



Lebanon Christian K-12
2021-2022 Parent/Student Handbook

06/01/2021

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Lebanon Christian Schools

School Colors: Blue and White

Team Name: Crusaders

Campus: Countryside Campus: 1436 Deerfield Road, Lebanon OH. 45036
Middle/ High School: 15. East Warren St, Lebanon OH. 45036

Website: lebanonchristianschool.org

Facebook: Lebanon Christian Schools

An Introduction to Lebanon Christian Schools

Our History

Lebanon Christian Schools (LCS) is a multi-denominational PreSchool through 12th 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.

Mission

The purpose of Lebanon Christian Schools is first and foremost that God in all things may be glorified through Jesus Christ, to whom be praised and dominion forever and ever. In order to accomplish this in an educational setting, we must first provide a Christ-centered education for all children of the area without distinction to race, religious creed, or academic capability.

Vision

The vision of Lebanon Christian Schools is to strive for personal growth, academic excellence, spiritual maturity, and equip students with a quality education based on Christian morals and ethics. We work to develop Christian leaders that are prepared to influence others as the Spirit of Christ leads them and provide an atmosphere that promotes love and responsibility for a life of servitude to Christ and their community.

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.

SCHOOL HOURS

Countryside:

Doors Open at 8:30am school starts at 8:50am. Student pickup is between 3:25pm and 3:40pm

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

East Warren St:

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

POLICY OF ADMISSION

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.

PROCEDURES FOR ADMISSIONS

Step one - Application

The prospective family and student will:

1. Arrange for campus tour
2. Complete the application.
3. Ensure completion of the forms from the guidance office of the student's previous school and provide them to LCS.
4. Provide the application fee.

Step two

1. Meet with the admissions committee (if no tour was scheduled)
2. Conduct grade level equivalent assessments.
3. Admissions committee will review application
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.**

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**

PROCEDURES OF ADMISSIONS (continued).

- **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 to finalize the enrollment process.

1. Complete enrollment form.
2. Emergency Medical Authorization/Student Health History
3. Immunization records
4. Copy of Birth Certificate
5. Log in to Family Portal
6. Pay fees

Final Step

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

POLICY OF NON-DISCRIMINATION

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

POLICY OF CONFIDENTIALITY

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 should come from the Principal's Office.

POLICY OF CONFIDENTIALITY (continued)

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 ON 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.

STATEMENT ON MARRIAGE, GENDER, AND SEXUALITY(continued)

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.

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.

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.

PARENTAL PARTNERSHIP(continued)

- ❑ 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.
- ❑ 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."

VOLUNTEER HOURS

Each LCS family is required to volunteer 20 hours per school year. Two of the twenty hours are required to be used for PTF activities.

There are many volunteer opportunities. You can login your hours by going to the Family Portal. Please remember to log each time you volunteer to keep records current.

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.

PARENT COMMUNICATION

LCS uses 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 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.

Parent/Teacher conferences will be scheduled each semester.

CHAPEL

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.

- ❑ 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 encouraged to attend chapel

Our goal in Chapel is to glorify and uplift the wonderful God who created us. Let us remember what Chapel is all about.

From time to time, we ask special people from the ministry and/or laity 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. Chapel is meant to be "hands-on", sometimes discussion oriented, challenging, and a time of dynamic learning. Throughout the year, there will be opportunities extended to ask the children to respond to God's leading and to begin a personal relationship and voluntary commitment of his/her life to the Lordship of Christ.

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.”

SPECIAL SCHOOL PROGRAMS

Special programs will be held at LCS periodically throughout the school year.

LCS programs are events of celebration and purpose. At these times, we purposely worship and praise God. At these times, we begin to recognize in each child that their minds have been stretched and their hearts have been touched by the knowledge of God's love toward them personally. We celebrate the impact of a Christian education in the lives of our children. Families celebrate deep inside their hearts that they have made the right decision by enrolling their child at LCS. *For these reasons and purposes, all students are required to participate in all programs.*

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.

DRESS CODE

The dress code has been established in order to contribute to a positive learning environment. Good grooming should be a mark of every Lebanon Christian student. Students are expected to avoid extremes in clothing and hairstyles so students do not draw attention to themselves.

