

## MISSION AND PURPOSE

Dear Parent:

The purpose of this Handbook is to help you and your children get off to a good start at Leesburg Christian School (LCS) and to complete the school year successfully. This means that you should read it carefully now and review it several times throughout the year.

LCS is a ministry of Believers Baptist Church. This ministry is a part of our evangelistic outreach to our community as declared in our constitution and by-laws. Historically, churches have reached their communities through institutions such as schools or hospitals and have used these tools to bring souls to Christ.

We believe that boys and girls want to know where they stand and exactly what is required of them. Contrary to the once popular notions of the last few decades, we believe that it is impossible for students to become responsible, independent, and creative individuals through a no-rule, no-guidelines, permissive approach. We believe that students flourish, become secure and happy, and develop to their fullest God-given potential when their education, training and discipline are guided by devoted adults in a Christian atmosphere of love and care.

### HISTORY

The Leesburg Christian School (LCS) was started by Dr. Ed Urban and his wife, Gwen, in 1969, and included all grades, kindergarten through twelfth. The school flourished for over fifteen years under their spiritual leadership. In 1988 the Lord led Believers Baptist Church to purchase the school and its surrounding sixteen acres. The vision has been to provide a Christian education to the young people of Believers Baptist Church and to families of like-mind who live in the Loudoun County area. We believe in the injunction of scripture, "Train up a child in the way he should go, and when he is old he will not depart from it." Proverbs 22:6

### MISSION STATEMENT

Leesburg Christian School's mission is to prepare young people for a fulfilling life of serving God and others by equipping them academically, socially, emotionally, physically, and spiritually through the use of excellent Christian curriculum taught by godly teachers in a nurturing environment.

### PURPOSE AND PHILOSOPHY

Believing that God is the source of all good things, LCS seeks the highest standards of academic achievement through the character development and spiritual growth of its students. We believe that God would have our children taught by Christian instructors. Through the cooperative effort of the home, the church, and the Christian school, the child will be directed toward a relationship with Jesus Christ. The greatest event in a child's life is to ask the Lord Jesus Christ to be his Savior. The child will then grow in the grace and knowledge of God, so that he or she will be a better citizen and a responsible Christian. As an extension of the home, LCS provides opportunities for the child to reach academic excellence, to develop his spiritual talents and gifts, to learn right behavior, to follow God's direction, and to glorify and serve God. **Leesburg Christian School is not designed to be a reform school or to be used as a punishment for students not behaving properly or excelling academically in the public schools. We encourage parents to enroll their children in LCS because they have a true conviction for Christian education.**

## STATEMENT OF FAITH

- **We believe** the Bible to be the inspired, the only infallible, authoritative Word of God.
  - **We believe** that there is one God, eternally existent in the persons of the Father, Son and Holy Spirit.
  - **We believe** in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
  - **We believe** that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential.
- We believe** that salvation is by faith alone in the death of Christ on the cross for our sins and not by our own good works.
- **We believe** in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life.
  - **We believe** in the resurrection of both the saved and the lost, those who are saved unto the resurrection of life, and those who are lost unto the resurrection of damnation.
  - **We believe** in the spiritual unity of believers in our Lord Jesus Christ.
  - **We believe** that God has ordained the local church for the perpetuation of His truth and work in the world.

## SCHOOL SPIRIT

School Colors: Maroon and Gray

School Mascot: Lion

School Verse: “But they that wait upon the Lord shall renew their strength, they shall mount up with wings as eagles, they shall run and not be weary; they shall walk and not faint.” Isaiah 40:31

## SCHOOL AFFILIATIONS

The Leesburg Christian School is a member of the American Association of Christian Schools (AACCS). The Virginia chapter of AACCS is Old Dominion Association of Church Schools (ODACS). Our academic, fine arts, and most athletic competitions are within these organizations. Because of this affiliation, LCS is able to compete in these areas on a state and national level.

## LEESBURG CHRISTIAN SCHOOL PARENT-SCHOOL AGREEMENT

As parents who are enrolling our child(ren) in the Leesburg Christian School, we are vitally concerned with the proper education of our child(ren); our home will be the starting place for this education and training; and we will place our trust in the school to be an extension of the biblical objectives and philosophy of our home.

We pledge that our home will remain a place of security and happiness for our child, and that the home atmosphere will seek to glorify the Lord Jesus Christ in all activities. We do hereby state that we have made a thorough study of the school's objectives, philosophy, Christian beliefs, curriculum, and disciplinary program, and that we have read the school handbook carefully, and therefore make this school our happy choice for the coming year.

We pledge that if for any reason our child does not respond favorably to the school, we will not attempt to change the school to fit his need, but will withdraw quietly and without delay.

We pledge that if, during the course of the year, we find ourselves in disagreement with the school, its philosophy, beliefs, etc., we will withdraw our child, rather than create a situation for potential conflict between the home and school. We also pledge to not take part in gossip with other parents, and will, instead abide by the principles and command set forth in Matthew 18 by going directly to the individual with whom we have a disagreement.

We hereby invest authority in the school to correct our child as necessary, and in accordance with the school's program of discipline. We further agree that we will follow through with discipline in the home, so that a double standard of behavior will not be created.

We pledge that we will read and heed the following Biblical instructions concerning this discipline: Proverbs 14:29, 15:17, 19:18, 22:6, Colossians 3:20, Ephesians 6:1-4, and Hebrews 12:6.

We understand that assessments will be made to cover any damage done to school property by my child.

**We agree to pay all tuition and other fees according to arrangements that are agreed upon, and to complete all required payments on or before the last day of school.**

Having signed the Leesburg Christian School enrollment agreement on the application, I/we give my/our wholehearted affirmation to all of the foregoing.

**FOR 7-12 GRADERS ONLY**

**LEESBURG CHRISTIAN SCHOOL  
STUDENT-PARENT-FACULTY AGREEMENT**

**(This agreement will remain in effect as long as student continues enrollment)**

**(Revised 8/5/2010 – Revisions are in Bold)**

I promise to uphold the standards of the school in dress and conduct. I will in honesty and good spirit, accept correction in these areas knowing it will be given for my benefit. I will abstain from use of tobacco (smoking or dip and other nicotine products), drugs, profanity, vulgar language, alcoholic beverages, immorality (including sexual activity), gossip or talking critically about others, **inappropriate words or pictures on any social networking internet site, any type of bullying (physical or cyber)**, malicious or careless destruction of property, stealing, ungodly music or dances and any other activity inconsistent with a Christian testimony.

I will work diligently on all class work, striving for the highest grade I can possibly make. I will always do my own work and not cheat. I will not help another student cheat. As a student at Leesburg Christian School, I will act in an orderly and respectful manner, maintaining Christian standards in courtesy, kindness, morality and honesty at all times, even when away from the school. I will remember that how I act away from school reflects on the Lord Jesus Christ and reflects on the testimony of Leesburg Christian School.

I will do my best to stay close to the Lord through attending a Bible-believing church, reading my Bible regularly (hiding the Word in my heart), praying, and telling others about the Lord.

I will honor my parents as the Bible instructs me to do and will honor the teachers at Leesburg Christian School as well. I will attend all functions I am required to attend dressed in proper attire.

I agree to abide by the above standards and other regulations expected of students at LCS. I will not give the impression to students, parents or faculty that I am not in harmony with the goals or standards of Leesburg Christian School. I also understand that when I initially sign this form, it will apply to each year I am enrolled at LCS.

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

\_\_\_\_\_  
Parent/Guardian Signature                      Date

\_\_\_\_\_  
Print student name

\_\_\_\_\_  
Print parent/guardian name

**By signing this form, all seniors agree to participate in special activities and projects specifically designed for their senior year. Seniors also understand that there are to be no senior pranks.**

## **LCS Administration**

**Beginning August, 2011, Believers Baptist Church (BBC) has implemented a group of educators, all members of BBC, to manage the administrative responsibilities of Leesburg Christian School. This team will be called the LCS Administrative Group (LAG).**

**The members of this group and their individual responsibilities are:**

**Pastor Terry Overstreet: Director (pastoroverstreet@aol.com)**

**Howard Schlichting: Dean of Students, Discipline of Jr/Sr High Schools (hschlich@gmail.com)**

**Laura Baird: Elementary Coordinator (lbaird@leesburgchristianschool.org)**

**Sharon Overstreet: Curriculum Coordinator and Office Administrator (luvhapuna@aol.com)**

**Becky Stewart: Office manager and Secretary of LAG (leesburgbeliever@aol.com)**

**The Administrative Group meets bi-weekly, or as needed, to discuss issues relating to all aspects of the LCS ministry. Together they will make decisions for LCS pertaining to policy, discipline, academics, and enrollment. Difficult or unusual situations will be referred to the Believers Baptist Church leadership group which comprises of deacons and pastors of BBC. If parents have any inquiries, they may email any member of this group and they will promptly respond.**

## ADMISSIONS

### POLICY OF NON-DISCRIMINATION

Leesburg Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admission policies, financial aid policies, or athletic and other school-administered programs.

### PRE-KINDERGARTEN THROUGH 6TH GRADE

Follow the procedure below for admission information regarding students:

1. A personal interview with an administrator (parent must have current report cards and standardized tests in hand).
2. Testing, if after reviewing report cards and standardized tests, it is deemed necessary.
3. Completed application along with application fee.
4. PreK, JrK and SrK children must be 2.5, 3, 4, and 5 years old respectively before September 30 in order to be accepted into the program. All children must be potty-trained.

### 7TH THROUGH 12TH GRADE

1. Same as admission for Pre-K through 6th grade.
2. Student must sign specified forms of commitment and good behavior. All academic recommendations, former administrator's recommendations and a pastor's recommendation must be completed by the interview. Final approval for admission will not be granted until all forms are complete and in school file.
3. Academic and Pastor's recommendation forms must be accompanied with application fee before acceptance. Enrollment in the LCS high school program is a privilege. We have provided this opportunity to parents who have a conviction that their teenager should have godly Christian instructors during his high school training. **(Foreign students, see Foreign Student Admissions on web, leesburgchristianschool.org.)**

### GRADE PLACEMENT

LCS reserves the right to place a student in the appropriate grade based on his previous standardized test scores, his report card(s), teacher recommendations, and by the diagnostic test(s) given. **If, after the student has been placed in a particular grade, the teacher finds he is still struggling and not able to keep up, the administration will confer with the parents regarding tutoring and/or lower grade placement (tutoring costs will be charged to the parent). The administration will make the final decision.**

### EXPELLED, SUSPENDED OR DISRUPTIVE STUDENTS

Children with a history of severe behavioral problems will be refused admission or re-admission if presently enrolled. While the school earnestly wants to help such children, it is not fair to teachers and to other students or their parents to have the normal process of instruction and learning interrupted by the distractions that unruly children bring into the classroom. If accepted, children will be on probationary status for the academic semester. At the end of this period, the disciplinary committee will meet to determine continued attendance at LCS. **LCS does not accept students who have been expelled or suspended from other schools for behavioral issues. Expulsion or suspension for other issues will be reviewed by the Administrative Group on an individual basis.**

### STUDENTS WITH LEARNING DIFFERENCES

Some incoming students who have been accepted with the knowledge that they have a learning difficulty, will be required to receive special tutoring throughout the year at parent's expense (cost will be determined

by administration if tutoring is done at LCS). They will also be put on the “Basic Track” system. In some cases LCS may not be able to accept students with severe learning disabilities. It is not that we do not care for the individual, but rather LCS is not equipped or designed to meet such needs. However, the administration will do everything in its power to direct parents to organizations or other schools which may be able to help. Some students will be directed toward Passport Learning, a reading and math intervention program LCS participates in.

