

**SECTION I – GENERAL INFORMATION.....1**

MISSION STATEMENT.....1  
OUR VISION.....1  
PHILOSOPHY OF EDUCATION.....1  
STUDENT EXPECTED OUTCOMES.....1  
STATEMENT OF FAITH.....3  
ORGANIZATION.....3  
NATIONAL AND REGIONAL MEMBERSHIPS.....4  
ACCREDITATION.....4  
ENROLLMENT POLICIES.....4  
    Enrollment and Re-enrollment.....4  
    Admissions Testing.....4  
    Probation for New Students Following Admission.....5  
    Parental Support for the Educational Process.....5  
    Withdrawal.....5  
FINANCIAL POLICIES.....5  
Tuition.....5  
    Tuition Delinquencies.....5  
    Qualified Tuition Reduction Program.....6  
    Qualified Scholarship Program.....6  
    EITC Scholarships.....6  
    Textbook and Grade Report Fines.....6  
RENWEB SYSTEM.....6  
LEARNING SUPPORT CENTER.....7  
SCHOOL HOURS AND BELL SCHEDULES.....7  
CANCELLATION – DELAY - EARLY DISMISSAL.....8  
TRANSPORTATION.....8  
CHANGES IN POLICY.....8

**SECTION II – ACADEMIC INFORMATION.....1**

PHILOSOPHY OF THE ACADEMIC PROGRAM.....1  
CURRICULAR TRACKS.....1  
ACADEMIC PROGRESS REPORTS.....1  
ACADEMIC RESTRICTION.....1  
ANNUAL ACHIEVEMENT TESTS.....2  
BIBLES.....2  
COURSE SELECTION AND SCHEDULE CHANGES.....2  
FIELD TRIPS.....2  
GRADE POINT AVERAGE.....3  
GRADE REPORTS.....3  
GRADING SCALE.....3  
GUIDANCE OFFICE AND COUNSELING SERVICES.....3  
HOMEWORK.....4  
HONOR ROLLS.....4  
MAKE-UP WORK.....4  
MEDIA CENTER.....4  
NOTEBOOK REQUIREMENTS AND TAKING NOTES.....5  
PROMOTION POLICY AND GRADUATION REQUIREMENTS.....5  
SEMESTER EXAMS.....6  
STANDARDS FOR WRITTEN WORK.....6  
STANDARDS FOR ESSAYS AND FORMAL REPORTS.....6  
TEXTBOOKS AND LEARNING MATERIALS.....7

**SECTION III – DISCIPLINE AND SCHOOL ORDER.....1**

PHILOSOPHY OF DISCIPLINE.....	1
STUDENT CONDUCT EXPECTATIONS.....	1
DISCIPLINE POLICY.....	1
POSITION AND AUTHORITY OF TEACHERS.....	2
DISCIPLINE CODE.....	2
Consequences of Tallies and Demerits.....	3
Infractions.....	3
DRESS AND APPEARANCE CODE.....	5
Ladies and Gentlemen.....	5
Ladies.....	6
Gentlemen.....	6
Dress for chapel.....	6
PROHIBITED ITEMS AND ACTIVITIES.....	7
ATTENDANCE POLICIES.....	7
Daily Attendance and Tardiness.....	7
Classification of Absences.....	8
Special Situations.....	9
Make-up Work and Missed Quizzes/Tests.....	10
ABSENCE OF A TEACHER.....	11
BEFORE AND AFTER SCHOOL.....	11
BETWEEN CLASSES.....	11
BOY-GIRL RELATIONSHIPS.....	11
BUS CONDUCT.....	11
CELLULAR PHONES, PAGING DEVICES, CD PLAYERS, ETC.....	11
CHEATING.....	12
CLASSROOM CODE.....	12
COMPUTER AND INTERNET USE.....	12
DETENTION.....	15
DISCIPLINARY PROBATION.....	16
DRIVING TO SCHOOL.....	16
FIRE ALARM.....	16
FOOD AND PARTIES.....	16
HALL PASSES.....	17
LOCKERS AND LOCKER USE.....	17
LUNCHESS AND LUNCH PERIOD.....	17
MORNING HOMEROOM PERIOD.....	17
OFF-LIMIT AREAS.....	18
PHONE USE.....	18
RESTROOM USE.....	18
SCHOOL PROPERTY.....	18
SENIOR PRIVILEGES.....	18
SENIOR SKIP DAY.....	19
SEXUAL HARASSMENT.....	19
STUDY HABITS.....	19
STUDY PERIOD REQUIREMENTS.....	20
SUSPENSION AND EXPULSION.....	20
VISITORS TO THE SCHOOL.....	21
<b>SECTION IV – OTHER INFORMATION.....</b>	<b>1</b>
WE'RE HERE TO SERVE YOU.....	1
IF YOU HAVE A COMPLAINT OR PROBLEM.....	1
ATHLETIC PROGRAM.....	1
CHAPEL.....	1
CHRISTIAN CHARACTER AWARDS.....	2
CHURCH ATTENDANCE.....	2

CLASS OFFICERS.....	2
Responsibilities.....	2
CLASS TRIPS.....	3
“COUGAR COMMUNICATIONS”.....	3
FUND-RAISING EVENTS AND PROCEDURES.....	4
LOST-AND-FOUND.....	4
NATIONAL HONOR SOCIETY.....	4
NOTIFICATION OF CHANGE OF ADDRESS OR TELEPHONE NUMBER.....	4
PARENT PRAYER GROUPS.....	4
“PARENTS BEHIND THE SCENES”.....	4
PARENT-TEACHER CONFERENCES.....	4
PHYSICAL EXAMINATIONS.....	5
STUDENT COUNCIL.....	5
STUDENT HEALTH.....	5
STUDENTS WHO WORK.....	5
YEARBOOK.....	6

## **SECTION I – GENERAL INFORMATION**

### **MISSION STATEMENT**

The school's Mission Statement, revised in 2005, is this: "Lehigh Valley Christian High School seeks to equip students to think biblically and function purposefully in society." We believe this mission statement embodies two very worthy goals for students who are receiving a Christian school education.

