



Lebanon Christian K-5  
Parent/Student Handbook  
**2023 - 2024**



## **TABLE OF CONTENTS**

	<b><u>Page Number</u></b>
Lebanon Christian Schools	3
Statement of Faith	4
Admissions Policy	5
Admissions Procedure	5-6
Delinquent Payments	6
Early Withdrawal	6
Dismissal Policy	6
Student Services	6
Non-Discrimination Policy	6-7
Confidentiality Policy	7
Statement of Marriage, Gender, and Sexuality	7-8
Parental Partnership	8-9
Conflict Resolution	15-16
Discipline	16-17
Termination Policy	18
Weapons Violations	18
Outside of School Hours Discipline Policy	12
Student Retention Policy	12
Technology	13
Dress Code	14-16
Volunteer Hours	16
Parent Communication	16
Report Cards	16
Chapel	16-17
Pledges	17-18
Enrichment Programs and Field Trips	18
Before and After School Care	18-19
Transportation	19
Attendance and Absence Policy	19-22
Student Health and Welfare	22-23
Communicable Disease Policy	23-24
Immunizations	23
Student Lunch Options/Snacks	24
Visitors	24
Fundraising	25
Birthdays	25
Party Invitations	25
Halloween Policy	24
Recess	25-26

# Lebanon Christian Schools

## SCHOOL INFORMATION

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### Campus Locations:

#### **The Academy Campus (Preschool & Pre-K)**

130 Cook Rd. Lebanon, OH 45036

(513) 228-0677

Crusader Club: The Academy is available before and after school if students need to be dropped off early or stay late for grades K-5. Fees apply and registration must be completed through The Academy.



#### **Countryside Campus (Grades K- 5)**

1436 Deerfield Rd. Lebanon, OH 45036

(513) 932-5590

#### School Hours:

Doors Open at 8:25am and lock at 8:45am, school starts at 8:50am. Student pickup is between 3:25 and 3:40pm. Car line is available for morning dropoff only.

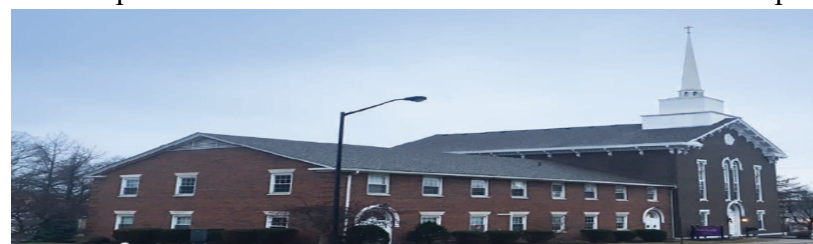


#### **Warren Street Campus Middle/High School (Grades 6-12)**

15 E Warren St. Lebanon, OH 45036

(513) 472-8681

Doors Open at 7:15am and school starts at 7:30am. Student pick up is between 2:20 and 2:30pm



**School Colors:** Blue and White

**School Mascot:** Crusaders

**Website:** [www.lebanonchristianschool.org](http://www.lebanonchristianschool.org)

**Facebook:** Lebanon Christian Schools

### **An Introduction to Lebanon Christian Schools**

#### **Our History**

Lebanon Christian Schools (LCS) is a non-denominational PreSchool through 11th grade school. The dream of a Christian school began with Reverend Darl Swisher and his wife, Donna. Through prayer, support, and much hard work, Lebanon Christian School opened its doors in 1973 to serve all children and their families in Lebanon and surrounding communities.

Since then, LCS has grown steadily, opening a new preschool facility known as “The Academy” in the fall of 2016 located at 130 Cook Road in Lebanon and offers a complete academic path for students by opening a high school that began in the fall of 2017. With the addition of 12th grade in 2024, Lebanon Christian School will be a complete Preschool through 12th grade school!

#### **Mission**

Our mission is to honor Christ by providing students with a Biblical worldview education in a loving and safe environment. We believe in developing Christian leaders spiritually and academically, challenging them to reach beyond their potential, to serve others, and walk in Faith to serve the Lord.

#### **Vision**

**Live with Integrity · Engage in Service · Achieve Excellence · Dedicated to Christ**

### **STATEMENT OF FAITH**

- ❑ We believe the Bible to be inspired, the only infallible and authoritative Word of God;
- ❑ We believe that there is one God, eternally existing in three persons: Father, Son and the 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 and 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 in the creation of man by the direct act of God as recorded in the Book of Genesis;
- ❑ We believe that for the salvation of the lost and sinful man, regeneration by the operation of the Holy Spirit on the basis of grace alone is absolutely essential;
- ❑ We believe in the resurrection of both the saved and the lost; they that are saved unto eternal life and they that are lost unto eternal damnation;
- ❑ We believe in the spiritual unity of believers in our Lord Jesus Christ.

## **ADMISSIONS POLICY**

Lebanon Christian School is recognized as a chartered nonpublic K-12 school by the Ohio Department of Education. As a chartered nonpublic, Lebanon Christian School is able to establish specific admissions criteria, policy and procedures in order to provide a safe, secure, and wholesome learning environment. The following policies and procedures are established in order to ensure each student (current or prospective) and family requesting admissions to Lebanon Christian School understands and upholds the rules and regulations associated with the policies and procedures.