## **FINANCIAL POLICIES**

### **TUITION AND FEES FOR U.S. STUDENTS (See tuition schedule in school packet for more details.)**

Several tuition payment options are available: one-payment plan, two-payment plan, four-payment plan, and ten-twelve month plan. The ten – twelve month plan must use direct deposit for a charge of \$50 per year.

- **ONE-PAYMENT PLAN:** All tuition is due August 1. No charge.
- **TWO-PAYMENT PLAN:** Tuition is divided into two payments, August 1 and January 1. \$10 charge.
- **FOUR-PAYMENT PLAN:** Four installments, August 1, November 1, January 1, and March 1. \$40 charge.
- **TEN-TWELVE MONTH PAYMENT PLAN:** Each of the ten-twelve monthly payments is due on the first of each month, beginning August 1st. Direct deposit is required for this plan for a charge of \$50. There will be a \$100 per semester penalty for monthly payers not signed up with direct deposit. There is a \$25 charge or 2% of balance per month, whichever is larger, for late payments on balances of any tuition and/or fees after the 10<sup>th</sup> of each month.

### **TUITION AND FEES FOR FOREIGN STUDENTS (Details on website)**

**Students must pay tuition in full when I-20 is approved.**

### **TUITION AND FEES REFUND POLICY**

#### **For U.S. Students**

As stated on the tuition info sheet, application and registration fees are nonrefundable. By July 1<sup>st</sup>, there are no refunds for book fees. By August 1<sup>st</sup>, there are no refunds for the first quarter of tuition already paid. If there is a withdrawal mid-year, parents are responsible to pay for the entire quarter up to and after the withdrawal date. There are no refunds for these two quarters. There are no refunds for expelled students.

#### **For International Students:**

Tuition and all fees (and room and board, if applicable) are due and payable in full for the entire school year upon I-20 approval. Once paid, all fees, tuition, and room and board are non-refundable. However, if a student must leave school for any reason other than expulsion, all unused fees, except registration and book fees, can be applied to another term or another sibling. This will not apply to a student who is expelled. Expelled students will receive no credits.

### **DELINQUENT ACCOUNTS**

Most families honor their commitment to pay the balance due before the end of the school year. However, those who forget their responsibilities and who do not communicate with us concerning tuition payments may have their delinquent accounts given to a lawyer to proceed with a warrant-in-debt. No report cards, transcripts, standardized tests, immunization records, or any other pertinent information in a student’s file will be released until the student’s account has been paid in full.

## THE SCHOOL DAY

(Revised August, 2011)

### SCHOOL HOURS

Kindergarten and Elementary: 8:15 am-3:15 pm.  
 Grades 7-12: 8:00 am - 3:20 pm.

All students are expected to attend school every day, to be on time for classes, and to remain in school all day in order to receive maximum benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility.

### BEFORE SCHOOL

There will be a \$1 charge per day for all students who arrive between 7:30-7:50 am.

- PreK, JrK, and SrK students are to report directly to the Jr/Sr Kindergarten classrooms upon arrival.
- Elementary students are to report to the gym if arriving before 8:10; if arriving between 8:10 and 8:15, go directly to their classroom; if arriving after 8:15, go to the office for a pass.
- JUNIOR / SENIOR HIGH: Upon arrival, before 7:55, students are to report to the gym; students are to go directly to their first class if arriving between 7:55 and 8:00; students must go to the office for a late pass if arriving after 8:00. Students are not to leave the gym to go to lockers or rest rooms without the permission of the supervising teacher. Doors do not open and no supervisors are on duty before 7:30 a.m. on school days. Students should not arrive at school before that time.

### END OF DAY

Parents of all kindergarteners (3-5 year olds) may begin to pick up their children by 3:05 at the front overhang. Teachers will have the kindergarteners waiting in the front at that time. Parents of elementary-12<sup>th</sup> graders who are picking up their children after school should arrive no earlier than 3:15. If a parent does not arrive by 3:30, ALL students will be placed in AfterCare. It is the policy of the school not to release a student to anyone other than the parents/guardians without written permission. Please send a note any time your child is to be released to anyone other than those named on the Release Authorization on file in the school office.

### AFTERCARE

*The only day in the entire year that does not offer AfterCare is the day before Christmas vacation when school is dismissed at 12 noon. This will be revised each school year.*

Yearly rates for students staying daily in aftercare to be paid in 10 installments. \$100 deposit with sign-up for requested hours.	
Until 4 p.m.	\$600
4:30	\$1,000
5:00	\$1,500
5:30	\$2,000
6:00	\$2,500
6:30	\$3,100
Daily Drop-In Rates, for occasional users:	
from 3:30-5:30	\$6.00 per hour or portion thereof
from 5:30-6:30	\$7.00 per hour

## ATTENDANCE

Regular school attendance is essential to successful class work. Sporadic attendance causes children to drop behind in their work, endangering their academic progress. Parents are to see that their child attends school regularly and is prompt in arriving and departing from school.

### TARDY TO SCHOOL (Revised 8/5/2010 – Revisions are in **Bold**)

Punctuality is a character trait that Leesburg Christian School seeks to instill in its students. The tardiness of one individual can disrupt an entire class by making it difficult for the classroom teacher to complete attendance records and take lunch orders before beginning class. Therefore, parents are encouraged to assist in making sure that students are prompt in arriving and departing from school.

Excused tardies to school are the *exception*, not the rule. Examples of excused tardies would include medical or dental appointments, illness, and inclement weather conditions. Students are to furnish documentation from a doctor or dentist's office verifying the appointment. Broken alarm clocks, running late, and oversleeping are not excused tardies. Each student is entitled to one "car trouble" tardy and two "traffic delay" tardies each nine weeks without being penalized. "Car trouble" and "traffic delay" **tardies must be confirmed by a note or phone call from a parent.**

KINDERGARTENS AND ELEMENTARY: A student is considered tardy when not present in class by 8:15. A student arriving after 8:15 is to go to the office along with a parent or parent note to get a tardy slip before reporting to class. Each tardy will be considered either *excused* or *unexcused*.

JUNIOR AND SENIOR HIGH: A student is considered tardy when not present in first hour class by 8:00. A student arriving after 8:00 is to sign-in at the office and receive a tardy slip before reporting to class. Each tardy will be considered either *excused* or *unexcused*. *Penalties for tardies are explained on page 9.*

### EARLY DISMISSALS

The early dismissal of students is discouraged. Whenever possible, medical and dental appointments should be made for after-school hours or non-school days. When it becomes necessary for the parent to take a child out of class early for doctor appointments or other reasons, release of the student must be made through the office. If a student returns to school after an early dismissal (ex: dentist appointment), the student must sign in through the office, bringing documentation of the appointment.

ALL STUDENTS: Valuable classroom instruction is missed when students check out of school early. While a parent may choose to sign a student out of school early, child will be noted as absent if he is signed out before 11 am and not brought back to school. Parents are strongly discouraged from checking a student out for "convenience" sake. Examples of *excused* early dismissals include: medical or dental appointments, illness, and inclement weather conditions.

KINDERGARTENS AND ELEMENTARY: Early dismissals must be signed out through the office. It is helpful for the teacher to receive a note, email or call from the parent early in the day so that he/she can anticipate the call from the office to dismiss the student from class.

JUNIOR AND SENIOR HIGH: Early dismissals must be accompanied by a note from the parent. The student should take the note to the office before classes start on the day he needs to be dismissed early. Before the student leaves the school property, he must *sign out* in the office. A parental note is also required for a student to drive himself to and from an appointment, and he must also *sign out*.

## **PENALTIES FOR UNEXCUSED TARDIES AND EARLY DISMISSALS**

**ELEMENTARY:** For every five unexcused tardies and/or unexcused early dismissals, the child is assigned the penalty of one unexcused absence from school.

**JUNIOR/ SENIOR HIGH:** The penalty for unexcused tardiness to school and/or unexcused early dismissals is defined as follows:

- #1 Reminder to the student
- #2 Reminder to the student
- #3 Reminder to the student
- #4 Parent notification
- #5 Isolated lunch and parent notification
- #6 Detention hall
- #7 Isolated lunch for one week and parent notification
- #8 Detention hall and letter sent to parent
- #9 The penalty of one unexcused absence from school
- #10+ The penalty of one unexcused absence from school

**Tardy and early dismissal penalties are cumulative for the school year.**

## **ABSENCES**

In the event a student must miss part or all of a school day, the parent must call the LCS office or send a signed note to the teacher (pre-school through grade 6) or the office (gr. 7-12) stating the reason for the absence. The following shall constitute valid excuses for such absences:

- Illness or injury
- Death in family
- Court proceedings
- Quarantine
- Medical or dental appointment
- Religious observances
- Educational opportunity
- Inclement weather conditions

**Each unexcused absence results in an academic penalty of 1/4 point being deducted from the final grade in each class.** An effort is made by the office to remind students of absences which have not been accounted for by a parental note. At the conclusion of each nine weeks, absences which have not become “excused” officially become “unexcused.”

A student who checks in to school after 11:00 a.m. or checks out before 11:00 a.m. is considered absent for that school day. Attendance at a school-sponsored trip is credited as a regular school day. An absence from a field trip is counted as a missed school day. Any student absent from school will not be allowed to participate in any after-school activity that day, unless his absence during the day was for a doctor’s appointment or was pre-arranged with the administrator.

Upon occasions, parents request an excused absence of special nature (weddings, college graduations, travel, etc.) for their child. **Parent-initiated absences should be limited to a total of five days during the course of the school year.** Notice of parent-initiated absences should be given to the teacher prior to the absence so that arrangements can be made to make-up work, quizzes, tests, etc. **For parent-initiated absences of at least three days in succession, the student must receive academic clearance from the administration.**

Parent-initiated absences may be marked as unexcused absences in the following cases:

- If the student has exceeded the allotted five parent-initiated absences
- If the student has exceeded fifteen absences from class/school during the current school year
- If the student is experiencing serious academic difficulty
- If the request for a parent-initiated absence occurs during exams

### **EXCESSIVE ABSENCES**

**LOWER ELEMENTARY (Gr. 1-3):** A student who misses a total of 20 or more days per year will be retained at his current grade level if he/she:

- has a D or F average in BOTH Math and Reading for the year
- has a D or F average in EITHER Math or Reading for the year, and ALSO has a D or F in TWO other academic subjects (Language, Spelling, Science, History)

**UPPER ELEMENTARY (Gr. 4-6):** A student who misses a total of 20 or more days per year will be retained at his current grade level if:

- has a D or F average in BOTH Math and Language for the year
- has a D or F average in EITHER Math or Language for the year, and ALSO has a D or F in TWO other academic subjects (Reading, Spelling, Science, History)

**JUNIOR HIGH:** A junior high student who misses a total of 25+ days of school per year will be retained at his current grade level if he has a D or F yearly average in two or more academic subjects (Bible, English, Mathematics, Science, or History). A student who misses a total of 30 or more days of school per year will be retained at his current grade level regardless of his yearly averages.

