



Lebanon Christian Middle/High School
Parent/Student Handbook
2023 - 2024



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Lebanon Christian Schools

SCHOOL INFORMATION

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

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.

SOCIAL CONDUCT, EVENTS & POLICY

Social Conduct

Our present society is moving away from godly standards which have controlled the relationships between men and women in the past. The natural desires of man are being allowed to run their course with minimum of control. The Bible says that the natural heart of man is deceitful and desperately wicked (Jeremiah 17:9). It is our desire as a school to uphold high standards of conduct, appropriate boy-girl relationships, and positive interactions between students. Christian teens are faced with many moral decisions and so Lebanon Christian Schools discourages steady dating and public displays of romantic affection. Wholesome, God-glorifying relationships, however, are encouraged. Students are to avoid public displays of romantic affection.

Dance Philosophy

In light of the above section on Christian conduct and in order to build a sense of community that honors the Lord and to increase the sense of wholesome fun in school settings, appropriate dance may be allowed. The responsibility of the family and the school is to instruct our students on godly and appropriate behaviors in family, church, academic, athletic, social, and other settings. We recognize that appropriate styles of dance can be a valuable part of art, worship, celebration, and exercise. Unfortunately, many forms of dancing are closely associated with things that undermine godliness. Dance is often sexually provocative, occurs in unhealthy environments, or accompanies lyrics that do not reflect our commitment to a pure and godly lifestyle. The school discourages participation in this type of dancing. Expression of dance when performed in an appropriate manner that honors God, promotes holiness and community can be encouraged. The school recognizes dancing may be an appropriate expression of celebration and community both in and outside of school settings; i.e. weddings and worship, exercise and choreography, community building, and artistic dance forms like ballet, folk, or ethnic dance. School chapel and ministry events may incorporate dance that encourages worship and honor of God. Dance at school social events should encourage community building and healthy fun, and should not encourage students to engage in inappropriate physical contact, public displays of affection, sexually provocative dance moves, or require that couples be paired for dancing. Because of this

responsibility we will adhere to the following policy on appropriate dance in Lebanon Christian School sponsored activities.

Social Event Policy

The Lebanon Christian student and guest both must agree to abide by all rules and regulations of Lebanon Christian Schools as set forth in the LCS Parent/Student Handbook and also agree to abide by the specific rules to the social event regarding the inclusion of any dancing activity. “And whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through him (Colossians 3:17; 1 Corinthians 6:19-20; 10:31-32).

1. All aspects of the event (including music, band, DJ selection, location, supervision, etc.) shall be approved by the campus principal. Music must be wholesome and must be screened for content and style. The administration will determine the protocol for assuring compliance to this policy.
2. Students may not be allowed entrance to the social event if they arrive later than the designated start time unless prior permission has been granted. If anyone leaves the building at any time without permission of the person in charge, he/she must leave the premises and may not be allowed to return. Also, when a student signs out or leaves the event, he/she is no longer under Lebanon Christian Schools supervision/ Parents may be notified when their student leaves, if the student leaves prior to the end of the event.
3. The expectations for dress will be provided by the principal’s office in conjunction with the announcement of the event.
4. No inappropriate or sexually suggestive dancing will be permitted; no bodily contact with one another with the approved exceptions (i.e. hands to hands/arms/shoulder/back as appropriate to ballroom, square dancing, etc.). There will be no dancing that could be considered by chaperones as having the potential to cause an injury. Students will not engage in inappropriate physical contact or public displays of affection. Students who do not cooperate with this rule will be sent home and their parents will be called.
5. Events shall be adequately supervised by the administration, faculty, and staff. The principal or designee shall have final say over the appropriateness of any aspect of the event.
6. Students in grades 9-12 are permitted to attend the event. Eighth grade students or younger and students age 21 or older are NOT permitted to attend high school social events unless a special exception is made by the campus principal.
7. Like all extracurricular events at Lebanon Christian Schools; if anyone is absent from school during the day of an event (other than the absence approved by the administration), he/she may not attend the event in the evening.

