



# Litchfield Christian School

## K-12 HANDBOOK

### **Revision Policy**

Litchfield Christian School reserves the right to change any policy or procedure in the dress code at any time when, at the discretion of the staff and administration, it deems the change to be in the best interest of the school.

Rev. 4/1/2024



## **Litchfield Christian School**

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### **Mission Statement**

*Empowering children with a Christian education so they can flourish in the church, community, and home.*

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## CORE CONVICTIONS

Six core convictions drive our school's educational philosophy.

### Faith

Children are spiritual beings made in the image of God. Therefore, *we will instruct your child's heart and mind to worship God in spirit and truth* (Genesis 1:26-27; Proverbs 1:7; John 4:12).

### Reason

God has endowed children with reason. Accordingly, to flourish, we must develop their ability to exercise their reason. Therefore, *we will teach your child to exercise discernment and to walk in knowledge* (Proverbs 4:7-9; Psalm 32:9).

### Wisdom

God has sovereignly set consistent patterns of creational order in place; hence, education must teach certain basic subject matters that reveal those patterns to all people. Therefore, *we will instruct your child's heart and mind in moral and practical wisdom that helps them flourish* (Genesis 2; Psalm 19; Matthew 5-7).

### Truth

God's truth is the center of all instruction. Consequently, teaching truth must be the priority in the learning environment. Therefore, *we will teach your child eternal and creational truths and ways to practice them so that they can flourish* (Psalm 19:1-7; 119:142; John 14:6).

### Tradition

Throughout the ages, God's eternal and earthly wisdom has been passed down and proven over time. Therefore, it is essential to teach what has been learned. We will cultivate intergenerational relationships and instruct your child's mind and heart with the wisdom that has stood the test of time (Job 12:12; 32:7).

### Maturity

God commands children to be discipled into adulthood. So, education must prepare the child to walk wisely in the ways of the Lord. Therefore, *we will guide your child toward maturity as they grow into adulthood* (Deuteronomy 6:1-6; Proverbs 7:1-3; Ephesians 5:15-21).

## **CORE VALUES**

Our School's culture embraces six core values.

### **Work Ethic**

We believe that work ethic is crucial as it reflects God's creation. Work is deemed good, and therefore, we value working diligently. (Gen 1:27; 2:5). We understand that life can be challenging and requires hard work to thrive. (3:17-19). The psalmist encourages those who work hard, "You will surely eat what your hands have worked for. You will be happy, and it will go well for you (Psalm 128:2)." At Litchfield Christian School, our students will learn the biblical value of work and participate in opportunities to practice a strong work ethic in academics and athletics.

### **Responsibility**

The Bible emphasizes the significance of both individual and collective responsibility. Personal responsibility entails taking charge of one's obligations and fulfilling them with honesty and sincerity (Proverbs 28:13; Gal 6:5). Collective responsibility involves safeguarding and taking care of those in your church, community, and home (Luke 10:30-37; 1 Tim 5:8; Gal 6:2). At Litchfield Christian School, we instill in our students the biblical principle of responsibility, encouraging them to uphold integrity and foster harmony with God and their fellow image bearers.

### **Accountability**

Accountability is a crucial value that ensures transparency, responsibility, and trust within the church, community, and home. In the biblical context, accountability means taking responsibility for one's actions, as nothing is hidden from God, and we are all accountable to Him. Therefore, we must be mindful of our actions and be ready to give an account of them (Hebrews 4:13). L.C.S will provide an environment where students embrace biblical accountability by upholding their integrity and receiving and exercising it with peers.

### **Courage**

Courage is a virtue that empowers an individual to fulfill their responsibilities even in the face of danger and fearful situations. It's important to note that courage doesn't mean the absence of fear but rather the ability to overcome fear and hopelessness to fulfill one's duty. Biblical courage teaches us that God never abandons His people (Deuteronomy 31:23; Joshua 1:9), that He strengthens and helps them (Isaiah 41:10), and that He offers His goodness to those who follow His ways (Psalm 27:13-14). We aim to instill strong convictions in our students to honor God and carry out their responsibilities with courage.

### **Compassion**

God shows compassion equally to all, sending rain and sun without discrimination (Matthew 5:45-46). Jesus exemplified love and care for the poor and vulnerable (Luke 4:18-19). James encourages honorable religion by looking after the orphan and the widow (James 1:27). We must practice compassion for others, just as Christ offers it to us. Our students will practice kindness, protect the weak, and demonstrate empathy for the vulnerable.

## Excellence

Our objective is to honor God in everything we do, no matter how big or small it may be (1 Corinthians 10:31; Colossians 3:23). Pursuing greatness requires enduring the pains of growth. It is through growth that we acquire valuable lessons from our mistakes while striving for high standards. We highly value effort as it acts as a catalyst for students to achieve excellence in their church, community, and home. L.C.S supports our students' aim for excellence in the church, community, and home, glorifying God and loving their neighbor.

## STATEMENT OF FAITH

Litchfield Christian School is a ministry of First Baptist Church Litchfield (FBCL), which cooperates with the Southern Baptist Convention (SBC). We adhere to the SBC's doctrinal document, the **Baptist Faith and Message 2000**, which serves as our statement of faith.

### I. The Scriptures

The Holy Bible was written by men divinely inspired and is God's revelation of Himself to man. It is a perfect treasure of divine instruction. It has God for its author, salvation for its end, and truth, without any mixture of error, for its matter. Therefore, all Scripture is totally true and trustworthy. It reveals the principles by which God judges us, and therefore is, and will remain to the end of the world, the true center of Christian union, and the supreme standard by which all human conduct, creeds, and religious opinions should be tried. All Scripture is a testimony to Christ, who is Himself the focus of divine revelation.

*Exodus 24:4; Deuteronomy 4:1-2; 17:19; Joshua 8:34; Psalms 19:7-10; 119:11,89,105,140; Isaiah 34:16; 40:8; Jeremiah 15:16; 36:1-32; Matthew 5:17-18; 22:29; Luke 21:33; 24:44-46; John 5:39; 16:13-15; 17:17; Acts 2:16ff.; 17:11; Romans 15:4; 16:25-26; 2 Timothy 3:15-17; Hebrews 1:1-2; 4:12; 1 Peter 1:25; 2 Peter 1:19-21.*

### II. God

There is one and only one living and true God. He is an intelligent, spiritual, and personal Being, the Creator, Redeemer, Preserver, and Ruler of the universe. God is infinite in holiness and all other perfections. God is all powerful and all knowing; and His perfect knowledge extends to all things, past, present, and future, including the future decisions of His free creatures. To Him we owe the highest love, reverence, and obedience. The eternal triune God reveals Himself to us as Father, Son, and Holy Spirit, with distinct personal attributes, but without division of nature, essence, or being.

#### A. God the Father

God as Father reigns with providential care over His universe, His creatures, and the flow of the stream of human history according to the purposes of His grace. He is all powerful, all knowing, all loving, and all wise. God is Father in truth to those who become children of God through faith in Jesus Christ. He is fatherly in His attitude toward all men.

*Genesis 1:1; 2:7; Exodus 3:14; 6:2-3; 15:11ff.; 20:1ff.; Leviticus 22:2; Deuteronomy 6:4; 32:6; 1 Chronicles 29:10; Psalm 19:1-3; Isaiah 43:3,15; 64:8; Jeremiah 10:10; 17:13; Matthew 6:9ff.; 7:11; 23:9; 28:19; Mark 1:9-11; John 4:24; 5:26; 14:6-13; 17:1-8; Acts 1:7; Romans 8:14-15; 1 Corinthians 8:6; Galatians 4:6; Ephesians 4:6; Colossians 1:15; 1 Timothy 1:17; Hebrews 11:6; 12:9; 1 Peter 1:17; 1 John 5:7.*

## B. God the Son

Christ is the eternal Son of God. In His incarnation as Jesus Christ He was conceived of the Holy Spirit and born of the virgin Mary. Jesus perfectly revealed and did the will of God, taking upon Himself human nature with its demands and necessities and identifying Himself completely with mankind yet without sin. He honored the divine law by His personal obedience, and in His substitutionary death on the cross He made provision for the redemption of men from sin. He was raised from the dead with a glorified body and appeared to His disciples as the person who was with them before His crucifixion. He ascended into heaven and is now exalted at the right hand of God where He is the One Mediator, fully God, fully man, in whose Person is effected the reconciliation between God and man. He will return in power and glory to judge the world and to consummate His redemptive mission. He now dwells in all believers as the living and ever present Lord.

*Genesis 18:1ff.; Psalms 2:7ff.; 110:1ff.; Isaiah 7:14; Isaiah 53:1-12; Matthew 1:18-23; 3:17; 8:29; 11:27; 14:33; 16:16,27; 17:5; 27; 28:1-6,19; Mark 1:1; 3:11; Luke 1:35; 4:41; 22:70; 24:46; John 1:1-18,29; 10:30,38; 11:25-27; 12:44-50; 14:7-11; 16:15-16,28; 17:1-5, 21-22; 20:1-20,28; Acts 1:9; 2:22-24; 7:55-56; 9:4-5,20; Romans 1:3-4; 3:23-26; 5:6-21; 8:1-3,34; 10:4; 1 Corinthians 1:30; 2:2; 8:6; 15:1-8,24-28; 2 Corinthians 5:19-21; 8:9; Galatians 4:4-5; Ephesians 1:20; 3:11; 4:7-10; Philippians 2:5-11; Colossians 1:13-22; 2:9; 1 Thessalonians 4:14-18; 1 Timothy 2:5-6; 3:16; Titus 2:13-14; Hebrews 1:1-3; 4:14-15; 7:14-28; 9:12-15,24-28; 12:2; 13:8; 1 Peter 2:21-25; 3:22; 1 John 1:7-9; 3:2; 4:14-15; 5:9; 2 John 7-9; Revelation 1:13-16; 5:9-14; 12:10-11; 13:8; 19:16.*

## C. God the Holy Spirit

The Holy Spirit is the Spirit of God, fully divine. He inspired holy men of old to write the Scriptures. Through illumination, He enables men to understand truth. He exalts Christ. He convicts men of sin, of righteousness, and of judgment. He calls men to the Saviour and effects regeneration. At the moment of regeneration, He baptizes every believer into the Body of Christ. He cultivates Christian character, comforts believers, and bestows the spiritual gifts by which they serve God through His church. He seals the believer unto the day of final redemption. His presence in the Christian is the guarantee that God will bring the believer into the fullness of the stature of Christ. He enlightens and empowers the believer and the church in worship, evangelism, and service.

*Genesis 1:2; Judges 14:6; Job 26:13; Psalms 51:11; 139:7ff.; Isaiah 61:1-3; Joel 2:28-32; Matthew 1:18; 3:16; 4:1; 12:28-32; 28:19; Mark 1:10,12; Luke 1:35; 4:1,18-19; 11:13; 12:12; 24:49; John 4:24; 14:16-17,26; 15:26; 16:7-14; Acts 1:8; 2:1-4,38; 4:31; 5:3; 6:3; 7:55; 8:17,39; 10:44; 13:2; 15:28; 16:6; 19:1-6; Romans 8:9-11,14-16,26-27; 1 Corinthians 2:10-14; 3:16; 12:3-11,13; Galatians 4:6; Ephesians 1:13-14; 4:30; 5:18; 1 Thessalonians 5:19; 1 Timothy 3:16; 4:1; 2 Timothy 1:14; 3:16; Hebrews 9:8,14; 2 Peter 1:21; 1 John 4:13; 5:6-7; Revelation 1:10; 22:17.*

## III. Man

Man is the special creation of God, made in His own image. He created them male and female as the crowning work of His creation. The gift of gender is thus part of the goodness of God's creation. In the beginning man was innocent of sin and was endowed by his Creator with freedom of choice. By his free choice man sinned against God and brought sin into the human race. Through the temptation of Satan man transgressed the command of God, and fell from his original innocence whereby his posterity inherit a nature and an environment inclined toward sin. Therefore, as soon as they are capable of moral action, they become transgressors and are under condemnation. Only the grace of God can bring man into His holy fellowship and enable



man to fulfill the creative purpose of God. The sacredness of human personality is evident in that God created man in His own image, and in that Christ died for man; therefore, every person of every race possesses full dignity and is worthy of respect and Christian love.

*Genesis 1:26-30; 2:5,7,18-22; 3; 9:6; Psalms 1; 8:3-6; 32:1-5; 51:5; Isaiah 6:5; Jeremiah 17:5; Matthew 16:26; Acts 17:26-31; Romans 1:19-32; 3:10-18,23; 5:6,12,19; 6:6; 7:14-25; 8:14-18,29; 1 Corinthians 1:21-31; 15:19,21-22; Ephesians 2:1-22; Colossians 1:21-22; 3:9-11.*

## IV. Salvation

Salvation involves the redemption of the whole man, and is offered freely to all who accept Jesus Christ as Lord and Saviour, who by His own blood obtained eternal redemption for the believer. In its broadest sense salvation includes regeneration, justification, sanctification, and glorification. There is no salvation apart from personal faith in Jesus Christ as Lord.

A. **Regeneration**, or the new birth, is a work of God's grace whereby believers become new creatures in Christ Jesus. It is a change of heart wrought by the Holy Spirit through conviction of sin, to which the sinner responds in repentance toward God and faith in the Lord Jesus Christ. Repentance and faith are inseparable experiences of grace.

*Repentance* is a genuine turning from sin toward God. Faith is the acceptance of Jesus Christ and commitment of the entire personality to Him as Lord and Saviour.

B. **Justification** is God's gracious and full acquittal upon principles of His righteousness of all sinners who repent and believe in Christ. Justification brings the believer unto a relationship of peace and favor with God.

C. **Sanctification** is the experience, beginning in regeneration, by which the believer is set apart to God's purposes, and is enabled to progress toward moral and spiritual maturity through the presence and power of the Holy Spirit dwelling in him. Growth in grace should continue throughout the regenerate person's life.