**HIGH SCHOOL:** A high school student who misses a class a total of 25+ times during the school year will not receive credit for that particular class if he has a D or F average in that class. If he/she misses a class a total of 30 or more times, he/she will not receive credit for that class regardless of his/her average in that class. The student's promotion to the next grade may or may not be in jeopardy, since promotion depends on the *total* number of credits earned.

### **MAKE-UP WORK**

**ELEMENTARY:** The matter of make-up work will be left to each individual teacher. In the case of extended absences, parents are encouraged to pick up assignments that the child may complete at home. In the case of absence due to out-of-town travel, work may be given to the child to complete in advance whenever possible.

**JUNIOR AND SENIOR HIGH:**

- When five days or less are missed, the student will have twice the number of days missed to make up the work. For example, if three days were missed, the student would have six days (including weekends) to complete all make-up work. This work is the responsibility of the student, not the teacher. The make-up work will receive full credit unless it is turned in past the deadline stated above.
- When more than five days are missed, the teacher, student, and parent(s) will work out a schedule that will give the necessary time needed to make up the work.
- If a student misses only the day a test is given or project or assignment is due, he is responsible to make up the work the first day he returns provided he was informed of the due date in advance of his absence. If a student returns to school on the day of a pre-announced test or quiz after a short absence, the student is expected to take the test or quiz on the day it is given.
- In the case of absence due to out-of-town travel, work may be given to the child to complete in advance, whenever possible.
- These are general guidelines that may be altered by teachers, as needed.

## **HOMEWORK REQUESTS**

Parents may call the LCS office to request that the class work and homework assignments be collected for their child on the day of the child's absence. **Such requests should be made by 11:00 a.m.** as the teacher(s) will need time to make note of the assignments, gather the child's books, and deliver them to the office.

## **ATTENDANCE AND ATHLETICS (Revised 8/5/2010 – Revisions are in Bold)**

The following guidelines are in place to assist student athletes in understanding the importance of school attendance:

1. If a student is absent from school on the day of a game or practice, that student is not eligible to play.
2. If a student has an early dismissal from school **due to illness** on the day of a game or practice, that student will not be eligible to play in a game that day or attend practice.
3. If a student arrives late to school, he/she must do so prior to 11:00 a.m. to be eligible to participate in team activities that day.
4. If a student misses part or all of a school day due to a planned **approved** appointment, he/she will be allowed to participate in team activities that day.
5. A student may not use a "late ball game" as an excuse for tardiness to school **unless special arrangements have been made with the administration and teachers.** He/she is responsible for all assignments and tests the next day. Excused notes from parents will be reviewed on a case by case basis.

## **CLOSED CAMPUS**

Leesburg Christian School operates as a closed campus. Attendance is required for the full school day, regardless of the number of free periods a student may have. After arriving at school in the morning, **no student may leave the grounds without permission from the parents and the administration.** Exceptions are made for students who do not have scheduled classes after a certain point in the day with approval from parents and administration. Students must sign out and sign in when leaving/returning.

## **CLOSED LUNCH**

Lunch period for all students is "closed." This means that students stay on campus for lunch. It also means that visitors are not allowed to come to campus for lunch except in the following instances:

- After checking in at the office, parents are welcome to bring lunch and eat with their child.
- A child's pastor or youth pastor is permitted to sign in at the office and visit the lunch room.
- Children of current staff members may occasionally visit to eat with a parent.

All visitors must first come to the office and receive a Visitor's Pass.

# **ACADEMICS**

## **CURRICULUM AND TEXTBOOKS**

The curriculum at LCS is designed to help each child attain and maintain a high standard of academic achievement, clarity of thought, critical thinking skills, and orderly study habits. Biblical principles are emphasized and applied to all subject areas. The school draws upon the best Christian sources for curriculum in language arts, science, math, social studies, Bible, etc. Those sources are BJU Press, A Beka Book Publications, ACSI, and Alpha Omega Publications. Occasionally, we will use a secular source such as Lippencott, McDougal Littell, or Saxon Math. Each class from first through sixth grade has enrichment classes in Spanish, art, music, and physical education. Grades three through six will also have computer class. We encourage teachers to take an educational field trip each semester.

Except for consumable worktexts, parents will be charged for textbooks not returned or damaged at the end of the year. Each softbacked text will be covered with clear contact paper by office personnel.

### GRADING SCALE (AP courses receive a weighting of .7 and Honors .3)

Grading Scale					
A+	98-100	4.3	C+	82-84	2.3
A	95-97	4.0	C	79-81	2.0
A-	93-94	3.7	C-	77-78	1.7
B+	90-92	3.3	D+	75-76	1.3
B	87-89	3.0	D	72-74	1.0
B-	85-86	2.7	D-	70-71	0.7
			F		69 & below

### JUPITER GRADES (Grades 1<sup>st</sup> – 12<sup>th</sup>)

Beginning the 2011-12 school year LCS will be instituting Jupiter Grades for all grades except the kindergartens. Passwords will be sent home yearly so that parents may access their child's classes at any time during the school year. Jupiter grades will allow both parents and students to know grade average and missing assignments at any time.

### MID-TERM (PROGRESS) REPORTS

Four to five weeks into each quarter, teachers will communicate with parents only if their child has a "D," an "F," an Incomplete, or has dropped two grades from the last quarter. At any time during the school year, however, **if parents notice from a Jupiter grade report that a student has grades below a "C," or has multiple missed assignments, parents are encouraged to contact the teacher** to discuss solutions to help the student improve. The teacher may recommend that the student receive tutoring (at parent's cost) or recommend that student **be kept back from enrichment classes until caught up.**

### REPORT CARDS

Report cards are produced every nine weeks in an effort to keep parents abreast of their child's scholastic, social, and spiritual development. Kindergarten report cards (3, 4, and 5 year olds) will be sent home in Friday folders each nine weeks. All other students, 1<sup>st</sup> through 12<sup>th</sup> grades, will have their report cards emailed to parents through Jupiter Grades, and hard copies put in Friday folders or mailed. All end of year report cards will be emailed home through Jupiter Grades and a hard copy mailed. However, access to Jupiter Grades will be blocked and a final report not given to students whose tuition accounts are in arrears.

### BASIC, GENERAL, HONORS TRACK

For 1st through 12th grades, LCS incorporates a three-track system of instruction and grading so that the needs of the challenged, average, and above average students can be adequately met. AP classes are offered at parent's request.

- **Basic Track:** Courses adapted to performance level of student. Student is graded according to his own abilities. The report card will indicate that he is on "Basic Track." The parent will be contacted if a teacher decides that a student should be placed on the "Basic Track." Promotion to the next grade is at the discretion of the faculty and administration of LCS.
- **General Track:** Course content is on student's grade level (weighted -.3)
- **Honors Track:** Course content is accelerated beyond grade level (weighted +.3).
- **Advanced Placement (AP):** Contains at least first-year college-level work. Only students who have demonstrated superior academic abilities will be considered for AP classes. The course offerings are limited and are offered at the request and expense of the parent (weighted +.7).

## **HOMEWORK** (Revised 8/5/2010 – Revisions are in **Bold**)

Homework is assigned for the following reasons:

1. To help improve the skills that has been taught.
2. To complete assigned projects.
3. To learn to work independently and become more self-reliant.
4. To complete those assignments not finished in class or study hall.

Importance is placed on homework by each teacher; however, we do not want students to be overwhelmed. If there is any doubt about homework assignments, parents should inquire without delay. Jupiter grades will list assignments that are missing. When textbooks and workbooks are taken home, parents should remind students to return them the next day. Our general policy for homework is 10 minutes of homework per grade (e. g. 6th grade, 60 minutes). The only exception is in the lower grades (through 2<sup>nd</sup> grade) when the take-home reading assignments do not count toward the 10 minute per grade rule. LCS teachers are required to list homework assignments on the board or give out a **list of assignments** periodically. Students are often given time to complete some homework during the class period. If a child is struggling with getting homework completed each evening, parents should monitor and record the amount of time spent on each subject for one week and report back to the teacher.

Listed below are ways parents can help their child in completing homework.

1. Parents should periodically check to be sure their child is using his planner properly and teach their child that it is his responsibility to write down the daily homework assignments.
2. Child should have a quiet, secluded study place.
3. Keep distractions to a minimum (TV, computer games, cell phones, etc.).
4. Schedule homework hours and keep them as consistent as possible.
5. Parents should check on their child now and then to be sure work is being done properly. Children will be encouraged by the parent's involvement.

## **LATE WORK**

Homework should be turned in on time. Late work will only be received for up to three days after the original due date; Credit may not be given for assignments turned in later. The highest possible grade for late work is generally 70%.

## **BASIC TRACK CORRECTIONS**

Students on basic track have up to three days to make corrections on tests, quizzes and homework. If corrections are not made within three days, the original grade will stand.

## **RECORDS/TRANSCRIPTS**

The office requires one week's notice before records or transcripts will be released. Records will be given only to a parent or guardian or mailed to another school with parent approval. No records, even the immunization record, will be given out if there is any past due tuition.

## **PARENT-TEACHER CONFERENCES**

Conferences between parents and teachers are scheduled on an "as needed basis" by either the parent or teacher. We strongly encourage parents to stay in touch with teachers about their child's needs. Anytime a parent/guardian wishes a conference with a teacher, an appointment first must be made with the teacher. These conferences are encouraged. Conferences will not be scheduled during school hours. Parents are asked not to use the morning drop-off or afternoon pick-up time for conferring with teachers. Remember that teachers are responsible for other children during those critical times of the day.

**GRADUATION REQUIREMENTS (Revised 8/31/2011)**

Course	Basic Diploma (Minimum Credits Required)	General Diploma (Minimum Credits Required)	Advanced Diploma (Minimum Credits Required)
Bible	4	4	4
English	4	4	4
Math	3	3	4
Science	2	3	4
History	3	3	4
Foreign Language	English Tutorials Especially for ESL Students	<b>2 of one language</b>	2 years of 2 languages or 3 years of one
Health/P.E.	2	2	2
Electives	<b>3</b>	<b>3 - 4</b>	<b>3</b>
<b>Total Credits</b>	<b>21</b>	<b>24 - 26</b>	<b>28</b>

*All courses must have received at least a 70 percent to earn a credit.*

Students may not be promoted unless the following standard is met:

5 Credits to Enter Grade 10

11 Credits to Enter Grade 11

16 Credits to Enter Grade 12

Credits are applied only to High School Courses.

