

2011-12
Junior/Senior High
Student (and Parent) Handbook
Lincoln Christian School
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Welcome to Lincoln Christian School!

We praise God for you and are excited to grow in Christ together throughout the new school year. The staff, administration, and school board have worked hard to put everything in place to make 2011-2012 the best year at Lincoln Christian School ever.

New students, we're all here to help you make a great start at LCS. Don't hesitate to ask questions and ask for help. It's a privilege for us to assist you as you become a part of the Lincoln Christian School family. Returning students, we count on you for leadership and cultivating the type of climate that glorifies God. That includes welcoming, assisting, and getting to know the new students.

Our verse for the year is

This handbook will help you to understand the framework of rules and expectations we use as a guideline in behavior and attitude. We expect each student, by God's grace, to have a desire to learn and grow academically, spiritually, physically, and emotionally. While it's impossible to include everything in this handbook, we recognize that the Bible is truly our resource for life and we strive to operate daily according to God's Word.

Mark Wilson, Superintendent/Secondary Principal
Matt Farup, Assistant Principal/Activities Director
Lori Ludwig, Guidance Counselor

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MISSION

To teach the Truth, through learning about God's world in the light of God's Word.

VISION

Every student will experience a life-changing Christian education which intentionally integrates the truth of the Gospel of Jesus Christ into every aspect of intellectual, physical, social, and spiritual life.

CORE VALUES

The Lincoln Christian School family believes in:

- **A God Centered Focus.** God must be first in everything we do. All of the school's operations must be conducted in a manner that brings glory to God—guided and empowered by the Holy Spirit through prayer and steadfast obedience to God's Word.
- **A Biblical Emphasis.** All instruction and activities must be centered on God's Word, challenging each student to develop a thorough understanding of the Word and encouraging a deep, personal relationship with the Creator.
- **A Family Orientation.** The school complements the educational responsibilities of the home and the church and encourages all school families to be actively involved.
- **Academic Excellence.** A Christian education requires rigorous academic standards as well as continuous evaluation and improvement.
- **Responsible Stewardship.** The school must use the resources God provides effectively and efficiently.

PHILOSOPHY OF EDUCATION

The purpose of Lincoln Christian School is to honor God in every class and in every activity.

- We believe that children are a heritage from the Lord. Therefore, we believe that those who bring forth children should bring up children. The instruction given in the home must conform to the Word of God.
- We believe that the school is supplementary to the home. Its education proceeds from and is sponsored by the home. We believe its teachers function in the place of parents, with their permission.
- We believe that those taught are created in the image of God and must therefore be subject to His sovereign will in and through Christ.
- We believe that creation and providence (the subject matter of instruction) are revelatory of God and must be presented as such.
- Holding these principles to be true, we therefore believe the purpose of the school is to provide instruction of high academic quality in conformity with the faith and principles of the by-laws of the Lincoln Christian School Association, in order that the pupils may be prepared to take their proper place in the home, the church, and the state.

DECLARATION OF FAITH

- We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
- We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
- We believe in the deity of our Lord Jesus Christ, in His virgin birth and 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 that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential.
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
- We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
- We believe in the spiritual unity of believers in our Lord Jesus Christ.

SCHOOL PROFILE

School Board

The Lincoln Christian School Board is comprised of at least seven individuals elected by the members of the Lincoln Christian School Association. They make all the policies of the school and have final authority in all matters. Members of the Board must clearly demonstrate spiritual leadership in their homes and work place and have a working knowledge of good educational practices.

Faculty and Staff

The faculty and staff of Lincoln Christian are Christians who have exemplified Christian living and have a concern for the growth of young people. Each teacher is certified by the State of Nebraska to teach and is competent in his or her area.

Students

Currently we have an enrollment of 277 students in the junior/senior high school. We have a faculty consisting of 21 different teachers, 16 of whom are full-time. The average class size is 20 students per class.

Accreditation

Lincoln Christian School is accredited by the Nebraska State Department of Education and the AdvancEd/North Central Association Commission on Accreditation and School Improvement. Credits earned at Lincoln Christian are transferable to any other school. Lincoln Christian School is also a member of the Association of Christian Schools International.

Prayer

Prayer is the backbone of Lincoln Christian School. Teachers are encouraged to begin their classes with prayer. Students are encouraged to bring prayer requests to staff and to other students for prayer support. Parents are asked to pray often for the school, their own children, and other parents and students.

Spiritual Environment

We daily strive to learn and grow in God's Word, Christian Worldview, and Christian behavior. At least one day during the year will be set aside as a Spiritual Emphasis Day. Students and staff will devote the day to worship, prayer, Scripture study, and practical seminars.

Student Prayer Groups, Face Time, Mentoring, and Discipling

Student prayer groups are encouraged throughout the year. Students will have an opportunity to be placed in small groups to encourage one another and spend time in spiritual growth. Older students will lead these groups.

New Enrollment

A student who wishes to enroll must complete an application form. The principal will conduct an interview with the student and parents. The principal makes the final decision on all applications. No applicant who has demonstrated serious academic or discipline problems at his previous school will be considered as a prospective student. The school does not discriminate on the basis of race, color, national or ethnic origin.

Students with Disabilities

- Learning Disabilities. Lincoln Christian School will decide on admission of students with learning disabilities on a case-by-case basis. We wish to serve all students, but balance that with the realization that we are not equipped to serve every student. There are several options open to students with learning disabilities. These include Special Education services through Lincoln Public Schools and a program offered privately called BrainAbilities. BrainAbilities is an individualized educational therapy program that significantly impacts a student's academic and social success. BrainAbilities targets students of average or above average ability who struggle in some, or all, academic areas. Student assessment is available through both LPS and BrainAbilities. The BrainAbilities program is at additional cost to parents.
- Physical Disabilities. Lincoln Christian makes every attempt to accommodate students with physical disabilities. The campus is wheelchair accessible. For specific questions regarding accommodations available, please contact the school office.

ACADEMICS

All subjects are taught from the viewpoint of God's Word and are Christ-centered.

Bible. Through the specific study of God's Word, students study passages and books from the Bible, systematic bodies of information from the Bible, and Christian philosophy and ethics focusing on life issues. Bible classes provide students with a working knowledge of God's Word, guide students in Christian character, deepen their walk with Jesus Christ, lead them to a full commitment to Jesus Christ, and help them form a Christian worldview.

Art. Art is an opportunity to express beauty, orderliness and symmetry in design. All are taught from a basic body of knowledge, a series of skills, and

their relationship to God's principles. God is creative, interested in beauty, and has given man the capability to express these concepts in art.

Business. The Business Department at Lincoln Christian School prepares students to successfully participate in an increasingly technological, economically interdependent world. Students are given opportunities to explore careers, develop occupational competence, build a foundation in business administration, develop and expand keyboarding skills, prepare for organizing and managing a business, become intelligent consumers of goods and services, develop a basic knowledge of economics, and manage personal finances. The mission is to educate people for and about today's business world and to show how business affects the lives of everyone.

English. Language is the fundamental building block of all relationships. It is by language that God chose to reflect His nature to us through the Word and the Word made flesh in Christ. Our English curriculum teaches effective language skills to our students so, whether by speaking, reading, or writing, they have the capability to "preach the gospel to every creature."

Mathematics. God created the wisdom by which all the natural and moral world operates. Galileo said mathematics is the language of the universe. Teaching mathematics allows students to understand the physical laws in the mathematical language in which it is described.