## **ADMISSIONS PROCEDURE**

### **Step One- Campus Tour and Application**

The prospective family and student will:

1. Arrange for campus tour
2. Optional student shadow day upon request
3. Complete the application, pay the application fee, signed Statement of Faith

### **Step Two- Application Review and Grade Level Assessments**

1. Contact Director of Admissions to conduct grade level assessments
2. Admissions committee will review application
3. If application is accepted, proceed to the enrollment process
4. **If a student has an IEP, 504, or a disability, the Intervention Department will help review and evaluate the student's application for acceptance. Students on Behavior Plans will not be accepted.**

Lebanon Christian would like as many students as possible to have an opportunity to have a Christian Education, however, LCS has limited ability to service students with IEP's, 504's and disabilities. Because of the limits, LCS has set up some guidelines to help evaluate the acceptance of these students.

- **Student is less than one grade level behind academically**
- **IEP/Service Plan one-on-one instruction is no more than 45 minutes per week per subject**
- **Student does not require a teacher aid in the classroom**
- **Intervention Teacher caseload-IEP/service plans are limited and students may not be accepted based upon the number of students currently on IEP/service plans.**

### **Step Three - Enrollment**

After acceptance, the following will be required to be completed and submitted through the FACTS Family Portal to finalize the enrollment process.

1. Complete enrollment packet
2. Emergency Medical Authorization/Student Health History
3. Immunization records
4. Copy of Birth Certificate
5. Review tuition payment agreement and make note of when student fees are due

**Final Step**

Students entering all grades will be contacted by the school regarding important dates for orientation, teacher assignments, supply lists, etc.

**DELINQUENT PAYMENTS**

All tuition and student fees must be in good standing with no past due statements for your student to attend school and re-enroll. If your account is delinquent, you will have seven days to make the full past due payment in order for your student to continue to attend school. Failure to resolve this payment will result in immediate student dismissal from Lebanon Christian School. Once payment is made, the student(s) may be reinstated.

**EARLY WITHDRAWAL**

A written notice to withdraw your student is required. If you withdraw your student at any time after August 1st, you will be charged a withdrawal fee. The withdrawal fee is the equivalent of three months tuition from the time of the written notice to withdrawal. All student fees are non-refundable under any circumstances.

**DISMISSAL POLICY**

Lebanon Christian Schools reserves the right to immediately dismiss or deny re-enrollment for any student and/or family for behaviors that are not conducive to the academic and spiritual environment of Lebanon Christian Schools.

**STUDENT SERVICES**

Our Student Teacher Academic Resource Room (S.T.A.R.R.) is designed to assist students with academic advancement and improvement. This includes support and services that assist students with disabilities. Support services include curriculum alignment and access, accessible instructional materials, assistive technology, least restrictive environment, positive behavior supports, and family engagement. Our S.T.A.R.R. room is inclusive and offers a dedicated resource room for the benefit of our students.

If for some reason LCS is not staffed or equipped to be of service to a child in need of special instruction, guidance, or attention, we reserve the right to dismiss a child and/or direct the parent and child to another agency.

**NON-DISCRIMINATION POLICY**

The desire of LCS is to recruit and admit students of any race, color, ethnic group, to all the rights, privileges, programs, and activities of the school. In addition, the school will not discriminate on the basis of race, color, ethnic group, or in administration of its educational policies, scholarships, loan fee waivers, athletics, educational programs, or extracurricular activities.

## **CONFIDENTIALITY POLICY**

While retaining respect for the student's confidentiality and privacy according to The Family Educational Rights and Privacy Act (**FERPA**) (20 U.S.C. § 1232g; 34 CFR Part 99), the faculty members are reminded of the confidentiality of students. The faculty is not allowed to discuss with other students or other student's parents the diagnosis, disposition, or circumstances surrounding another student. If any official announcement needs to be made, it will come from the administration.

While retaining respect for student confidentiality and privacy, please be advised if any student reveals information to a school employee, that in the opinion of the employee raises concern for the safety of the student or of other individuals, or raises concern for the emotional stability of the student, or involves illegal activities, that information may be revealed to the appropriate officials and/or the student's parents.

## **STATEMENT of MARRIAGE, GENDER, AND SEXUALITY**

Lebanon Christian School stands firm upon the historical truth and moral foundation of Christianity. We believe God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.)

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4) We believe that God has commanded that no one engage in intimate sexual activity outside of marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and the use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10.)

We believe that in order to preserve the function and integrity of Lebanon Christian School as the local Body of Christ, and to provide a biblical role model to the Lebanon Christian School members and the community, it is imperative that all persons employed by Lebanon Christian School agree to abide by this Statement on Marriage, Gender, and Sexuality.

We believe that God offers redemption and restoration to all who confess and forsake their sin seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11.)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Lebanon Christian School.

The Biblical and philosophical goal of Lebanon Christian School is to develop students into mature, Christ Like individuals who will be able to exhibit a belief of what qualities or characteristics exemplify a Christlike life. Lebanon Christian school retains the right of enrollment or to expel any student who engages in sexual immorality as well as any student who promotes such practices.

Upon application, acceptance and subsequent enrollment of their children at Lebanon Christian School, parents or legal guardians agree to support these and other basic biblical values. Also, parents or legal guardians acknowledge that Lebanon Christian School will teach these principles without compromise.

Parents or legal guardians, who choose to apply, are accepted, and subsequently enroll their children at Lebanon Christian School are agreeing to support these and other basic biblical values and agree that Lebanon Christian School will teach these principles and biblical values.

