
 11. These items are not permitted:
 - anti-Christian symbols, insignias, or writings
 - clothing that promotes alcohol, tobacco, controlled substances, or rock/pop music/musicians
 - clothing with suggestive, provocative, or sensual writing or pictures on it
 - tight-fitting tops, pants, skirts, shorts, jeans, or dresses
 - tattoos or body piercing
 - earrings or hair below the collar for boys
 - hair that impairs vision
 - hats or caps in the building
 12. It is necessary that students come prepared to dress appropriately for cold weather. Students will go outside for recesses except when it is raining, or the temperature falls below 10 degrees Fahrenheit, or the wind chill factor is less than 0 degrees.
 13. If it is determined that a student is inappropriately dressed, he/she will
 - be allowed to change immediately, or
 - wear alternative clothing provided by the school until (if possible) proper attire is brought from home
 14. Continual offenders may be assigned detentions.
 15. The administration will be the final word in evaluating and enforcing this dress code.
 16. Since it is impossible for the dress code to deal with every situation, follow this general principle:

If you have any doubt, don't wear it!

Grades K-4 exceptions to the dress code

The dress code is in effect for all grades with these exceptions for grades K-4:

1. Boys and girls may wear sleeveless tops, but not basketball jerseys, muscle shirts, or spaghetti straps.
2. Sweats or warm-ups are allowed.

MEDICATION POLICY AND PROCEDURES

STUDENT HEALTH

Lafayette Christian School will work cooperatively with local, county, and State health agencies to adhere to the State health codes for prevention, control, and containment of communicable diseases in the school. The health program of Lafayette Christian School is under the direction of the school administrator, the city health department school nurse(s), and a Board-designated school doctor. All school personnel will cooperate in this program (Policy 5140)

MINIMUM IMMUNIZATION

1. Minimum immunization recommendations for students enrolled in preschool and pre-kindergarten

- 4 Doses of diphtheria-acellular pertussis (DtaP), Diphtheria-tetanus-pertussis (DPT), pediatric diphtheria-tetanus vaccine (DT) or any combination of the three are required.
- 3 doses of either oral polio (OPV) or inactivated polio (IPV) vaccine in any combination.
- 1 doses of measles (rubella) vaccine on or after the first birthday.
- 1 doses of rubella (German Measles) vaccine on or after the first birthday.
- 1 does of mumps vaccine on or after the first birthday
- 3 Hepatitis B are required by 5th birthday.
- 1 dose of varidella (chicken pox) on after the first birthday OR parental history of disease.

2. Minimum immunization requirements for students enrolled in kindergarten through 8th

- 5 doses of diphtheria-tetanus-acellular pertussis (DtaP), diphtheria-tetanus-pertussis (DTP), pediatric diphtheria-tetanus vaccine (DT) or **3 doses are acceptable if the 3rd dose was administered on or after the 4th birthday**; (under 7 years of age).
- 4 doses of any combination of IPV or OPV by age 4-6, or **3 doses of all OPV or IPV are acceptable if the 3rd dose was administered on or after the 4th birthday.**
- 2 doses of measles (rubeola) vaccine on or after the first birthday.
- 1 doses of rubella (German Measles) vaccine on or after the first birthday.
- 2 doses of mumps vaccine on or after the first birthday.
- 3 doses of hepatitis B vaccine for all Kindergarten and Grade 1 students, and
- 1 dose of Varicella (Chickenpox) on or after the first birthday or record of disease. **Parental history of chickenpox disease is acceptable** as proof of immunity (no vaccine needed). A written statement from the parent/guardian indicating dates of disease and signed is all the documentation needed. Documentation by a physician is not necessary.

3. Required Educational material:

- All Grades: Meningococcal Disease Information
- HPV letter response form and FAQ Sheet. Completed response forms should be returned to the school office. The school will supply a summary of responses to ISDH.

4. Exemptions:

The Board of School Trustees has concluded that immunization provides proven protection to not only the child but also to anyone – immunized or not – who might be exposed to a non-immunized child with a communicable disease. None the less, the Board may exempt students from these health immunization requirements if the school receives a statement signed by a medical doctor explaining why the required immunizations(s) would be hazardous to the student's health. Such a written statement must be provided to Lafayette Christian School and retained in the student's file.

