



# **Family Handbook**

**(Rev. 2023)**

**Lima Christian School  
1574 Rochester Street  
Lima, New York 14485**

**(585) 624-3841  
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**LimaChristian.org**

**Honoring God.**  
**Pursuing Excellence.**  
**Nurturing Hearts.**  
**Cultivating Leaders.**  
**Fostering**  
**Community.**

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## **Contact Information**

For a current list of the school administration, staff, and faculty, including school board members, please visit the school's website at [LimaChristian.org](http://LimaChristian.org).

The following list identifies the primary contacts for specific areas of concern. All class related questions should be directed to the classroom teacher. Teacher contact information can be found on the school's website or by contacting the school's main office at (585) 624- 3841.

### **Area of Concern Primary Contact**

Attendance Issues Attendance Officer (ext. 122)

Discipline Issues Principal (ext. 122)

Homework Concerns Student's teacher

Calendar Questions School Secretary (ext. 122)

Graduation Requirements Guidance (ext. 159)

Student Council Student Council Advisor

Sports Athletic Director

Billing/Tuition Issues Billing Coordinator (ext. 103)

Policies Board Chairman ([Board@LimaChristian.org](mailto:Board@LimaChristian.org))

### **Other School Communications**

Parents are encouraged to visit Sycamore (our online school management system) for important announcements and calendar events. Parents are also encouraged to check their email, as important school information is often communicated there. Finally, upon enrollment, parents are asked to participate in the One-Call System. This system allows the school to send out automated announcements to any of the contact phone numbers registered by LCS families.

### **Lima Christian School Mission, Vision, and Philosophy**

The mission of Lima Christian School is to provide academic excellence, a nurturing environment, and strong community to help students discover their God-given talents and prepare them for a life honoring Jesus Christ (Col. 1:28).

The vision of Lima Christian School is to graduate students who are academically,

socially, and spiritually equipped to discern truth, articulate their faith, and serve others for the glory of Jesus Christ.

The philosophy of education at Lima Christian School is based on the Bible as the inspired and only infallible, authoritative Word of God. The curriculum of Lima Christian School places God in the center of all things (Colossians 2:3; Proverbs 1:7). Lima Christian School exists to support parents in the training of their children in the truth of God as revealed through Scripture.

## **LCS Core Values**

### **Honoring God – Acknowledging God and His truth as foundational to all of life and learning**

Lima Christian School recognizes God's truth as revealed in Scripture is the foundation of all truth and is to be the basis for what is taught and modeled. Our desire is for students to know, revere, and obey God and His Word with a pure heart, demonstrating submission to Him and the authority He places over us.

**Pursuing Excellence – Doing everything for the Glory of God compels us to excellence** Lima Christian School is driven to achieve excellence in all areas including academics, Christian character and maturity, fine arts, and athletics through exceptional, passionate faculty and staff. With Christ as the perfect example of excellence, we honor Him and inspire others by the continuous pursuit of excellence in every activity.

### **Nurturing Hearts – Providing a loving and caring environment where students can thrive**

Lima Christian School is committed to instruction that develops the thoughts and attitudes of each student's heart in a manner that reflects the truths and promises in God's Word. It is our desire to demonstrate to every student that Jesus Christ loves them and desires to have a personal relationship with them.

### **Cultivating Leaders – Preparing students to be bold in their convictions and selfless in their actions**

Lima Christian School students are prepared and inspired to become God-fearing, self-disciplined men and women of integrity who have sound minds and continually look for ways to help and influence others. They are taught to pursue excellence, be bold yet humble, and put others before themselves.

### **Fostering Community – Encouraging collaboration and personal relationships within the LCS community**

Lima Christian School functions within a community of parents, students, families, friends, faculty, and staff. The goal is to partner together in the unity of the Spirit and embrace our common bond in Christ as we fulfill the school's mission.

# **Lima Christian School, A Ministry of Crossroads Church**

Lima Christian School is a ministry of Crossroads Church and shares the church's campus. The facilities and their cost of operation are shared between Crossroads Church and LCS, with ownership belonging to Crossroads Church. The current facility includes over two dozen classrooms, a library, band shell, gymnasium, and outdoor athletic fields.

The school is overseen by a school board consisting of members representing LCS from Crossroads Church and other local churches. The school principal and a member of the Crossroads Church pastoral staff also sit on the board. This school board is directly responsible to the Crossroads Church Board. It is the responsibility of the school principal to administer the school budget with board approval. Financial reports are made monthly to both the school and church boards. The school board makes decisions regarding school policy.

## **A History of Lima Christian School**

Lima Christian School was founded in 1974, the result of a vision planted in the heart and mind of Noah Stoltzfus, the pastor of Lima Baptist Church (now Crossroads Church).

In 1963, Pastor Noah felt led by the Lord to start a Christian Day School. In the spring of 1974, the Lima Baptist Church congregation favorably voted to open a Christian School. Classes began in the fall of 1974 with a small number of students. For a number of years, students used ACE (Accelerated Christian Education) Paces under the guidance of several teachers. In a few years the student body grew, filling the elementary classes. The high school, however, remained small with 5-10 in most classes. In 1976, the first educational building was constructed to accommodate the high school classes. By 1977, the school enrollment had grown to 100 and the next year LCS began a transition in the elementary classes from the individualized packet-learning concept to a traditional classroom approach. In 1978, the church began construction on a multi-purpose building, including a gym.

Student growth began to occur during the early 1980's with the school graduating its first class in 1980. The school's enrollment in 1981 was 160 students. A decision was made in 1982 to make a transition from the packet learning to a traditional educational approach in the Junior and Senior High School. The New York State Regents Program was instituted at this time as a way of establishing the credibility of the educational program of the high school. Due to this transition and an increase in numbers, the church began construction on the two-story connection between the original classroom section and gym and the sanctuary.

In the mid 1990's LCS began to experience growth again. In 2002, a major addition was added to the building which included high school classrooms, a library and fully equipped technology lab. 2013 brought yet the addition of another wing that included a dedicated art room and science lab.

Over the years, LCS has excelled academically, athletically and in other areas as well. The school has a reputation for providing an excellent sports program with students participating in baseball, basketball, cross country, golf, soccer, softball, swimming, and volleyball. A decision was made to join Section V in the 1997-98 season.

As the Lord has provided, the school has experienced years with excellent marching bands winning numerous marching awards and excellent drama teams, presenting both drama and musicals. In addition, the school has other activities available including ski club, yearbook club, and a faculty-sponsored National Honor Society for well-rounded students who achieve high academic standing, as well as various missions opportunities.

In 2018, LCS received accreditation through the Association of Christian Schools International (ASCI).

Lima Christian School is unique in many ways. Pastor Noah Stoltzfus purposed in the founding of the school that it would be open to all who profess Christ. As a result, our faculty and students come from many different evangelical and church backgrounds. The faculty enjoys a unique relationship—able to worship the Lord together by their common bond in Christ and yet able to appreciate each other for their differences in worship and doctrine. At LCS, we major in Christ and minor in our differences.

LCS students come from a diversity of church backgrounds representing many churches in Livingston and surrounding counties including Monroe, Ontario, and Steuben. Lima Christian School is a place where the students learn to walk with the Lord, worship together, and embrace their common bond in Christ.

## **Statement of Faith**

1. We believe the Bible to be the inspired, infallible, authoritative Word of God.
2. We believe the Godhead consists of the Father, the Son, and the Holy Spirit.
3. We believe in the deity of Jesus Christ, in His virgin birth, sinless life, atoning death, bodily resurrection and ascension to the right hand of the Father.
4. We believe in the universal sinfulness and guilt of all mankind since the fall, rendering man subject to God's wrath and condemnation.
5. However, we also believe in the salvation of lost and sinful people through the redeeming blood of our Lord Jesus Christ.
6. We believe in the keeping power of God for a holy walk, not after the flesh, but after the spirit.
7. We believe in the baptism of the Holy Spirit and the present ministry of the Spirit in and through believers.
8. We believe in Christ's imminent personal return in power and great glory, in His millennial reign and his everlasting dominion.

9. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of eternal life and they that are lost unto the resurrection of eternal punishment.
10. We believe in fulfilling the Great Commission (Matt 16:18-20).

The statement of faith does not exhaust the extent of our beliefs. The Bible itself—as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind—is the sole and final source of all that we believe. For purposes of Lima Christian School’s faith, doctrine, practice, policy, and discipline, and because Lima Christian School is a ministry of Crossroads Church, the senior pastor and church board are Lima Christian School’s final interpretive authority on the Bible’s meaning and application.

### **Statement on Marriage, Sexuality, and Gender Identity**

- We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Genesis 1:26-27). Rejection of one’s biological sex\* is a rejection of the image of God within that person.
- We believe that the term “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (I Corinthians 6:18; 7:2-5; Hebrews 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.
- We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, use of pornography, sexual harassment, sexual assault, rape) is sinful and offensive to God (Matthew 15:18-20; I Corinthians 6:9-10).
- We believe that in order to preserve the function and integrity of Lima Christian School as a local body of Christ, and to provide a biblical role model to the LCS members and the community, it is imperative that all persons employed by LCS in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality (Matthew 5:16; Philippians 2:14-16; I Thessalonians 5:22).
- We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Romans 10:9-10; I Corinthians 6:9-11).
- We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Lima Christian School.

*\*Biological sex is defined as the biological condition of being male or female as determined at birth based on physical differences, or when necessary, at the chromosomal level.*

## **Admissions**

Lima Christian School is open to families of Pre-K through 12<sup>th</sup> Grade students interested in securing a Christian education. To be considered for admission to Lima Christian School, students and their parents must finalize the application paperwork, complete a placement exam, and participate in a family interview with the school principal. There can be no outstanding tuition or fees due to LCS or another school. Admissions is also contingent upon an opening in the appropriate class and our ability to meet your child's needs. As a school that seeks to assist parents in training up their children in a Bible-based Christian worldview, it is expected that at least one parent be a professing follower of Jesus Christ. If the student can be properly placed and the requirements are met, parents will be notified by letter of their child's acceptance.

