



# **PARENT / STUDENT HANDBOOK**



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# SCHOOL BOARD MEMBERS

## 2017-2018

Mr. Aaron Westfall, **Chairman**

Mrs. Diane English, **Vice Chairman**

Mr. David Simon, **Treasurer**

Mrs. Marilyn Nicolaisen, **Secretary**

Dr. Paul Beck, **LCC Pastor**

Mrs. Kathryn Hills, **Head of School**

Mr. Timothy Gerardi, **LCC Elder Liaison**

Mr. Bruce Foote

Mr. Chris Mullaly

Mr. Mark Pratt

Mr. Scott Winne

Mrs. Carolyn Sonnekalb

Mrs. Jennifer Simmons

# FACULTY AND STAFF

2017-2018

## Leadership Team

Head of School	Mrs. Katie Hills
Principal PK – 12	Mrs. Amanda Bigham
Director of Student Life	Mr. Taylor Philippi
Executive Business Manager	Mrs. Debbie Fox
Admissions Director	Mrs. Meg Booth
Athletic Director	Mr. Brian Johnson

## Staff

Chaplain	Mr. Blake Philippi
Finance Officer	Mrs. Betsy Bersani
Administrative Assistant	Mrs. Shelly Smith
Receptionist	Mrs. Samantha Keathley
Special Events Coordinator	Mrs. Amy Thiel
Director of Advancement	Mrs. Whitney Philippi
All School Monitor	Mrs. Holly Clemens
After Care Director (PreK-6)	Mrs. Kristie Mletzko
Nurse	Mrs. Ginny Laing

## Early Childhood Program

Pre Kindergarten	Miss Heather Crosbie (Lower School Team Leader)
	Mrs. Susan Westfall
	Mrs. Beth Lampron
Kindergarten	Mrs. Lynne Smith

## Lower School

Grade One	Mrs. Barbara Merzig
Grade Two	Mrs. Rebecca Parker
Grade Three	Miss Sarah Rosamino
Grade Four	Miss Liz Crachi
Grade Five	Mrs. Courtney Ritter
Grade Six	Mrs. Heidi Keparutis
Elementary Support Services	Mrs. Melissa Borey
	Mrs. Mary-Beth Johnson

## Upper School

Biblical Studies	Mrs. Sandy Schafer
	Mr. Blake Philippi
	Mr. Mat Yamin
English	Mrs. Deborah Torres
	Miss Michelle Nietfeld

History	Mrs. Sandy Johnson Rev. Brad Guenther
Mathematics	Mrs. Susan Grigor (Registrar) Mrs. Marnie Brooks Mr. James Donnelly
Science	Mr. Stephen Pallotta Mrs. Jennifer Winne Mrs. Nancy Sutphen Mr. Grady Picinich Mr. James Donnelly
Spanish	Mrs. Mary Ann Ginnan Mrs. Jennifer Gieser
Worship Team Advisor	Mr. Rob Keparutis

**Special Subjects**

Art	Mrs. Corissa Nilsen Mrs. Robin Murphy
Music	Mrs. Mary Wolfe Mrs. Sandra Chevrette Mr. Paul Taddeo
Library	Mrs. Sharon Root Mrs. Bonnie Falzo
Physical Education	Mr. Brian Johnson Miss Jessica Hayner
Technology	Mrs. Mary Beth Ribet (Director of Technology) Mrs. Nancy Sutphen

# **SECTION #1 - INTRODUCTION**

## **MISSION STATEMENT**

Loudonville Christian School will prayerfully and deliberately cultivate a passion for God's will, a love of learning and joy in serving, fostering creativity, knowledge and character with a global perspective, impacting the world for Christ.

Colossians 3:23 – Whatever you do, do your work heartily, as for the Lord rather than for men.

## **VISION STATEMENT**

Loudonville Christian School prayerfully and deliberately provides a culture and educational experience will enable and encourage all administrators, faculty, staff, and students to be imitators of God in pursuit of Him, loving others, doing all things as unto the Lord, and transforming the world according to His will.

Ephesians 5:1-2 – Therefore, be imitators of God, as beloved children; and walk in love, just as Christ also loved you and gave himself up for us, an offering and a sacrifice to God as a fragrant aroma.

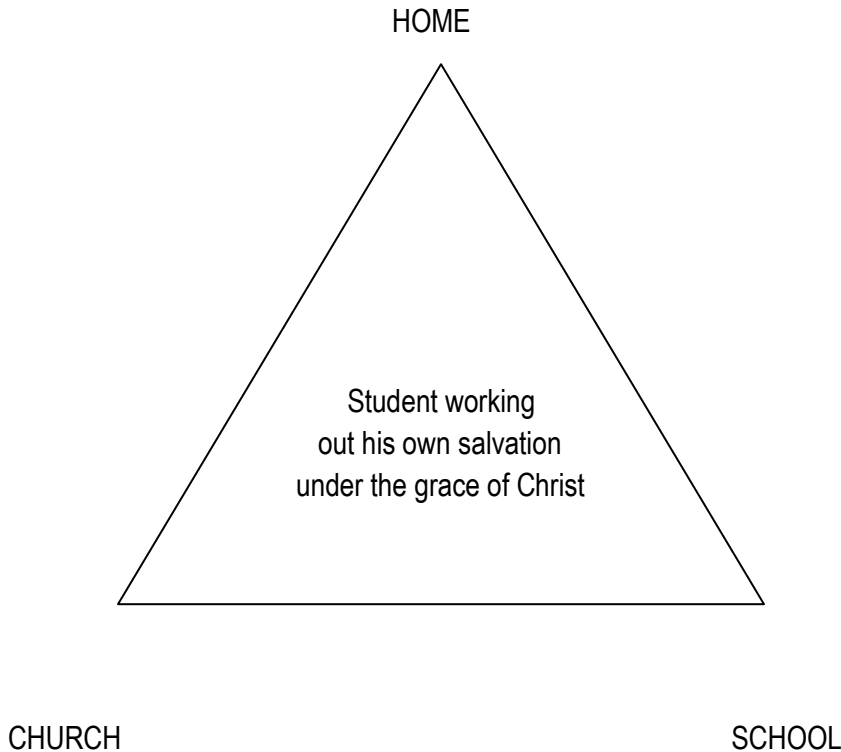
# BLUEPRINT FOR EDUCATIONAL EXCELLENCE

(A Statement of Philosophy and Objectives)

Loudonville Christian School is an auxiliary organization of Loudonville Community Church. The purpose of the school is to help Christian parents give their children a Christian education. This is in keeping with the intent of the founders of the school who stated that they wanted to offer “a God-centered education with high academic standards.” (See the School’s “Statement of Faith,” “Mission,” and “Vision.”)

We learn from the Scriptures that by faith one can learn what one needs to know about the person and work of God as Father, Son, and Spirit, and how to relate all of reality to Him (Psalm 19:1-2 and 2 Timothy 3:15-17). Because of sin and its effects upon the human race, the student does not naturally know, love, or serve God. He must be born again by receiving Jesus Christ as Savior and Lord and is therefore enabled to do God’s will, which is the ultimate purpose of life. In this way, the student can fully know and understand that “the fear of the Lord is the beginning of wisdom” (Proverbs 1:7, I Corinthians 2:14, and 2 Corinthians 5:17).

1. Preeminence of God and His Word. A God-centered education is derived from the self-revelation of God in nature and in His word. The Bible is infallible and authoritative in all matters of faith and practice. Through His beautiful creation, man can logically understand the glory, wisdom, and power of God in creating and sustaining the universe. Christ likeness, which is the end and purpose of Christian education, depends on the integration of the Word of God with all instruction. Without Jesus at its center, education is futile.
2. Architecture of Structures of Loudonville Christian School.





LCS is committed to this triangular relationship among the home, church, and school. We believe that parents are principally responsible for the education of their children, in cooperation with the church and school. The church models and practices worship and supplements the spiritual training provided at home. The school provides instruction and an environment through which Christian teachers model the behavior of well-educated Christians. The school seeks to cooperate with the Christian home and the Christian church in the total development of each of her students. The goal is to contribute to the formation and maturation of a well-educated Christian person who can glorify God while taking a place in contemporary society.

- 2.1 Church and Home. Biblical parenting calls parents to raise their children in the nurture and admonition of the Lord, to seek prayerfully to perceive and encourage the particular gifts of their children, and bless and discipline their children regularly. Families should attend and become involved in a local church. The bodies of believers should deliberately consider each member, including each child, in order to encourage them to love and good works.
- 2.2 Church and School. As a specialized, auxiliary ministry of the church, the school provides formal instruction for children while supporting and enhancing the spiritual ministry of the church. The church provides support and spiritual oversight for the ministry of the school.
- 2.3 Home and School. The Bible charges parents with major responsibility for the education of their children, especially their religious education. This is clearly seen from both the Old Testament and the New Testament (Deuteronomy 6:4-7, Ephesians 6:4). Parents delegate responsibility and authority for education to Christian teachers during the school day.
  - 2.3.1 The school is committed to assisting parents in the instruction of their children to lead Godly, Christ-centered lives; to foster consistency, cooperation, and communication with the home; to help parents understand the purposes and programs of the school and encourage them to be actively involved in the life of the school; to seek parental input on important school issues; and to encourage parents and students to attend and become involved in a local, Christ-centered church. Parents will support the school in its educational ministry.
  - 2.3.2 The school will strive prayerfully and deliberately to help each child cultivate excellence in his or her gifts and talents. The school expects each student to strive wholeheartedly for excellence in all things, as consistent with serving and obeying Jesus (Luke 2:52 and James 1:22).
3. School Environment. LCS will be an environment in which teachers and staff demonstrate behavior consistent with mature Christian spirituality, continuing spiritual maturation, enthusiasm for learning, and ongoing learning. Bible reading and study, prayer, chapel, and devotions are all part of the normal daily activity. What is unique about LCS, however, is the integration of a Christian viewpoint into classroom instruction. Even so-called secular subjects are taught from a Christian perspective. The same concern shown for Christian learning is also shown in consistent Christian living (Colossians 2:2, 3).
4. Academic Disciplines. As knowing is a key to thinking, so are disciplines keys to knowing. Students' minds should be trained in academic disciplines and not by random exposure to abstract information.

5. Program Assessment and Improvement. LCS will set, systematically upgrade, and publish high expectations for its students and will disseminate results to all relevant audiences. LCS will continuously explore more effective ways to accomplish its spiritual and academic purposes.
6. Student Development Objectives. Each student is created in the image of God and is worthy of consideration and respect (Genesis 1:27). Children differ in their talents and abilities. It is the responsibility of Christian teachers to recognize these differences in their students, to challenge them to do their best, and to teach them at a level appropriate to their ability within the framework of the school program (Colossians 3:23, 24).

#### 6.1 Spiritual.

- 6.1.1 Spiritual Development. LCS strives to create a spiritual culture that both enables and encourages every graduate to demonstrate a personal commitment to Jesus, appropriate Christian maturation, and the joyful practice of spiritual disciplines that allow for continued personal growth.
- 6.1.2 Spiritual Ministry. Every LCS graduate should understand the Christian's place in the Body of Christ and have the capability and experience of sharing their faith with anyone who asks, discipling other Christians, and defending his or her faith experientially and through the use of Scripture (I Peter 3:15).
- 6.1.3 Biblical Knowledge. Every LCS graduate should embrace the Bible as the inspired and infallible Word of God, develop attitudes of love and respect for it, and know and understand basic Biblical doctrines.
- 6.1.4 Christian Worldview. Every LCS graduate should acquire and demonstrate a Christian view of life and the world by integrating academic studies and life experiences with the Bible. Graduates should demonstrate a desire to do the will of God daily as revealed in the Bible and by the Holy Spirit.

#### 6.2 Intellectual and Academic Development. Every LCS graduate should acquire and demonstrate deep and broad knowledge and understanding of academic disciplines and the following skills and dispositions:

- 6.2.1 Sound reasoning and decision-making habits and critical thinking, problem solving, and independent thinking skills;
- 6.2.2 Operational capacities including reading comprehension, oral and written communication, mathematics, and evaluation;
- 6.2.3 Technological proficiency to select and apply tools and methods for problem solving, research, and self-expression;
- 6.2.4 The ability to apply knowledge to new situations and explore and evaluate situations using acquired knowledge from the perspective of a Christian world view – evaluating all subject matter according to the truth found in God's Word;

- 6.2.5 An appreciation of learning as a continuing and dynamic lifelong process; and
  - 6.2.6 An understanding of and appreciation for God's world, an awareness of man's role in his environment, and his God-given responsibility to use and preserve it properly.
- 6.3 Personal and Social Development. Every LCS graduate will acquire and demonstrate an understanding that s/he is a special creation of God and that He has given time and talents to be used to His glory. The following skills and dispositions are central to each graduate's personal and social development:
- 6.3.1 Acquire and demonstrate an understanding that it is virtuous to demonstrate love and respect for all persons regardless of who they are, because they are all special creations of God.
  - 6.3.2 Demonstrate responsibility and dependability and become contributing members of society who realize their need to serve others.
  - 6.3.3 Demonstrate a Biblical attitude toward marriage, sex, and the family.
  - 6.3.4 Recognize that the body is the temple of God and demonstrate healthy personal and social habits, consistent with Biblical principles and instruction.
  - 6.3.5 Acquire and demonstrate a Biblical perspective on material possessions and on the use of these for the glory of God.
  - 6.3.6 Develop and demonstrate self-discipline and self-responsibility based upon respect for and submission to God and all other properly constituted authority.
  - 6.3.7 Acquire and develop the capacity to understand people, including those of other national, ethnic, and social groups.
  - 6.3.8 Demonstrate responsible citizenship and the capacity to become a participating member of society, with respect for our legacy of freedom, proper submission to authority, and determination to uphold God's standards.
  - 6.3.9 Demonstrate the capacity to interpret international events as under God's sovereignty and ultimate authority.

# STATEMENT OF FAITH

1. We believe the Bible to be the inspired, the only infallible, authoritative Word of God. (2 Timothy 3:16; 2 Peter 1:21)
2. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. (Genesis 1:1; Matthew 28:19; John 10:30, 37-38)
3. We believe in the deity of our Lord Jesus Christ (John 10:33), in His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35), in His sinless life (Hebrews 4:15, 7:26, 9:12), in His miracles (John 2:11), in His vicarious and atoning death through His shed blood (1 Corinthians 15:3; Ephesians 1:7; Colossians 1:14; Hebrews 2:9), in His bodily resurrection (John 11:25; 1 Corinthians 15:4), in His ascension to the right hand of the Father (Mark 16:19), and in His personal return in power and glory (Acts 1:11; Revelation 19:11).
4. We believe that man is sinful by nature and that regeneration by the Holy Spirit is essential and an absolute necessity for his salvation (Romans 3:10, 23; John 3:16-19, 5:24, Ephesians 2:8-10, Titus 3:5-6).
5. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life (Ephesians 4:30, 5:18; 1 Corinthians 3:16, 6:19).
6. We believe in the resurrection of both the saved and the lost: they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29).
7. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; 1 Corinthians 12:12-13; Galatians 3:26-28).
8. We believe in the creation of mankind (distinctly man and woman) by the direct breath of God (Genesis 1:26-28; 5:1-2).
9. We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive covenant union, as delineated in Scripture (Genesis 2:18-25) and that God intends sexual intimacy to occur only between a man and a woman who are married to one another, and that God has commanded that no intimate sexual activity is engaged in outside of marriage. (Genesis 1:27-28, 2:21-24; Matthew 19:4-9; Mark 10:5-9; Ephesians 5:22-33).
10. We believe that God offers forgiveness, redemption, and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Christ Jesus (1 John 1:9).
11. We believe that everyone must be afforded compassion, love, grace, kindness, respect, and dignity (Matthew 7:12; Philippians 2:3).