Music. God created man in His image, part of which is evident in man's ability to create music. Lincoln Christian School students are encouraged to participate in musical groups, giving them the opportunity to reflect their Creator's glory and sing "psalms, hymns, and spiritual songs" (Ephesians 5:19 and Colossians 3:16). The discipline of group rehearsal and performance benefits a student's social adjustment, mental growth, emotional maturity and spiritual expression. It is our goal to give Christian students the music skills needed for worship and ministry.

Physical Education and Health. Physical education provides a program of activities that develop the student spiritually, physically, mentally, socially, and emotionally (Acts 17:28). Physical Education and Health classes include knowledge and skills to help students make constructive use of their leisure time and maintain that discipline throughout life, improving their overall health by increasing muscular strength and endurance, flexibility, cardiovascular fitness, body composition, speed, agility, power, balance, coordination, and reaction time.

Science. The science curriculum at Lincoln Christian studies the physical aspects of God's creation. At the core of our science teaching is the creation by God of the universe and all the laws of physics by which it is sustained; the curse on the earth, brought on by man's sin in the Garden of Eden, and the catastrophic destruction of the earth by the universal flood at the time of Noah. All science teaching is consistent with Biblical truth.

Social Studies. The study of history and the social studies is the study of "His-story." When history is looked at from the Christian viewpoint, we see the need for the redemption of man from his sinful nature, the providence of God in the affairs of man, and the fulfillment of God's Word over the ages.

Social studies show us the implications of man's philosophies, the destructive effects of sin in a social structure, the role and importance of the church, and how to be responsible Christian citizens.

Speech and Theater. In speech class students develop physical skills, focus mental energy, and learn to trust God in what often seems a threatening situation. Students learn how to balance emotional, ethical, and logical appeal.

Required Courses and Requirements for Graduation

7th Grade. Bible, Social Studies, English, Life Science, Health, Mathematics, Physical Education, Keyboarding, Art, Reading, Music Elective (choir and/or band/strings)

8th Grade. Bible, American History, English, Earth Science, Mathematics, Physical Education and Health, Art, Reading, Music Elective (choir and/or band/strings)

Senior High Required Courses
(each class earns 5 credits per semester)

<u>Department</u>	<u>Grade</u>	<u>Credits Required</u>	<u>Total Credits Required</u>
Bible	9	10	40
	10	10	
	11	10	
	12	10	
English	Speech	5	45
	9	10	
	10	10	
	11	10	
	12	10	
Social Studies	World History (10 th)	10	30
	American History (11 th)	10	
	American Government (12 th)	10	
Mathematics	Algebra 1 (or approved alternative)	10	20
	Geometry (or approved alternative)	10	
Science	Physical Science (9 th)	10	20
	Biology (10 th)	10	
Fine Arts	Any selection from art, band, choir	10	10
Physical Education	Any selection from physical education and health (Athletics will not count towards this requirement)	10	10
Technology	Computer Applications	5	5
Practical Arts	Any selection to include business, foreign language, or technology over the minimum	5	5

	requirements		
Electives			55
Total for Graduation			240

Guidance Career Portfolio Requirement for High School Graduation

Lincoln Christian School seeks to provide students with a Biblical education and purposeful direction in their life's calling. Career guidance and planning assist students as they seek to fulfill God's purpose. The goal of this requirement is to facilitate insight and understanding through various portfolio components. Components include:

- Personal Learning Plan
- Scripture Study
- Aspirations Inventory
- Personality ID
- Interest Survey
- Skills Assessment
- Work Values Inventory
- Spiritual Gifts Analysis
- Career Inquiries
- Job Shadowing Experiences
- College Inquiries
- College Visits
- Student's List of High School Activities
- Student's Electronic Resume

The guidance department assists students with portfolio completion. All students must submit their portfolio to the secondary guidance counselor for approval to meet this requirement. (Classes of 2012 & beyond)

REQUIRED CHRISTIAN SERVICE POINTS

Each student is expected to complete community service work each year. Bible teachers recommend service opportunities and keep track of points earned by each student. Seventh and Eighth grade students must earn 600 points, Senior High students must earn 1000 points during each school year. Points earned in the summer count towards First Quarter points. Service points count toward 10% of the Bible grade.

RECOMMENDED SEQUENCE OF COURSES

GRADE 9

Bible, English, Science, Algebra or Geometry, Spanish I, Computer Applications, PE, Speech

GRADE 10

Bible, English, Geometry or Algebra 2, Biology, World History, Spanish 2, elective

GRADE 11

Bible, English, Algebra 2 or Advanced Math, Science, American History, Fine Arts, electives

GRADE 12

Bible, English, Mathematics, Science, Government, electives

STUDENTS ARE EXPECTED TO REGISTER FOR 7 CLASSES PER DAY.

Academic Probation

Students in grades 7-12 will be placed on academic probation for the following semester if they receive more than one "F" for a semester grade. In the semester of the probation, the student must receive no more than one "F" in order to return to school the following semester.

Books and Supplies

Textbooks are loaned to each student. Students are expected to take good care of the books. Students must protect their books with book covers. If a book is damaged or lost, the student will be required to pay for it. Students supply their own paper, pencils, rulers, binders, etc. Certain classes, such as home economics, or art, may charge a fee for additional supplies necessary (see Supply List). Some classes may require students to read specific paperback books that students are encouraged (but not required) to purchase to enrich their personal library.

Class Rank, Valedictorian, Salutatorian

Student rankings are based on the cumulative grades beginning in 9th grade. Rankings will not be reported until the 11th grade year. Ranking of students in their class will be computed beginning with their junior year. It is based on the cumulative work of the students beginning with the ninth grade year. Students will be considered for valedictorian or salutatorian only if they have completed at least two years at Lincoln Christian High School in grades 9-12, including the senior year.

Course Repeats

A student may repeat a class with the permission of his parent. Upon completion of the class the second time, the new grade will replace the old one and credit for the class will only be given once.

Course Withdrawal

A student may choose to withdraw from a course within the designated drop/add date. Dropping a class requires the approval of the student's parent, in writing, and the signature of the counselor or administrator. Dropping a course after the designated date may result in a designation of "Withdrawn Failing," or "Withdrawn Passing," at the discretion of the principal and guidance counselor according to the circumstances surrounding the withdrawal.

Credits

Credits are given based upon the number of periods per week the class is in session. A class that meets every day of the week earns 5 credits per semester. Credits are accumulated in grades 9-12 for graduation requirements.

Weighted Grades

Beginning with the class of 2012, grades earned in "weighted" classes earn extra grade points because of their difficulty level. Weighted classes currently include **Calculus, Physics, Chemistry 2, and Honors English.**

Grades

A summary of grades will be issued to parents at the end of the first and third nine weeks. Semester grades are recorded on a student's permanent record and consist of the quarter grades and semester test (if applicable). The following grading system will be used:

Letter Grade	Percentage	Standard Grade Point	Weighted Grade point
A+	99-100	4.4	5.0
A	94-98	4.0	5.0
A-	92-93	3.7	4.7
B+	90-91	3.4	4.4
B	85-89	3.0	4.0
B-	83-84	2.7	3.7
C+	81-82	2.4	3.4
C	76-80	2.0	3.0
C-	74-75	1.7	2.7
D+	72-73	1.4	2.4
D	67-71	1.0	2.0
D-	65-66	0.7	1.7
F	Below 65	0.0	0.0

Grades marked with an asterisk ("*") indicate a grade resulting from a modified curriculum not meeting standard course requirements. This student is not considered for class ranking.