The enrollment process will ask students and parents to read and agree with the policies of Lima Christian School as documented in the Family Handbook. All students attending Lima Christian School should agree to "study to show [themselves] approved unto God" (II Timothy 2:15, KJV). They also agree to be courteous and respectful to their peers, staff, faculty, and other daily associates.

## **Statement of Non-Discrimination**

Lima Christian School admits students of any sex, race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on sex, race, color, national and ethnic origin in the administration of its hiring policies, educational policies, admissions policies, scholarship programs, athletic programs, and other school-administered programs.

## **Admissions Procedure**

Application for admission starts the procedure. Once the student has been accepted for admission, the parents will be notified that they may begin the enrollment process. Completed Enrollment Forms, along with the enrollment fee, will secure the student's place at Lima Christian School.

To be complete, the application should include:

- Application Form for each student
- Student Academic History Form
- Copy of birth certificate
- Non-refundable application fee of \$50
- Submission of Records Request Release Form to local school district authorizing the district to send all school records to LCS
- Submission of Pastoral Reference Form to local pastor (returned directly from the church to LCS)
- After the previous items have been received, the school will schedule the

- o Parent and student interview with the principal
- o Meeting with guidance department and/or completion of testing as recommended

All families will be notified in writing of the results of the application process.

To complete the admissions process, it is then necessary to submit completed enrollment forms, including:

- Family Enrollment Form
- Enrollment fee per student (non-refundable)
- Health Forms including Medication Permission Form and Emergency Contact Form • Updated immunization records
- Physical (required of all new students, student athletes, and students entering grades K, 2, 4, 7, and 10)
- Statement of Acceptance signed by parent(s) and student(s)

### **Withdrawal Procedure**

- Written notification of a parent’s intention to withdraw their student(s) (A withdrawal form can be obtained in the school office.)
- Meet with the Principal and/or Guidance Counselor
- Return all school-owned books (i.e., library books, textbooks) and any borrowed equipment.
- Fulfill all financial obligations to the school (School records may not be released until this is complete.)

Once all obligations have been met, the school will release the student’s records to his/her new school upon written request from its office.

### **Academics**

Students must demonstrate an appropriate degree of success in the classroom to be eligible to participate in other aspects of school life. Academic issues will be regulated as indicated in each area below:

#### **LCS grading scale with numeric equivalents:**

Letter Grade	Description	Grade Range	GPA Value
A	Excellent	93.00-100	4.00
A-	Excellent	90.00-92.99	3.75
B+	Very Good	88.00-89.99	3.50
B	Good	85.00-87.99	3.00

B-	Good	80.00-84.99	2.75
C+	Average	78.00-79.99	2.50
C	Average	75.00-77.99	2.00
C-	Average	70.00-74.99	1.75
D+	Poor	68.00-69.99	1.50
D	Poor	65.00-67.99	1.00
F	Failing	0.00-64.99	0.00
I	Incomplete	0.00	0.00
WP	Withdraw Passing		0.00
WF	Withdraw Failing		0.00

## Course Selections and Requirements

### 7<sup>th</sup> & 8<sup>th</sup> Grade Course Selections:

Courses Available	Required for 7 <sup>th</sup> Grade	Required for 8 <sup>th</sup> Grade	Fine Arts Electives (Must choose at least one)
Bible	•	•	Chorus
Math	•	•	
English	•	•	Studio Art
Science	•	•	
Social St.	•	•	
Health		•	
Music Appreciation	•		
Art	•	•	
LOTE*	•	•	
PE	√	√	

- Indicates a full year of study, every day of the block rotation
- √ Indicates a full year, one or two times per week

\*LOTE=Language Other Than English. NYS requires that students receive 2 complete units of study during grades K-9. LCS starts LOTE in the 7<sup>th</sup> grade with a full year of study. Students will complete their state LOTE requirement of 2 units of study by the end of 8<sup>th</sup> grade to receive one high school credit.

Although there is a minimum requirement for all students, those going on to four-year colleges and universities are encouraged to check with the college publications regarding LOTE requirements. It is our understanding that an increasing number of colleges are requiring LOTE for admission and/or graduation.

### Graduation Requirements for Grades 9–12:

Lima Christian School Leveled Diploma (class of 2018 and after)

Subject	Regular Diploma	Advanced Diploma	Notes
English	4.5 credits	4.5 credits	
Math*	3 credits	4 credits	Need math through Algebra II/Trig for advanced diploma
Social Science	4 credits	4 credits	
Science	3 credits	3 credits	
Bible	4 credits	4 credits	
Foreign Language	1 credit (2 years)	3 credits (4 years)	Students earn 1 credit after completing IA and IB (typically 7 <sup>th</sup> and 8 <sup>th</sup> grades)
Physical Education	2 credits	2 credits	.5 credit per year
Fine Arts	1 credit	1 credit	
Health	.5 credit	.5 credit	

Electives	1	1	see course listing
Total Required	24 credits	27 credits	

- Math credits must include Algebra. Students can take Extended Algebra for two credits.
- Courses taken at BOCES can substitute for the third science and/or math requirement for a regular diploma.
- Qualifying students can be exempt from the Foreign Language requirement, but the total number of credits required for graduation remains the same.

Note: An integrated course in math/science/technology may be used as the third required unit of credit in either math or science when the course is taught by a certified MST teacher and meets the commencement level of the NYS standards for Math, Science, and Technology.

- Students who fail any course will need to attend summer school to achieve proficiency in the failed course or repeat the course the following year.
- Students that fail three or more courses will repeat the grade level.

## Basic and Advanced Diplomas

At the start of their freshman year, students will set on a path to graduation. Each student will meet with the guidance counselor and determine if they are looking to graduate with an advanced diploma or if they wish to obtain a basic diploma. The difference between the two are mainly in the number of credits required for graduation. An advanced diploma requires 27 credits, equaling additional math and LOTE classes. Different pathways are available to obtain an advanced diploma. Students will meet with their guidance counselor to choose which path fits best for them. A basic diploma requires 24 credits to graduate and does not require advanced math or LOTE for graduation. Students are advised to take a course load they feel comfortable with and one they feel they can successfully complete. Students will have regular meetings with their guidance counselor to ensure they are taking the correct courses needed so that their path continues smoothly into graduation.

## Course Load

Students are encouraged to take advantage of the full range of courses offered by LCS and carry a course load consistent with their abilities and interests, keeping in focus the courses necessary to meet all the minimum requirements of NYS and LCS. Students are required to maintain a minimum of 5 courses, plus the required Physical Education.

- **Core Course:** Mandated courses students must take and pass to meet New York State and LCS graduation requirements
- **Elective Course:** These are subjects selected by the student to meet total credit requirements for graduation.

## **Advanced Study Courses**

LCS offers Advanced Placement (AP) courses in U.S. History and Literature and Composition. Students are admitted to these courses by teacher recommendation, based on academic performance. College credit is awarded based on an examination held at LCS in May.

LCS offers Advanced Studies courses in conjunction with Genesee Community College. Present courses are Pre-calculus, Statistics, Calculus I and II. English 101 is also offered in conjunction with Roberts Wesleyan College. To earn college credit, students must register with the college(s), pay a tuition fee, and pass the course with a minimum of a C.

Advanced courses are weighted at 1.1 when calculating numeric average and are noted as advanced coursework on the transcript.

## **Course Credit**

Value is given to a course that is successfully completed (Carnegie Unit). A student receives credit for a course only if a minimum grade of 65% is earned and the student has met the "seat time" requirement for the course. Excessive absences may prevent the student from receiving credit for a course even if the course is passed. The final numeric average of a course is determined by averaging the quarterly grades, final (local) exams, and year end exams (if applicable). Method of computing (weight of each) depends on the course.

## **School Credit**

Awarded in Carnegie Units if satisfactory work is maintained in any specific subject with a passing grade of 65%

## **Auditing**

Auditing a class provides a student with the experience of learning a particular subject absent the pressure of testing. Auditing a class in high school is generally not an option. However, auditing may be allowed under the following circumstances:

- Credit for the class is neither required for graduation, nor needed as an elective.
- Student agrees to the following stipulations:
  - Student agrees to attend all classes and complete assigned class work.
  - Student will be exempt from all quizzes, tests, and final exam. Student, however, must report to class during these times. The teacher may, at their discretion, give the student a pass to study hall while other students are testing.

## **Study Halls**

Students are expected to use study hall time efficiently. Schoolwork is to be done quietly.

No food, drink or gum is allowed. If a student makes arrangement to meet with another teacher, the student must get a pass prior to Study Hall from the teacher he or she is to meet with.

## **Drop or Add Procedures**

- Students/parents should select courses carefully so that changes will not be necessary. Should a change be necessary or should a transfer from one course level to another be warranted, a student may not fall below the minimum number of credits required for graduation.
- To initiate the Drop/Add Procedure, students need to meet with their guidance counselor to review current credit status towards graduation and complete an official Drop/Add form. Signatures of: Student, Teacher(s), Parent, Principal, and Guidance Counselor are required to complete the process. The student must remain in the class until all signatures are obtained and the form is returned to guidance for approval. The student will then be released from the class and allowed to start the new schedule.

## **Deadline for Drop/Add (D/A)**

- At the beginning of the school year, two weeks are set aside for students to change their schedules. After that, no further additions or drops from the schedule will be allowed until the end of semester one. Students must maintain a course load of at least 5 courses plus PE.
- After the drop/add period, withdrawal from a course will be recorded as a “W” on the student’s transcript.
- Students are not permitted to drop or withdraw from core courses. • GCC college credit courses may be dropped within the first three weeks of semester course for a full tuition refund from GCC. (Seniors: Colleges will be notified if a course is dropped after transcripts have been sent and applications have been processed).