Parents who choose to enroll their children at Loudonville Christian School understand that the school will teach these principles and Biblical values.

## **ACCREDITATION AND REGISTRATION**

The Lower and Upper School levels at Loudonville Christian School are accredited by the Association of Christian Schools International and by the Middle States Commission. Loudonville Christian School's High School is a New York State Registered High School. New York State does not have a registration program for elementary schools.

The State of New York does not require Pre-Kindergarten programs to be registered. Therefore, the LCS Pre-Kindergarten program is self-monitored for compliance with all state regulations.

## **RESPONSIVE AND FAIR EDUCATIONAL OPPORTUNITIES**

Loudonville Christian School will accept applications for admissions without regard to race, sex, color, and national or ethnic origin. It is our belief that students from diverse and varied backgrounds are beneficial to fulfilling our mission.

The Loudonville Christian School admits students of any race, sex, color, and national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of disability, race, gender, color, and national or ethnic origin in the administration of its education policies, admission policy, scholarship and loan programs, and athletic and other school-administered programs. While LCS does not discriminate on the basis of sex, certain athletic programs at the School may be offered only to members of one gender.

Pursuant to the New York State Human Rights Law, nothing herein shall be deemed or construed to prohibit the School from taking such action as is calculated by the School to promote the religious principles for which it is established and maintained.

## **ADMISSIONS**

It is the policy of Loudonville Christian School to admit children of Christian families who exhibit academic ability, satisfactory academic achievement, emotional stability, positive social behavior and good moral character. Admission opportunity is consistent with the school's policy on nondiscrimination as stated above. Children will be admitted to the school only after their parents have affirmed that they have (a) read the Statement of Faith; (b) are in agreement with it; and (c) agree to have their children educated according to it. In special circumstances, the Head of School, upon notice to the Executive Committee, may waive the requirement set forth in subsection (b) above. Parental expression of Christian faith and affirmation of the Statement of Faith are not required for the Pre-Kindergarten programs.

Pursuant to our Blueprint for Educational Excellence, Loudonville Christian School provides a God-centered education with high academic standards. The School is committed to the triangular relationship among the home, church, and school. The goal is to contribute to the formation and maturation of a well-educated Christian person who can glorify God while taking a place in contemporary society. Accordingly, LCS reserves the right, in its sole discretion, to deny admission to a student if that student - or that student's parent or parents - are living in a manner that is not in harmony with the School's beliefs.

The Head of School will be responsible to carry out the admissions policies established by the School Board and to ensure that those policies are appropriately communicated to applicant families. Decisions of the Head of School regarding admission to the school will be considered binding, except that parents may appeal decisions to the Executive Committee of the School Board by written request.

Each family seeking admission to the school, with the exception of admission to Pre-Kindergarten, will be interviewed by the Head of School or whomever he/she may designate. Both parents, if possible, as well as any Upper School student(s) (Grades 7-12) making application will be required to attend the interview.

Academic ability will be determined by objective testing and by a writing sample. Academic achievement will be determined by achievement testing and the current school record. Emotional stability, positive social behavior and wholesome moral character will be determined by the interview and references. In the case of admission of students to Kindergarten, the school will administer an individualized developmental screening test.

After all application materials and test results have been received and reviewed, the parents and student(s) will be scheduled for an interview with school personnel. Parents and the student(s) may be requested to bring additional supporting documentation to the interview.

The Principal serves as the coordinator of the interview of parents and prospective students and may choose to include any of the following personnel in the interview process: Head of School, Director of Student Life, Business Manager, and/or Admissions Coordinator.

Final acceptance will be made based on a completed application, student achievement and behavior records, receiving of confidential reference, test results administered by LCS, admissions interview, family and student compatibility with the mission of LCS, class size limitations, other considerations determined by the Leadership Team, and priorities in the admission process as listed below:

1. Siblings of current members of the student body
2. Children of members, or active participants in, the Loudonville Community Church and children of LCS faculty and staff members
3. Children of Loudonville Christian School graduates
4. Siblings of Loudonville Christian School graduates
5. All other applicants in order of admission
6. The school does not commit to honoring these priorities for students who apply after April 1.

The Head of School may make exceptions to these admissions priorities in any case that she deems to have special merit.

Parents must submit request for early withdrawal in writing one week prior to the last anticipated day of school attendance. Final approval will be determined by the Head of School. All families requesting early dismissal will be responsible for the entire tuition payment through the end of the school year.

Students must complete the minimum requirements to receive full credits for the school year. These requirements include:

1. Not more than fifteen (15) school days absent prior to the closing of the school.
2. Responsibility for all materials for the entire school year, including final examinations.

# FINANCIAL MATTERS

**REGISTRATION DEADLINES FOR CURRENT SCHOOL FAMILIES** – Registration for the next school year occurs during the month of February. A completed Family Registration Agreement per family, tuition deposit worksheet per family and a tuition deposit per student are due in the school office by February 28<sup>th</sup>. Families who submit their completed registration paperwork on or before February 28<sup>th</sup> will follow Tuition Schedule A. Families who submit their completed registration paperwork after February 28<sup>th</sup> will follow Tuition Schedule B.

**NEW ENTRANTS** – New entrants will complete the same registration paperwork as current school families. The completed registration paperwork will be due on or before the date noted on the front of the Family Registration Agreement received at the time of acceptance. Families who submit their completed registration paperwork by the due date will follow Tuition Schedule A. Families who submit their completed registration paperwork after the due date will follow Tuition Schedule B.

**TUITION DEPOSIT** – A tuition deposit fee of 5% of your total tuition bill is due at the time of registration and reserves a place in the school for your children. This payment will be applied towards your first tuition payment. It is not refundable or transferable to another family member.

**TUITION SCHEDULE** – Follow Tuition Schedule A if your registration paperwork, including tuition deposit, is submitted by the deadline. If submitted after the deadline, follow Tuition Schedule B.

## DISCOUNTS

A full time student is defined as a child enrolled in Loudonville Christian School in grades K -12 as well as children enrolled in the Pre-Kindergarten program who are also enrolled in the 5 day Enrichment program.

LCS offers the following discounts: ***Multi-child, Alumni, Military, Clergy, Loudonville Community Church Member, and Faculty***. Families who qualify for more than one discount will receive the discount of higher value. For detailed information, please contact the LCS Business Office.

**INSTRUMENTAL INSTRUCTION** – Students in grades 5 and 6 who sign up for instrumental instructions will be billed a \$350 fee in the fall.

## ATHLETIC FEE

There is a yearly athletic fee for each student who participates in one or more extracurricular sports. This fee is billed during the season of the first sport played by the student.

Varsity/JV	\$150
Modified	\$75

## TERMS FOR TUITION PAYMENT

1. One Payment Plan: Total due on August 1
2. Two Payment Plan: Half due August 1 and half due February 1
3. Monthly Payment Plan: Ten (10) equal monthly installments beginning July 15 and ending April 15 (There will be a service charge of \$8.50 per month for this option.)
4. A late fee of 1.5% will be charged for all amounts more than 30 days in arrears.

**FINANCIAL AID** – To be eligible for Financial Aid, students must have a minimum of passing grades in all their classes, exhibit a positive attitude and positive behavior, and the family's Tuition Billing Account payments must be up-to-date. The deadline for financial aid application submission is March 31st. For more details, please contact the LCS Business Office.

**TUITION INSURANCE** – Tuition insurance protection is offered providing coverage in the case of withdrawal of a student due to medical and other reasons. Since parents are responsible for the entire year's tuition, the tuition insurance plan will pay 60% of the unused yearly insured fees should a situation arise where a student withdraws during the course of the year. Students are automatically included in the Plan unless a Waiver of Benefits is submitted to the school business office by the established due date. The Waiver of Benefits card and tuition insurance information is included with each family's registration package. Please see the Tuition Schedule for price information.

**CREDIT CARD PAYMENTS** – Tuition may be paid by credit card using VISA, MasterCard, Discover and American Express with no additional fee.

### **TUITION AND SCHEDULE OF PAYMENT**

The School Board has consolidated three financial policies (i.e., Tuition Collection, Tuition Obligation, and Delinquent Tuition) into the following Tuition Collection Policy:

1. Students will be accepted for the coming year and financial aid applications will be considered when all financial obligations are up-to-date for the current year.
2. Space will be reserved for students whose registration fees are received by the stated due time.
3. Students will be admitted to classes in September only if the first tuition payment has been received. In case of extenuating circumstances, special arrangements may be made prior to the opening of school.
4. Students will be admitted to class in September only if the parents have signed and returned the Enrollment Agreement and the Promissory Note, if a payment plan has been selected. (If the parents have a spiritual conviction in opposition to the Promissory Note, a written explanation of this conviction and a written commitment to meet all financial obligations may be accepted by the Finance Committee, in lieu of the Note.).
5. The Enrollment Agreement and the Promissory Note will be interpreted in accordance with the laws of the State of New York.
6. The acceptance of the Enrollment Agreement and the Promissory Note is dependent upon the successful completion of the current academic year by students. The status of a student with academic deficiencies is subject to review.
7. Advance payment of tuition and fees, and/or the signature(s) of the Maker(s) on the Promissory Note constitute(s) the obligation to pay tuition and fees for the student(s) for the entire academic year. There will be no relief from charges for any reason including, but not limited to absence, withdrawal, dismissal for failure to meet academic or



social obligations, or withdrawal at the request of the parents, the school, or by mutual consent. The School Board may grant an exemption under extenuating circumstances.

8. Delinquent accounts: in the case of a delinquent account, the Loudonville Christian School Board will make every effort to follow the Matthew 18:15-17 principle.
  - 8.1 First Occurrence: If the parents' account is 60 days overdue, the Treasurer of the School Board or his designee will inform the parents that their account is delinquent and will work with the parents to seek resolution. If resolution is not achieved, the following steps will be taken:
    - 8.1.1 The parents will be asked to meet with the Finance Committee.
    - 8.1.2 If resolution still is not achieved, and the account is 90 days overdue, the student(s) will be required to leave school until the account is made current.
9. Students' final examinations will not be corrected and academic records will not be released if the account is delinquent.
10. If a student is withdrawn or dismissed, parents will be required to pay the entire balance due on the account. If the account is not paid, and the parents do not arrange a suitable payment arrangement with the Treasurer, the following steps will be taken to ensure collection:
  - 10.1 The parents will be asked to meet with the Finance Committee.
    - 10.1.1 If resolution is not achieved, a member of the School Board will take the matter to the Elders (or equivalent governing body) of the church which the family attends.
    - 10.1.2 If resolution still is not achieved, the Board may choose to take the matter to Biblically based mediation or legally binding arbitration (cf. 15.).
11. A late fee of 1.5% will be charged each month, or any portion of a month, on payments that are not received within 30 days of the due date. This fee equals an annual rate of 18%.
12. A returned check fee of \$25.00 will be charged for all checks returned for insufficient funds. After two returned checks in a school year, the school may require payment in the form of official bank checks for payment of tuition and fees.
13. All tuition and fees for the current year are due April 15. On April 30, the Treasurer or designated agent will send a registered letter with return receipt requested to all parents whose accounts are still in arrears, asking for payment by May 15.
14. All accounts will be finally due on May 15. On May 15, the Head of School may exercise the school's option to fill places in the student body from waiting lists.

15. Loudonville Christian School believes that claims and disputes among Christians are to be resolved in a biblical manner. To this end, the following statement is established as an integral component of the school's Tuition Collection Policy and the Enrollment Agreement:

The parties to this (enrollment) agreement are Christians and believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian church (Matthew 18: 15-20; 1 Corinthians 6: 1-8). Therefore, the parties agree that any claim or dispute arising from or related to this agreement shall be settled by Biblically based mediation and, if necessary, legally binding arbitration in accordance with the *Rules of Procedure for Christian Conciliation*. Judgment upon an arbitration decision may be entered in any court otherwise having jurisdiction. The parties understand that these methods shall be the sole remedy for any controversy or claim arising out of this agreement and expressly waive their right to file a lawsuit in any civil court against one another for such disputes, except to enforce an arbitration decision. (Note: A copy of the *Rules of Procedure for Christian Conciliation* is available in the school office for review.)

### **FINANCIAL AID**

The staff and administration of Loudonville Christian School are committed to its long-term growth and improvement. We appreciate your trust in allowing us to serve your family in their academic, physical, social and spiritual development. Since the quality of our programs is of primary importance to us, we are always seeking ways to make improvements that will mutually benefit parents as well as our school.

Families applying for financial aid will need to complete an application and submit the necessary supporting documentation to FACTS Grant and Aid Assessment by March 31. Applicants are encouraged to apply online at [www.factstuitionaid.com](http://www.factstuitionaid.com). FACTS Grant and Aid Assessment will provide a self-addressed envelope for you to mail the following support documentation and materials:

1. (If completing a paper application) A signed and completed paper application.
2. Payment of the \$25 per family application fee.
3. Copies of the your latest tax return and W-2's for you and your spouse, as well as all supporting tax schedules.
4. Copies of supporting documentation for Social Security Income, Child Support, Food Stamps, Workers Compensation and TANF (if applicable).

If you have questions or concerns regarding the application process, you may speak with a FACTS Customer Care Representative toll-free at 1-866-315-9262. FACTS manages the business side of education for over 5,000 schools nationally, and Grant and Aid Assessment is used by more faith-based and private schools for need analysis than any other assessment service on the K-12 level. We are committed to providing a quality Christ centered education for your children, and are excited to be working with FACTS to ensure that we remain responsible stewards of our resources.

### **MIKE DAVIS MEMORIAL FUND FOR TUITION ASSISTANCE**

Loudonville Christian School has established the Mike Davis Memorial Fund to honor the passion shown by the late Mike Davis for the mission of the school and the lives of individual students. It is our goal to provide A.C.C.E.S.S (Accessible Christ Centered Education Serving the Spirit) to our community.

The objective of the Mike Davis Memorial Fund is to provide tuition assistance to Christian parents whose desire is for their children to receive an education committed to high scholastic standards and an evangelical view of God and the world, but who are facing tough economic challenges. The need for tuition assistance continues to be an ongoing prayer concern for

many of our current and potential families. In light of the hardship that many families are facing due to the current economic situation, the school board has increased the funding to be disbursed through the Mike Davis Memorial Fund. The Mike Davis Memorial Fund will help provide assistance to those in need.