Full Time Status

To be considered full-time, a student in grades 7-12 must be registered for all eight periods in a combination of six to eight classes, no more than one study hall, and no more than one teacher's assistant (grades 11-12) assignment. In consultation with the parents, the principal may approve a second study hall for a grade 7-12 student based on the need for additional study time or a one-period "early out" for juniors and seniors.

Students who take an approved course at another secondary or postsecondary institution may use one study hall for commuting time.

Exceptions to this policy will only be made under unusual circumstances. Exceptions will be recommended by the Principal, approved by the Superintendent, and communicated to the Board.

Honor Roll Requirements

Honor Roll will be designated at each quarter and semester. Three levels of honor roll are:

- **Gold:** All students with an average of 4.0 or higher with no grade below A-.
- **Silver:** All students with an average of 3.6 or higher with no grade below B-
- **Bronze:** All students with an average of 3.2 or higher with no grade below C-

A grade of D or F will disqualify the student from the honor roll regardless of grade point average.

Off Campus Classes

Students may request permission to take classes not offered at LCS off campus. Lincoln Christian classes must take priority if schedule conflicts arise because of special schedules. Students are still required to be to their scheduled classes on time. Diplomas will be withheld until grades for required courses are received. Upperclassmen may request permission to take college courses off campus.

School Work Assignments

All assignments must be handed in on time. Students will receive full-credit only for work that is handed in at the assigned time. Any work handed in late will be assessed a penalty that can range from partial credit to no credit, at the discretion of the instructor.

Study Halls

Study halls are designed for a time of study for the students. Students will be allowed to take one study hall per semester. Additional study halls must be approved by the principal and Guidance Counselor, and only for special circumstances. General rules are:

- Students are required to bring something to study. Students are responsible for bringing a book, Bible, or other work to do if they are done with homework.
- Students will maintain a quiet study atmosphere.
- Students may not leave study hall without a pass from a teacher.
- Students who abuse bathroom or locker passes will not be allowed to leave.
- Study hall supervisors will take attendance and report absences to the office.
- No electronic games of any kind are permitted during study halls (Calculators may be used for schoolwork but not for games.)

ACTIVITIES

All activities are designed to produce productive Christian citizens. Participation in extra-curricular activities is encouraged. Research has shown that students who participate are more likely to show success in post-secondary education. Extra-curricular participation provides opportunities of Christian growth that cannot be duplicated elsewhere in the school environment. The challenge to all sponsors, participants, and fans is to produce authentic Christian character while striving for excellence.

Lincoln Christian is a part of the Nebraska School Activities Association (NSAA) and a member of the Centennial Conference for athletics, music, speech, and one-act productions.

Athletics Offered:

Girls:

- Cross country - junior high, junior varsity, and varsity
- Volleyball - junior high, freshmen, junior varsity, and varsity
- Basketball - junior high, freshmen, junior varsity, and varsity
- Track - junior high and varsity
- Cheerleading - varsity
- Tennis – junior varsity and varsity

Boys:

- Cross country - junior high, junior varsity, and varsity
- Football - junior high, junior varsity and varsity
- Tennis - junior varsity and varsity
- Basketball - junior high, freshmen, junior varsity, and varsity
- Wrestling - junior high and varsity
- Track - junior high and varsity
- Golf- junior varsity, and varsity

Activities Offered

Extra-curricular activities at Lincoln Christian School include:

- Drama
- Image (Select Choir)
- Jazz Band
- National Honor Society
- Orchestra
- Pep Band
- Spanish Club
- Speech
- Student Council
- Thespian Society

Activities Fee/Student Activities Pass

Each junior and senior high student in an athletic or competitive activity (excluding music) will be assessed a \$120 fee per school year. This fee will be used to offset general operating costs of the activities budget. These students will receive a student activity pass for free admission to all home Lincoln Christian School-sponsored athletic events.

Students must be enrolled as full-time students to participate in sports or activities.

Eligibility for Junior and Senior High School Students

Students must meet the domicile requirements of the NSAA their initial semester of attending Lincoln Christian for all varsity activities involving inter-scholastic varsity competition. The Activities Director will determine the status of each new student.

In order to participate in inter-school athletics a student must maintain passing grades in all classes (No "F's"). Beginning the second week of each quarter teachers will run a grade report to identify students who have F's. The students will be reported to the office and receive a progress report from

the teacher who gave them an F. A copy of this report will be e-mailed to parents.

The first week that a student receives an F he/she will be issued a warning. One warning lasts through the end of the current activity season. If the student is on the ineligibility list within that time frame, then he/she will be ineligible for one week beginning the following Monday. If he/she raises his/her grade the student will stay on the warning list for the quarter (or the current), but will remain eligible. Once a student gets a warning he/she will be ineligible the next time his/her grades meet ineligibility status.

Physicals/Immunizations Information Required

Please turn in a copy of updated immunizations, specifically TD, MMR, and Hepatitis B Series. We need dates and locations of these immunizations.

- All 7th Graders MUST have a current physical, signed by doctor and parent, and updated immunizations on file in the high school office before they attend the first day of school. This includes the Hepatitis B Series and a 2nd MMR shot.
- Any 7th Graders participating in any sport or extra-curricular activity must also have a current signed consent form on file in the high school office before being allowed to practice or participate.
- Any 8th Graders participating in any sport must have current physical and consent forms on file in the high school office before being allowed to practice or participate in any sporting activities.
- Any 9th-12th Graders participating in any sport must have current physical and consent forms on file in the high school office.
- ALL 7th – 12th Graders participating in extra-curricular, non-sport activities such as Drama, Speech, Image, and so forth, must have a completed consent form on file before they can practice or participate.

NCAA Freshmen Eligibility Requirements for College Athletes

Lincoln Christian School is registered with the NCAA Academic Eligibility Center.

To learn more about registering and eligibility rules go to:

https://web1.ncaa.org/eligibilitycenter/student/index_student.html

To learn more about the National Collegiate Athletic Association go to:

<http://www.ncaa.org/wps/portal>

What Do I Need To Do to be eligible for NCAA Sports?

- **Grade 9**
 - Verify with your high school guidance counselor and the online core-course listing to make sure you are on track.
- **Grade 10**

- Verify with your high school guidance counselor and the online core-course listing to make sure you are on track.
- **Grade 11**
 - Register with the eligibility center.
 - Make sure you are still on course to meet core-course requirements (verify you have the correct number of core courses and that the core courses are on your high school's 48-H with the eligibility center).
 - After your junior year, have your high school guidance counselor send a copy of your transcript. If you have attended any other high schools, make sure a transcript is sent to the eligibility center from each high school.
 - When taking the ACT or SAT, request test scores to be sent to the eligibility center (the code is "9999").
 - Begin your amateurism questionnaire.
- **Grade 12**
 - When taking the ACT or SAT, request test scores to be sent to the eligibility center (the code is "9999").
 - Complete amateurism questionnaire and sign the final authorization signature online on or after April 1 if you are expecting to enroll in college in the fall semester. (If you are expecting to enroll for spring semester, sign the final authorization signature on or after October 1 of the year prior to enrollment.)
 - Have your high school guidance counselor send a final transcript with proof of graduation to the eligibility center.