### **OUR VISION**

The Vision Statement for LVCHS, revised in 2003, is this: "Lehigh Valley Christian High School will glorify the Lord Jesus Christ by providing an educational program for students of various levels of academic ability taught by a highly qualified faculty in a fully equipped facility."

### **PHILOSOPHY OF EDUCATION**

Lehigh Valley Christian High School espouses the historic Christian view of life as presented in the Bible: Since God created and sustains everything through His Son, Jesus Christ, man's work and life are to be God-centered and should glorify Him. However, man, being a sinner by nature and choice, cannot in this condition glorify or know God. He can glorify and know God only by being born again and by committing his life to Jesus Christ as Savior and Lord. (Romans 1-8)

The total process of education must, therefore, seek to direct the student to knowledge, righteousness, and holiness in Christ (Colossians 3:10, Ephesians 4:24). Lehigh Valley Christian High School seeks to develop and relate the whole person to God spiritually, mentally, socially and physically.

Such an education stems from the comprehensive principle stated in the Word of God, "For by Him (Christ) were all things created, that are in heaven, and that are in earth . . . And He is before all things and by Him all things consist." (Colossians 1:16,17) This education is God-centered rather than man-centered and presents all truth as God's truth, since knowledge is made complete by the recognition of God's place in it. Even though much knowledge is factually the same for both the Christian and the non-Christian, recognition of the Creator God is required to teach the totality of truth in any subject.

Also vital to such an education is recognition of the Holy Spirit's ministry in teaching and learning. Since all the treasures of wisdom and knowledge are hidden in Christ (Colossians 2:3), then an educational process conducted in vital union with the Holy Spirit of truth will be a truly fruitful one: "He will guide you into all truth . . ." (John 16:13).

Lehigh Valley Christian High School seeks to provide an atmosphere in which our students may be disciplined in love according to truth, to live to the glory of the Lord Jesus (1 Corinthians 10:31, 1 Timothy 1:5).

Parents must be vitally involved in their children's learning processes (Deuteronomy 6, Ephesians 6). Deuteronomy 6 directs parents to live, talk and teach the fear, obedience and love of the Lord in the home. God holds parents responsible for the education of their children. At the parents' request, Lehigh Valley Christian High School becomes a partner in providing this education for their children.

### **STUDENT EXPECTED OUTCOMES**

LVCHS supports the Expected Student Outcomes (that is, the measurable change or transformation that will occur in the students whom the school serves) set forth by the Association of Christian Schools International for young men and women enrolled in Christian schools. As we strive to carry out our mission, we believe it to be important that LVCHS and other ACSI member schools develop and maintain programs, strategies, and methodologies within the context of biblical principles, producing graduates with a Christian worldview, who:

- 1) ...Are well prepared in all academic disciplines and are skilled in reading, writing, speaking, listening, and thinking;
- 2) ...Are proficient in mathematics and science;
- 3) ...Have a knowledge and understanding of people, events, and movements in history (including church history) and the cultures of other peoples and places;
- 4) ...Appreciate literature and the arts and understand how they express and shape their beliefs and values;
- 5) ...Have a critical appreciation of languages and cultures of other peoples, dispelling prejudice, promoting inter-ethnic harmony, and encouraging biblical hospitality for individuals who are not native to our country or culture or other countries and cultures;
- 6) ...Personally respond to carrying out the Great Commission locally and around the world in a culturally sensitive manner;
- 7) ...Know how to utilize resources including technology to find, analyze, and evaluate information;
- 8) ...Are committed to life-long learning;
- 9) ...Have the skills to question, solve problems and make wise decisions;
- 10) ...Understand the worth of every human being as created in the image of God;
- 11) ...Can articulate and defend their Christian worldview (the sum total of our beliefs about the world, the "big picture" that directs our daily decisions and actions) while having a basic understanding of opposing worldviews;
- 12) ...Understand and commit to a personal relationship with Jesus Christ;
- 13) ...Know, understand, and apply God's Word in daily life;
- 14) ...Possess apologetic skills to defend their faith (to defend a belief apologetically is to use an approach/defense that has merit, is commonly acceptable and difficult to refute);
- 15) ...Are empowered by the Holy Spirit and pursue a life of faith, goodness, knowledge, self-control, perseverance, godliness, brotherly kindness and love;
- 16) ...Treat their bodies as the temple of the Holy Spirit;
- 17) ...Are actively involved in a church community, serving God and others;
- 18) ...Understand, value, and engage in appropriate social (community) and civic (political) activities;
- 19) ...Embrace and practice justice, mercy and peacemaking in family and society;
- 20) ...Value intellectual inquiry and are engaged in the marketplace of ideas (the open, honest exchange of thoughts, ideas, ideals and information among people at a level and in a form that influences and impacts human life, history, culture, society, both present and future).
- 21) ...Respect, and relate appropriately with integrity to the people with whom they work, play and live;
- 22) ...Have an appreciation for the natural environment and practice responsible stewardship of God's creation;
- 23) ...are prepared to practice the principles of healthy, moral family living;
- 24) ...Are good stewards of their finances, time (including discretionary time) and all other resources;
- 25) ...Understand that work has dignity as an expression of the nature of God.

