



# **Lafayette Christian School**

*Excellence in Education Centered in Christ*

## Student-Parent School Handbook

**525 North 26<sup>th</sup> Street  
Lafayette, IN 47904  
765-447-3052  
Fax: 765-448-1850**

**Email: [info@lafayettechristian.org](mailto:info@lafayettechristian.org)  
Web: [www.lafayettechristian.org](http://www.lafayettechristian.org)**

**2019-2020**

**LAFAYETTE CHRISTIAN SCHOOL**  
**Parent-Student Handbook**  
**Index**

<b>Directory</b>	3
<b>Foundational Statements: Mission, Philosophy, Goals</b>	4
<b>School Governance</b>	7
<b>Admissions &amp; Enrollment</b>	7
<b>Tuition</b>	10
<b>Academics</b>	12
<b>Student Assessment</b>	14
<b>Confidentiality of Information</b>	15
<b>School-Parent Communication</b>	17
<b>Special School Events &amp; Support Groups</b>	18
<b>Handling of School Funds</b>	20
<b>Equipment &amp; Facilities</b>	21
<b>Lunch Procedures</b>	22
<b>Visitors in the School</b>	23
<b>Safety</b>	23
<b>School Closings &amp; Delays</b>	26
<b>Student Computer Use</b>	26
<b>Student Behavior &amp; Discipline</b>	27
<b>Student Dress Code</b>	33
<b>Harassment Policies</b>	34
<b>Video Surveillance</b>	35
<b>Student Health Policy &amp; Guidelines</b>	36
<b>Student Use of Medications</b>	38
<b>Student Attendance &amp; Tardy Policies</b>	40
<b>Planned Absence Form</b>	42
<b>Extracurricular Activities</b>	43
<b>Field Trip Policy &amp; Guidelines</b>	44
<b>LCS Athletics Policy &amp; Guidelines</b>	46
<b>Athletics Student Participation Required Forms</b>	48
<b>School Volunteer Policy</b>	50
<b>Volunteer Limited Background Check Form</b>	51
<b>Electronic Device Security</b>	52
<b>LCS Logo Use</b>	53
<b>School Safety Plan and Procedures</b>	55

## **2019-2020 DIRECTORY**

Interim Principal: Mr. Abe Vreeke  
Director of Advancement: Mrs. Jennifer White  
Office Manager: Mrs. Janet Fisher  
Secretary: Mrs. Jennifer Sanchez  
Accountant: Mrs. Janet Mann  
Preschool & Pre-K Director & Teacher: Mrs. Dana Stephan  
Preschool & Pre-K Teacher: Mrs. Sue Wetzel  
Kindergarten: Mrs. Bridget Winger (3-day) & Mrs. Kayla Del Valley (5-day)  
1<sup>st</sup> Grade: Mrs. Tina Eversman & Mr. Kevin Sanson  
2<sup>nd</sup> Grade: Mrs. Kim Plantenga & Mrs. Beth Carlson  
3<sup>rd</sup> Grade: Mrs. Cathy Posas  
4<sup>th</sup> Grade: Mrs. Cindy Freudenthal & Mrs. Lisa Vanderkleed  
5<sup>th</sup> Grade: Mrs. Sarah Bollock & Mrs. Stephanie Graves  
6<sup>th</sup> Grade Homeroom & MS Science: Mrs. Laura O'Shaughnessey  
7<sup>th</sup> Grade Homeroom & MS Math: Mrs. Trudie Gruber  
8<sup>th</sup> Grade Homeroom & MS Social Studies: Mrs. Emily Vanderwall  
MS Language Arts: Mrs. Judi Buchman  
MS LA Aide & Band/Choir Alternative: Mrs. Shauna Schenke  
MS Math (part-time): Mr. Mike Mendez  
Resource: Mrs. Karla Eiler & Mrs. Ann Schmidt  
P.E. & Athletic Director: Miss Megan Doorn  
Music: Mrs. Leslie Sutton  
Art: Mrs. Lynn Mastey  
Library: Mrs. Jane Bennett  
ELS Coordinator: Mrs. Trinette Dommer  
Maintenance: Mr. Lane Rupp  
G.L.A.S.S. Liaison: Mrs. Patty Siener

## **BOARD OF TRUSTEES**

Mr. Dan Bollock, President  
Mr. Mark DeYoung, Vice President  
Mr. Paul Van Dokkenburg, Treasurer & Finance Committee Chair  
Mrs. Heather Blankenship, Secretary & Advancement Committee Chair  
Mr. Brett Winger, Tuition Chair & Building/Grounds Committee Chair  
Dr. Mitch Tuinstra  
Mr. Wes Edgar, Safety Committee Chair  
Mr. Randy Bergsma, Athletic Committee Chair  
Mrs. Katrina Elliott, Education Committee Chair  
Mrs. Sarah Int Veld

*It is the policy of the Board of School Trustees that no child shall be denied admission to the Lafayette Christian School because of race, color, or national origin and that all policies will be carried out that discriminates based on race, color, or national origin.*

## **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 in the beginning. Parents accept the call to joyfully obey God's command - that dedicated Christian teachers educate their children, and that their children 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

- 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.
- 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.
- To assist these young people in the development of their personal set of moral and spiritual values which are rooted in God's Word.
- 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.
- 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

### *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.

### *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.

### *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. The Creator's intent for human sexuality finds its fulfillment between a man and a woman within the bond of the marriage covenant. To experience the fullness of God's loving intent in human sexuality, sexual experience is intended to be celebrated between a man and a woman within that covenant union.

### *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.

### *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.

### *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.

### *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 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 OF TRUSTEES**

The LCS Board of Trustees is made up of 10 members. All are elected by the Society and are required to be a member of the Society. At least 51% are required 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**

Seven standing sub-committees recommend policies and procedures to the Board. The committees are Athletics, Building and Grounds, Advancement, Education, Finance, and Safety. 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.

There is a \$40 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 \$150 per family is required when new families apply for admissions. It will be refunded if the family is denied admission.

## **SCHOOL AGE ENTRANCE REQUIREMENTS**

### *AGE REQUIREMENTS FOR KINDERGARTEN ADMISSION / ENROLLMENT LCS Policy 5112*

It is the policy of Lafayette Christian School to adhere to the Indiana Department of Education requirements for age requirements for entrance into kindergarten.

Current Requirements I.C. 20-33-2-7 (November, 2012)

- Children who will be five years old on or before August 1 may enroll in kindergarten of that same year.
- Children who will be four years old on or before August 1 may enroll in the pre-kindergarten class of that same year.
- Children who will be three years old on or before August 1 may enroll in the preschool of that same year.

Parents may appeal for early entrance into school if the birth date of the child falls within one month of the August 1 entrance age requirement, if the child's social, emotional, and physical maturity and readiness level warrants early entrance, and if the school has classroom space for the student.

When a parent has made application for their child from an out-of-state or a private kindergarten program and does not meet the Indiana age-eligibility requirements, that child should be accepted into the kindergarten program. Continuity of services, rather than age requirements, should be the strongest consideration.

### *Appeals Process and Assessment*

The student must be appropriately assessed for level of readiness by LCS Kindergarten faculty and other qualified persons to include:

- Academic areas of English/Language Arts and Mathematics as assessed by LCS teacher. The student must show ability level appropriate for the grade level.
- Functional areas: physical, personal care and social-emotional skills (assessed by LCS Kindergarten teacher, past teacher, and parent).
- Observational rating lists, classroom curricular assessments, and observational data may be examples of such assessment tools.

## **SCHOOL AND FAMILY PARTNERSHIP**

Parents agree that they are enrolling their children in Lafayette Christian School primarily because of an earnest desire that their children receive Christ-centered academic training. Education is given in a manner consistent with the stated beliefs, philosophy, and purposes of Lafayette Christian School. Families agree to support Lafayette Christian School in its efforts to provide education that is distinctly Christian.

The fundamental unity of the home and school will be upheld in this goal of collaboratively educating children. The personal conduct of all students must conform to the standards of the school. If a disagreement exists, an opportunity to discuss such matters within the following line of communication will be adhered to - the teacher first, administration second, and the school board last.

Admission and enrollment is subject to the governing authorities of Lafayette Christian School who reserve the right to reject any student. 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. The family accepts 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.

By signing the LCS enrollment form, the parent indicates agreement -

- To fulfill all financial obligations to LCS for tuition and other costs.

- To fully support the LCS board and staff in implementing Christian education through the mission, policies, and philosophy of LCS.
- To continue as a family to be an active member in a local church.
- That they understand there is a process whereby complaints may be filed and reviewed with the understanding that failure to comply with the identified policies and procedures may result in a student being dismissed from school at the discretion of the Board of Trustees of Lafayette Christian School.
- To fully support the LCS Board and staff in fulfilling their obligations as identified in the Board Policy Manual, the Parent-Student Handbook, and the LCS educational goals and philosophy.
- To understand that the personal conduct of students and parents must conform to Lafayette Christian School's stated Basic Beliefs and Parent-Student Handbook.
- If disagreement exists, they will have the opportunity to discuss such matters with the faculty, administration, and school Board.
- To understand that conduct of student or parents outside of school guidelines may result in disciplinary procedures or expulsion.
- That they agree to communicate and work together within the boundaries of Matthew 18:15-22.
- They agree to withhold from speaking and discussing issues that are confidential in nature, based on hearsay or speculation to assist us in maintaining a Christian community for all.