NOTE: The Lebanon Christian School administrators reserve the right to make the final decision as to whether or not any LCS students and/or guests have permission to attend the event and whether to ask an individual to leave the event.

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."*

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.

ACADEMIC INTEGRITY

Lebanon Christian Middle/High School is committed to developing Christian leaders and providing rigorous academics in a Christ-centered environment. Since, honesty is a Christian virtue that should be displayed by all students, LCS considers academic dishonesty a serious offense.

Academic Dishonesty

- Copying or getting answers from another student on homework, classwork, quizzes, labs, or tests; anything where individual credit or grades are given.
- Misrepresenting the work of others as one's own. Helping another student understand a concept is different than just helping them find a fill-in-the-blank answer which is just a short cut. Once a concept is understood the student must express it in their own words not in the identical verbiage of another student.
- Using on-line resources such as teacher's editions and solution guides, without the permission of the teacher.
- Downloading internet material without proper referencing.
- Submitting the same essay, presentation, or assignment more than once whether the earlier submission was at this or another institution, without prior approval.
- Any form of cheating connected to test taking; looking at another student's paper, using a "cheat sheet," using unauthorized information stored in a calculator, computer, or phone.
- Taking pictures of tests, quizzes, etc. for the personal benefit, sharing with others or any other reason.
- Aiding a fellow student to misrepresent the work of others as his/her own.
- Group work while a collaborative effort is to include an honest participation from each group member.
- Violating authorized guidelines established by instructors for individual assignments and collaborative work.
- Using computers, calculators, cellular phones and other forms of technology in unauthorized or inappropriate ways to obtain or complete work, assignments, or examinations.

Specific Student Responsibilities

Lebanon Christian Students will:

- Assume all work is to be done individually unless specifically stated
- Not "work together" on assignments to be graded individually
- Set aside sufficient time to study
- Participate actively in class and attend regularly
- Protect work: Do not lend or borrow homework
- Fully participate and contribute to group work
- Learn how to attribute work properly by citation, footnote, and bibliography
- Not look at another's test or allow his/her test to be seen

- Not talk during a test or about the test until all class sections have taken it
- Not represent as his own work the work of any family member, or anyone else
- Not change a test item in any way when the test is returned for review

Consequences of Academic Dishonesty

First Offense:

- Student will receive a “0” on the assignment, test, or quiz.
- Parents will be contacted.
- After School Detention
- A documenting letter will be placed in the student’s discipline file.
- If on the National Honor Society or National Junior Honor Society, the matter will be presented to the NHS/NJHS faculty committee for disciplinary action.
- Student will lose eligibility for NHS/NJHS for one year.

Second Offense:

In addition to all of the above consequences, the student’s grade for the course in which the infraction took place will be lowered to a maximum of 50% for that quarter.

ACADEMIC PROBATION POLICY

Lebanon Christian Schools promotes academic excellence while meeting the needs of each individual student. However, there are instances when a student may be unsuccessful in his/her academic endeavors. At Lebanon Christian Schools, we will give students on academic probation support and encouragement while continually communicating with parents/guardians.

Each student’s progress will be evaluated at the end of each quarter.

A student at Lebanon Christian School will be placed on academic probation for any of the following reasons:

1. If a student receives the grade of “F” in one or more courses* for the quarter.
2. If a student receives a grade of “D” in two or more courses for the quarter.

Courses are inclusive of all classes a student is enrolled in.

Conditions of Academic Probation

1. The probationary period will be for the duration of the next quarter. Students who receive academic probation in their final quarter of the year will be on academic probation for the first quarter of the following school year.
2. Parent(s)/Guardian(s) will be notified, in writing, within two weeks of the start of the new quarter and a meeting will be scheduled with the principal, counselor, and teacher(s). An academic plan will be discussed and an academic contract signed by the student and parent/guardian.
3. The student will participate in bi-weekly check-ins with the counselor. The teacher will communicate with the student & parent(s)/guardian(s) regularly.

4. A student will be removed from academic probation at the end of the grading period when they no longer meet the criteria listed above. Parents/Guardians will be notified, in writing, when their student has been removed from academic probation.