## **STATEMENT OF FAITH**

1. We believe that the Bible, consisting of the sixty-six books of the Old and New Testaments only, is verbally inspired by the Holy Spirit, is inerrant in the original manuscripts, free from error in doctrine, fact and ethic, and is the infallible and authoritative word of God, the supreme and final word and only rule of faith and conduct.
2. We believe in one Triune God, eternally existent in three co-equal persons, Father, Son, and Holy Spirit. He is eternal, almighty, infallible, unchangeable, infinitely wise, holy and just. He is Spirit, Light, Love and Truth. He is the incarnate word and has revealed Himself by means of creation and the written word.
3. We believe that Jesus Christ is God, was born of a virgin so that two perfect and distinct natures were united in one person which is truly God and truly man, lived a sinless life, died vicariously, shed His blood as man's substitutionary sacrifice, rose bodily and ascended to heaven where He is presently exalted at the Father's right hand as the only mediator between God and man.
4. We believe that the Holy Spirit has come into the world to reveal and glorify Christ and to apply the saving work of Christ to those who come in true repentance and faith. He convicts and draws those sinners to Christ, imparts new life to them, baptizes, seals, gifts, and continually indwells them, from the moment of spiritual birth and seals them until the day of redemption. His fullness, power and control are appropriated in the believer's life through faith and obedience.
5. We believe the Triune God, according to His sovereign will, created out of nothing and out of things that He had made, by His word, the universe and all that is therein. He is the Governor and Upholder of creation by His wisdom and the word of His mighty power.
6. We believe that Adam was directly and perfectly created by God in His image and did not originate by the process of evolution. He was tempted by Satan, the god of this world, and fell. Because of Adam's sin, all men have guilt imputed, are sinners by nature, choice and deed, are totally depraved, totally unable to save themselves and need to be regenerated by the Holy Spirit for salvation.
7. We believe God does not make distinctions among different races, nationalities or ethnic groups, but we are all His offspring. Teachings or practices which make such distinctions must be denounced as sin and as an affront to God's creation.
8. We believe that salvation consists in the remission of sins through repentance and Christ's shed blood, the imputation of Christ's perfect righteousness, the reception of the Holy Spirit and the free gift of eternal life. This salvation is received by faith alone, apart from works.
9. We believe that the Church, the Body of which Christ is the head, consists only of those who are born again, who are baptized by the Holy Spirit into Christ at the time of their regeneration, for whom He now makes intercession in heaven and for whom He will come again. It is the duty of every believer to live a holy life, separate from sin and to seek to win others to Christ. Jesus Christ is Lord of the Church and the Church is responsible to Him in all things.
10. We believe that Christ has committed to His Church the ordinances of water Baptism and the Lord's Supper.
11. We believe that the Church has received a biblical mandate to teach and to train children in every area of faith and life. In this school, this shall be accomplished by the integrated study of the academic disciplines and the Word of God.
12. We believe in the imminent return of Jesus Christ to earth, personally, visibly and bodily. 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.

## **ORGANIZATION**

Lehigh Valley Christian High School is an incorporated non-profit organization for the purpose of providing Christian education on the high school level for those who qualify. The school was chartered in 1987 and began operation in 1988 under the sponsorship of four "founding schools" as "their" high school: Bethlehem Christian School, Lehigh Christian Academy, Phillipsburg Christian Academy and Central Christian Academy (now Covenant Christian Academy, which later withdrew as a founding school but now participates as a "strategic partner").

A self-perpetuating 11-member Board of Directors controls the school. Each of the founding schools nominates two members to the Board, thus giving them a majority representation on the Board. The Board selects additional members-at-large. While the board members who are representatives of the founding schools represent the interests of their schools during discussions, LVCHS is nevertheless an independent, board-run school.

## **NATIONAL AND REGIONAL MEMBERSHIPS**

LVCHS holds membership in the Association of Christian Schools International (ACSI), the Mid-Atlantic Christian Schools Association (MACSA), and the Middle States Association of Colleges and Schools. For purposes of our athletic program we are also a member of the Pennsylvania Interscholastic Athletic Association (PIAA).

## **ACCREDITATION**

The Association of Christian Schools International and the Middle States Association of Colleges and Schools have dually accredited LVCHS for a ten-year period through 2011.

## **ENROLLMENT POLICIES**

### **Enrollment and Re-enrollment**

During the month of February applications for re-enrollment are accepted from parents of freshmen, sophomores and juniors for the following year. From February 1<sup>st</sup> until mid-March, applications for enrollment from eighth graders in the three founding schools and eighth grade siblings of current students are accepted. Processing of applications from other new students will begin in mid-March. A non-refundable enrollment/re-enrollment fee is due with the application. This fee is increased after April 1<sup>st</sup>.