## **Report Cards and Progress Reports**

Lima Christian has four academic quarters during the school year. Each quarter is ten weeks long. A student must successfully complete four quarters of full-time course work to receive credit.

Progress reports are sent as follows:

- 5 weeks – to all students
- 15<sup>th</sup>, 25<sup>th</sup> and 35<sup>th</sup> weeks – to any student who:
  - is at risk for failing one or more courses.
  - has experienced a significant downward trend (10 points) in academic average; or
  - has experienced a change in work habits or attitude.

Report cards are generated and made available via the Sycamore Parent Portal at the end of each marking period. See the academic calendar for end of quarter dates.

## **Academic Intervention Plan**

All 6<sup>th</sup>-12<sup>th</sup> grade teachers are required to fill out the LCS Academic Red Flag List every five weeks throughout the academic school year. The Red Flag List identifies students who have an average below 70% or have experienced a drop of 10 points in their average. In addition, students who are at risk due to poor organizational skills, attitude or behavioral issues, missing work, or absence issues are also identified. If a student shows up on the Red Flag List several times or from multiple teachers, the student will meet with the principal and/or guidance counselor.

Red Flag Lists are distributed to all faculty and coaches. While a student is actively on the Red Flag List, the student must stay in study halls to complete homework or study academic material. A student may also be suspended from extracurricular activities. This will be determined by the administration.

If the problem cannot be identified and solved with the student alone, an intervention meeting will be called with all the student's teachers, the student, and the parents.

Intervention meetings will result in one of three outcomes:

1. A plan for the student which may involve accountability, use of a planner, regular meetings with teachers, etc.
2. A student contract: an agreement to meet certain standards by a certain time or to meet with an accountability partner a certain number of days per week, etc. Contracts are reserved for students who do not respond to an initial plan of action as indicated in item "1" above.
3. If a student is not responding to plans involving the traditional classroom, and is trying, but still not succeeding, and shows signs of a possible learning disability or psychological disorder, administration will meet with the parents and suggest that the student be referred to the special education department for screening.

LCS currently provides resource room level support to all classified students. Support services are limited, however. Students who require a level of special education services outside of the standard level of modifications may need to consider a different school placement that will best accommodate the educational and/or emotional needs of the student.

## **Late or Incomplete Work**

All teachers have a late or incomplete homework policy as part of their classroom guidelines. The policy will include:

- A clear definition of what constitutes a late assignment.
- Established consequences for turning in late assignments.
- Guidelines for absences that include a deadline for making up missed work.

- Guidelines for communicating with parents regarding late or missing work.

## **Cheating or Plagiarism**

Cheating involves any form of work that a student turns in which has not been completed fully by him/her, including exchanging answers on homework and plagiarism. Both the person obtaining information and the supplier of the information are viewed the same. Cheating also includes the use of unauthorized material(s) for cheating purposes (i.e., cheat sheets, writing on hand, desk, etc.). A grade of zero is given for an assignment or exam in which cheating takes place.

Plagiarism involves copying or paraphrasing the ideas and/or words of another person without proper acknowledgement and presenting this material as one's own original work. Rules and guidelines regarding plagiarism are regularly covered as a part of the middle and high school curriculum. The ease with which information can be copied and pasted from digital sources makes plagiarism more problematic than ever. Students should consult with their teacher for questions regarding whether the use of certain material would be considered plagiarism. In cases of plagiarism, the teacher reserves the right to assign a zero for the assignment and/or ask that the work be redone for an adjusted grade. Upperclassmen (Juniors and Seniors) will be held to a higher expectation than their middle school counterparts. All cases of cheating/plagiarism in grades 6-12 will be documented by the administration. In cases of multiple offenses (counted across all classes), disciplinary action may include a failing grade on an assignment or test, expulsion from National Honor Society, a failing grade for the course, and/or suspension from school.

## **Conferences**

Lima Christian School seeks to encourage communication between parents and teachers for the benefit of the student. Elementary Parent/Teacher Conferences are scheduled for the week following the end of the first marking period (consult school calendar for the end of marking periods). Grades 6-12 have conference times available (though not required) during the same week. If either a teacher or a parent determines the need for a conference, it will be arranged. Parents should contact your child's teachers to set up a time for their conference.

Please note the following suggestions, which should help to make the conference time most successful:

1. Teachers will be prepared for their conferences and will be on time. 2. Parents are also asked to be on time. If a parent is unavoidably detained, we ask that a call is made to notify the school.
3. Parents are asked to be prepared to share observations and to ask questions. The more openly we share, the more effective we can be in the ministry of Christian education.
4. Parents should arrive without the student unless the student has been asked to attend.

5. If possible, both parents should attend the conference. Christian education is the responsibility of both mothers and fathers.
6. Pray that God will bless the conference so that parents and teachers are able to communicate well, while seeking discernment and wisdom from the Lord in all that is conveyed and decided.

Parents can meet with teachers at any time throughout the year, but this is most effective when the teacher has had time to prepare and knows a parent is coming. Please schedule a meeting time with your child's teacher prior to your arrival.

## **Transcripts**

A request for the release of a student's transcript should be submitted via email to the Guidance Office. Please include the following information: name of student, year graduated or current grade, name, address, and phone number of where transcript is to be sent, as well as any additional information (i.e., standardized tests, medical records, etc.) needed.

**Official Transcript:** The student transcript is dated, signed by an LCS official, and affixed with the LCS impression stamp. Generally, official transcripts are mailed directly to colleges or other educational institutions. If delivered by the student or parent/guardian, the official transcript will be sealed in an envelope. This document will not be accepted if it has been opened or altered in any way.

**Unofficial Transcript:** The student or parent/guardian may request an unofficial transcript at any time. These do not contain an official signature or impression stamp.

If a student leaves LCS during the school year or does not return the following school year, no school records will be released (including report cards) until all outstanding charges are paid in full. Failure to return textbooks and or uniforms will result in a charge on the final financial statement and must be paid before the release of academic records.

## **Academic Awards and Honors**

**Academic Awards by Subject:** This award recognizes students from grades 6-11, who have achieved excellence through their academics as well as in their effort and character during the school year.

**Honor Roll:** Honor roll is awarded to students in grades 9-12 who meet an average of 93% or higher each of the first three quarters of the school year.

**Excellence Roll/Academic Pin:** Excellence roll recognizes those students in grades 10-12 who have achieved and maintained a grade point average of 93% or higher throughout their high school career. For this achievement, students will receive an academic pin.

## **National Honor Society (NHS)**

Lima Christian School is an active charter member of the NHS. NHS induction is annually considered for students who meet eligibility requirements as specified in the Charter. A selection committee reviews candidates and qualifies students for selection based on academics, leadership, service, and character. Students become eligible for selection at the beginning of their sophomore year based on their cumulative average beginning with their freshman year of at least 85%. A transfer student must be in attendance for at least one semester to be eligible for nomination. Transfer students already in NHS are recognized as members at LCS. A faculty committee will select the candidates and a formal NHS ceremony will recognize those inducted, generally held in May.

## **Student Activities**

### **Opportunities for Student Involvement**

Research shows that overall student success in school is closely related to the student's involvement in school activities. The opportunity to serve is promoted as part of the daily culture of the school. As students interact with their peers and with teachers, they discover ways to model both leadership and service as they place others before self. Opportunities are available in school or with outside organizations to enhance their skills and abilities heading into college or the workplace. Formal service opportunities include participation in the school's mentoring program and student council. Work study opportunities are also available for senior students who wish to participate.

### **Student Council**

The purpose of the Student Council is to promote and carry out school-wide activities which honor the Lord Jesus Christ and serve to build school morale. Members of the Student Council assist in overall school citizenship by serving as positive examples, praying for classmates, and encouraging fellow students in their walk with Christ. Elections for Student Council are held each spring. Candidates for Student Council must submit nominating petitions bearing the signatures of administrators, faculty members, and fellow students to run for office.

### **Yearbook**

The school yearbook is an annual publication containing photos of students taken throughout the year. Students are responsible for taking many of the pictures, as well as creating the layout and editing yearbook text.

## **Mentors for Minis**

Mentors for Minis is a program that matches upper high school students with elementary students in a positive peer-to-peer relationship. Mentorships are appointed on a volunteer basis and provide high school students with the opportunity to reach out to younger students, while benefiting the younger students through connections with a positive high school role model.

## **Other Opportunities for Involvement**

- **Music:** Chorus
- **Drama:** Annual Spring Drama Production
- **Athletics:** Soccer, Basketball, Baseball, and Softball (Any 7<sup>th</sup> or 8<sup>th</sup> grade student wishing to test up to play sports at a higher level needs to contact the Athletic Director at least one month prior to the start of season).
- **Clubs (as available):** Ski Club, Masterminds, and Missions

## **Attendance**

Regular attendance is a critical component for success in school. A student's attendance pattern in school is closely linked to school achievement. Experience has shown that students with frequent absences do not develop the necessary skills needed to succeed in school. It is the school's desire to support our students and their participation in school every day. When students are absent from school, it is critical that proper arrangements are made for the absence and that responsibility is taken for appropriate re-entry into school. Students attending vocational education during the school day should consult with the guidance counselor regarding appropriate procedure.

Chronic absenteeism is defined as missing 10% of school days, or 17 or more days of school per year for Lima Christian School. Please note that this includes both excused and unexcused absences and applies to all grade levels, K-12.

## **Excused Absences**

Excused absences include personal illness, critical family illness or death in the family, doctor or dentist appointments that cannot be made outside of school hours, quarantine, impassable or unsafe roads consistent with current weather conditions, college visits for prospective students only, school-supervised projects, required court appearance and military obligations.

All absences not contained in the above description are considered unexcused absences. All absences that are not followed up with a written explanation or phone call are considered "unexcused."