## **STUDENT PLACEMENT OF NEW STUDENTS**

Based on prior and anticipated performance, and assuming that personal student records are accurate and complete; students are placed in the appropriate grade by the principal of the school.

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.

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.

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.

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.

## **STUDENT ENROLLMENT**

Enrollment for the following academic year takes place in the second semester. There is a \$150 per family enrollment fee if paid by the due date set. The enrollment fee may increase if not received by the due date. It is understood that all past-due tuition will be paid before enrollment will be finalized for the following school year.

### *LAFAYETTE CHRISTIAN SCHOOL PARENTAL RELATIONSHIPS POLICY      LCS Policy 5111.31*

Because human beings are created in the image of God their Creator, we affirm that all humans, male and female, have inestimable value and must be treated with dignity and respect. As a community that seeks to be an authentic biblical community, LCS is committed to addressing all issues of human sexuality with grace and truth.

The Creator's intent for human sexuality finds its fulfillment between a man and a woman within the bond of the marriage covenant. To experience the fullness of God's loving intent in human sexuality, sexual experience is intended to be celebrated between a man and a woman within that covenant union.

(Genesis 2:22-24)

Same gender and heterosexual lust is a condition contrary to God's created order which reveals the brokenness of our sinful world and the effects of sin on God's perfect intent for human sexuality. (1 Corinthians 6:18-20)

Heterosexual practice outside the covenant of marriage and all homosexual practice is incompatible with the will of God as revealed in Scripture and is sin demanding confession and repentance. (Romans 1:26-27)

Our sure and certain hope is that those who violate God's perfect will for human sexuality, whether heterosexual or homosexual, can find grace, forgiveness, and restoration through Christ.

#### *ADMISSION AND ENROLLMENT, PARENTAL RELATIONSHIPS*

At least one parent/guardian must have a clear testimony of personal faith in Jesus Christ as Savior and Lord, must be a member or regularly worshipping in a local Christian church, and must not be participating in practices that would be considered illegal or considered by the school as immoral or inconsistent with a positive Christian lifestyle, such as cohabitating without marriage or in a non-heterosexual relationship.

If, after admission and enrollment, the family unit changes to include a same-sex partner relationship, the child will be permitted to remain enrolled under certain conditions. A family that disregards biblical norms by advocating an immoral lifestyle will be dismissed from the school. Such a dismissal would occur only after a resolution process\* was implemented to resolve the situation.

\*Resolution Process may include:

- A meeting to be scheduled and conducted with principal and board representative with written documentation to all parties,
- Guidelines presented with timeline for adequate remedy to the situation,
- Resolution will result in either removal from LCS or remedy to the home situation that meets the above admissions and enrollment policy.

Board Approval: 5/20/2013

## **TUITION**

### **TUITION PAYMENT POLICY**

There are three (3) options for payment:

- Annual payment due on July 20.
- Semi-annual payment – the first payment is due on July 20, and the second payment is due on January 20.
- 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.

### *LCS DELINQUENT TUITION POLICY*

*Board Policy: 3245*

It is the policy of the Board of School Trustees that if a family's tuition is unpaid for more than 2 months or the amount unpaid is greater than \$1,000 then:

The Board requires a meeting be set up with the family and 2 Board members to discuss the issue and to determine a resolution. The meeting must take place within 2 weeks from the time the family is contacted. If no action is taken on the resolution within the timeframe outlined in the meeting then:

- The school may withhold grades, transcripts and student records, and/or deny participation in any school activities until all financial obligations are met.
- The school reserves the right to deny continued enrollment to that family's children.

If the family withdraws the child(ren) from the school, they will be responsible to pay the full tuition through the date of withdrawal. Registration and band fees are non-refundable.

Revision: January 2011

### *EDUCATION GRANTS*

*Board Policy: 3246.3*

It is the policy of the Board of Trustees to provide Education Grants, typically not to exceed 40% of tuition, to qualifying families. Applications for Education Grants are to be completed and submitted to the school business office at the time of enrollment. When applying for an Education Grant, families are to include a copy of their most recent 1040, with appropriate schedules that reflect either profit or loss, along with the Education Grant Application Form. All families that turned in an application will be notified by June 1 if they qualified and the amount of the Educational Grants.

The Board of Trustees reserves the right to provide additional Education Grants after the June 1 date for first time families, special circumstances, or a life changing event.

Revised: 1/24/12

### *MULTI-CHILD TUITION GRANT*

*Board Policy: 3246.4*

It is the policy of the Board of Trustees to grant all families with three or more children enrolled in LCS grades K-8 the following Multi-Child Grant to be deducted from the family's total full tuition.

- 3 children – 10% grant
- 4 or more children – 25% grant

The Multi-Child Grant is applied first before any additional grant is applied.

Revised: 1/24/12

### **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.

Visit <https://www.lafayettechristian.org/parents/scrip.cfm> to learn more.

## **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: 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.

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.

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 as they learn and gain a better understanding of God's plan and what to do to counteract the forces of sin and evil.

### **CURRICULAR COURSES**

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, introduction to 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 research skills and knowledge.

### **MEETING STUDENT LEARNING NEEDS**

LCS receives support services through the Greater Lafayette Area Special Services (GLASS), and may seek assistance for testing/counseling at Purdue University or other qualified groups. GLASS assists LCS in determining the learning needs of individual students through testing, after which they develop an Individual Education Plan (IEP), and conducts case conferences with teachers and parents. Parental agreement and involvement are required by GLASS to offer these services to students. The principal officially submits GLASS referrals.

An Individual Education Plan (IEP) will be developed for students who need extra help in specific subject areas in conjunction with a GLASS conference. Teachers will consult with parents, our resource teacher, and possibly the director of the ELS program.

If the GLASS determination does not warrant a IEP, the Section 504 Referral process will be started at LCS. If appropriate, a Section 504 plan will be developed and outline possible curriculum and testing modifications. It will also outline classroom and resource strategies that might also include enrollment in the ELS program.

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. E.L.S. is available as a screening and placement tool. There is a fee schedule for this service.

## **ACADEMIC STANDARDIZED TESTING**

- The ILEARN test will be administered each spring, 3rd through 8th grade. These tests assess our students' achievement levels of state standards in English/language arts and math as well as science and social studies at certain grade levels
- AimsWeb Plus assessments are done as formative assessments in Reading and Math. These tests provide direction to classroom instruction on a class and on an individual student basis.

The Greater Lafayette Area Special Services (GLASS) assists LCS in determining educational interventions for individual students through testing, developing IEP's (ISP's) and conducting case conferences with teachers of special needs students. Parental agreement and involvement are required by GLASS to offer these services to students. Speech therapy and occupational therapy may also be provided through GLASS.

Essential Learning Systems – Testing is required for students who wish to enter the ELS program at LCS. Students must have a recommendation from the parent and teacher.

## **CLASS SIZE**

In order to provide quality education that is within the school's resources, the Principal and Education Committee will consider class size and class make-up socially, emotionally, and academically in regard to adding a teacher aide, utilizing an alternative flexible class structure, division of the class, or closing enrollment for a class. The Principal will consult with the teacher(s) involved and the Education Committee and consider the most appropriate course of action. The Education Committee will make a recommendation to the Board to act on the proposed recommendation. 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           |
| Third:  | students transferring from other Christian schools |
| Fourth: | all others making application to this school       |

## **CLASS REQUESTS**

Parents may request consideration for a specific class. The request must be in writing to the principal and refer to the listed criteria below in the reasons for requesting a specific class. The request must be received by May 1.

The principal will produce class lists after consulting with teachers and considering parental requests. Students will receive notification of their class assignment through teacher welcome letters sent to individual students prior to the start of school. Any changes to the class list will require administrative approval. Student identifiable information will be kept confidential.

Criteria for class assignment:

- Gender balance
- Academic ability balance
- Social maturity balance

## STUDENT ASSESSMENT

### REPORT CARDS

The Report Card is an assessment and evaluation tool used to give the student and parent a picture of student progress toward academic and behavioral goals. The grades and comments reflect student levels of learning in various subject areas. Our aim is for each child to achieve their personal best in academic studies as well as in their work habits and relationships within the school community. Information as to academic progress is given to parents after each nine-week grading period. Grades are used as follows:

1st – 8th Grade		GPA (6-8)
95-100	A	4.0
90-94	A-	3.7
87-89	B+	3.3
83-86	B	3.0
80-82	B-	2.7
77-79	C+	2.3
73-76	C	2.0
70-72	C-	1.7
67-69	D+	1.3
63-66	D	1.0
60-62	D-	0.7
0-59	F	0.3

### Assessment of College and Career Readiness (CCR) Standards

Assessment Levels – Common Core State Standards	CCR Learning Progress	Assessment Level Descriptions
4	Exceeding CCR Standards	Student performance demonstrates an understanding of the knowledge and skills beyond expectations and consistently shows evidence of high level thinking.
3	Meeting CCR Standards	Student performance demonstrates a thorough understanding of the knowledge and skills expected at this grade level.
2	Approaching CCR Standards	Student performance demonstrates a partial understanding of the knowledge and skills expected at this grade level.
1	Not Meeting CCR Standards	Student performance does not demonstrate an understanding of the knowledge and skills expected at this grade level.