#### **AWARD CRITERIA**

1. Student must meet enrollment standards of LCS.
2. Family has completed an application for Financial Aid, submitted a copy of their income tax return and a completed application for the Mike Davis Fund for Tuition Assistance.
3. Student must be willing to attend LCS.
4. Students in Preschool through 12th grade are eligible for Tuition Assistance.
5. Tuition Assistance is awarded based on the family's financial need.
6. Registration of your child(ren) for the school year for which you are requesting assistance is required. Verification of registration will come from the Loudonville Christian School Admissions office.
7. LCS will assess family needs taking into account other children in the family (ages and schools attended), other dependents, all sources of income, priority of spending, debts, and expenses - based on information provided in the Financial Aid application process.
8. Renewal of Tuition Assistance is based on continued financial need. A new Tuition Assistance application, Financial Aid application and copy of tax returns must be submitted each year. Tuition Assistance awards are contingent upon payment in full of the prior year's tuition account.
9. Decisions regarding application for admission are independent of the application for Tuition Assistance. Applying for Tuition Assistance will not affect the admission decision.
10. Students will maintain an acceptable academic standard determined by the Head of School.
11. Notwithstanding the above, this award is also available to those with extenuating circumstances and hardships.
12. Along with the completed application, parents will submit a letter explaining the circumstances that affect their financial ability to pay tuition and fee.

# SECTION #2 – GENERAL POLICIES AND PROCEDURES

## SCHOOL HOURS

### Early Childhood Program

Pre-Kindergarten	7:55 am to 12:00 pm
Enrichment	12:00 pm – 2:48 pm

### Lower and Upper School

Grades K – 12	7:55 am – 2:48 pm
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## DAILY BELL SCHEDULE

	Bell Schedule	Half Block Passing Times
<b>HR</b>	7:55 – 8:02	N/A
<b>Block 1</b>	8:05 – 9:26	1a: 8:05 – 8:44 1b: 8:47 – 9:26
<b>Block 2</b>	9:29 – 10:50	2a: 9:29 – 10:08 2b: 10:11 – 10:50
<b>C Period</b>	10:53 – 11:33	N/A
<b>Lunch</b>	11:33 – 12:00	N/A
<b>Block 3</b>	12:03 – 1:24	3a: 12:03 – 12:42 3b: 12:45 – 1:24
<b>Block 4</b>	1:27 – 2:48	4a: 1:27 – 2:06 4b: 2:09 – 2:48
<b>After School</b>	3:00 – 5:30	After Care 3:00 – 5:30 Upper Study Hall 3:30 – 5:30

## **VISITORS TO LCS**

All visitors to Loudonville Christian School are required to sign in at the office. For purpose of this procedure, "visitor" is defined as anyone not currently employed or a student at Loudonville Christian School. It is the responsibility of the Main Office to coordinate the visit as appropriate. All graduates of Loudonville Christian School will become guests of the Student Life Department and will be led office personnel to the Student Life Offices. Parents and guardians are welcome visit their child's classroom during the school day where permission to do so has been arranged in advance with the teacher.

## **ATTENDANCE AND TARDY POLICY**

### **ATTENDANCE POLICY**

By New York State law, children are required to be in school, unless excused for sickness or a family emergency. Regular attendance is vital for effective instruction and learning.

Absences due to sickness or family emergency, court appearances, or college visits are defined as legal excused absences. If a student is absent, parents are to call the school office (434-6051) before 8:45 a.m. on the day of the absence. If the absence is thought to extend for more than a day, then arrangements should be made with the individual teachers for homework assignments. In the case of an absence of one day, the student must hand in work due on the day of the absence upon his/her return to school. All additional work must be made up according to the teachers' instructions, but during a period not to exceed one week.

### **PLANNED ABSENCES**

Planned absences are defined as absences for reasons other than sickness or family emergency. Parents are encouraged to avoid scheduling trips and activities that conflict with the published school calendar. When students are absent, they miss important class presentations, discussions, and corrections of assigned homework. Teachers spend valuable time helping students "catch up." The entire educational process for all students is compromised when this occurs. In the case of a planned absence, the following procedures will be followed:

1. Parents should communicate with the teacher for a planned absence. The student is responsible for obtaining signatures from each of his or her teachers, as well as his or her parents. This form is turned in to the office as the official excuse. The Principal will designate on the form whether the absence will be "excused" or "unexcused."
2. Long-term written assignments or projects due during the time of a planned absence must be turned in prior to the absence if assigned five or more days prior to the absence. If not assigned five or more days prior to the absence, the assignment must be turned in on the day the student returns to school after the absence.
3. During the absence, teachers will maintain a record of work to be made up upon the student's return. This material will be given to the student on the first day of attendance after the absence. The student (parent in lower school) is responsible to seek this material from the teachers.

4. Work missed during an unexcused absence must be completed within a mutually agreed upon time, not to exceed one week after the student's return. Work not completed within one week will receive a grade of zero. It will be the responsibility of the student (or lower school parents) to arrange with the teachers for tests and quizzes to be made up during the week following the absence, as well.

## **EXCESSIVE ABSENCES**

While many absences are unavoidable and students are subject to extended illness, absences in excess of thirty days during a school year are considered excessive and constitute sufficient grounds for grade level retention. Pre-K through 6<sup>th</sup> grade teachers monitor student attendance and contact parents when a student exceeds fifteen absences, seeking a resolution of the pattern of absences. The Principal will be informed by the homeroom teacher when any student accumulates twenty absences and will address the potential consequences of a continuation of the pattern of absences with the parents. The Principal, in consultation with the student's parents and teachers will make the final determination of consequences if the pattern of absences continues.

Junior High and High School teachers are required to take and record attendance every period. **Absences in excess of thirty periods (or 15, in the case of classes which meet only one semester or every other day) during a school year are considered excessive and constitute sufficient grounds for withholding credit for the class. Classroom teachers, along with the Student Life office, monitor the absences and report to the parents and the Principal when students reach a level twenty periods. The Principal, in consultation with the student's parents and teachers will make the final determination of consequences if the pattern of absences continues.**

Lower School teachers and teachers of elementary specials will take and record attendance whenever the class moves from one location (i.e. returns from a special, etc.). In the case that a student is absent from class but not on the official absence list, the teacher will call the office. The office and the Student Life office will locate the student in the building, or tell the teacher that the student has been signed out.

## **EXCUSES**

A written excuse is required for every absence on the day of return to school. These written excuses are collected and retained by the homeroom teachers for the entire year. At the close of the school year, the electronic register and the collected excuses are turned in to the school office.

## **STUDENTS LEAVING DURING THE SCHOOL DAY**

If a student needs to leave the school grounds during the school day (for an appointment, to go to their internship, for senior privileges, etc.), they must be signed out in the office. Students who will be leaving on their own must provide a written note from their parents. Notes for early dismissals should be turned in to the office in the morning for inclusion on the daily attendance sheet.

## **MORNING TARDIES**

Homeroom begins at 7:55 a.m. Students who are not in class by 7:55 a.m. are marked tardy and the parent is required to sign the record in the school office, providing the arrival time and the reason for arriving late, prior to the student's admittance into the classroom. These forms are the official excuses and are kept with the attendance records.

Excessive unexcused tardiness will be considered a sign of lack of responsibility and maturity. This will result in the possible removal of privileges, after school detention, and/or suspension from school. On the Lower School level, when a

student is approaching 5 unexcused tardies, the parent will be notified with the hopes the problem is solved. If not, at 5 tardies a parent meeting will be requested by the Principal. On the Upper School level for every three unexcused tardies, the student will be required to serve a detention administered by the homeroom teacher or the after school study hall teacher. If the parent believes that the tardy is their fault, they may arrange some plan with the principal in lieu of a detention for the student. Accumulation of unexcused tardies begins anew at the start of each new quarter.

Sickness, court appearance, and appointments are “excused” reasons for being tardy to school. Students who are not in school by 8:30, and who do not have an excused tardy, may not be eligible to participate in after school activities on that day.

### **BETWEEN CLASS TARDIES (Upper School)**

Students are required to be in class on time and prepared. Tardies to class will be managed by the teacher and his or her tardy policy.

## **LUNCH AND MILK**

Students in grades PreK-8 eat lunch in their classrooms. Students in grades 9-12 may eat lunch in any of the 9-12 homerooms, outside in nice weather or on the carpeted area of the school entrance. Students are not to eat in any other places unless special permission is given. Students may bring their lunch from home or they may purchase lunches through the school lunch program. Menus are distributed in advance and meals are chosen for a two month period at an additional cost. One carton of milk per student is provided at no additional cost. More information about the school lunch program is available on LCS’s website and in the school office.

Students are not allowed to leave campus for lunch unless they are with their parent or guardian. Exceptions to this are seniors who have senior privileges.

## **EMERGENCY CLOSING OF SCHOOL**

The Head of School, or her designee, is authorized to announce the closing of school if actual or potential hazards threaten the safety and well-being of students and employees. The Head of School will make public announcements regarding the closing of school on local radio, television stations, the LCS website, and the LCS Facebook page. Additionally, a message will be sent to staff and school families using School Messenger, our emergency phone notification system.

# STUDENT DRESS CODE

Biblically, believers should choose modest attire that will set a tone that promotes the inner life and value of our students. (Romans 12:1-2, I Peter 3:4, Galatians 5:16) Loudonville Christian School expects students to practice discernment in choices of appearance and dress which are characterized by cleanliness, neatness, modesty and appropriateness. It is our hope that students will internalize this principle during their time spent at LCS. **Students and their parents have the primary responsibility for acceptable student dress and appearance at school and school functions. Enforcement of the dress code is the responsibility of teachers with final decisions given by the Principal at her discretion.**

## DAILY CLASSROOM DRESS: (PreK – 12th grade)

A student's dress, grooming and appearance, including hair style/color, jewelry, make-up and nail will:

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Not include exposure of any undergarments, midriff or cleavage.
3. Not include, for ladies, skirts or dresses that are shorter than 2 inches above the top of the knee while standing.
4. Not include skin tight pants, by whatever name (e.g. leggings, jeggings, yoga pants, etc.) unless worn under a dress, skirt or shirt that reaches mid-thigh in front and back.
5. Not include shorts that are shorter than mid-thigh, loose fitting or athletic shorts.
6. Not include backless shirts.
7. Not include sleeveless shirts where the shoulder is less than 4 fingers wide, or extended cut under the arm.
8. Not include pajama pants, sweatpants, athletic pants or other sleep attire.
9. Not include clothing that contains rips or tears.
10. Not include items or print that advertise or promote values contrary to the biblical values of LCS. (e.g. vulgarity, obscenity, denigration of others, promotion of alcohol, violence, etc.)
11. Not include hats or hoods up inside of the building.
12. Not include any form of body piercing except for earrings for girls.
13. Not include tattoos that are visible in any dress code format.
14. Not include facial hair.
15. Not include unnatural hair color dyes or extreme hair styles.
16. Not include any footwear that does not have a back strap.
17. Not include footwear that is a safety hazard or could damage school property.

## DRESS UP DAYS (About 4 times a year):

During dress up days the regular dress code must still be followed. However, students are expected to wear specific attire.

- Gentlemen:
  - Dress pants and belt
  - Tucked in, button up dress shirt with a tie or bowtie
  - Dress shoes or clean appropriate footwear must be worn.
    - PreK and K – Ties are optional
- Ladies:
  - Dress pants
  - Dresses and skirts no shorter than 2 inches above the top of the knee while standing

## SCHOOL SPIRIT DAYS and DRESS DOWN DAYS

Daily Classroom Dress Code is still in effect with the exception of #9, #11, #15, and #16.

## DRESS CODE for SPECIAL OCCASSIONS

There are several special events and trips held over the course of the school year (8th Grade Dinner, the Junior Senior Banquet, class trips to Lancaster, D.C., and Virginia, etc.). Dress codes and guidelines for these occasions will be sent home in a timely manner.

## DRESS CODE for P.E. and LCS SPORTS PRACTICES

Students must still be in compliance with the dress code. However, students may wear mid thigh length athletic shorts or athletic pants/sweat pants for P.E. and sports practice.



# RESOLUTION PROCEDURE

Occasionally problems arise in the life of the school. In the spirit of Matthew 18:15-17, it is best for the parties involved to discuss their problems and differences face-to-face and to seek reconciliation and forgiveness as the Scriptures command. The steps in the problem-solving and appeal sequence for LCS are based on scriptural principles.

## **LEVEL 1: Parents and/or Students with Teachers**

The parent and/or student may initiate a conference with a teacher – or the teacher may initiate a conference with the parent and/or student. The teacher should make clear at the outset of the conference that the purpose of the conference should be to resolve the problem in a spirit of Christian love and reconciliation, as well as to further the best interests of the child(ren), classmates, and the school.

## **LEVEL 2: Parents and/or Students with the Principal**

If the problem is not resolved at Level 1, then the teacher, parent, and/or student may request the Principal to meet with them with Christian reconciliation in view. After meeting with the teacher, parent, and/or student, the Principal will seek reconciliation that is acceptable to all parties, does not compromise Christian principles, and is in the best interests of the student, classmates, and the school, or will make a determination

## **LEVEL 3: Parents and/or Students with the Head of School**

Should the Head of School not be involved at Level 2, the teacher, parent, and/or student may initiate a conference with the Head of School – or the Head of School may initiate a conference with the parents and/or student to review the administrator's decision. If the problem cannot be resolved based on mutually acceptable terms, then the Head of School shall make a determination as to the appropriate outcome. Either the Head of School or the parent (not the student) may request the Board Chairman to meet with them with reconciliation in view. Such a meeting shall only be held if, in the sole discretion of the Board Chairman (or Executive Committee) a policy of the School is implicated.

After meeting with the teacher, parent, and/or students (and receiving input from the Principal and/or Head of School), the Board Chairman will seek a reconciliation that is acceptable to all and which does not compromise Christian reconciliation principles, and which is in the best interests of the student, the classmates, and the school, or will make final determination.

## **LEVEL 4: Parents and/or Students with the School Board**

Parents and/or students may appeal decisions related to student expulsion only, or decisions which clearly implicate a policy, by notifying the Head of School or School Board, in writing, of their intent to appeal within seven days of the notification of the School's decision. Such appeal shall only be held if, in the sole discretion of the Board Chairman (or the Executive Committee), a student has been expelled or a policy of the School is implicated.

The Board may conduct a hearing with the parents and/or students within 14 working days of receipt of the request for appeal. The Board will render a final decision.

This policy recognizes and exhorts parents, students, teachers, and administrators that problems can be solved at the personal level, if there is mutual respect and understanding, as well as a commitment to Biblical reconciliation. The Bible is filled with examples and exhortations for Christians to forgive one another, because God has already forgiven us much

more. This policy recognizes that Jesus Christ (His teaching and will) has primacy throughout the reconciliation process, with the best interests of the school being the second priority.

If a Board Member is contacted directly by a parent, student, or teacher in regard to a complaint or conflict within the School community, the Board Member must inform and direct the individual according to the school's policies, including, but not limited to, this policy for problem solving and appeal.

## **STUDENT LOCATIONS**

Before the morning bell, students who are here early are to be in the following locations: Students in grades PK-8 are to wait on the carpeted area in the front entrance. If students want to be outside in nice weather they must have the permission of the teacher on duty and they must be in an area where the duty teacher can see them. The elementary duty teachers will lead grades PK-5 downstairs at approximately 7:45. Students in grades 9-12 may be in the main hallway between the Head of School Office and the Athletic Director Office until the bell rings at 7:50. Students are not allowed in the locker rooms, except for athletes dropping off their bags and equipment.