## All Absences

- On the day a student is absent, the absence must be reported to the school secretary by 8:30 am by calling 624-3841 ext.122. This includes all morning and afternoon EMCC (BOCES) students.
- Absences require a written excuse signed by a parent/guardian and is due the same day the student returns to school. The absence is considered unexcused and permanently recorded if not received within two days. (The school is responsible to New York State for a written excuse for every absence or tardy recorded in the attendance register. The attendance register is a legal document and is notarized at the end of each school year). A phone call to the school secretary/voicemail can replace a written excuse for a one-day absence.

## Chronic Absences

Chronic Absences are defined as missing 10% of school days for any reason excused or unexcused in one school year (17 days). Below, you will find an outline of Lima Christian School's plan for response and intervention to student absences. This is in alignment with our LEA, Honeoye-Falls School District.

*Any day of instruction (excused or unexcused):*

- School staff will make a personal phone call to parent/guardian
- Document reason for absence
- Verify contact information in student management system

*When Student misses 5 days or 5 class periods for one class:*

- School staff will call family
- School Admin team will review attendance history of previous years

*When a student misses 10 days or 10 class periods for one class:*

- School staff will send a letter to family
- School staff will make a phone call to parent/guardian
- School Admin team will consider other interventions/supports

*When a student misses 15 days or 15 class periods for one class:*

- School staff will progress monitor any interventions/supports
- School staff will schedule a family meeting
- School staff will consider reporting out to other agencies (if needed)
- School Admin team to review

*When a student misses 17 days or 17 class periods for one class:*

- School Admin team to review next steps

Our attendance policy and procedures are dependent on expectations and follow through. Responsibilities are as follows:

- Every teacher must take attendance for every student in every class period.
- Feedback from classroom teachers of chronic absences must be provided to the attendance officer. Feedback should include the number of days absent from class.
- Documentation must occur at each increment level of student absences.

Attendance records must be reviewed weekly.

### **Prearranged or Extended Absences**

When planning an extended absence for your child please be mindful of the attendance policy and the importance of not missing instructional time during the school day. Examples of prearranged or extended absences include vacation, surgery, college visits, and mission trips. Permission forms are required and available in the office. This form is to be completed and submitted at least one week in advance. These absences will count toward the minimum absences allowed for credit. This form provides both student and teacher notice to prepare for all work required during the absence. All assignments are due based on teacher policy (before the absence, immediately upon return, etc.).

### **Signing Students In or Out of School**

A student that is arriving after the school day has begun (7:55 am) or is leaving before the school day is over (2:56 pm) must be signed IN or signed OUT in the school office by his/her parent/guardian and submit a detailed note stating the reason for the absence or early departure. Students leaving early are asked to bring a note to the main office before school begins so the daily attendance list will identify their need. No student will be allowed to leave without a parent/guardian. Once the student becomes a senior or can drive, parent/guardian permission is required for the student to leave without a parent present.

## **Academic Day**

### **Arrival**

- The building is open for the school day at 7:45am. When a student arrives on campus all school policies and rules are in effect. Adherence to dress code and other rules is expected of all students throughout the school day from 7:55am to 2:56pm.
- All students must enter the building upon arrival. Loitering is not permitted

in the parking areas or on the school grounds. The school does not make provision for supervision prior to 7:45am and after 3:30pm. Parents should plan accordingly.

- Students must report to homeroom or K-5 classrooms at 7:55am for attendance.
- The first homeroom bell rings at 7:50am. Students are expected to be in their seats for homeroom to begin when the second bell rings at 7:55am.
- If a student is arriving after 7:55am, a parent and student(s) must report to the office to sign in.
- If a student is tardy (late arrival to school from 7:55am until 8:25am), a written excuse signed by parent/guardian is required at sign in. Students in grades 7-12 are allowed three unexcused tardies for the entire school year. Upon the fourth tardy, students will be required to come to school at 7:30am for one week. Students will report directly to the principal.

## **Departure**

- The regular class schedule for a school day ends at 2:56pm. Buses load in the north parking lot. Parents who are picking up their students should park in the designated areas in the south parking lot. K-5 students being picked up will be dismissed by their family number. These numbers are provided at the beginning of the school year and need to be visible in the front window of the vehicle for our staff member to see.
- Please do not park and exit your vehicles at the front church doors or in any of the fire lanes. Do not leave your children alone and unsupervised in any vehicle when picking up students. Please do not leave your vehicles running.
- Parents who will be regularly transporting their children to or from school should give written notification to the school using the LCS Transportation Form.
- Students who have permission to stay after school for academic or extracurricular activities must report to their designated area and not loiter in the hallways or be unsupervised.
- Students are not supervised before after school activity begins.

## LCS Master Class Schedule 2023-2024

<b>Block</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wed.</b>	<b>Thurs.</b>	<b>Friday</b>
<b>Homeroom</b>	7:55-8:02	7:55-8:02	7:55-8:02	7:55-8:02	7:55-8:02
<b>Block A</b>	8:05-8:50	8:05-8:50	8:05-8:50	8:05-8:50	8:05-8:50
<b>Block B</b>	8:53-9:38	8:53-9:38	8:53-9:38	8:53-9:38	8:53-9:38
<b>Block C</b>	9:41-10:26	9:41-10:26	9:41-10:26	9:41-10:26	9:41-10:26
<b>Block D</b>	10:29-11:14	10:29-11:14	10:29-11:14	10:29-11:14	10:29-11:14
<b>LUNCH ELEM/HS</b>	11:17-11:47	11:17-11:47	11:17-11:47	11:17-11:47	11:17-11:47
<b>Block E</b>	11:50-12:35	11:50-12:35	11:50-12:35	11:50-12:35	11:50-12:35 <b>Chapel</b>
<b>Block F</b>	12:38-1:23	12:38-1:23	12:38-1:23	12:38-1:23	12:38-1:23
<b>Block G</b>	1:26-2:11	1:26-2:11	1:26-2:11	1:26-2:11	1:26-2:11
<b>Block H (FLEX)</b>	2:14-2:56	2:14-2:56	2:14-2:56	2:14-2:56	2:14-2:56

## **Late to Class (Grades 6-12)**

If a student arrives late to class, he/she must present the teacher with a pass that states the reason for the tardiness.

## **Extra-Curricular Participation**

Participation in extracurricular activities is both a privilege and additional assumed responsibility for students. Students are expected to be in school for the full day. However, to participate in after school practice, a game, or another event, a student must attend school for at least 50% of that day. Getting home late the night before, as the result of participating in extracurricular activities, does not excuse students from school or homework.

## **Lifestyle Expectations**

Students are expected to have a courteous, respectful, and cooperative attitude toward administrators, teachers, staff, and all students in the school. Because the expectations for student conduct are lifestyle traits, students are expected to maintain these standards off school campus as well. This includes behavior and content on all social media.

## **Statement of Student Support (7<sup>th</sup>-12<sup>th</sup> Grade Students)**

Families enrolling in grades 7-12 acknowledge that they have read and agree to the Statement of Student Support. A new student's acceptance at LCS is contingent upon receiving a signed Statement of Agreements form, which accompanies enrollment forms. The statement reads:

1. "I appreciate the social and spiritual standards of Lima Christian School and will not tolerate or use profanity, obscenity in word or action, dishonor the Word of God, or show disrespect to the personnel or property of Lima Christian School or Crossroads Church."
2. "I agree that, while a student at LCS, I will refrain from the use of electronic cigarettes, tobacco, alcoholic beverages, and harmful and illegal drugs at all times both on and off the campus."
3. "I agree that, while a student at LCS, I will refrain from sexual immorality as described in LCS's Statement on Marriage, Sexuality and Gender Identity. Furthermore, I will not engage in behavior that undermines LCS's beliefs concerning God's design for gender and biological sex."
4. "I agree that, while a student at LCS, I will not possess, transport or harbor on the campus any of the following: weapons (including but not limited to guns, knives, lighters and chains), drugs, alcohol, pornography or anything else that is detrimental to the mission of LCS."

5. "I agree to support and abide by all regulations of LCS as outlined in written (handbook or handouts) or oral form. I have read and agree to abide by the Student Dress Code. I realize that discipline, suspension, or expulsion from school may result from my refusal to comply with such regulations."

## **Student Discipline**

The Bible provides guidelines for our conduct. Lima Christian School endeavors to see that all disciplinary measures are based on biblical principles. As we look to Jesus Christ, we ask for His wisdom in dealing with students on a personal basis.

Christians are called to handle disputes in love, with a goal of restoration. Conflict should be handled according to the steps listed in Matthew 18. This style of conflict resolution is based on a desire for holy living and love for the person who has committed the wrong.

Discipline at LCS is intended to help students develop maturity and self-discipline, while maintaining a right relationship with fellow students, faculty, and staff. We believe that discipline not only serves to correct behavior, but also to build up, to encourage, and to train an individual in behavior that is pleasing to God. As one matures, he/she needs to become less dependent on rules to govern personal behavior and more dependent on his/her own ability to discern right from wrong. The process is based upon an awareness of God's Word and submission to His Spirit, personal integrity, and the willingness to practice self-control. We trust that students will increasingly take personal responsibility regarding their own behavior, thereby requiring less school-administered discipline.

When discipline problems arise, the belief of LCS is that most stem from a lack of submission of our will to God's. Even the most minor infractions are as result of a conscious decision not to submit our will to the authority God has placed above us. As we learn to submit our will to God's, the Holy Spirit teaches us how to conform to His image and submit to all authority. The teacher is the authority in the classroom and is charged with maintaining the control and discipline necessary to establish a quality, safe, learning environment. Teachers will explain their expectations to students to encourage cooperation and participation and to keep disciplinary measures consistent with the offense. As previously stated, the objective is to help students move toward the goal of self-discipline. The administration supports the teacher in this disciplinary role and will become involved whenever it appears that the student disruption and lack of cooperation warrant this attention.