5. Documentation of Immunizations:

When a child enrolls in Lafayette Christian School for the first time or any subsequent time, his or her parents must show that he/she has been immunized or that medical objection to immunization has been filed. All children enrolled in Lafayette Christian School are subject to this requirement. Parents are required to provide Lafayette Christian School with complete immunization records prior to the beginning of the school year.

An immunization history may be documented in one of three ways:

- a. By a physician's certificate including the number and dates of doses administered.
- b. By records forwarded from another school corporation including the number and dates of doses administered.
- c. By a record maintained by the parent which shows the month and year when each dose was administered.

Documentation methods (a) and (b) are preferred; and (c) will be acceptable only under extenuating circumstances.

Documentation of immunization dates for measles, mumps, and rubella must include the month, day and year for kindergarten, first grade, second grade, and third grade students.

6. Children enrolling with less-than-the-minimum Requirements:

Children with a history of receiving less than the minimum required immunizations have a period of 20 calendar days in which to begin or resume their series. Students will not remain in school at the end of a granted waiver period unless they have:

- a. Completed all requirements, or
- b. Entered upon a specific schedule of immunization approved by a physician or the local health department, or
- c. Qualified for exemption as indicated in 5 above

No waiver may exceed 20 days in length.

7. Children Exempted from Minimum Requirements

The report of Immunization Status must include students with exemptions. Medical exemption does not relieve parents from the responsibility of reporting a record of immunizations, nor do they relieve schools from the responsibility of maintaining an immunization record for exempt students. In the event of an outbreak, each student's status must be immediately available. For their own protection, all non-immunized students, including exempted students may be excluded from school for the duration of the outbreak, at the discretion of the local Health Office.

USE OF MEDICATIONS - Policy

It is the policy of Lafayette Christian School (Policy 5140.4)

2. To not be responsible for the diagnosis and treatment of student illness.
3. That the administration of prescribed medication to a student during school hours will be permitted only
 - a. When failure to do so would jeopardize the health of the student.
 - i. If a student has a pervasive continuing medical condition that may be considered very serious or life threatening, a parental notification is required as is a medical alert bracelet or necklace.
 - b. The student would not be able to attend school if the medication were not made available during school hours
 - c. The child is disabled and requires medication to benefit from his/her educational program
4. To administer medication during school hours only (7:45 to 3:15). Medication will not be administered before or after school hours. This includes all school functions that take place before or after school.

For purposes of this policy, "medication" shall include

1. All medicines including those prescribed by a physician
2. Any non-prescribed (over-the-counter) drugs, preparations, and/or remedies

Before any prescribed medication may be administered to any student during school hours, Lafayette Christian School shall require

1. The written authorization from the child's physician
2. The written authorization of the parent
3. The prescription medication must be in its original container, labeled with the student's name and the exact dosage. At no time is the school to administer a dosage other than that authorized by the physician's prescription.

Before any non-prescription medication is administered to any student during school hours, Lafayette Christian School shall require

1. The written authorization of the parent
2. The authorization will include the exact dosage and time for administration
3. The non-prescription medication must be in its original container

Non-prescription medication exceptions are as follow:

1. The school will maintain a number of non-prescription medications for the occasional minor ache or discomfort. The list of medications is found in procedures 5140.4.
2. A child may be administered the above medications if written permission from the parent or guardian is on file or permission is given via a telephone conversation
3. Staff will report such medical administration in a timely manner to parents or guardians

Medication that is possessed by a school for administration during school hours, for students in grades K-8 may be released only to the student's parent or to an individual who is eighteen (18) years of age or older and who has been designated, in writing, by the student's parent to receive the medication.

LCS administrators, teachers, or other LCS employees designated by the LCS principal, who in good faith administers medication to a pupil, with the written permission of the pupil's parents or guardian, and in compliance with the written instructions of a physician which shall be on file with the school, is not liable for civil damages as a result of the administration, except for an act or omission amounting to gross negligence or willful and wanton misconduct.