At the last bell, at the end of the day, students in grades 7-12 who ride the bus should go immediately to their bus. All other students are to report to homeroom in order to be dismissed as they are called. At 3:00 the bus caller will call for all remaining students and at that time students in grades 7-12 may go to the carpeted area in the front of the building, may go outside in nice weather, or may meet with a teacher in a classroom. All students will be supervised at all times. At 3:30 any students in grades 7-12 who are still at school will report to after school study hall.

## **AFTER SCHOOL PROGRAM**

### **LOWER SCHOOL AFTER CARE PROGRAM**

The After Care program is available for students in grades PreK – 6 from 3:00 to 5:30 p.m. The school doors are always secured. Upon arrival for pick up, parents may ring the doorbell at the lower entry point of the school where, once recognized, will be allowed to enter the building.

- Children who have a sibling playing in a sports program that starts at 4:00 p.m. will not be charged up through 4:00 p.m. If the child stays after 4:00 p.m., the parents will be charged for 4:00 p.m. and after.
- If parents choose to use the After Care program during a parent teacher conference, they will be charged. If the After Care program is not utilized during a conference, children will need to stay in the classroom with the parents and teachers, or sit in the hall right outside the classroom doors.

### **UPPER SCHOOL STUDY HALL**

Students in 7<sup>th</sup>-12<sup>th</sup> Grades remaining on school property at 3:30 p.m. must report to After School Study Hall. It is the responsibility of the teacher on duty to be sure that every student in the After School Study Hall signs in. Upon arrival for pick up, parents may enter the main doors of the school building and use the lobby phone to page their child for release. Parents are responsible for signing out their child no later than 5:30 pm before leaving the school.

# PLAYGROUND

The Loudonville Christian School has supplied and installed attractive and safe equipment in the enclosed playground. The following outlines use of the enclosed playground area:

- The playground will be used primarily by PK through sixth grade. Junior High and High School students can use the playground equipment; however, Elementary will receive priority during the school day.
- MOMS and other non-school groups should coordinate use of the playground with the Principal for optional times during the school day to avoid conflict with school use.
- Teachers supervising older groups may permit use of the enclosed playground when younger students are not using it.

## PLAYGROUND RULES FOR THE FENCED AREA

1. Be kind to all.
2. Take turns.
3. Use equipment as it was intended. (The slide is not a climbing structure!)
4. Do not jump on the wave. (Standing on it only with teacher permission depending on grade level.)
5. Do not run on the “big toy”.
6. Wait to slide until previous person or persons have reached the bottom.
7. Slide feet first.
8. Do not bail out of swings.

# TRANSPORTATION

New York State law requires Central School Districts to provide public transportation to parochial and private schools. City School Districts are not required to do this outside a 15 miles radius of the school. Currently Troy City School District does offer transportation.

Parents who reside in a Central School District are required to make their requests for transportation to the local school district before April 1 of each year. School districts are not obligated to provide public transportation for requests received after that date. These requests must be made annually, so parents are urged to direct their requests to local school districts during March.

Many children who come to the LCS live in city school districts or live beyond the busing limits. In such cases car pools have been a valid alternative. LCS will provide names and addresses of families who are in the school as a means of establishing and maintaining car pools.

Parents who transport their children to school by car are urged to bring children to school promptly. When school is dismissed, though we do want students picked up promptly, we recommend that parents wait until 2:55 or 3:00 to pick up their students. This gives time for most of the busses to leave and make our parking lot less congested.

## **BUS ETIQUETTE**

LCS expects the same type of behavior on the bus ride to and from school that students practice in their classrooms. Proper bus behavior whether on the LCS bus or public school bus are as follows:

- All Students in PK-6 should be belted in seat belts (not required for Grades 7-12).
- No student should stand at the seat or in the aisle at any time.
- Nothing may be put out of the windows for any reason, including hands, feet, and head.
- Noise levels should be kept at a minimum for the safety and benefit of the driver.
- Trash should be deposited in the garbage bags provided by the driver.
- Windows should be put back up, if they have been opened, before departing the bus.
- The bus driver is in charge. He or she will receive the same respect given to a teacher.

Riding the district school bus to and from school is a privilege, not a right. Students are encouraged to remember that they are representatives of Loudonville Christian School and Jesus himself through their behavior and actions.

## **STUDENT DRIVERS**

High school students may request the privilege of driving to school and parking on school property. Interested students must complete the authorization form (available in the Principal's office or homeroom teacher) and provide a copy of their valid driver's license, the vehicle's registration and insurance card, as well as written parental permission. The Principal's authorization is required before a student may drive to school.

Student drivers are to park in the South parking lot, and may not return to the vehicle during the school day without permission from a teacher or the office. Student drivers may not leave at the end of the school day until student drivers are called, unless they are excused by their homeroom teacher to leave for work or a school athletic practice.

Written parental permission is required for the driver and passenger when a student driver transports another student that is not a family member.

## **SECTION #3 – ACADEMIC PROCEDURES AND POLICIES**

### **TEACHING STAFF**

Loudonville Christian School is committed to employing the best teachers available. Each teacher has a personal relationship with Jesus and seeks to serve and honor Him in his or her daily life. Teachers assemble every morning for prayer and/or worship, laying their personal and professional needs before their Savior. LCS's teachers are the "living curriculum" of the school, showing by authentic example what it truly means to walk with Jesus in the circumstances of this life.

Loudonville Christian School expects and demands high standards for its teachers. Candidates are carefully screened for excellence in their content areas and for the gift of teaching as described in Ephesians 4:11-13. All of our teachers are required to have a teaching certificate through the Association of Christian Schools International.

### **GRADING SYSTEM**

All students in Kindergarten through 12<sup>th</sup> Grade receive formal evaluations four times during the school year, while students in the Early Childhood Program receive two formal evaluations. Teachers calculate and submit grades through RenWeb (LCS's learning management system) where report cards are prepared and distributed according to the established calendar. Teachers are responsible for ensuring that student grades are well documented and clearly interpreted to both student and parent.

Formal progress reports issued are sent to parents at the midpoint of each quarter whenever student work is failing or an unsatisfactory trend is apparent. For example, the student of "B" potential who achieves only at a "C" level should have adequate and clear warning that his work is not satisfactory and improvement is needed. Progress reports are intended to inform students of areas needing more intentional focus and to prevent an unexpected grade at the end of the marking period.

Parents should not receive a report card with one or more failing grades without adequate advance notice. If an unsatisfactory trend appears, the student should have an opportunity to receive special help or to improve. Assignments, tests, or quizzes leading to an "incomplete" in any subject on the report card must be completed and submitted to the teacher within one week or the work will receive a grade of zero.

Attitude, effort, and behavior are not a part of the subject grade. Students who receive poor grades often have a poor attitude toward school, and sometimes are behavior problems. Indirectly these factors do affect the grades a student receives.

Students in Kindergarten through 5<sup>th</sup> grade receive marks of E, C, I, or B. These letters denote the following:

- E** – Exceeds grade level expectation (95% - 100%)
- C** – Consistently performs at grade level expectation (80% - 94%)
- I** – Inconsistently performs at grade level expectation (66% - 79%)
- B** – Below grade level expectation (65% or below)

In the 6-12<sup>th</sup> grades, numerical grades are given. The LCS passing level is 66%. Grades are given for all classes, including electives and specials.

Comprehensive midterm and final examinations will be given in all academic courses in the Upper School (grades 7-12). The following applies to specific circumstances related to the administration and/or nature of final examinations:

- Midterm and final exams will each count 10% toward the final year average for full year courses. For semester courses, a final exam will be given and count as 20% of the final average.
- In courses for which there is a Regents exam, the Regents will be taken by all enrolled students and will count as a test in the 4<sup>th</sup> quarter grade. When a student retakes a Regents exam, by choice or as required due to failure, only the higher exam score will be used in the 4<sup>th</sup> quarter grade.

When calculating a student's GPA, Advanced Placement (AP) courses are not included.

## HOMWORK

Reasonable homework assignments may be given on a regular basis. The amount of homework is graduated, depending upon the age and grade level of the child. The time required by an individual student to complete the homework will be affected by the ability of the child and his maturity. Time during the class period will be set aside for the purpose of giving clearly assigned homework and, in many cases, providing an opportunity for pupils to start on this work under supervision.

The following guidelines for homework time are based on the average student's ability. Parents are encouraged to communicate with teachers if they find that their child requires more time than this to complete the homework and feel that he or she is being given too much to do. The teacher will work with the parent to identify the reasons for the apparent inequity.

Kindergarten	15 minutes
Grade 1	20 minutes
Grades 2-3	30 minutes
Grades 4-6	45 minutes

Grades 7-8 – In a class meeting for a block period, the teacher may assign up to 20 minutes of homework due for the next scheduled block. In a class meeting for one period, the teacher may assign up to 10 minutes of homework due for the next scheduled period. (The total amount of student homework done outside the classroom should not exceed 60 minutes.)

Grades 9-10 – In a class meeting for a block period, the teacher may assign up to 30 minutes of homework due for the next scheduled block. In a class meeting for one period, the teacher may assign up to 15 minutes of homework due for the next scheduled period. (The total amount of student homework done outside the classroom should not exceed 90 minutes.)

Grades 11-12 – In a class meeting for a block period, the teacher may assign up to 40 minutes of homework due for the next scheduled block. In a class meeting for one period, the teacher may assign up to 20 minutes of homework due for the next scheduled period. (The total amount of student homework done outside the classroom should not exceed 120 minutes.)

Homework and assignments are due on the date and at the hour assigned. A penalty may be assessed for late work, unless the teacher grants an extension. No work is accepted two weeks after the due date with Principal approval.

There are several periods of time throughout the course of the school year during which homework will not be assigned. These dates include all Back to School Night, High School Retreat days, all major school vacation weeks, and winter and spring concert dates. LCS is committed to providing a well-rounded education that allows students to engage in various extra-curricular activities (fine arts, sports, etc.). Teachers are sensitive to these student needs as well, and plan their assignments accordingly.

## **ELEMENTARY SUPPORT SERVICES (ESS)**

Elementary Support Services (ESS) Department offers support and extra help to qualifying students in the elementary school grades. ESS teachers are looking beyond the curriculum covered in the classroom to get to the root of a learning problem. This may include re-teaching with targeted focus on skills. The ESS teacher's goal is to build the various necessary strategies tailored to the specific needs of the child. ESS teachers use varying approaches and materials to cover the same skills in the classroom curriculum, but they deliberately target weaknesses of individual students.

The ESS teacher evaluates student progress and prepares individual narratives that accompany report cards. However, ESS teachers do not average grades or put grades on student work. Some students benefit from knowing that the performance pressure of grades has been removed. As a result, the students can focus on learning, and know that mistakes are valuable in the ESS setting as a way to grow and improve.

The ESS teacher's extensive goals are to see the student function academically strong enough to gradually move out of ESS. The classroom teacher and the ESS teacher are in regular communication about when this seems like a good transition. Parents will be communicated with when this progress takes place.

## **STUDENT ADVANCEMENT**

In the lower and junior high school, students are promoted to the next grade at the end of the school year if their work has been of a passing nature during the year. Students who fail one subject are passed to the next grade on academic probation for the First Semester. If the subject failed is one that is foundational to the next year, such as math, the student must take summer school or have tutoring over the summer. The student will be required to show proficiency before being passed on to the next course. Students who fail two or more subjects for the year are required to repeat the grade or make up the subjects during summer school, or withdraw from the school.

In certain cases, particularly among our younger children, retention may be recommended to parents even though their child may be passing. The reason for this is generally due to the need for more maturity on the part of the child before going on to the next grade.

No retention is made under any circumstances without a conference or communication with the parents, Director of Student Services, and the Principal. The Principal may seek the professional recommendation of a school psychologist as a third party. As a minimum, the following will be taken into consideration as retention is being reviewed:

- P** – Physical development of the student
- I** – intellectual development of the student
- E** – Emotional development of the student
- S** - Social development of the student

In the high school, it is recommended that all Regents examinations be passed before the student will be permitted to take the next course in the high school sequence, even if the student passed the course. Any student who does not pass a required Regents examination will be required to retake and pass the exam during August, through their local school district. For courses that are not in the advanced track, a second failure will have implications for the student's return to LCS. The Principal, in consultation with the Director of Student Services, parents, and the student, may make exceptions to this requirement.

While it is our hope that all students will pass every course, the following are the consequences of failure:

1. The student and his or her parents will be responsible to arrange for a summer school program for any non-Regents or Regents course failed, even if the student passed the Regents exam. (Parents are encouraged not to wait until the last minute to investigate alternatives.) The Principal must approve the program prior to enrollment and an official report of successful completion must be received before beginning the subsequent school year.
2. In the case of courses not offered in summer school programs, such as Bible, the student and parent must make arrangements with the Principal, in coordination with the teacher, for individualized summer work in lieu of a summer school course. Fees may apply to compensate the teacher for their time.
3. Failure of more than two courses for the school year will result in loss of enrollment for the subsequent year, unless a formal request for an exception, based on extenuating circumstances, is made and approved. In no case will a high school student be enrolled who has not made up a failed course prior to the beginning of the school year.

## **HONOR ROLL**

An honor roll and high honor roll is published each quarter for students in the Upper School (Grades 7-12). Students with a GPA of 3.8 or above are included on the high honor roll and students with a 3.5 or above are included on the honor roll.

## **NATIONAL HONOR SOCIETY**

Students in grades 10-12 who have been enrolled at Loudonville Christian School for at least one semester and who have earned a cumulative GPA of at least 3.5 will be invited to apply for admission into the Ambassador Chapter of the National Honor Society. Students who qualify academically will be asked to complete an activity form which will then be presented to the faculty council, who will determine admission based on the NHS pillars of Scholarship, Character, Leadership, and Service. The faculty council encourages the students to show involvement, leadership, and service in a variety of school activities, in addition to their community involvement.



Students who are members of National Honor Society and fail to maintain the standards set by the society (including their grades and involvement levels) may be dismissed from the National Honor Society.

## **BOOKS AND SUPPLIES**

The school supplies some of the textbooks required for students' use in the Christian School. In the lower grades this also includes some supplies. In the upper grades, students are required to provide their own pencils, pens, paper, rulers, etc. The New York State Textbook Loan Program makes a number of textbooks and workbooks available to students as well. In Grades 1-12 the students requisition textbooks for most subjects from their local school districts. Review books (for Regents exams or AP exams) must be purchased by the students.

Forms for the loan of textbooks from local school are made available to parents in the spring. These are completed by the parents, collected by the school, and forwarded to the school districts. In the fall if the textbooks are not delivered to LCS by their school district, parents should plan to pick up textbooks loaned to them by their home school districts. At the close of school for the summer, these books are to be returned to the same school district unless notified differently.

Books are issued with the understanding that their return in good condition is the sole responsibility of the student. If a student reports that a book is lost, the teacher will insist that a thorough search be made and may issue a substitute book only after the parents have been billed for a lost book. Textbooks provided by LCS are equipped with a student loan card pasted or printed inside the front cover. When loaning a textbook to a student, the teacher should note the number and condition of the book and check the condition upon its return. Students are expected to keep textbooks loaned to them by LCS or their local school district in good condition. Parents are responsible for the fine associated with the damage or misuse of textbooks during the school year.