### **PARENTAL PARTNERSHIP**

The following are some of the practical ways you, as parents, can help your child be successful at school:

- ☐ Pray for your child, your school, and your teachers.
- ☐ Show genuine interest in your child's school work and accomplishments.
- ☐ Provide a healthy and happy home environment for your child.
  
- ☐ Provide a special place and time for your child to study (free from distractions)
- ☐ See that your child develops good habits by making homework a priority.
- ☐ Assume the responsibility for punctuality and good attendance \*see attendance policy
- ☐ Follow the Matthew 18 principle for solving school problems:

*In Matthew 18:15-17, Jesus gives His formula for solving person-to-person problems. "Moreover if thy brother shall trespass against thee, go and tell him his fault between thee and him alone; if he shall hear thee, thou hast gained thy brother. But if he will not hear thee, then take with thee one or two more, that in the mouth of two or three witnesses every word may be established. And if he shall neglect to hear them, tell it unto the church; but if he neglects to hear the church, let him be unto thee as a heathen man and a publican."*

### **CONFLICT RESOLUTION**

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

**KEEP THE MATTER CONFIDENTIAL.** The pattern of sharing the problem only with those directly involved establishes confidentiality.

**KEEP THE CIRCLE SMALL.** The first and most often the only step needed in solving a person to person problem is for one of the two people involved to initiate face to face dialogue. Most problems are solved at the two people stage.



**BE STRAIGHTFORWARD.** Sometimes it is difficult to be straightforward and tell someone the very heart of the matter. But restoration and improvement can only come when the issues are lovingly, yet clearly, presented.

**BE FORGIVING.** Once the matter is resolved, we should wholeheartedly forgive and restore the person whose fault offended us.

## **CONFLICT RESOLUTION PROCEDURE**

### **The Matthew 18 Principles of Conflict Resolution**

“If your brother sins against you, go and show him his fault, just between the two of you.” (Matthew 18:15 ) Lebanon Christian School is a Christian school, and the Word of God governs all of its affairs. As members of a Christian community, we enjoy the privilege of relating to one another not merely as parents and educators, but as brothers and sisters in Christ. Therefore, the school board, administration, faculty, staff, and students are expected to maintain a decorum that is honoring the name of Christ.

However, in spite of the best efforts of students, parents, and the school, conflicts will inevitably arise. When they do, it is important that they be handled in a Biblical manner and in a way that leads to an effective resolution. Parents and students should work through the process outlined above as the appropriate means to settle conflicts.

The foundation of Matthew 18:15 is a direct, one-on-one meeting between individuals involved. Since most conflict results from a breakdown in the communication process, adhering to the Matthew 18:15 principle enhances and extends communication. Therefore, the first step in conflict resolution should always be communicating directly with the person involved.

In accordance with this principle, an administrator’s first response to a vocalized complaint regarding a teacher will be to ask whether a discussion with the teacher in question has taken place. If one has not, the administrator will strongly encourage a meeting with that teacher.

All questions, problems, or complaints should be brought directly to the teacher first before anyone else is involved. If the issue is not cleared up at this level through direct contact, it should be brought to the building principal. If the matter is not cleared up by the principal, it should be brought to the school board, who is the final authority on the matter.

If the school and legal guardian(s) cannot come to a resolution, the school reserves the right to dismiss families based on student and/or parent conduct.

## **DISCIPLINE**

Discipline is a partnership between the school and the parents/guardians. It is the hope of Lebanon Christian Schools that every student functions within our school community without the need for disciplinary intervention. We feel that our Christian standards dictate a loving and

forgiving atmosphere. We also feel that the moral standards and behavior of your child are of utmost importance. We, therefore, require respect for authority and compliance with the rules and regulations of the school.

### **Discipline Policies and Procedures**

**FIRST LEVEL INFRACTIONS:** Disruptions, distractions, attitude offenses, or similar offenses. Each teacher has established a classroom discipline plan for handling these types of infractions. When first level infractions detract from the campus life of the school, interfere with your student's (or other student's) education or otherwise become a serious concern for the class the following will take place:

1. The offense will be clearly discussed with your child.
2. A staff member will discuss Scriptural applications and will pray with your child.
3. Action will be taken to correct the behavior.
4. Parents/Guardians will be contacted.
5. A documented infraction form will be filled out to record the infraction.
6. The 3rd documented infraction report will result in the recommendation of a Student Conduct Contract (See process below)

**SECOND LEVEL INFRACTIONS:** Lying, cheating, stealing, swearing, vulgar expressions (verbal and nonverbal), fighting/physical violence, inappropriate or unacceptable use of technology, disrespect, willful disobedience, damaging school property, or similar infractions. These infractions directly interfere with the environment we are attempting to create and maintain. Therefore, serious action will be taken more swiftly as these occur. Suspension or expulsion may be a consequence of a second level infraction. The following steps will take place:

1. The offense will be clearly discussed with your child.
2. A staff member will discuss Scriptural applications and will pray with your child.
3. Action will be taken to correct the behavior.
4. Parents/Guardians will be contacted.
5. A documented infraction form will be filled out to record the infraction.
6. The 2nd documented infraction will result in the recommendation of a Student Conduct Contract (See process below)

**COMBINATION FIRST and SECOND LEVEL INFRACTIONS:** A combination of first and second level infractions will result in the student and administration meeting, contact with parent/guardian, and may result in the Student Conduct Contract and/or a disciplinary action at the discretion of the administration team that may result in suspension or expulsion.