D. **Glorification** is the culmination of salvation and is the final blessed and abiding state of the redeemed.

*Genesis 3:15; Exodus 3:14-17; 6:2-8; Matthew 1:21; 4:17; 16:21-26; 27:22-28:6; Luke 1:68-69; 2:28-32; John 1:11-14,29; 3:3-21,36; 5:24; 10:9,28-29; 15:1-16; 17:17; Acts 2:21; 4:12; 15:11; 16:30-31; 17:30-31; 20:32; Romans 1:16-18; 2:4; 3:23-25; 4:3ff.; 5:8-10; 6:1-23; 8:1-18,29-39; 10:9-10,13; 13:11-14; 1 Corinthians 1:18,30; 6:19-20; 15:10; 2 Corinthians 5:17-20; Galatians 2:20; 3:13; 5:22-25; 6:15; Ephesians 1:7; 2:8-22; 4:11-16; Philippians 2:12-13; Colossians 1:9-22; 3:1ff.; 1 Thessalonians 5:23-24; 2 Timothy 1:12; Titus 2:11-14; Hebrews 2:1-3; 5:8-9; 9:24-28; 11:1-12:8,14; James 2:14-26; 1 Peter 1:2-23; 1 John 1:6-2:11; Revelation 3:20; 21:1-22:5.*

## V. God's Purpose of Grace

Election is the gracious purpose of God, according to which He regenerates, justifies, sanctifies, and glorifies sinners. It is consistent with the free agency of man, and comprehends all the means in connection with the end. It is the glorious display of God's sovereign goodness, and is infinitely wise, holy, and unchangeable. It excludes boasting and promotes humility.

All true believers endure to the end. Those whom God has accepted in Christ, and sanctified by His Spirit, will never fall away from the state of grace, but shall persevere to the end. Believers may fall into sin through neglect and temptation, whereby they grieve the Spirit, impair their graces and comforts, and bring reproach on the cause of Christ and temporal judgments on themselves; yet they shall be kept by the power of God through faith unto salvation.

[Genesis 12:1-3](#); [Exodus 19:5-8](#); [1 Samuel 8:4-7,19-22](#); [Isaiah 5:1-7](#); [Jeremiah 31:31ff.](#); [Matthew 16:18-19](#); [21:28-45](#); [24:22,31](#); [25:34](#); [Luke 1:68-79](#); [2:29-32](#); [19:41-44](#); [24:44-48](#); [John 1:12-14](#); [3:16](#); [5:24](#); [6:44-45,65](#); [10:27-29](#); [15:16](#); [17:6,12,17-18](#); [Acts 20:32](#); [Romans 5:9-10](#); [8:28-39](#); [10:12-15](#); [11:5-7,26-36](#); [1 Corinthians 1:1-2](#); [15:24-28](#); [Ephesians 1:4-23](#); [2:1-10](#); [3:1-11](#); [Colossians 1:12-14](#); [2 Thessalonians 2:13-14](#); [2 Timothy 1:12](#); [2:10,19](#); [Hebrews 11:39-12:2](#); [James 1:12](#); [1 Peter 1:2-5,13](#); [2:4-10](#); [1 John 1:7-9](#); [2:19](#); [3:2](#).

## VI. The Church

A New Testament church of the Lord Jesus Christ is an autonomous local congregation of baptized believers, associated by covenant in the faith and fellowship of the gospel; observing the two ordinances of Christ, governed by His laws, exercising the gifts, rights, and privileges invested in them by His Word, and seeking to extend the gospel to the ends of the earth. Each congregation operates under the Lordship of Christ through democratic processes. In such a congregation each member is responsible and accountable to Christ as Lord. Its two scriptural offices are that of pastor/elder/overseer and deacon. While both men and women are gifted for service in the church, the office of pastor/elder/overseer is limited to men as qualified by Scripture.

The New Testament speaks also of the church as the Body of Christ which includes all of the redeemed of all the ages, believers from every tribe, and tongue, and people, and nation.

[Matthew 16:15-19](#); [18:15-20](#); [Acts 2:41-42,47](#); [5:11-14](#); [6:3-6](#); [13:1-3](#); [14:23,27](#); [15:1-30](#); [16:5](#); [20:28](#); [Romans 1:7](#); [1 Corinthians 1:2](#); [3:16](#); [5:4-5](#); [7:17](#); [9:13-14](#); [12](#); [Ephesians 1:22-23](#); [2:19-22](#); [3:8-11,21](#); [5:22-32](#); [Philippians 1:1](#); [Colossians 1:18](#); [1 Timothy 2:9-14](#); [3:1-15](#); [4:14](#); [Hebrews 11:39-40](#); [1 Peter 5:1-4](#); [Revelation 2-3](#); [21:2-3](#).

**\*\*Note: This article was amended June 14, 2023, by action of the 2023 Southern Baptist Convention\*\***

## VII. Baptism and the Lord's Supper

Christian baptism is the immersion of a believer in water in the name of the Father, the Son, and the Holy Spirit. It is an act of obedience symbolizing the believer's faith in a crucified, buried, and risen Saviour, the believer's death to sin, the burial of the old life, and the resurrection to walk in newness of life in Christ Jesus. It is a testimony to his faith in the final resurrection of the dead. Being a church ordinance, it is prerequisite to the privileges of church membership and to the Lord's Supper.

The Lord's Supper is a symbolic act of obedience whereby members of the church, through partaking of the bread and the fruit of the vine, memorialize the death of the Redeemer and anticipate His second coming.

[Matthew 3:13-17](#); [26:26-30](#); [28:19-20](#); [Mark 1:9-11](#); [14:22-26](#); [Luke 3:21-22](#); [22:19-20](#); [John 3:23](#); [Acts 2:41-42](#); [8:35-39](#); [16:30-33](#); [20:7](#); [Romans 6:3-5](#); [1 Corinthians 10:16,21](#); [11:23-29](#); [Colossians 2:12](#).

## VIII. The Lord's Day

The first day of the week is the Lord's Day. It is a Christian institution for regular observance. It commemorates the resurrection of Christ from the dead and should include exercises of worship and spiritual devotion, both public and private. Activities on the Lord's Day should be commensurate with the Christian's conscience under the Lordship of Jesus Christ.

[Exodus 20:8-11](#); [Matthew 12:1-12](#); [28:1ff.](#); [Mark 2:27-28](#); [16:1-7](#); [Luke 24:1-3,33-36](#); [John 4:21-24](#); [20:1,19-28](#); [Acts 20:7](#); [Romans 14:5-10](#); [1 Corinthians 16:1-2](#); [Colossians 2:16](#); [3:16](#); [Revelation 1:10](#).

## IX. The Kingdom

The Kingdom of God includes both His general sovereignty over the universe and His particular kingship over men who willfully acknowledge Him as King. Particularly the Kingdom is the realm of salvation into which men enter by trustful, childlike commitment to Jesus Christ. Christians ought to pray and to labor that the Kingdom may come and God's will be done on earth. The full consummation of the Kingdom awaits the return of Jesus Christ and the end of this age.

[Genesis 1:1](#); [Isaiah 9:6-7](#); [Jeremiah 23:5-6](#); [Matthew 3:2](#); [4:8-10,23](#); [12:25-28](#); [13:1-52](#); [25:31-46](#); [26:29](#); [Mark 1:14-15](#); [9:1](#); [Luke 4:43](#); [8:1](#); [9:2](#); [12:31-32](#); [17:20-21](#); [23:42](#); [John 3:3](#); [18:36](#); [Acts 1:6-7](#); [17:22-31](#); [Romans 5:17](#); [8:19](#); [1 Corinthians 15:24-28](#); [Colossians 1:13](#); [Hebrews 11:10,16](#); [12:28](#); [1 Peter 2:4-10](#); [4:13](#); [Revelation 1:6,9](#); [5:10](#); [11:15](#); [21-22](#).

## X. Last Things

God, in His own time and in His own way, will bring the world to its appropriate end. According to His promise, Jesus Christ will return personally and visibly in glory to the earth; the dead will be raised; and Christ will judge all men in righteousness. The unrighteous will be consigned to Hell, the place of everlasting punishment. The righteous in their resurrected and glorified bodies will receive their reward and will dwell forever in Heaven with the Lord.

[Isaiah 2:4](#); [11:9](#); [Matthew 16:27](#); [18:8-9](#); [19:28](#); [24:27,30,36,44](#); [25:31-46](#); [26:64](#); [Mark 8:38](#); [9:43-48](#); [Luke 12:40,48](#); [16:19-26](#); [17:22-37](#); [21:27-28](#); [John 14:1-3](#); [Acts 1:11](#); [17:31](#); [Romans 14:10](#); [1 Corinthians 4:5](#); [15:24-28,35-58](#); [2 Corinthians 5:10](#); [Philippians 3:20-21](#); [Colossians 1:5](#); [3:4](#); [1 Thessalonians 4:14-18](#); [5:1ff.](#); [2 Thessalonians 1:7ff.](#); [2](#); [1 Timothy 6:14](#); [2 Timothy 4:1,8](#); [Titus 2:13](#); [Hebrews 9:27-28](#); [James 5:8](#); [2 Peter 3:7ff.](#); [1 John 2:28](#); [3:2](#); [Jude 14](#); [Revelation 1:18](#); [3:11](#); [20:1-22:13](#).

## XI. Evangelism and Missions

It is the duty and privilege of every follower of Christ and of every church of the Lord Jesus Christ to endeavor to make disciples of all nations. The new birth of man's spirit by God's Holy Spirit means the birth of love for others. Missionary effort on the part of all rests thus upon a spiritual necessity of the regenerate life, and is expressly and repeatedly commanded in the teachings of Christ. The Lord Jesus Christ has commanded the preaching of the gospel to all nations. It is the duty of every child of God to seek constantly to win the lost to Christ by verbal witness undergirded by a Christian lifestyle, and by other methods in harmony with the gospel of Christ.

*Genesis 12:1-3; Exodus 19:5-6; Isaiah 6:1-8; Matthew 9:37-38; 10:5-15; 13:18-30, 37-43; 16:19; 22:9-10; 24:14; 28:18-20; Luke 10:1-18; 24:46-53; John 14:11-12; 15:7-8,16; 17:15; 20:21; Acts 1:8; 2; 8:26-40; 10:42-48; 13:2-3; Romans 10:13-15; Ephesians 3:1-11; 1 Thessalonians 1:8; 2 Timothy 4:5; Hebrews 2:1-3; 11:39-12:2; 1 Peter 2:4-10; Revelation 22:17.*

## XII. Education

Christianity is the faith of enlightenment and intelligence. In Jesus Christ abide all the treasures of wisdom and knowledge. All sound learning is, therefore, a part of our Christian heritage. The new birth opens all human faculties and creates a thirst for knowledge. Moreover, the cause of education in the Kingdom of Christ is co-ordinate with the causes of missions and general benevolence, and should receive along with these the liberal support of the churches. An adequate system of Christian education is necessary to a complete spiritual program for Christ's people.

In Christian education there should be a proper balance between academic freedom and academic responsibility. Freedom in any orderly relationship of human life is always limited and never absolute. The freedom of a teacher in a Christian school, college, or seminary is limited by the pre-eminence of Jesus Christ, by the authoritative nature of the Scriptures, and by the distinct purpose for which the school exists.

*Deuteronomy 4:1,5,9,14; 6:1-10; 31:12-13; Nehemiah 8:1-8; Job 28:28; Psalms 19:7ff.; 119:11; Proverbs 3:13ff.; 4:1-10; 8:1-7,11; 15:14; Ecclesiastes 7:19; Matthew 5:2; 7:24ff.; 28:19-20; Luke 2:40; 1 Corinthians 1:18-31; Ephesians 4:11-16; Philippians 4:8; Colossians 2:3,8-9; 1 Timothy 1:3-7; 2 Timothy 2:15; 3:14-17; Hebrews 5:12-6:3; James 1:5; 3:17.*

## XIII. Stewardship

God is the source of all blessings, temporal and spiritual; all that we have and are we owe to Him. Christians have a spiritual debtorship to the whole world, a holy trusteeship in the gospel, and a binding stewardship in their possessions. They are therefore under obligation to serve Him with their time, talents, and material possessions; and should recognize all these as entrusted to them to use for the glory of God and for helping others. According to the Scriptures, Christians should contribute of their means cheerfully, regularly, systematically, proportionately, and liberally for the advancement of the Redeemer's cause on earth.

*Genesis 14:20; Leviticus 27:30-32; Deuteronomy 8:18; Malachi 3:8-12; Matthew 6:1-4,19-21; 19:21; 23:23; 25:14-29; Luke 12:16-21,42; 16:1-13; Acts 2:44-47; 5:1-11; 17:24-25; 20:35; Romans 6:6-22; 12:1-2; 1 Corinthians 4:1-2; 6:19-20; 12; 16:1-4; 2 Corinthians 8-9; 12:15; Philippians 4:10-19; 1 Peter 1:18-19.*

## XIV. Cooperation

Christ's people should, as occasion requires, organize such associations and conventions as may best secure cooperation for the great objects of the Kingdom of God. Such organizations have no authority over one another or over the churches. They are voluntary and advisory bodies designed to elicit, combine, and direct the energies of our people in the most effective manner. Members of New Testament churches should cooperate with one another in carrying forward the missionary, educational, and benevolent ministries for the extension of Christ's Kingdom. Christian unity in the New Testament sense is spiritual harmony and voluntary cooperation for common ends by various groups of Christ's people. Cooperation is desirable between the various Christian denominations, when the end to be attained is itself justified, and when such cooperation involves no violation of conscience or compromise of loyalty to Christ and His Word as revealed in the New Testament.