## **INSTRUMENTAL INSTRUCTION AND BAND**

Beginning in 5<sup>th</sup> Grade, students may begin learning to play a wind, brass or percussion instrument. This is on a voluntary basis, and an annual charge is made for instruction for 5<sup>th</sup> and 6<sup>th</sup> grade students. Please contact Mrs. Sandra Chevrette at [schevrette@lcs.org](mailto:schevrette@lcs.org) regarding lessons and instruments. Junior High and High School students taking instrumental lessons for fine arts credit are not charged because the lessons are part of their course of study.

## **TESTING**

The school maintains a regularly scheduled program of aptitude, ability, and achievement testing. This testing is primarily for the benefit of teachers so that they may assess in general terms the ability and achievement levels of students.

# TECHNOLOGY

## ACCEPTABLE USE POLICY (AUP)

### OVERVIEW

LCS owns and provides a collection of technology resources available to students, faculty and staff in order to enhance their learning and working experiences. Technology should be used in a responsible, ethical and legal manner that honors the mission of LCS and God. When using school technological resources, users are reminded that they represent themselves and the school. As in all other areas of school life, a high standard of personal responsibility is required in the use of both school and personal technological resources.

All users at Loudonville Christian School are expected to read, sign and honor this Acceptable Use Procedure (AUP). The AUP outlines guidelines for how one should use technology resources at school and in private and how one should conduct oneself while using the resources. If there are any questions, please contact the Technology Teacher.

### A MONITORED NETWORK

The network at LCS is a monitored network. Logs and other information on network usage are periodically collected and, when deemed appropriate and necessary, reviewed by the administration. Privacy is highly respected and guarded, but the administration reserves the right to examine any school or private/personal relevant files if there is reasonable evidence that the AUP has been violated or in the event of problems with a system in which the files need to be examined in order to return the system to working order. The school reserves the right to monitor school computer systems to ensure proper usage and to prevent disruption of software, hardware or files.

### WEB FILTERING

As with all other areas of school life, all members of the LCS student body are expected to conduct themselves in an intelligent, honest and ethical manner when visiting the Internet, whether at school or in private. In an effort to make Internet access as useful and edifying to students' experience as possible, the school has in place an Internet filter system that provides the school with a high degree of control over what websites can and cannot be accessed from computers on the school network. The school will endeavor to block online material that is contrary to the values and mission of LCS and grant access to legitimate websites that have inadvertently been blocked. If a user visits a website that is blocked, but that he or she believes should be unblocked, he or she should contact the Technology Teacher.

Because access to the Internet provides connections to other computer systems located all over the world, LCS students and their families recognize that neither the school nor its faculty and staff can completely control the content of the information obtained from other systems, whether at school or in private/personal use. Some of the information available is controversial or offensive. Loudonville Christian School does not condone the use of such materials.

### GUIDELINES

Violations of the following guidelines may result in the revocation of access privileges and possible disciplinary responses, whether the violation occurred at school or in private. LCS reserves the right to modify these guidelines as may prove necessary.

A user should:

- Exhibit courtesy and civility at all times, especially on e-mail.
- Properly credit and cite online references.

- Use technological resources as learning and working tools.
- Use the file server to store their school-related files.
- Use the Internet to research assigned classroom projects.
- Use the computer lab printer to print out school-related material.
- Be critical of information procured from unknown or unreliable sources, especially from the Internet.
- Back up important information.
- Take care of school equipment and furniture in the computer lab.

A user should not:

- Plagiarize material found on the Internet.
- Use profanity, obscene images, abusive language, or take part in conduct that violates the values and mission of LCS.
- Access pornography, hate group sites, or other offensive sites.
- Read or change computer files without permission that do not belong to the user.
- Misrepresent LCS or the user's position/status at the school.
- Send or receive copyrighted material without permission.
- Copy commercial software in violation of copyright laws.
- Use the network for financial gain or commercial activity.
- Use the Internet for any illegal purpose.
- Disrupt or attempt to disrupt the software or hardware of LCS, which includes the installation of unauthorized software on any workstation.
- Assume that electronic communications and files are absolutely private or secure.
- Give his or her password to another user.
- Give out home phone numbers, addresses, or other personal information indiscriminately on the Internet.

Those who violate or abuse these procedures will be subject to discipline as noted in the Student Code of Conduct. These guidelines are not intended to be exhaustive, and are subject to modification at the school's discretion.

### **USE OF iPads**

Students who own an iPad with 3G or 4G capabilities, will be asked to support LCS' policy of no access to those connections during school hours. iPads are intended for use at school each day. In addition to teacher expectations for iPad use, students may access school messages and calendars, while using their student emails to receive messages from parents and teachers. Students are responsible to bring their iPad to all classes, unless specifically instructed not to do so by their teacher.

The school will provide internet and email access to its students, provide internet blocking of inappropriate materials when able, and provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy. In addition, we will be adding a Meraki application that allows the school to protect and maintain the iPads. It is mandatory that this application remains on the iPad during the course of the school year. The school reserves the right to review, monitor, and restrict information stored on or transmitted to the iPad, and to investigate inappropriate use of resources.

The school is not responsible for the damage or loss of the iPad devices brought on campus or to school sponsored

activities, regardless of whether the device is in the possession of a student or school official upon confiscation. Students are responsible for the safety and security of all items brought to school. In order to help find your lost or stolen iPad, it is suggested that *FindMyiPhone* be installed to map the location of the device at any time that a Wi-Fi connection is made.

The iPads should be charged and ready for a full days use. The teacher will manage the use of the iPad in the classroom. iPads may be used before, after school, and in homeroom during lunch for personal use. iPads are permitted to be used during Chapel, but only the Bible app and for note taking purposes. Camera use on the iPad is not allowed, unless a teacher gives permission for an activity in class.

### **iPads LEFT AT HOME**

The student is responsible for getting their course work completed as if they had their iPad present.

### **iPads UNDERGOING REPAIR**

If the iPad unit is undergoing repair for a longer period of time, a temporary unit can be lent to the student on a daily basis, but subject to availability.

### **CHARGING YOUR iPad's BATTERY**

iPads must be brought to school each day in a fully charged condition. Students are not allowed to charge their iPads in any school outlet except in the Computer Lab.

### **SCREENSAVERS / BACKGROUND PHOTOS**

Inappropriate media may not be used as a screensaver or background photo. Inappropriate media includes presences of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols or pictures. Violations will result in disciplinary action.

### **SOUND, GAMES AND PROGRAMS**

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

Prescribed software/Apps by a teacher must be installed at all times. Non- prescribed Apps may be deleted to provide more storage space for Apps required for learning. Student textbooks through iBooks will require about 5.5GB of space, so it is recommended that the iPad have no personal music, videos, photos, and personal apps installed on it at the beginning of the year, as well as throughout the year. This is to ensure that there is plenty of space to load the necessary books, apps, and storage for school.

### **HOME INTERNET ACCESS**

Students are allowed to set up wireless networks on their iPads to assist their continuous learning while at home. Printing at home requires a wireless printer, proper settings and correct app, but this is not necessary. Parents are encouraged to set parameters regarding iPad use at home. The iPad is a Wi-Fi enabled device and is capable of accessing the Internet when wireless networks are available. Internet access is an important part of the functionality of the iPad. Every effort will be made to create homework that can be completed on a home computer or on the iPad.

### **MISUSE**

As is the case with all technology there is the potential that the iPad can be used in inappropriate ways. LCS will provide Internet filtering and the Meraki application for the device and teachers will monitor to ensure the device is used for schoolwork. The consequences of misuse at school will be handled accordingly. Misuse at home should be handled by the

parents.

## **iPad OFFENSES ARE CUMULATIVE**

- **iPads and Laptops: When inappropriate use of an iPad or laptop occurs, the following discipline measures will be taken:**
  1. **First Offense** – Warning, reminder regarding permitted use, and name emailed to the Principal.
  2. **Second Offense** – Email from teacher, meeting with Principal and the student, and parent contact
  3. **Third Offense** – Email from teacher, meeting with Principal, the student, and parent, detention referral
  4. **Fourth Offense** – Email from the teacher and parent contact. iPad will be confiscated for the clearing of all nonessential apps (including social media, games, web browsers, etc.). The school will create a restriction passcode keeping the user from accessing the Apple store before it is returned to the student. When the student needs to update an app, he or she will need to see the Technology Director or Principal. If restrictions are by passed, the student will be suspended immediately.

**Major Violation consequences may bypass the listed iPad and laptop offenses and result in suspension or more severe consequences.**

**Parents and students are required to sign the Acceptable Use Agreement before the student is permitted to use his or her device on campus.**

## **FIELD TRIPS**

A field trip is defined as an educational activity that meets the following criteria:

1. It involves a specific class or classes.
2. It is intended for all students in the class(es).
3. It takes the class away from the classroom.
4. It has an identifiable educational objective.
5. It includes student preparation for the activity and evaluation of outcome.

Such trips are encouraged if they do not seriously interfere with the educational routine of students who must remain in school, and the majority of students are academically benefited by the trip. On all field trips, provision will be made for the proper supervision and care of students while they are off campus, including appropriate preventative medical care.

Permission to go on field trips is automatically granted by parents when they consent to send children to the school, so a separate permission is not necessary for each individual field trip. The insurance provided by the school is designed to cover students who participate in activities off school premises which occur under the school's jurisdiction.

Parents may be called upon to provide transportation for field trips. The school requires parents who drive to provide and use seat belts for each student who rides in the parent's car and no students are to be left unattended in a vehicle at any time. The coordinating teacher must obtain the cell phone numbers of all parents who are transporting children for contact in the case of an emergency. Likewise the coordinating teacher must provide all drivers with a destination address for their personal map software. Drivers should not make side trips or unplanned stops without the approval of the teacher. Drivers

must also complete the Volunteer Driver Application and Background Check and provide a copy of their vehicle insurance card and driver's license prior to supervising or transporting children. Applications may be obtained at the office or on the LCS website.

## **LIBRARY / MEDIA CENTER**

The school library is a media resource center for much of the teaching and learning that takes place in the school. Every effort is made to have the library staffed during the school week by the part-time librarian, a library aide, and volunteers.

## **BOOK CLUBS**

LCS periodically provides opportunity for families to purchase books and materials through book clubs. This does not suggest that the school has reviewed or that the school takes responsibility for the content of every publication listed for purchase. The school suggests that parents review the promotional materials carefully to assure that what they purchase is appropriate for their child.

## **CO-CURRICULAR PROCEDURE**

### **Eligibility Procedure for Athletic and Co-curricular Programs**

The purpose of this procedure is as follows:

- To establish qualifications for participating in athletic and co-curricular activities.
- To provide motivation to keep academic performance high.
- To aid students in balancing the various aspects of their lives.

### **Loudonville Christian's basic beliefs regarding eligibility for participation include:**

- Students represent the school and should reflect Loudonville Christian School in the best light.
- Students are motivated by eligibility standards to maintain academic performance.
- Standards should be enforced firmly and consistently.
- Students who are heavily involved in and outside of school must learn to budget time and set priorities.
- Participation in co-curricular and athletic programs is essential to becoming well-rounded persons, but it is a *privilege* that accompanies good academic performance.
- Students must be in attendance at school, no later than 8:30, for the day in order to participate.

### **Academic Eligibility Procedure:**

A student must maintain a minimum grade average of 66% in each course in order to participate in Loudonville Christian School's interscholastic athletics and drama productions, or to hold office in student government, participate in the worship team, or participate in organizations and clubs. A failing grade results in a student being suspended from participation.

**Suspension:** Any student who is failing a course at the time of Progress Reports will have an automatic suspension from any student activity/club/sport/office for two weeks. Following the two-week suspension, the *parent* will contact the academic teacher of the course that the student is failing to see if the student qualifies to return to the co-curricular activity. However, at Report Card distribution, any student maintaining an average below 66% in any course will not be eligible to participate in any student activity/club/sport/office until the next formal grading period.

**Fall Season:** Any fall athlete who has failed a course in the fourth quarter will be required to attend Athletic Study Hall in the fall. The student will remain in Athletic Study Hall until Progress Reports at which time he or she will be evaluated for participation in P.E. classes and sports.

## **SPORTS / GYM REQUIREMENTS**

Students in grades 10-12, who are participating in an LCS sport, may elect to not be in gym and instead attend a study hall during their scheduled gym time.

Students in grades 10-12, who are participating in an LCS sport and participating in gym, must maintain a 75% average in all their classes or they will need to drop gym and be in a study hall. Administration will check grade status at progress reports and report cards. Once removed from gym they will be allowed to return when their grade(s) have come up to at least a 79 and when the principal approves their return to gym.

## **PART-TIME STUDENTS**

Loudonville Christian School desires to partner with the Home School community in the Capital District. At LCS, part time students may register to take a maximum of only two courses. LCS's part time students are therefore not eligible to participate in any co-curricular, sports and/or student activities. LCS' administrative procedure governs the participation of part time students in co-curricular, sports and/or student activities. In the event that the procedures of any external group or league in which LCS participates differ from those of LCS, the more stringent of the two will apply. A student must qualify as a "bona fide" student to participate, without special restriction, in co-curricular, sports and/or student activities. A bona fide student is one who is registered at LCS and attends as a full time student.

## **SECTION #4: DISCIPLINE**

### **STUDENT CODE OF CONDUCT**

Loudonville Christian School is committed to providing each student with a dynamic, Christ-centered education working in conjunction with the Christian home and the Christian church. Our goal is to contribute to the formation and maturation of a well-educated Christian student who can glorify God while living in contemporary society. Achieving this goal requires attention to the intellectual, spiritual, social, and physical maturity of students. Loudonville Christian School's commitment to the Bible as the final authority for faith and practice extends into every area of student life, and therefore leads to certain expectations as to student conduct. In setting forth these standards and expectations below, LCS seeks to model truth and grace, and to provide a Christian educational environment that guides each student to a growing personal relationship with Jesus Christ and a life of holiness and integrity.

#### **GUIDING PRINCIPLES**

- **WE ARE CHOSEN**

God asks that each Christian present all of himself or herself to be totally used for His purposes (Romans 12:1).

- **WE ARE HIS TEMPLE**

Exhortations to purity, especially moral purity, naturally result from the fact that God's Holy Spirit dwells in us as His present-day temple (I Peter 1:15-16).

- **WE ARE A CHRISTIAN COMMUNITY**

As Loudonville Christian School endeavors to assist families in preparing students for their college and/or vocational lives, it is important that students understand community living. Within a community, rules and standards serve several purposes, including defining the community, setting forth clear standards for participation in the community, creating a safe and secure environment, and minimizing distracting or counterproductive behavior.

In a Christian school context, rules and standards remind students that their actions should not hinder the faith of other believers (Galatians 5:7-10), should glorify God and edify others (Romans 15:5-6), should facilitate a learning environment, and should present an appropriate witness before unbelievers.

- **LOVE**

According to the Holy Scriptures, our love for God must be our primary concern. Next to loving God, our love for others must be our next order of concern. Our love for God and others must be evident in our conduct. This is best demonstrated by putting the best interests of others before our own interests (Romans 13:9B-10).

- **RESPECT**

Students must always be respectful of:

- The authority of the school administration, staff, faculty and all other responsible adults.
- The rights, property, safety and well-being of fellow students.
- School and church property (Ephesians 6:5-6).