### **Student Conduct Contract**

The Student Conduct Contract is the final attempt at corrective action. This plan is individualized. It is designed to align a student with school culture and help change his/her behavior in a timely manner. For the protection of the student and teacher, this plan will be reviewed by a team of school leaders to determine if proper correction methods have been taken by the teacher before placing the student on the Student Conduct Contract.

1. Upon the First documented infraction under the contract, out of school suspension will be recommended and a parent will be contacted to receive clear communication about the level of urgency for the required result.
2. The Second documented infraction under the contract, may result in immediate expulsion and the student will be sent home until final approval by school officials can occur. Each documented report will be reviewed by a team of school leaders before a final decision is made.

NEW SCHOOL YEAR : Each new school year will begin with a clean record regarding this disciplinary process and conduct contract. However, each documented infraction will remain on file for the duration of a student's time with LCS. Any prior history will be considered during review of discipline infractions and could increase the speed of any action taken during review by school leadership.

### **TERMINATION POLICY**

Expulsion of a student will be used as a final method of discipline for second level infractions, repeated first level infractions, or a combination of first and second level infractions that have not been resolved as described under the discipline category. LCS reserves the right to have a student expelled in extreme cases without going through the discipline process.

All infractions will be judged on an individual basis in determining the proper course of actions for any offense. The administration reserves the right to deviate from policy based on the specific offense, the student's past record, the student's response to the situation, and/or any extenuating circumstances.

### **WEAPONS VIOLATIONS**

The Lebanon Christian School Board is committed to providing students with an educational environment free of dangers from firearms, knives, dangerous weapons, and objects indistinguishable from firearms. The definition of a firearm shall include any weapon (including a starter gun) which will or designed to or may readily be converted to expel a projectile by the actions of an explosive; the frame or receiver of any such weapon; any firearm muffler or silencer; or any destructive device which includes but is not limited to any explosive, incendiary charge of more than ¼ ounce, mine or similar device similar to any device described above.

The definition of a firearm also includes those objects which are "indistinguishable from a firearm." An object "indistinguishable from a firearm" is defined as "any object made, construed, or altered so that, to a reasonable person without special training, the object appears to be a firearm."

No student shall bring a firearm to or possess a firearm while on school property or at a school sponsored activity. Any student that brings a firearm to school in the above manner shall face discipline up to expulsion for a period of one calendar year. Any student who possesses a firearm, which was initially brought on school property by another person, may be expelled and

any student who brings an object or possesses an object indistinguishable from a firearm may be expelled by administration.

Students are also prohibited from bringing a knife to or possessing a knife while on school property or at a school-sponsored activity. Definition of a knife includes, but is not limited to, a cutting instrument consisting of a blade fastened to a handle. If a student brings and possesses a knife while on school property or at a school sponsored activity, they may be expelled by administration.

### **OUTSIDE OF SCHOOL HOURS DISCIPLINE POLICY**

Any incidents that occur outside of school hours and outside of an LCS sport or event, are not the responsibility of the school. Disciplinary incidents that occur during an LCS sport or event on or off LCS grounds will be treated according to our discipline policy. Administration will discuss the incident(s) with the coaches or event leaders prior to any disciplinary action.

### **STUDENT RETENTION POLICY**

Students shall be placed at the grade level that is most appropriate for them academically, socially, physically, and emotionally. Multiple factors will be examined when determining if a student should be considered for retention. The following steps must be taken if retention is under consideration.

- 1.) Any combination of a school based team including: building administrator, support specialist, school counselor, and classroom teacher, will be involved in the retention process.
- 2.) Any member of the school based team and/or parent/legal guardian(s) can recommend retention. The school has the final decision regarding retention regardless of parent/legal guardian request.
- 3.) Retention decisions must be made by April 30th.
- 4.) After a meeting of possible retention has taken place amongst the school based team, the classroom teacher(s) will complete the retention evaluation worksheet. Support specialists will also complete a retention evaluation form if applicable. New assessments and observations will take place prior to scheduling a preliminary meeting with the parent/legal guardian(s) if retention is determined to be recommended. Observations will be completed by both the support specialist and principal.
- 5.) The school based team will discuss the data from the retention worksheets, newest assessments, and observations.
- 6.) A preliminary meeting with the school based team and parent/legal guardians will take place to discuss the retention worksheet, the observations, and the data that has been collected to demonstrate the area(s) of concern for retention.
- 7.) After meeting with the parent/legal guardian(s), the school based team will meet to review the parent questions and concerns from the preliminary meeting, as well as review all available data and make a joint recommendation. All members will have the opportunity to express their opinion of retention for the student.

- 8.) If consensus is not made, the principal may defer the decision to the parent and a timeline will be given for a decision. However, the school team and/or principal has the final decision in the matter and the principal will share the decision with the parent/legal guardian on behalf of the school based team.