### **Admissions Testing**

**Incoming Students From Our Sending Schools:** Entrance tests for students applying to LVCHS from Bethlehem Christian School, Lehigh Christian Academy and Phillipsburg Christian Academy for admission to the incoming freshman class may be waived by the high school if (1) eighth grade achievement test scores from the sending school are provided to us (either by the parent or by the school) and (2) if the student's file from the sending school contains adequate information that allows us to assess his or her level of achievement and the likelihood of success at the high school.

The high school reserves the right to require admissions testing for students from the sending schools who apply for admission to the high school following one or more years in a public or other school after eighth grade.

If necessary, the parent may request entrance testing as part of their effort to make a case for the student's acceptance at the high school where a borderline situation exists.

**Incoming Students from Other Schools or Home Schooling:** All students from schools other than our sending schools, or who transfer in from home schooling, will be required to take the admissions tests.

**Administration of the Tests:** The Wide-Range Achievement Test (WRAT) and the Gates-MacGinite Reading Test will be administered in an individual or group setting at times set by the school. Parents will be advised by phone or email of the test dates. The nature of the tests dictates that the scoring be done after the date of the testing. You will be notified as soon as possible on the results of the test and how they affect the student's admission status.

### **Probation for New Students Following Admission**

All new students should be aware that they are accepted on a nine-week probation basis. This means that during the probation period the faculty and administrative staff will evaluate their academic performance, behavior, attitude, and influence on others. It does not mean that any restrictions are placed on them.

### **Parental Support for the Educational Process**

It is essential that parents and school pledge themselves to working together in order for the student to reap the benefits of a Christian education. We need and require your support of the school in discipline; dress and educational policies; in recognizing the authority of the teacher in the classroom; in regular attendance at appropriate school programs and events; and in praying for God's hand upon the school in spiritual victory over Satan's ever-present attempts to trip us up.

### **Withdrawal**

If a student withdraws from LVCHS during the school year, the student's parent(s) must contact the office for the withdrawal to be finalized. All bills and school materials are expected to be reconciled before the student is officially withdrawn. (See *Financial Policies/Tuition*.)

## **FINANCIAL POLICIES**

### **Tuition**

Tuition is payable over an 11-month period from July to May. Each family may select their monthly tuition to be payable on either the 10th of the month or the 20th of the month. If the tuition for the full year is paid in a lump sum by July 20<sup>th</sup>, a discount will be applied. All other families must make payment through a tuition management service.

Families enrolling after July will have their payments prorated over the number of months between their enrollment and May of the following calendar year.

If payment is not received within ten days of the due date, a \$10.00 late fee will be assessed. If an account is over 50 days delinquent, action will be taken as specified in the Tuition Delinquencies policy. Parents should notify the school office in writing in the event of an unanticipated financial emergency, stating the nature of the problem and the proposed action.

Partial refunds of unused tuition will be made for the following reasons:

- The student has a disabling injury or sickness, is under the care of a physician, is unable to attend classes, and the disability runs for a period of 30 days or longer.
- The student transfers to an area where transportation to LVCHS would not be reasonably feasible.
- The death of the student.

Requests for tuition refunds not covered by the above will be handled at the discretion of the LVCHS Board of Directors.

**Withdrawal from school.** Any student withdrawing will be obligated to pay tuition for the semester (one-half year) whether or not the full semester was attended. In the event a student, at the discretion of the LVCHS administration, is asked to withdraw from LVCHS for reasons other than disciplinary, the full semester tuition requirement will be waived.

### **Tuition Delinquencies**

When an account is delinquent by fifty (50) days or more, the treasurer shall submit the student's name to the Board of Directors for consideration of disenrollment or consent to an alternative proposal provided by the responsible parent(s). The student may be subject to disenrollment if financial obligations remain unpaid for more than fifty (50) days. All delinquencies must be paid or acceptable arrangement made before a student is allowed to enter the next school year or to graduate. The school shall retain any re-enrollment fees paid if re-enrollment is prohibited because of tuition delinquency. Any action is solely at the discretion of the Board of Directors.

**Qualified Tuition Reduction Program**

Tuition reductions will be provided to the following classes of individuals:

- Employees of LVCHS and the founding schools of LVCHS.
- Full-time pastors/ministers/missionaries or other full-time Christian service workers.
- Multiple children in the same family.

Please contact the school office for details.

**Qualified Scholarship Program**

Tuition scholarship grants may be made to families under the following conditions:

- They otherwise meet all admission requirements for student enrollment.
- They file the appropriate Financial Aid Application and all other forms required for a scholarship grant.
- They prove to the satisfaction of the Financial Aid Committee the need for financial assistance in the payment of tuition.

These scholarship grants will be administered as follows:

- Administration of this program shall be vested in a three-member Financial Aid Committee of the Board of Directors. This committee shall be appointed by the Board Chairman each year. The treasurer shall be a member of this committee.
- The committee shall take into consideration (a) guidelines for available funds as contained in the annual budget, (b) available classroom capacity, and (c) applications presently on hand and/or knowledge of applications yet to be filed.
- Grants can be discontinued because of (a) deliberate misrepresentation of financial facts on the application, (b) failure of pledged or anticipated income to meet the needs of the financial aid resources of LVCHS, (c) serious disciplinary action (i.e. expulsion) against the student receiving the grant, or (d) failure to keep tuition payments current. All such discontinuance will be at the discretion of the LVCHS Board.