BOYS – CLASSROOM

- Jeans in good repair with no offensive embroidery, no holes, no patches, or no frays.
- No sweatpants, athletic pants, or gym shorts
- T-shirts and sweatshirts allowed without offensive symbols or logos.
- Modest length shorts no more than 2" above the knee are allowed during all seasons. They should be in good repair and no frays, no holes, and no patches.
- Shoes should be tied when appropriate and socks are to be worn with shoes. In 75 degree and above weather, sandals are permitted.
- Haircuts must be above the eyebrow, above the ear, and above the collar with no lines or initials cut into scalp, and no tails.
- Hair Color must be a natural color

DRESS CODE(continued)

- No earrings.
- Tank tops are not allowed or shirts without sleeves.
- For PE day ONLY**, Sweatpants, athletic pants, and gym shorts are allowed on PE days. Dress in layers if cold, no coats worn indoors.
- No oversized clothing, no sloppiness

BOYS – CHAPEL

Solid color long pants (e.g. Dockers, chino style slacks) and a collared shirt (e.g. polo style/golf shirt or button down). Ties/bow ties are optional. Athletic, boat (e.g. Sperry's), or dress shoes/sandals are acceptable.

GIRLS – CLASSROOM:

- Hair should be neat and clean with naturally occurring colors.
- Pierced earlobes are permitted.
- Dresses, skirts, capris, very loose-legged shorts or skorts should be knee length or no more than 2" above the knee.
- Dress slacks, casual slacks, and dress jeans in good repair with no offensive embroidery, no holes, no patches, or no frays may be worn. These should be loose fitting, nothing tight.
- Belts are to be worn with slacks or jeans that have belt loops.
- Sundresses or tank tops that are 3 finger widths wide on the shoulders are acceptable. Modest length shorts no more than 2" above the knee are allowed during any season. They should be in good repair and no frays.
- NO strapless dresses or shirts
- Sandals are permitted, but no flip-flops.
- T-shirts are allowed and sweatshirts without offensive symbols or logos. If cold weather, dress in layers.
- For PE day ONLY**, sweatpants, athletic pants, and gym shorts of appropriate length are allowed.

DRESS CODE(continued)

- Clothing should not be revealing in any way. Nothing tight or midriff tops.
- Socks are to be worn with shoes and laces tied when appropriate.
- Leggings are to be worn only under full length dresses or skirts.
- No oversized clothing, no sloppiness

GIRLS – CHAPEL

Neat and modest skirts and blouses. Knee length dresses (no more that 2” above the knee when sitting down) with sleeves that cover the shoulders and a modest neckline. In cooler weather, leggings may be worn under the dress; however, the dress length must still be to the top of the knee. Alternatively, pants or calf length capri pants may be worn with a waist length or longer top that has sleeves covering the shoulders and a modest neckline.

Leggings are not considered pants and should not be worn as such. Athletic, boat (e.g. Sperry’s), or dress shoes/sandals are acceptable.

Examples of dress code Items **not** allowed on chapel day for all students: Jeans, shorts, leggings, sweatpants, athletic pants, t-shirts, hooded sweatshirts, crocs, or flip flops.

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 THE DRESS CODE:

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 (in each grading period), the parents or the emergency contact person will be contacted by the school office and will be told to bring appropriate clothing.

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.

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.

CONFLICT RESOLUTION(continued)

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 Principal. If the matter is not cleared up by the Principal, it should be brought to the head of schools, who is the final authority on the matter. If the situation is a moral or illegal matter and the head of schools is unresponsive, then, in these extraordinary circumstances, a parent may contact the school board.

**Parents and students should work through the process outlined above as the appropriate means to settle conflicts.

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. Our environment is valuable enough that we ask for your commitment by signature to affirm your acceptance of the following policy and procedure.

FIRST LEVEL INFRACTIONS: Disruptions, distractions, and attitude 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/Guardian will be contacted.
5. A documented infraction form will be filled out and forwarded to the school office to record the infraction.
6. The 3rd documented infraction report will result in the recommendation of a Student Conduct Contract (See process below)

DISCIPLINE(continued)

SECOND LEVEL INFRACTIONS: Lying, cheating, stealing, swearing, vulgar expressions, fighting, inappropriate or unacceptable use of technology, disrespect, willful disobedience, 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. In-school suspension may be a consequence of a second level infraction.

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/Guardian will be contacted.
5. A documented infraction form will be filled out and forwarded to the school office to record the infraction
6. The 2nd documented infraction report will result in the recommendation of a Student Conduct Contract (See process below)

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. The plan will be successful in most cases. However, repeated infractions will not be tolerated. The parent/guardian will be required to meet with school leadership to receive clear communication about the level of urgency for the required result. For the protection of the student and teacher, this plan will be reviewed by a team of 3 school leaders to determine if proper correction methods have been taken by the teacher before placing the student on the Student Conduct Contract. This plan will be signed by both the Principal and the Head of School as final authority to implement the Student Conduct Contract.

1. Upon the First documented infraction under the plan, out of school suspension will be recommended and a parent will be required to meet with school leadership to receive clear communication about the level of urgency for the required result.
2. Upon the Second documented infraction under the plan, immediate expulsion will be recommended 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 3 school leaders for approval. Signatures by the Principal and Head of School will be the final confirmation of failure to correct behaviors and expulsion will immediately take place.