The following document serves to outline more specifically the problem behaviors LCS expects to see throughout the school year. It details who on staff will be addressing these behaviors through Biblical restoration and appropriate consequences.

The following lists are non exhaustive. Because of such, behaviors that are disruptive to the learning of others will be handled appropriately at the discretion of the teachers and administration. Teachers and administration will analyze and evaluate disruptive actions to discern whether behaviors are indicative of a learning need. Students will receive a clean slate every 10 weeks for level 1 and level 2 behaviors.

### **Staff Managed Teachable Moments**

#### ***Level 1: Mild (redirected/not recorded)***

- Blurting
- Excessive talking
- Talking out of turn
- Not listening
- Not paying attention
- Using phone during prohibited time of school day
- Failure to follow instructions
- Off task
- Getting out of seat
- Climbing on furniture
- Writing and passing notes
- Classroom disruption
- Arguing/Defiance
- Making faces
- Eye Rolling
- Huffing/signing
- Stomping
- Inappropriate language to themselves
- Name calling
- Teasing or insulting
- Negative talk
- Whining
- Drama
- Nonsexual Touching
- Horseplay
- Throwing objects not intended for harm
- Misuse of school property
- Lying
- Incomplete work
- Tardiness
- Sleeping
- Not prepared for class
- Running in the hallways/ common areas/ classroom
- Cutting in line
- Littering
- Playing in the bathroom

- Minor Vandalism (drawing on desks)

Level 1 offenses will be handled by the teacher. Teachers will document behavior, contact parents and work collaboratively with the team (to include as necessary: teacher, Specials teachers, Dean of students, parents and guidance counselor) to develop an action plan.

**Consequences could include but are not limited to:**

Teacher assigned and administered

- Redirect and discuss with student
- Teach and practice expected behavior
- Give replacement behavior
- Natural consequences
- Structured recess or lunch
- Structured meeting for restoration and reconciliation
- Record conduct as necessary

***Level 2: Moderate (recorded)***

- Repeated level 1 (with data\*)
- Leaving class without permission
- Prolonged refusal to work
- Insubordination
- Blatant defiance/disrespect
- Inappropriate gestures
- Profane language
- Unwanted physical contact
- Pushing/shoving
- Minor hitting/kicking/tackling
- Spitting
- Cheating
- Petty stealing

Level 2 offenses will be handled by the teacher. Teachers will document behavior, contact parents and work collaboratively with the team (to include as necessary: teacher, Specials teachers, Dean of students, parents and guidance counselor) to develop an action plan.

**Consequences to include but are not limited to:**

Teacher assigned and administered

- Reteach expected behavior
- Provide Replacement behavior

- c. Parent conference
- d. Progress to discipline referral for administration.

### **Office Managed**

#### **Level 3: Severe (recorded)**

- Repeated level 2 (with data\*)
- Profanity towards faculty/staff
- Physical behaviors towards faculty/staff
- Bullying/Cyber (planned, pervasive, persistent)\*
- Harassment
- Hate motivated speech or violence
- Racial/Ethnic Discrimination
- Hazing
- Assault
- Fighting
- Running from campus
- Leaving school grounds without permission
- Skipping class
- Drug/Tobacco/Alcohol/Paraphernalia
- Possession of dangerous object/weapon as defined by NYS
- Sexual act
- Major Vandalism
- Arson
- Aiding or abetting a crime
- Terrorist or bomb threat

#### **Consequences may include but are not limited to:**

1. Administration assigned and administered:
  - a. Lunch or after school detention
  - b. Structured recess
  - c. Structured meeting for restoration and reconciliation
  - d. Family Conference
  - e. I.S.S. or O.S.S.
  - f. Report to police
  - g. Expulsion

Suspension and expulsion are applied to serious or persistent violations that demonstrate a student's unwillingness to submit as a member of the LCS community or threaten the ability of other students to abide within the guidelines of the LCS community.

Suspensions and expulsions will only be enacted after discussions occur among the student, principal, and parent(s).

## **Detention Policy**

All teachers of Grades 6-12 are available from 2:56 pm until 3:30 pm for Detention (unless otherwise noted in their contracts). If a student receives a detention notice, he/she will serve detention with the teacher who assigned the detention. Parents and students will be informed of the detention so they can be prepared to pick up their child at 3:30. The names of students receiving Detention should be recorded in such a way as to remind the teacher and the student.

Teachers have the prerogative to assign detention for another day of the week if they prearrange it with the student and the parent.

In the case of repeat offenders (more than three per quarter) or particularly difficult cases, the principal will be available for further disciplinary action.

## **Bullying**

Mark 12:31 (ESV) teaches, “You shall love your neighbor as yourself.’ There is no other commandment greater than these.”

Ephesians 4:29 (ESV) says, “Let no corrupt talk come out of your mouths, but only such as is good for building up, as fits the occasion, that it may give grace to those who hear.”

The students and staff of Lima Christian School are expected to apply the Biblical principles of love and respect for others in their interactions with each other. Accordingly, Lima Christian School is committed to providing an environment free of bullying and harassment of any kind. We will not tolerate bullying, intimidation, discrimination, or harassment of students or staff in any form.

Bullying consists of systematically or chronically inflicting physical hurt or psychological distress on another person. It includes unwanted written, verbal, or physical behavior that is offensive, intimidating, or abusive. The administration will determine whether the behavior constitutes bullying and respond accordingly. Repeated reports of bullying behavior as defined above will result in more severe consequences that have the potential to lead to expulsion. Consequences are at the discretion of the administrator.

### **Consequences include but are not limited to:**

- 1st tier
  - Student/teacher conference
  - Parent notification
  - Restoration and reconciliation meeting with families present

- Conflict resolution
  - Detention
  - Loss of privilege
  - Administrator meeting
- 2nd tier
    - Parent notification
    - Student/teacher conference
    - Restoration and reconciliation meeting with families present
    - Loss of privilege
    - In school suspension
    - Administrator meeting
- 3rd tier
    - Parent notification
    - Administrator meeting with families
    - Out of school suspension
    - Expulsion

## **Acceptable Use of Technology**

As Christians, we are stewards of God’s provisions. We yield to the leadership of Jesus Christ and to God’s principle of accountability in the use of these provisions. Lima Christian School expects responsible, ethical, and legal use of the technology that God has provided to the school. This acceptable use policy has been created in accordance with Christian ethics and federal and local laws concerning the use of technology.

### **Priority Use**

Educational activities have the highest priority in the use of our computers, network, and internet. These activities should not be hindered by activities of a lower priority.

**Priority 1: Class assignments and requirements** (writing papers, completing assignments, correspondence with teachers, academic research, etc.)

**Priority 2: Student Council and college search activities** (agendas, minutes, publicity, correspondence, notices, resumes and college search activities)

**Priority 3: E-mail**

- **Elementary and Middle School** students have restricted email. They can only send to or receive email from @limachristian.org.
- **High School** students can send to and receive email from any one.
- Any email sent should reflect positively on Christ and the school. Emails are **NOT PRIVATE** and are treated like postcards sent in the mail. Anyone

can read them. Inappropriate or excessive emails may result in removing that privilege from the student.

#### **Priority 4: Personal Use**

- During the school day, bulletin boards, forums, games, entertainment videos, music, shopping or other personal use are prohibited. An exception must be approved by the system administrator or attending teacher.

### **Respect for One Another**

In our communications with others, we should show respect and function with personal integrity. Communication that bullies, degrades, or harasses an individual or a group is unacceptable. As representatives of Jesus Christ and of LCS, it is particularly important that contact with those outside of the school demonstrates respect and integrity.

Accordingly, please:

- Ensure that all communications reflect positively on Jesus Christ and our school.
- Be polite and considerate when communicating with others.
- Do not use or display offensive messages or pictures on the screen.
- Do not send offensive messages or pictures by e-mail or any other form of electronic communication.
- Do not share files containing offensive messages or pictures.
- Do not use obscene language.
- Do not harass, insult, or attack others.
- Do not request or send sexually suggestive text or images to anyone.

### **Respect for Privacy and Property**

Unauthorized use of physical or intellectual property will not be tolerated. Unauthorized use includes copying software without permission of the person or organization holding the copyright. This activity is unethical and illegal. Both the individual and Lima Christian School can be subject to prosecution from such activity.

Please keep the following rules regarding use of technology in mind.

- Treat our computers and network as you would want guests to treat your own equipment.
- Do not eat or drink while using a computer.
- Do not have food or drink at any workstation.
- Do not access or alter others' folders, files, or portable disks.
- Do not plagiarize by copying others' work and presenting it as your own.
- Do not make any changes to the desktop of the workstations you use. This includes changing screen savers, backgrounds, or settings.
- Do not touch another student's assigned computer with express permission.
- Do not knowingly infect the computers or network with a virus, malware, or ransomware.

- Follow all copyright laws.
- Do not open others' email messages.
- Do not attempt to access administrative, faculty or staff folders and files on the network. Do not open grade files or files containing confidential information.
- Do not open or alter any student folders and files other than your own.
- Do not open files containing quizzes, tests, or answer sheets for any teacher.
- Do not copy any folder or file without permission of the owner.
- Do not forward email messages without the owner's permission.
- Do not host or upload any objectionable material from school computers.
- Do not share your password with others.
- Change your password regularly.

## **Financial Responsibility**

Students and parents are responsible to keep any LCS technology (chromebook/laptop, power cords, cameras, etc.) assigned to them in good working order. Any damage to the assigned items is the family's responsibility. The family bears the repair or replacement cost of the item. LCS will order the replacement and notify the family of the cost. The replacement can be paid for separately or included in the next tuition statement.

## **Respect for Authority**

Students are expected to obey government laws and teacher rules when using the computers, network, and internet.

- Observe all federal and state regulations concerning the transmission of materials over the internet.
- Obey all classroom or school rules concerning the use of any computer or the internet.
- Use the computers, network, and internet for educational purposes only.
- Stick to the educational task for which access to computers was granted.