- **OBEDIENCE**

Students must obey their parents and therefore their teachers, since the Christian family delegates responsibility and authority for education to the Christian School. Students should be obedient to all requests that fall within Biblical teaching and morality. Students must submit themselves to the governing authority of LCS (Ephesians 6:1-3; Romans 13:1-5).

- **HONESTY**

Students must exercise honesty in all aspects of their character (Proverbs 11:1).

- **WHOLESOMENESS**

Students are expected to use wholesome language that builds up those around them. Students will refrain from using vulgar, profane, or demeaning language, and from bullying one another (Ephesians 4:29).

## EXPECTATIONS

- **ALCOHOL AND ILLEGAL DRUGS** – Use, being under the influence, possession or distribution of alcohol, illegal drugs, or drug paraphernalia is strictly forbidden at all times. The term “illegal drugs” includes over-the-counter or prescription drugs used for non-medical purposes.

- **PHYSICAL AFFECTION** – Students are not permitted to demonstrate any form of physical romantic affection towards one another at any time while on school property, in transportation to or from school, or at any school-sponsored event. Physical romantic affection includes: kissing, holding hands, sex, groping or similar physical displays.

- **GAMBLING** – Students will not gamble on school property, in transportation to or from school, or at any school sponsored event. Students are discouraged from involvement in any form of gambling.

- **MUSIC** – Music that arouses sexual behavior, violent behavior or contains vulgar and/or explicit lyrics is not heard on school property, in transportation to or from school, or at any school sponsored event.

- **PERSONAL TECHNOLOGY AND iPADS**

- **General Guidelines**

- **Pre K – 6<sup>th</sup> grade:** During school hours (7:55a – 2:48p) no personal technology is to be used without teacher permission.
- **7<sup>th</sup>-12<sup>th</sup> grade:** Students may use their personal technology for personal use during lunch. Cell phone use is prohibited between classes and in classes.
- **9<sup>th</sup>-12<sup>th</sup> grade:** Upon entering a class, iPads are to be placed face down on the desk until instructed otherwise by the teacher.
- **12<sup>th</sup> grade:** Those students who are on Senior Privileges may use their personal technology in the Senior Lounge.

- **Study Hall Guidelines**

- **7<sup>th</sup>- 12<sup>th</sup> grade: Cell phone use is prohibited with the exception of its use for music (see below).**
- **9<sup>th</sup>-10<sup>th</sup> grade:** iPads and laptops may only be used in study halls for academic purposes. Students may also use their iPhone or iPad to listen to music with earbuds or headphones. While they are listening, their technology device must be placed face up on the desk.
- **11<sup>th</sup> -12<sup>th</sup> grade:** iPads and laptops may be used for games and listening to music with earbuds in study halls. While they are listening, their technology device must be placed face up on the desk.
- **Discipline**
  - **Phones:** Inappropriate use of cell phones will result in one warning or immediate confiscation of the phone. Students will need to get their phone from the Principal at the end of the school day, and their parent will be notified.
  - **iPads and Laptops: When inappropriate use of an iPad or laptop occurs, the following discipline measures will be taken:**
    - **First Offense** – Warning, reminder regarding permitted use, and name emailed to the Principal.
    - **Second Offense** – Email from teacher, meeting with Principal and the student, and parent contact
    - **Third Offense** – Email from teacher, meeting with Principal, the student, and parent, detention referral
    - **Fourth Offense** – Email from the teacher and parent contact. iPad will be confiscated for the clearing of all nonessential apps (including social media, games, web browsers, etc.). The school will create a restriction passcode keeping the user from accessing the Apple store before it is returned to the student. When the student needs to update an app, he or she will need to see the Technology Director or Principal. If restrictions are by passed, the student will be suspended immediately.

**Major Violation consequences may bypass the listed iPad and laptop offenses and result in suspension or more severe consequences.**

- **SEXTING** – Sexting is the act of sending, receiving, or forwarding sexually explicit or suggestive messages, photos, or images via cell phone, computer, or other digital device. Students engaged in such activities are subject to state laws and school discipline. Students are required to immediately report any such activities to a teacher or a school administrator.
- **STUDENT LOCKERS** – Student lockers are the property of the school and can be opened by the LCS administration at its convenience. Students are expected to keep lockers clean (both inside and outside), and all contents, including books, pictures and personal materials must adhere to all expectations of a student at LCS as noted in this document. Students have no reasonable expectation of privacy in regard to student lockers. All high school students will have locks on their lockers because of their need to have iPads on campus.

Gym locker room locks may be obtained from the PE Department. The athletic office will keep the master keys that fit all of the locks. These master combination locks are the only acceptable locks for use in the building. The locks are given to grades 9-12 from the athletic office free of charge for the entire school year. However, should a student lose their lock, it must be purchased for the replacement cost of \$10.00.

- **WEAPONS** – The possession of weapons at LCS is strictly forbidden. Guns, knives (legal length or otherwise), box cutters, pepper spray, mace, or any other object which may be used to threaten, intimidate, or cause physical harm, are not allowed. Students are not allowed to possess any weapon as described above, on school property, in transportation to or from school, or at any school-sponsored event.
- **GENDER** – LCS believes that God created men and women as separate and distinct genders (Genesis 1:26-28; 5:1-2). We believe that the Bible presents the idea that men and women should follow their cultural norms in regards to their gender. Students who blur these lines will be asked to have a conversation with the Principal and/or Director of Student Life to help them navigate what gender norms are appropriate. Students who continue to blur these lines after discussion will be subject to discipline.
- **SMOKING/USE OF TOBACCO PRODUCTS** – The possession or use of any tobacco product is not allowed on school grounds, in transportation to or from school, or at any school sponsored event or in the presence of underage LCS students. The unlawful use of any tobacco product is strictly forbidden at all times.

## **SENIOR PRIVILEGES**

As a special “Senior Privilege” provided that their college applications have all been submitted, LCS Seniors will not have to report to assigned study halls, but may go directly to the Student Life Office, the Library, or any location that is supervised by an adult on the LCS campus. They may also leave campus during these times. The Student Life office will give this permission form to the seniors to be filled out and submitted to the principal.

The following conditions will apply:

- In order to miss a study hall or leave campus, the student must have a signed permission slip on file with the principal.
- Seniors are not to miss chapel for Senior Privileges.
- Students may leave for the day if they have completed all of their classes and only have study halls remaining.
- Student must be back on campus for all of their classes.
- If a student’s privileges are revoked, study halls must be attended. (Students with revoked privileges cannot have passes to the Senior Lounge or the gymnasium.)
- Students must sign themselves in and out in the appropriate book in the Main Office.
- Seniors may only ride with/transport in their cars those classmates whom their parents have authorized on this permission form. Permission must be given by both the driver’s and the rider’s parents.
- Students are expected to remain involved in school activity obligations that occur during lunch, class, senior class activities, NHS meetings, Prefect meetings, and the Club period.
- Students who leave campus are still representatives of LCS and should behave in an appropriate and safe manner (in both driving and other activities).

Privileges may be revoked for recurring lateness for classes or homeroom, failing grades, missing assignments, or any irresponsible behavior. Please recognize that this is a **PRIVILEGE** which is being extended and will be revoked if abused at the discretion of the Principal.

# PLAGIARISM

## DEFINITION OF PLAGIARISM

Plagiarism is defined as submitting work done (in whole or part) by others as if it were one's own, including, but not limited to: graded projects, research, presentations, science labs, tests, quizzes, exams or essays. Any student work generated from secondary or primary sources through direct quotation, summary and/or paraphrase must acknowledge the original source(s). Assignments submitted without giving attribution to the original source will be considered plagiarized. Examples of plagiarism include, but are not limited to, the following:

- Inserting exact phrases from another source without attribution;
- Substituting synonyms or wording from another source without attribution;
- Reordering the structure of a sentence from another source without attribution;
- Submitting or presenting all or a portion of another person's published or unpublished work (paper, essay, article, chapter, review, graphics, clip art, lyric, interview, blog, podcast, etc.) from any source as one's own work;
- Submitting another student's work for an assignment, with or without that person's knowledge or consent;
- Buying a term paper or any other text from any source and submitting it as one's own work.

## USE OF INTERNET SOURCES

With the increasing ease and accessibility of online research, students and teachers must be aware of proper use of information from the Internet.

- Search for established, reputable sources such as, but not limited to, those with web addresses ending in ".gov," ".edu," or ".org."
- Be very cautious when using possible unreliable sources (i.e. Wikipedia.com.) Although these sites may be used as a first source to gather potential ideas, be sure to fact-check on reputable websites and in hard copy resources.
- Recognize that learning to do research and to write is a process and a life-long skill. Assignments are given for more than "busy work." Teachers are concerned with how students understand a topic and the development of an academic tone, voice and style in communicating what they have learned. Success comes with practice.
- Use the format approved by the English Department to cite online sources, filling in as much information as possible per given web page. It is not sufficient to provide only an electronic address, or to copy the example citation sometimes provided at the end of a web page. Loudonville Christian School teaches students to use MLA style documentation. Please note the required format, punctuation and double-spacing.

## HOW TO AVOID PLAGIARISM

- Clearly and intentionally write citations into your notes as you take them.
- Practice the "look-away" technique: Research. When you find valuable content, close your book or move away from the computer screen. Take notes by paraphrase or summary. Refer back to the original source to fact-check for accuracy, clarify author's intent, and insert citations as needed.
- Avoid copying or printing directly from a source.
- High school students may reference their composition handbook (Writer's Inc.). Other valuable resources online are The Write Source (the companion website to Writer's Inc.) and Purdue University's Online Writing Lab (OWL) MLA writing guide.

## CONSEQUENCES OF PLAGIARISM

Plagiarism may occur intentionally or unintentionally, but regardless of intent, the work remains plagiarized. Loudonville Christian School expects its students to be responsible, accurate and honest men and women of integrity. Ignorance of the rules does not prevent the consequences from being applied. A committee will be formed to review cases of plagiarism.

This committee, chaired by the School Principal, may consist of the following persons appointed on an ad hoc basis by the School Principal:

- Director of Student Life
- Department Head
- Teacher

Consequences of plagiarism may include any of the following:

- Implementation of a zero for the assignment with no opportunity for revision;
- Placement of a written letter in the file of the student;
- Other forms of student discipline; and
- Removal from National Honor Society.

Loudonville Christian School helps Christian parents provide a thorough education for their children – an education committed to high standards and an evangelical view of God and the world.

## DISCIPLINE GUIDELINES

Loudonville Christian School addresses student infractions in a professional and biblical manner. Depending upon the severity and/or recurring nature of the infraction, possible disciplinary **steps by a teacher** for student infractions include:

- Prayer with student
- Addressing the student's behavior in a private conversation
- Change of student seating assignment
- Verbal warning
- Time out
- Loss of recess
- Call/e-mail/note to parents
- Lunch detention
- Parent Conference
- After-school detention, with prior parental notice and notification to the Principal

At the Teacher's discretion, a student at any time may be referred to the Principal. Recurring or serious student infractions will result in disciplinary action taken by the Principal. The list of possible disciplinary **steps for student infractions that the Principal may take**, in her discretion, include:

- Prayer and conversation with student
- Written description of the unacceptable behavior generated by the student
- Lunch detention
- Parent Conference

- After-school detention, with parental notice
- In-school suspension, with parental notice
- Out-of-school suspension, with parental notice
- Further action by the Head of School

## **IN-SCHOOL SUSPENSION**

1. In-school suspension will be used as discipline for flagrant and/or repeated violations of school rules or regulations.
2. In-school suspension will take place after a conference with parents and will be instituted within two days of the incident.
3. The Principal will notify teachers, parents, and students of the time and place of in-school suspension.
4. In-school suspension will begin at 8:02 a.m. and terminate at 2:48 p.m. Students will report directly to the Principal's office and will be dismissed from the Principal's office.
5. Students serving in-school suspension will be responsible to hand in the work due on the day of their suspension. The student is permitted to do this schoolwork during in-school suspension.
6. Students will serve in-school suspension one at a time in silence under the supervision of school personnel.
7. If the school has to pay a substitute to supervise, the family will be liable for the cost of the substitute.

## **SUSPENSION AND EXPULSION**

Student suspension for behavior and/or academic deficiency may be implemented by the administration as appropriate. The Head of School may recommend that the Board expel a student from the School. Expulsion of a student may only occur upon a vote of the Board, upon recommendation from the Head of School. The Head of School may recommend expulsion for one or more of the following reasons:

- A student has accumulated excessive absences, or has been truant on an ongoing basis; and/or
- A student has failed to conduct him/herself with the Christian character expected of students at the School, or has otherwise acted in ways that render that student unsuitable for continued attendance at the School. Examples of conduct that demonstrates a lack of Christian character or a lack of suitability for continued attendance include, but are not limited to, the following:
  - An ongoing pattern of behavior that violates School rules, where other modes of discipline have proven ineffective; and/or
  - An act (or acts) of flagrant misconduct. Acts of flagrant misconduct include, but are not limited to, illegal acts, acts of violence, terroristic threats, sexual misconduct, incidents of substance abuse, and/or acts of plagiarism.

Pursuant to Policy Manual Section 1.203, the School respects the God-given authority of parents over their children. The School recognizes that parents are principally responsible for disciplining their children, particularly for conduct that occurs outside of school and outside of school-sponsored events. Nevertheless, the School may discipline a student if the School becomes aware of an act (or acts) of flagrant misconduct occurring outside of school and outside of school-sponsored events.

Within seven (7) business days of the Board's receipt of a recommendation for expulsion, the Board shall vote on said recommendation and notify the affected persons of its vote. Parents may appeal an expulsion pursuant to the process set forth at Section 2.305 of the LCS Policy Manual.

Nothing herein shall prevent the Head of School, in his/her sole discretion, from declining to re-register a current student for the next academic year based on academic, disciplinary, financial, or other considerations. Decisions of the Head of School regarding re-registration will be considered binding, except that parents may appeal decisions to the Executive Committee of the School Board by written request.

## ANTI – BULLYING POLICY

### 1. GUIDING PRINCIPLES

Bullying, harassment, and discrimination in any form are unacceptable behaviors at Loudonville Christian School. These actions do not reflect God's love and grace and we are committed to protecting our students, faculty and staff members from any such harm. LCS believes that we are all made in the image of God, and therefore every person has intrinsic worth, value, and dignity entitling each one to a safe and harassment-free school environment.

### 2. SCOPE

Loudonville Christian School expects students and employees to conduct themselves in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of LCS students, faculty and school staff. LCS's anti-bullying policy applies to conduct that occurs on the school campus, at school sponsored activities or events (regardless of the location), on an LCS/Home district school bus, through personally owned or school owned technology (regardless of the location), on personally owned or school owned networks (regardless of the location), or that otherwise creates disruption to the school environment.