## **TECHNOLOGY**

All students are provided with chromebooks for academic purposes only. Chromebooks for our kindergarten through fifth grade students will remain at school. Students in sixth grade through high school have the privilege of taking their chrome books home for academic purposes. All chromebooks are linked to the school's domain for safety and security purposes. No student can receive outside communication while on our school's internet. This also allows administrators to manage and monitor search engines, apps, and all communication on student devices. If a student is discovered utilizing their chromebook irresponsibly or inappropriately, the student will lose chromebook privileges and appropriate disciplinary action may be taken. If a student loses, damages, and/or breaks their chromebook and/or chromebook charger due to lack or carelessness and/or irresponsibility, the parent/guardian will be charged the amount of the replacement in their FACTS account.

Cell phones are not permitted to be utilized during school hours without permission. Cell phones must be turned off or on silent mode in the student's backpack or locker. If a student is found using their phone without permission, the cell phone may be confiscated for a parent/guardian to pick up in the school office. Repeat offenders will receive a disciplinary referral and discipline action according to the discipline policy.

Smart watches are permitted, but may not be utilized for communication or gaming purposes during school hours. If a student is found utilizing a smart watch for these purposes, it will be confiscated for a parent/guardian to pick up in the school office. Repeat offenders will receive a disciplinary referral and discipline action according to the discipline policy.

All other technology devices such as, but not limited to, tablets, gaming devices, etc. are not permitted. If a student is found utilizing such devices, it will be confiscated for a parent/guardian to pick up in the school office. Repeat offenders will receive a disciplinary referral and discipline action according to the discipline policy.

## UNIFORM POLICY

### Vendors

- [Land's End](#)- Go to School Finder and search for Lebanon Christian School
- Purchase approved style and color from outside vendor and have it logo'ed at [The Spear It Shop](#) in Lebanon

### Tops

- A polo shirt/dress in any Lebanon Christian Schools **approved** color.
  - Approved colors include navy, royal blue, black, gray, light blue, and light pink.
  - LCS logo required
- A crew neck sweatshirt, worn over a polo, or quarter zip **WITH** LCS logo on the front in an **APPROVED** color.
  - Last name is permitted on the back of the crew neck sweatshirt
- K-2 girls may wear a jumper. Polos underneath do not have to have a logo. In addition to approved colors, a white polo may be worn underneath the jumper.



Polo Shirt



Crew Neck  
Sweatshirt



Quarter or  
Full Zip



Uniform  
Polo Dress



Jumper  
Grades K-2

### Bottoms

- Students may wear pants, shorts, capris or skirts (girls only) in a cotton twill or woven blend in an **approved** color.
  - Approved colors include black, navy, khaki, or gray.
  - Jeans are **NOT** permitted.
- Shorts, skirts, and polo dresses no more than 2" above the knee.
- Black leggings or tights may be worn under skirts & dresses only.



Uniform  
Pants



Uniform  
Capris



Uniform  
Shorts



Uniform  
Skirt

### Socks & Shoes

- Socks should be mid-calf/crew or shorter. Girls may wear knee high length with dresses and skirts. No color restrictions.
- Shoes may be any style/color with the exception of flip-flops.
- Athletic shoes must be worn on PE days.

### **Chapel Attire**

- Polo, oxford shirt, or polo dress are required for chapel.
- Pants, shorts, capris, or skirts in **APPROVED** color.
- Approved footwear.

### **Physical Education Attire**

- Long & short sleeve LCS spiritwear in **APPROVED** colors or school provided t-shirts (i.e field day, back to school, kindergarten graduation shirt, spiritual retreat, etc.)
- Athletic shorts (no more than 2” above the knee) and pants may be worn in black, navy, or gray.
- Leggings, yoga pants, and tight fitting athletic wear is **NOT** permitted.
- Athletic shoes are required.

### **Not Permitted**

- Scarves
- Hats or head coverings
- Slippers
- Jeans
- Sweatpants
- Hooded Sweatshirts
- Logos (other than LCS) & emblems
- Sleeveless shirts
- Tank tops

### **Additional Expectations**

- Hair should be clean, well kept, and neat with naturally occurring colors.
- Pierced ears are permitted. No gauges.
- Boys must keep finger/toe nails free of polish.
- No oversized clothing.

### **Approved Lebanon Christian Colors**



**Dress Code for Field Trips**

This will be announced as needed prior to each field trip.

**Dress Code for Special Events**

Chapel dress is required for special events such as:

- ☐ Any drama or musical presentation unless special costumes are required.
- ☐ Graduation
- ☐ Science / History Fairs
- ☐ All other events as announced

**Enforcement of Dress Code Violations**

If a student is found to be in violation of the dress code, the student and parent will be informed (in writing) of the appropriate dress code violation. Upon the second offense, parents/guardians will be contacted to bring appropriate clothing. In addition, the student and parent will be notified that a \$10 fine will be added to the FACTS account. A \$10 fine will be added for each subsequent dress code violation for the remainder of the semester.

**VOLUNTEER HOURS**

Each LCS family is required to volunteer 20 hours per school year. Any family member both immediate and extended volunteering can count towards your family's required 20 hours. Volunteer hours can be completed at any of our buildings and/or at home should the task allow it. At the end of the school year, if you have not fulfilled your hours, the remaining hours will be prorated at \$10.00 per hour.

There are many volunteer opportunities throughout the year at all of our buildings. You can log your hours by going to Service Hours under Family in your FACTS Family Portal. Please remember to log hours each time you volunteer to keep records current.

**PARENT COMMUNICATION**

LCS uses our website and Parent Alert messaging service through the FACTS system to communicate schoolwide messages. Parents may communicate with teachers or staff through email or by contacting the office.