ATTENDANCE

Excused Absences

Students may be excused from school for the following reasons:

- Illness
- Critical illness or death in the family
- Medical appointment
- Parent or church sponsored trips
- Other situations may be allowed at the principal's discretion.

Parents MUST call the school in order for the absence to be counted as excused. See section on "Make-up Work" concerning assignments, tests, and quizzes after absence.

Make-Up Work After Absence

When a student has an excused absence due to illness, he or she is allowed two days for each day absent to make-up any work missed. When a student has a planned absence, he or she should take a planned absence sheet to all classes and gather assignments. Students should make every effort to complete assignments before the absence.

Unexcused Absences

Absences that are "unexcused" will result in disciplinary action. Skipping a class, part, or all of a day will earn an In School Suspension (either ½ day or 1 day, depending on circumstances). Other types of unexcused absences will

carry consequences appropriate to the circumstances. Multiple unexcused absences may either earn additional In School Suspension time or Out of School Suspension, depending on the circumstances and at the discretion of the principal. Examples of unexcused absences include (but are not limited to) skipping classes, sleeping in, or staying home to work on homework or study for a test.

Calling the School

All absences require a call or note from the parent or guardian. Calls from students are not acceptable. Calls should be made prior to 8:30 a.m. and may be made over the voicemail system at any time of night or weekends. Students absent without a call or note will be counted as unexcused.

Excessive Absences

Excessive absences are harmful to a student's educational success. Any student who accumulates five (5) absences in a semester shall be deemed to have "excessive absences." Absences shall be determined on a per-class basis. When a student has excessive absences, the following procedures shall be implemented:

1. Parents/guardians of a student who reaches the 5th absence of the semester in a class will be notified by mail. This letter will serve as an official warning.
2. Parents/guardians of a student who reaches the 10th absence of the semester in a class will be contacted directly by phone by school administration (Principal, Asst. Principal, Counselor, etc.).
3. Parents/guardians of a student who reaches the 15th absence of the semester in a class will be requested to meet with school administration to discuss a plan for improved attendance of the student.
4. A student who reaches the 20th absence of the semester in a class will not receive credit for the class.

This policy may be appealed under special circumstances to an administrative review board.

Students missing school will be expected to complete all make up work and assessments.

Attendance Requirements for Participation in Practices or Activities

Students who miss more than one class due to illness may not participate or practice in any school activity that day. If a student reports to the nurse during the day and misses more than one class for treatment, he or she will be considered ineligible that day. This does not apply to previously scheduled appointments outside of school such as doctor/dentist. Students who miss class(es) due to an unexcused reason (such as sleeping in) will be considered ineligible for activities for that day.

Non-Medical Absences/Excused Absences in Advance

When a student is to be absent for an activity that is not part of his school curriculum such as family outings, vacations, church trips, or any occasion known in advance, a parent must either call the school or send a note indicating parental approval and the dates school will be missed. It is the student's responsibility to pick up a "Planned Absence" sheet from the office

and take it to all teachers to have it filled out and signed. It is the student's responsibility to do all schoolwork and take tests in advance, unless excused by a teacher on the planned absence sheet.

Attending School Events as Non-Participants

Students will be considered "absent-unexcused" when they miss classes for any activity they are not directly involved in unless excused by parents. If a student wishes to attend an activity he is not directly involved in, he must bring a permission note from his parents at least one day in advance, and complete the work he will miss before he will be excused.

Tardy to Class or School

Students are to be in the room according to a teacher's requirements by the tardy bell, or they will be marked tardy. Possible excused tardy reasons include (but are not limited to) medical emergency, medical appointment, vehicle accident, off campus ministries. Possible unexcused tardy reasons include (but are not limited to) oversleeping, coming in late to class with no pass, taking extra time to talk with lunch visitors. Students who are more than twenty minutes late to school will earn unexcused absence for that period, rather than tardy. During inclement weather, please be sure to allow appropriate time to get to school.

Tests After Absence

If a student is absent on a known test day, and has been absent that day only, he will be expected to take that test on the day he returns to school. If he was absent only the day before the exam and no new material has been given, he will be expected to take the exam at the regularly scheduled time. Teachers are to set exam make-up dates for those who have two or more days absent.

MORAL CONDUCT

God tells us in His Word, "Let no man despise thy youth; be thou an example to the believers in word, in conversation, in charity, in spirit, in faith, in purity." (1 Timothy 4:12)

It is the goal of Lincoln Christian School to maintain high standards of behavior. It is important that all students show respect toward spiritual matters as well as to teachers, staff, and anyone in authority.

Academic Integrity

The policy on academic integrity is more than a simple set of rules or guidelines that bind us to a certain standard of behavior. It is a statement of what is valued at Lincoln Christian School. It is more about who we are than what we do or do not do. A student who commits any of the following infractions will come before the administration for discipline. Consequences will depend on the severity of the offense and previous infractions, if any, but may include suspension or expulsion. (To clarify this, please refer to the following definitions that have been adapted from Northwestern University):

- **Cheating:** using unauthorized notes, study aids, or information on an examination; altering a graded work after it has been returned, then re-submitting the work for re-grading; allowing another person to do

one's work and submitting that work under one's own name; submitting identical or similar papers for credit in more than one course without prior permission from the course instructors.

- **Plagiarism:** submitting material that, whether in part or in whole, is not entirely one's own work, without attributing those same portions to their correct source(s).
- **Fabrication:** falsifying or inventing any information, data, or citation; presenting data that was not gathered in accordance with standard guidelines defining the appropriate methods for collecting or generating data and failing to include an accurate account of the method by which the data were gathered and collected
- **Obtaining an Unfair Advantage:** stealing, reproducing, circulating, or otherwise gaining access to examination materials prior to the time authorized by the instructor; unauthorized collaboration on an academic assignment; retaining, possessing, using, or circulating previously given examination materials without permission; otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other students' academic work.
- **Aiding and Abetting Academic Dishonesty:** providing material information or other assistance to another person with the knowledge that such aid could be used in any of the violations stated above; providing false information in connection with any inquiry regarding academic integrity, or failing to provide information in such an inquiry.
- **Falsification of Records and Official Documents:** altering documents affecting academic records; forging signatures of authorization or falsifying information on an official academic document, grade report, progress reports, letter of permission, petition, ID card, or any other school document.
- **Unauthorized Access to Computerized Academic or Administrative Records or Systems:** Viewing or altering computer records, modifying computer programs or systems, releasing or dispensing information gained via unauthorized access, or interfering with the use or availability of computer systems or information.

Alcohol, Tobacco, and Illegal Drugs

The Bible speaks of our body as the temple of the Holy Spirit (1 Corinthians 6:19-20). The use of tobacco, alcoholic beverages, or illegal drugs is prohibited.

All students are at all times expected to refrain from possession or use of alcohol, tobacco products, and drugs. Students violating this policy are subject to Category III consequences and, if members of any athletic team or extra-curricular activity, they will be dismissed from that activity for a period of no less than 90 calendar days. Certain privileges may be revoked and the student placed on disciplinary probation.

Students who use drugs are subject to immediate discipline review by Lincoln Christian and appropriate legal authorities will be notified.