The Principal shall prepare administrative guidelines to ensure the proper implementation of this policy.

USE OF MEDICATIONS – Administrative Guidelines

When necessary, students under a physician's care may receive medication at school during the school day. A member of the office staff may administer prescription medication, consistent with policy 5140.4

1. Receive written permission from the student's parent or guardian that authorizes school staff to administer the medication. Additionally, the written permission must include the following information:
 - The student's name, age and grade.
 - The name of the medication, dosage and time(s) to be administered.
 - Instructions for administering the medication.
2. The medication must be delivered to school in the original pharmacy container with the original label that identifies the following:
 - The name of the student.
 - The name of the medication, dosage and time(s) to be given.
 - The prescribing physician.
 - The date the medication was ordered.
3. A written order from the attending physician is required for on-going administration of medication for chronic conditions such as asthma or epilepsy.
4. Parents or guardians who request that school staff administer medications to their children are responsible for
 - Providing the appropriate written permission notes and medication information.
 - Notifying office staff, in writing, of any changes in the student's health or medication regimen.
 - Insuring delivery of the medication to the school office and retrieval of medication which has expired or is no longer appropriate.
5. Office personnel who administer medications are responsible to
 - Maintain records of written parent permission to administer medication and written orders of the physician.
 - Maintain a record of administration of medication.
 - Store medications in a secure area.
 - Inform appropriate school staff of medications taken by students.
 - Discard expired or unclaimed medications.
6. On a limited basis, office staff may administer non-prescription medications under the following conditions:
 - The medication is delivered to school in the original container
 - Written permission from the student's parent or guardian that authorizes office staff to administer the medication accompanies the medication. The note is to include the following information:
 - The student's name, age and grade
 - The name of the medication, dosage and time(s) to be administered
 - The reason for the medication
 - Instructions for administering the medication
 - Children's Advil and Tylenol, Pepto-Bismol, Tums and a throat spay will be purchased by the school and administered to our students under the following conditions:

- Written permission by a parent or guardian is on file giving the office staff permission to occasionally administer one or more of the above listed medication to their children when they complain of minor pains or discomforts. The office staff will contact parents via telephone within an hour of administering the medication
- The office staff receives verbal permission from a parent or guardian via telephone to administer one of the above medications
- Package dosage instructions will be strictly followed when medication is administered.



Parent/Guardian Medication Consent Form

Full name of child _____

Grade _____ Date of Birth _____

Name of doctor ordering medication _____

Phone number of doctor ordering medication _____

Address of doctor ordering medication _____

Name of medication _____

Hour it is to be given _____

How it is to be given _____

Reason for medication _____

I hereby give my permission to the office staff of Lafayette Christian School to give the medication to my child according to the written instructions of the doctor. I hereby also agree to give my permission to the school's office staff to contact my child's doctor if any questions about administering the medication arise.

I further agree to hold Lafayette Christian School and its office staff, who are administering the medication, harmless in any or all claims arising from the administration of this medication at school.

I agree to notify the office staff at the termination of this request or when any change in the above orders is necessary.

Signature of Parent/Legal Guardian

Date



Date _____

Dear Doctor _____

We have been informed that the below-mentioned child, a patient of yours, is required to take medication during school hours.

Name of Child: _____

Address: _____

Birth Date: _____

Grade: _____

May we ask your cooperation in reviewing the need for medication during school hours for this child, and if you decide it is essential please record the name of the drug, the dose, and any other instructions which are necessary.

Your signature authorizing the giving of this drug by school personnel is essential.

Sincerely,

Abe Vreeke
Principal

Name of Drug: _____

Dose to be given: _____

Doctor's Signature

Date



Permission to administer one or more of the following medications

**Children's Advil
Children's Tylenol
Pepto-Bismol
Tums
Generic throat spray**

I hereby give my permission to the office staff of Lafayette Christian School to give one or more of the above listed medications to

Child's Name: _____

Grade: _____

without first contacting me. It is understood that the office staff will inform me via telephone within an hour of my child receiving one of the above medications. I can be reached at the

following numbers: Cell _____, Work _____, Other _____

I further agree to hold Lafayette Christian School and its office staff, who are administering the medication, harmless in any or all claims arising from the administration of this medication at school.