*Exodus 17:12; 18:17ff.; Judges 7:21; Ezra 1:3-4; 2:68-69; 5:14-15; Nehemiah 4; 8:1-5; Matthew 10:5-15; 20:1-16; 22:1-10; 28:19-20; Mark 2:3; Luke 10:1ff.; Acts 1:13-14; 2:1ff.; 4:31-37; 13:2-3; 15:1-35; 1 Corinthians 1:10-17; 3:5-15; 12; 2 Corinthians 8-9; Galatians 1:6-10; Ephesians 4:1-16; Philippians 1:15-18.*

## XV. The Christian and the Social Order

All Christians are under obligation to seek to make the will of Christ supreme in our own lives and in human society. Means and methods used for the improvement of society and the establishment of righteousness among men can be truly and permanently helpful only when they are rooted in the regeneration of the individual by the saving grace of God in Jesus Christ. In the spirit of Christ, Christians should oppose racism, every form of greed, selfishness, and vice, and all forms of sexual immorality, including adultery, homosexuality, and pornography. We should work to provide for the orphaned, the needy, the abused, the aged, the helpless, and the sick. We should speak on behalf of the unborn and contend for the sanctity of all human life from conception to natural death. Every Christian should seek to bring industry, government, and society as a whole under the sway of the principles of righteousness, truth, and brotherly love. In order to promote these ends Christians should be ready to work with all men of good will in any good cause, always being careful to act in the spirit of love without compromising their loyalty to Christ and His truth.

*Exodus 20:3-17; Leviticus 6:2-5; Deuteronomy 10:12; 27:17; Psalm 101:5; Micah 6:8; Zechariah 8:16; Matthew 5:13-16, 43-48; 22:36-40; 25:35; Mark 1:29-34; 2:3ff.; 10:21; Luke 4:18-21; 10:27-37; 20:25; John 15:12; 17:15; Romans 12-14; 1 Corinthians 5:9-10; 6:1-7; 7:20-24; 10:23-11:1; Galatians 3:26-28; Ephesians 6:5-9; Colossians 3:12-17; 1 Thessalonians 3:12; Philemon; James 1:27; 2:8.*

## XVI. Peace and War

It is the duty of Christians to seek peace with all men on principles of righteousness. In accordance with the spirit and teachings of Christ they should do all in their power to put an end to war.

The true remedy for the war spirit is the gospel of our Lord. The supreme need of the world is the acceptance of His teachings in all the affairs of men and nations, and the practical application of His law of love. Christian people throughout the world should pray for the reign of the Prince of Peace.

*Isaiah 2:4; Matthew 5:9, 38-48; 6:33; 26:52; Luke 22:36, 38; Romans 12:18-19; 13:1-7; 14:19; Hebrews 12:14; James 4:1-2.*

## XVII. Religious Liberty

God alone is Lord of the conscience, and He has left it free from the doctrines and commandments of men which are contrary to His Word or not contained in it. Church and state should be separate. The state owes to every church protection and full freedom in the pursuit of its spiritual ends. In providing for such freedom no ecclesiastical group or denomination should be favored by the state more than others. Civil government being ordained of God, it is the duty of Christians to render loyal obedience thereto in all things not contrary to the revealed will of God. The church should not resort to the civil power to carry on its work. The gospel of Christ contemplates spiritual means alone for the pursuit of its ends. The state has no right to impose penalties for religious opinions of any kind. The state has no right to impose taxes for the support of any form of religion. A free church in a free state is the Christian ideal, and this implies the right of free and unhindered access to God on the part of all men, and the right to form and propagate opinions in the sphere of religion without interference by the civil power.

[Genesis 1:27; 2:7; Matthew 6:6-7,24; 16:26; 22:21; John 8:36; Acts 4:19-20; Romans 6:1-2; 13:1-7; Galatians 5:1,13; Philippians 3:20; 1 Timothy 2:1-2; James 4:12; 1 Peter 2:12-17; 3:11-17; 4:12-19.](#)

## XVIII. The Family

God has ordained the family as the foundational institution of human society. It is composed of persons related to one another by marriage, blood, or adoption.

Marriage is the uniting of one man and one woman in covenant commitment for a lifetime. It is God's unique gift to reveal the union between Christ and His church and to provide for the man and the woman in marriage the framework for intimate companionship, the channel of sexual expression according to biblical standards, and the means for procreation of the human race.

The husband and wife are of equal worth before God, since both are created in God's image. The marriage relationship models the way God relates to His people. A husband is to love his wife as Christ loved the church. He has the God-given responsibility to provide for, to protect, and to lead his family. A wife is to submit herself graciously to the servant leadership of her husband even as the church willingly submits to the headship of Christ. She, being in the image of God as is her husband and thus equal to him, has the God-given responsibility to respect her husband and to serve as his helper in managing the household and nurturing the next generation.

Children, from the moment of conception, are a blessing and heritage from the Lord. Parents are to demonstrate to their children God's pattern for marriage. Parents are to teach their children spiritual and moral values and to lead them, through consistent lifestyle example and loving discipline, to make choices based on biblical truth. Children are to honor and obey their parents.

[Genesis 1:26-28; 2:15-25; 3:1-20; Exodus 20:12; Deuteronomy 6:4-9; Joshua 24:15; 1 Samuel 1:26-28; Psalms 51:5; 78:1-8; Psalms 127; Psalms 128; 139:13-16; Proverbs 1:8; 5:15-20; 6:20-22; 12:4; 13:24; 14:1; 17:6; 18:22; 22:6,15; 23:13-14; 24:3; 29:15,17; 31:10-31; Ecclesiastes 4:9-12; 9:9; Malachi 2:14-16; Matthew 5:31-32; 18:2-5; 19:3-9; Mark 10:6-12; Romans 1:18-32; 1 Corinthians 7:1-16; Ephesians 5:21-33; 6:1-4; Colossians 3:18-21; 1 Timothy 5:8,14; 2 Timothy 1:3-5; Titus 2:3-5; Hebrews 13:4; 1 Peter 3:1-7.](#)



## STATEMENT OF CHRISTIAN PHILOSOPHY OF EDUCATION

Proper Christian education will recognize that:

Christian education distinguishes between two kinds of wisdom: earthly wisdom (1 Cor. 1-2; Jam. 3:15) and spiritual wisdom (1 Cor. 1:30, 7:10-16; Jam. 3:13,17). However, it recognizes that all true wisdom and understanding come from God Himself (Prov. 1:7, 9:10, 15:33; Col. 2:3). The purpose of Christian education is to help the student understand the need for a personal, saving relationship with the Lord Jesus Christ. It also aims to encourage the student to live a life of service that is wholly dedicated to and dependent upon God (Rom. 12). To achieve this purpose, Christian education must integrate God's Word into every aspect of the school program, including academic, extracurricular, and administrative areas (Eph. 4:4-6). The process of Christian education involves nurturing, admonishing, and encouraging the student to conform their life to the revealed will of God.

It is the primary responsibility of parents to ensure the education of their children. Christian parents, in particular, should recognize their obligation to raise and teach their children according to God's precepts. They should be mindful of the blessings that come from obedience or the consequences of disobedience that result from their decision to provide a God-honoring education. (Deuteronomy 4:10, 6:6-7, 20:17-18; Psalm 106:34-37; Jeremiah 10:2; Matthew 12:30; 2 Corinthians 6:17; Ezekiel 44:5; Ezra 7:25; Proverbs 22:6).

God has established marriage as a union between one man and one woman (the foundation of family relationships) (Genesis 2:27,28; 3:18-24), and the Church (Matthew 16:13-18; Ephesians 5:23-32) as cooperative champions of each other, which He uses to accomplish His divine will on Earth. The local gatherings of believers, which are called churches, serve their families in the area of education by training and equipping parents to be the primary providers of spiritual instruction for their children. To help parents in this area, there are two types of schools: the Sunday school and the Monday through Friday Christian school. The Christian school provides a well-rounded program of Christ-centered academics and extracurricular activities. The aim of the three entities, i.e., parents, church, and Christian school (church, community, and home), is to work together to carry out the mandate of Scripture to "Train up a child in the way that he should go. Even when he is old, he shall not depart from it" (Prov. 22:6).

Litchfield Christian School aims to develop students into mature individuals who exhibit a Christ-like life. The school identifies certain qualities and characteristics that exemplify a Christ-like life and expects all students to exhibit them. The school also prohibits certain activities and behaviors, such as sexual immorality, substance abuse, theft, gang affiliation, and bringing weapons to school. Litchfield Christian School reserves the right to refuse enrollment or expel any student who engages in or supports such practices in accordance with biblical principles (Exod. 20:15; Lev. 20:13; Rom. 1:27; 1 Cor. 6:19; Eph. 5:3).

## STATEMENT OF OBJECTIVES AND PURPOSE

Litchfield Christian School seeks:

- To guide each student toward a personal relationship with our Lord and Savior, Jesus Christ.
- To offer a quality co-educational program from preschool through 12<sup>th</sup> grade that is both God-centered and educationally robust.
- To provide learning experiences that develop the student's maximum spiritual, intellectual, social, physical, and emotional potential.
- To prepare students for life in this world and the eternal world, which they will one day enter.
- To meet the individual needs of the student through utilization of proper placement, ability grouping where appropriate, and continuing guidance regarding the ongoing selection of a student's course of study.
- To instill in students a respect for God, themselves, and others.
- To foster an attitude of personal responsibility for one's actions.

- To equip students to be able to make sound decisions based on high moral and ethical standards.
- To develop within each child a healthy, respectable self-image.
- To encourage a discipline of daily devotions (prayer and personal Bible study) that will produce a happy, joyful, victorious Christian life.

## STATEMENT OF NONDISCRIMINATION

Litchfield Christian School welcomes students of any race, color, nationality, or ethnic origin and provides equal opportunities to all students in terms of programs, activities, and privileges. We do not discriminate against any individual based on their sex, race, color, national or ethnic origin while administering our educational policies, admission procedures, scholarship awards, athletic programs, and other school-administered programs. However, we reserve the right to deny admission to any individual who lacks the ability to benefit from enrollment based on their past academic performance, has a disqualifying disability, or whose personal lifestyle is not in harmony with the philosophy and purpose of Litchfield Christian School.

## ACADEMICS

### ACCREDITATION

Accreditation is “the act of certifying an educational institution or program as meeting all official formal requirements of academic excellence, facilities, curriculum, etc.,” (Webster). Schools choose whether to be accredited. Many public and private schools have chosen not to accept state accreditation. The goal of accreditation is to create an “acceptable” standard for quality education. Since we don’t agree with many of the state’s “acceptable” standards, we have chosen not to be state-accredited. **We are currently in the process of seeking accreditation from the American Association of Christian Schools.**

We aspire to be more than just a school, but rather, a school of excellence. We believe that following government mandates alone will not help us achieve this goal, as the state curriculum is not up to par. Our aim is to uphold the highest academic standards that prepare our students for admission to higher or more specialized institutions. Therefore, we have implemented a phonics-based reading curriculum that has been proven to be the most beneficial method for reading instruction, providing young readers with a strong foundation in the English language. Our curriculum is tailored to focus on writing, which we believe is crucial for our students to excel in the next level of their education. Our K-HS teachers hold a Bachelor of Science degree or Bachelor of Arts degree or are in the final stages of completing these degrees. Our preschool teachers have a minimum of an Associate's degree. We ensure that new teachers are paired with veteran teachers to mentor them, and we encourage our teachers to complete CEUs during the summer and receive additional training throughout the school year. In addition to being qualified to instruct and train, our teachers are also equipped to teach students the Gospel and the proper application of Scripture to their lives.

## GRACEFULLY PREPARING STUDENTS (GPS)

We have developed an entrance exam based on our curriculum standards for students entering pre-kindergarten 4 through high school. We administer this test to all new students to gain an understanding of their prior learning, to assess any gaps in their education, and to create a plan for helping students succeed at the next level of their education. It is typical for incoming students to have difficulty with some of the problems on the exam, and it is not an assessment of an individual student's ability to learn.

### BIBLE

Bible study is of prime importance in Christian schools. Each student is required to take a daily Bible class. It is not our purpose to advance any denominational position or church dogma. The course content will focus on learning what the Gospel is and who the Gospel is for, seeing their need for salvation and receiving it, then loving God with all their heart, soul, mind, and strength, developing



an understanding of the whole of Scripture, and applying the Scriptures practically to their daily life. Scripture memory, homework assignments, Christian service, and unit examinations will form the nucleus of the grading structure for Bible courses.

## **CURRICULUM**

The curriculum used at LCS is carefully selected from a variety of different curricula, both Christian and secular. Abeka Book is our leading curriculum supplier. We believe in a solid, traditional mathematics foundation and robust phonics-based reading program.

## **CHAPEL**

Chapel time is a crucial part of our school curriculum and is mandatory for all students. On all chapel days, students must wear the mandatory dress as mentioned in the dress code handbook. Our chapel times are designed to provide a positive and meaningful experience for all students at LCS. Any disrespectful, mocking, or inappropriate behavior, such as completing homework assignments, talking, sleeping, etc., will not be tolerated and may result in immediate removal from the chapel. Such behavior is considered a minor violation. It is expected that students will be courteous and respectful to chapel guests. Parents and grandparents are welcome to attend chapel at any time, but they need to be sensitive to being a distraction to the students. If they have small children, it is suggested that they sit in the back of the room.

## **SCHOOL SUPPLIES**

Elementary supply lists are available in the office or on the school's website. Students in grades 7-12 receive general supply lists (available in the office or on the school's website at [www.litchfieldchristianschool.org](http://www.litchfieldchristianschool.org)). Specific course supply needs will be explained during the first week of classes and included in each teacher's class syllabi received at orientation.

## **HOMEWORK**

Homework is assigned for the purpose of review and the enforcement of concepts. Homework assignments not turned in when they are due will be considered late. Late assignments will lower the student's grade average. We request parents' full cooperation in seeing that the homework assignments are completed.

K-6<sup>th</sup>: Elementary students are to take their planners home daily for review. Parents should sign their student's planners each day to acknowledge that the assignments were completed. Homework assignments that are not turned in when they are due will result in a homework notice and receipt of a zero for that assignment. If the assignment is turned in within three days, students will receive late credit. If the assignment is not turned in, the grade will remain a zero. Parents will receive a Jupiter Grades notification for missing homework assignments. Four missing homework assignments will result in a detention.