Bullying

Bully behaviors are defined as direct or indirect behaviors toward an individual that could involve a single or repeated incidences and cause feelings of isolation, exclusion, or distress. "Therefore encourage one another and build each other up." (1 Thessalonians 5:11) Bully behaviors will not be tolerated.

Couples

Students involved in boyfriend-girlfriend relationships should be discreet in their conduct. They must refrain from physical contact such as holding hands, arms around each other, and so forth during school, at school-related activities and on school property.

Damaging School Property

Students will be responsible to pay for any damage they may cause to school property due to carelessness, horseplay, vandalism, etc. All students are expected to respect school property by not littering in the building or on school grounds.

Dancing

Because of our tradition and the extreme difficulty of supervising appropriateness of today's dancing among youth, Lincoln Christian School does not sponsor recreational dancing for students.

Disputes and Complaints

There are many interpersonal relationships important to the purpose and functions of Lincoln Christian School, and with these relationships are opportunities for misunderstandings, suspicions, and hurt feelings. When not immediately addressed these may lead to gossip and slander that counter the work of the school and destroy its testimony for Jesus Christ.

The aggrieved should first go to the source of the grievance in an effort to resolve the grievance. Many times grievances can be resolved at this level; i.e., parents should speak with a teacher about a classroom problem; teachers should speak with the principal/administrator, principal/administrator should speak with the School Board about a policy problem.

When dealing with a grievance, the aggrieved and the source should adhere to the following guidelines:

- **Prayer:** Pray for God's wisdom—James 1:5
- **Discussion of the Complaint:** Discuss the grievance only with those that are part of the problem or part of the solution (Matthew 18:15)
- **Openness:** Be open, friendly, willing to listen, and seeking peace.

- **Understand the Complaint:** Make certain the complaint is understood and all circumstances surrounding the grievance are clarified. Both parties should have the facts.
- **Resolution:** Come to some type of resolution of the problem even if the agreed resolution is to proceed to the next higher authority.
- **Implement the Solution:** If there has been a solution, allow adequate and reasonable time for the solution to be implemented before proceeding to the next higher authority. Notify all parties involved of an appeal to the next higher authority.

Dress Code

Students at Lincoln Christian have the privilege and responsibility to represent their families, their school, and ultimately the Lord Jesus Christ. We believe that appropriate, comfortable clothing can be worn which meets this standard. The following dress code standards eliminate unnecessary distractions to the learning process, and maintain standards of modesty and neatness deemed appropriate for Lincoln Christian School. We depend on parents to assist us in teaching their children about acceptable dress, especially in the areas of modesty and neatness.

All of the dress code standards will be enforced during classroom hours, as well as when the students participate in school activities, exempting athletic uniforms and costumes approved by Activity Director and Activity Sponsor.

General Standards for All Students

Shirts:

- All shirts must be long enough to ensure that no skin or underwear is visible at any time. The shirt should cover the waistband of pants when standing.
- T-shirts and polo shirts are permitted.
- Shirts that are NOT permitted:
 - Body shirts
 - Crop tops
 - Shirts with secular band names
 - Shirts with secular messages regarding alcohol, tobacco, drugs or immorality
 - Shirts with holes or rips
 - Shirts with messages that oppose accepted Biblical values and attitudes may also be determined unacceptable.
 - Shirts cannot be worn inside out.
 - Off the shoulder shirts

Pants:

- No hip-huggers
- No sagging
- No excessively tight, or excessively loose, fitting pants
- Pants with holes or tears are not permitted
- All pants must have a hem.

Coats:

- Coats are not to be worn to class unless the teacher gives permission due to adverse weather conditions.

Sweats:

- No sweat pants (for grades 7-12)
- No pajama pants
- No tear-away pants

Hair:

- No unnatural hair colors
- No extremes in hairstyle, or designs which are cut into the hair

Hats:

- Hats, headbands, or bandanas cannot be worn during school hours.

Jewelry:

- No jewelry with secular messages that correspond to music groups, alcohol, tobacco, drugs, immorality, or philosophy contrary to a Christian message.

Tattoos:

- Students are discouraged from having tattoos. However, if they have a tattoo anywhere on their body, it is to be covered at all times by clothing in the school, or to any school-related activity/event.

Shorts:

- As a general rule, shorts are permissible.
- Shorts are to be the dress-walking type of short, loose-fitting—no athletic type. Denim is permitted.
- Shorts are to be no higher than two inches above the knee.
- Shorts must be hemmed.
- No cut-off shorts allowed.

Shoes:

- Shoes with wheels are not allowed.

Specific Standards for Girls Only (I Timothy 2:9)

Skirts/Dresses:

- Skirts, dresses, and culottes must be no higher than 2 inches above the knees.

Shirts:

- Sleeveless shirts are permitted if they extend to the edge of the shoulder.
- Cap-sleeves are acceptable.
- Use modest discretion in cut of shirts, low necklines are unacceptable—if in doubt, don't wear it!

Specific Standards for Boys Only (Romans 12:1,2 and Titus 2:7)

Shirts:

- No sleeveless shirts.
- Short-sleeved shirts are to be at least halfway down the bicep in length.

Pants:

- No sagging of pants, shorts, or gym shorts

Hair/Facial Hair:

- Hair, beard and/or mustache must have a trimmed appearance.
- No extreme hair styles will be allowed.
- Coaches may reserve the right to enforce rules stricter than the school code, with agreement by the Activities Director and Principal.

The administration reserves the right to make discretionary judgment regarding the appropriateness of student dress, hair, and fashion not explicitly covered in this dress code. The final interpretation of this code remains the responsibility of the administration.

Consequences of Dress Code Violations

One warning will be issued for the first violation. The student will be asked to change clothes to meet the code. The second violation will warrant a detention and the student must change clothes to meet the code before returning to class. Any additional violations will result in a parent conference. The parents and administrator will work out an agreement with the student that will include assurances by the student to abide by the dress code and a written agreement citing consequences for violations.

Gambling

Gambling of any sort or nature involving any exchange of money or goods on school grounds, or during school-sponsored activities, is prohibited.

Internet Usage

Lincoln Christian School recognizes that it is important for students to have access to electronic based research tools and master skills for their application to learning, problem solving, production of work, and presentation of information.

Lincoln Christian School also recognizes that while these resources represent extraordinary learning opportunities and enriching educational materials, they also offer persons with illegal, immoral or inappropriate motives avenues for reaching students, teachers, staff, parents/guardians and members of the community. Additionally, these resources present tempting opportunities for users to explore areas that are confidential, have restricted access, are inappropriate, and are disruptive to the classroom or workplace. It is the purpose of the School policy and regulations to outline acceptable student and employee behavior with respect to use of school technology and electronic resources.

Personal Responsibility. Access to electronic research requires students and

employees to maintain consistently high levels of personal responsibility.

One fundamental need for acceptable student and employee use of school electronic resources is respect for, and protection of, password/account code security, as well as restricted databases, files, and information banks. Personal passwords/account codes may be created to protect students and employees utilizing electronic resources to conduct research or complete work. These passwords/account codes shall not be shared with others; nor shall students or employees use another party's password except in the authorized maintenance and monitoring of the network. The maintenance of strict control of passwords/account codes protects employees and students from wrongful accusation of misuse of electronic resources or violation of school policy, state or federal law. Students or employees who misuse electronic resources or who violate laws will be disciplined at a level appropriate to the seriousness of the misuse.