I agree to notify the office staff at the termination of this request.

Signature of Parent/Legal Guardian

Date

ATTENDANCE AND TARDY

ATTENDANCE POLICY

Class attendance is expected and necessary to ensure all students receive the maximum benefit from their Lafayette Christian School education.

Definitions

Absences are considered to be either excused or unexcused.

Excuse Absence

An excused absence is one that the principal determines meets the following qualifications:

- a. Quarantine due to exposure to contagious diseases
- b. Personal illness requiring a doctor's care
- c. Family illness/emergencies
- d. Death of a member of the immediate family
- e. Medical or dental appointments that cannot be scheduled outside of the school hours
- f. Family pre-arranged absences such as a family trip or vacation. (A maximum of 5 days per year of family pre-arranged absences will be considered excused absences.)

When the absence is considered excused, students will be given the opportunity to make up homework and take tests or quizzes that were missed on the day of the excused absence.

Unexcused Absence

An unexcused absence is one which does not meet any of the qualifications listed above and may involve the following situations:

- a. In-school and out-of-school suspensions
- b. An unexcused tardy that is longer than one hour will be considered a half day unexcused absence.

Students will receive no credit for tests, quizzes and homework assignments due during the time of the unexcused absence.

State Truancy Policy

LCS is required to follow the state's truancy policy, which states: "A truant is defined as a student who is willfully absent from school when there is an attempt to evade the Indiana Compulsory Attendance Law. A 'habitual truant' is a student who is truant three times during any semester or five times during any school year. (Indiana Code 20-8. 1-3-17) According to Indiana Code 20-8.1-3-33 it is unlawful for a parent to fail to ensure that his or her child attends school as required. Truancy is an unexcused absence. Students are encouraged to complete work missed, but students will not receive academic credit for daily work missed due to truancy." If the principal determines the absences to be truancy, the attendance officer in the school district where the student resides will be notified.

Procedures

Parents are to notify the school authorities as early as possible (school opens at 7:45 a.m.) on the day of the student's absence. (Parents may leave a message on our telephone about an absence. They do not need to wait until the school office opens.) In cases where the student and parents are aware of the absence for a pre-planned event, written notification should be made to the principal prior to the absence. The reason for any student absence must be provided by the parent in writing, via phone call, or by voice mail prior to the beginning of the next school day. In case of a repeated or extended medical absence parents may be asked to provide a note from the student's doctor. Students who are absent from school (whether excused or unexcused) are not allowed to participate in after school or evening school sponsored activities on the day of the absence.

In order to qualify for grade promotion, a student must meet all academic requirements **and** be present at school or in class 90% of the enrollment days. If a student, for example, is enrolled for the full school year, he or she must attend at least 162 days. If a student has attended less than 162 days the school's Education Committee will review the special circumstances causing the student to miss more than 18 days and will determine whether a student will be promoted or will repeat a grade and, if promoted, whether specific extra work must first be completed.

The student and parent will be contacted each semester if the student's attendance pattern indicates a risk of not meeting the school's attendance requirements. If a student is absent from school 9 days during a semester, the student and parent will be required to attend a conference with the administration.

TARDY POLICY

It is important for children and parents to learn the courtesy and benefits of being prompt/on time, whether that be to school, to class, in from recess, or when meeting each other after school. The intent of this policy is to avoid disruption, conflict, accusations, and/or penalties.

However, recognizing human nature and "unavoidable delays", there is some degree of tolerance Four tardies are permitted before penalties are handed out. This policy will apply more strictly in the upper grades (3-8) unless there is an on-going problem at the early elementary grades.

1. Students are expected to be at school and in their assigned seats or location by 8:00 a.m. They will be considered tardy if they are not where they are supposed to be at the sounding of the tone.
2. Students will be permitted four (4) tardies for all classes per nine-week marking period. And these tardies will not carry forward to the next marking period. This should alleviate most problem cases.
3. If students accumulate more than four (4) tardies teachers will provide some corrective measures.
4. If a "tardy pattern" develops, a meeting will be called by the administration with the parents, child, and a member of the Education Committee, in an attempt to correct this nuisance and to provide adequate encouragement to the student to work toward a healthier on-time record.