**EITC Scholarships**

Tuition assistance may be available for students attending LVCHS through one or more of the scholarship foundations established under Pennsylvania’s Educational Improvement Tax Credit program. Information on these opportunities is available through the school office.

**Textbook and Grade Report Fines**

The following fines will be assessed as required:

Textbook or non-consumable workbook lost	Replacement cost
Outside cover damaged	\$2.00
If not repairable	Replacement cost
Binding broken	\$3.00
If not repairable	Replacement cost
Torn pages and ink marks	\$0.25 per page
Lost grade report envelope	\$1.00

**RENWEB SYSTEM**

*RenWeb* is a comprehensive information connection to the school’s integrated database system via the school’s Website. Parents and students may log on with a user name and password and then avail themselves of a wide range of information: grades, homework assignments, school events, etc. Since parental involvement is a vital part of the educational process, *RenWeb* will provide easy access to the information parents need to help their teenager excel.

## LEARNING SUPPORT CENTER

Recognizing that a need exists to enable students who have unique learning abilities and styles to be able to thrive academically and earn their high school diploma at LVCHS, a Learning Support Center has been established.

The purpose of the Learning Support Center is four-fold: *Tutorial* – re-teaching material already presented in the classroom, depending on the subject; *Remedial* – strengthening specific areas of academic weakness; *Skill-building* – teaching skills for note-taking, preparing for tests, organizing material, keeping track of assignments, researching and writing papers, etc.; and *Supportive* – encouraging, listening, assisting with problems of logistics and time management, and being an advocate for the student when appropriate. The LSC is designed and run as a place of “supply, support and aid.” It is to be non-threatening, available and accessible when needed, and “user-friendly.”

Students may be enrolled in the LSC as a result of requests or recommendations from various sources. A student need not be classified as learning disabled in order to be enrolled. Parents may request enrollment of their son or daughter. The faculty, through a consensus, may recommend that a student be enrolled. Likewise, administrative or guidance personnel may, upon reviewing various recommendations and reports, suggest that certain students be enrolled.

Students are scheduled into the Learning Support Center for their two, three or four periods per week at times that coincide as nearly as possible with their study periods. These scheduled periods may be one-on-one times with the LSC instructor, or small groups of students may be in the LSC at the same time. There is an extra charge for LSC enrollment.

Additional information on this special program is available from the school office upon request.

## SCHOOL HOURS AND BELL SCHEDULES

The school day begins at 8:15 in the homerooms. Dismissal is at 3:00, the end of eighth period. Bell schedules are as follows:

<b>Regular schedule (M-Tu-Th-F)</b>	<b>One-hour delay</b>	<b>Two-hour delay</b>
<i>Homeroom</i>	<b>8:15-8:25</b>	<i>9:15-9:25</i>
Period 1	<b>8:28-9:11</b>	<i>9:28-10:01</i>
Period 2	<b>9:14-9:57</b>	<i>10:04-10:37</i>
Period 3	<b>10:00-10:43</b>	<i>10:40-11:13</i>
Period 4	<b>10:48-11:31</b>	<i>11:16-11:49</i>
Period 5	<b>11:34-12:17</b>	<i>11:52-12:25</i>
<i>Lunch</i>	<b>12:17-12:39</b>	<i>Lunch 12:30-12:52</i>
<i>Break</i>	<b>12:39-12:45</b>	<i>Break 12:52-12:58</i>
Period 6	<b>12:45-1:28</b>	<i>12:47-12:51</i>
Period 7	<b>1:31-2:14</b>	<i>Period 5 12:58-1:27</i>
Period 8	<b>2:18-3:00</b>	<i>1:30-1:58</i>
		<i>2:01-2:29</i>
		<i>2:32-3:00</i>

**Wednesday schedule:** A block schedule is employed on Wednesdays to provide extended lab time for our science courses. There will be four 66-minute class periods. Classes will meet every other week (periods 1, 3, 5 and 7 alternating with periods 2, 4, 6 and 8). The regular eight-period rather than the block schedule will be in effect if the opening of school is delayed on Wednesday. The Wednesday schedule will be as follows:

Homeroom	<b>8:15 – 8:18</b>	
Chapel	<b>8:24 – 9:12</b>	48 minutes
Periods 1 / 2	<b>9:18 – 10:24</b>	66 minutes
Periods 3 / 4	<b>10:29– 11:35</b>	66 minutes
Lunch	<b>11:35 – 11:57</b>	
Break	<b>11:57 – 12:03</b>	
Periods 5 / 6	<b>12:03 – 1:09</b>	66 minutes
Periods 7 / 8	<b>1:14 – 2:20</b>	66 minutes

Activity period	2:25 – 3:00	35 minutes
-----------------	-------------	------------

## **CANCELLATION – DELAY - EARLY DISMISSAL**

Announcements relating to the cancellation, delay or early dismissal of school will be broadcast on stations WFMZ-TV channel 69, WPVI-TV channel 6, WAEB-FM 104.1 and WAEB AM 790. The announcement will be made by 6:30 A.M. or at the earliest possible time. An announcement of a delayed opening or closing of school will NOT be made after 7:00 A.M., but we suggest that our families continue to monitor the media in case public school delays or closing force a later announcement.

If the district in which the student lives has closed, there will be no busing in that district. If the student's safety is not in jeopardy and we are having classes, please try to get the student to school if at all possible.