### 7TH & 8TH GRADE SEMESTER 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 20% of the final semester grade.

### 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.

### STUDENT HOMEWORK

Parents can expect students in the upper elementary and middle school 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.

Teachers will assign homework for various instructional purposes including:

- Practice and repetition of a skill
- Development of deeper understanding of a concept
- Application of learned skills and concepts
- Preparation for the next day's lesson
- Tests and projects are typically included in the weekly Monday newsletter; this should prove helpful for parents in assisting their children.

When a student absence is considered excused, the student will be given the opportunity to make up homework and take tests or quizzes that were missed on the day of the excused absence. If a student absence is unexcused, the student will receive no credit for tests, quizzes and homework assignments due during the time of the unexcused absence. (Refer to LCS attendance policy for definition of excused and unexcused student absences.)

Wednesday evening homework assignments are usually shorter than other evenings because of Wednesday evening church activities. However, long-term assignments may be due on Thursdays because students will have had several days to complete these assignments. Students learn time management by not leaving work undone until the last evening.

Homework is an integral part of the learning process at LCS and is vital to a student's education. Parents are a key part of students and homework. Parents should monitor their child's completion of assignments, help them by providing a quiet space away from distractions, and offering appropriate oversight. Please contact your child's teacher if there are questions. Also, it is appropriate to share with the teacher your observations at home when assignments are being done by your child.

## **CONFIDENTIALITY OF INFORMATION**

### *STUDENT EDUCATION RECORDS DEFINED*

*Policy: 5125*

Indiana Code defines educational records broadly as information that is recorded by a nonpublic or public 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.

Board revision 11-15-2013

### *STUDENT PERSONALLY IDENTIFIABLE INFORMATION DEFINED*

*Policy: 5125.1*

As a school we follow the Family Educational Rights and Privacy Act (FERPA) in regard to student records and information. The act is specific to the privacy of student transcripts, final grades on report cards, student file records, and other documents related to students that can be identifiable to that student.

Student "personally identifiable information" includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the school reasonably believes knows the identity of the student to whom the education record relates.

Personally identifiable information concerning students shall be protected against theft, unauthorized access, alteration, disclosure, misuse, or invasion of privacy. Unless specifically authorized by the principal or produced pursuant to a request under the Indiana Access to Public Records Act, personally identifiable information concerning students shall not be left unprotected, shared or transferred from school records to any place not within the control of Lafayette Christian School. This includes any laptop computer or portable storage medium.

Board revision 11-15-2013

## **CONFIDENTIALITY OF INFORMATION**

*Policy 5125.2*

It is the policy of the Board of School Trustees that giving out lists of names or other information about students, parents, grandparents, alumni, supporting churches, contributors to the school, faculty, staff, or other individuals or groups associated with the school to any group or individual not having a specific legal right to this information, is prohibited unless signed consent is given by the parent of the student or the individual. Lafayette Christian School will not send information from special interest groups or political organizations to any of the individuals or groups listed.

Board revision 11-15-2013

## **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.

## **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.

## **NON-CONSENSUAL DISCLOSURE**

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., State and local educational authorities or 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
- 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. Any release must be narrowly tailored considering the immediacy, magnitude, and specificity of information concerning the emergency.
- 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.

## SCHOOL-PARENT COMMUNICATION

### PARENTSWEB

#### Usage Guidelines

Parents may check their child's academic progress during each quarter by accessing ParentsWeb (our online Parent Portal). The option will be activated by parent/guardian agreement to the usage guidelines. Parents will be given a username and password to access their child's progress.

ParentsWeb is a tool to enhance communication with the parent, student, and teacher. This access empowers parents to have improved communication with their children about their academic achievement. This tool is not meant to replace the personal contact we wish to have with our students and their families.

Please remember that the grades you see posted on ParentsWeb might not include all assignments or tests that have been completed by your child. As teachers complete the grading of assignments, tests, and projects, the teacher will update the report. If you have questions about any of these items, please contact the teacher (given that ample time has passed for grading and posting). Note that pages on ParentsWeb may contain technical inaccuracies, outdated information and typographical errors which must be discussed with your student's teacher when identified.

Please note: late work may delay grade reporting.

### GENERAL COMMUNICATIONS

LCS is blessed to have involved parents and excellent teachers and staff who collaborate to achieve our mission and purpose. We strive to maintain an open and honest, Christ-like community at LCS. Each of us is to follow the guideline of first speaking with the individual that is directly involved as outlined in Matthew 18:15-22. It is important that your question or comment be addressed before misinformation or misperceptions are created and communicated. Our effectiveness in collaborating to achieve the mission of LCS depends on this. Please phone, email, or come in for a meeting when you have a question or need to discuss a matter.

If you have a question about something that happened in class or on the playground, please go to the teacher first. If you feel that this did not resolve the issue, you should ask for a meeting with the principal. Unresolved questions or concerns that continue after speaking with the teacher involved, then with the principal, may be taken to the appropriate Board of Trustees Committee.

### SCHOOL NEWSLETTER

The School Newsletter is sent to parents via email on first school day of each week. Various *announcements, schedule of school events, lunch menus, and other information is included. This is the school's main line of parent communication.* The newsletter is made available through the LCS website and email.

### LCS WEB SITE

Monthly calendars, the most recent School Newsletter, calendar of events, important forms, and other information are found on the school's web site. Weather related school closures are also reported. The address is [www.lafayettechristian.org](http://www.lafayettechristian.org).

### “THE TIE THAT BINDS”

“The Tie That Binds” is a school publication that highlights LCS happenings and is published twice a 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 or May. The agenda includes the election of school board members, the next year's operating budget approval, and reports from board sub-committees.

## **OUT OF SCHOOL PARTIES FOR STUDENTS (INCLUDING BIRTHDAY PARTIES)**

To assist LCS in building a strong sense of Christian community in each class and to prevent hurt feelings and misunderstandings, the following are guidelines for out-of-school parties.

- Encourage your child to not discuss birthday events or other parties during school hours.
- We recommend that the whole class be invited or only the girls or boys of the class are invited.
- Avoid excluding a few students.
- Invitations should be mailed. Children should not bring invitations to school to be handed out.

## **SPECIAL SCHOOL EVENTS & SUPPORT GROUPS**

### **PARENT INVOLVEMENT IS VITAL TO LCS!**

LCS depends on you as a parent to help us achieve our mission of educating and equipping our children. There are a number of ongoing ways you can help – daily hot lunch servers, and helping teachers with making copies, etc. A few large fundraisers are vital to our school budget and require parent volunteers – the Golf Outing in September, the annual Apple Pie sale in October, the student body's LAPS for LCS, and the annual Celebration of Faith auction in the spring.

A strong sense of collaboration among parents, staff, 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. If you would like to volunteer, please contact the school office or your child's teacher.

### **BACK-TO-SCHOOL NIGHT**

In the days before school begins in the fall, a back-to-school night is held for students and parents to meet their teachers and leave supplies.

### **NEW PARENT ORIENTATION**

All new parents – kindergarten through 8th grade – are invited to attend the event at the beginning of the year. This is a time to learn more as a new family in the LCS community. The Advancement Director will notify new families with the date.

### **MIDDLE SCHOOL PARENT ORIENTATION**

Entering middle school can be a new experience to both parents and students. During the first week of school all middle school parents will be invited to walk through a normal day. Parents will visit all the middle school teachers, learn more about middle school expectations, and "zero in" on helping students with organizational skills.

### **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 parent or the teacher. The fall conferences take place after school on Thursday and during the day on Friday. (See LCS Calendar for specific date and times)

### **FOUNDATION FOR SUCCESS AT CAMP TECUMSEH**

This is a 6<sup>th</sup> grade, three-day, two-night experience in a wonderful setting where our students learn to develop their Christian leadership skills. The 6<sup>th</sup> grade class sponsor(s) go along on this three-day trip. (See LCS Calendar of Events)

## **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 to the year's theme verse. Speakers will challenge our students in their faith commitment to Jesus Christ. (See LCS Calendar of Events)

## **CHRISTMAS PROGRAMS**

Parents and community members are invited to hear and see the Christmas story through songs and skits presented by our elementary grade students. (See LCS Calendar of Events)

## **SPRING PROGRAM - GRANDPARENTS/SENIOR FRIENDS DAY**

In the spring, students have musical performances for parents. The following day a special invitation is given to grandparents and senior friends to attend the same performances and visit students' classes. If grandparents cannot attend, students, with their parents' consent, are encouraged to invite a special senior friend. (See LCS Calendar of Events)

## **ANNUAL DUTCH APPLE PIE MAKING AND SALE**

A group of LCS parents, under the guidance of the Board's Advancement Committee, organizes the annual Dutch Apple Pie making and sales event. All parents are requested to work at least 4 hours to help make apple pies. These funds are used to operate the school and to help keep tuition as low as possible.

## **CELEBRATION OF FAITH**

This is an annual major fundraising event that combines dinner with an auction. This event typically draws 150 guests and provides a wonderful evening of fun, fellowship, and significant financial support for LCS and LCS educational grants. (See LCS Calendar of Events)

## **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.

## **HANDLING OF SCHOOL FUNDS**

### *HANDLING OF SCHOOL FUNDS*

*Policy 3510*

Guidelines and procedures are to be established and implemented by the administration to ensure the proper handling, deposit, and dispersal of any school funds and/or money. The purpose of these guidelines and procedures is to provide appropriate levels of security for monies received, to provide a number of individual checks on the monies received, deposited, and dispersed, and to insure proper accounting practices of the handling of such funds.