Students may use personal laptops at LCS if the computer does not interfere with or distract other students or interfere with the ability of faculty to teach class. Internet access at Lima Christian School is provided to encourage resource sharing, research, and communication for educational purposes only. Content filtering is provided on all computers connected to the network. It is the responsibility of the personal laptop user to self-regulate their internet activity and follow the guidelines laid out in this document.

Keep in mind that what is passed along by way of the internet is not private. Messages relating to illegal activity may be reported to authorities. Lima Christian School or our web server may be required by law to turn over any stored information on our or their computer system, including email and email records.

Student personal technology such as phones, tablets and laptops are not typically permitted on the main WiFi or guest WiFi. Any student device access to the wireless network is at the discretion of the network administrator.

## **Computer Hacking**

Computer hacking, for this purpose, is defined as any attempt to by-pass any security measures, attempt to discover the system passwords, or to damage/alter any files that were not created by the user. It would also include sharing passwords or private files of staff or students. Hacking is unethical and unacceptable in the school environment. There may be state and local legal penalties.

## **Consequences**

Consequences will be determined on a case-by-case basis. Possible punishments include, but are not limited to:

- Parental notification
- Ban from school computers
- Detention
- In-school or off-campus suspension
- Expulsion
- Local, state, or federal legal action

## **Student Dress Code**

The purpose for the standard of dress at Lima Christian School is to promote business casual dress and to encourage an environment suitable for learning and development. As instructed in Col. 3:12, we are to clothe ourselves with compassion, kindness, humility, gentleness, and patience. The following Dress Code is not intended to condemn certain styles but is intended to be a standard for our school, which allows for individual expression while maintaining a high level of integrity for our learning environment.

Students are expected to follow this Dress Code with a heart attitude of compliance. We ask parents to assume the responsibility of ensuring dress code adherence on a daily basis. We seek parental support and full cooperation in this area.

The administration of Lima Christian School, or designated representative(s), will determine proper compliance to the Dress Code. If a student's attire is determined to go against the guidelines noted, the following disciplinary process will begin.

- First and Second offense - Communication will be sent to parents detailing the specific dress code violation.
- Third offense - parents will be contacted to bring in dress code appropriate clothing for their child. The student will remain out of class until appropriate clothing that meets dress code expectations has been provided.
- Five or more violations will be subject to further consequences deemed

appropriate by administration.

*Please note that the administration reserves the right to determine acceptability regarding items of dress that may or may not be addressed in the handbook. The final authority to interpret and enforce the dress code rests with the school's administration.*

## **Guidelines and Grooming Standards**

In the spirit of setting a standard of attire for school days, we ask that students and parents evaluate school clothes based on the following definition for business casual attire: “requires clothing that is contemporary and not rigid like more traditional style clothing while still looking professional.” Examples of this type of clothing include but are not limited to crewneck or collared shirts or blouses as well as golf and polo shirts, classic style jeans, khakis or pull on woven pants. Please read below for more specific information on dress code expectations.

### **All Students:**

#### Clothing & Appearance

1. All apparel is to be neat, clean and in good condition. Clothing should not have holes, be frayed, or look worn including jeans. ***Fraying that is part of the manufacture of the clothing is still unacceptable.***
2. Clothing is to be appropriately sized, not excessively baggy, tight fitting or revealing. All undergarments are to be completely covered.
3. ***No hats, gloves, coats (outerwear) or sunglasses*** will be permitted while inside the school building. coats may be approved by the classroom teacher if the room is excessively cold.
4. Crewneck sweatshirts without graphics are permissible. Hooded sweatshirts are ***not permitted*** to be worn at any time.
5. Sweatpants or camouflage clothing is not permitted except for specified days (i.e. Dress Down Days).
6. Athleisure clothing is not permitted.
7. Athletic and workout clothing is only permitted during gym class.
8. Leggings may only be worn under a skirt, dress, or shorts (for gym) that meets the approved length (below).
9. Students shall make every attempt to avoid dress styles and jewelry that are associated with gangs, cult, gothic, or any other type of activity that is contrary to the Christian standards of Lima Christian School. Articles of clothing with lettering, wording, or drawings that may be even slightly suggestive, derogatory or in bad taste will not be permitted. (skulls, swastikas, sexual innuendos, illegal drugs, alcohol)
10. Body tattoos (of inappropriate subject matter) must be covered with clothing.

#### Hair

1. Hair should be neatly trimmed and combed, not distracting.
2. Extreme hairstyles including, but not limited to, shaved or excessively spiked hair is not permitted, including Mohawks.

3. Highlighting is acceptable only if it is consistent with natural hair colors. Hair should not be highlighted in an extreme two-toned fashion.
4. Boys must be clean-shaven or maintain a trim, clean beard.

### Hygiene

Students should maintain a basic level of personal hygiene, including frequent handwashing, daily oral care, bathing and daily use of deodorant as necessary.

Extenuating circumstances should be cleared through our nurse's office.

### Jewelry

1. Other than girls' ears, jewelry requiring body piercing may not be worn.
2. Boys are not allowed to wear earrings or pocket chains at any time.
3. Apparel and/or accessories that may be used as a "dangerous instrument" as defined by the New York State Penal Law including, but not limited to, studded/spiked collars and bracelets and chains with links that are one quarter inch or more in length or width, are not allowed.

### **Boys' Standards:** (these are in addition to the Clothing and Appearance requirements noted above)

1. Boy's are permitted to wear only pants, jeans and shorts. They must be worn at the waist with no rips, tears or frays. They must not drag on the floor and must have a hem that is neat and finished. They will not be worn on the hip with a lower than normal crotch. All undergarments must be covered at all times. Boys may wear at-the-knee, cargo type or dressy shorts at any time during the year. Athletic shorts will not be permitted.
2. Shirts, patches, etc. that promote contemporary secular cultures that are considered in bad taste are not permitted. Graphic t-shirts and sweatshirts are not allowed. LCS logo wear is permitted. Short and long sleeve shirts with a small logo at the shoulder are permitted (ie Polo shirts, small Nike swoosh etc). Lightweight shirts depicting cartoon characters and pop-culture references are not permitted. Tank tops are not permitted. Shirts need to be worn at all times including gym, outdoors and after school events.
3. Boys are not permitted to wear nail polish or makeup.
4. Apparel purchases should be made to allow for growth during the year.

### **Girls' Standards:** (these are in addition to the Clothing and Appearance requirements noted above)

1. Pants, including blue jeans, must not be worn excessively low on the hips and should not have rips, tears or fraying. They must not drag on the floor, and must have a hem that is neat and finished. They must not be excessively baggy or form fitting. Pants must cover all undergarments. Capri pants or long shorts (not shorter than mid thigh) may be worn at any time during the year. Athletic shorts are not permitted.
2. Shirts, patches, etc. that promote contemporary secular cultures that are

considered in bad taste are not permitted. Graphic t-shirts and sweatshirts are not allowed. LCS logo wear is permitted. Short and long sleeve shirts with a small logo at the shoulder are permitted (ie Polo shirts, small Nike swoosh etc). Lightweight shirts depicting cartoon characters and pop-culture references are not permitted. Blouses/shirts should not be excessively tight or form fitting, should not have plunging necklines, bare backs or visible undergarments, and must be long enough to ensure that when arms are raised, bare midriffs are not exposed. Tank tops, off-the-shoulder shirts, spaghetti straps, and sheer blouses are not allowed. Modest sleeveless tops are permitted.

3. Dresses and Skirts: **Length of the skirt must be to the bend of the back of the knee.** Slits must not go above the knee. Apparel purchases should be made to allow for growth during the year. Sundresses with spaghetti straps must be worn with either a sweater or cardigan. **Leggings may only be worn under skirts and dresses that meet the above requirement.**

### **Gym: (Applies to 6-12)**

Athletic wear is allowed for P.E. classes only. All other dress code standards apply. Gym shorts are accepted to meet length requirements mentioned in the Girl's and Boy's standards above. Leggings may be worn under shorts of appropriate length.

### **Chapel Dress: (Applies to grades 5-12)**

All guidelines for "Clothing and Appearance and Boy's and Girl's Standards" are in effect with the following additions:

**Boys:** Dress pants and collared shirts are required. Shirts should be tucked in. No blue denim of any kind or flannel shirts will be allowed. Jeans Day Passes may not be used. Dress shorts will be permitted on days when temp is expected to be 80 or higher.

**Girls:** Dresses and skirts or dress pants are required. No blue denim of any kind will be allowed.

Dress shirts or blouses are required. Blue denim skirts or dresses are not permitted on chapel days. Jeans Day Passes may not be used. Dress shorts will be permitted on days when temp is expected to be 80 or higher. Dress short length must be mid thigh or longer.

### **Dress Down Days/Casual-For-A-Cause Days:**

This standard of dress is permissible at athletic events, after school activities, and at the discretion of the Lima Christian School administration. On Dress Down Days, students are permitted to wear t-shirts, hats, camouflage, and sweatpants. All other standards of dress listed under the "General Guidelines" (including hair and jewelry) will continue to apply.

## **K – 4<sup>th</sup> Grade Exceptions:**

Leggings and sweatpants are permissible provided that they do not contain objectionable material as stated under the General Guidelines of the Dress Code. Leggings must be worn with a skirt or dress that meets the length requirement above or tunic length shirt. Cartoon characters are permissible under those general guidelines. “Skorts” for girls will be permitted, provided that they are worn over leotards or tights.

## **Student Relationships**

LCS seeks to provide an environment for student relationships that is morally healthy, wholesome, and glorifying to God. We adhere to Scriptural principles, not the secular culture. To encourage right conduct in relationships the following guidelines are recommended:

- Students are to avoid physical contact that is associated with relationships, whether heterosexual or homosexual.
- Couples are discouraged from traveling alone to and from school or school-sponsored activities and should not be seeking opportunities to be alone together while at school or school activities.