7<sup>th</sup>- 12<sup>th</sup>: Homework that is not turned in during the period in which it is due will result in a zero for the assignment. Homework will lose 10% of the grade each day it is late. After three calendar days, any homework assignments that remain missing will receive a final grade of zero. Teachers may (but are not required to) make exceptions.

## **ACCOMMODATIONS/MODIFICATIONS**

Accommodations/modifications are academic changes made for a specific student because of a diagnosed learning difficulty. Accommodations are a change of the curriculum for a specific student. Modifications are an adjustment of academic goals involving classroom setting, schoolwork, and homework for the purpose of helping a student become successful. Accommodations or modifications can be made with administrative approval.

## STANDARDIZED TESTING

Standardized tests will be administered in the spring semester. Dates will be published, and attendance is required. Parents may request results.

## TUTORING

Additional tutoring may be offered (for a fee), and in some cases required, for students needing more individualized assistance. A tutor may be required by:

- The administration is based on student academic performance.
- The teacher, based on student academic performance.
- The parent, please contact the individual teacher to determine the days and times available for your student.

For students in grades 7-12, please note that the teachers are always willing to help a student during study hall.

## FIELD TRIPS

Students at Litchfield Christian School will have the opportunity to participate in field trips throughout the year. Permission slips will be sent home in advance, and students will not be required to attend any of the trips. However, if a student chooses not to attend, they will be considered absent and will be the responsibility of their parents.

Please note that specific field trips may be used as a grade for the class, at the teacher's discretion. The school depends on the involvement of parents for transportation and chaperoning of field trips and other off-site events. If you're willing to serve in this capacity, please notify your student's teacher.

All drivers and chaperones will be asked to read the school's guidelines, complete necessary paperwork, present a current driver's license, provide proof of auto insurance, and follow all relevant policies and procedures.

## GRADING GUIDELINES

### **K-6th Grades**

100 points—Tests  
50 points—Quizzes  
25-50 points—Papers  
25-50 points—Projects  
5 points—Homework  
5 points—Daily participation  
Up to 50 points per week—Classwork

### **7-12th Grades**

200 points—Tests  
100 points—Quizzes  
50-100 points—Papers  
50-100 points—Projects  
10 points—Homework  
5 points—Daily participation  
Up to 100 points per week—Classwork

## GRADE SCALE K - 8th

|                    |                   |                   |                   |
|--------------------|-------------------|-------------------|-------------------|
| <b>A+ 100 - 99</b> | <b>A 98 - 95</b>  | <b>A- 94 - 93</b> |                   |
| <b>B+ 92 - 91</b>  | <b>B 90 - 87</b>  | <b>D 74 - 71</b>  | <b>B- 86 - 85</b> |
| <b>C+ 84 - 83</b>  | <b>C 82 - 79</b>  | <b>C- 78 - 77</b> |                   |
| <b>D+ 76 - 75</b>  | <b>D- 70 - 69</b> |                   |                   |

## HONOR ROLL

**Headmaster's List:** Students who have maintained all A's throughout the year.

**High Honor Roll:** Students who have maintained all A's throughout the year with no more than one (1) B.

**Honor Roll:** Students who have maintained A's and B's throughout the year with no more than one (1) C.

## JUPITER GRADES

Jupiter Grades is an online platform that enables students and parents to check their current grades and homework at any time. Each student and parent receive a confidential password to protect their records. You can access Jupiter Grades from any device with internet access. Attendance will also be monitored on Jupiter Grades, and students can generate an assignment calendar for all their classes on one page, which includes any missing assignments. All parents are advised to regularly check Jupiter Grades and sign up for alerts. All grades and Code of Conduct violations will be recorded in Jupiter Grades, and it will be the primary means of communication regarding grades and discipline.

## REPORT CARDS

The academic year is divided into four quarters, each lasting nine weeks. At the end of each quarter, report cards that include teachers' comments are published. Instead of printed copies, parents will receive a text notification when the grades are final. However, parents do not have to wait until the end of the quarter to learn about their child's progress. Jupiter Grades is kept up to date by each teacher on a regular basis.

## FINAL EXAMS

Comprehensive final exams from each semester will be given in all classes during the last week of the semester. Middle and high school final exams will count as regular test grades. Juniors and seniors who are earning an A at exam time may not have to take the final exam for that class.

## AWARDS

As a school, we focus on developing one core value and/or character attribute each month throughout the academic year. At the end of each month, teachers nominate students who have exemplified these values or attributes. These students are recognized for their outstanding character.

At the end of the school year, we also recognize students who have earned special honors in various school-related activities, such as Headmaster's List, High Honor Roll, Honor Roll, and Perfect Attendance. All elementary students receive a class award presented by their teacher during the end-of-year awards ceremony. Additionally, students in grades 7-12 may also receive a class award based on their performance, improvement, or character, as determined by their teachers.

## ACADEMIC PROBATION

Academic probation is not intended as a punishment but rather as a means to remind students and their parents about the importance of staying current with their schoolwork. When a student is placed on academic probation, the administration will inform the parents and send weekly grade reports home. Furthermore, parents are encouraged to communicate regularly with teachers in order to keep track of their child's progress. Together, we hope to assist students in achieving their academic goals. Therefore, all students on academic probation will receive weekly updated grade reports. (We will assume the parent is receiving these weekly reports. Please call the school office if questions arise.)

### GRADE SCALE 9<sup>th</sup> – 12<sup>th</sup>

|             |            |            |
|-------------|------------|------------|
| A+ 100 - 99 | A 98 - 93  | A- 92 - 90 |
| B+ 89 – 88  | B 87 - 83  | B- 82 - 80 |
| C+ 79 – 78  | C 77 – 73  | C- 72 – 70 |
| D+ 69 – 68  | D- 62 - 60 | D 67 – 63  |

It's possible to be put on academic probation before a semester starts or during the quarter grading periods. If a student fails two classes at the end of a grading period, they will be placed on academic probation for the rest of the semester. If a student is consistently failing, we will review their situation to understand the reasons for their academic struggles. We may then recommend solutions to the parents.

The following provisions exist for students on academic probation:

1. Students on probation are ineligible for extracurricular activities if they fail any class during the probation.
2. If students on probation are failing two or more classes at semester end, they may be dismissed with no tuition refund.
3. Academic probation will continue for the following semester if one class is failed for the semester.
4. Students will only be removed from probationary status if they pass all coursework at the semester's end.

If a teacher or the administration requests tutoring, it will be provided. Students who fail three or more classes at the end of the semester will be reviewed and may face dismissal. After the end of the semester, both students and parents will be notified of their current academic probation status. If you have a child who is struggling with their coursework, please contact the administrative office to arrange a meeting and discuss available options.

## SUMMER SCHOOL

Summer school is divided into two, three-week sessions. Students in kindergarten through 8<sup>th</sup> grade who fail the entire year's course of any subject will be required to take summer school. Students in high school who receive a failing grade in a semester are required to take one session of summer school per failed semester. For example, a student who fails one semester of science will be required one session of summer school science to recover the credit. A student who fails both semesters of English must take both sessions of summer school to recover the credit. Failure to take summer school will result in a failed grade and possible retention or inability to graduate. See the summer school handbook for more details.

## GRADUATION

At the end of the year, we hold a graduation program for students in pre-kindergarten and kindergarten. The dates are published on the school calendar, and families are encouraged to attend. We will hold 8th Grade and High School Commencement Exercises to honor the successful completion of the student's corresponding program of study.

## ATTENDANCE

Regular and punctual attendance at school is a shared responsibility of both the student and their parents or guardians. Consistent attendance helps prepare students for the responsibilities of the adult world and the workforce. At LCS, we expect all students to attend school regularly, arrive on time to both school and classes and bring all necessary school materials. According to the State of Illinois policy, a child cannot be absent from a public school without a valid reason for more than 5% of the previous 180 regular days or more than nine days for the full school year. Please keep in mind that the nine-day limit is for the entire academic year.

### ABSENCES

***A student will be limited to a total of ten full-day absences (excused and unexcused combined) per semester. All absences, including illness and family vacations, apply toward the 10-day attendance policy.***

Please note the following guidelines regarding attendance:

- The school administration will determine any exceptions to the 10-day policy.
- On the tenth absence, the student's attendance will be reviewed.
- Unless there are extenuating circumstances if a student accumulates eleven full-day absences (excused or unexcused), they will be removed from the attendance roll.
- School personnel will review the reasons for absences prior to the student being dropped.
- Please make arrangements for absences due to doctor appointments, court appearances, vacations, etc., in advance.
- To excuse an absence, the student must provide documentation on the day they return to school.
- Parents must call or text the office to verify and explain the absence before 9 AM on the day of the absence.
- Absences due to in-school suspensions, out-of-school suspensions, extenuating circumstances (including, but not limited to, deaths in the immediate family), and health-care-provider-verified medical excuses for absences due to chronic illness will not be applied toward the 10-day absence count.

### MAKE-UP WORK

**Unexcused absences:** Students must complete missed work or quizzes due to unexcused absences upon returning. Teachers may make exceptions.

**Excused absences:** If a student is absent, they will be given one day per each day of absence to complete the missed classwork, tests, quizzes, and homework. For instance, if a student misses one day of school, they will have one day to complete the make-up work. If they miss two days, they will have two days to complete the work, and so on.

### ATTENDANCE GUIDELINES

Regular attendance is essential for academic success and is required in all classes held at Litchfield Christian School. The state laws of Illinois are very specific concerning the matter of pupil attendance. It is assumed that students will always be in school except for cases of illness or severe family crises. The guidelines of the State of Illinois regarding attendance are as follows:

- Absent 30 minutes or less will show as a full-day present
- Absent 31 to 210 minutes (3.5 hours) will show as one-half a day absent.
- Absent 211 to 360 minutes (3.5 – 6+ hours) will show as a full day absent.

Parents should contact the main office if there is a question about extracurricular eligibility due to an absence.

### **CLOSED CAMPUS**

All students are required to report to their designated locations and remain in school until the end of their scheduled school day. No one is allowed to leave the school without a note or phone call from home and properly signing out at the school office. Any student who leaves the building without following the proper procedure will be considered truant, which is a significant violation in our Code of Conduct.

### **EXCUSED & UNEXCUSED ABSENCES**

Excused absences will include but may not be limited to:

- Illness Death in the immediate family
- Family emergencies pre-arranged family vacation (that does not fall during testing or final exams.)
- Pre-arranged college visits

Please arrange family vacation times during holidays and scheduled days off. It is difficult for students to miss multiple days of school while classes are in session. Though they may be able to make up classwork and homework from that time, they are unable to repeat lectures and in-class activities.

Unexcused absences will include, but may not be limited to:

- Habitual car trouble No transportation Ditch Days
- Court/traffic ticket Oversleeping
- Truancy No parent call or letter on absence

### **EXTENDED ILLNESS**

Parents are kindly requested to inform the school office as soon as they become aware of the possibility of an extended illness affecting their child. The office should be contacted no later than 9:00 AM on the day of the absence or beforehand. Parents can make arrangements for schoolwork either through the main office or directly with the child's teacher(s).

### **EXTRA-CURRICULAR ATTENDANCE**

All participants must be in full attendance the day of and the day after any event. Any participant absent on either of these days will be ineligible to participate in the next event of that program. To attend practice, a student may not be absent any part of that school day. Exceptions may be made with a doctor's note.

### **SPECIAL ABSENCES**

**College Visitation Days:** Juniors and seniors may use up to three college visit days. A parent phone call is necessary, and a college adviser or counselor must verify the visit in writing. College-printed material or apparel will not be accepted as sufficient proof for a college visit excused absence.

**Court Appearances:** Family court visits to solve family problems or summonses to serve as a witness are generally excused. However, a summons for a personal violation of the law will be unexcused.

## **TARDIES**

A student is considered tardy when arriving to school after 8:30 AM and will be given a tardy for each unexcused violation. Each unexcused tardy to class will also be noted as a tardy violation and recorded in Jupiter Grades. (See Code of Conduct and the Discipline & Consequences Chart)

## **TRUANCY PREVENTION INITIATIVE**

**Four semester absences**—parent letter A brief letter will be mailed from the school office seeking parental assistance.

**Seven semester absences**—parental contact and student meeting

Parents receive a second letter and a phone call home. The second letter is more direct than the first letter. Students in grades 7-12 will meet with the administration on the importance of attendance, and disciplinary action may follow.

**Nine semester absences**—parent letter and conference

This formal letter requests that the parents come in to have a conference with the School Administration and the student.

**Ten-semester absences**—parent letter

The parent is presented with all of the documentation that the school has attempted to improve the student's absenteeism.

**Eleven absences**—dropped from roll

When a student accumulates eleven full-day absences (**excused or unexcused**), the student will be dropped from the attendance roll, and the student will have to repeat the semester. If there are rare, extenuating circumstances in which a student misses their allotted absences, they may be allowed to attend summer school to receive tutoring in the core courses to make up the work missed and receive the needed teaching instruction. These grades will be added to their present report cards.

# **STUDENT LIFE**

## **Dress Code**

We aim to assist our students in developing a positive self-image, which is essential for their Christian growth. To achieve this, we believe it is crucial to encourage cleanliness and appropriate dressing in accordance with the modesty principles outlined in the Scriptures. Students must dress in a manner that does not bring any dishonor to God or attract inappropriate attention to themselves. The dress standards laid out below are intended to reflect four principles.

### **Community**

Our school has a dress code in place to ensure that students from diverse backgrounds, cultures, and belief systems feel valued and equal among their peers. Our aim is to create a cohesive environment where every student feels they are a part of the L.C.S. family, and the dress code plays a crucial role in achieving this.

### **Camaraderie**

The uniform serves as a representation of our Lancer pride and promotes a sense of brotherhood and sisterhood among individuals. It reflects our shared beliefs and values, our commitment to share in each other's burdens, and when we wear it, we want to honor the Lancer family we belong to.

### **Confidence**

It has been proven that the way a person dresses can impact their attitude towards work. Dressing appropriately for success can send a message to students that they are ready to invest time and effort into achieving success in their educational journey. This can not only boost their confidence but also motivate them to embark on a successful path in their education.