These guidelines and procedures will be maintained by school administration and school bookkeeper with accountability to the Finance Committee of the LCS Board of Trustees.

### *SCHOOL FUNDS SECURITY AND DEPOSIT ADMINISTRATIVE GUIDELINES*

Procedures regarding any Lafayette Christian School funds handling, security, and deposit procedures are as follows. This includes, but is not limited to athletics, 8th grade class activities, lunch, and any school sponsored activity or fundraiser where monies are exchanged. The purposes of these guidelines are to provide security for monies received, to provide a number of individual checks on the monies received and deposited, and to insure proper accounting practices of the handling of funds.

Cash and/or check receipts are to be secured in the school office as soon as possible after the event. The cash box or monies will be placed in the school locked safe the next business day of school, counted, with a deposit form completed. Receipts and Expenditures will normally be dispersed and accounted for through a LCS Account.

At the event, a school employee or volunteer counts the money received and completes the money received form and signs. This is placed in a secure place if the office is not open. If the office is open, the money and form are turned in to office personnel.

The day after an event or the exchange of money, the money is given to office personnel who will check the count and prepare the money for a deposit to the office bookkeeper. Any discrepancies will be checked with the person who made the initial count.

All expenditures are to be made through the account by billing, school approved use of the LCS credit card, or by school approved check. No cash is to be used for purchases or expenditures.

Cash purchases may be made in emergency or special situations – in this event all receipts and documentation will be kept and turned in to the school bookkeeper.

All school accounts are subject to periodic review and audit.

Adopted: May 21, 2012

## **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 Request/Agreement at the LCS office. All requests are to be in writing to the administration by completion and submission of the Rental Request/Agreement 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.

## **LUNCH PROCEDURES**

### **MONTHLY HOT LUNCH ORDERS**

Lunch is ordered in advance of each month. Monthly Lunch Order Forms will be made available around the 15<sup>th</sup> of the order's previous month and will be due on ParentsWeb usually within a week.

Students who choose not to order hot lunch may bring a bagged lunch from home. Milk may be purchased regardless of a student having hot lunch or a bagged lunch from home.

*What If a student forgets their lunch from home and did not order a hot lunch?*

For those students who forget their pack lunch a ham or turkey sandwich, veggies, and fruit will be served. You will receive a bill for those meals that are provided to your student.

Just a reminder, check with your child's teacher if a field trip is scheduled to see if your student will or will not be eating at school that day.

As we approach the start of school, please sign up outside the kitchen to help serve lunch to our students.

### **PARENT LUNCH SERVER VOLUNTEERS**

We ask for 1 parent volunteer each day from 11 AM to 1 PM. This volunteer will be needed to help with serving lunch and clean up. If you have any questions, please contact the school office.

### **STUDENT LUNCH COST**

\$3.25 per lunch  
\$.50 per milk carton

Free/Reduced lunch applications are available in the school office for families. If a family qualifies, reduced lunches are \$.40.

### **LUNCH TIME PROCEDURES**

- Students are to walk quietly when going to lunch.
- Students are to eat lunch in the gym at the lunch tables as assigned by their classroom teachers.
- Students may talk quietly – no screaming or yelling down or across the table.
- Lunch trash, empty milk cartons, waste paper, etc. is to be placed in containers provided in the gym.
- Middle School students assist with lunch clean up.

## **VISITORS IN THE SCHOOL**

### *VISITORS IN THE SCHOOL*

*Policy 6180*

The collaborative nature of the school community at LCS relies on volunteers and visitors in assisting with the education of our students. However, there are times when visitors in the school or classroom can be a distraction to the educational process. A visitor is defined as anyone who is not a staff member or student of Lafayette Christian School

When visiting LCS during school hours, visitors and volunteers should pre-schedule visits and check in at the school office. Our main focus as a school is highly effective instruction, optimal student learning, and school safety. The guidelines apply to all who may visit LCS. Providing and maintaining a school atmosphere conducive to learning with minimal distraction is expected of all within the school community.

All visitors may pre-schedule visits through the school office.

School personnel requesting a visitor to their classroom are to get visitors' clearance through the principal's office.

Upon arrival visitors and volunteers enter the N. 26th Street entrance and check-in at the school office. A visitor's name tag will be given and is to be returned upon checking out of the school through the office. This also applies to volunteers.

The administration reserves the right to deny a visit inside the school if school safety or the educational process is disrupted or compromised.

Volunteers are required to complete the LCS Volunteer Application which includes a limited background check and the agreement to the LCS Volunteer Code of Conduct.

Approved LCS Board of Trustees: January, 2013

## **SAFETY**

### **STUDENT DROP-OFF AND PICK-UP/PARKING**

Grades K-5 will be dismissed at 2:55 from classrooms.

Grades 6-8 will be dismissed at 3:00 from classrooms.

Student drop-off and pick-up will take place through the new driveway. The flow of traffic will be one-way off of N. 26th Street around the east side of the school turning left to exit onto Brown Street. It is important that this flow of traffic is moving in a safe and orderly manner.

The earliest that students should be dropped off in the morning is 7:45 AM. Students are to wait in the east entry hallway or the N. 26th Street entry area.

Students have a responsibility to be ready for pick-up after school by having themselves ready for their parent or ride.

For security during the school day the gates will only be open for drop-off and pick-up. The gates will be open in the morning until 8:10 and will once again open at 2:55 for pick up. Between 8:10 AM and 2:55 PM the gates will be closed – you may come into the school through the N. 26th Street front door during this time.

If you need to come into the school during drop-off and pick-up times you should park in the Brown Street Parking lot or on N. 26th Street.

## **STUDENTS BEFORE AND AFTER SCHOOL**

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 in their assigned places by 8:00 a.m. Announcements are made and opening prayer is offered shortly thereafter.

Parents are responsible for the actions and safety of their children before 7:45 a.m. and after 3:15 p.m.

LCS staff does not provide playground or school 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.

LCS is not responsible for your children after 3:15 p.m. unless they are involved in school-sponsored activities.

Please instruct your child to report to the school office if they haven't been picked up by 3:15 so that our staff can locate you.

Playing on the playground, black top driveway, parking lot, or in the gym is not allowed during morning arrival and afternoon dismissal.

No climbing in the trees or on fences.

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).

## **DURING SCHOOL**

**REFER TO VISITOR POLICY:** All parents and visitors are to check in and sign in at the school office during school. It is important for the office to know who is in the building in order to provide a safe environment.

All individuals in our school (students, parents, and visitors) are to display appropriate behaviors that are conducive to a Christ-like school environment. There is to be no running, bouncing balls, loud talking, or any disruptive type of behavior through the hallways or other school areas.

Parents are should not to visit in the hallways after 8:00 AM to assist our students and teachers in beginning their day of learning and teaching.

The gates will be closed during the school day (8:10-2:55). The only entry available for parents during the school day is the N. 26th Street door.

A student who must leave school during the day is to report to the school office and their parent or guardian must sign the student out on the attendance clipboard. The parent must sign the student back in to school on the attendance clipboard.

The school calendar includes snow makeup days. Please refer to the school calendar. Additional snow makeup days are included at the end of the school year if needed.

## **RECESS PLAYGROUND ASSIGNMENTS**

Students are assigned to the following playground areas:

- Preschool through 2nd grade assigned area is north of the gym in the west end of that area.
- 3rd through 5th grade assigned area is north of the gym in the east end of that area.
- Middle School students may play on the soccer field and blacktop area beside the soccer field.

## **PLAYGROUND - RECESS PROCEDURES**

A Christ-like attitude, respect for each other and proper Christian behavior are to be displayed at all times. Students are to obey instructions of the recess teacher or monitor on duty.

No tackling or aggressive play.

Specifics:

- Playground equipment is to be stored in assigned areas.
- Food wrappers or drinks are not to be taken outside.

Swing sets:

- One person at a time.
- No standing on swing seats
- No spinning in seats.
- No dodge ball or kick ball with person on the swing.
- No swinging sideways.
- No jumping off of swings.
- Kg to 2nd grade may not run on their playground equipment.
- Kg to 2nd grade may not climb on top of their monkey bars.

Slides:

- Students must go down feet first on their bottoms.
- They may not go up the slides.
- Equipment may not be used when a puddle exists directly underneath it.
- Students may not sit on “u-shaped” bars or push each other on “u-shaped” bars.
- Do not throw stones, snowballs, or any other object that is not first approved by teachers.
- Do not lean or hang on soccer goals or goal nets.
- Follow the rules of the Ga Ga Pit Game and play only if your class has permission.
- Do not play soccer or football or other running games on blacktop areas. Basketball, foursquare or other games with limited running are allowed.
- Students must ask for permission to re-enter the building.

## **INSIDE RECESS GUIDELINES**

Students will have recess in their classroom or in another assigned area during inclement weather.

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

## **HALLWAY PROCEDURES**

Students are to always walk in the hallways. Be safe by being aware that there are others in the building. Pushing, shoving, kicking or other inappropriate physical behavior is not allowed. Students are to move quietly and courteously in the hallways during school hours. No bouncing balls or throwing of anything in the hallways.