Academic Dismissal

A student who remains on academic probation for two consecutive quarters and fails to show growth will be given the opportunity to come before our Academic Probation Committee. The committee, composed of a board member, administrator, counselor, and two classroom teachers will determine the following:

1. The student has shown some progress warranting an extension of the probationary period for one more quarter.
2. Little or no academic progress or effort has been demonstrated by the student resulting in a dismissal or withdrawal from the school.
3. Extenuating circumstances and the committee reserves the right to make a decision based on those circumstances.

TECHNOLOGY

Chromebooks

All students are provided with chromebooks for academic purposes only. 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.

Students are responsible for having their chromebook at school, fully charged each day. If a student does not bring their chromebook to school or brings the chromebook to school uncharged, the student will lose academic points according to the teacher's classroom policy.

Students who forget their Chromebook may request a loaner chromebook to use for the day. After three requests for a loaner within the academic year, a fee of \$5 will be charged to the students FACTS account.

Cell Phones

Middle School Students - Cell phones are not permitted to be utilized during classes or in the hallways. Cell phones must be turned off or on silent mode in the student's backpack or locker. During lunch, middle school students may access their cell phones. If a student is found using their phone without permission, the cell phone will be confiscated and turned in to the office.

High School Students - Cell phone use is up to the discretion of the teacher. If a student is found using their phone without permission, the cell phone will be confiscated and turned in to the office.

1st offense: Student picks up at the end of the school day.

2nd offense: A parent/guardian must pick up in the school office at the end of the day.

3rd offense: Students will be required to turn phone into the office daily for the remainder of the quarter.

Repeat offenders: Student will receive a disciplinary referral, discipline action according to the discipline policy and a conference with parent/guardian required.

Smart Watches

Smart watches are permitted, but may not be utilized for communication, gaming purposes or any other activity that is deemed a distraction to the spiritual and academic environment. If a student is found utilizing a smart watch for these purposes, it will be confiscated and turned into the office.

1st offense: Student picks up at the end of the school day.

2nd offense: A parent/guardian must pick up in the school office at the end of the day.

3rd offense: Students will be required to turn their watch into the office daily for the remainder of the quarter.

Repeat offenders: Student will receive a disciplinary referral, discipline action according to the discipline policy and a conference with parent/guardian required.

Additional Devices

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.

COMMUNICATIONS

LCS uses our website and Parent Alert messaging service through the FACTS system to communicate schoolwide messages.

Addressing School Questions and Concerns

Concerns and questions regarding school issues should be addressed at the most appropriate level with those directly involved in the action or related to the concern. Face-to-face meetings are recommended to resolve matters of controversy. If the event is related to something in the classroom, parents should schedule an appointment with the teacher. Parents should avoid disrupting the educational and spiritual environment during the school day.

If questions remain after a meeting or if there is an unsatisfactory resolution to the issue, the parent should schedule a meeting with the principal. Should the issue continue unresolved, the parent is encouraged to contact the Head of School to discuss the matter. At each level, all people directly involved with the matter will be invited to attend each meeting.

Communicating with the Teacher

- The best way to communicate with a teacher is through email. We ask that teachers respond within 24 hours if possible – weekends, holidays, and summer break not included.
- Teachers do not always have time during the school day to access email so if there is an emergency or concern, calling the school office to leave a message is most effective.
- Meetings with teachers need to be scheduled in advance. Drop-in attempts to meet with a teacher, just before school or after school, may seem like a good idea, but these are actually times when teachers do a lot of their set-up and class preparation.

- Notifying a teacher via email or the school office is the best way to communicate rather than having a student responsible for giving a written note.

Google

Lebanon Christian Schools uses Google as our learning management system, an online tool to provide parents, students, and teachers a secure environment to interact with students' academic information. Class pages will be accessible via Google Classroom will include course calendars, assignments, syllabuses, and available handouts.

FACTS

FACTS is the software used to manage finances and communicate with families. FACTS allows families to pay tuition, manage fees, and make payments in a variety of ways. In addition, FACTS Student Information System (SIS) allows families to check grades, order lunches and communicate directly with the Lebanon Christian.