**Credit Transfer Policy:** Students transferring from another school, Christian or public will be admitted to the high school program only upon approval of the administrator (see admission steps near the beginning of the handbook). Students wishing to enroll as second semester seniors must receive special approval by the administration.

**Valedictorian Requirements and Qualifications:**

- No suspensions during senior year.
- Highest GPA in class for four high school years; minimum GPA 3.25.  
May not have received any accommodations in any class all four years.
- Must have enrolled at LCS prior to their senior year. Student may not be part-time for the senior year, or may not be a graduating junior.
- SAT scores must be at least 1500.

**Salutatorian Requirements and Qualifications:**

- All the same requirements as valedictorian except
- The 2nd highest GPA in class; minimum GPA is 3.0

**LCS REQUIRES THAT A FULL-TIME STUDENT TAKE BIBLE EACH YEAR ENROLLED.**

## ATHLETIC PARTICIPATION GPA REQUIREMENTS

In order for a student to be eligible for athletic participation, he/she must be passing all academic courses. Any student with a failing grade in any academic course (Bible, English, history, math, science), will not be eligible to play in games but will remain eligible for practices. Once an athlete receives a passing mark in His failing class(s), he will be eligible again to play.

## CORE ACADEMICS (\*Credits toward High School Diploma **if taken** while in 8<sup>th</sup> grade)

English/Literature/Grammar	History	Mathematics	Science	Bible
<b>7<sup>th</sup> Grade</b>				
Excursions/Explorations	Virginia History	Math Fundamentals	Life Science	Bible 7
<b>8<sup>th</sup> Grade</b>				
Excursions/Explorations	American Republic	Pre-Algebra/*Algebra I	*Physical Science	Bible 8
<b>9<sup>th</sup> Grade</b>				
Fundamentals of Literature	*World Geography	*Algebra I/*Geometry	*Earth Science	Bible 9
<b>10<sup>th</sup> Grade</b>				
Elements of Literature	World History	Geometry/Algebra II	Biology	Bible 10
<b>11<sup>th</sup> Grade</b>				
American Literature	US History	Algebra II	Chemistry	Bible 11
<b>12<sup>th</sup> Grade</b>				
British Literature	Government	Advanced Math	Physics	Bible 12
<b>Additional Courses Available (Not available some years, unless on-line)</b>				
		Calculus	Botany	Health Science
		Consumer Math	Astronomy	
		Accounting	Conceptual Physics	
			Human Anatomy	

### Electives: (Revised 8/5/2010 – Revisions are in **Bold**)

**Computer:** Keyboarding, Computer Applications, Computer Graphics, Yearbook (10-12<sup>th</sup> only) Each pre-requisite to next.

**Fine Arts:** Chorus, Art I, Art II, Speech, Drama, Band (Parent supported), Parent supported voice and piano lessons available.

**Foreign Languages:** Spanish I, II, III,

**Physical Education:** Health, Advanced P.E.

**Miscellaneous:** Teacher's Aide, Office Aide, Drivers Education (no credit), Home Economics, **Online courses are also available—see website**

### Curriculum Guidelines for Junior and Senior High School

--*Algebra I, earth and/or physical science and foreign language can be taken in 8<sup>th</sup> grade for credit.*

-- *AP courses may be available upon request.*

English courses include: Grammar, Spelling, Vocabulary, Composition, and Literature.

## DISCIPLINE

Leesburg Christian School trains its students to strive to live above reproach, showing respect for God, country, family, faculty, and fellow students. While discipline is basically positive training in the right direction (Prov. 22:6), there is a negative side of correction as well. Students who fail to cooperate spiritually, morally, or scholastically, will jeopardize their privilege to attend LCS.

Disciplinary measures will include reprimands, loss of privileges, detention, suspension, and expulsion. It is the goal of both administration and teachers to stay in close communication with parents and work together as partners in the process.

## **RESPECT / COURTESY**

Respect is one of the most important ingredients in any relationship. Relationships have been designed by God in part to bring us to Christian maturity. Proverbs 27:17 states, "Iron sharpeneth iron; so a man sharpeneth the countenance of his friend." Without mutual respect, there can be no lasting positive benefits in a relationship. Respect is needed between students and teachers as well as among the students themselves as each one is made in the image of God. Students are to show courtesy to each other at all times. Adults are to be addressed as Mr., Mrs., Miss, Dr., or Coach-- never by first names.

Disrespect serves to tear down the work of God in the life of the individual as well as the life and nature of the school. **Disrespect should not and will not be tolerated whether in the form of talking back or "sassing" a teacher, willful disobedience, willful damage to another's self-esteem, including unkind or derogatory remarks, or in the form of willful damage to property, including horseplay.** Students will make errors due to immaturity or forgetfulness, and these will be dealt with appropriately. However, disrespect will be handled swiftly and surely.

Courtesy is the rule in all relationships. The Apostle Paul says that "love...does not behave itself unseemly;" that is, it is mannerly. This should be true at school whether in the halls, in the classrooms, on the athletic field, and on the bus or van.

Parents need to remember that Leesburg Christian School serves Christian families representing a broad range of convictions and personal preferences. We must help our children to be respectful of students whose families have different standards and habits than their own.

Junior and senior high students should remember that the church/school building is shared by different ministries and grade levels. Courtesy towards elementary teachers and students and to each other is expected. **Talking in the halls should be in a quiet, conversational tone. Loud talking, yelling and horseplay are not permitted and will result in disciplinary action.**

LCS is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect, free from all forms of abuse, intimidation, exploitation and harassment. LCS has no tolerance for bullying, including cyber bullying. The school is prepared to take action to prevent and correct any violations of this policy. Therefore, anyone who violates this policy, on or off campus, will be subject to discipline, up to and including suspension or expulsion.

## **FRIENDSHIPS: GIRL/BOY**

LCS is co-educational and operates on the premise that it is wholesome for boys and girls to develop many friendships during the school years. It is our belief that the pattern of "going with" someone at a young age is unfair to the individual, and for the older students, morally dangerous.

Displays of affection at school or at school functions, such as holding hands, having arms around each other, hugging, and the like are not necessary and are not permitted. A genuine Christian behavior towards the opposite sex is manifested in a discreet manner. The Student/Parent/Faculty Agreement mentions that students agree to abide by these standards "even when away from the school."

**Couples may not be alone together in any part of the school building or grounds before, during, or after school.** Infractions will result in detention halls, suspensions, and/or expulsions.

It is recognized that in some cases friendships developed during the school years will mature into life-long companionships. Therefore, it is preferred that dating be directed from the homes of the students.

## **CHEATING**

LCS endeavors to teach its students that personal integrity is of utmost importance, especially in academic matters. Therefore, cheating shall be defined as follows:

- Copying someone else's homework answers. Students may occasionally be given permission to "work together," either in school or outside the classroom. Even then, students should only help each other, not simply give/receive answers. If there is any doubt about the appropriateness of working together, the teacher should be consulted in advance to determine the policy.
- Having another student's homework, notes, test, quiz, work book, rough draft of paper or project without permission from the teacher of that subject.
- Altering or filling in answers during the grading process to make an item correct. This is cheating whether it is done on the student's own paper or on someone else's.
- Obtaining answers to test or quiz questions in advance of a test or quiz by preparing a "cheat sheet" or by making arrangements with another student (verbal or written) to cheat during the test or quiz. This is considered cheating whether the student uses the provision or not.
- Having a source containing information for that subject available to the student's line of sight during the quiz or test, whether or not the student refers to it or uses the information.
- Giving answers during a quiz or test, either orally or by intentionally allowing another student to copy them.
- Receiving answers during a quiz or test in any way, e.g., orally, copying from another student, or looking at any source containing answers. Looking on another student's paper or at any other source of information for that subject during a testing time is considered cheating whether the student changes answers or not.
- Plagiarism tactics used by the students with or without the use of the internet.

## **CONSEQUENCES OF CHEATING:**

Even if the student is not "caught," there is loss of fellowship with God and loss of respect for one's self (personal dignity). If a student is caught cheating, there is a loss of trust and reputation. Parents will be contacted and expected to support the action of the school. Consequences include automatic "0" on the assignment or test in addition to detention, suspension, or expulsion depending on the age of the student and the number of times cheating has occurred.

## **ELEMENTARY DISCIPLINE SYSTEM**

The Leesburg Christian School Elementary Plan is focused on training and reinforcing positive and appropriate attitudes and behaviors. We believe a unified plan is important because it helps in communication, consistency, and bringing a focus to common expectations and standards.

### **THE PROCESS**

- This system will be used throughout the elementary school to address inappropriate, non-academic behavior. This discipline system will not be used to address work habits. (i.e. lack of homework done, incomplete class work)
- Each class will have a yard stick that is painted with the appropriate colors based on its grade level.
- The yard stick will be hung inside the classroom so it is seen by that class only.
- Each yard stick will also have clip s attached to it. Each student will have one clip that indicates which color the student in on at any given time.
- If a class switches classrooms then the teacher is responsible for exchanging the yard stick with the next teacher who will have that class.
- Color changes will be made by the teacher based on the behaviors listed below.
- Any teacher who feels that a student is consistently abusing the color system by getting to a point every day and then stopping may discuss the problem with the elementary coordinator who may remove one of the colors from the color progression with that student.
- Minor offenses that do not disturb other students or the learning process should not move a student from the current

color but rather warrant an oral warning. However, multiple warnings about such behaviors as these may call for a color change.

### **COMMUNICATION AND DOCUMENTATION**

- Kindergarten through 2nd grade students will have a take home folder that will have a calendar in it indicating what color the child was on for the day.
- 3rd through 5th grade students will have a calendar in a clear plastic sleeve at the front of their assignment book that will indicate what color the student was on for the day.
- Students will mark their own color each day.
- Any child with a color change will be initialed by the teacher who will also briefly indicate the problem in writing (i.e. talking, out of seat, off-task behavior, disturbing others).
- If a student has had a color change then it is required that the parent sign the calendar to let the teacher know that the parent is aware and has seen the calendar. If no color change has occurred then the parent is not required to sign the calendar. Parents will be made aware of this process and encouraged to check their student's calendar on a daily basis.
- Any student who has consistent color changes or gets to the red level will have a phone call home to discuss with the parents the problems seen in class. A phone call to the parents will occur if possible before a student goes to black and must visit the elementary coordinator. Some extreme behaviors that warrant an immediate move to black may not allow time for this process.