NEW YEAR = CLEAN SLATE - Each new school year will begin with a clean record regarding this disciplinary process. 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.

POLICY OF TERMINATION

Expulsion of a student will be used as a final method of discipline for second level infractions or repeated first 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.

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.

RULES OF CONDUCT

In addition to the rules of conduct, teachers' rules apply.

1. Classroom rules set forth by teachers carry the same importance as the rules listed in this handbook.

RULES OF CONDUCT(continued)

2. Defacing or misusing school property, including trees and landscaping, is disrespectful and will carry serious consequences.
3. Knives or dangerous objects shall not be brought to school.
4. Special rooms or areas (church office, streets, parking lot, and other school rooms) are off limits for students unless a teacher or school aide grants permission.
5. Students are never permitted to leave the school grounds before the end of the school day without permission from a teacher.
6. Chewing gum is not permitted on the school grounds.
7. Students should not bring pets to school unless given special permission by a teacher.
8. Technical devices shall not be brought to school without special permission.
9. Students are to use proper language
10. Teacher's desk and personal property are off limits to all students.
11. Any teacher, staff member, or volunteer speaking to you is the same as your teacher speaking to you.

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

CONDUCT FOR FIELD TRIPS

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.

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 should go to the office for a Tardy Slip. Outside doors will be locked when school begins.

All students should be picked up promptly at dismissal time. Students not picked up on time will be charged a late pick-up fee.

ATTENDANCE AND ABSENCE POLICY(continued)

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. Quarantines
6. Court appearances
7. Pre-arranged absences (see below)
8. Inclement weather that would be dangerous to the life and health of the child if he/she attended school.

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 must leave the building during the school day for dental or doctor's appointments or other emergency situations need to bring a signed note from their parents to the office or homeroom teacher.

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. Students will be able to catch the bus home if arranged or continue with afternoon activities until they are picked up.

PRE-ARRANGED ABSENCES: Parents are to request assignments as soon as possible, but no less than five days, before a planned absence. The absence approval form is available from the school office or may be copied from the back of this manual.

Written notification or e-mail from the parent/legal guardian is required in advance for the following absences to be excused:

ATTENDANCE AND ABSENCE POLICY(continued)

- a. Marriage in the immediate family
- b. Family vacation (only up to 5 days will be excused per school year)

ON THE DAY OF THE ABSENCE: All parents are required to call 513-932-5590 or email the student's teacher and copy 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.

UPON RETURNING TO SCHOOL AFTER AN ABSENCE: When a child returns to school following an absence, he/she must present a note to the teacher explaining the nature of the absence, even though you have called. Written evidence is needed for our files. The second day after the return to school, the absence will be termed unexcused if no excuse is submitted.

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

EXCESSIVE ABSENTEEISM: After ten absences per year, a doctor's excuse is required for each additional absence. To receive full academic credit for any additional absences, the School Board must approve.

UNEXCUSED POLICY: On unexcused absences, work 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 grading period will be allowed. Upon the fourth tardy, parents will be charged \$2.00 per tardy for the remainder of that quarter.

PICKING UP YOUR CHILD WHILE CLASS 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 secretary will intercom the room and have your child sent to the office for pickup.

LATE PICK-UP POLICY: All students should be picked up promptly at their dismissal time. There will be a grace period for the first 15 minutes. After that the charge will be \$5.00 for every 15 minutes or any portion thereof.

SNOW DAY PROCEDURES: LCS will announce on radio and TV. 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

ATTENDANCE AND ABSENCE POLICY(continued)

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.

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. Work will not be given in advance for an unapproved absence.

Make-up work for unexcused absences will be at the discretion of administration.

ARRIVAL AND DISMISSAL

ARRIVAL

Cars arriving with students should follow the traffic flow. Car dropoff is at the recess doors only. Bus riders only may come in the lobby doors.

DISMISSAL

Recess doors will be unlocked at 3:25pm to come to classrooms and pick up students. Bus riders will dismiss through the church entrance.

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.

STUDENTS TAKING MEDICATION DURING THE DAY: School personnel are under no authority to administer medication of any kind without written orders from a physician. Forms can be picked up in the School Nurse's office.

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

STUDENT HEALTH AND WELFARE(continued)

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.
2. Have your physician complete and return to the school, along with the medication. The container should be the original container with the child's name and dosage to be taken.

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 observe all children as they enter the classroom to quickly assess their general health. We ask that you not bring a sick child 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 auxiliary)
- 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 and provided a cot until a parent arrives to pick the child up.