**REPORT CARDS**

At the end of each quarter you will receive a hard copy and/or email with a link to view your student's report card. Report Cards and Transcripts may also be viewed at the end of the quarter by logging into your Family Portal in FACTS.



Parent/Teacher conferences will be scheduled each semester.

### **CHAPEL**

Elementary: 9-9:30am

Middle/High School: 7:30-8:20am

Chapel at LCS is a special time for discovering God's love and telling God we love Him. We have Chapel services weekly in addition to our daily devotions in each classroom. We worship God, showing our love for Him in many ways. Our goal in Chapel is to glorify and uplift the wonderful God who created us. Let us remember what Chapel is all about.

- ☐ We sing songs and praises to Him!
- ☐ We pray to Him thanking Him for His goodness and asking Him for help.
- ☐ We read His Holy Word, the Bible.
- ☐ We learn all we can about God so that we can serve Him better and be prepared to share His love with others.
- ☐ Parents are welcome to attend chapel

From time to time, we ask special people from the ministry who are Bible-believing speakers to bring a message. It is also very special to hear from a missionary how God is working in other places.

We encourage students and classrooms to participate and learn to share their talents and skills in God's service. We want Chapel to be a real time of learning life-truths and experiencing God's love personally for all our students.

LCS is established to serve the families in the surrounding interdenominational community desiring their children to learn and grow in complete harmony with the Word of God.

All Chapel services require mandatory attendance regardless of church or religious affiliation.

### **PLEDGES**

At LCS we salute two flags and the Holy Bible each morning before school, at every Chapel service, and on special occasions.

We salute the American Flag because we love the free country God has given us. The flag is a symbol to remind us of our great nation and of our job to be good citizens. The Bible teaches that we should respect our country and its leaders.

#### **PLEDGE TO THE UNITED STATES FLAG**

“I pledge allegiance to the flag  
of the United States of America.  
and to the republic for which it

stands, one nation, under God,  
indivisible, with liberty and  
justice for all.”

We salute the Christian Flag because we love Jesus Christ, our Lord and Savior. The Christian Flag is a symbol of the sacrifice Christ made for us and of the dedication of Christians to preserve our Christian heritage. The words of the pledge remind us of the heaven that God has prepared for those who love Him.

### **PLEDGE TO THE CHRISTIAN FLAG**

“I pledge allegiance to the  
Christian Flag and to the  
Savior for whose Kingdom it  
stands, one Savior, crucified,  
risen, and coming again, with  
life and liberty for all who believe.”

We salute the Bible because it is God’s Holy Word written to us outlining His plan for our lives. The pledge is a statement of dedication to read, remember, and respond to God’s Word.

### **PLEDGE TO THE BIBLE**

“I pledge allegiance to the  
Bible, God’s Holy Word. I will  
make it a lamp unto my feet,  
and a light unto my path.  
Its words will I hide in my  
heart that I may not sin  
against God.”

### **ENRICHMENT PROGRAMS and FIELD TRIPS**

Enrichment programs will be held at LCS periodically throughout the school year. LCS programs and field trips are events of celebration and purpose that align with our Christian beliefs.

Field trips are learning experiences and are considered privileges. Respect for authority, each other, and property will be enforced on all field trips. Any behavior problems during a field trip will result in the loss of the attendance privilege of the next field trip and may result in disciplinary action.

## **BEFORE AND AFTER SCHOOL CARE**

Before and after school care is available upon request for grades K-5. This program is administered by and housed at The Academy located at [130 Cook Road, Lebanon Ohio](#). Before School Care is available between 6:30am and 8:30am. Breakfast is optional. Students will be placed on the appropriate bus to their school. After School Care, students may be bussed or dropped off at The Academy after their school day is over. They will be able to participate in afternoon activities until they are picked up. Contact The Academy to make arrangements for this option.

## **TRANSPORTATION**

Lebanon City and Little Miami Schools offer bussing for students who reside within their district. Parents/guardians must contact their district's bus transportation to arrange bussing for their student(s). Any school district within 30 minutes of your home and Lebanon Christian School can be contacted to inquire about bussing options.

## **ATTENDANCE AND ABSENCE POLICY**

Our Christian commitment is reflected in our daily habits. In order to learn life habits, which honor Christ and provide for successful living, it is necessary for the school and home to provide for consistent attendance.

Regular attendance is an important factor in a child's adjustment to school and is imperative to good learning. Please avoid unnecessary absences.

Every student should be in his/her seat in the classroom at the starting time for your grade. Students arriving late due to public school bussing schedules will be excused. Everyone else will be sent to the office for a tardy slip. Outside doors will be locked at the listed time under the school hours.

Half-Day Absence is counted if the student is absent more than 1 hour but less than 4 hours.

Full-Day Absence is counted if the student is absent over 4 hours in one day.

EXCUSED ABSENCES: The only reasons for an excused absence are:

1. Illness of the student (Long/chronic illness may require a doctor's statement upon return)
2. Serious illness in the immediate family
3. Death of a relative (limited to 2 days unless extended by the administration)
4. Personal medical appointments or emergencies (For example: accidents or medical, dental, or other appointments that cannot be scheduled outside of school hours)
5. Court appearances
6. Inclement weather that would be dangerous to the life and health of the child if he/she attended school
7. Marriage in the immediate family

Whenever possible, parents should make all doctor, dental appointments, etc. during non-school hours. This eliminates the need for make-up work and creates a better atmosphere in the classroom. Students who are absent during the school day for dental or doctor's appointments or other emergency situations need to bring a signed note from that office to the school office or homeroom teacher on the day they return to school.