### **BEHAVIORS AND COLOR CHANGES**

#### **Behavior that would warrant moving a student from his/her current color:**

- Disrupting others
- Off-Task behavior
- Excessive talking
- Unauthorized area (Classroom)
- Disrespecting other's property
- Unkind behavior or talk
- Running in the halls or cafeteria
- Not following directions

#### **Behaviors that would warrant an immediate change of color to black and a visit to the principal:**

- Fighting
- Vandalism
- Cheating
- Profanity
- Bullying (Verbal or physical abuse / Threats)
- Theft
- Lying
- Refusing to obey a staff member (deliberate defiance)
- Disrespect to a staff member (i.e. talking back)
- Inappropriate body contact with another student (i.e. choking)

### **CONSEQUENCES RELATED TO EACH COLOR CHANGE**

#### **Kindergarten through 2nd Grade**

**Green** – Start

**Yellow** – Warning

**Orange** – 5 minutes time out from recess

**Purple** – 10 minutes time out from recess

**Red** – 10 minutes time out from recess and lunch detention / phone call to parents

**Black** – Send to the elementary coordinator

### **3rd through 6th Grade**

**Green** – Start

**Yellow** – 5 minutes time out from recess

**Red** – Lunch detention / phone call to parents

**Black** – Send to the elementary coordinator

### **Consequences For Being Sent To The Elementary Coordinator**

All situations that result in a student being sent to the elementary coordinator for disciplinary reasons will result in a parent conference with the coordinator, and the student will be subject to the following consequences from the coordinator:

#### **Immediate One Day Suspension From School and Placement On Disciplinary Probation**

- Fighting
- Vandalism

#### **Immediate Placement In In-School Suspension, Possibly Resulting In Disciplinary Probation**

- Cheating
- Insubordination
- Profanity
- Bullying
- Theft

#### **Other Offenses and Subsequent Progression of Consequences of Being Sent to the Principal • Disrupting others**

- Off-Task Behavior
- Excessive Talking
- Unauthorized Area (Classroom)
- Not Respecting Other's Property
- Being Unkind
- Running in halls or cafeteria
- Not Following Directions

#### **Progression of Consequences**

**1st Visit** - 2 Days Lunch Detention

**2nd Visit** - 5 Days Lunch Detention

**3rd Visit** - 1 Day In-School Suspension

**4th Visit** - 2 Days In-School Suspension

**5th Visit** - 1 Day Suspension

**6th Visit** - Recommendation for Expulsion

### **EXPLANATIONS OF CONSEQUENCES**

**Time Out** – The student will go with the class to recess but will be with the teacher and not allowed to participate for the defined amount of time.

**Lunch Detention** – The student will be placed at a separate table during lunch and will not be allowed to talk or interact with other students as they eat and during the remainder of the lunch period.

**In-School Suspension** – The student will be at school but will be in an isolated area away from all other students. The student will work through a prescribed lesson that will help the student identify and come up with solutions to his or her behavior problem. The student will also work on the current days work in each subject area. All work assigned for that day by his/her teacher will be due on the regular due dates. Any projects or assignments due the day the student is in ISS will be due that day. Credit will be given for class work completed and turned in by the end of the day.

**Suspension From School** – The student will not be at school. He/she is responsible for getting all class-work

completed and turned in on the regular due dates.

**Expulsion** – The student is withdrawn from Leesburg Christian Elementary School.

### **POSITIVE REINFORCEMENT SYSTEM**

Each grade level will have its own common system. These systems will be used to recognize and reinforce positive individual and group behaviors. From time to time other ideas than what is listed below will be applied.

#### **Fruits of the Spirit Recognition**

This program will be used to recognize individual students that demonstrate a fruit of the spirit (love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control). Teachers and staff members may recognize a student by filling out a certificate and turning it in to the office. The student will be called to the office and congratulated. A phone call to the parent will also be made.

#### **Lunch with the Elementary Coordinator, Administrator, or Pastors**

Small groups of 2nd through 5th graders will be invited each week to eat a special pizza lunch with the elementary school coordinator. This will be time spent in getting to know the students and reinforcing positive relationships.

## **LCS JUNIOR HIGH AND SENIOR HIGH DISCIPLINE PLAN**

### **DETENTION SYSTEM**

A detention system is used at LCS as a means of correction for infractions of school standards, rules, and classroom procedures, primarily for students in grades 7-12. Whenever possible, the teacher will give the student both verbal and written warnings (parental notification) regarding a certain infraction prior to the assignment of a detention hall. The warnings are issued with the intent to inform parents of a problem and to solicit their assistance in supporting school rules and correcting wrong student behavior.

Detentions served for the following infractions do not accumulate toward suspension or expulsion unless the student becomes a flagrant or habitual offender:

- Being tardy to school
- Being tardy to class
- Being unprepared for work or not completing homework\*
- Running in the school building
- Not “signing in” when tardy or not “signing out” for early dismissal, even when parents and school have given permission
- Consuming food or drink outside designated areas

*\*Students who repeatedly do not complete homework assignments on time during a grading period are assigned parent notifications and academic detentions as follows:*

*Grades 7 & 8: Parent notification after 3rd missed assignment and academic detention after 4th.*

*Grades 9-12: Parent notification after 2nd missed assignment and academic detention after 3rd.*

In regard to infractions which are more serious in nature, the avenue of warnings need not be taken. Students committing these offenses may automatically be assigned a detention hall. Examples of such infractions include: (Revised 8/5/2010 – Revisions are in **Bold**)

- Meddling with other people's property without permission
  - Misbehaving in class (This may include talking in class without permission, writing or passing notes, bringing unapproved items to school (see list), playing with irrelevant objects, throwing objects indoors, and violating other classroom rules set by individual teachers)
  - Rough-housing anywhere inside or outside of school buildings
  - Defacing of school property (Detention hall & cleaning or replacing of such)
  - Throwing food or any other object in cafeteria
  - Driving infraction (Detention hall and possible loss of driving privilege)
  - Use of profane language
  - **Displays of affection\*\***
  - Skipping class (missing 15 minutes of class or more without excuse)
  - Leaving school without permission from Administrator\*\*
  - Direct disobedience\*\*
  - Hatred or rudeness toward faculty, staff or other students\*\*
  - Rebellious or negative attitude\*\*
  - Setting off false alarm\*\*
  - **Lying, forgery\*\***
  - Plagiarism\*\* (may also include grade penalties)
  - Cheating\*\* ("0" on assignment or test in addition to detention hall or suspension)
  - Stealing\*\*
  - Fighting\*\*
  - Comments made "in jest" about sin\*\*
- \*\*Grounds for detention hall and/or suspension*

**The following infractions are grounds for suspension, withdrawal, or expulsion:**

- Cumulative detention record
- Continued deliberate disobedience
- Repeated use of profanity, inappropriate comments and other oral or written communication which is unwholesome or is suggestive in nature
- Possession of offensive materials, including but not limited to music, printed lyrics, illustrations, photographs, magazines, internet material or on social network sites
- Comments made "in jest" about sin
- Skipping school or leaving school without permission from school or parents
- Possession of firearms, knives, or any item considered a weapon and harmful to fellow students
- Cheating on a major test, project, or exam
- Use of or possession of tobacco in any form
- A rebellious spirit which is unchanged after extended effort by the school staff
- A continued negative attitude and bad influence upon other students
- A serious breach of conduct inside or outside the school which has an adverse effect upon the testimony of the school, including on a social network
- Failure of the parents to support and/or comply with the disciplinary actions of the school
- Failure of the parents to maintain a cooperative and supportive spirit towards faculty and/or administration

**The following are grounds for extended suspension or immediate expulsion (applicable on or off campus, including school breaks)**

- Repeated use or possession of tobacco in any form
- Use of or possession of harmful / illegal drugs
- Use of or possession of alcohol
- Immoral conduct and/or sexual harassment (Bible is basis)

## **DETENTION HALL GUIDELINES (Revised 8/5/2010 – Revisions are in **Bold**)**

Detention halls for grades 7-12 are held **during** school from **11:30-12:05** on **Monday through Friday**. Detention hall must be served within two detention days of the day the notice is received.

An additional detention may be given each time a student misses this deadline. If a student repeatedly misses detention deadlines, he/she may be assigned a suspension. The procedure for serving a detention is as follows:

1. The student is to report to the designated detention room no later than **11:30** and stay the entire period. He is to bring a Bible, pencil or pen, notebook paper, and the detention hall notice, signed by his parent.
2. No talking is allowed during the detention, except to the supervisor. Tardiness, inappropriate attitude, or misbehavior during the detention may result in another detention.
3. The student must work only on assigned work.

## **DISCIPLINE CONSEQUENCES**

Detention halls are cumulative for the school year. As the number of detention halls a student serves increases, parent involvement becomes greater and the penalty becomes greater. Note the following consequences:

### **Detentions per Year Consequences:**

#### **First 3 detentions - Lunch Detentions**

#### **4- After-school Detention/Letter Home**

#### **7- More Lunch Detentions, Parent-Administrator conference, loss of privileges**

#### **10 –In-school suspension (1 day), student placed on disciplinary probation, letter to parents**

#### **11 - In-school suspension (2 days)**

#### **12 - Out-of-school suspension (1 day), letter to parent**

#### **13 –Out-of-school suspension (2 days)**

#### **14 –Out-of-school suspension (3 days)**

#### **15 –Expulsion from LCS**

## **SUSPENSION AND EXPULSION**

If a student is suspended, the following consequences will occur:

1. The student is not permitted to attend school.
2. The student may be required to do research and/or work related to the violation.
3. All academic work must be made up within the normal framework of time, as outlined in the policies for make-up work.
4. The student may be placed on disciplinary probation for the remainder of the school year.
5. The student may be permitted or encouraged to go before the student body or a group of peers to ask forgiveness for the wrong committed.
6. Attendance at extracurricular school activities on the day of a suspension is not permitted except in unusual circumstances approved by the administration.

**Fifteen (15) detention halls or a total of six (6) days of suspension (for any reason) shall result in expulsion.**

Upon suspension or expulsion of a student, the administration may give the rest of the student body an appropriate statement regarding the basic nature of the offense and purpose of discipline. This action will be designated to:

1. Protect the reputation of student(s) involved from what conclusions other might draw if gossip were the only channel of information.
2. Solicit prayer for those involved.
3. Reinforce the clarity of the school's position regarding the type of behavior in question.

4. Serve as a warning to other students.

### **DISCIPLINE EVALUATION AND PROBATION**

LCS reserves the right to assess each student's discipline record and progress as it relates to continued enrollment at LCS. A student may be placed on probation or asked not to re-enroll based on his/her discipline record, attitude and/or spiritual impact upon other students. Evaluations will be made by administration and faculty.

**Whenever a student receives one or more days of suspension or accumulates 10 detentions, he/she is placed on disciplinary probation for the remainder of the school year. At the completion of the school year, student discipline records are assessed as follows:**

*Probation:* Students are placed on discipline probation for the first semester of the following year. During the period of probation, the student is to demonstrate significant improvement in his/her behavior. At the completion of the semester probation period, the administration and faculty will re-evaluate the student and carefully consider his/her progress at that time. One of the following three decisions will be made:

1. The student will be re-instated to full status at LCS
2. The student will continue on probation for an additional semester
3. The student will be asked to withdraw from LCS

*Re-application:* Students who are required to re-apply for admission to LCS must obtain a pastoral recommendation and complete an interview with LCS administration and teachers, after which the student will either be allowed to enroll on probation or not be allowed to re-enroll.