Acceptable Use. The use of school technology and electronic resources is a privilege, which may be revoked at any time. Staff and students are only allowed to conduct electronic network-based activities that are classroom or workplace related. They are not allowed to play games during school time except by a teacher's permission for his/her own class. Students are not allowed to download (save, copy, receive) any file (including programs and music files) from the Internet or their home computer. Students are not allowed to have food or drink at any computer or in the computer lab. Behaviors which shall result in revocation of access shall include, but will not be limited to: damage to or theft of system hardware or software; alteration of system hardware or software; placement of unlawful information, computer viruses or harmful programs on or through the computer system; entry into restricted information on systems or network files in violation of password/account code restrictions; violation of other users' rights to privacy; unauthorized disclosure, use or dissemination of personal information regarding minors; using another person's name/password/account to send or receive messages on the network; sending or receiving personal messages on the network; and use of the network for personal gain, commercial purposes, or to engage in political activity.

Students and employees may not claim personal copyright privileges over files, data or materials developed in the scope of their employment, nor may students or employees use copyrighted materials without the permission of the copyright holder. The Internet allows users access to a wide variety of media. Even though it is possible to download most of these materials, students and staff shall not create or maintain archival copies of these materials unless the source indicates that the materials are in the public domain.

Access to electronic mail (email) is a privilege and designed to assist students and employees in the acquisition of knowledge and in efficiently communicating with others. School email system is designed solely for educational and work related purposes. Students are not allowed to use email at school except for international students.

E-mail files are subject to review by District and school personnel.

Chain letters, "chat rooms" or Multiple User Dimensions (MUDs) are not allowed, with the exception of those bulletin boards or "chat" groups that are created by teachers for specific instructional purposes or employees for specific work related communication. Students may not use messaging software such as IM, AIM, ICQ, PRD or Winpopup to chat or message anyone at or away from school.

Students or employees who engage in "hacking" are subject to loss of privileges and school discipline, as well as the enforcement of any school policy, state and/or federal laws that may have been violated. Hacking may be described as the unauthorized review, duplication, dissemination, removal, damage, or alteration of files, passwords, computer systems or programs, or other property of School, a business, or any other governmental agency obtained through unauthorized means.

To the maximum extent permitted by law, students and employees are not permitted to obtain down-load, view or otherwise gain access to "inappropriate matter," which includes materials that may be deemed inappropriate to minors, unlawful, abusive, obscene, pornographic, descriptive of destructive devices, or otherwise objectionable under current school policy or legal definitions

Lincoln Christian School and school administration reserve the right to remove files, limit or deny access, and refer staff or students violating the Board policy to appropriate authorities or for other disciplinary action.

Privileges. The use of school technology and electronic resources is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. The password/account code may be suspended or closed upon the finding of user misuse of the technology system or its resources.

Network Etiquette and Privacy. Students and employees are expected to abide by the generally accepted rules of electronic network etiquette. These include, but are not limited to, the following:

1. System users are expected to be polite. They may not send abusive, insulting, harassing or threatening messages to others.
2. System users are expected to use appropriate language; language that uses vulgarities or obscenities, libels others, or uses other inappropriate references is prohibited.
3. System users may not reveal their personal addresses, their telephone numbers or the addresses or telephone numbers of students, employees, or other individuals during Email transmissions or over the Internet.
4. System users may not use School's electronic network in such a manner that would damage, disrupt, or prohibit the use of the network by other users.
5. System users should assume that all communications and information is public when transmitted via the network and may be viewed by other users. The system administrators may access and read E-mail on a random basis.
6. Use of School's electronic network for unlawful purposes will not be tolerated and is prohibited.

Services. While Lincoln Christian School is providing access to electronic

resources, it makes no warranties, whether expressed or implied, for these services. Students are not allowed to print except for an assignment. School may not be held responsible for any damages including loss of data as a result of delays, non-delivery or service interruptions caused by the information system or the user's errors or omissions. The use or distribution of any information that is obtained through the information system is at the user's own risk. School specifically denies any responsibility for the accuracy of information obtained through Internet services.

Security. The Board recognizes that security on Lincoln Christian School's electronic network is an extremely high priority. Security poses challenges for collective and individual users. Any intrusion into secure areas by those not permitted such privilege creates a risk for all users of the information system.

The account codes/passwords provided to each user are intended for the exclusive use of that person. Any problems, which arise from the user sharing his/her account code/password, are the responsibility of the account holder. Any misuse may result in the suspension or revocation of account privileges. The use of an account by someone other than the registered holder will be grounds for loss of access privileges to the information system. Users are required to report immediately any abnormality in the system as soon as they observe it. Abnormalities should be reported to the classroom teacher or system administrator. School shall use filtering, blocking or other technology to protect students and staff from accessing Internet sites that contain visual depictions that are obscene, child pornography or harmful to minors. Any attempt by students to bypass the school's Internet filtering software or the computer security system will be subject to disciplinary action. School shall comply with the applicable provisions of the Children's Internet Protection Act (CIPA) and the Neighborhood Internet Protection Act (NCIPA).

Vandalism of the Electronic Network or Technology System. Vandalism is defined as any malicious attempt to alter, harm, or destroy equipment or data of another user, School information service, or the other networks that are connected to the Internet. This includes, but is not limited to the uploading or the creation of computer viruses, the alteration of data, or the theft of restricted information. Any vandalism of School electronic network or technology system will result in the immediate loss of computer service, disciplinary action and, if appropriate, referral to law enforcement officials.

Consequences. The consequences for violating School's Acceptable Use Policy include, but are not limited to, one or more of the following:

1. Suspension of School Network privileges;
2. Revocation of Network privileges;
3. Suspension of Internet access;
4. Revocation of Internet access;
5. Suspension of computer access;
6. Revocation of computer access;
7. School suspension;
8. Expulsion; or
9. Employee disciplinary action up to and including dismissal.

Sexual Activity

Lincoln Christian School has the responsibility to maintain biblical standards and discipline in accordance with those standards. Any sexual activity that is outside of the marriage relationship is against God's standards. The school is not the primary institution in dealing with fornication; responsibility is with the parents and the student's local church. The school's responsibility will be based on the maintenance of conduct standards and the presentation of a biblical role model. Therefore, any discipline regarding sexual activity will be a result of prayer and discussion with parents and the church representative.

DISCIPLINE

Junior High Choice Cards

Each junior high student (7-8 grade) will be assigned a "Choice Card" at the beginning of the school year. The "Choice Card" is a tool to monitor choices made by the students throughout the day. Teachers will sign the card for behaviors such as disrespect for property, electronic device infractions, in the hallway without a pass, inappropriate behavior, inappropriate speech, lunchroom disturbances, not following instructions, and tardy. If any of these violations is of a serious nature, the student may receive an immediate consequence at the discretion of the teacher and administrator. If a student is asked for his or her choice card and does not have it, he or she will earn a detention. If the card has been lost, the office will issue a new card to the student, but the student will serve detention for losing the choice card. When the student has five signatures on the "Choice Card" he or she will serve a 30-minute detention. If foolish choices become a regular occurrence, additional monitoring and consequences will be applied at the discretion of the administration.