LAFAYETTE CHRISTIAN SCHOOL
PLANNED ABSENCE FORM

Being a student takes full-time commitment and every student is expected to be in school when it is in session. We realize that there may be times when students will be absent from school when he or she is sick, when there is serious illness or death in the immediate family, and when there are medical and dental appointments, which cannot be scheduled before or after school. The rules are:

1. This form should be submitted by parents, and approved by the administration prior to the absence if possible.
 2. The appropriate teachers, indicating what work or tests will be missed, should sign this form.
 3. All homework and tests should be made up within 3 days of the student's return to class.
 4. Family vacations will be limited to a maximum of 5 days and are considered unexcused.
 5. Teachers are not required to give specific assignments or make-up work after 5 unexcused absences
 6. Planned absences are not allowed during the week of exams
-

PARENT'S REQUEST

Student's Name _____

Date(s) of Absence _____

Reason for Absence _____

(Parent's Signature)

(Date)

TEACHER ASSESSEMENT

In consideration of the student's current progress in school and the curricular materials, which will be covered during this time period, my assessment of granting this absence is:

(Teacher's Signature) (Date)

(Teacher's Signature) (Date)

(Teacher's Signature) (Date)

ADMINISTRATIVE ACTION

This planned absence is _____excused, _____unexcused for the requested date(s)

(Principal's Signature)

(Date)

Comments: _____

(Approved by Ed. Committee 1/88, Revised 3/94, 9/96, 9/97, 11/00)

EXTRACURRICULAR ACTIVITIES

Extracurricular activities are designed to offer a wide range of opportunities to reinforce and apply what is learned in the classroom, to enhance social contacts, and to expose students to areas that may not be taught directly in the classroom. Students are encouraged to become involved in their areas of special interest. There are a variety of opportunities in which to participate, including the following:

STUDENT LEADERSHIP COUNCIL

Members are nominated by the junior high staff and elected from grades 7-8. Leadership skills are developed through the planning of social and service projects and activities that promote the Kingdom of Christ at LCS. The Council provides leadership in developing Christian attitudes and practices.

SPELL BOWL TEAM

Students in grades 6 – 8 may participate in the LCS Spell Bowl Team after a qualifying quiz. The team competes in state-sponsored competitions and a Christian School meet.

LAFAYETTE AREA CHRISTIAN SCHOOLS SPELLING BEE

Selected students from grades 4 to 8 participate in the annual Lafayette Area Christian Schools Spelling Bee. This event is normally held in February.

LAFAYETTE AREA CHRISTIAN SCHOOLS MATH CONTEST

Selected students from grades 3 to 8 participate in the annual Lafayette Area Christian Schools Math Contest. This event is normally held at LCS in January.

FIELD DAY

In the spring, students in grades K-4 practice for and participate in running, throwing, and jumping events.

TRACK MEET

In May of each year the 5th through 8th grade compete against St. James Lutheran School in a day-long track meet held at Jefferson High School.

FIELD TRIPS

Policy

It is the policy of the Board of School Trustees that student field trips of significant educational value, approved by the principal, shall be encouraged and student trips of significant recreational value, approved by the principal, shall be permitted under rules established by the principal, staff and education committee. Such rules shall include provision for safety of students and/or legal liabilities to the school and accompanying personnel.

Teachers will

- make all necessary contacts and arrangements with the organization the class plans to visit.
- complete a Field Trip Request Form (see Form 6153) and obtain principal's approval prior to notifying children and parents about the field trip.
- after principal's approval, inform all parents about upcoming field trips at least two school days before the field trip takes place. This must include detailed information about the purpose, the destination, the dates and times of the field trip.
- ask parents to volunteer to drive on a field trip. If there are more volunteers than needed drivers, teacher will select needed drivers on a rotating basis.
- provide a Field Trip Driver's Form and Rules (Form 6153.1) to all volunteer drivers at least a week before a scheduled field trip. Volunteers will return completed form before leaving on the field trip.