## **SCHOOL CLOSINGS AND DELAYS**

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 a city or county school corporation has a delay or closing, we will also close or be delayed.

If our school does have a delay or a closing because of weather we will announce the delay on our Parent Alert Text system and WLFI-TV. The LCS website may be used as a back-up. We encourage parents to also sign up for TEXT ALERTS through [www.wlfi.com](http://www.wlfi.com) – you will receive an instant text message as it is reported to the station.

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.

## **STUDENT USE OF COMPUTERS**

Students are expected to use technology at Lafayette Christian School as a curricular and learning tool within the expectations set for all at LCS in regards to appropriate use that glorifies God. Those expectations include appropriate Christian behavior, interpersonal communications, and ethical and legal use.

The computers, technologies, and online access are LCS property and their use is under the auspices of LCS.

## **AFTER-SCHOOL OR BEFORE-SCHOOL USE OF LCS COMPUTERS AND COMPUTER LAB**

The computer lab and LCS computers are not open to students after school or before school, unless they are in the presence of a teacher or adult and permission has been granted. Students using a computer or the computer lab during these times must be in the presence of a teacher or adult.

## **STUDENT BEHAVIOR AND DISCIPLINE**

### **OUR CHRISTIAN VALUES DIRECT COMMUNITY BEHAVIORAL & ATTITUDINAL EXPECTATIONS**

Lafayette Christian School 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)

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.

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.

**COOPERATION:** 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.

**HONESTY:** 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.

**RESPECT:** 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.

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

**SINCERITY:** 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.

**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.

### **LCS STUDENT BEHAVIORAL EXPECTATIONS AND DISCIPLINARY PROCEDURES**

Student behavioral expectations and disciplinary procedures are set to allow 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.

Discipline procedures will clearly define expected behavior, follow a Biblical model of shepherding the heart of a child, encourage and reinforce positive and appropriate behavior on a daily basis, and include, when necessary, referral to the principal for both counseling and discipline.

Disciplinary action being taken by teacher or principal may include the following, depending on the nature of the offense:

- A reprimand or warning
- Loss of recess or a privilege
- Detention to be served after school
- Suspension or expulsion proceedings

## **STUDENT RULES AND EXPECTATIONS OF BEHAVIOR**

There is to be no possession, consumption, or distribution of alcohol, illegal mood altering substance, smoking materials, or controlled medication without a prescription.

No one's behavior should violate another person's or the community's basic needs of security, safety, and peace of mind. There is to be no divisive or destructive behavior, including: fighting, vandalism, spreading misinformation to be divisive or disruptive to the school community, verbal attacks, instigating others to be disruptive in words or actions, disruption of the security, safety, or peace of mind through written, verbal, electronic means, or social networking online.

Any student who overtly or covertly participates in repeated acts or gestures, including verbal or written communications transmitted; physical act committed; or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student will be considered to be extreme misconduct by the student or group of students committing or participating in the act. This includes cyber-bullying and/or harassment and/or sexual harassment.

Disciplinary action may include loss of recess privileges, detention, suspension, or expulsion dependent upon the severity of the offense.

These rules apply on school grounds before, during, or after school hours or at any time during a school event or activity; off school grounds at a school activity or event, traveling to or from school or a school activity or event; or if a student is using property of equipment of the school.

The use of Internet or electronic means to carry out such acts or gestures will also be considered against school rules. This includes the use of the electronic communication or Internet while on campus or off campus activities that cause or threaten to cause a substantial disruption at school.

Students who are being treated in such a manner or who witness such behaviors are to immediately report to school authorities any incident of the above described acts or gestures.

This section may not be construed to give rise to a cause of action against a person or school based on allegation of noncompliance. Noncompliance with this rule may not be used as evidence against a school in a cause of action. (IC 20-33-8-13.5)

Reports will be investigated by school authorities where appropriate interventions and/or disciplinary action will be put into place, and will be documented at school and reported to the parent.

Plagiarism or cheating is not allowed. Disciplinary action will include detention for first offense to in-school and school suspension for further offenses.

Public displays of affection and/or inappropriate boy-girl physical relations are not allowed. Disciplinary action will include suspension to expulsion dependent upon the level and nature of the offense.

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 or eating during class time unless otherwise allowed by the teacher (seasonal parties, etc.).

Power energy drinks are not allowed for student consumption.

Student electronic devices may not be used for online activities, social media, or any other activity deemed inappropriate during school time, arrival and dismissal times, or during school activities after

hours. Classroom educational use as allowed by the teacher will occur within the guidelines of any 1:1 technology initiative at LCS.

Any type of nuisance item (electronic or not) is not allowed during the school day or during school activities.

Cell Phones must be turned off during the school day or during school activities. Personal electronic devices that are used as a nuisance at any school sponsored activity, during or after school hours, are not allowed.

Skateboards and skates are not allowed at school.

This is a closed campus. Students may not leave the school facilities.

There's a phone in the entryway for you to use – permission must be granted by the teacher and/or the 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.

## **LCS STUDENT DISCIPLINARY ACTIONS**

### **DETENTION**

A one-hour detention will be given when:

- Students have shown disrespect to teachers, school personnel or other students.
- Students have disobeyed classroom rules and have received one verbal warning.
- The nature and seriousness of a student offense may warrant a detention, even if a warning has not been given
- Plagiarism or cheating will result in detention for first offense

### **IN-SCHOOL SUSPENSION**

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
- Second offense of plagiarism or cheating will result in an in-school and school suspension for further offenses.
- Public displays of affection and/or inappropriate boy-girl physical relations will result in disciplinary action to include suspension to expulsion dependent upon the level and nature of the offense.
- Outright and purposeful disrespect for teachers or fellow students
- Major classroom disruption

During an In-School Suspension:

- Students are separated from other students during lunch.
- The student will do daily assignment/class work for the entire day.
- Grades will be given for work completed during In-School Suspension and no penalty will be given.
- There will be no participation in any extra-curricular school activities until the student returns to regular classes.
- Students will not participate in school sponsored after-school activities the day of the In-School Suspension.

## **OUT-OF-SCHOOL SUSPENSION**

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
- Unlawful activity, whether on or off campus (local law enforcement will be contacted and involved)
- Public displays of affection and/or inappropriate boy-girl physical relations will result in disciplinary action to include suspension to expulsion dependent upon the level and nature of the offense.

## **EXPULSION**

The principal has the authority to recommend the expulsion of a student when:

- Misbehavior is ongoing and a student's continuation at school will be detrimental to the school, the student, or both.
- A student brings a firearm or weapon 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.

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.

## **DUE PROCESS STUDENT EXPULSION PROCEDURES**

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.

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.

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.

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.

Failure by the parents to attend the scheduled conference will waive any further due process rights of the parents and student.

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."

## **DISCIPLINARY ACTION POLICY FOR STUDENTS WITH DISABILITIES**

Student behavioral expectations and disciplinary procedures are set to allow 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.

Discipline procedures will clearly define expected behavior, follow a Biblical model of shepherding the heart of a child, encourage and reinforce positive and appropriate behavior on a daily basis, and include, when necessary, referral to the principal for both counseling and discipline.

Disciplinary action being taken by a teacher or principal may include the following, depending on the nature of the offense:

- A reprimand or warning
- Loss of recess or a privilege
- Detention to be served after school
- Suspension or expulsion proceedings

Students with disabilities or special needs are subject to the rules adopted by the Lafayette Christian School Board of Trustees and therefore, may be disciplined, suspended, or expelled for any violation of such rules. In accordance with LCS Disciplinary policies and IC 20-33-8 and 511 IAC 7-15, the school administration may take the normal disciplinary actions per policy of the school.

A suspension is defined as a unilateral, temporary cessation of educational or related services. A short-term removal of a student pursuant to the student's IEP or ISP is not a suspension. Students with disabilities may be suspended in accordance with school policy when warranted.

An expulsion is defined as a separation or removal from school attendance or a related educational service. Before a student with disabilities can be expelled from the school, the school's expulsion policy will include the normal due process as is part of the expulsion proceedings with the inclusion of the case conference committee.

The case conference committee is a group composed of school personnel, other public agency personnel (G.L.A.S.S.), parents, and student (if appropriate) that meets to determine student eligibility for special services, develop and maintain a student's individualized education program, or to determine appropriate educational placement for the student.

A case conference committee must meet before or as part of expulsion proceedings to review the student's behavior and determine whether the behavior was caused by, or is a manifestation of the student's disability.

If the committee determines there is a causal relationship between the student's behavior and the student's disability, the student's expulsion will not be recommended to the school administration. The school may recommend an alternative school placement for the student to best meet the educational and/or emotional and behavioral needs.

If the committee determines there is no causal relationship, the student's expulsion will be recommended to the school administration. The school may recommend an alternative school placement for the student to best meet the educational and/or emotional and behavioral needs.

The school reserves the right to withdraw the enrollment of a student if deemed necessary based on whether the student's emotional, behavioral, and educational needs would be better met at an alternative school setting.

## **PLAN FOR SECLUSION AND RESTRAINT IN SCHOOLS**

Lafayette Christian School believes a safe and healthy environment should be provided in which all children can learn, develop, and participate in instructional programs that promote high levels of academic achievement. As an Indiana accredited non-public school, state law requires that our school has a Seclusion and Restrain Plan. The purpose of the plan is to insure that all students and staff are safe in school, and that students who may have behavior crises are free from inappropriate use of seclusion or restraint.