### 3. DEFINITIONS

- **BULLYING** is defined as systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as: unwanted purposeful written, verbal, nonverbal, or physical behavior, including but not limited to any threatening, insulting, or dehumanizing gesture, by an adult or student, that has the potential to create an intimidating, hostile, or offensive educational environment or cause long term damage; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation, is carried out repeatedly and is often characterized by an imbalance of power. Bullying may involve, but is not limited to the following: ***unwanted teasing, rumor, or spreading of falsehood; threatening; intimidating; stalking; cyber stalking; cyber bullying; physical violence; theft; sexual, religious, or racial harassment; public humiliation; destruction of school or personal property; and/or social exclusion, including incitement and/or coercion.***
- **HARASSMENT** means any threatening, insulting, or dehumanizing gesture, use of technology, computer software, or written, verbal or physical conduct directed against a student or school employee that: places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property, has the effect of substantially interfering with a student's education performance, or employee's work performance, or either's opportunities or benefits, has the effect of substantial negative impact on a

student's or employee's emotional or mental well-being, and/or has the effect of substantial disruption of the orderly operation of a school and/or school district work environment.

- **RACIAL HARASSMENT** is defined as any flagrant or repetitious verbal or physical behavior that stigmatizes or victimizes an individual on the basis of race, ethnicity, or ancestry. Racial harassment may include, but is not limited to: objectionable descriptions of individuals, demeaning depictions or treatment, threatened or actual abuse, and/or demeaning speech or jokes that create an intimidating, hostile, or demeaning environment.
- **CYBER BULLYING** is defined as the willful and repeated harassment and intimidation of a person through the use of digital technologies, including, but not limited to: email, texting, or apps/social media platforms (e.g., Facebook, Twitter, Instagram, SnapChat, etc.).

#### 4. **REPORTING AND INVESTIGATING INCIDENTS**

- **REPORTING**

All bullying incidents observed should be reported immediately to a staff member. Any student who believes s/he has been or is the victim of harassment or bullying should immediately report it to the supervising staff member, such as the teacher, bus driver, playground supervisor or the Director of Student Life or Principal. Likewise, parents should promptly report concerns to the Principal either in person, by phone or email.

- **CONSEQUENCES**

Consequences for students involved in bullying will always involve parent communication and may include, but are not limited to, detention or suspension, and/or loss of privileges on campus. Repeated offenses will result in harsher consequences.

#### 5. **CONFIDENTIALITY**

- To the greatest extent possible, all reported incidents will be treated as confidential and in accordance with individual privacy rights.
- Limited disclosure may be necessary to complete a thorough investigation. LCS's obligation to investigate and take corrective action may supersede an individual's right to privacy.
- The complainant's identity shall be protected, but absolute confidentiality cannot be guaranteed.
- The identity of the victim of the reported act shall be protected to the extent possible.



# **SECTION #5: HOME / SCHOOL COOPERATION**

## **COMMUNICATION**

Our desire at LCS is to maintain clear and open communication between home and school. That is the purpose of this Handbook as well as our weekly newsletter, the Eagle. Parents and teachers will also use a combination of the following means:

- **REPORT CARDS** – Academic progress, work habits, and Christian character and conduct will be reported to parents quarterly.
- **PROGRESS REPORTS** – At the midpoint of each quarter, teachers will report any academic or other difficulties encountered by students.
- **TELEPHONE** or **EMAIL**– Parents or teachers may contact one another by phone or email to discuss matters of mutual concern. Parents should not call teachers at home unless the teacher has invited such calls. When the teacher receives correspondence from parents, he or she will return endeavor to return the call within 24 hours.
- **RENWEB** – In an effort to increase communications to parents and students, LCS uses RenWeb as a learning management system. Parents and students can view student progress at any time from any device through the use of individual user names and passwords assigned by the school.

## **CONFERENCES**

LCS encourages conferences between teachers of the school and the parents. The parents, teachers, Principal, or the Head of School may initiate the conferences. Parents interested in meeting with a teacher should contact the teacher or the Student Life Office to arrange for the conference.

Parent-teacher meeting days are scheduled each year. On these days there will be no classes for students. The school will notify parents about scheduling appointments for the parent-teacher meeting days. Conferences between home and school do not need to be confined to the scheduled meeting days, however. Parents and teachers should communicate any time there is a question or concern about student progress or responsibility.

## **PARENT TEACHER FELLOWSHIP**

The Parent-Teacher Fellowship at LCS is an active ministry that seeks to provide cooperation and communication between the parents and teachers through service, fellowship, and prayer support. Every parent and teacher is automatically a part of the PTF and is welcome to volunteer to help with events and activities as they see fit. While not specifically under the direction of the PTF, parents are currently offering their services in the following ways: welcome desk, library, athletics, baking for events, room parents, public relations, LCS Annual Auction, cooking school lunches, club advising, intramurals, and various special events. The faculty and administration are very appreciative of the support provided by the PTF.

## **SECTION #6: HEALTH AND SAFETY**

### **HEALTH AND MEDICATION**

The North Colonie Central School District provides the services of a school nurse every day (7:30 – 3:30 pm). Because of district policy, the school nurse is not allowed to attend to the needs of Pre-K. The K-12 nurse keeps students' health records, measures students for height and weight, tests vision and hearing, and serves as a consultant to the school on health problems. The nurse may be reached through the school office for any questions on student health.

For the school personnel to administer any medication (over-the-counter or prescription) to a student, the parents must meet the following three requirements:

- written permission from the physician
- written permission from parent
- medication must be in original container

If these three state-mandated guidelines are not met, the school cannot legally administer the medication. Students are not permitted to self-medicate at school if a "Permission to Self-Medicate" form is not on file.

### **ASSISTANCE FOR INJURED STUDENTS**

If any student is injured, it is required that the incident is reported immediately to the Main Office, the situation recorded on an accident report by the supervising teacher/advisor/coach, and the School Nurse be contacted. Parents will be notified of an accident as soon as possible by the School Nurse.

It is prudent for a supervisor to assume that a serious accident has occurred and to follow these procedures precisely, rather than assume that the student can be released without obtaining the permission of the administration, the family, and/or medical personnel.

### **CRISIS PLAN IMPLEMENTATION**

The implementation of a Crisis Plan will be used when a situation on/off campus effecting LCS, its students, parents, employees and community, requires the coordination of counseling services, communication to the news media, and a general plan of action. Procedures are determined at the time of crisis by the Head of School in consultation with the Chairman of the School Board.

Situations that create the implementation of the plan include, but are not limited to...

- death of someone in the LCS community
- civil code being broken by someone in the LCS community
- actual lockdown, fire or bomb threat to LCS
- similar situations of like severity

Personnel involved are as follows:

Administrator in Charge:	Head of School
Crisis Team Coordinators:	Principal and Director of Student Life
Team Members:	Leadership Team, School Nurse, Main Office

## **CAMPUS SECURITY**

One of the primary responsibilities of the school is to provide our students and staff with a safe, secure environment. To help keep the premises safe and secure, the following practices will be observed:

- Visitors to campus at the main entrance will be checked in at the Main Office.
- Doors to the exterior grounds/parking lot are to remain closed and locked at all times.
- All personnel should consider it their responsibility to approach individuals whom they do not know and/or do not have a visitor's badge.

If it becomes necessary to lock down the campus, the following procedures will be in effect:

- a verbal command via the intercom system will signal a lockdown
- teachers stationed in rooms will close their already locked classrooms
- all offices will be locked
- IF NOT ALREADY, ALL EXTERIOR DOORS MUST BE LOCKED.
- students and staff are to remain in the buildings until clearance to end the lockdown is given by the Leadership Team

Lockdown Procedures are used for civil unrest or any kind and/or other appropriate emergencies.

LCS is also blessed to have a few individual volunteers who are on campus providing security. These individuals have gone through a thorough screening process and have had training in security. Parents, visitors and staff will recognize them by their clothing which designates them as security. Please follow their directions and give them your appreciation as they volunteer to help keep everyone secure!

## **INTERVIEWING OF STUDENTS BY PUBLIC AUTHORITY**

It is the policy of the School Board to cooperate with local and federal agencies in the interest of the larger welfare of all citizens. At the same time, the school has the responsibility to parents for the welfare of the students while they are in the care of the school. To carry out this responsibility, school officials will observe the following:

1. A student in school may not be interrogated by any authority without the knowledge of the school official.
2. Any interrogation must be done in private with an official school representative present.
3. A student may not be released into the custody of persons other than the parent or legal guardian, unless placed under arrest by legal authorities.
4. If a student is removed from the school by legal authorities, the parents will be notified of this action by school officials as soon as possible.

# **SECTION #7: HIGH SCHOOL POLICIES**

## **STUDY HALLS**

**5<sup>TH</sup> – 8<sup>TH</sup> GRADE:** The purpose of study hall is to create a quiet, organized and productive environment for students to complete school assignments. All students should be focused on accomplishing schoolwork during these times.

**9<sup>TH</sup> – 12<sup>TH</sup> GRADE:** The purpose of study hall is to provide an opportunity for students to learn how to manage their time well. Teachers will come alongside students and offer wisdom and direction to help the student manage their time well. The teacher will cultivate an environment that allows students to be productive. At the teacher's discretion, certain students may be limited to working on only homework.

**9<sup>TH</sup> -12<sup>TH</sup> C-PERIOD STUDY HALLS** – During C-Period there will be three different types (levels) of study halls.

- **LEVEL 1** – The teacher is to cultivate a very quiet, organized, and productive environment with no distractions.
- **LEVEL 2** – The teacher is to cultivate an environment that is conducive for students to be productive by working together and/or individually on school assignments.
- **LEVEL 3** – The teacher is to cultivate an environment that is organized and relaxed.

## **ACCELERATED / HONORS / AP COURSES**

Accelerated courses are offered to eligible students in math beginning in 7<sup>th</sup> grade and in science in the 8<sup>th</sup> grade. The school establishes the criteria for admission to these courses and determines which students are eligible. The school gives some students in the eighth grade the opportunity to take mathematics and science on the high school level.

Students who maintain an average of at least 90% in their 6<sup>th</sup> grade math class and who have the recommendation of the 6<sup>th</sup> grade teacher may be invited to accelerate in math for their 7<sup>th</sup> grade year. The opportunity to accelerate may also be presented in later years, upon recommendation by the math teacher. Students whose average falls below 85% after the first semester of the first year of their advancement will be reassessed for continuing in the advanced program.

In order to be invited to accelerate in science, students must be in accelerated math and earn an average of at least an 85% in Pre-Algebra for the first three quarters. Students whose average falls below 85% after the first semester of the first year of their acceleration will be reassessed for continuing in the accelerated program.

Honors Courses are also offered in the Upper School. These courses go beyond the scope of a Regents course, and offer intriguing and insightful projects, lectures, and material.

Students who enroll in AP courses sign an agreement, created by the teacher, which outlines the higher expectations of this course. This agreement includes the willingness of the student to finish all that the teacher expects, including expectations after the AP exam is completed.

# CHANGING COURSES

Students who wish to change courses must make a formal written request to the Student Life Director during the first ten days of the school year. The request must explain the change desired and the rationale for the change. The student and his or her parent(s) must sign the request. Exceptions to the ten day deadline may be made on a case by case basis by the principal.

## UPPER SCHOOL COURSE OF STUDY

### 8th Grade (accelerated classes for high school credit)

- Algebra 1
- Biology

### 9th Grade

- English 9
- Global History 1
- Algebra 1 or Geometry
- Biology or Earth Science
- Spanish 1
- Physical Education 9
- Bible 9
- Technology 9
- \*Instrument Lessons & Band
- \*Choir
- \*Studio Art

### 10th Grade

- English 10
- Global History 2
- Geometry or Algebra 2
- Earth Science or Chemistry
- Spanish 2
- Physical Education 10
- Bible 10
- \*Instrument Lessons & Band
- \*Choir
- \*Studio Art

### 11th Grade

- English 11
- US History or Adv. US History\*\*
- Algebra 2 or Pre-calculus\*\*
- Chemistry or Physics\*\*

- Spanish 3 or Junior Service Project
- Physical Education 11
- Bible 11\*\*
- Health
- \*Instrument Lesson & Band
- \*Choir
- \*Studio Art

### 12th Grade

- English 12\*\* or Adv. English 12\*\*
- Participation in Government
- Economics
- Pre-calculus\*\*, Calculus\*\*, or Internship
- Advanced Biology\*\* or Internship
- Physical Education 12
- Introduction to Philosophy\*\*
- Sociology\*\*
- Psychology\*\*
- Introduction to Ethics\*\*
- Web Design, CAD, Programming, and Multimedia Presentation or Conversational Spanish
- \*Instrument Lessons & Band
- \*Choir
- \*Studio Art

### \*Fine Arts Electives

\*\*Classes offered for college credit through the University in the High School Program or Davis College

Students enrolled in Adv. English 12, Adv. Biology, Calculus, and AP Chemistry may take the corresponding AP exam.

# HIGH SCHOOL GRADUATION REQUIREMENTS

**English** - 4 units

**History** - 4 units

**Mathematics** - 3 units

**Science** - 3 units

**Health** - .5 units

**Fine Arts** - 1.5 units\*

**Foreign Language** - 2 units

**Physical Education** - 2 units

**Biblical Studies** - 2.5 units

**Electives** - 4 units

**Total 26.5**

For those entering 9<sup>th</sup> grade prior to 2016, one unit in Fine Arts is required. For those entering 9<sup>th</sup> grade in 2016 or later 1.5 units in Fine Arts is required.

Electives are defined as any course in which the units of study are not being applied to other graduation requirements.

All juniors must be enrolled in a minimum of 7 units. All seniors must be enrolled in a minimum of 6 units.

**Calculating GPA:** AP courses are not calculated in the student's GPA. The weight of each course is based solely on the amount of units earned.

**Regents Diploma Requirements:** We submit to the NYS requirements for examinations. Students must earn a 65 or above on a regent exam in each of the four core subjects (English, History, Math, Science). In addition they must earn a 65 or above on one other English, History, Math or Science exam.

**Advanced Regents Diploma Requirements:** We submit to the NYS requirements for Advanced Regents diploma. Students must earn a 65 or above on the ELA, Global History and Geography, U.S. History and Government, 3 mathematics, 2 science (1 must be a life science and 1 must be a physical science). This is a total of 8 assessments. In addition, students must earn 3 units in a language other than English.

**Transfer Students:** Students who transfer to LCS during the school year do not necessarily need to make up courses in which they were not previously enrolled. The Director of Student Life, along with the principal, will determine placement in LCS courses based on LCS and NYS Regents requirements. Transfer students who have been home-schooled, enrolled in non-registered high schools or come from out of state may not fulfil the Regents diploma requirements. In these cases, we will consult with the student's Public School District or the New York State Department of Education to determine make-up class requirements.

**Special Considerations:** By parental request, the principal, in consultation with the Director of Student Life and teachers, may adapt a student's course and/or examination requirements. Such adaptations will take into account the student's academic background, ability, and other relative factors.