- give to each volunteer driver the Field Trip Release Cards (Form 6153.2) for each student who will be traveling in the volunteer driver's vehicle.
- provide each volunteer driver with a schedule of events and a two or three sentence written description of the educational objectives of the field trip.
- provide written directions and/or a map to the destination with a written itinerary including any planned stops.
- assign students to respective vehicles.

Students

- must obey the instructions of the volunteer driver when in a vehicle.
- may not take electronic devices such as I-pods, DVD players, electronic games and cell phones. Drivers of each vehicle, or an adult chaperone accompanying the vehicle, will have a cell phone.

Transportation for Field Trips

Field trips are a vital part of the educational process. If buses are not available, it is the school's policy to use qualified parent volunteer drivers for field trips. School sponsored field trips should be a safe, positive experience for both students and volunteer drivers. Qualifications to serve in this capacity are found in the rules for this policy established by the principal, staff and education committee.

1. The LCS teacher(s) and the school are ultimately responsible for the field trip and the students. The driver/chaperone is responsible to assist the teacher as is appropriate, and to follow the policies and rules of LCS.
2. Each driver is to have an itinerary with printed directions to the destination.
3. Individual student Field Trip Release Cards are to be carried in each vehicle. This form includes student medical information, emergency contacts, and medical insurance information. (see Form 6153.2)
4. Volunteer drivers must
 - sign an LCS Field Trip Driver Form and Rules. (see Form 6153.1)
 - have a current vehicle driver's license.
 - have current vehicles insurance coverage.
 - obey all traffic laws including speed limits.
 - not be under the influence of alcohol or prescription drugs that may alter the ability to drive a vehicle.
 - not smoke in the vehicle or during the field trip.
 - make sure each student uses a seat belt and, because of weight and size regulations, a student might need to use a child safety seat or booster seat.
 - have a cell phone in vehicle.
 - only follow the route as mapped out by the teacher.
 - not take along siblings or other children.
 - not take along adults who are not designated by the teacher as drivers or chaperones.
 - not make changes to student vehicle assignments once assigned by the teacher.
 - not play DVD's.
 - only play Christian radio or Christian CD music. If there is some doubt, get teacher's permission or do not play.
 - not stop at a fast food restaurant or store in order to treat the student in his/her vehicle. Teachers must approve any stops for treats and all students in all vehicles must be equally "treated".
 - not provide snack or drinks in their vehicles. This is for both the safety of the students and to make sure vehicles remain relatively clean.

ATHLETICS

Team Expectations

Competitive interscholastic athletics is an important part of Lafayette Christian's extracurricular offerings. Membership on a team is open, but participation should be viewed as a privilege. No student shall claim the right to participate as being inherent to his or her position as a student. Coaches are instructed that all active members of a team have the opportunity to participate on a regular basis.

Although a winning season is a reasonable goal, the greater concern is keeping a proper perspective and practicing sportsmanship, win or lose. The role of competition is to help players achieve certain goals. Competition is to help the members of both teams to develop the skills, discipline, character, and qualities consistent with a maturing Christian.

Eligibility

Students may participate in inter-scholastic competition if they meet the academic, attitudinal, and physical requirements.

- a. A student must maintain at least a 2.0 average (C) with no F's on the 9-week (term) marking period to be eligible for participation in the athletic program (practice or games). 9-week term grades will determine eligibility, not semester or exam grades.
- b. Eligibility will not be reinstated until the day report cards are officially handed out.
- c. The principal and athletic director will review report cards and notify parents, students, and coaches when a student becomes ineligible due to grades.
- d. An "F" at the end of the last marking period does carry over to the beginning of the next year.
- e. The same policy applies to Spirit Squad members and transfer students.

Sport Physical

A sport physical is required of all students participating in interscholastic sports because of the strenuous and demanding activity that may be involved. This sports physical is not intended to take the place of a complete medical examination.