## **Parent Involvement**

Parent involvement is critical to Lima Christian School’s overall effectiveness. Parents can get involved by participating in school fundraisers. Fundraisers help keep our tuition rates affordable. We are also often in need of volunteers for fundraising and other activities. The Volunteer Coordinator has a running list of volunteer needs for the school. Teachers may also provide volunteer opportunities within their classrooms. Finally, please don’t neglect the ministry of prayer for Lima Christian School, its students, families, faculty, and staff.

## **Statement of Parental Support**

LCS asks that each parent carefully consider the following statement of support as we partner with you in the education of your child.

1. “I agree to uphold and support the educational standards of the school by providing a place at home for my child to study and give my encouragement and help in the completion of any homework or assignments.”
2. “I appreciate the social and spiritual standards of the school and do not tolerate profanity, obscenity in word or action, dishonor to the Word of God, or disrespect to the personnel of the school and fellow students. I hereby agree to support all regulations of the school in the applicant’s behalf and authorize the school to employ such discipline as it deems wise and expedient for the training of my child.”
3. “I agree that, while registered at Lima Christian School, my child will refrain from immorality, the use of tobacco, alcoholic beverages, and harmful, illegal, or

controlled substances at all times, both on and off the campus.”

4. “I authorize the administration to conduct a drug test, following notification and consent. I understand that any random drug testing would only be applied to those students who elect to participate in athletic activities.”
5. “I hereby agree to pay my financial obligation to the school by the due date. I realize that accounts 30 days past due may be subject to a late payment fee if no arrangement has been made regarding a hardship situation. I understand that an account that remains unpaid may cause the dismissal of my child/children from Lima Christian School at the discretion of the administrator.”
6. “I understand the school reserves the right to dismiss any child (a) who fails to comply with established school regulations as outlined in written (handbook or handouts) or oral form, (b) who has severe attitude problems, or (c) whose parents’/guardian’s financial obligation remains unpaid.”
7. “I agree to release and hold harmless Lima Christian School, its agents and employees from all claims, damages, or other liabilities for injuries to the student which are not the result of gross negligence by Lima Christian School, its agents, or employees. The Parent agrees to indemnify Lima Christian School for any damage or destruction done by the student to the buildings, equipment, books, or any other property owned by or in possession of Lima Christian School or Lima Baptist Church.
8. “I understand all the terms stated on this application and agree thereto. I understand that keeping current on this agreement helps to keep me in ‘good standing’ and affects consideration for enrollment next year.”

## **Health and Safety Issues**

### **Insurance**

Please note that all families are required to carry their own medical insurance. The school is not responsible for expenses incurred due to accidental injury or medical emergency.

### **Medications at School**

- All prescription and non-prescription drugs require a doctor’s order on file in the nurse’s office.
- All prescription and non-prescription drugs require a written parent’s permission note kept on file.
- LCS requires that all drugs, even non-prescription, be kept in the nurse’s office.
- All non-prescription medications to be taken in school should be sent in by parent and labeled with child’s name and reason of use and kept in nurses’ office medication cabinet.
- If a student carries a prescription medication, (i.e., an inhaler) a doctor’s signature along with a parent’s signature must be on file, allowing the student to

carry the medication.

- All medication orders must be renewed annually or when there is a change in the original prescription.

## **Lice and Nit Policy**

For the health of all students and staff and to prevent further contamination, Lima Christian School has implemented a no-tolerance policy for lice and nits. Parents of students who are found to be carrying lice or nits will be contacted immediately to pick up their child from the school. Students who have undergone treatment for lice or nits must be re-checked by the nurse prior to admittance back to school.

## **Illnesses**

Parents are the primary decision makers on whether their child is well enough to go to school. Lima Christian's obligation to protect the health of all students has caused us to establish the following guidelines:

- Students should not attend school if they:
  - a. have a fever more than 100.4° F.
  - b. have been vomiting within the last 24 hours.
  - c. have been suffering with persistent headache or abdominal pain.
  - d. have an unidentified rash or other skin irregularity not under treatment; or suffer from any illness that their physician has identified as contagious
- Students should be fever-free for 24 hours before returning to school.
- If a student is prescribed antibiotics, he/she must be on the medication for 24 hours before returning to school.
- Once the school day has begun, students may not leave school due to illness or injury without first consulting the school nurse.
- Parents should notify both the school nurse and the school attendance officer when a child is absent due to illness.

## **Health Forms**

Please be advised that there is a required form for your doctor to fill out. You can find this form at <http://www.p12.nysed.gov/sss/documents/health-exam-form.pdf>.

Health Forms include the medication permission form (to be signed by your physician), emergency contact information, and health history. Current immunization records are to be provided by your physician.

These forms are required by state law for admission for all new and re-enrolling students. Physicals are required as specified by Education Law. Listed below are extracts of NYS regulations:

**Education Law, Section 903** requires a physical examination of each child entering school for kindergarten and for students entering 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, 7<sup>th</sup>, 9<sup>th</sup>, and 11<sup>th</sup> grades.

In addition, and student new to Lima Christian School, regardless of grade level, must have a physical examination. It is recommended that these examinations be done by the family physician, as he/she is most familiar with the health needs of your child. These physicals are valid for one year. If a student participates in a sport, they will need an update if the last physical was not performed within the last year (i.e., if a student has a physical in March 2020, he/she will need another one in March 2021).

**Commissioner's Regulation 135.4** requires all student athletes who will participate in the interscholastic sports program to have a physical examination prior to practicing with any team (a current physical on file). LCS does not employ a school physician. As a result, the student's physician must give physicals. (You may check with your local district health office to see if they offer free health sports physicals).

**Public Health Law, Section 2164** requires vaccinations for students. State Immunization Current vaccination requirements pertaining to school entrance and attendance is available at <https://www.health.ny.gov/publications/2370.pdf>. New York State authorizes the school to send any student home and deem the student ineligible to return to school until a note is received from the physician verifying the start of any mandated vaccinations.

## **Outdoor Play Policy**

Lima Christian School has adopted the Child Care Weather Watch guidelines produced by Iowa Department Public Health, Healthy Child Care Iowa. These guidelines can be found at <https://idph.iowa.gov/Portals/1/Files/HCCI/weatherwatch.pdf>.

## **Transportation Information**

New York State requires that all school districts provide transportation to LCS, providing a member of that district attending our school lives no more than 15 miles from LCS. However, families must apply to their home district for busing prior to April 1 to be eligible for transportation. Students riding the bus are required to abide by that district's transportation guidelines. This includes the district's policy for transporting "guest" riders and half-days. Public schools are not required to provide transportation on days their school is closed. A public-school district's closure legally excuses students from that district from attending LCS on that day.

Parents who will be transporting their children on a regular basis should complete the LCS Transportation Form. This form helps to ensure safety and avoid confusion in the departure process.

Students who have a valid driver's license may request a driving permission form from the main office. All students are expected to abide by all New York State traffic laws when driving to or from school.

## **School Closure Information**

### **Emergency School Closing Information**

- When the Honeoye Falls/Lima School District is closed due to weather, Lima Christian School will also be closed.
- There are many school districts represented in our student body; therefore, there have been times when LCS has had to close even though HFL has remained open.
- When it is necessary to make announcements of school delays and school cancellations, the school will send out an automated phone call, as well as post the closing or cancellation with Channel 8 WROC, and Channel 13 WHAM for television, WHAM 1180 on the radio, and on the school's Facebook page.

### **Student Driver Parking Permits**

Students who drive to school will be required to apply for a Student Parking Permit. This includes students who drive to BOCES. Students must recognize that this is a privilege and not a right. Misuse of this privilege will be cause for the permit to be suspended or withdrawn by the school administration. Misuse includes, but is not limited to, leaving the school grounds during the day without authorization, reckless and dangerous driving on or off the school grounds, and transporting other LCS students to/from BOCES without permission. Permit Applications can be obtained at the school office and are to be completed before the school year begins. A new permit is required each year.

Please note, Lima Christian School cannot monitor and is not responsible for who a student driver is transporting to and from school at any given time. According to NYS law, student drivers under 18 years old can only have one non-family passenger in their car under the age of 21.

### **Student Vehicle Searches**

All students who drive their personal vehicles to school are to park in the North Parking Lot only. Be advised that vehicles are subject to search by school authorities and local law enforcement when reasonable suspicion exists that a student has transported any controlled substance, weapon, or illegal contraband to school. Reasonable suspicion includes, but is not limited to, periodic visual searches of vehicles parked on school property. In instances where reasonable suspicion exists, it is not necessary for the student to grant permission.

## **General Information**

### **Food, Drinks, and Gum**

No food or drink (other than a water bottle) is allowed in classrooms unless previously scheduled and approved by the administration. This includes coffee, snack foods, candies, and gum.

### **Backpacks and Book Bags**

Backpacks and bookbags are not to be placed on the floor in the hallways during the school day. It presents a safety hazard. During the day, they are to be kept in a locker, on top of a locker, or on the student's person. Bags are to be taken home at the end of the school day. The top of lockers should be cleared off each Friday. Failure to comply may result in confiscation.

### **Lockers**

A school locker will be assigned to each LCS student for use during their time at school. The following conditions are for locker usage:

- Lockers are to be kept reasonably free of debris.
- Any decoration of lockers is to be consistent with the godly, Christian mission of the school.
- Books and personal belongings are to be kept with the student or in the locker.
- The school is not responsible for the safety of any locker contents.
- Students do not have an unrestricted right to place personal items in a school locker.
- Students shall not keep any tobacco, alcohol, illegal drugs, weapons, pornography, or items that are either illegal or prohibited by school policy in their locker.
- Periodic and random locker inspections or searches may occur throughout the school year. Students do not have the right to be present at such openings.

### **Campus Hours**

The school office is open from 7:30 am to 4:00 pm on school days. The office may be closed when school is canceled. During the summer, the office is open from 9:00 am to 3:00 pm, Monday through Thursday, and 9:00 am to 12:00 pm on Friday. The office is closed during other school recesses.