### **MISUNDERSTANDINGS / CONFLICT RESOLUTION (Revised 8/5/2010 – Revisions are in **Bold**)**

The faculty and staff of LCS are committed to resolving conflicts according to the principle of Matthew 18. Most problems are due to miscommunication or the lack of communication. We seek to resolve conflict by the pattern express in Matthew 18:15-17, in the spirit of Galatians 6:1. Forgiveness and restoration is the goal of conflict resolution. Here are the steps as applied to a Christian school setting: 1) If a parent feels a teacher has been unfair or wrong, the parent must first go to the teacher and **discuss** about the offense. 2) If the problem is not resolved at that level, then the parent may go to the administrator for help in trying to resolve the conflict. Please do not go to the administrator or pastors until the teacher has first been contacted. The administrator will ask the parent if that parent has first gone to the teacher to express his/her concern about a matter.

### **UNAPPROVED ITEMS**

Students are not to bring unapproved items of any kind to school. Such items would include, but would not be limited to the following: ball caps, sunglasses, radios, secular magazines or music, CD's, tapes, videos, DVD's, any type of trading cards, Gameboys, electronic games, playing cards, beepers, walkmans, collectibles, skateboards, inline skates, and other items brought to the attention of the Administrator. **All cell phones must be left in the student's locker and may only be used with a teacher or Administrator's approval.**

Unapproved items will be collected by the teacher and placed in the office. Certain items will only be returned to a parent. Students are discouraged from bringing valuables such as cameras or large amounts of money to school.

Guns, incendiary devices, knives, or any other dangerous weapon may not be brought to school at any time. Infractions will be dealt with severely. No fake guns, water guns, etc., should be on campus or at any school event without prior permission of the administration.

## **SEARCH POLICY**

LCS reserves the right, based on reasonable cause, to search a person, locker, book bag or car for any item(s) such as drugs, alcohol, nicotine products, inappropriate magazines or notes, or other items deemed immoral or illegal by the administration.

## **OFF CAMPUS BEHAVIOR**

Although Leesburg Christian School recognizes that we have no direct control of the students when away from school, any violation of accepted behavior by LCS students will be considered serious, for

the testimony which students give forth for or against the Lord Jesus Christ when in public, is also the testimony which is reflected upon LCS. (Refer to LCS Parent-Student Commitment Form)

*“Let no man despise thy youth, but be thou an example of the believer, in word, in conversation, in charity, in spirit, in faith, in purity.” I Tim. 4:12*

## **HONOR SYSTEM**

Students at LCS should consider it a sin to tolerate wrong doing. Known offenders should be reported to the administration for the sake of the testimony of the Lord and the school. Students who participate in wrong doing or who have knowledge of wrong doing and do not report it will be considered guilty.

## **RULE CHANGES**

It would be impossible to make rules to cover every type of infraction. These lists are not intended to be exhaustive, but to provide general guidelines for acceptable and unacceptable behavior. The administration reserves the right to add to, delete, or change the rules and regulations as necessary. The administration also has the responsibility and final authority to enforce the intent and spirit of the discipline guidelines.

## **DRESS CODE**

(Revised 8/5/2010 – Revisions are in **Bold**)

There are two primary reasons for a dress code. The first is to ensure modesty, which the Bible encourages (I Tim. 2:9). The second is to encourage a dignity that is appropriate for an academic setting. While we realize that the Bible does not specifically tell us how we should dress or how our hair should be cut, it does give us some principles to follow. In light of the principles of modesty, neatness, appropriateness, we have set an institutional standard for LCS. A well-groomed, attractive student should come to school with an attitude that prepares him for neat, conscientious work. His attire should convey respect for himself, his fellow students, and his teachers. The cooperation of the students, their parents, and the faculty in accepting and maintaining this code will greatly enhance the school’s effectiveness in serving its stated purpose as a Christian school.

The dress code is not solely the responsibility of the school, but also of the parents. Parents are expected to cooperate with the school in seeing that their students meet the dress code prior to arriving at school on a daily basis. It is the responsibility of the student under the supervision of his/her parents to dress in compliance with the spirit and written standards of the LCS dress code. Tolerance for dress code infractions will be limited and repeated offenses may indicate an issue of direct disobedience. Such students will be subject to disciplinary action. The school administration reserves the right to determine the acceptability of clothing and hairstyles and expects support from the parents.

Any and all styles relating to the “dark side” or those satanic in emphasis are not acceptable for LCS. Students may not dress this way even when away from school if they want to continue enrollment at LCS.

The requirement of “modest” items of clothing is mentioned several times. “Modest” is defined as (1) sufficiently loose so as to be able to hold material at the seam lines on the sides of the garment, (2) thick enough that undergarments are not visible through the material and (3) adequate coverage as decided by the administration.

### **GENERAL DRESS RULES (applies to both girls and boys)**

When LCS students visit the school campus after hours, we ask that they continue to respect our desire for modesty in dress. The only shorts girls may wear after school or at any school activity on or off campus are the approved PE or team shorts. In case of any question or difference of opinion concerning dress, etc., the decision of the teachers and administration will be the final authority. The school reserves the right to determine and interpret its own dress code and to discipline students who willfully ignore it.

Rose Uniform Company recently merged with Flynn and O’Hara Uniform Company. At this time, LCS is waiting on ordering information from our representative. This handbook will be updated as information becomes available to LCS.

### **GIRLS:**

(Revised 8/5/2010 – Revisions are in **Bold**)

- Primary provider: Flynn and O’Hara (flynnohara.com)
- **SKIRTS: Skirts (all grades) and skorts/culottes (Jr. K- 6) must be purchased from Flynn and O’Hara.** Skirts must fall below the knee both in the front and back. When a girl kneels on the ground, her skirt must brush the floor. There will be no exceptions to this rule. **Jr. K- 6<sup>th</sup> Grade:** Girls should wear shorts under their skirts for modesty.
- **SHIRTS: Shirts must be purchased from Flynn and O’Hara. Plain white polos may be purchased from other vendors as long as they meet dress code requirements.** All shirts, sweaters, and jackets must be loose fitting. No tapered shirts are allowed. Shirt styles must be polo or oxfords. Full turtlenecks are allowed on chilly days. Uniform pieces may be layered during cold weather.
- **JACKETS/ OUTERWEAR: Jr. K – 12<sup>th</sup>: Jackets, fleeces, outerwear worn during the school day must be purchased from Flynn and O’Hara in either black or maroon. No other jackets or fleeces should be worn during the school day.**
- **SOCKS, TIGHTS, LEGGINGS: Socks or tights are available through Flynn and O’Hara, but may be purchased from other vendors as long as colors are consistent with dress code. Jr. K-6<sup>th</sup> Grade:** Solid color tights, socks, or leggings\* (see below) may be worn in white, maroon, or grey. No shows, knee socks or ankle socks are acceptable. **Grades 7-12:** Solid color tights, socks, or leggings\* (see below), may be worn in black, maroon, or grey. No shows, knee socks or ankle socks are acceptable. \*On days below 32 degrees, girls are encouraged to wear warm tights or approved leggings under their skirts for warmth. **Leggings (footless tights) must come all the way to the ankle. No pants or sweats of any type are allowed under their skirts.**
- **SHOES:** Basic walking shoes that are brown/tan or black are preferred; however, neat and clean tennis shoes that are predominantly white or black are appropriate for LCS. Shoelaces must be the same color as the shoe. **Boots are not to be worn at school (army, snow, hiking, dress, or any other kind...).** Sandals or beach shoes without back straps are not allowed, neither are any type of flip flops. Shoes must be worn at all times while on the school premises.
- **JEWELRY/ACCESSORIES:** Hats, headwear, and sunglasses are not to be worn at school except on designated days. No more than two piercings per ear are allowed and only on the lower lobe. Only studded earrings are allowed for elementary girls; 7<sup>th</sup> – 12<sup>th</sup> grade girls should limit diameter and length of earrings to no more than 1-1/2 inches from the earlobe. Visible tattoos or pierced jewelry (other than earrings) are not permitted.

## **BOYS: Specific uniform pieces**

(Revised 8/5/2010 – Revisions are in **Bold**)

- Primary provider: Flynn and O’Hara (flynnohara.com)
- **SHORTS: JrK – 6<sup>th</sup> Grade: Shorts must be purchased from Flynn and O’Hara and may only be worn during the following months: September, October, April, May, and June.**
- **PANTS: JrK – 6<sup>th</sup> Grade: Navy pants must be purchased from Flynn and O’Hara. Khaki pants may be purchased from Flynn and O’Hara or from a different source as long as the color is true khaki, consistent with LCS dress code. Grades 7-12: Khaki only. If pants are purchased from a different source than Flynn and O’Hara, please be sure that the color is true khaki, consistent with LCS dress code, and not a lighter or darker shade. Jeans, corduroys, cargos, or baggy pants are not allowed. Pants must be worn at the waist. Belts are required and must be black or brown.**
- **SHIRTS: Shirts must be purchased from Flynn and O’Hara. Plain white polos may be purchased from other vendors.** Shirts must be neatly tucked in. Any t-shirt/undershirt that is worn, and is visible, must be in a solid, uniform color. **Long-sleeve t-shirts/undershirts must not be worn with short-sleeve shirts. A uniform shirt with a collar must be worn under all uniform fleeces and sweaters.**
- **JACKETS/ OUTERWEAR: Jr. K – 12<sup>th</sup>: Jackets, fleeces, outerwear worn during the school day must be purchased from Flynn and O’Hara in either black or maroon. No other jackets or fleeces should be worn during the school day.**
- **SHOES:** Basic walking shoes that are brown/tan or black are preferred; however, neat and clean tennis shoes that are predominantly white or black are appropriate for LCS. Shoelaces must be the same color as the shoe. **Boots are not to be worn at school (army, snow, hiking, dress, or any other kind...).** Sandals or beach shoes without back straps are not allowed. Neither are any type of flip flops. Shoes must be worn at all times while on the school premises.
- **JEWELRY/ACCESSORIES:** Jewelry is limited to rings, watches, ID bracelets, and single neck chains worn inside the shirt collar. Visible tattoos are not permitted. Hats, headwear, or sunglasses are not to be worn at school except on designated days.

## **PHYSICAL EDUCATION (P.E.) DRESS**

All students in grades 3-12 taking P.E. whether for credit or to be on a team, must wear a gym uniform during class; these are available for purchase in the school office. If a student does not “dress out,” their daily participation grade (30%) will be affected. No exceptions will be made, including sport team members. Those not participating in P.E. must sit in a mandatory study hall and must have a note from home if sick. Lack of participation in P.E. will eventually result in a failing grade and will affect a student’s credits towards graduation. Students will be permitted to wear black athletic pants and LCS sweat shirts over their P.E. uniforms during cool weather.