During early dismissals due to weather, student drivers will be dismissed at the same time their district picks up their bus students unless specified otherwise by the administration.

## **TRANSPORTATION**

Transportation by public school districts in Pennsylvania is available if (1) that district transports its own students and (2) the distance from that district line to LVCHS is not more than ten miles. Districts have the right to reimburse rather than transport.

The school districts providing bus transportation set the rules for students riding their buses. Generally, students may not stand or change seats while the bus is in motion or throw objects at any time. They must remain quiet and not distract the driver, who is to be treated with respect at all times. All safety rules and traffic laws must be obeyed. Whether students are Christian or not, the bus drivers perceive our students as representing Christ; therefore, they are expected to behave accordingly.

Your home school district may or may not permit non-resident students to ride their bus with a district resident. Please check with your district transportation office before requesting such permission.

## **CHANGES IN POLICY**

The LVCHS Board of Directors and Administration retain the right to make changes, amendments and corrections as they see fit to the rules and policies of the school, including those in this Parent-Student Handbook, at any time, with or without prior notice.

*“The reverent and worshipful fear of the Lord is the beginning and the principal and choice part of knowledge—that is, its starting point and its essence; but fools despise skillful and godly wisdom, instruction and discipline.”*

- Proverbs 1:7, The Amplified Bible

## SECTION II – ACADEMIC INFORMATION

### PHILOSOPHY OF THE ACADEMIC PROGRAM

Our intention at LVCHS is to provide an education that is top-notch in quality as well as thoroughly Christian. We believe that only by doing this, and only by constantly seeking to improve the quality of the academic program, can we prepare our students for effective Christian citizenship in this modern era.

### CURRICULAR TRACKS

Students at LVCHS follow either a College Preparatory/Academic course of study (minimum of 24.5 credits) or a General track (minimum of 21.5 credits).

Course Offerings. A list of courses included in the curricula is available for the asking from the school office.

### ACADEMIC PROGRESS REPORTS

Teachers have the option of issuing progress reports twice during a marking period, either to commend students for exceptional performance or to alert the student and his/her parents of unsatisfactory performance. A progress report is required if the student's performance is below average ("D" or "F") at progress report time. Progress reports will normally be issued electronically via e-mail.

A student with more than one "F" is presumed to have an overall average below "C" and will therefore be subject to Academic Restriction. See "Academic Restriction" below.

### ACADEMIC RESTRICTION

Any student who has a failing average for the marking period in any subject at any grade report or progress report evaluation time, or who has more than one failing grade, will be placed on Academic Restriction. Students may also be placed on this list by the principal for improper attitude or behavior.

A list of students on restriction for the evaluation period will be distributed to the teachers and coaches. Students on restriction may not be excused from class or study hall to be involved in special activities or participate in any during- or after-school game or performance (unless this performance is required of all students in a graded course). Students on restriction are expected to use their class, study hall, and after school time wisely to improve their grades and should seek suggestions for improvement from the teacher involved.

A student on Academic Restriction may request that his or her status be reviewed at the end of each week if his or her grade in the problem subject has improved. If the student is no longer showing a failing average in that subject, he or she may be removed from restriction by the principal on Tuesday of the following week. It is important to note that it is up to the student to initiate the request for reevaluation, using a form designed for this.

Any athlete on restriction for more than three weeks during the season will be permanently suspended from that sport. Students who receive two D's or one F on their grade report will relinquish any student leadership position (Student Council, class officer, extra-curricular, etc.) in the school for the next quarter. If this happens a second time in a school year, the student will permanently relinquish these responsibilities.

Academic Restriction for Incomplete Grade Report Grades. Students who have any incomplete grades on their grade report will be listed on a special Restricted Activity List beginning the week after grade reports are issued. If a student has not made up an incomplete grade on a grade report grade by the first progress report evaluation time of the next marking period, he may be placed on the Restricted Activity List until all missing work is completed. These students will be governed by the normal regulations for Academic Restriction until they complete their work for the previous marking period. They

may be removed from Academic Restriction by the principal when their teacher has informed the principal's office that the work has been completed.

## **ANNUAL ACHIEVEMENT TESTS**

The Christian school edition of the Stanford Achievement Test is administered to freshmen, sophomores and seniors annually. A copy of the student's test scores will be sent to his or her parents.

LVCHS also participates in the PSSA (Pennsylvania System of School Assessment) testing program for juniors each year.

## **BIBLES**

Your Bible is your main textbook in every course in the sense that every other textbook is interpreted in light of God's truth. As you grow in your understanding of Christian education, you will understand what that statement means. Each student should have a Bible in the morning homeroom period, in chapel, and in class as required by the teacher.

LVCHS recommends the New American Standard Version/Updated to its students and their parents.

## **COURSE SELECTION AND SCHEDULE CHANGES**

Choosing your courses is part of the enrollment and re-enrollment process. The Guidance office and the administration stand ready to advise and help in this process. Some courses have prerequisites, so care must be taken to insure that those prerequisite courses are in place. All students, including seniors, must have a full schedule which includes a minimum of 5.9 credits and no more than two study periods per day.

Permission to make schedule changes is normally granted only during the first two weeks of each semester or during the last week of the first semester (for second-semester courses only). After this time students may only change classes if initiated by the administration or unless special permission is granted by the administration. Courses dropped after the second week of school will be so indicated on the student's transcript.