Behavioral interventions for children must ensure all children are treated with dignity and respect. This environment should allow all children to be free from physical or mental abuse, aversive behavioral interventions that compromise health and safety, and any physical seclusion or restraint imposed solely for purposes of discipline or convenience.

Seclusion or restraint shall not be used as routine school safety measures; that is, they shall not be implemented except in situations where a child's behavior or action poses imminent danger of physical harm to self or others and not as a routine strategy implemented to address instructional problems or inappropriate behavior (e.g., disrespect, noncompliance, insubordination, out of seat), as a means of coercion or retaliation, or as a convenience. Any use of either seclusion or restraint shall be supervised, short in duration and used only for the purposes of de-escalating the behavior.

Parents can access a full copy of our school's plan by request in the school office.

## LCS STUDENT DRESS CODE

In any academic setting, appropriate clothing and appearance contribute to a healthy learning environment and positive school culture. Learning takes place best when students are dressed comfortably and appropriately and are free from visual distractions. A dress code sets guidelines for student dress so that the educational process may take place with no distraction or disruption. LCS values modesty and honoring God in our dress and appearance.

The administration will be the final word in evaluating and enforcing this dress code. Since it is impossible for the dress code to deal with every situation, follow this general principle: If there is doubt, don't wear it.

If it is determined that a student's clothing or appearance is in violation of the dress code, a parent/guardian will be notified. Continual offenders may be disciplined as appropriate, including detention.

### Student Dress Code

#### 1. Overall Appearance

- a. All clothing will be neat, clean, modest, in good repair, and of appropriate size (not tight-fitting or excessively loose).
- b. Clothing that promotes any non-Christian slogan or message may not be worn at school or school events.
- c. No student may wear their hair in a manner that would impair vision or is distracting to other students. The principal will determine if the hair is distracting.

#### 2. Tops

- a. Tops/shirts cannot be revealing or tight-fitting. They must be cut high enough at the neckline and low enough at the waist to provide adequate coverage.
- b. Tank tops, spaghetti straps, or sleeveless shirts may not be worn.

#### 3. Bottoms

- a. The length of shorts (boys & girls), skirts, skorts, or dresses must be no shorter than halfway between the hip and knee.
- b. Shorts may only be worn during August-October and April-May. If unseasonably warm temperatures occur in November-March, the principal may announce exception to allow shorts during a specified period of time.
- c. Leggings are not allowed to be worn as pants; although, they may be worn with a skirt or dress that meets this dress code (3a).

#### 4. Shoes

- a. Students need to be able to run and play in their shoes without encumbrance or injury, and parents should use wisdom in choosing shoes for their children.
- b. All sandals and any open-back shoes must have a backstrap.

Board of Trustees Approval, June 18, 2012 Rev. April 1, 2019

## **HARASSMENT**

Any 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. 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.

### **SEXUAL HARRASSMENT 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 harassment should report it immediately to an appropriate superior. 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.

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

*Harassment (Board Policy: 4148.1)*

*Sexual Harassment (Board Policy: 4148.2)*

### **CHILD ABUSE AND NEGLECT REPORTING**

Indiana law states that anyone who has reason to believe (knows or suspects) a child may be abused or neglected is required under law to report to the local Child Protection Service or law enforcement agency.

## VIDEO SURVEILLANCE

### *LCS VIDEO SURVEILLANCE*

*Policy 6185*

The LCS Board of Trustees authorizes the use of video cameras on school property to ensure the health, welfare and safety of all staff, students and visitors to school property, and to safeguard school facilities and equipment.

#### Locations

- Video cameras may be used in locations such as common areas, hallways, entrances, exits, gymnasium, and exterior areas. No camera will be placed in an area where students and staff would have an expectation of privacy.

#### Notification

- The school shall notify staff and students through student/parent and staff handbooks, as well as signage, that video surveillance may occur on school property.

#### Violations Recorded under Surveillance

- Students or staff in violation of Board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others in violation of state and federal laws may be referred to law enforcement agencies.

#### Records

- Video recordings may become a part of a student's educational record or a staff member's personnel record. The school shall comply with all applicable state and federal laws related to record maintenance and retention. Camera surveillance at LCS will be viewed upon report or evidence of misbehavior or vandalism and may be used in school investigation of alleged misconduct or vandalism. Viewing in such situations will be by school administration and a board officer. At least two individuals from administration and board executive committee are to view surveillance in connection with investigation of misbehavior or vandalism.

#### Retention

- Records are normally maintained for one year by the school upon which the records are purged. Any records of incidents or records surrounding incidents may be kept for a longer period of time. Records connected with misconduct of a student or staff member will become part of student or staff records.

Non-school personnel will document any viewing of school surveillance records in a log.

Approved: LCS Board of Trustees, May 19, 2015

## **LCS HEALTH 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).

For children who have delayed immunizations, please refer to the 2014 CDC "Catch-up Immunization Schedule" to determine adequately immunizing doses. All minimum intervals and ages for each vaccination as specified per 2014 CDC guidelines must be met for a dose to be valid. A copy of these guidelines can be found at <http://www.cdc.gov/vaccines/schedules/>

Required Educational material:

- 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.

### **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.

### **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.

## **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:

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

No waiver may exceed 20 days in length.

## **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.

## LCS STUDENT USE OF MEDICATIONS

It is the policy of Lafayette Christian School:

- To not be responsible for the diagnosis and treatment of student illness
- That the administration of prescribed medication to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student.
- 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.
- The student would not be able to attend school if the medication were not made available during school hours
- The child is disabled and requires medication to benefit from their educational program
- 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

- All medicines including those prescribed by a physician
- 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

- The written authorization from the child's physician
- The written authorization of the parent
- 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

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

Non-prescription medication exceptions are as follow:

- 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.
- 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
- 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.

## **LCS 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

Written permission from the student's parent or guardian that authorizes school staff to administer the medication must be received. 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.

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.

A written order from the attending physician is required for on-going administration of medication for chronic conditions such as asthma or epilepsy.

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.

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.

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.

## **LCS 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.

### **EXCUSED ABSENCE**

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

- Quarantine due to exposure to contagious diseases
- Personal illness requiring a doctor's care
- Family illness/emergencies
- Death of a member of the immediate family
- Medical or dental appointments that cannot be scheduled outside of the school hours
- 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:

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

Middle School students who miss a class period are considered absent from school for the class period missed and attendance rules for make-up work apply.

Students are encouraged to complete work missed, but students will not receive academic credit for daily work, tests, quizzes and homework assignments missed due to unexcused absence.

### **STUDENT ABSENCES 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 (see Planned Absence Form) 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. For example, if a student 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 reached. This policy will apply more strictly in the upper grades (3-8) unless there is an on-going problem at the early elementary grades.

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.

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.

If students accumulate more than four (4) tardies teachers will provide some corrective measures.

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.

## **STATE TRUANCY POLICY**

LCS follows and enforces the state truancy and compulsory school attendance laws. It is unlawful for a parent to fail to ensure that his or her child attends school as required. Indiana Code 20-33-2-27. 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 absences to be truancy, LCS will notify the appropriate school attendance authorities.

**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:

- This form should be submitted by parents and approved by the administration prior to the absence if possible.
- The appropriate teachers, indicating what work or tests will be missed, should sign this form.
- All homework and tests should be made up within 3 days of the student's return to class.
- Family vacations that include student time away from school will be limited to a maximum of 5 days and will be considered excused.
- Teachers are NOT required to give specific assignments or make-up work after 5 total family vacation days of absences.
- Planned absences are not allowed during the week of exams or ILEARN test days.

**PARENT REQUEST**

Student's Name \_\_\_\_\_ Student's Grade \_\_\_\_\_

Homeroom Teacher \_\_\_\_\_ 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)

\_\_\_\_\_  
(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)

## **LCS 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:

### **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.

### **OTHER ACTIVITIES**

Various other activities and clubs are available during after-school hours. These vary from semester-to-semester. Call the school office to learn about current offerings.

## FIELD TRIPS

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 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.
- if buses are not being used, 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.

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. Each driver is to have an itinerary with printed directions to the destination. 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)

Volunteer drivers must:

- complete and submit form 6181 Volunteer Limited Background Check
- sign an LCS Field Trip Driver Form and Rules. (see Form 6153.1)
- have a valid Indiana Vehicle Driver's License.
- maintain automobile insurance coverage with a minimum of: \$100,000 per person/\$300,000 per occurrence for bodily injury, \$50,000 property damage per occurrence, \$5,000 per person for medical payment
- not have received more than one moving violation in the past 12 months, or more than two in the last 36 months.
- not have received any DUI violations.
- have no felony convictions involving the use of a motor vehicle.
- 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.

## **LCS ATHLETICS**

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 rather than a right. Coaches are instructed that all active members of a team have the opportunity to participate on a regular basis. Active is defined as team members who attend practices and games with no unexcused absences, who are appropriately engaged during practices, and who cooperate with the coaching staff in a spirit of respect.

Although a winning season is a reasonable goal, the greater purpose is keeping a Christ-centered perspective and practicing good sportsmanship, whether the team wins or loses. The role of competition is to help the members of both teams to develop the skills, discipline, character, and qualities consistent with a maturing Christian.