## **CASUAL DAYS**

Wednesdays of each week is a “Casual Day” and is an on-going fundraiser for LCS. Students must pay \$1.00 to their homeroom teacher in order to participate. Boys and girls PreK-6<sup>th</sup> grades may wear shorts (for 3-12th graders PE shorts only). The shorts for PreK - 2nd must meet the school dress standards which are loose and to the knee (not above the knee). All shirts must have sleeves and not have any inappropriate symbols or writing on them. Anything worn for these special days must not be “faddish.” If jeans are worn, they must be neat, not raggedy, and not skin tight. In junior and senior high, girls who wear slacks must be certain they are not tight and should wear long, loose, neat t-shirts over them. Students who do not follow these guidelines will lose the privilege of “Casual Day” the following month. The administration reserves the right to interpret and enforce its own dress code. (Girls should not wear white t-shirts at any occasion.) “Casual Days” may be created on other days throughout the year – some without charge.

## **LCS HAIR CODE**

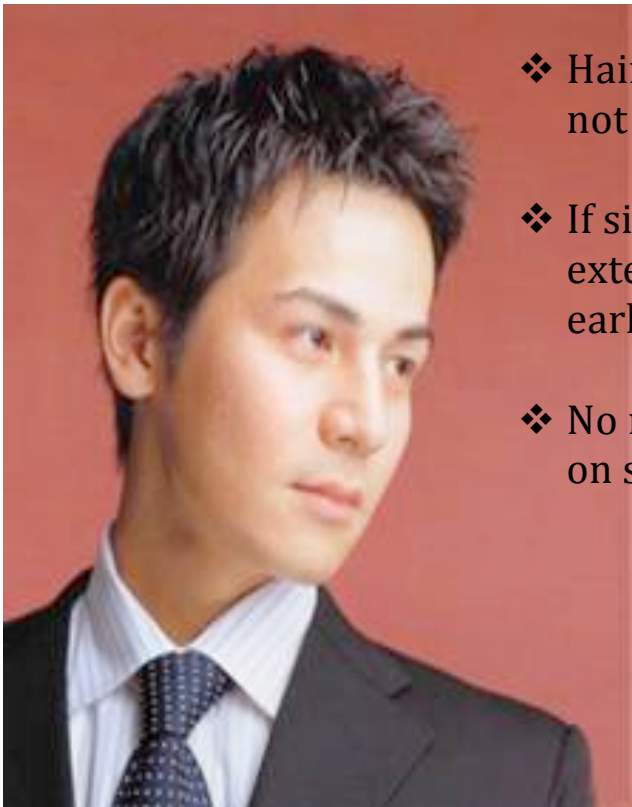
**BOYS:** Hair must be neatly combed and trimmed and must not hang over the collar or ears. If worn on the forehead, it should be no longer than a finger's width above the eyebrow. No facial hair is to be worn. Boys who come to school with unshaven faces will be required to go to the restroom to shave their faces. Hair cuts must be layered and tapered so that there are no severe differences in lengths. Sideburns should not be below the ear lobe or wider than an inch. Military hair cuts (1/4 inch or longer) are acceptable, but skin-head hair cuts are not. No unnatural bleaching is allowed. **(See photo on page 29.)** If there is any question on a hair style, the administration will decide what is and what is not appropriate for each student, whether boy or girl.

**GIRLS:** Girls must have hairstyles that would be considered appropriate -- no unusual shapes, colors, etc. If there is any question on a hair style, the administration will decide what is and what is not appropriate for each student.

# Boys' Hair Standards



- ❖ Hair must be neat and clean.
- ❖ Hair is not to be groomed in class.
- ❖ Hair must be no longer than one finger above the eyebrow.



- ❖ Hair must be above the collar, and not over the ears.
- ❖ If sideburns are worn, they must not extend past the attachment of the earlobe.
- ❖ No mustaches or beards are allowed on students.

## ACTIVITIES

### CHAPEL

Chapel is a vital part of school life at Leesburg Christian School. Students must bring their Bibles and sit with their homeroom class and teacher. Elementary chapels are held once a week, one for kindergarten through second grade, and one for grades three through six. Junior and senior high chapel is held twice a week, replacing Bible class on that day. The King James Version of the Bible is used at LCS in order to maintain uniformity in lessons and memory verses. Other translations are acceptable for reference.

### ORGANIZATIONS (Some organizations will skip a year)

The following clubs and organizations provide LCS students opportunities for fellowship, leadership, and service:

- ***Yearbook Staff***

Staff members work together to publish *Leader*, Leesburg Christian School's yearbook. Yearbook staff is primarily made up of juniors and seniors and students must be approved by the staff editor.

- ***Honor Society***

Membership is open to qualified sophomores, juniors, and seniors who have completed at least one semester at LCS. Members are selected by faculty members and current honor society members based on academics, leadership, service, and character.

- ***Student Government***

Class officers are elected by classmates to organize class activities, fundraising, and special events. Students elected to these offices must demonstrate an excellent Christian testimony making them worthy of an office of leadership.

- ***Prayer Groups***

Student prayer groups meet during the lunch period to pray for our school, our community, and our nation.

- ***Science Club***

Students will be able to participate in community service projects with a scientific emphasis. Also they will be able to enjoy extra curricular scientific and engineering challenges.

### ATHLETICS

Leesburg Christian School competes in interscholastic athletics as part of Old Dominion Association of Church Schools (ODACS), in the following sports:

- Fall

- Girls' Volleyball (Varsity and JV)

- Boys' Soccer (Varsity and JV)

- Winter

- Girls' Basketball (Varsity, JV, MS)

- Boys' Basketball (Varsity, JV, MS)

- Cheerleading (Varsity and JV)

- Spring

- Boys' Baseball (Varsity)

- Girls' Softball (Varsity, through Virginia Association of Christian Athletes—VACA)

- Girls' Soccer (Varsity, MS)

- Co-ed Track (Varsity, JV, Elementary)

Policies and guidelines regarding athletics are available through the athletic department. Also see attendance, academic, and discipline portions of this handbook for respective policies regarding student athletes.

### **Homeschooled Athletes:**

Homeschoolers who have enrolled at LCS have the privilege of joining a team sport. Participants will receive a PE grade for each season they play on a sports team. Once a homeschooler has enrolled at LCS, he must abide by all the rules in the handbook and sign both the school and athletic commitment forms. **All dress, hair, and conduct codes of LCS and ODACS must be followed at practices as well as at games.**

### **ANNUAL SPECIAL EVENTS:**

#### ELEMENTARY

Thanksgiving Program or Christmas Program  
ODACS fine arts competition (for grades 4-6)  
Spirit weeks, Fun and Field Day, Grandparent's Day  
Intramural Basketball  
Musical opportunities and Dramas  
Kindergarten Graduation

#### JUNIOR / SENIOR HIGH:

Senior High Retreat  
Government Day (11-12th grade)  
Thanksgiving program  
Christmas Program  
Drama production(s)  
Homecoming and Spirit Week  
ODACS fine arts competition  
Senior trip (12th grade)  
Athletic Banquet  
High school graduation and Baccalaureate  
Good Behavior Trip

### **FIELD TRIPS**

Leesburg Christian School endeavors to take advantage of the many historical and cultural opportunities offered by Loudoun County and the surrounding metro area. As a part of the instructional program of LCS, various classes take trips to interesting and educational places several times a year. Parents will be notified of any trip and/or instructions in advance of the date planned. Parents' permission is required in writing prior to the field trip. **All field trips are an integral part of the curriculum at LCS and therefore attendance by all students is required. Exceptions will only be made in the event of illness, an emergency, or if a student has not met certain criteria in order to attend.**

### **CONDUCT ON SCHOOL-SPONSORED TRIPS**

The same standard of conduct required of students at school is also required of students on school-sponsored outings. When a school vehicle is used to transport students to an activity, there will be adult chaperones present.

### **PARENT-TEACHER FELLOWSHIPS (PTFs)**

At least one parent is expected to attend PTF meetings. Dates for PTF meetings will appear on the calendar included with the monthly newsletter. The PTF is not designed for individual conferences with teachers, but is designed so the administration and faculty can communicate in a more personal way with the parents. Often the teachers will have students or choirs perform special numbers they have prepared.

## AWARDS

### HONOR ROLL

An honor roll list is compiled at the end of each of the first three marking periods recognizing students in grades 4-12 who have met the honor roll standard.

To qualify for the **elementary honor roll**, a student must meet the following criteria:

PRINCIPAL'S LIST All As for the grading period

FIRST HONORS All As and Bs, but more As than Bs

SECOND HONORS All As and Bs, but more Bs than As

*NOTE: This is not a numerical average of grades, but merely an assessment of the letter grades. Penmanship grades are excluded from consideration unless there is an equal number of A's and B's, in which case the conduct grades are used as a tie-breaker.*

To qualify for the **junior/senior high school honor roll**, students in grades 7-12 must meet the following criteria:

PRINCIPAL'S LIST All As for yearly average

FIRST HONORS All As and Bs but more As than Bs for yearly average

SECOND HONORS All A's and Bs but more Bs than As yearly average

*NOTE: Junior high honor roll is based on the five core subjects (Bible, English, Mathematics, Science, and History). Senior high honor roll is based on all credit-bearing courses.*

### YEAR-END AWARDS

At the conclusion of each school year, Leesburg Christian School recognizes students who have shown extraordinary achievement, effort, and character in various areas. School-wide awards are outlined below. In addition, teachers may choose to grant awards for good sportsmanship, servant's heart, most improved, and various Christian character traits. Some teachers also award winners of reading contests and Bible drills.

#### **PERFECT ATTENDANCE** (gr. 1-12)

#### **HONOR ROLL** (gr. 1-12)

Year-end award is based on year-end averages.

#### **DEPARTMENTAL AWARDS** (gr. 7-12)

Students who excel in each academic area are selected by that subject's teacher.

#### **ROOKIES OF THE YEAR** (gr. 7-12)

Rookies of the year may be chosen by teachers to recognize new students who have been an asset to the LCS student body during their first year at the school. Rookies of the Year are chosen on the basis of character and their contribution in the areas of academics, athletics, fine arts, or leadership.

#### **PRESIDENT'S AWARD FOR EDUCATIONAL EXCELLENCE**

This award is given by the U.S. Department of Education to encourage students to achieve high academic standards. Awards are given at sixth and twelfth grades. To be eligible, eighth grade students must earn a grade point average of 3.0 and achieve 85th percentile or higher in math or reading on standardized achievement tests.

## **STUDENT OF THE YEAR**

A student is chosen from each grade based on excellent Christian testimony, conduct and school spirit. In grades 1-6 the teachers and Elementary Coordinator choose the recipient. In grades 7-12 the entire faculty makes the selections. All student recommendations are reviewed by the Administration Group for final approval.