**PRE-ARRANGED ABSENCES:** The absence approval form is available on our website or from the school office. Students with pre-approved excused absences from class, including sporting or other contest events, are responsible for any assignments and/or tests which were due during their absence or on the day of return. Vacations are NOT excused absences. All days missed due to vacation will count as an unexcused absence. Work will not be given in advance for pre-arranged absences. Students will have the same number of days as absent to complete all missed assignments including tests. There will be a two day grace period after this allotted time for students to receive half credit. After the grace period, all late work will not be accepted and no credit will be given.

**ON THE DAY OF THE ABSENCE:** All parents are required to call Elementary: 513-932-5590 or Middle/High School: 513-472-8681 **and** email the student's teacher (elementary only) and copy [office@lebanonchristianschool.org](mailto:office@lebanonchristianschool.org) by 10:00 a.m. on the day of their child's absence to inform the school of the nature of the absence. Work may be picked up after noon in the office. *Parents are encouraged to inform teachers/office in writing prior to all known absences.*

**UPON RETURNING TO SCHOOL AFTER AN ABSENCE:** The second day after the return to school, the absence will be termed unexcused if no excuse is submitted.

**MISSED CLASS WORK DUE TO ABSENCE:** All work missed due to excused absences becomes the student's responsibility. Credit will be given for make-up work for an excused absence. Students will have the same number of days as absent to complete missed work including tests. There will be a two day grace period after this allotted time for students to receive half credit. After the grace period, all late work will not be accepted and no credit will be given.

**EXCESSIVE ABSENTEEISM:** After six unexcused absences per semester, a doctor's excuse is required for each additional absence to receive full academic credit.

**UNEXCUSED POLICY:** Unexcused absences beyond six days per semester, including pre-arranged absences, will result in missed work that will not be credited to the student. Tests will not be made up.

**TARDINESS:** If you are tardy, you must get a tardy slip at the school office before going to the classroom. Three tardies per quarter will be allowed. Upon the fourth unexcused tardy, students will only receive 50% credit for completed make up work. Excessive tardies may result in further

action. Upon the fourth tardy, parents will be charged \$5.00 per tardy for the remainder of that quarter.

**PICKING UP YOUR CHILD WHILE SCHOOL IS IN SESSION:** If you need to pick up your child while class is in session, you must go to the office to have your child dismissed. **DO NOT GO TO THE CLASSROOM.** The LCS office will have your child sent to the office for pickup. Three unexcused early dismissal per quarter will be allowed. Upon the fourth unexcused early dismissal, students will only receive 50% credit for completed make up work. Excessive early dismissals may result in further action.

**LATE PICK-UP POLICY:** All students should be picked up promptly during their building's dismissal period. After that the charge will be \$25.00 for every 15 minutes or any portion thereof unless there is an emergency circumstance you have communicated with their teacher or the school office.

**SNOW DAY PROCEDURES:** LCS will announce via Parent Alert in FACTS. We closely follow the Lebanon Public school schedule. A Vacation Day/Snow Day is available through The Academy for students in grades K-5. The Academy allows you the opportunity to bring your student to The Academy on days where their regular school is out or closed due to inclement weather. Your student will be able to participate in our regularly scheduled activities throughout the day and receive a hot lunch and snacks throughout the day. Pre-registration is required. Additional fees apply. Contact The Academy to register for this option.

### **STUDENT HEALTH AND WELFARE**

The physical health and welfare of each student is of highest priority at Lebanon Christian School. We realize that our effectiveness in teaching spiritual, academic, or emotional truth is largely dependent on the physical well being of the child. Please take the initiative to keep your child home when he/she is ill, for their sake and for the sake of the other children. **NEVER SEND YOUR CHILD TO SCHOOL WITH A FEVER, EVEN THOUGH HE/SHE FEELS FINE.** If your child has had a fever greater than 100 degrees, they should be kept at home until they are 24 hours fever free without fever reducing medication.

**STUDENTS TAKING MEDICATION DURING THE DAY:** School personnel are under no authority to administer medication of any kind without written orders from a physician. This includes non-prescription medications such as Tylenol and Advil. Medication Administration Forms can be found on the school website at [www.lebanonchristianschool.org](http://www.lebanonchristianschool.org). New medication forms must be submitted for each school year as well as for any changes in the medication orders. Be aware that inhaled medications such as those used in the treatment of asthma are considered prescription medicines and require a signed form as well.

We encourage that whenever possible, the timing of medication be scheduled so that they can be taken at home.

Please follow these guidelines if your child must take medication at school:

1. Pick up a Physician's Request for the Administration of Medication form from the School Nurse or school website.
2. Have your physician complete the form and return it to the school, along with the medication. The container should be the original container with the child's name and dosage to be taken.
3. All medications, whether prescription or over the counter, must be kept in the office unless otherwise indicated by the physician form.

Emergency Medications, such as Epi-Pens or inhalers, may be carried by the student if indicated by the physician and parent on the Medication Administration Form. It is advisable that a backup of the medication still be kept in the office in the event the student is unable to tell an adult where the medication is located. Please ensure that your child is able to correctly and safely administer the medication before making the decision and that your child is old enough to understand the importance of keeping the medication away from other students.