### **Campus Visitors**

All visitors to the school grounds must report to the office and sign in on the appropriate sheet. Student visitors should be pre-approved by the school administration. Only students that are seriously considering an education at LCS are permitted to visit and or shadow for a day. Social visits of non-LCS students are not generally permitted. All

pre-arranged student visitors need to be in dress code and sign in at the Main Office.

## **Electronic Devices**

It is the philosophy of the school that electronic devices occasionally contribute to the educational mission of the school, but often serve as a distraction to students. Student cell phones are not to be left on during the school day so as not to interfere with the educational process.

The use of mobile devices such as cell phones is not permitted at Lima Christian School during the school day without the express consent of a member of the LCS faculty or staff. Student phones will be confiscated if students have phones out without permission during the school day. Students may pick up their phone in the main office at the end of the school day. Repeat offenders will need their parents to come to the school to pick up the phone from the school office.

Parents trying to reach their students should call the office and leave a message for their student to call.

## **Change of Address**

When families move during the school year, it is critical that they notify the school office of this change so the school can maintain necessary and appropriate contact with the family. If your family moves, please submit, in writing to the school office, your old address, new address and phone number.

## **Lost and Found**

Items that are lost or found can be turned in or looked for in the locker room located in the gym. Once per month, the Lost and Found is emptied and all items are given away.

## **Lunch Program**

Lima Christian School does not provide a formal lunch program. The Senior and/or Junior Class may provide limited food service four days a week. The food menu will be established at the beginning of each semester and communicated to families. Food is prepared under adult supervision and often serves as a fundraiser for the class.

There is a Snack Store in the kitchen (by the gym) open during lunch. Non-perishable, pre packaged items are available to supplement your child's lunch or after school activities. Items such as chips, crackers, cookies, hot pockets, water, juice, Gatorade, milk, and other items are sold for a nominal price.

## **School Supplies**

There may be specific materials required for certain classes. The teacher will communicate these requirements to the students at the beginning of the school year. Parents are responsible for providing these materials. Parents should be aware

that all students in higher level mathematics courses are required to purchase a scientific and/or graphing calculator (details are available on the appropriate grade level supply list).

The school supply list will be posted on the school website no later than the first week of August for the coming school year.

## **Non-Custodial Parents**

The following guidelines assist Lima Christian School in being of service to a student's family that has undergone circumstances of separation and/or divorce.

- Ordinarily, the school does not resist involvement by any natural parents in school related business or the access of such parents to the child or child's records. The exception to this policy is a court order or comparable legal document that restricts such involvement or access. The school will not be in a position of favoring or choosing sides between parents.
- Any action on the part of parents, custodial or non-custodial, which is disruptive to the operation of the school, is cause for the school to take all appropriate means to restrict access in the future.
- With respect to student activities that require parental consent, the school accepts consent only from the parent with legal custody of the student, unless authorization to grant consent is given to another parent by court order or comparable legal document.

## **Spectator Conduct**

Competition serves to unite the entire school community in important lessons such as encouragement for those who are competing, graciousness to rival teams and to officials, and in practicing Christian courtesy. LCS wishes to encourage spectator behavior as follows:

1. All fans should engage in activities and cheers that encourage and support those who are competing. Comments that may be negative, rude, profane, or derogatory remarks directed at referees, coaches or opposing team members or fans, are contradictory to our Christian testimony and witness.
2. Fans should not intentionally attempt to distract or confuse opponents by means of whistles, noisemakers, and/or throwing objects on the court or field of play.
3. Fans should not step on to the court or playing field for any reason until the competition is over.

Fans that refuse to abide by these guidelines may be asked to leave the event or not be permitted to attend future events. Students who violate these guidelines may be subject to further review and disciplinary action.

## **Restrooms, Locker Rooms, Etc.**

Notwithstanding any other board policy, student restrooms, locker rooms, and showers that are designated for one biological sex shall only be used by members of that biological sex. (Biological sex is defined as the biological condition of being male or female as determined at birth based on physical differences, or when necessary, at the chromosomal level.) In any other school facilities or settings where a student may be in a state of undress in the presence of other students (i.e., changing costumes during school theatrical productions, etc.), school personnel shall provide separate, private areas designated for use by students according to their biological sex.

## **Working Papers**

Child Labor Laws regulate the employment of minors less than 18 years of age. Your local school district is typically the issuing agent for working papers. Employers are required to have working permits on hand for any minors in their employment. The LCS office can issue these papers with evidence of age. A parent signature is necessary as well as Social Security Number and date of birth. Please allow 1-2 days for processing the paperwork.

## **Resolving Conflict**

Issues of criminal conduct will be referred to proper law enforcement authorities. Matters pertaining to personal conflict and/or civil matters will be handled according to the principles of Matthew 18 as discussed in the following article.

### **The Matthew 18 Principle for Solving School Problems**

*By Dr. Paul A. Kienel*

The “me generation” philosophy of “I’ll do it my way” sometimes spills over into the Christian community. For example, when differences develop between individuals, some Christians take matters into their “own hands” and bypass the biblical procedure of solving problems.

A Christian school is made up of people: parents, administrators, teachers, and students. Like any other collection of earthly mortals, the people associated with a Christian school have the potential for misunderstanding, disagreement and even wrongdoing. Nevertheless, it is God’s will that we live and work together in harmony. Jesus said, “A new commandment I give to you, that you love one another; as I have loved you, that you also love one another. By this all will know that you are my disciples, if you have love one for another.” (John 13:34- 35)

Because of our human nature, we may at times irritate others, resulting in misunderstandings or strong disagreements. In Matthew 18:15-17, Jesus gives His formula for solving person-to-person problems. I call it “the Matthew 18 Principle” for solving school problems. The following are the words of Jesus:

*“Moreover, if your brother sins against you, go and tell him his fault*

*between you and him alone. If he hears you, you have gained your brother. But if he will not hear, take with you one or two more, that 'by the mouth of two or three witnesses, every word may be established.' And if he refuses to hear them, tell it to the church. But if he refuses even to hear the church, let him be to you like a heathen and a tax collector."*

There are several clear principles that Jesus taught in solving people-to-people problems:

- **Keep the matter confidential.** The very pattern of sharing the problem only with those directly involved establishes the principle of confidentiality. The Bible has much to say about those who gossip or malign others with their words. "The hypocrite with his mouth destroys his neighbor: but through knowledge the righteous will be delivered." (Proverbs 11:9)
- **Keep the circle small.** "If your brother sins against you, go and tell him his fault between you and him alone". The first step, and most often the only step needed in solving a person-to-person problem, is for one of the two people involved to initiate face-to-face dialogue. Most problems are solved at the two-person level.
- **Be straightforward.** "Tell him his fault." Jesus tells us to be forthright and to love honestly. Sometimes it is difficult to be straightforward and tell someone the very heart of the matter. But restoration and improvement can only come when the issues are lovingly, yet clearly, presented. The Scripture says, "Faithful are the wounds of a friend." (Proverbs 27:6)
- **Be Forgiving.** "If he hears you, you have gained your brother." This implies that once the matter is resolved, we should whole-heartedly forgive and restore the person whose fault has offended us. Galatians 6:1 reads, "If a man is overtaken in any trespass, you who are spiritual restore such a one in a spirit of gentleness; considering yourself lest you also be tempted."

As mentioned earlier, most school problems are resolved at the two-person level. Forgiveness and restoration are the normal happy conclusion. But what is the Matthew 18 principle if the individual will not "hear" you or openly disagrees with your version of the problem? Let's say you are a parent of a student in a Christian school. You are unhappy with a teacher because you believe your child is being treated unfairly in the classroom. The two of you have met and talked together, and you are not satisfied with the outcome of your discussion. What is the next step in the Matthew 18 principle?

- **The parent and teacher should agree to share the matter with the school principal.** At this stage, the counsel of Jesus would be "...take with you one or two more, that by the mouth of two or three witnesses every word may be established." Both parent and teacher should rehearse their

versions of the issue or issues with the school's Administration. Each person should come to the meeting in a spirit of prayer and humility, willing to submit to the Lord's will in the matter and willing to submit to reproof and correction if needed. Those of us who bear the name of Christ should joyfully conform to the will of Christ. An open and honest discussion among people who are sensitive to godly principles will most often reach an amiable solution.

I estimate that 80% of school problems are solved at the two-person level. Another 18% of school problems are solved at the three and four-person level, which includes the school's Administration. This leaves 2% to be resolved at the level of the Board. The Board represents the church or church community. Let's say a problem now exists and is not solvable by the normal channels of communication and established school policy. What is the next step in the Matthew 18 principle?

- **The school principal should explain the problem to the chairman of the Board.** The chairman will decide how the matter should be presented to the Board. Depending on the complexity of the problem, it may be appropriate for the Board chairman to request that all persons involved be present at a Board meeting. The goal of such a high-level meeting is (1) a clear understanding of the problem; (2) solving the problem; (3) reproof and correction if necessary; and (4) forgiveness and whole-hearted restoration of those who have made amends.

In summary, the Matthew 18 principle requires that parents talk to teachers about student problems before they talk to Administration. If unresolved at the two-person level, the matter is prayerfully and in an orderly fashion moved upward in the school's organizational structure. This is the Lord's way of solving people-to-people problems.

A Christian school is a ministry in Christ's name. Everything that is done in the context of the school must be done Christ's way. The world's methods of solving school problems are inappropriate. The idea of suing the school or persons in the school is a secular idea that has no place in the Lord's work. The Bible is clear on this. "Dare any of you, having a matter against another, go to law before the unrighteous, and not before the saints?" (1 Cor. 6:1)

Satan would like to destroy the normal flow of harmony and good fellowship in Christian school education. That is not possible if all of us follow the Matthew 18 principle of solving school problems.