"Mildly ill" students will be examined by the school nurse to determine whether or not the student's parents should be notified.

STUDENT HEALTH AND WELFARE(continued)

The Communicable Disease Chart is posted in the staff workroom by the school office for reference. When children have had a fever, they should be kept at home another 24 hours with no fever before returning to school.

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.

LUNCHROOM

COUNTRYSIDE

- Lunch is ordered a month in advance on Family Portal and costs \$3.25 per lunch and includes milk.
- We currently do not have “day of purchasing”
- any student that does not have pre-ordered lunches must come to school with a packed lunch
- Extra milk is available for purchase.

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.

E. WARREN ST.

At this time we do not offer hot plate lunches at the middle/high school. There will be an opportunity to order pizza at least once a month.

We encourage parents to provide their children with a well-balanced, nutritious lunch. We stress proper manners in our lunchroom, and strongly encourage the children to eat all of their own personal lunch. We believe that all food is created by God and is good; we do not believe in being wasteful.

SNACKS

A small, nutritious snack should be sent to school daily with students in classes that have snack time. Please refrain from sending sweets, chocolates, and red drinks.

VISITORS

LCS encourages visitors, parents, and grandparents to come and observe our school.

- ❑ 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 refreshments for the entire class on their child's birthday. Refreshments need to be approved by the nurse to ensure they are allergen free. 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.

OFF SCHOOLGROUND PARTIES

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.

RECESS

All children who have recess privileges will go outside (weather permitting) under the supervision of a teacher or school aide. Students will be asked to go outside if it is above 32 degrees windchill. If a child is to stay inside during recess, such as for a cold or sore throat, please send a note of explanation for that particular day. If a child is not to go outside or to actively participate in recess for more than one week, you must send a note signed by your doctor.

Following is a list of playground safety rules implemented at Lebanon Christian School:

1. All conduct at recess should be orderly, courteous and safe for everyone.
2. No ball playing, tag, or jump ropes in front of doors or in the entryway.
3. Please remember the "quiet zone" near the building. Other classes are working and excessive noise will disturb them.
4. Please send appropriate clothing when the weather is chilly (sweaters & coats).

RECESS(continued)

5. No playing on private property.
6. No food is to be taken from the cafeteria to the playground.
7. Baseballs, baseball bats, play guns, and dangerous toys are not allowed on the playground.
8. Softball, kickball, and Frisbees are to be played in certain restricted areas.
9. Soccer must have adult supervision. Football playing may only be “touch” or “flag”.
10. No balls should be kicked or thrown near the building. (They end up on the roof.)
11. Balls should always be returned to an adult on duty before leaving the playground. Never leave a ball for someone else to put away
12. Stones, dirt clods, sand, snowballs, and other objects other than balls are not to be thrown.
13. No sliding on the ice and snow.
14. Stay out of the mud.
15. Hand off all parked vehicles.
16. Students should not climb on or over fences or on trees.
17. Always be careful of traffic near the playground. The driver of the car may not see you!
18. Skateboards are not permitted on school grounds.
19. No fighting, “play fighting”, wrestling, rough play, or heated arguing will be permitted.
20. Jump ropes should never be thrown, swung around in a circle, or placed around another child’s body.
21. Only slide down the slide...no climbing up!
22. Students are to remain on the playground during recess and lunch periods unless an adult on duty gives permission to enter the building.
23. Playground problems are to be brought to the immediate attention of the adult on duty.
24. When recess is over, line up orderly and enter the building quietly. Go straight to your classroom.
25. During inside recess, play must be restrained and less active...no running, pushing, throwing objects, etc.
26. Please help in picking up litter when you see it and never become a “litterbug”.
27. Take special care of our playground and school; never be destructive.

Revised June 2021

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LCS Pre-arranged absence form

This form must be returned to the school office at least 5 school days prior to your child’s planned absence.

Student Name _____ Grade _____ HR Teacher _____

has requested absence from school on _____ for the purpose of _____ . We, the parents of the above student, feel that this absence request is absolutely necessary for our family unit and hereby authorize Lebanon Christian Schools to provide an alternate educational plan during the dates indicated above. We understand that our child will miss valuable information from classroom discussions and activities that will not be able to be made up. We also understand that assignments given will only reflect the planned lessons and available materials at the time of the request. We understand that any work not completed may result in a grade of “0” and that our son/daughter remains responsible for all class work missed during this absence.

Parent Signature _____ Date _____ Phone# _____

School Office Use

Attendance Record:

Comments/Concerns:

_____ Approved _____ Approved with Reservations _____ Not approved

Principal Signature _____ Date _____

A copy of this form will be given to each teacher and it is the teacher’s responsibility to send assignments if needed.

Parent notified of approval by _____ on _____.