### **Commitment**

As students move forward on their educational journey, they will achieve significant milestones that indicate their growth and maturity. They will progress from one grade to the next and from lower school to upper school. It is our goal to have their school uniform represent these milestones. These accomplishments express a commitment to progress and maturity, and we would like our dress code to reflect this commitment.

#### **Pre-k to 6<sup>th</sup>-grade**

- Students will wear:
- Khaki/navy blue pants or shorts (not cargo shorts or pants)
- Black or brown belt
- Black or brown shoes must match the belt and a
- Collared (polo shirt) L.C.S uniform shirt in Navy blue, Carolina blue, or white with the school crest.
- The shirt must be tucked in at all times.
- See school or Creative Expressions for L.C.S. uniform shirts.

#### **7<sup>th</sup>-8<sup>th</sup> Grade Male Students**

Male students who are enrolled in 7th or 8th grade at Litchfield Christian School are mandated to adhere to a dress code that specifies:

- Khaki or Navy-Blue pants or shorts (no cargo shorts or pants)
- Black or brown belt
- Black or brown dress shoes (must match the belt)
- Long-sleeve Collared button-up White or Carolina Blue dress shirt. No tie.

#### **7<sup>th</sup>-8<sup>th</sup> Grade Female Students**

- Female students in 7th and 8th grade are expected to wear:
- Khaki or Navy Blues pleaded two-tab skort or navy blue/khaki dress pants.
- Black or brown belt with dress pants
- Black or brown dress shoes (shoes must match the belt)
- Long-sleeve collard white or Carolina Blue blouse or button-up shirt
- White/navy blue socks/stockings. No tie.

#### **9<sup>th</sup>-12<sup>th</sup> Grade Male Students**

Male students in grades 9-12 are required to wear:

- Khaki or Navy-Blue dress pants
- Black or brown belt
- Black or brown dress shoes (shows must match the belt)
- Long-sleeved collard white or Carolina Blue button-up dress shirt.
- Solid Navy-Blue tie
- Navy Blue Balzer (The Blazer will be given upon entering high school as a mark of a milestone. See Pinning the Crest/Balzer Ceremony.)
- The student is also permitted to wear a V-neck cardigan sweater.

#### **9<sup>th</sup>-12<sup>th</sup> Grade Female Students**

- Female students in grades 9-12 are required to wear:
- Khaki or Navy-blue pleaded skort or dress pants
- Black or brown belt with dress pants



- Black or brown dress shoes (shoes must match belt)
- Long-sleeved collared white or Carolina blue blouse or button-up shirt.
- Navy Blue cross-tie (see school for tie)
- Navy Blue Blazer (The Blazer will be given upon entering high school as a mark of a milestone. See Pinning the Crest/Balzer Ceremony.)
- The student is also allowed to wear a V-neck cardigan sweater.

Before students leave home each day, it is the parent's responsibility to see that their student is dressed appropriately for school according to the uniform (pre-K to 6th) or dress code (7-12).

If a student is out of uniform or dress code, they may be required to change before returning to class (at admin discretion based on the number or type of uniform/dress code infractions). For specific consequences following uniform or dress code violations, please see the Discipline and Consequences Chart.

### **GUM, CANDY, AND FOOD**

Students are not allowed to chew gum anywhere in the school building, whether before, during, or after school. They may only eat candy in the cafeteria during lunchtime or as provided during class. Students are not permitted to keep any food or open drinks in their locker except for their daily lunch.

### **LUNCHES**

Students are required to bring their own lunch to school as there are no microwaves or refrigerators available for student use. If a student forgets to bring their lunch, they should inform the office. In such cases, the office will contact the parent for permission to purchase a sack lunch consisting of a peanut butter and jelly sandwich and chips. The cost of the sack lunch is \$5, charged to the FACTS account, and is only available for emergencies. It is not meant to be used as a daily service. If your child has forgotten their lunch or has any peanut/gluten allergies, you can either bring them their lunch or order food for delivery.

### **CAFETERIA RULES**

1. Students should follow all directions of cafeteria staff and monitors.
2. Students may not cut in line to get service.
3. Students are responsible for their disposable materials and the general cleanliness their area in which they are sitting.
4. Students may not leave the cafeteria, go to their classrooms, or to the parking lots during lunch periods.
5. Students are to stay on campus for lunch.
6. Due to food allergies and other dietary restrictions, students are encouraged not to share their lunches with others.

**HOT LUNCH PROGRAM** More details to come.

### **HALLWAY PROCEDURES**

All students are required to have a hall pass when not in a classroom or chapel. Any student without a pass will receive a minor violation. Students in grades 7-12 must not be in the elementary wing of the building without special permission or escort by a teacher or other staff member.

### **MUSIC INSTRUCTION**

At LCS, we believe that it is important to teach students the value of using music to honor God. We consider music as an act of worship and encourage students to offer their musical talents to the Lord. We provide opportunities for LCS students to use their gifts and talents in music, including joining the Lancer Choir (based on student interest) and serving in the worship

band during various chapels and special events. Our objective is to find high-quality music instructors for our students to take lessons from, although there will be an additional expense for this. We hope to offer music instruction soon!

Our school policy promotes the use of wholesome and uplifting music. We do not allow or use any music that is sensual, suggestive or encourages rebellion against authority. These guidelines apply to all activities related to our school.

### **PATRIOTISM**

As a Christian school in America, we have a unique responsibility to respect and uphold the authority of our country's leadership. We recognize that ultimately, they are there by God's sovereign authority. At the same time, we have a responsibility to our democracy – to protect and defend our freedom and the freedoms of others by being informed and wise voters. We may not agree with everything that a particular leader may do, say, or support. However, we will teach our students to be respectful of our government leadership regardless of our personal opinions. We expect students to speak respectfully of our country. Students will be asked to stand for the Pledge of Allegiance and for the presentation of our national anthem.

We stand firmly on God's Word, and where Scripture and political discussions/debates intersect, we will always teach the truth of Scripture. We will pray for God to grant our leaders wisdom and the grace to lead well. We will also remember that our government leaders are image-bearers of God and worthy of our respect as people.

We acknowledge that there are genuine Christ-followers on both political sides, and we will be respectful of each other regardless of our differences. Politics and patriotism are not ultimate – the glory and honor of Christ are ultimate. We can accept people of differing political beliefs from our own because we are united by Christ.

### **LIBRARY**

We will attend the Litchfield Public Library and media center for our students. Our team takes great care to ensure that all the books available to our students are age-appropriate and aligned with our values and beliefs. However, if you come across something that you find inappropriate in any of the books, kindly inform the office, and we will take appropriate action.

It's worth noting that using the public library is a privilege. Repeated failure to return borrowed materials on time or any form of improper behavior in the library may lead to the revocation of this privilege. Additionally, students with outstanding library fees will not be able to check out additional books until they have cleared their dues. You may refer to the tuition and fees delinquency notice for more information.

### **LOCKERS**

Please keep in mind the following guidelines regarding lockers:

- Each student must use only their assigned locker.
- It is the responsibility of each student to keep their locker clean both inside and outside.
- Pictures and advertisements displayed in lockers should be appropriate and not promote alcohol, drugs, tobacco, gang symbols or activity, illegal activities, hate messages, sexual innuendos, or vulgar words and gestures.
- Any damages caused to the locker due to misuse will be charged to the student responsible.
- In case of any locker malfunction, please report it to the school office for repair.
- For safety reasons, it is recommended that students keep their locker combination private.

## **LOST AND FOUND**

The school will have a lost and found, but it assumes no responsibility for lost items. Lost and found items will be donated locally if they are needed for any lost belongings. Any unclaimed items will be donated locally, and the date for pick-up will be communicated in advance. To avoid losing any personal belongings, please make sure you label them appropriately.

## **STUDENT PRESENCE IN THE OFFICE AREA**

Students should be in the office only when dealing with school business, for emergencies, or for illness during school hours. No student is to loiter in the office during school hours. Using office computers for homework is prohibited.

## **TELEPHONE MESSAGES AND USE (OFFICE)**

Please arrange all matters ahead of time with your student. In case of emergencies, the secretary will take the message and notify the student. Students will be allowed to return emergency calls.

## **ELEMENTARY SPECIALS**

Elementary students have special courses that they take approximately once each week with their classroom teacher, another teacher in the building, or a volunteer. These classes are typically PE, music, art, or library.

## **EXHIBITIONS**

Once a year, typically in the spring, LCS students present an exhibition of their hands-on learning in one of three areas: science, history, and the arts. This is done on a scheduled rotation. All students from K-12th grade present their work at a science fair, significant historical figure at a living history wax museum, or showcase their writing and art talent. Elementary students in grades K-6 often complete and present their projects as a class. Students in grades 7-12 prepare and present individual assignments. These are required tasks on which students spend much time preparing, and their hard work will be reflected in their grades!

## **ELECTIVES**

LCS is excited to help children grow and use their God-given talents based on student and staff interests. Specific options vary from year to year, but some opportunities are as follows:

**Journalism (Availability depends on enrollment)** Students in journalism will be involved in writing articles, designing, editing, photography, and distributing the paper in a timely fashion.

**Student Government (Availability depends on enrollment)** The purpose of Student Government at LCS is to encourage the spiritual maturity of the student body, promote the general welfare of the school, create opportunities for student involvement by coordinating school activities, promoting school spirit, and providing a channel of communication between the students and school administration while setting an example for all LCS students on and off campus. Any student who is interested in being part of the Student Government must see the Administration.

**Yearbook** LCS high school students may partake in putting together the school yearbook. Students who take yearbooks will be involved in taking pictures, editing/cropping images, and organizing groups of pictures to be published. These students are also granted special permission at various times to use their phones to take pictures. See unauthorized cell phone use for more details on this policy.

**Choir/worship band (Availability based on enrollment)** The LCS choir and/or worship band performs throughout the school year in places such as our chapel services, Sunday worship services, and special concerts.

**Please note:** This is not an exhaustive list of electives that may be offered. Some may not be offered every year, and additional fees may be incurred for some of the above activities.

### **PHYSICAL EDUCATION**

All students are required by law to participate in physical education. However, if a student is unable to participate in the regular physical education program, they must bring a written order from their doctor to the school office. The doctor's order should state any restrictions related to medical, surgical, or injury, along with an end date or date of the next appointment.

If a parent requests a one- or two-day excuse, they should present it directly to the school office. For students in grades 7-12, there is an athletic dress code requirement for PE classes. Please refer to the dress code handbook for details.

### **DRIVER'S EDUCATION**

Due to the prohibitive cost of operating a driver education program, classes will not be offered at LCS. However, we do work with Excel and Top Driver. Students may also take driver education classes at the high school in their district of residence.

### **PICTURES**

School pictures will be taken each fall by a professional photographer. The pictures will be available for parents to purchase; details will be sent home in advance. In April, retakes and graduation pictures will be scheduled and made available for purchase.

### **YEARBOOK**

Pictures will be taken all through the year to compile for a yearbook. Parents are encouraged to send digital copies of their personal school pictures of field trips, class parties, special lunches, etc., to be used in the school yearbook. Yearbook order forms will be sent home towards the end of the year, if you would like one, please submit the order form when it is due. Extra yearbooks are not ordered.

### **PARTIES**

The school may schedule parties throughout the school year, such as the high school formal. School-scheduled parties are the only ones that LCS sponsors and/or endorses. There will be no school parties hosted in private homes without permission from the administration that will be considered a school function. Use of drugs, tobacco, or alcohol will, in no way, be a part of any LCS event (before, during, or after the event). If this is violated, the disciplinary consequences listed under major infractions will be implemented.

### **HOLIDAYS**

Throughout the school year, we celebrate numerous holidays and special days. These holidays serve as reminders of God's goodness towards us. They are gifts from Him, and we celebrate them by acknowledging their true meaning. The different holiday seasons help us remember distinct aspects of this truth. At school, we celebrate holidays such as Thanksgiving, Christmas, Valentine's Day, St. Patrick's Day, and Easter. Classroom teachers may invite parents to help host classroom parties, but it is important to be mindful of any allergies in the class while preparing activities for students. During the fall, we enjoy fun harvest-themed activities such as pumpkins, candy corn, and apples. However, Halloween is not acknowledged in our school. Therefore, please do not send treats or candy branded with Halloween images or sayings. Although our culture associates holidays with characters like Santa and the Easter Bunny, these fun characters are not the focus of our celebrations. We can enjoy them, but the celebrations are centered on Christ.

## **STUDENT DRIVERS**

Driving is a privilege. Failure to drive safely or follow LCS posted signs may result in the loss of this privilege. The administration reserves the right to inspect any vehicle driven by a student to school. Students and parents will be required to sign a student driver form, provide a valid driver's license, and proof of insurance.

Those students who drive to school must follow the following regulations:

1. Students may only park in assigned student parking areas.
2. Students may not enter their vehicles during the school day without office approval.
3. Students must always observe a speed limit of 5 mph while on school property and operate vehicles safely. Failure to do so will result in the withdrawal of the driving privilege.
4. If a student has no extracurricular activities, they must leave the campus by 3:15 PM.

To facilitate transportation of students to and from extracurricular activities, students often wish to ride with or drive other students. It is the parent's responsibility to provide adequate insurance coverage for their vehicles if their student is driving either alone or with others to school, extra-curricular events, or any other school-related activity. It is also the parent's responsibility to monitor with whom their student is riding.

## **ATHLETICS (Will be based on enrollment)**

LCS will offer athletics for boys and girls. A participation fee is mandatory for each sport to offset the costs involved. Participating students must have had a physical examination within the past year. Athletes and their parents must attend the sports information meeting during orientation. All athletes are expected to exemplify Christ-like values in conduct, sportsmanship, effort, and attitude. Any student-athlete displaying qualities contrary to these values will be suspended from all athletic practices and events. Athletic letters will be awarded to student-athletes who participate in school-sponsored athletic programs.

The requirements below are in addition to school eligibility requirements.