### **COMMUNICABLE DISEASE POLICY**

Lebanon Christian Schools provides children with a clean and healthy environment. However, we realize that children become ill from time to time. If this is your child's first group experience, it is possible that they may encounter more frequent illnesses at the beginning of the school year before their immune system becomes more active. We ask that you not bring a sick child to school, and if they have had symptoms such as vomiting or diarrhea to allow 24 hours to assure they are recovered. Other bacterial illnesses such as strep throat and pink eye require 24 hours of antibiotic treatment before returning to school.

Communicable disease policies and procedures will be reviewed annually with the staff. Training in communicable diseases and proper sanitary procedures will be provided to the staff periodically as required. Staff members are trained in first aid, communicable disease, and CPR.

Symptoms warranting attention:

- ☐ Elevated temperature (100 degrees or more)
- ☐ Skin rash
- ☐ Vomiting
- ☐ Diarrhea
- ☐ Evidence of lice
- ☐ Severe coughing
- ☐ Unusually sore throat or difficulty swallowing
- ☐ Dark urine / gray or white stool
- ☐ Yellowish skin or eyes
- ☐ Conjunctivitis
- ☐ Stiff neck
- ☐ Difficult or rapid breathing

Children who develop these symptoms while at school will be isolated in the clinic with the nurse until a parent arrives to pick the child up.

Students with mild complaints, will be examined by the school nurse to determine whether or not the student's parents should be notified.

Parents will be notified if their child has been exposed to a communicable disease. As a courtesy to us, we ask that parents inform us as well if their child has contracted a communicable disease.

### **IMMUNIZATIONS**

Proof of immunizations must be provided to the Nursing Office by the 14th day of attending school, or by Ohio law, your student will be excluded from school. For additional information, please contact the school nurse at 513-932-5590 or the Warren County Health Department at 513-695-1468. If your child cannot receive these vaccinations due to medical reasons, religious convictions, or reasons of conscience, you must turn in an Immunization Exemption Form every school year by the 14th day of attending school. Per Ohio Revised Code and school board policy, a student may be exempted from immunization if a parent or guardian objects for good cause, including religious conviction, or if there is a medical condition that prohibits immunization. Immunization Exemption Forms can be found on the school website or in the Nurse's office.

### **STUDENT LUNCH OPTIONS**

#### **ELEMENTARY**

- Lunch is ordered a month in advance through FACTS Family Portal. Families will be notified via email and/or text message when it is time to order for the upcoming month.
- Lebanon Christian Schools does not offer "day of purchasing" for full lunch. However, extra milk is available at the time of purchase with cash.
- Any student that does not have pre-ordered lunches must come to school with a packed lunch.
- In the event your child forgets to bring a packed lunch one will be provided and the lunch fee will be applied to your students account.
- Every Friday, we offer ice cream to be purchased through the FACTS lunch portal or with cash at the time of purchase.
- When ordering on the family portal there is the option to order milk and ice cream for the entire month by clicking on the 1st day of the month.

\*If the student packs their lunch, please bring all necessary items. This includes all utensils, dishes, cups, etc. The school hot lunch program will NOT provide these items.

***Microwaves are not available for student use. We cannot microwave any packed food.***

- **Snacks:** A small, nutritious snack may be requested by the teacher to be sent to school daily with students in classes that have snack time. Please refer to your teacher's snack guidelines.

## **VISITORS**

LCS encourages visitors, parents, and grandparents to come and visit our school. Authorized visitors are allowed to volunteer at the schools and may join their student(s) for lunch.

- ❑ All visitors, parents, and grandparents must sign in at the school office.
- ❑ All visitors, parents, and grandparents must wear the LCS visitor badge valid only for that date/purpose.
- ❑ All visitors, parents, and grandparents must abide by LCS standards.

## **FUNDRAISING**

Fundraising is an activity which allows students, staff, and parents to engage in an effort to enrich our total educational program. The money raised will be used in whatever area is needed for the school. Parents are asked to encourage and assist their children in these fundraising activities.

## **BIRTHDAYS**

Parents may bring treats and refreshments for the entire class on their child's birthday. All treats and refreshments need to be approved by the nurse to ensure they are allergen free. Any food and refreshment provided must be prepackaged, **homemade items are not permitted**. The appropriate teacher must be notified at least 24 hours in advance to make the proper arrangements. No gifts will be expected to be given.

## **PARTY INVITATIONS**

No one likes to be excluded from a party. To be sensitive in this matter, no invitations are to be distributed at school for parties off school grounds unless the entire class or all of one sex are invited.

## **HALLOWEEN POLICY**

Lebanon Christian Schools does not endorse Halloween or any of the practices which accompany that day. Having stated this, we do not promote, endorse, or allude to the figures that the "world" is associated with that day. Any parties, handouts, clothes, and wall decorations are to be Christ-centered and appropriate for the Lebanon Christian Schools environment.

## **RECESS**

Students in Kindergarten through fifth grade have a 25 minute lunch recess. Students in Kindergarten through second grade also have a 15 minute afternoon recess. All children who have recess privileges will go outside (weather permitting) under the supervision of a teacher and/or school aide. Students will be asked to go outside during the winter at the staff's discretion. Therefore, it is always important to dress your student appropriately and assume they will go outside. If a child is not to go outside or to actively participate in recess, you must send a note signed by your doctor.