### **STUDENT ATHLETIC ELIGIBILITY**

#### *STUDENT ATHLETIC ELIGIBILITY*

*Policy 6145.2*

It is the policy of the Board of School Trustees that students may participate in inter-scholastic competition if they meet the academic, attitudinal, and physical requirements.

Student failure to perform in school at an acceptable level (no pattern of missing work or late work, or no failing grades) will result in a probationary period of non-participation on athletic teams or sports activities.

Probation will be initiated by teacher recommendation to the principal and athletic director. When the probation is initiated, the student will complete the Athletic Probation Form and be required to receive three teacher signature checks indicating progress has been made in that class (work completed satisfactorily, passing grades). Reinstatement of participation will be reported to the principal and athletic director.

A student in grades 6-8 must maintain at least a 2.0 average (C) with no F's and with no pattern of missing class work during the 9-week term to be eligible for participation in the athletic program (practice or games).

A student in grades 4-5 must maintain grades that include no F's or no more than one D to be eligible for participation in the LCS athletic program (practice or games).

An "F" at the end of the last marking period does carry over to the beginning of the next year. The same policy applies to transfer students.

A sports physical is required of all students participating in inter-scholastic sports because of the strenuous and demanding activity that may be involved.

Adopted LCS Board: June 18, 2012

## **Sports Physical & Release Form**

A physical health examination is required of all students participating in inter-scholastic 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. Parents and students are required to read and sign the LCS Athletic Release and Waiver of Liability Agreement in order to participate in athletics at LCS. This agreement along with all required forms, read, completed, signed, and submitted - will be a requirement for parent and student in order to play or practice.

## **LCS EXTRACURRICULAR ATHLETIC ACTIVITIES**

VOLLEYBALL (Girls intermediate grades and middle school)

BASKETBALL (Girls and Boys intermediate grades and middle school)

TRACK (grades 5-8)

SOCCER (Girls and Boys intermediate grades and middle school)

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 team with adjacent grade levels. Team members may only play for a higher grade team. All decisions made regarding student athletes playing on a higher grade-level team will be made by the Athletic Director with coach recommendations.

Teams should attempt to have at least 8 players to comprise a team. The coach with the Athletic Director's approval, 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 AND REQUIREMENTS**

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.

### **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 other spectators, who may or may not know Christ. In the event that a parent has a question 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.

*Policy 6145.2*

It is the policy of the Board of School Trustees that students may participate in inter-scholastic competition if they meet the academic, attitudinal, and physical requirements.

Student failure to perform in school at an acceptable level (no pattern of missing work or late work, or no failing grades) will result in a probationary period of non-participation on athletic teams or sports activities.

Probation will be initiated by teacher recommendation to the principal and athletic director. When the probation is initiated, the student will complete the Athletic Probation Form and be required to receive three teacher signature checks indicating progress has been made in that class (work completed satisfactorily, passing grades). Reinstatement of participation will be reported to the principal and athletic director.

A student in grades 6-8 must maintain at least a 2.0 average (C) with no F’s and with no pattern of missing class work during the 9-week term to be eligible for participation in the athletic program (practice or games).

A student in grades 4-5 must maintain grades that include no F’s or no more than one D to be eligible for participation in the LCS athletic program (practice or games).

An “F” at the end of the last marking period does carry over to the beginning of the next year. The same policy applies to Spirit Squad members and transfer students.

A sports physical is required of all students participating in interscholastic sports because of the strenuous and demanding activity that may be involved.

It is expected and required that, at the beginning of each season, all players, coaches, and parents review the Code of Conduct and sign below. The Release and Waiver of Liability Agreement is to also be completed, signed, and submitted each school year. Signed copies will be maintained on file by the Athletic Director.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date



## VOLUNTEER POLICY AND FORM

There is a new policy for our volunteers who work with or are in contact with students during school activities. Anyone who is planning on helping with our students at school is to complete a Volunteer Background Check form and submit to the school office. The state requires that anyone who has contact with the kids to get a limited background check and provides this service for free to all schools. The findings of the background check will be confidential and will be kept securely. Thank you for your understanding in this matter. The forms should be completed prior to the start of school. The policy and form are available on the LCS website.

### *Criminal Background Checks for School Volunteers*

### *Policy 6181*

Volunteers who are likely to have direct, ongoing contact with children within the scope of their volunteer work will annually be required to complete a limited criminal background check before being considered to serve in such capacity. Checks are not required for last-minute replacements where it would be impractical to do so. Volunteers may include but not be limited to: athletic coaches or assistant coaches, substitute teachers, office volunteers, classroom volunteers, lunch workers, custodial volunteers, and field trip drivers or chaperones. Checks are not required in cases of minimal contact with children. As defined in I.C. 5-2-5-1 (1), a limited criminal history means information with respect to any arrest, indictment, information, or other formal criminal charge which must include a disposition. The information obtained will be treated confidentially and will not be released except pursuant to state law, court order, Indiana Department of Education requirements. Information will be destroyed the following school year.

School volunteers who are likely to have direct, ongoing contact with students will complete a volunteer application annually and pass a limited criminal background check.

A limited criminal background check will be conducted, and all information will be obtained by Lafayette Christian School before the individual is considered for serving the school as a regular volunteer. A release form for the limited criminal background check will be completed and returned to the school office before any background checks are conducted.

The background check will be conducted via Indiana State Police Limited Criminal History search online <http://www.in.gov/ai/appfiles/isp-lch/>. This service is normally at no charge to public school corporations or non-public schools for background checks for prospective employees or adult volunteers.

Limited criminal history background reports will be reviewed by the principal before a volunteer, as defined above, is allowed to work in the school with students.

In the case of a check showing any criminal history occurrences, a meeting will be conducted with the person applying to volunteer. The school administration will determine the outcome. Information received from the limited criminal background check will be kept confidential and will be destroyed after one year.

Approved LCS Board of Trustees: March 21, 2011

Anyone with a conviction of sex crimes under I.C. 35-42-4-14 is barred from this school property.

**VOLUNTEER APPLICATION**

Valid for one year

*LCS Volunteer Requirements*

Volunteers who are likely to have direct, ongoing contact with children within the scope of their volunteer work will be required to complete a limited criminal background check before being considered to serve in such capacity. Checks are not required for last-minute replacements where it would be impractical to do so. Volunteers may include but not be limited to: athletic coaches, office volunteers, classroom volunteers, lunch workers, custodial volunteers, and field trip drivers or chaperones. Checks are not required in cases of minimal contact with children. As defined in I.C. 5-2-5-1 (1), a limited criminal history means information with respect to any arrest, indictment, information, or other formal criminal charge which must include a disposition. The release section of this form must be signed before any background check is conducted. The information obtained will be treated confidentially and will not be released except pursuant to state law, court order, Indiana Department of Education requirements. Information will be destroyed the following school year.

Volunteer Name \_\_\_\_\_ Birth Date \_\_\_\_\_  
Male \_\_\_ Female \_\_\_ Parent \_\_\_ Grandparent \_\_\_ Alumnus \_\_\_ Other \_\_\_ (specify: \_\_\_\_\_)  
Volunteer's Contact Information: Phone \_\_\_\_\_ Email Address \_\_\_\_\_  
Address \_\_\_\_\_  
Occupation \_\_\_\_\_ Employer \_\_\_\_\_  
How will you be serving LCS as a volunteer? \_\_\_\_\_  
Names and grade of Children at LCS \_\_\_\_\_

*Volunteer Code of Conduct*

We at Lafayette Christian School are blessed to have the close school and home relationship and sense of collaboration. Parents, grandparents, and other members of the school community are welcomed to volunteer at LCS to serve the educational process in a number of ways.

Together, we are responsible for the care and safety of our young people. This is an extension of our Christian call to serve others in a spirit of love and nurture.

With this in consideration, expectations and standards of conduct apply to those who serve as volunteers in working with children and youth:

Volunteers support the roles and responsibilities of parents while serving the school's children and youth. Volunteers engaged in service to LCS are subject to background checks and other pertinent safe school procedures or guidelines.

Volunteers must maintain appropriate physical and emotional boundaries with children and youth as a school volunteer. Physical contact can be easily misconstrued and should occur only when it is completely non-sexual and when other adults are present. Corporal punishment or demeaning language is not to be used in working with children and youth.

Any use of tobacco, alcohol, or illicit drugs (or being under the influence of alcohol or drugs) is forbidden while serving with children and youth.

Volunteers are to avoid developing inappropriate relationships with minors.

Incidents of inappropriate contact with children or youth are to be reported to the school administration.

An incident may result in cessation of an individual's volunteering in the school.