Interscholastic Activities

- **VOLLEYBALL** (grades 5-8) Two girls' teams play other area schools.
- **BASKETBALL** (grades 5-8) The number of regularly scheduled games for 7th and 8th graders does not exceed 12, although allowance may be made for tournament games. The number of games scheduled for grades 5-6 does not exceed 8.
- **TRACK** (grades 5-8) Boys and girls each compete on an intramural basis as well as participating in one major track meet with other schools.
- **CROSS-COUNTRY** (grades 5-8) Students will participate in two or three local track meets.
- **SOCCER** (grades 4-8) Several soccer matches will be scheduled by the athletic director.

In the event that individual class sizes cannot field an adequate number of students to form a team, then the classes can be combined to form a 5th/6th or 7th/8th grade team. Team members may only play for a higher grade team. Example: A 7th grader may not play for the 5th/6th grade team, but a 6th grader may play for the 7th/8th grade team.

4th graders may be added to the 5th/6th grade team if necessary to have enough to create a team. They would be expected to maintain the same eligibility requirements as the higher grades.

Teams should attempt to have at least 8 players to comprise a team. The coach may elect to participate with a lesser number, but may elect to cancel the season if an adequate number of team members are not attained.

Lafayette Christian School Athletics

Code of Conduct

As in everything we do, we expect LCS athletic programs to allow students to develop spiritually. Furthermore, we expect the athletic and other extracurricular activities at LCS to demonstrate clear Christ-like behavior.

Why do we offer athletic activities for LCS students?

- give students an opportunity to compete
- provide opportunities for Christian role models, relationships, and friendships
- promote the values of teamwork
- establish discipline
- provide an avenue for conditioning and physical fitness
- teach time management skills
- character development
- obedience
- sacrifice

We have outlined below the expectations for behavior of all individuals involved in LCS athletic programs. This includes our student athletes, coaches, parents, and spectators. It is our desire to provide a positive Christian example in practice and during athletic events.

Coaches

First and foremost, we expect our coaches to be positive Christian role models. The coach should always treat players, other coaches, parents, administration, athletic officials and anyone else involved with respect. Unfortunately, there may be situations where a coach will feel disrespected or misunderstood. How a coach handles these situations might be the greatest lesson of all for our student athletes. How a coach handles what they believe to be poor officiating is a great opportunity for character development among our athletes. Complaining about the officiating is unacceptable under all circumstances. A coach should be a reflection of what we expect from our players in regard to how we treat others.

Secondly, we ask coaches to teach fundamentals and develop strategies that would allow the team to be competitive. It is important to develop a team with good chemistry. Every member of the team should feel they are a part of the team no matter what their role or skill level. Doing one's best is what is important at the end of the day. A scoreboard will have nothing to do with how successful our team is.

Finally, there may be times when it can be challenging to manage and provide playing time for all student athletes. At the 5th and 6th grade levels, all players should get ample playing time. This is assuming that players are showing up for practices, respecting their coach, having the proper attitude, and are doing their best. Playing time for 7th and 8th grade students may be more dependent upon skill level. If the coach has any issues with a player, it should be communicated in a timely and respectable manner to the player, and if necessary, the player's parents.

Players

Attitude is everything. Being a part of a team is a privilege. Players should have the attitude that the team is bigger than themselves. Poor sportsmanship will never be tolerated. Players should never complain about the officials. Disrespecting other players (on their own or the opponents' team) will not be tolerated. Players should not feel entitled to playing time. This is the coach's responsibility to manage. As discussed above, decisions on playing time will be based on attitude, effort, and in the case of the higher grades, skill level.

Parents

Parents play a key role in this process, not only by their behavior at sporting events, but also in how they support these beliefs at home. Parents and other spectators at athletic events are expected to show good sportsmanship. We should strive for our “fan base” to promote sportsmanship and to exhibit Christ-like behavior. This will have a lasting impact on our young student athletes. Please keep in mind the influence we have not only on our youth, but also on others in the stands, who may or may not know Christ.

In the event that a parent is unhappy with a situation or would like to discuss an issue, we ask that the following line of communication be followed. Parents should first talk to the coach, then the Athletic Director, and finally the Principal.

We ask that, at the beginning of each season, all players, coaches, and parents review the Code of Conduct and sign below. One copy per family will suffice. Signed copies will be maintained on file by the Athletic Director.

_____	_____
_____	_____