Discipline Categories and Consequences

Category I

This includes activities that create minor disturbances, prevent classroom order and instruction. These are some examples of Category I rule violations, including but not limited to:

- Talking out of order
- Disturbing the work of another student
- Making disruptive noises
- Moving about the classroom without permission
- Disturbing another class from the hallway
- First and second dress code violations
- Hallway misbehavior (i.e. pushing, shoving)

Consequences of Category I Misconduct

Offenses may result in a signature on the student's choice card(junior high) and may also result in detention, additional work, note home, student-principal conference, or category II consequences for recurring offenses.

Category II

This includes activities and attitudes that show lack of respect for authority or property or frequent and repeated violations of Category I rules. These are some examples of Category II rule violations, including but not limited to:

- Lack of respect for authority, including disrespect towards teachers, coaches, or staff
- Bullying
- Gambling
- Negative attitude toward other students or about Lincoln Christian School
- Cheating
- Swearing, cursing, or filthy language
- Third violation of dress code
- Consumption or possession of alcohol, tobacco, or illegal drugs.

Consequences of Category II Misconduct

Offenses may result in student-principal conference, parent-principal conference, behavior contract, detention, in-school suspension, or Category III consequences for recurring offenses.

Category III

Category III includes the most serious infractions and consequences. It would include activities that threaten the safety of a student or other students, activities that show a consistent lack of respect for authority or property, or activities that violate biblical moral codes of conduct. Category III also includes frequent and repeated violation of Category II rules. These are some examples of category III rule violations, including, but not limited to:

- Bringing a weapon to school. **BOARD POLICY DEMANDS AUTOMATIC EXPULSION FOR A MINIMUM OF ONE YEAR FOR ANY STUDENT WHO KNOWINGLY POSSESSES AND OR USES A FIREARM ON SCHOOL GROUNDS, IN A SCHOOL VEHICLE, OR AT A SCHOOL-SPONSORED ACTIVITY.**
- Conviction of a civil crime
- Assaulting another student or staff member. Physical assaults may include flashing a weapon, hitting, shoving with intent to injure, kicking, spitting.
- Sexual harassment. This includes unwanted sexual advances, making gestures, displaying sexually suggestive objects or pictures, making or using derogatory comments, derogatory slurs or jokes, sexually degrading words used to describe an individual, propositions, suggestive or obscene notes or letters or physical contact.
- Verbally threatening another student. This includes intimidation, extortion, or stalking.
- Vandalism of school property, including graffiti
- Vandalism of another student's property (each case evaluated individually)
- Pornography
- Theft
- Second offense of cheating
- Repeated lack of respect for authority or property
- Spreading rumors or gossip with intent to ruin the reputation of a student or staff representative of Lincoln Christian.
- A breach of conduct on or off school grounds that has an adverse effect upon the image of the school

Consequences of Category III Misconduct

Offenses will result in suspension (in-school or out of school) or expulsion/withdrawal.

Explanation of Consequences

- **Additional work:** Work assignments done before or after school. Assignments may be in academics or the student may be assigned a labor task.
- **Note home:** A report of the misconduct sent to a parent.
- **Detention:** Student spends time (typically 30 minutes) under supervision of a teacher or administrator. The time and place are set by the teacher or administrator.
- **In-School Suspension:** Removal of the student from the classroom to an isolated work area. Student works on tests and assignments which are done and due on time. Additional work may be required.
- **Out-of-School Suspension:** A student may be suspended from school only after a parent-principal disciplinary conference has been held. Very specific changes in attitude and actions will be required for re-admission. A re-admission parent-principal conference will be necessary for the student to return to school. Disciplinary probation begins when a student is suspended from school.
- **Expulsion:** Expulsion will be recommended if it becomes apparent the school will not be able to meet the needs of the student, or that the student's behavior is preventing classroom instruction. Expulsion may also be recommended for violation of Category III rules, unresolved academic or disciplinary probation, or failure to correct the deficiencies specified in probation. When expulsion is recommended, a date of withdrawal from school will be set and the withdrawal procedure followed. The expulsion date may be immediate. Recommendation for expulsion will require the approval of the Lincoln Christian School Board. Out of school suspension will be in place until the Board approves the expulsion. Conditions of an expulsion at Lincoln Christian School require that the student who is expelled is not allowed to return to the campus of Lincoln Christian School for any reason. This includes, but is not limited to, before and after school and during classes, lunches, and activities.
- **Probation:** Probation is instituted when a student has a serious problem in the area of academic performance, discipline, or attitude. The purpose of probation is to give the student an opportunity to correct the problem. If the problem is not corrected, the student will be dismissed from the school. The following are reasons for probation:
 1. **Academic:** A student who failed two classes at the semester.
 2. **Attitude:** A student who demonstrates a rebellious spirit after attempts have been made to change his or her attitude. The negative attitude persists and is influencing other students

3. **Disciplinary:** A student who displays continued deliberate disobedience or commits a serious breach of conduct inside or outside of school that has an adverse effect upon the testimony of the school.

Categories I, II, and III are not all inclusive. The final interpretation of "Discipline Categories and Consequences" remains the responsibility of the administration.

POLICIES

After School

Students should be picked up as soon as possible after school is dismissed. Students are to wait for their rides outside in the front of the school. In cases of inclement weather, students must wait in the multi-purpose room. After 3:50 students must be outside, in the multipurpose room, at an activity/sport practice, or in a classroom with a teacher.

Chapels

Weekly chapels are provided as opportunities for students to participate in worship and spiritual challenges. Speakers are often brought in from the community and, at times, students will direct the chapel activities.

Closed Campus

Students may not leave campus without permission. Teachers are not to send students on any errands outside the school facilities. Permission to leave campus may be granted at parents' request, with administrative approval.

Copyright

LCS makes every effort to comply with federal copyright laws. The most important limitation to an author's exclusive rights is the public's right to exercise a "fair use privilege". Fair use refers to an individual's right to use copyrighted material in a reasonable manner without the consent of the copyright owner. The Copyright Act lists particular activities generally considered fair, including criticism, comment, parody, news reporting, teaching, scholarship, research, or personal use such as time or format shifting. Factors considered to determine fair are:

1. The purpose and character of the use.
2. The nature of the copyrighted work.
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole.
4. The effect of the use upon the potential market for or value of the copyrighted work.

Contact the administration if you have questions or comments regarding the use of copyrighted material

Early Out

A junior or senior student with an "I" period study hall may leave school after "H" period under the following conditions:

1. A signed parental permission form is on file in the high school office.
2. Before leaving early on any day, student must sign out in the office earlier than the beginning of "I" period.
3. Student must immediately leave the school grounds once signed out. They are responsible to return for activities or sports' practices.

Lincoln Christian School is not responsible nor liable for students' actions after they have signed out.

Seniors may request additional study halls for special circumstances.

Violation of any part of the Early Out Policy is a Category I offense. Repeated violations may result in the loss of this privilege.

Foreign Language

In order to encourage maximum fluency and English language acquisition, International students must speak English in school, except in a foreign language class.

Fund Raisers

All fundraisers must be approved by the principal. No staff member or student is to make any solicitation of funds or funding from individual, business, or organization for anything affiliated with Lincoln Christian without the approval of the principal.

Gym and Weight Room Use

No student is to be in the gym or the weight room without faculty or athletic staff supervision AT ANY TIME. This includes weekends and evenings.

Gym Bags/Backpacks

All gym bags and backpacks must fit inside the student's locker. Students are not allowed to store bags in the hallway.