# SECTION #8 - ATHLETICS

## GENERAL INFORMATION

Loudonville Christian School is a member in good standing with Section 2 of the NYSPHSAA. Loudonville Christian School is also a member of the Central Hudson Valley League. This league is made up of both private and public schools. Half of the schools in the league are in the "D" classification which means fewer than 192 students in the 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup> grades as indicated by the yearly BEDS figures. Loudonville Christian School participates in post-season play (Sectionals) at the varsity level in all sports offered. Loudonville Christian School will only participate in post season sectionals if our team has at least a .500 winning season record against other schools in our classification. Other members of our league are:

Berlin  
The Doane Stuart School  
Emma Willard School  
Germantown  
Heatly

Hawthorne Valley  
New Lebanon  
Rensselaer (girls' soccer & softball, boys' baseball)  
Bishop Maginn

## SPORTS CURRENTLY OFFERED

### VARSIITY

- Basketball – Boys and Girls
- Softball – Girls
- Baseball – Boys
- Volleyball – Girls
- Soccer – Boys

### MODIFIED

- Soccer – Boys and Girls
- Volleyball – Girls
- Basketball – Boys and Girls
- Softball – Girls
- Baseball – Boys

### VARSIITY STARTING DATES

- Fall – August 14, 2017
- Winter – November 6, 2017
- Spring – March 5, 2018

### MODIFIED STARTING DATES

- Fall -- September 5, 2017
- Winter -- November 13, 2017
- Spring -- March 19, 2018

## ATHLETIC FEE

There is a yearly athletic fee for each student who participates in one or more extracurricular sports. This fee is billed during the season of the first sport played by the student.

Varsity/JV	\$150
Modified	\$75



# 2017-2018 EAGLES COACHING STAFF

## FALL SPORTS

### SOCCER

Boys Varsity	Blake Philippi, Head Coach
	Taylor Philippi, Assistant Coach
Boys Modified	Christian Pinti
Girls Modified	Chad Thompson

### VOLLEYBALL

Girls Varsity	Jessie Hayner, Head Coach
	Ashley West, Assistant Coach
Girls Modified	Lena Towers

## WINTER SPORTS

### BASKETBALL

Boys Varsity	Brian Johnson, Head Coach
	Blake Philippi, Assistant Coach
Boys Modified	
Girls Varsity	Robert Scott
Girls Modified	Chris Litchfield

## SPRING SPORTS

### BASEBALL

Boys Varsity	Brian Johnson
Boys Modified	Dale Jackson

### SOFTBALL

Girls Varsity	Jessie Hayner, Head Coach
	Gerry Pettograsso, Assistant Coach
Girls Modified	Brad Guenther

## **MINISTRY OVERVIEW OF LCS ATHLETIC DEPARTMENT**

One of the eighteen “Objectives of Participation” in the Loudonville Christian School Athletic Handbook states that one objective is “to bring honor and glory to God through all aspects of our athletic program.”

The Vision Statement of LCS provides the foundation for all our programs and endeavors, not only athletics. Within the athletic program, our paramount aim is to focus each program upon fostering Christian ministry to the community in which we are involved. Furthermore, our expectation is for each coach to instruct the students in their dual representative role:

1. As representatives of Loudonville Christian School within the athletic arena.
2. As representatives of the Lord Jesus Christ so that every practice and game be an opportunity to grow in faith and Christian ministry.

### **PHILOSOPHY OF ATHLETICS**

The philosophy of athletics at Loudonville Christian School is that we should be Christ-honoring in all that we do. As God has blessed each individual with different skills and abilities, we are to use these to be a witness and a testimony to all who see us. We are to give our best to God both on the field of competition as well as at practice. Our emphasis is to see spiritual growth in both the players and coaches, as well as to encourage good sportsmanship from the fans at the games. This growth does not come naturally, but must be cultivated by the Holy Spirit and watered and nurtured by spiritual leaders such as coaches, teachers, parents and peers.

The athletic program should serve as a conduit through which students can grow physically and intellectually, as well as spiritually. Team leadership, team unity and a sense of team pride are encouraged and sought after as well.

Although athletic participation at Loudonville Christian School is not required, it is highly encouraged. It helps the students to learn social skills such as getting along with each other, working together for the greater good of the team, problem solving, and learning to work and function while under stressful situations or conditions. It provides opportunities to exhibit sportsmanship and Christian conduct. It encourages hard work and perseverance. It allows the students to strive and fail, but provides opportunities to start again and achieve success. It also provides opportunities for handling success in a Christ-honoring way.

The goals and outcomes that are inherent in athletics provide for real-life learning that is necessary for functioning in life. Athletics is one avenue at Loudonville Christian School that maximizes the gifts and abilities of the athletes and prepares each to be salt and light in the world.

### **OBJECTIVES OF PARTICIPATION**

1. To bring honor and glory to God through all aspects of our athletic program.
2. To provide a positive image of school athletics at Loudonville Christian School.
3. To strive always for playing excellence that will produce winning teams within the bounds of good sportsmanship, our Christian testimony and the mental health of the athlete.

4. To ensure growth and development that will raise the number of individual participants; that will give impetus to increasing attendance at each contest; that will build up gate receipts; and, that will enable a program of continuing upkeep and improvement of facilities.
5. To provide opportunities that will allow the program to serve as a laboratory where students may cope with problems and handle situations similar to those encountered under conditions prevailing in the contemporary world. The laboratory should provide adequate and natural opportunities for:
  - A. Physical, mental, spiritual and emotional growth and development.
  - B. Acquisition and development of special skills in activities of each student's choice.
  - C. Team play with the development of such commitments as loyalty, cooperation, fair play and other desirable social traits.
  - D. Directed leadership and supervision that stresses self-discipline, self-motivation, excellence, and the ideals of good sportsmanship that make for winning and losing graciously.
  - E. A focus of interests on activity programs for student body, faculty and community that will generate a feeling of unity.
  - F. Achievement of initial goals as set by the school in general and the students as an individual.
  - G. Provisions for worthy use of leisure time in later life, either as a participant or spectator.
  - H. Participation by the most skilled that will enable these individuals to expand possibilities for future vocational pursuits.
6. To provide a superior program of student activities that includes appropriate activities for every boy and girl.
7. To provide opportunity for a student to experience success in an activity he or she selects.
8. To provide sufficient activities to have an outlet for a wide variety of student interests and abilities.
9. To provide those student activities which offer the greatest benefits for the greatest number of students.
10. To create a desire to succeed and excel.
11. To provide for the students' worthy use of leisure time now and in the future.
12. To develop high ideals of fairness in all human relationships.
13. To be socially competent and operate within a set of rules, thus gaining a respect for the rights of others.
14. To develop an understanding of the value of activities in a balanced educational process.

## **SPORTS ELIGIBILITY**

At Loudonville Christian School, students who wish to participate in athletics must maintain a passing grade in all subjects.

A minimum grade average of 66% must be maintained in order to participate in Loudonville Christian School's interscholastic athletics. It is the responsibility of the coaches to communicate with their athletes to encourage them and to know the status of their athletes' academic standings.

Any student who is failing a course at the time of Progress Reports (four weeks into the marking period), or at the end of the quarter will be ineligible to participate in their sport for a period two weeks. They may not participate in practices or travel to games with the team during this time. Following the two-week suspension, the *parent* will contact the academic teacher to see if the student qualifies to return to the sport. The teachers will also notify the Athletic Director who, in turn, will contact the coaches as to the eligibility status of the athlete.

**FALL SEASON** – Any student who has failed a course in the 4<sup>th</sup> quarter the previous June will be placed in Mandatory Athletic Study Hall until the first progress report is issued. However, any student who failed a course for the academic year and passes that particular course in summer school is deemed eligible to participate in co-curricular activities.

In order for a student to participate in an athletic practice or game, he/she must be present at school for the full day. Arrival after 8:30, without an acceptable excuse, will mean they cannot participate that day after school.

A sports physical is needed each year for students to participate in all levels of athletics at Loudonville Christian School as per New York State regulations. Physicals are good for only one year and must be updated yearly. Contact your family physician to set up your child's physical. Plan this event early, as physicians' schedules fill up quickly.

For each new sport played during the school year, a Sports Recheck form must be filled out by the parent and returned to the LCS Health Office before the student will be allowed to participate.

## **ATHLETICS AND PHYSICAL EDUCATION**

**EXEMPTION:** A student athlete may elect to take a study hall instead of Physical Education, during the time he/she is in that season. This is for someone who wants to take advantage of extra time to do work during a busy season.

**GRADES:** While in the study hall, the students' grade will be given by the coach based on their participation, practice attendance, effort, skill, and willingness to be a team player.

**MANDATORY STUDY HALL:** When an athlete's average in any class falls below a 75%, the student athlete will then be put into a mandatory study hall. They will then be subject to the same grading policy of one who elected to take study hall.

Once progress reports or quarter grades are given, the student will then be re-evaluated to find placement in either physical education or mandatory study hall.

## **SQUAD SELECTION**

**PHILOSOPHY** - In accordance with our philosophy of athletics and our desire to see as many students as possible participate in the athletic program while at Loudonville Christian School, we encourage coaches to keep as many students as they can without unbalancing the integrity of their sport. Obviously, time, space, facilities, equipment, personal preference, and other factors will place limitations on the most effective squad size for any particular sport. However, when developing practice in this regard, we strive to maximize the opportunities for our students, without diluting the quality of the program.

**CUTTING PROCEDURES** - Choosing the members of athletic squads is the sole responsibility of the coaches of those squads. Prior to trying out, the coach shall provide the following information to all candidates for the team:

- A. extent of tryout period
- B. criteria used to select the team
- C. number to be selected

- D. practice commitment if they make the team
- E. game commitments

**PROCEDURES FOR CUTTING** - When a squad cut becomes necessary, the process will include three important elements. Each candidate will:

- A. Have completed a minimum of three practice sessions.
- B. Have performed in a least one intra-squad game.
- C. Be personally informed of the cut by the coach and the reason for the action.

Cut lists are not to be posted. Coaches will discuss alternative possibilities for participation in the sport, or other areas of the activities program. In the event an athlete appeals the cut as being unfair, he/she may be granted one day of additional tryout.

## **SUNDAY PLAY**

LCS will not schedule any events that take place on Sundays, nor participate in any programs that regularly schedule events on Sunday. If a program whose schedule is not determined by LCS foresees a Sunday event on a non-regular occasion (sectional play), all of the following conditions must be met for LCS to participate:

- The staff sponsor must notify the Head of School of the potential for a non-regular Sunday event as soon as it could reasonably know.
- The Head of School must give his/her approval based on consistent criteria as written in the LCS procedure manual.
- The staff sponsor must submit a written plan for how corporate worship will be made available for the LCS students and staff members planning to participate in the event.
- No student or staff member shall be obligated or compelled to participate in or attend a Sunday event. So that students and their families can choose ahead of time not to participate in a program that could include a non-regular Sunday event, every effort must be made by the staff sponsor to notify students and their families of the potential for Sunday participation prior to the beginning of a program for a given school year.

## **WEIGHT ROOM USE**

### **WEIGHT ROOM OBJECTIVES**

1. To properly utilize the weight training facility in the best interest of all students.
2. To provide adequate coaching technique in weight training.
3. To provide program alternatives for specific results.
4. To ensure that the proper safety measures are being employed during all training sessions.
5. To provide responsibility in the proper care of equipment.
6. To make available opportunities for students to enjoy the benefits derived from a sound weight training program on a year-round basis.
7. To attempt to reduce sport-connected injuries through well-developed conditioning.

8. To help develop a program for self-improvement for all interested students, regardless of athletic affiliation (varsity, junior varsity, modified).
9. To help students in sports-related skills that will aid them in their athletic performance.

### **WEIGHT ROOM RULES**

1. Shirt and shoes are required at all times.
2. Nobody is allowed in the weight room alone!
3. All students must be under the supervision of the instructor assigned to the weight room.
4. Lifters must work with a partner for heavy lifts.
5. Replace all weights immediately following use.
6. Know your limits! Work with the instructor in determining your limits.
7. Do the lifts correctly. It is better to use lighter weights for correct lifting than heavier weights and risk injury.
8. Warm-up with proper stretching exercises.
9. Remember, strength training is not only a supplement to other athletic programs, but also a highly skilled activity itself.
10. Only Christian music is allowed on the stereo. Coaches must control the volume level so as not to disturb teams working out in the gymnasium.
11. Students who are not working out should not be allowed in the weight room. Other students sitting and talking in the room may distract the lifters from their workouts.
12. No food is allowed in the weight room.

# LOUDONVILLE CHRISTIAN SCHOOL

## iPad Acceptable Usage Agreement

This agreement pertaining to the use and care of an iPad is made and entered into as of August \_\_\_\_\_, 2017 between Loudonville Christian School (LCS) and Family.

\_\_\_\_\_  
(Parent/Guardian name)

\_\_\_\_\_  
(Student name)

As the parent/guardian of the above-named student who is enrolled at Loudonville Christian School, I acknowledge that LCS requires all high school students as well as advanced 8<sup>th</sup> grade students to have an iPad for school use. I am entering into this agreement on behalf of myself for the benefit of the student. I hereby assume responsibility for communicating the terms of this agreement to the student.

This device is for the purpose of conducting schoolwork during school hours or while working on school-related projects; however, personal use of the device is permitted at other times, within the limitations of this contract, and within the higher standards Christ calls all His followers to. At all times while using the iPad, users will be held accountable for compliance with the LCS computer related resources policy as well as the iPad Acceptable Usage Policy. LCS reserves the right to take possession of the device any time at school without prior notice, for any purpose it deems appropriate. LCS also reserves the right to add and adjust terms on the Acceptable Usage Policy if necessary.

In order to help find lost or stolen iPads, it is suggested that *FindMyiPhone* be installed to map the location of the device at any time that a Wi-Fi connection is made.

**SOFTWARE** – I acknowledge that LCS will purchase and install common used apps and textbooks on the iPad at the beginning of the year. I understand that throughout the year the student may need to download other class specific apps, which the student will be responsible to install from either the iTunes account created for them or a personal account.

**HARDWARE** – I understand that if the iPad was purchased through the school it must be in an approved case at all times, until payment of the iPad is complete.

**SECURITY** – I understand that LCS has a secure Wi-Fi network on campus that is designed to prevent students from accessing inappropriate sites. LCS will install the Meraki application on all iPads to partner with parents on monitoring the iPad from any Wi-Fi enabled area.

**DISCIPLINE** – I understand that LCS will take the following course of action if it becomes necessary:

1. **Phones:** Inappropriate use of cell phones will result in one warning or immediate confiscation of the phone. Students will need to get their phone from the Principal at the end of the school day, and their parent will be notified.
2. **iPads and Laptops: When inappropriate use of an iPad or laptop occurs, the following discipline measures will be taken:**
  - **First Offense** – Warning, reminder regarding permitted use, and name emailed to the Principal.
  - **Second Offense** – Email from teacher, meeting with Principal and the student, and parent contact
  - **Third Offense** – Email from teacher, meeting with Principal, the student, and parent, detention referral
  - **Fourth Offense** – Email from the teacher and parent contact. iPad will be confiscated for the clearing of all nonessential apps (including social media, games, web browsers, etc.). The school will create a restriction pass code keeping the user from accessing the Apple store before it is returned to the student. When the student needs to update an app, he or she will need to see the Technology Director or Principal. If restrictions are by passed, the student will be suspended immediately.

**Major Violation consequences may bypass the listed iPad and laptop offenses and result in suspension or more severe consequences.**

Parent/Guardian Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

## SIGNATURE OF AGREEMENT

The signatures below indicate that the parents and students have read and understood the policies and procedures set forth in this handbook. Parents of students in grades Kindergarten through grade 12 as well as students in grades 7-12 are required to sign below indicating their agreement to abide by these policies while the student is enrolled at Loudonville Christian School.

**Parent Signature (Grades Kindergarten through 12)**

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**Date:** \_\_\_\_\_

**Student Signature (Grades Seven through 12)**

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**Date:** \_\_\_\_\_