1. The athletic program must be sponsored by LCS and, therefore, offered to all students of the same grade level or range.
2. The athlete must be eligible in the grade range (in high school to get a varsity letter).
3. The athlete must be enrolled in LCS at the time of the awards ceremony (you must have finished the school year).
4. The athlete must meet specific letter qualifications for each sport.

It is an honor to receive a letter in athletics. The letter is designed to recognize the hard work and dedication an athlete puts in during the season. The letter also recognizes the sacrifice required to be at practices and games while also maintaining academic requirements to be eligible.

## **ATHLETIC INELIGIBILITY**

Every Wednesday, the administration will check for eligibility. The following may prohibit an athlete from participating: unpaid fees or one-month-past-due tuition, outstanding detentions or suspensions, unexcused absences before game day, or **a grade of 70% or lower in any class**. If they are found ineligible on Wednesday, the parents are notified the same week, and the student is unable to play the following week (more information on this policy can be found in the Athletic Handbook).

### **GYMNASIUM RULES (For renting or using someone's gym)**

At Litchfield Christian School, we hold high regard for the facilities we use, as we believe they are blessings from God. To ensure the best practices when using the gymnasium, we have established the following rules:

1. LCS events always take responsibility for the use of the gymnasium.
2. When using the gymnasium, we must clean up any equipment used and ensure that no balls or other equipment are left behind.
3. Athletic (non-marking) shoes must be worn while using the gymnasium.
4. Equipment that does not belong to LCS, such as basketballs, must be approved before use on the gymnasium floor.

These rules will help ensure a positive relationship with gym owners and a safe, clean, and enjoyable environment for all users.

## **HEALTH, SAFETY, & EMERGENCY PROCEDURES**

### **HEALTH FORMS AND IMMUNIZATION POLICY**

All students will be required to fulfill the State of Illinois requirements concerning health examinations (entering grades K, 6th, 9th, annual sports physicals, transfer students, etc.) and immunizations.

### **MEDICATION POLICY**

Each student must have an Emergency Card signed by a parent or guardian. This card must be kept on file in the office. The purpose of this card is to provide the school with emergency phone numbers, authorization for emergency medical treatment, and an option for the release of acetaminophen and/or ibuprofen. Acetaminophen is commonly known by the brand name Tylenol, and ibuprofen is commonly known by the brand name Advil.

If your child requires medication during the school year, we kindly request that you bring it to the school office for safe and controlled distribution. Please bring the medication in a prescription bottle, and you may request two bottles from your pharmacist: one for home and one for school.

Be prepared to give directions for medication administration, including the date, name of the medication, dosage, and time for administration.

If the office is not open, give the information to the before or aftercare worker on duty.

If the medication is over-the-counter medication, bring the store bottle with your child's name clearly marked on it. No envelopes or bags.

If your child is at school and develops a fever or starts vomiting, we kindly request you make arrangements for your child to be picked up within 30 minutes of notification. Moreover, if your child is still exhibiting symptoms of the prior illness, they should not return to school. It is essential to keep your child at home if they show any signs of fever, diarrhea, vomiting, or other related symptoms. To ensure the safety of other children and staff members, your child must be symptom-free for 24 hours before returning to school.

### **HEALTH GUIDELINES**

We have compiled the following information for your convenience so you will know our school's policy regarding these conditions:

1. **Chicken Pox:** All the chicken pox must have a dry scab, and no new pox must have appeared for the last three or four days.
2. **Pinkeye:** Eyes must be clear with no redness or secretion and must be on medication for 24 hours.

3. **Ringworm:** Contact the physician; the child must be receiving treatment (medication), and the ring must be entirely covered by a bandage. After 48 hours of treatment, it is no longer contagious.
4. **Strep Throat:** We must have a doctor's note. The child must be on antibiotics for a minimum of 24 hours and fever-free for 24 hours before returning to school.
5. **Head Lice:** In the event that a case of head lice is identified in a school, all students in the affected class will be inspected. If another student in the same class is found with head lice, a notice will be sent home from the office. The student will need to be checked by the office before being allowed to return to the classroom. It is required that students are free from lice and nits for 24 hours before coming back to school. Each medication dosage administered will be recorded in your student's file, which can be reviewed upon request. If your student has a fever, the office will immediately contact you. You will also be contacted if your student frequently requests acetaminophen or ibuprofen.

### **ACCIDENTS & INJURIES**

All accidents that occur during the school day or on any school-sponsored trip must be reported to the office and recorded. Minor injuries will be treated in the office, while students with serious injuries will be taken immediately to the hospital. Parents will be notified by phone in case of any severe injury. A medical release form and emergency card must be signed by a parent or guardian and kept on file for each student. This form provides the school with emergency phone numbers and authorization for emergency medical treatment.

### **ALLERGIES**

All student allergies should be reported to the office administration and teachers. If your child has severe or life-threatening allergies requiring an epi-pen, this may be kept in the office or with the classroom teacher. As needed, separate lunch tables may be a safe accommodation for students with severe allergies.

### **CHILD ABUSE POLICY**

The State of Illinois requires LCS to report allegations of suspected child abuse to the proper governmental authority when there is reasonable suspicion or reasonable basis for believing that physical or emotional abuse, sexual abuse, exploitation, inadequate supervision, or other forms of abuse have occurred. The school's responsibility is to keep parents/guardians informed about their children's well-being. However, the school administration is required to follow state laws and act on behalf of the parent/guardian. The school policy is not to inform parents/guardians before reporting suspected cases to legal authorities. In such cases, the appropriate school staff will make reports in the best interest of the affected child. Once reasonable suspicion is established, the school staff is legally obliged to report to the proper authorities for investigation and review. Before making the report, the school may conduct an inquiry to determine if there are sufficient grounds to require reporting.

### **EMERGENCY CLOSINGS**

Litchfield Christian School will only close in cases of hazardous road conditions or other emergency situations, such as utility problems or electricity and natural gas outages. A decision to close will be made by 5:30 AM after reviewing weather reports and police reports and conducting administrative inspections of major highways. In the event of a cancellation or delay, parents will receive a phone message, text alert, and email. We will also update our Facebook page with school closing details. Please ensure that your personal information is up to date with the school office, particularly your phone number and email address. In the event of a closure, you may also check [emergencyclosings.com](http://emergencyclosings.com) for further details.

### **EMERGENCY DRILLS**

Each year, we will conduct several practice drills for fire, tornado, and terrorist threats. Appropriate signs are posted in every classroom to help everyone know what to do. When the alarm sounds, trained teachers will escort students to the right location and take attendance to ensure

everyone is accounted for. Our highest priority during emergencies is to keep your child safe and calm.

### **INSPECTIONS**

The administration reserves the right to search student backpacks, desks, and coats/jackets at any time. If any inappropriate, offensive, or illicit materials are found, they will be confiscated. Administration or teachers will communicate with the parents regarding the findings, and appropriate disciplinary actions will be taken according to the Code of Conduct policy. Police dogs will conduct routine inspections of the school and students' cars.

### **AUTOMOBILE SEARCH**

Please be advised that any vehicle parked on school premises is subject to search by school authorities and law enforcement personnel who work with them. Such a search may be conducted without a warrant for any reasonable purpose. The vehicle search includes all compartments and components. Once the search begins, the person in control of the vehicle will not be allowed to remove it from the premises.

### **VISITORS**

Visitors who are not students, staff, support staff, administration, or board members are required to check in at the office before going anywhere on the campus. They need to provide their driver's license or state ID and obtain a visitor's pass. We maintain a sign-in log to calculate volunteer hours. Any parent or adult without a visitor's pass will be asked to go to the office. Parental visitation to the classroom is not recommended during school hours without prior administrative permission.

### **SKATEBOARDS, ETC.**

In-line skates, wheeled shoes, skateboards, and any other items that could be damaging to persons or property may not be used during school hours.

### **WATER BOTTLES**

Proper hydration is essential for student health. Water bottles with closing caps will be allowed in the classroom. These bottles must be made of plastic or another unbreakable material and filled with water *only*.

Note: Flavored water is NOT allowed.

## **TECHNOLOGY**

### **CELL PHONES**

Studies suggest that children and teenagers perform better in school when they are not allowed access to their cell phones during the day. This is because having access to smartphones can distract students from their academic and social responsibilities. Additionally, the use of phones can make students feel disconnected from their peers and teachers. However, having face-to-face interactions with friends, classmates, and teachers can help counteract these feelings of isolation and improve students' engagement and academic performance.

At LCS, we are dedicated to ensuring that every student feels known, loved, and valued! We place great importance on our shared community and believe that face-to-face interaction is key. To promote engagement and specific habits required for rigorous learning, we have established a no-cell phone policy during the day. We believe that students connecting with one another is more important than connecting with their phones. Our policy may differ from those of other schools, but it is a prime example of how our commitment to our students and families is distinctive. In short, cell phones do not support our school community's connection and growth, and therefore, we do not permit them. iPads are available to our elementary students, and our 7th-12th grade students can



check out computers as needed for research and writing. Students are discouraged from bringing their cell phones to school.

However, if required for a legitimate reason, such as athletic events/practices before or after school, students may bring their phones to the office and leave them there. We will provide a cell phone board with their name. The phone must be turned off before being handed over. Unauthorized possession and/or use of cell phones may result in disciplinary action and potential confiscation of the phone for pick up by a parent or guardian in the office after school. Please refer to the Code of Conduct for specific details regarding consequences for violating the cell phone policy.

## **ELECTRONIC EQUIPMENT**

Students are required to obtain prior permission from both their parents and teachers before bringing any electronic equipment, such as iPads, laptops, tablets, smartwatches, etc., to school. However, in some cases, school-related projects or programs may permit the use of laptops or tablets. Please note that LCS will not be held responsible for any lost or stolen items. Any student who violates this policy will have their device confiscated, and their parents will need to collect it from the office.

## **INTERNET/WIFI ACCESS**

Internet access at LCS is available through computers and iPads and is closely monitored by LCS staff. If you wish to restrict your child's access to the internet, please get in touch with the school office and your child's teacher. Any violation of the internet policy will be met with disciplinary action, which may include suspension, legal action, or loss of computer/iPad privileges. The following internet uses are strictly prohibited:

1. Social networking includes, but is not limited to, Facebook, Instagram, Snapchat, TikTok, and other apps or websites in which instant messaging, video messaging, etc. is accessible.
2. Accessing, displaying, or sending offensive messages or pictures.
3. Usage of obscene language.
4. Harassing, insulting, or attacking others.
5. Violating copyright laws or plagiarizing.
6. Employing the network for commercial purposes.

Access to school Wi-Fi is strictly prohibited on personal devices. However, students can use the guest Wi-Fi, which is not password-protected. It is important to note that parents/guardians who allow their children to use the guest Wi-Fi do so at their own risk and assume full responsibility for any usage. Please be aware that illicit content can be tracked, and students who access such content will be held liable.

# **PARENTS**

## **STATEMENT OF COOPERATION**

The following statement is printed on each parental agreement. Parents will be asked to affirm the statement with their signature on the application form. We understand that enrollment in Litchfield Christian School is not a right but a privilege, and we do affirm that there are standards that must be maintained for the welfare of each student, as well as for the entire school. Therefore, we give permission for our teachers and/or other school personnel to make and enforce school regulations in a manner consistent with Christian principles of discipline as set forth in Scripture and the Parent/Student Handbook. We will continue to uphold the authority of the teachers and staff of LCS by recognizing their right to use appropriate disciplinary measures.

I have read LCS's discipline procedures and expectations. I agree to encourage my child to comply with the rules and conduct always expected—including evenings, weekends, vacations, and holidays. Furthermore, I agree to provide a home environment that supports LCS's expectations.

I understand and agree to the school's right to provide consequences—including suspensions or separation from the school to my child for violations of LCS's discipline procedures and expectations, which occur at any time while my child is enrolled at LCS, including violations that take place on evenings, weekends, vacations, and holidays. I agree to provide LCS with all information regarding arrests or convictions pertaining to my child while enrolled and understand that this information may be used by LCS to determine consequences.

## **ORIENTATION**

Orientation is held during the evening on the first week of school. Important policies and procedures will be reviewed, and any changes to prior policies will be discussed. Parents will need to fill out an emergency card and an agreement stating their understanding and agreement with the policies and procedures outlined in this handbook and in our dress code. Attendance will be taken; all students and their parents are required to attend.

## **BEFORE AND AFTER CARE (Offered according to enrollment)**

We provide before and after-school care as a convenience for parents. Operation is contingent upon enrollment. Before-school care hours are from 7:00 to 8:15 AM; after-school care hours are from 3:15 to 5:30 PM. For more details, contact the school office.

## **ARRIVAL PROCEDURES & DISMISSAL PROCEDURES**

### **ARRIVAL TIMES (8:15 AM – 8:30 AM)**

- Please do not enter the building for simple drop-off/pick-up procedures.
- Stay in your car and use the pick-up line. Drop your student off at the designated door, one vehicle at a time.
- Students arriving before 8:15 AM will be escorted to before care, where the appropriate fee will be applied.

### **DISMISSAL TIMES (3:00 PM – 3:15 PM)**

- Please do not enter the building for simple drop-off/pick-up procedures.
- Stay in your car and use the pickup line.
- A member of LCS staff or faculty will meet you at your vehicle, call your children through our intercom system, and the students will be released to your vehicle.
- Parents/guardians conducting school business or making teacher contacts at the end of the day need to pick up their students prior to doing such business. Always call the office to make an appointment regarding teacher or staff meetings.
- Students not picked up by 3:15 PM will be escorted to the aftercare room, where the appropriate fee will be applied.
- Parents will have to enter the building to sign the student out.
- Students may only be released to parents/guardians or those listed on their arrival/dismissal form. You
- YOU MUST call the office to change the pick-up person, and a photo ID will be required.

## **CARPOOLS**

If parents wish to arrange carpools for their children's transportation to and from school, they are responsible for doing so. At the beginning of the school year, the office can provide a list of all families in the area. However, the school cannot guarantee the safety of the child in any carpool. Parents must ensure that they have adequate insurance coverage for their vehicles if they or their child is driving others to school, extracurricular activities, or any other school-related activity. Parents are also responsible for monitoring their child's carpool arrangements. It is important to note that all students should be dropped off and picked up on school property only. They should not leave campus until picked up by their designated carpool in the afternoon.