At least one of the following criteria is necessary for a change in schedule:

1. The student did not receive a schedule or no class scheduled during a period.
2. The student has a schedule conflict: two classes meeting at the same time.
3. There is a duplication of a class successfully completed (i.e. in summer school).
4. A senior may need a special class and/or credit for graduation.
5. A student is unable to participate in an activity due to physical limitations.
6. A student is scheduled for a course without having the correct prerequisites.
7. The student wishes to drop a study hall to add a course.
8. The student has been misplaced academically.

**External Studies.** Under certain conditions students may be permitted or encouraged to take courses from outside courses which will count toward graduation requirements. This may include courses in your special areas of interest, make-up courses, etc. See the Guidance Counselor for details.

## **FIELD TRIPS**

Field trips give opportunity for learning away from the school campus, "in the field." Please remember that they are primarily designed for learning. Parental permission slips will be issued for all field trips. They must be returned in advance of the trip. Students and parents will be asked to help cover the costs of field trips. Parents are urged to volunteer assistance as needed, either to help with transportation and/or supervision. Generally, at least one chaperon is required for every eight students going on the trip.

## GRADE POINT AVERAGE

The Guidance Office computes and keeps a running record of the grade point average (GPA) for every student. Factored into your GPA are all courses from your freshman year through your senior year. Your final GPA determines your rank in class. GPA for class rank will include only those courses taken while in attendance at LVCHS. ***You should understand the importance of your grade point average for your post-high school planning and take this matter seriously all through your high school years.***

## GRADE REPORTS

Grade reports are issued quarterly, normally in electronic form via e-mail to the student's home. The grading scale used is described below.

Upon request, teachers will inform students on how the grade is determined. A common formula is: 50 percent of the grade is the average of tests; 25 percent is the student's daily work and quiz average; and 25 percent of the grade is the score for the nine-week exam or project. Other factors (participation, effort, etc.) may affect the grade.

## GRADING SCALE

Academic excellence is the standard for you in every subject every day. As servants of God we are expected to develop the abilities God has given us to their highest potential.

Each teacher will distribute his or her specific grading policies at the beginning of the course. Letter grades are used and have the following meanings:

A+	4.0	100-99	Outstanding	C+	2.4	84-82	Average
A	3.7	98-95		C	2.0	81-78	
A-	3.5	94-93		C-	1.6	77-75	
B+	3.3	92-91	Above average	D+	1.4	74-73	Below average
B	3.0	90-87		D	1.0	72-69	
B-	2.6	86-85		D-	0.6	68-67	
				F	0	66-0	Failure
				I			Incomplete

Incomplete Grades. Work for the marking period that is not finished must be completed before the grade can be computed. This work must be completed within two weeks of the date the grade report is issued unless special arrangements have been made. After that time an E will be averaged in for each assignment that was not completed. No incomplete grades are issued for final grades if work is not completed at the end of the course. The student will fail the course except in extenuating circumstances.

Adjusted Grading. Students who have diagnosed learning difficulties may qualify for adjusted grading. Students may be recommended for adjusted grading by the teachers or the parents; they will not be placed on adjusted grading without parental approval. To be eligible, the student must be working up to his or her full potential with the abilities he or she has. The adjusted grading may be applied to homework, tests and quizzes, or both.

Courses in which the student's grade is adjusted will be so noted on the grade report and on the student's transcript.

## GUIDANCE OFFICE AND COUNSELING SERVICES

The Guidance office will handle many of the student's needs in relation to career guidance, special testing and evaluation, and tutoring. Students may secure information on further higher education, college entrance testing, and careers from the guidance counselor.

The Guidance Counselor, along with the administration, will aid students in selecting their courses for the following year.

The school will also seek to provide avenues for counseling which may be needed for the student's social, emotional, academic or spiritual welfare, either through the Guidance office or the administration. LVCHS will always support Bible-based principles for healthy Christian living and family relationships in its counseling procedures and referrals.

## **HOMEWORK**

Since education is an active process requiring independent practice and study, homework is a necessary part of getting an education. **Coming to class with your homework not completed is unacceptable and will be dealt with appropriately.**

Work assigned to be done outside of school should be done on time, neatly, and completely. Student's name, subject and date are to be written in the upper right hand corner of the page or as the teacher may instruct. Unexcused late work will be penalized at the discretion of the teacher.

If work is assigned before an absence, it should be handed in as soon as possible when the student returns. If tests are missed during the student's absence, it is the student's responsibility to make arrangements with the teacher to promptly make up missed work according to a mutually acceptable timetable.

Parents are urged to provide for and insist on a regular time to be set aside for study at home. This should be in a quiet place, free from distractions. Parental interest and enforcement of quality homework are a must if the best results are to be obtained. Penmanship, neatness, completion and general high quality are expected. Our goal is above average work by every student.

We encourage parents to check InfoDirect or call teachers or the school office for needed assignments.

**Wednesday Night Homework.** The homework load on Wednesday nights is lessened in order to encourage families to attend prayer meeting or youth group activities. Generally, teachers avoid giving major tests on Thursdays. When a test is set for Thursday, the students will always learn about it no later than Tuesday.

## **HONOR ROLLS**

"High Honors" will be granted to all students with an "A" average (93 percent or higher) with no F's for the marking period. "Honors" status will be granted to all students with an overall "B" average (85-92 percent) with no F's.