Report Cards

At the end of each quarter you will receive an 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. Hard copies may be requested through the guidance counselor.

Lebanon Christian Schools Website

The Lebanon Christian Schools Website (www.lebanonchristianschool.org) is the best venue for school information as it is updated regularly. Parents complete the majority of school business (e.g checking grades, making payments or registrations, completing forms, etc.) online via links from the LCS webpages.

Email & Text Message

The school uses email & text messaging as its primary means of communication with parents for school news. Individual teachers may also utilize a specific method of communication, (i.e Group Me, Class Dojo, etc.) to communicate further with parents.

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.

CHAPEL

Chapel at LCS is a special time for discovering God’s love and telling God we love Him. We have Chapel services weekly, Wednesday from 7:30 - 8:20 am, 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 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.

Chapel Conduct

- Students should not put their feet on the back of chairs in front of them.
- No talking during presentations.
- Stand when directed to do so by the Worship Leader.
- No food or beverages are allowed during chapel.
- No studying during chapel.
- No phones can be used in any way during chapel unless directed otherwise.

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.

TRANSPORTATION

Bus Riders

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.

Student Drivers

Parking permits will ONLY be sold to students with a current driver's license. License must be presented at time of purchase.

Students are expected to comply with all parking rules and regulations. Traffic will be stopped during dismissal to allow the buses to exit the parking lot. Failure to comply with the parking rules could result in the loss of parking privileges. Students are urged to read all rules carefully.

1. All automobiles parked on the school grounds must register with the school and must display the current decal. The fee for the permit is \$50.00 per year, \$25.00 per semester.
2. No student parking is allowed in front of the building. All vehicles must be parked in their assigned location or risk being towed. Students will be assigned to the gravel lot.
3. Students are not allowed to run to vehicles, or in the student lot at dismissal. Students seen running may lose their parking privileges.
4. Students are to park in assigned spots; sharing assigned spots is not permitted; students MUST use their assigned spot only.
5. Spaces cannot be rented, leased, or resold by students.
6. Students who transfer, withdraw or forfeit their spots, the space reverts to the school for re-assignment.
7. Students driving unregistered cars are required to leave their name, make, model, color, and license plate number of the car in the office
8. All students must be licensed and covered by insurance. The school is not responsible for the automobile or its contents.
9. Students are to report directly to the building on arrival at school. No loitering in the lot or visiting in the lot without permission. Truancy, class cuts, excessive absences, tardiness, or other disciplinary actions may result in suspension of parking privileges.
10. There will be no speeding or any other form of reckless driving on school grounds.
11. Intolerant Communication on vehicles is prohibited.
12. Ignoring signals to stop when school buses are approaching will result in disciplinary action.

13. Student vehicles may be subject to search if there are reasonable grounds to believe drugs, alcohol, stolen property or other contraband might be present in the vehicle.

14. Lebanon Police will conduct random sweeps of the parking lot with police dogs. Lebanon Christian Schools is not responsible for any damage sustained to the vehicle during the search by the dogs. The school is also not responsible for the vehicle or its contents.

15. Students applying for and receiving permits fully understand their responsibility in following the rules. Suspension of parking privileges, towing of vehicles, and/or suspension from school may occur when violations of these regulations occur.

16. Students must abide by all traffic regulations specified by the Ohio Revised Code Chapter 4511.

17. A new state law allows the denial or revocation of a student's driver's license when a student of compulsory school age withdraws from school or is habitually absent for more than 10 consecutive days or a total of at least 15 days in a quarter without legitimate excuse or is suspended or expelled from school for use or possession of alcohol or drugs. Denial of privileges will remain in effect until the student reaches the age of 18, returns to school, or receives a GED certificate.

Operation of a motor vehicle on school grounds is a privilege, and constitutes your consent to search. Refusal to cooperate with a search – as the operator or passenger of a motor vehicle – may result in denial of driving privileges, reports to law enforcement officials, and/or school disciplinary action.