## **CUSTODY**

It is the policy of Litchfield Christian School to communicate educational and personal information about a student only with the custodial (enrolling) parent or guardian. It is the

responsibility of the non-custodial parent to seek copies of this information from the custodial parent. A non-custodial parent may be placed on the school mailing list to receive general information, such as newsletters or check the website for a school calendar of events. In the event of joint custody, communication will be made with the enrolling parent. If both joint custodial parents enroll the student, it is their responsibility to designate a primary contact.

## **CONFLICT**

Because we live in a sin-stained world, conflict is unavoidable, but God has given us a way to handle conflict. We teach and encourage our students, teachers, and staff to follow the Biblical model of handling conflict (Matthew 18:15-17). LCS strongly urges parents to refrain from gossip; as such conversations are destructive to the administration, students, and the parents. Parents are expected to take the following steps to resolve a problem:

1. Go directly to the appropriate teacher if there is a problem in your child's class.
2. Go to the principal if a problem arises that the teacher cannot handle, happens outside the classroom, or if you believe the situation is not being resolved.
3. If you believe the principal did not resolve the situation, go to the administrator.

## **FIELD TRIP CHAPERONES**

Parents will be notified if chaperones are needed on a field trip. If you choose to assist the teacher, no younger children or other individuals are permitted to attend the trip. Grandparents are welcome to attend as chaperones, but please arrange this with the teacher before the trip. The following are guidelines for chaperones:

1. If I am driving children other than my own on a field trip, I will submit to the office a copy of my valid driver's license and current verification of automobile insurance. I will make sure the dates of expiration are legible and valid for the date of the field trip (the office will photocopy these). I will submit these before the day of the field trip.
2. If I have access to a cell phone, I will bring it with me on the trip for safety reasons. I will notify the teacher of the phone number, so he/she knows how to contact me. I will not talk or text on my cell phone while driving LCS students.
3. Students will always be in seat belts (note that only one child is permitted per working seat belt).
4. I am aware of the airbag restrictions in my vehicle, and I will comply with the rules for the safe transportation of children regarding airbag restrictions.
5. I will follow directions to the destination. I will obey the rules of the road in speed and driving procedures. If I arrive early to the destination or back at school, I will keep the students with me and adequately supervise them. If I become lost or experience car trouble, I will call the school for instructions if the teacher is not available.
6. I will be aware of the music being played in the car. All music must be family-friendly! We recommend a Christian radio station.
7. If a bus is being used, I will help in adequately supervising the students.
8. If I have volunteered to chaperone and an emergency or change takes place, making me unavailable, I will notify the teacher as soon as possible by calling or texting the office if necessary to get the message to the teacher.
9. The classroom teacher is in charge. As the leader of my group, I will maintain control of my group. If a child disobeys, I will notify the teacher. My role is to supervise my group every single minute of the field trip. I will go where they go, and they will go where I go.
10. I am to be impartial, even if my own child is in my group. I will be fair and consistent with everyone.
11. I understand that this field trip is for the children in the class. I will not bring other children who are in my care on this trip.
12. I will bring a watch, noting meeting places and times to avoid making the group wait.
13. I will comply with the dress code as written in the dress code handbook unless other arrangements have been set for the day.
14. I will not chew gum or hand it out to the students unless they have permission to chew gum.<sup>22</sup>

15. I will not bring or spend money on treats or souvenirs for the group.
16. I will not smoke on this field trip.

### **PARENT-TEACHER CONFERENCES**

Twice a year, Parent-Teacher Conferences will be held. The official dates for these conferences are printed on the school calendar, which is after the first and third quarters. Before the conference time, parents will be able to schedule an appointment to meet with their child's teacher. In case of an emergency, if you need to change or cancel your appointment, please contact the office. If you feel the need to have a parent-teacher conference mid-year, please reach out to your child's teacher to schedule a time to meet.

### **PARENTAL REQUIREMENTS & INVOLVEMENT**

Litchfield Christian School believes in meeting the needs of the whole child and supporting the parents as the primary educators of their children. This can only be achieved through the active involvement of the parents in their children's education, including participation in school activities. When parents enroll their child in LCS, they commit to working with the teaching staff and getting involved in their child's overall development. Both parents (in cases where there is no separation) are expected to attend orientation, participate in scheduled parent-teacher conferences, and respond to communication from Litchfield Christian School.

Our school highly values the contributions of our volunteers! We encourage parents to dedicate some of their time on a regular basis to help us with various tasks such as lunch duty, library staffing, maintenance, fundraising, and more. If you are interested in volunteering, please contact the school office for more information on how you can help. The required number of parent volunteer hours varies depending on the program: part-time preschool parents must complete seven hours, while full-time preschool-high school families must complete 15 hours per child with a maximum of 30 hours per family. However, if you are unable to volunteer, you may choose to pay the appropriate amount instead (\$10 per hour).

### **SOCIAL MEDIA**

We have a private Facebook group for LCS parents, staff, and some older students/alumni. It is a fun place to share pictures and event information, ask questions, and connect. It is a safe place to share pictures with school families. On your own personal pages, please refrain from posting pictures of students without permission from that child's parents.

### **VOLUNTEER DRESS CODE**

When you volunteer at LCS or go on a field trip, we kindly ask you to follow the LCS dress code. We believe that our parents play a crucial role in setting a good example, hence the importance of complying with the dress code. This means that you should wear shorts with a minimum inseam of 5 inches, and if you're wearing a dress or skirt that is above the knee, kindly wear shorts or leggings underneath. Also, please ensure that no undergarments are visible. For specific details on the dress code, please refer to our dress code handbook.

### **YOUNGER CHILDREN AT SCHOOL**

When volunteering, please arrange other childcare for young children, as they can limit your ability to serve and put our students' safety at risk.

## TUITION & FEES

Litchfield Christian School is committed to keeping tuition rates as reasonable as possible without sacrificing the quality of education. This is an investment in your child's future. It is also a serious financial commitment. We want to provide the best teachers and educational experience possible for your children. We are committed to being affordable for families seeking Christian education.

### **CHARTER MEMBERSHIP**

LCS is excited to be able to participate in a program that affords families an opportunity to secure placement of their child/children in an innovative and dynamic Christian education program. Upon execution of a Charter Agreement and tuition paid in full each participating year, Litchfield Christian School agrees to recognize the student as a Charter Member of LCS; receives guaranteed placement for every consecutive year attending LCS; and tuition guaranteed for K-12th grade at the rate of the present year's tuition for the grade the student will be entering (elementary, junior high, high school). The Charter Member family agrees to the following: pay the charter fee upfront and be faithful in paying the student's yearly tuition in full and on time during the re-enrollment week. A charter membership is a privilege and is non-transferable.

### **FINANCIAL RESPONSIBILITY**

LCS's operating budget is funded by tuition, fees, and contributions. Capital improvements are funded principally by gifts. Parents are asked to consider making both annual and capital gifts as an expression of their interest in and commitment to Litchfield Christian School. Parents are expected to pay their bills on time. If you know you are going to be late, please let the office know within seven days so that arrangements can be made. If we do not hear from you, students whose accounts are 30 days past due will be restricted from attending classes, participating in extracurricular/athletic events, graduation exercises, and/or receiving report cards or transfer of records until the account is brought current. Your communication is imperative! We operate on tuition payments. In the event of academic failure, disciplinary reasons, expulsion, or an extenuating circumstance, all tuition monies, deposits, and fees already paid will be forfeited. Parents/guardians have entered into a contractual relationship with LCS for the payment of all tuition and related fees for the entire school year.

A parent's obligation to pay the fees for the full academic year is unconditional as stated in the signed contract. No portion of fees paid (registration, materials, tuition, etc.) or outstanding will be refunded or canceled in the event of absence, withdrawal, or dismissal from Litchfield Christian School. In the event of a geographic relocation of the family beyond a 60-mile radius of Litchfield, IL, a prorated refund will be given. If a student withdraws before the first day of school, only paid tuition will be refunded. All other fees are non-refundable.

### **FINANCIAL AID PROBATION/SUSPENSION**

All members of an applicant family receiving financial aid are required to remain in good standing and meet all other obligations as required in this handbook, parent agreement, and grant contract throughout the school year. If these obligations are not being met, see the delinquency section below. Additionally, if the financial or volunteer commitments are left unfulfilled, grant applications for the following school year may not be accepted.

### **FINANCIAL DIFFICULTIES**

If you have extenuating circumstances that are impacting or may impact your financial obligations to LCS, please contact the administration immediately. Early and frequent communication is the key to resolving difficult issues. Students are accepted in good faith. Occasionally, however, it is necessary to remove a child from the program. The administration reserves the right to dismiss a child if, after a conference with the parents, it is determined that it is in the best interest of the child and LCS.

## **DELINQUENCY**

All payments must be made on a timely basis as established by the school and administered by FACTS Management Services. Should you have difficulty in meeting your tuition obligation, information on the tuition assistance application procedure is available upon request from the school financial manager.

On the 25<sup>th</sup> of each month, the school's financial manager will check all accounts. If the family's account is not current, the following may apply:

- Academics—On the first of each month, students may be suspended from classes.
- Extracurricular Activities—Students may not be allowed to participate in extracurricular activities, including athletics, class/field trips, fine arts, etc.
- Graduation—Preschoolers, kindergarteners, 8<sup>th</sup> graders, and seniors may not participate in commencement exercises until the school account for the family is paid in full.
- Report Cards/Transfer of Records—Students may not be allowed to take exams, and all student records and report cards may be withheld.

## **FACTS MANAGEMENT SERVICES**

All tuition and fees are paid through FACTS Management Systems. Tuition and/or Incidental Fee Accounts with FACTS must be set up by the family at the time of registration and may be done through the link on our website, [www.lcslancers.org](http://www.lcslancers.org). There is a FACTS enrollment fee of \$50 for automatic payments and \$100 for invoiced payments. Incidental Accounts are free with a tuition account, or \$20 for Incidental only. LCS will waive the \$20 Incidental account fee for families who pay their tuition in full. Please note that registration and FACTS payment fees are nonrefundable. Parents who are delinquent at any grade level regarding educational expenses for their student(s) face the probability of student suspension until the deficit is removed. Litchfield Christian School reserves the right to dismiss a student from school or take other appropriate action until all tuition and fees are paid.

## **FEES PAID AT SCHOOL**

Most school fees will be charged to your FACTS Incidental account. However, there may be a time when you may need to send a payment to the school directly. Whenever you plan to leave money with the school office or send it with your student, please send it in a sealed envelope and clearly mark your check or envelopes containing cash with detailed student and payment information.

## **RETURNED CHECK POLICY**

If a check is returned to the school unpaid for any reason, the school will charge a \$30 fee. The school will not accept checks for the remainder of the school year. All further payments must be made in cash, certified funds, or money order.

## **RE-ENROLLMENT**

All currently enrolled students and their siblings will be given the opportunity to re-enroll before the public. To take advantage of our family priority re-enrollment and guaranteed class placement, we encourage all our returning families to enroll during our re-enrollment week (dates and times can be found on the school calendar). This will be your one chance for special discounted fees. Open registration will begin the following Monday. Charter members must enroll this week to remain charter members.

# CODE OF CONDUCT

*The school administration has the authority to give detentions and suspensions at any time if they deem it necessary. They also have the power to decide whether a disciplinary situation calls for expulsion from the school. Disciplinary procedures will be in place at all LCS events. Parents will receive a notification through Jupiter Grades of all minor and major violations, including the consequences assigned. It is important to note that the administration reserves the right to show mercy at any time they see fit based on the circumstances of the incident.*

## MINOR VIOLATIONS

It's important to note that minor violations add up over each semester. If a student has accumulated eight violations in any of the following categories: tardiness to school or class, dress code violations, or behavior issues, this will result in their third detention. At this point, the administration will provide a clear outline of the consequences that the student will face for the second semester. Additionally, the student may be placed on a code of conduct probation. Minor violations include, but are not limited to:

- Classroom disturbances
- Gum chewing
- Disrespect to a teacher, staff member, or any adult in charge (i.e. lunchroom helpers)
- Lying
- Food outside the cafeteria
- In the hallway without a pass
- Unauthorized use or possession of a cell phone or another electronic device
- Throwing of possible dangerous objects
- Public displays of affection (PDA)

## MINOR VIOLATION GUIDELINES<sup>25</sup>

See the Discipline and Consequences chart for specific guidelines in kindergarten through 6th-grade classes and for grades 7-12<sup>th</sup>.

## MAJOR VIOLATIONS

Major violations include, but are not limited to:

- Behaviors, actions, or words that occur on **or off** campus that are antagonistic to the basic goals and objectives of the school or have an adverse effect on other students (illicit sexual behavior, gambling, etc.)
- Bullying or intimidation (this includes social media)
- Cheating (giving or receiving any information on any daily assignments, quizzes, or tests)
- Plagiarism
- Endangering the health, safety, or well-being of oneself or others (fighting, driving recklessly, injuring another, etc.)
- Forgery
- Harassment
- Insubordination (refusal to comply to a reasonable request from school personnel)
- Insolence (attitude of contempt)
- Mockery (malicious insults and/or teasing, etc.)
- Off-campus illegal activity: If a student attends a gathering where illegal activities are occurring outside of school and he or she fails to leave the premises immediately.
- Profane, vulgar, or obscene language or actions
- Possession or use of fireworks, lighters, etc.
- Possession of knives of any kind
- Possession of obscene and/or offensive materials
- Possession, use, sale or distribution of tobacco, marijuana, or vape products on **or off** school property.

- Theft
- Threats of violence or retaliation
- Willful destruction or defacement of school property or private property (student or parents will pay for repairs)

### **MAJOR VIOLATION GUIDELINES**

The administration will determine the exact consequences of any significant violations based on the nature of the infraction. However, such violations will result in at least one of the following actions: immediate detention, in-school suspension for a determined number of days, out-of-school suspension for a determined number of days, or expulsion.