## **CHARACTER AWARDS**

7th / 8th grade boy and girl

CHRISTIAN CHARACTER -- good Christian testimony

9th / 10th grade boy and girl

BE THOU AND EXAMPLE -- good Christian testimony

11th / 12th grade boy and girl

CHAMPION AWARD -- good Christian testimony

11th / 12th grade boy and girl

CHRISTIAN CITIZENSHIP -- good Christian testimony and serves faithfully in his/her local church

## **ATHLETIC AWARDS (presented at the annual Athletic Banquet)**

Junior Varsity and Varsity

ATHLETE OF THE YEAR

2.0 GPA, participation in two team sports, shows leadership and coachability

ATHLETE OF THE YEAR (Same as above)

ALL SPORT AWARD

10<sup>th</sup>-12<sup>th</sup> grade varsity boy and/or girl who has participated in every high school sport offered for fall, winter, and spring during the current year. Selection is based on the student's contribution to the teams on which he/she played during the course of the year.

11th / 12th grade

LION AWARD

Meets requirements for Athlete of the Year, has shown loyal service as an athlete, encourages other athletes, loves the Lord and His Word.

## **END OF YEAR "GOOD BEHAVIOR" TRIP**

At the end of each school year, students in grades 7-12 will be given the opportunity to attend a special field trip. This field trip is for students who have not served more than two detention halls per semester.

## **SCHOOL HEALTH INFORMATION**

### **MEDICATION AND TREATMENTS**

Whenever possible, it is best to have medications and treatments prescribed for dosages and times that can be administered at home. If a student is given the responsibility of taking medication on his own at school, he may only bring to school the accurate dosage for one school day. All medication sent from home must be brought to the school office. Medicines must be in the original container, with the child's name written on it, and be clearly marked as to the dosage and time of administration. No medications will be administered without written permission from the parent. Students must never give any type of medication to other students. If a child has taken medication at home, please notify the office or his teacher.

### **CHECKUPS AND IMMUNIZATIONS**

All students should have regular physical, dental and eye examinations, as medical screenings are not provided at LCS. All immunizations must be up-to-date; parents may contact the local health department to be certain the student has received all required immunizations. A copy of each student's updated

immunization record must be on file in the school office. Forms for religious exemption regarding immunizations are available upon request.

## **SICKNESS**

Although regular school attendance is important, students must not attend school if sick. Sick students are unable to fully participate in class and are thus a hindrance to their own learning and to the progress of the class. They need time to rest and recover strength, appetite and resistance before returning to school. Students who have not fully recovered become prone to other illnesses and may expose many other students and families to their illness. This can be particularly hazardous to pregnant staff members and to students with medical conditions and lowered immune systems.

## **CONDITIONS NOT PERMITTED AT SCHOOL**

A parent will be notified to pick up a child if the child exhibits one or more of the following symptoms:

**Fever:** Temperature of 100 degrees or above within the preceding 24 hours. Temperature must be below 100 degrees for 24 hours before returning to school. Therefore, if a child is sent home from school with a fever, he/she may not attend school the next day.

**Vomiting and/or diarrhea:** Occurring within the preceding 12 hours.

**Coughing:** If disruptive to the student or class.

**Rash / open sore:** Student may return to school when the rash/open sore disappears or when a doctor's signature diagnoses the condition and indicates when the student may return to school.

**Pink eye:** Student may return to school when the redness/pinkness of the eye disappears or when a doctor's signature diagnoses the cause and indicates when the student may return to school.

**Head lice or nits:** Head lice is a common occurrence in school children. To avoid exposure, students should be taught not to play with one another's hair and also not to share clothing, headgear, hats, mats, headphones, hair utensils or accessories. Parents should regularly inspect their children for signs of head lice. If any signs are found, the student should be treated immediately and thoroughly. Student may return to school when the head lice are killed with a thorough and adequate head lice treatment and ALL nits manually removed.

## **SUDDEN ILLNESS OR INJURY**

Should a student become sick or injured while at school, he/she will be sent to the school office. If necessary, the parent will be called to come to school to get the student. Overtly sick or injured students (those with obvious signs of illness or injury) may rest in the office until a parent comes. Covertly sick or injured students (those with only expressed symptoms) must return to class and wait there until a parent comes.

The school office is not an infirmary. Sick or injured students must go home to recover and/or mend. Parents are to provide the school with numerous, current contact numbers which are accessible during school hours. After being called, parents or another designated individual should come as soon as possible to pick up their sick or injured student.

If a student becomes a frequent complainer to the teacher and frequently visits the office with a health complaint, a conference will be requested and a complete physical and/or psychological evaluation may be necessary. Parents are requested to counsel their child about the ramifications of hypochondria and "crying wolf." Teachers may restrict activities for students who are so injured or sick as to visit the office or call home.

## **ALLERGIES AND OTHER SEVERE MEDICAL CONDITIONS**

Serious food or insect allergies as well as any other serious health conditions such as asthma, epilepsy, etc. must be brought to attention of the office personnel as well as classroom teacher. Parents of students with life-threatening allergies must provide epi-pens for the office and classroom. Specific steps for treatment/response need to be provided by the parent in writing at the beginning of the school year.

## **EMERGENCIES**

Parents must complete the emergency medical form for each child. Please keep this information up to date, especially changes in addresses or phone numbers. If there is an injury or medical emergency, the office will call 911 immediately and then attempt to notify the parent. LCS will call an ambulance for all head injuries.

## **ADDITIONAL INFORMATION**

### **CLASSROOM VISITATION**

Visits by parents to their children's classrooms are welcomed, **but an appointment must first be scheduled.** Appointments for such visits must be made through the office, and with the approval of the teacher. Visits should be limited to one hour at the most. Due to the nature of beginning-of-year and year-end activities, no visitation is encouraged during the first and last weeks of the school year. Please minimize your visits during the drop-off and pick-up times in order to give the teachers time to care for students. Please do not monopolize the time of the teacher when you drop your child off or pick him up. There are other students for which the teacher is responsible. An appointment for a meeting outside of the classroom is required if a parent wants to speak to the teacher about a concern.

### **SPECIAL REQUESTS FROM HOME**

Parents should not depend upon their children to inform teachers of important messages or special requests from home; such as, being excused from P.E. for medical reasons, bus changes, being excused early, etc. **A note must be written from the parents/guardians to the teacher and to the office.** If there is no note, a student will not be excused and LCS will not take responsibility for missed event.

### **VOLUNTEERS AND VOLUNTEERING**

LCS is a work of faith and a labor of love. We look to the Lord as the source of our supply believing that He will move His own people to respond in love and to give to the school as He enables them. LCS welcomes any and all volunteers. However, volunteers must be approved by the office or individual teachers for a designated project. **WE ASK ALL VOLUNTEERS TO FOLLOW THE DRESS CODE THAT TEACHERS AND STAFF ARE REQUIRED TO FOLLOW FOR THE OCCASION.** If subbing for a classroom situation, we ask that ladies wear modest dresses below the knee and that gentlemen wear collared shirts with slacks – no jeans please. Each family is asked to donate ten hours of volunteer work or a \$100 donation each year. If parents volunteer to assist on a field trip we ask that they comply with our dress code for that event. Parent may call the office for details.

### **LOCKERS**

Students at LCS may be assigned lockers or cubbies for their textbooks and/or personal items. The school will be administering periodic locker checks without warning. Students are responsible to put locks on their lockers. However, the office must have a copy of the key or combination. LCS is not responsible for any damage done to the contents of a locker if there is no lock.

## **SCHOOL SECRETARIES**

The secretaries in the school office are there to be of service to you. Please feel free to call when you have a question or a need, however, the busiest times in the office are from 8:00 a.m. to 9:30 a.m. and from 2:30 p.m. to 3:30 p.m. Unless it is an emergency, if you must call the office (except to report an absence or tardy), please call between 9:30 a.m. and 2:30 p.m. Also, keep the conversation as short as possible and save lengthy calls for after school hours or in the evening. If you hear the call-waiting signal, please help the secretary by allowing her to pick-up on the other call. **Please be considerate of the responsibilities of the secretaries by keeping socializing in the office to a minimum.**

## **LOST AND FOUND**

Parents are asked to put their child's name on all items, including clothing. Articles left in the classroom or on the school grounds will be placed in a lost and found closet in the building. Items still in the lost and found at the time of a PTF will be placed on a table for parents to sift through. At the end of the year unclaimed articles will be donated to a charitable cause.

## **ROAD SAFETY**

Each year we must remind parents to be cautious when approaching the LCS driveway. With the new subdivision starting on Evergreen Mills Road, and the increase in population of Loudoun County, the traffic in the mornings and afternoons has greatly increased. When coming from both the Dulles and Leesburg side of LCS, the turn signals need to be put on BEFORE the curve and BEFORE the hill, respectively. Look in your rear view mirror to be sure vehicles behind you are responding to your braking and slowing down. Every now and then, an over-anxious driver will try to pass on the double yellow lines in front of the school. So PLEASE drive defensively each time you enter or leave the school driveway.

## **WEATHER EMERGENCIES**

Please be aware that LCS will follow Loudoun County Public Schools (LCPS) for all weather or emergency-related decisions. The school will also have a message on its voice mail regarding closings or delays, the LCS website ([leesburgchristianschool.org](http://leesburgchristianschool.org)), the Leesburg Christian School Facebook page. If necessary, LCS reserves the right to make a safer decision than LCPS. In that case all parents will be notified by email, along with an LCS voice mail in the office, and the decision will be announced on Channel 5 (Fox) using the LCS name.

**As a parent, you ALWAYS have the right to exercise discretion in determining if travel is safe from your own particular location.**

## **LCS PET POLICY**

Most children and adults enjoy pets. Fortunately, most people do not have adverse reactions to them. There are some individuals, however, that suffer from allergies. Some children, who are not used to having pets at home, may feel insecure around them. While the school may be a place to introduce a child to various pets, we do not want to take on that responsibility without the full awareness of our parents and teachers ahead of time. **Therefore, please follow these steps before you bring a pet to school.**

- Get permission from the Administration Group.
- If you are given permission, ask the classroom teacher for a specific time for the pet to be at school.
- The parent and classroom teacher must be present to lend appropriate guidance and supervision.
- Understand that you will need to bring the pet in an animal crate or carrier.

***Thank you for your understanding and careful attention to this policy***

## AUTOMOBILE POLICY

**It is a privilege to be allowed to drive to LCS.** In order for this privilege to continue, the following regulations are to be observed.

- Students must be in compliance with all Virginia laws that apply to them.
- No student **under 11th grade** may drive to school.
- If a student is going to drive/ride to or from school with another student, **the office MUST have a note from both parents/guardians in advance.**
- All student drivers must be registered in the office **on the prescribed form.** At that time a copy of the student's license, registration, and **current insurance card** will be photocopied for our records.
- Each driver should be an example of courteous, Christian driving habits. Reckless driving and willful violations be it on or off school grounds, **will result** in suspension of student's driving privilege. **Students may drive only 5 mph around the church/school property.**
- Cars are to remain parked until students leave for the day. Students are not to go to their cars during the school day without permission from the office. Students must park in the back of the building in a prescribed area.
- Excessive tardies may result in loss of driving privileges.
- Students on **suspension** may also lose their driving privileges during those days.