*Limited Background Check Release*

A limited criminal background check release will be signed by those wishing to volunteer. Limited criminal history background reports will be reviewed by the school administration before a volunteer, as defined above, is allowed to work in the school with students. My signature indicates that I give my permission for Lafayette Christian School to conduct a limited criminal background check as pursuant to the above requirement for volunteers. I have also read and agree to follow the LCS Code of Conduct for Volunteers with children and youth at Lafayette Christian School.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

STATUS:      Approved \_\_\_\_\_                      Not Approved \_\_\_\_\_

Signature of School Official \_\_\_\_\_ Date \_\_\_\_\_

Adopted LCS Board of Trustees: March 21, 2011

## **PRIVATELY OWNED ELECTRONIC DEVICE SECURITY RISKS**

Portable electronic devices are vulnerable to loss and theft. These devices should be engraved or otherwise permanently marked with owner information. Students and parents who bring privately owned electronic devices on school property must assume total responsibility for these devices and be aware of all risks. If a privately owned electronic device is stolen, this must be reported to a building administrator immediately. Per LCS policy, the school will not accept responsibility for loss, damage, theft, damage or non-working personal property. It is recommended that students install a "find my device" app, with which the LCS technology department can assist in the location of a lost device, if the device has been misplaced on campus.

LCS reserves the right to examine the privately owned electronic device and search its contents if there is reason to believe that school division policies or local, state and/or federal laws have been violated. In the event that a student believes that his/her password has been compromised, he/she should immediately request a password change by contacting the Technology Department. Devices are not allowed to be used during fire, tornado, lockdown or any other emergency situations.

Parent and Student Agreement is implied by registration of device and LCS network usage.

- I/we have read the LCS Privately Owned Electronic Device Policy form concerning the use and connection of privately owned electronic devices to the LCS wireless network and understand and agree to the terms and conditions herein. I/we understand that this policy form and the privilege to use privately owned electronic devices in school can be revoked at any time.
- I/we understand that violation of these provisions may result in the confiscation of a personal electronic device by the school administration, any other designated school representative, or local law enforcement and that legal action may occur according to law.
- I/we understand that we are responsible for compensating the school for any losses, costs or damages incurred due to violations of LCS Board policies/procedures and school rules by the student in conjunction with the use of his/her personal electronic device, including the cost of investigating such violations.
- I/we understand the above rules and policy give permission for my student to use a personal electronic device on the LCS wireless network.

# LAFAYETTE CHRISTIAN SCHOOL LOGO USE

## LOGO GUIDELINES

Policy 6190

Approved June 16, 2015

The Lafayette Christian School logos make an important first visual impression of what Lafayette Christian School stands for. Our official and approved logos, as well as our name, instantly identify a message or material as being from, or of, the School. As one of Lafayette Christian School's most easily identifiable and (ideally) consistent cues, the thoughtful use of the logos and our name reinforces and strengthens the School's image with every use. In addition, a logo is considered a primary, albeit intangible, asset of the School and can be attributed a value that proper use will enhance and increase. The logos and name, and what they appear upon, is as important as our actions and our words; their use should always be consistent with the mission and image of the School. The following guidelines have been developed to provide direction on the appropriate use of LCS logos and name. While protective in nature, they also are intended to clarify usage as well as to take the guesswork out of how, when, and where to use the logo(s).

For any questions regarding the use of the Lafayette Christian School logo(s) or this policy please contact the Director of Advancement, at 765-447-3052.

## LAFAYETTE CHRISTIAN SCHOOL LOGO GUIDELINES

### 1. APPROVAL

Given the importance and value of the logo to LCS, parameters for the application of the logo (how it is used and applied to gear, merchandise, communications, etc.) are very important. Before production, all logo use **MUST** be approved by the Director of Advancement at least two weeks prior to production.

### 2. LOGO SURROUND

In every application, the LCS logo must have an area of isolation ("control area") so that the logo is not obscured, altered, or confusing when applied. See also Usage: Applications below.

### 3. LOGO ELEMENTS

The logo will always be used in its entirety and any deviations or alterations must receive prior written consent from the Director of Advancement. Permission for change of the approved logo must be received at least 14 days before the requested date of need.

### 4. TYPEFACES for the Lafayette Christian School Logo

Primary typeface for logo and branded communications in print and online/electronic are: Times Roman.

### 5. COLORS & BACKGROUNDS for Lafayette Christian School Logo

Red of the logo is (NO EXCEPTIONS): CMYK = 1 98 95 0, RGB = 235 34 39, Hex# = #eb2227

Logo may be reproduced in Black and/or White.

All versions of the LCS logo may be reproduced on light-colored backgrounds. When used on a dark background, reversing out the logo in White only is permitted.

### 6. USAGE: Size the Lafayette Christian School logos may be reproduced in any size as long as proportions and clarity are controlled, and it never appears obtrusive or overwhelmed.

Appropriate use of the logo includes:

- a. School-endorsed, authored and/or produced communications (e.g. posters, programs, ads, etc.)
- b. School-sponsored events, programs, items, uniforms, etc.
- c. School, class, or group logo wear (Spirit Wear)
- d. Promotional items that promote Lafayette Christian School

Inappropriate use of the logo includes:

- a. Any use that distorts the logo image or invades control space.
- b. Any use that involves typefaces or colors other than those listed above.
- c. Using the logo instead of reference in copy (short cut).
- d. Applying to items not endorsed or approved by the School.
- e. Any use of a logo that is not the approved logo.

The application of the logo can enhance, or detract from, the tone and message of a piece. As such, usage in both traditional and non-traditional applications will also be evaluated on appropriate tone, look and feel.

Appropriate tone includes:

- e. Intelligent, articulate, straightforward, honorable
  - f. Welcoming, inclusive, approachable
  - g. Witty, humorous
  - h. Respectful and Biblical principals in mind
  - i. Dynamic, energetic
  - j. Promoting of good sportsmanship
7. MISCELLANEOUS LOGO ELEMENTS

“LAFAYETTE CHRISTIAN SCHOOL” type can be used in lieu of the approved logos ONLY with the following parameters: All upper case, Type face: Times Roman, all three words are always included.

8. MISCELLANEOUS

The Lafayette Christian School’s motto can be used in conjunction with the logo. Approved logos for use in various applications shall be obtained from the Admissions and Marketing Director or their designee. As with all policies, common sense should apply. When in doubt, seek approval for use of the logo. The logo may be used without express permission by the school administration, staff, and committees on routine communications and as a signature or graphic in official email.

## APPROVED LOGOS



## **SCHOOL SAFETY PROCEDURES**

### **HARD LOCKDOWN**

STANDARD OPERATING PROCEDURE IS THAT CLASSROOM DOORS SHOULD BE LOCKED AT ALL TIMES.

- Lock door and windows. NO ONE is allowed in the classroom once door is shut.
- Lights are turned off.
- Students are to be quiet with NO TALKING!
- Students are to be moved into safe areas in the classroom (not visible from windows or door).
- Text office staff to report missing or extra students in your classroom. (Abe Vreeke – 616.644.6073, Janet Fisher – 765.414.5425, Jennifer Sanchez – 765.404.1070)
- If you do not have students, check hallway and restrooms by your classroom. Take any students found to your classroom and assume Hard Lockdown with them or by yourself.

### **SOFT LOCKDOWN**

(The threat is outside of the building. For example, chemical spill, robbery, etc.)

STANDARD OPERATING PROCEDURE IS THAT CLASSROOM DOORS SHOULD BE LOCKED AT ALL TIMES.

- Lock classroom door. Teaching goes on as normal. Students may switch classes or go to the restroom.
- No one is allowed in or out of the building.
- If you do not have students, report to office to see where you are needed.
- If class is on a field trip, go to a safe public place (ie. McDonalds) until lockdown is lifted.

### **INTRUDER WITH DEADLY WEAPON OF ANY KIND**

Teachers – RUN, HIDE, FIGHT

- If witness of intruder, run with students to safety, then call 911.
- Notify all school by intercom.
- If running, go to Sunnyside (West), Grace United Methodist Church (North), Arnett (South), Von Tobel Hardware (East).
- If intruder is near, assume HARD LOCK DOWN.

### **FIRE DRILL**

- Usher students out of the building, single-filed and quiet.
- Take Safety Bag from classroom.
- Close doors and turn off lights.
- Use Red/Green Card to indicate status of your class. (RED-Student is missing! GREEN-All students are with you.)
- Gates opened by Winger and Sanson.

### **SEVERE WEATHER DRILL**

- Usher students to designated safe areas, sit on floor with heads covered.
- Take Safety Bag from classroom.
- Close door and turn off lights.
- All are to respond to any neighborhood tornado siren.
- If during arrival or dismissal, all are to go to designated safe areas.

## **EARTHQUAKE DRILL**

Teachers- DROP, COVER, HOLD

- Once an earthquake is felt, instruct students to DROP to the ground. COVER their heads by crawling under tables or desks. HOLD on to leg of table or desk.
- As soon as shaking stops, usher students out of the building to safe area.
- Take Safety Bag from classroom.
- Close doors and turn off lights.
- Use Red/Green Card to indicate status of your class. (RED-Student is missing! GREEN-All students are with you.)

## **GAS LEAK**

- Evacuate building to safe areas
- Usher students out of the building, single-filed and quiet.
- Take Safety Bag from classroom.
- Close doors and turn off lights.
- Use Red/Green Card to indicate status of your class. (RED-Student is missing! GREEN-All students are with you.)
- Gates opened by Winger and Sanson.

## **MAJOR EVACUATION (IE. EXPLOSION)**

- Evacuate building to Sunnyside Elementary Gymnasium
- Usher students out of the building, single-filed and quiet.
- Take Safety Bag from classroom.
- Close doors and turn off lights.
- Use Red/Green Card to indicate status of your class. (RED-Student is missing! GREEN-All students are with you.)
- Wait for further instructions. Students may be bussed to another location.