### **ZERO-TOLERANCE POLICY**

Litchfield Christian School has a ZERO-TOLERANCE POLICY for the following violations:

1. Any gang affiliations, individual or group bullying of any kind.
2. Possession, use, sale, or distribution of alcohol on or off school grounds.
3. Possession, use, sale, or distribution of drugs including, but not limited to, marijuana, vape, and tobacco products.
4. **Possession or use of explosives, firearms, or any other weapons at school**

If a student is found in violation of one of the zero-tolerance policies, they will immediately be considered for administration recommendation and possible expulsion.

### **CODE OF CONDUCT PROBATION**

After careful evaluation and consultation with administration, faculty, and parents, it may be necessary to place a student on Code of Conduct probation. The administration reserves the right to extend probationary status and/or a behavior contract to any student at any time, regardless of their position in the Code of Conduct system. If a student is placed on Code of Conduct probation during the school year, they will not be allowed to participate in any extracurricular activities, including athletic involvement, music programs not required for a course grade, talent shows, plays, competitions, meets, fairs, festivals, etc., for the duration of the probationary period. The probation period is a minimum of 9 weeks, but it may be extended at the administration's discretion. Each student placed on probation will be given a behavior contract. The administration reserves the right to dismiss a student on probation at any time if their behavior warrants it. At the end of the 9-week period, an evaluation meeting will be held to determine if the student should remain on probation, be removed from school, or be released from probationary status.

### **DRUGS**

Drug use, including marijuana and vaping, is strictly prohibited among LCS students. The school reserves the right to conduct drug tests on all athletes representing LCS in accordance with IHSA guidelines. If we have reasonable suspicions that a student is using drugs of any kind, their parents will be informed, and the student may be required to take a drug test. If a student is found to be using drugs, whether through a positive drug test or admission, the school administration may recommend expulsion.

### **HARASSMENT**

Litchfield Christian School is dedicated to upholding a secure learning environment where everyone treats each other with respect and dignity. We strive to maintain a campus that is free from all types of harassment, intimidation, and exploitation, including sexual harassment. The school will act accordingly to prevent and correct any violations of this policy, and anyone who disobeys it will face disciplinary action, including expulsion. Our policy prohibits any form of harassment, including employee-student harassment, student-student harassment, and student-employee harassment.



We expect our students to behave appropriately on social media, but we do not supervise or monitor their online activity. It is the responsibility of parents to guide their children through any challenges they may encounter on social media. If any harassment or bullying happens on social media, we will require documentation as proof. However, if we have reasonable suspicion that a student is bullying, creating inappropriate content, or misusing social media, we reserve the right to inform parents of our concerns.

## **DETENTION**

At LCS, our goal is to help students correct their behavior and restore them to proper conduct. We hold our students to high standards of conduct, and detentions are only given when a student engages in misconduct. It is crucial that detentions are served in a timely manner. When a detention is earned, Jupiter Grades will send a notification with details such as the date and time of the detention.

For elementary students, detentions are served during lunch and recess, while for grades 7-12, detentions are a 60-minute period scheduled and served before or after school. During this time, students will serve the school with physical labor such as cleaning or improving school facilities. Detentions may also involve reflecting on appropriate classroom conduct, apologizing to teachers or classmates in written communication, or making a plan to arrive in classes on time. If the date and time of the detention create a conflict for the family, the detention supervisor may reschedule it. However, it is essential that the parent or student informs the office immediately if a detention cannot be served. Missing or rescheduling three detentions will result in an in-school suspension. The office will often send a reminder text of pending detentions the day before they are to be served.

## **PARENTAL RESPONSIBILITY**

We strongly believe in the importance of teamwork with parents as it is both Biblical and essential. We acknowledge parents as the primary educators in a child's life, and we strive to work alongside them to help their children succeed. Our teachers and staff work closely with students, allowing them multiple opportunities to correct any problems before taking any disciplinary action. If a serious issue arises with a student, we will always communicate our concerns with the parents and work together to resolve the situation.

However, if we find that the parents are continuously blaming others, in denial of the situation, or being defensive, it may not be possible for us to work together to benefit the student. If parents demonstrate an unwillingness to cooperate, we may have to ask the student to withdraw from our school. At LCS, we believe that the school administration, staff, parents, and students must work together toward achieving success within the objectives and purpose of LCS.

## **TARDY VIOLATIONS**

Punctuality is crucial for developing life skills and preparing oneself for future success. Hence, students who arrive late to school or class will be held accountable. Each late arrival will receive a referral. After four late arrivals in a semester, the student will have to serve detention. For students in grades 7-12, who have rotating classes during the school day, if they are late to class, they will receive a class tardy referral. After four class tardy referrals in a semester, the student will serve a detention. Tardy referrals will be recorded separately in two categories: arrival tardies and class tardies. The fifth and any subsequent tardy referrals will lead to further consequences.

## **UNAUTHORIZED CELL PHONE/ ELECTRONICS USAGE**

In case of an emergency, students are allowed to use their phones to send messages to their parents during school hours, from 8:30 AM to 3:00 PM, excluding arrival and dismissal times. Any other use of cell phones or electronic devices during this time frame will be considered an unauthorized violation and will result in confiscation of the device. A written incident report will be filed for each case. Devices can be retrieved from the school office at the end of the day. Upon the third violation, parents or guardians will be asked to come to the school office to collect the device. Additionally, the student will lose cell phone or electronics privileges during before and after school care, LCS

journalism or yearbook classes, and other activities. For more information on our policy, please refer to the cell phone and electronics usage section.

## ELEMENTARY (K-6th) DISCIPLINE & CONSEQUENCES

Unexcused arrival tardies, uniform/mandatory dress violations, homework notices, and minor violations will each be recorded separately and reset each *quarter*. For every violation, a referral will be generated and entered into Jupiter Grades. Parents and students will receive a notification for each incident and any assigned consequences. Please be sure you are signed up and using Jupiter Grades regularly so you are aware of any referrals your students may be receiving. Please note the following chart:

### UNEXCUSED ARRIVAL

#### TARDIES

1. Warning
2. Warning
3. Warning
4. Detention & parent letter  
(Fifth and following, repeat steps 1-4)

### MISSING HOMEWORK

1. Warning
2. Warning
3. Warning
4. Detention & Parent letter  
(Fifth and following, repeat steps 1-4)

### DRESS CODE\*

1. Warning & parent call\*
2. Warning & parent call\*
3. Warning & parent call\*
4. Detention & parent letter  
(Fifth and following, repeat steps 1-4)

### Minor Violations

1. Warning
2. Warning
3. Warning & Coaching
4. Detention & Parent letter

\*"If a student is found to be inappropriately dressed, they may be sent to the office and asked to wait there until their parents bring them appropriate clothing that meets the dress code."

\*Elementary teachers will have their own classroom management plan which they will explain to you in their classroom information packet provided at orientation. Students may have progressed through the steps laid out in their plan before a minor violation occurs.

# GRADES 7-12 DISCIPLINE & CONSEQUENCES

Please note that unexcused arrivals, class tardies, dress code violations, and minor offenses will each be recorded separately per semester. For every violation, a referral will be generated and entered into Jupiter Grades. Parents and students will receive a notification for each incident and any consequences assigned. Therefore, it is essential to sign up and use Jupiter Grades regularly to stay informed about any referrals your student may be receiving. Please note the following chart:

## UNEXCUSED ARRIVAL TARDIES

1. Warning
2. Warning
3. Warning
4. Detention
5. Coaching & parent letter
6. 2<sup>nd</sup> Detention
7. Coaching
8. 3<sup>rd</sup> Detention
9. Administration Recommendation  
(possible suspension, further detentions, or expulsion)

## DRESS CODE\*

1. Warning & parent call\*
2. Warning & parent call\*
3. Warning & parent call\*
4. Detention
5. Coaching & parent Letter
6. 2<sup>nd</sup> Detention
7. Coaching
8. 3<sup>rd</sup> Detention
9. Administration Recommendation  
(Possible suspension, further detentions, or expulsion)

## UNEXCUSED CLASS TARDIES

1. Warning
2. Warning
3. Warning
4. Detention
5. Coaching & Parent Letter
6. 2<sup>nd</sup> Detention
7. Coaching
8. 3<sup>rd</sup> Detention
9. Administration Recommendation  
(Possible suspension, further detentions, or expulsion)

## MINOR VIOLATIONS

1. Warning
2. Warning
3. Warning
4. Detention
5. Coaching & parent letter
6. 2<sup>nd</sup> Detention
7. 3<sup>rd</sup> Detention
8. One day in-school suspension meeting with parents and student's advisor and/or admin. student will be on probationary behavior period.
9. 3-5 day out of school suspension
10. Administration recommendation (possible expulsion)

\*If a student is found to be wearing inappropriate clothing, they may be sent to the school office. They will have to wait there until their parents can bring them clothing that is acceptable according to the school's dress code. Each type of violation will be recorded separately. For example, if a student arrives late to class or is tardy for a specific class, it will be recorded separately. Similarly, if a student violates the dress code or commits a minor violation, it will also be recorded separately. If a student receives coaching, it means that their conduct assistant, student advisor, or principal will be meeting with them to discuss their disciplinary issues.

At LCS, we believe that academic excellence is not the only objective of education. Our goal is to prepare students for a godly life that goes beyond their formative years. Just as God disciplines those He loves; we discipline our students because we love them. Our approach to discipline is aimed at bringing the child to a place of repentance where they can recognize the fault in their actions, turn from them, and ultimately reach a place of restoration. We want our students to experience the same restoration that God desires for His creation. To achieve this, we hold them accountable for their conduct and set high standards of behavior. Therefore, we request parents' support in this process to ensure that their children are well-prepared for life.

# Empowered by His Spirit, Guided by His Word

## Verse 1

Empowered by His Spirit, guided by His Word  
By faith, we walk in fellowship throughout this mortal world.  
We'll use our gifts to love our neighbor, to make Jesus known,  
In Christ, we work and serve the church, community, and home.

## Verse 2

Trusting in God's goodness, we commit our lives,  
To follow our Father's will, casting down our pride.  
And though we face affliction, suffering, and loss,  
We count it all as joyous gain as Christ did on the cross.

## Verse 3

For when we meet in glory and see Him with our eyes,  
We'll gaze upon His beauty, and then we'll realize,  
Our striving now is over as our faith is turned to sight,  
And in His presence, we will dwell forever as His Bride.

## **40 Rules for Creating a Culture of Family at Litchfield Christian School**

- 1. Make Christ the center of our school relationships to strengthen the bond between the LCS family members and with Christ.**
- 2. Always communicate realistic optimism and hope to every student, parent, faculty member, and administrator without implying that you have given up on them or that they are destined to fail.**
- 3. Valuing the opinions of all Lancers and encouraging free expression without judgment or criticism. Give them quality time to express themselves.**
- 4. Project the positive feeling that all Lancer family members complement and complete one another.**
- 5. Build a museum of positive Lancer family memories. Play games with your students. Involve parents and grandparents in your classroom and after-school activities. Enjoy each child individually. Keep a memory box for each student. Develop Lancer family traditions for your class and our school. Take advantage of in-between times. Make big deals of special occasions. Make special occasions when there are no special occasions. Let different students plan your class trips, parties, or other events.**
- 6. Encourage Lancer family pride by discussing each member's strengths and accomplishments.**
- 7. Become like Christ and display the fruit of the Spirit. It is attractive, and your Christian commitment will earn you respect and draw others to you.**
- 8. Determine fair Lancer family discipline guidelines for your classroom.**
- 9. Do not joke or jest at the expense of any Lancer family member.**
- 10. Discuss the significant changes in the rules, decisions, and activities of the Lancer family in detail.**
- 11. Avoid physical or psychological child abuse.**
- 12. Show interest in the things that interest your students and their family.**
- 13. Find a balance in your disciplinary approach and avoid being overly lenient or too strict.**
- 14. Include students and parents in quarterly and yearly planning for the class.**
- 15. Give each member of your classroom the freedom to make decisions wherever you can legitimately do so.**
- 16. Be biblically realistic in your expectations of each student and their family.**
- 17. Freely express your love for every Lancer family member by word and deed.**
- 18. Prioritize Christian character and attitudes over external performance and other factors.**
- 19. Administer discipline fairly and consistently.**
- 20. Look upon every student as a “human becoming” as well as a human being. We are all in process. None of us has arrived at perfection yet.**

21. Be very sensitive to the needs, feelings, and fears of every student.
22. Avoid the use of angry or exasperated words.
23. Make it easy for every Lancer family member to approach you with problems and concerns.
24. Transform your classroom into a center of Christian hospitality, fostering frequent interaction with devout Christians of every age.
25. Develop classroom projects that involve every student.
26. Learn how to confront and solve classroom family problems instead of avoiding them.
27. Forgive the sins and failures—past and present—of students, parents, and other Lancer family members.
28. Support one another through failures.
29. Schedule regular classroom times for each individual student once a quarter.
30. Ask for forgiveness when you wrong one another.
31. Give appropriate touching and hugging.
32. Clarify the essential responsibilities of your students, parents, and aids.
33. Refuse to use fear or guilt as a means of bringing your students and Lancer family members into conformity; inspire them.
34. Express confidence in one another.
35. Make the Bible, not your own opinions, the standard for personal and school living.
36. Maintain a deep, personal relationship with Jesus Christ. Jesus Christ in you will draw you to each other.
37. Become involved in Christian activities as a classroom and as a school.
38. Worship God as a family in your classroom and at chapel.
39. Pray regularly for every Lancer family member( students, parents, volunteers, teachers, administrators, etc.) individually and for Litchfield Christian School as a whole.
40. Be the goodness of the Lord to your students, parents, and LCS co-laborers.<sup>1</sup>

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<sup>1</sup> Mack, Wayne A. 1991. [\*Your Family, God's Way: Developing and Sustaining Relationships in the Home\*](#). Phillipsburg, NJ: P&R Publishing.