Holiday Observances

Lincoln Christian School observes the celebration of Christian holidays such as Christmas, Easter, and Thanksgiving; and national patriotic holidays such as Veteran's Day. However, we refrain from observing holidays that are counter to Biblical worldview (i.e. Halloween) or are a distraction to the learning environment.

Lockers and Locks

Each student will be assigned a locker for the storage of books and coats. Items placed on locker doors are to be consistent with positive Christian values. Signs may be placed on the outside of doors to provide notes of encouragement. Lockers are to be locked at all times. Lockers are the property of the school and administration or staff may look in a student's locker at any time for any reason.

Music

All music played at Lincoln Christian School, at school-sponsored activities, or used for performance purposes, will reflect our Christian worldview.

Parking

Students who drive vehicles to school must comply with rules and regulations as outlined by the administration. Abuse of the facilities or driving recklessly may lead to a loss of privileges to drive or park on school property. The following rules apply at all times.

1. Students are to park only in the designated student parking areas. Vehicles must be parked between the lines so that each vehicle takes only one space.
 2. No parking in the fire lane at any time. Handicap parking is by permit only.
 3. The speed limit for the parking lot is 10 m.p.h. at all times.
- **School Permit Clarification:** Students may drive only to credit earning classes and not to extracurricular activities (games, practices, etc.) on Saturdays or evenings. They may drive directly to school in the morning and directly home at the end of their day. If they stay at school for a ballgame or other event, they may drive home afterward, but they should not drive between school-time and the game. The only passengers that they may carry are immediate family members.

Passes

No student should be out of a classroom without a pass during class time. Teachers and students are asked to limit passes to legitimate requests and teachers need to keep students accountable .

Phone Use

Students are not to be released from class to make or receive phone calls. Occasionally a student may be called from class to receive an important call at the discretion of the office staff. Students will be allowed to use cell phones before and after school, during passing period, and at lunchtime. Cell phones (including text messaging) being used in class without permission will be confiscated and can be picked up after school pending a telephone call to parents. Cell phones are not to be seen or heard during class time. Second offense will result in the cell phone being held in the office until the parent picks it up in person. Any additional offenses by a student will result in a visit with administration about respect for authority and the importance of following school rules. Consequences will be assigned to the student in light of his/her disrespect for the school's authority and may include detention, in or out of school suspension, or expulsion.

Privacy

Each student's personal file can be accessed only by that student or his/her parent(s) or guardian(s) or school staff. No personal information is given to any person or organization without parental permission, except for the LCS family directory.

Search/Seizure

The administration reserves the right to search a student's locker, book bag, or other personal possessions, including a vehicle parked on school property, under suspicion of theft, drugs, or other prohibited activities or articles. Parents will be notified as soon as possible following searches.

Snow Days and School Cancellations

Cancellation of school due to adverse weather will normally be made the morning of school by 6:00 a.m. Media announcements will be made through channel 10/11 TV and channel 8 TV. Cancellations and postponements will be listed on our website, www.lincolncatholic.org. Cancellation of school due to other reasons will be accomplished in a similar fashion.

Teachers' Aides (TA's)

Junior or Senior students may be assigned as an aide to assist the teacher. Students are never to have access to confidential records nor should they be given access codes to computer programs for teachers. Aides are given certain privileges but are not allowed to roam the halls or be outside the teacher's room unless they have a specific purpose and permission.

Technology

All technology (including, but not limited to: laptops, PDA's, iPods, video iPods, MP3 players) may not be used during the school day (8:00-3:33). The only exception is with teacher/administrator approval for specific educational-related projects.

Students who have technology requirements in their IEP will be allowed to use the specified technology.

This does not include cell phones. See "Phone Use."

STUDENT HEALTH AND ILLNESS POLICY

All students are required by the State of Nebraska to be current in their immunization schedule. Students entering at the seventh grade or new students will have their records checked and immunizations must be current prior to starting school. Waivers for immunizations will be accepted for religious and health reasons. Exemption forms are available from the school nurse.

Students entering seventh grade are also required to have a physical examination by a physician prior to the start of school. All students participating in athletics are required to have a physical examination by a physician before being allowed to practice.

Students who have become ill while at school will be evaluated by the school nurse or designated official who will give permission prior to a decision to be sent home. Students are not to call the parent until evaluated.

A student missing more than twenty minutes of class due to a nurse visit will be counted absent (excused) for that period.

Any student missing five consecutive days due to illness must have a doctor's written recommendation on plan of care for either home or school.

The following guidelines regarding student exclusion from school are set by the Nebraska Department of Health. These guidelines are to be met to protect ALL STUDENTS from contracting diseases.

Students will be excluded from school for the following communicable diseases and prescribed periods of time:

1. Measles (Rubella): A student may return to school the fifth day after the onset of a rash.
2. Three Day Measles (Rubella): A student may return to school seven days after the onset of the rash.
3. Mumps: A student may return nine days after the onset of parotid swelling.
4. Chicken Pox: A student may return after all the lesions are dried.
5. Shingles: A student may return after all the lesions are dried.
6. Streptococcal Infection: A student may return to school twenty-four hours after the start of antibiotic therapy and without fever.
7. Vomiting or Diarrhea: Students will not return to school until the condition subsides and no elevated temperature.
8. Ringworm, impetigo, scabies, lice, and pinkeye (conjunctivitis): Children with any of these conditions can be sent home with instructions not to return to school until under treatment.
9. Elevated body temperature: Students with temperatures greater than 100 degrees F. should be sent home. Temperature must be normal for 24 hours before returning to school.

If there are any questions regarding a student's attendance at evening activities in the event he/she is absent due to an illness, please refer to the guidelines above.

Students who have been sent home during the day due to vomiting, diarrhea, temperature greater than 100, or display signs or symptoms of a contagious disease, i.e. flushed face, headache, aches in muscles, joints, unexplained tiredness or listlessness, loss of appetite, stomachache, nausea, convulsions, sore throat, nasal congestion or discharge, unexplained skin eruptions, or sore or inflamed eyes, are not permitted to participate in any school activity that day due to the risk of exposure of others to potentially contagious or communicable diseases.

Medications: Students must have prior written permission for the administration of medicine. If the student takes a daily med, a medication request form (including the parent and physician signatures) must be filled out and returned to the office. If the student takes over-the-counter meds other than Tylenol or Advil as is indicated on the application form, the student must have written authorization indicating time to be given, dosage, frequency, and any other special instructions. The medication must be in the original

container. Personal MDI inhalers are allowed with the student, but a written contract must be on file in the nurse's office.

The school nurse is on duty school days from 10 a.m. to 2 p.m. for the assessment, assistance, and updating of school health needs.

Visitors

Parents, guardians, and other patrons of Lincoln Christian School are welcome and encouraged to visit our school. All visitors to the Secondary building are expected to report to the Secondary School office to notify staff they are in the building or on school grounds. Visitors to the school must respect the learning environment and maintain proper behavior and decorum. Disruption of the orderly process of the school is prohibited. The principal, or his designee, is authorized to deny access, ban or bar future access, remove or request the removal of any visitor whose behavior is disruptive to the educational/working environment of the school. Any visitor to the school who has been denied access or who has been asked to leave may appeal to the school Superintendent.

Reserve the Right to Change

The School Board and the administration reserve the right to change any policy or procedure at any time, at their sole discretion, after reasonable notice to Lincoln Christian students and family.