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 start of the class period. 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 Absence

The only reasons for an excused absence are:

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

Student Absence Procedure

The parent/guardian should contact the Middle/High School office by phone, 513-472-8681, **and/or** email the mshsoffice@lebanonchristianschool.org by 9:00 a.m. on the day of their child's absence to inform the school of the nature of the absence. Students may access their missing work via Google Classroom.

Parents are encouraged to inform teachers/office in writing prior to all known absences.

Returning to school following an absence

The second day after the return to school, the absence will be termed unexcused if no excuse is submitted.

Missed Classwork 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.

Early Dismissal

If you need to pick up your child while class is in session, you must report to the office to sign your student out. 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.

School Closing/Delay Procedures

LCS will announce via Parent Alert in FACTS and on Facebook in the event school is closed or delayed. Lebanon Christian School closely follows the Lebanon Public school schedule.

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 Medication at School

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. 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

Middle/High School lunch must be purchased a month in advance through the family portal (FACTS). Lunch options are available on Wednesday & Friday only. Families will be notified via email and text message when it is time to order for the upcoming month. There will be an option to purchase ice cream, for Friday lunches, for the entire month by clicking on the 1st day of ordering for that month. **Lunch ordering opens on the 3rd Wednesday of each month and closes on the following Wednesday**, giving you a full week to order and make changes. Unfortunately, after the deadline **no changes or refunds** can be made.

Additional Lunch Information

- **Lebanon Christian will NOT offer daily catered lunches to the Middle/High School for 2023-2024 school year.**
- All students must come to school with a packed lunch daily.
- Every Wednesday of the month, MSHS parents will have the option to order a LaRosa's Spaghetti plate with breadstick or LaRosa's Pepperoni / Cheese Pizza.
- Every Friday of the month the MSHS parents will have the option to order "Fun Friday" lunches. These meals are catered from local restaurants such as Chick-Fil-A, WoodShed BBQ, Skyline and Subway.
- Every Friday, we will also offer ice cream for \$0.75.
- When ordering lunches, make sure to order the lunches that have a **MSHS** in front of it, these are ONLY middle school/ high school lunch options.
- **Microwaves ARE available for student use.**
- The school does not provide utensils, dishes, cups, condiments, etc. Please pack all necessary items.

DoorDash Policy

High school students ONLY may utilize DoorDash as a lunch option. However, food may not be ordered during class times. Orders must be placed during class transitions. Door dash orders must arrive prior 11:30 and be placed on the Door Dash cart outside of the front office door. Orders arriving throughout the day and after this time will not be accepted. NO EXCEPTIONS.

The Door Dash Cart will be moved inside at 11:30 for students to pick up their orders on their way to the lunchroom. Lebanon Christian Schools are not responsible for accepting lunch orders or late lunch arrivals.

HALL PASSES

Students are NOT to be in the hallways during class at any time without a Hall Pass.. A student must report to their assigned class before a pass to visit another teacher is valid. If a teacher detains the student after class, he/she is to give the student a tardy pass.

ELEVATOR USAGE

The middle/high school building has an elevator for students who are unable to use the stairs for the reason of an injury or handicap. One non-injured person may travel with an injured student if they are assisting them by carrying books or other items needed in class. Students not in this category are prohibited from using the elevator. Violations of this policy will result in disciplinary action.

LOCKERS

Each student is assigned a locker. The lockers are the property of the school and may be inspected by school officials to maintain health and safety or to investigate suspected storage of

dangerous, unauthorized, or illegal items. Students who have lockers requiring a personal lock are required to provide LCS with their locker combination. Locker contents are subject to search by Administration/designee at any time, with or without reason.

Lebanon Christian Schools cannot be held responsible for theft or damage to items stored in lockers. Students are urged to locker their lockers and leave valuables at home. Students may not deface lockers. Decorating lockers is limited to items that are adhered with a magnet or sticky tack and should be in line with the school's Christian values. Students may not share lockers. Students are responsible for keeping lockers clean and free of food (except for that day's lunch). Students are responsible for all items in their lockers and they must be kept closed and locked.

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.

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.