**INCOMPLETE GRADES – See above under "Grading Scale."**

## **MAKE-UP WORK**

When a student is necessarily absent from school, all missed work is to be completed promptly. (Usually a maximum of one day is allowed for each day missed.) As much as possible, students should try to keep up with classroom work and even complete work ahead of time for anticipated absences such as approved illegal absences. This means that any long-term projects or term papers that have a due date previously announced must be completed by that due date. Late penalties will result when the project or term paper is turned in after the due date. Unexcused late work will be penalized at the discretion of the teacher based on the teacher's classroom policy which the teacher will communicate to the students.

## **MEDIA CENTER**

The Media Center will be available when the librarian or an aide is on duty or when a teacher brings his or her class for reading or research. Every student is encouraged to use this facility to full advantage.

The purpose of the media center is to do research work, read or study. It is not to be used to do general homework that does not require the use of the media center, and it is not a place to go just to socialize.

The times when the Media Center will be open, the rules which govern its use and the system of fines for overdue materials will be posted. Media Center personnel will not accept an overdue book without the fine being paid when the book is returned. If overdue books or fines are not returned or paid by the end of each marking period, grade reports will be held until these matters are resolved.

Passes to the Media Center will be issued by study hall and classroom teachers, not by Media Center personnel. Only those students who have a pass from a subject teacher to do specific research or reading will be permitted to work in the Media Center for an entire class period.

The school realizes that Media Center materials may have educational value and yet contain information which may or may not be in agreement with a Christian perspective. In order to meet certain academic standards, LVCHS must of necessity have different types of materials in its collection. The school's policy for selection of both textbooks and library books is available upon request. The philosophy of the school is a matter of record and is in strict adherence to the doctrines and principles taught in Scripture.

## **NOTEBOOK REQUIREMENTS AND TAKING NOTES**

The school provides an assignment notebook to each student each year. Students are expected to record assignments faithfully and to have their assignment book in their possession at all times. If you lose this notebook, you will be required to purchase another one. You may never have another student's assignment notebook in your possession without his or her permission.

The hall pass system is an integral part of this assignment notebook. (See under "Hall Passes" in Section III.)

Students are also required to have and maintain a three-ring notebook or divided folder system, together with a supply of paper. The notebook must be divided by subjects. It is to be carried to class regularly.

Students must take notes in class as directed by the teacher. Later you may want to get copies of another student's notes to reinforce or supplement your own, but that does not excuse you from taking notes in class regularly.

## **PROMOTION POLICY AND GRADUATION REQUIREMENTS**

Once a student is enrolled at LVCHS, courses required for graduation from the school must be taken at LVCHS unless special permission is granted by the administration. Examples would include summer school courses, correspondence courses taken to pursue a special area of interest, or courses taken at a local vocational-technical school. All students must satisfactorily complete their Bible course for each year they attend LVCHS. For graduation a student is required to earn 1.6 credits (0.4 credit per year) of physical education, 4.0 credits in English, 3.5 credits social science, three credits of mathematics, three credits of science, and at least a full credit of music and/or art. A health (CPR/first aid) requirement and a computer literacy requirement must also be met for graduation.

Students making a "C" average or higher for the year in their required academic subjects will be recommended for promotion to the next grade provided they have earned sufficient credits as listed below. Students earning "D" level grades may be required to retake the courses. Minimum numbers of credits are as follows:

<u>Promotion to:</u>	<u>Required Credits</u>	
	College Prep	General
Grade 10	6	5
Grade 11	12	11
Grade 12	18	16

Students failing Bible, English or Physical Education must make up those specific credits for promotion. Credit for failed courses will be earned by one of three ways. At the discretion of the teachers and administration, a student will take an approved correspondence course, complete a public school

summer course or repeat the course during the regular school year. Other methods may be used for grades of 64-66 percent at the discretion of faculty and administration.

**Graduation Requirements:** Seniors are required to successfully complete a minimum of 5.9 credits during their senior year. Under this rule, therefore, seniors may not be enrolled as part-time students.

A minimum of 24.5 credits is required for a College Preparatory (Academic) diploma. The minimum number of credits for a General diploma is 21.5 credits. In addition, there are certain minimum numbers of credits required in different subject areas.

Also required for graduation is one year of full-time attendance at LVCHS and/or another Christian high school and a life-style not harmful to the testimony of Christ or to the school. The student must, by his actions, support the general purposes of the school.

A graduation fee will be charged for high school seniors to cover the cost of diploma, rental of cap and gown, pictures and other graduation items.

**Failure to Meet Graduation Requirements:** **ACADEMIC DEFICIENCIES:** Students who are one course short may participate in the graduation exercises but will not receive a diploma until such deficiencies are erased. Where the student is short more than one course, participation in the graduation exercises will be denied. **BEHAVIORAL PROBLEMS:** Participation in the graduation exercises may be denied.

## SEMESTER EXAMS

Cumulative semester exams will be administered at the end of the second and fourth marking periods in all academic courses. Semester exams will be preceded by at least two full class days of review. The semester exam will show as a separate grade on the grade report and will count as one-seventh of the semester grade.

## STANDARDS FOR WRITTEN WORK

Our school has a standard heading for all papers: name, date, subject (and section number where required), and (where applicable) the page number in the upper right-hand corner of the paper. Teachers will tell you what they expect in written work. Remember that neatness is expected; we expect students to write neatly and observe the margins. Students are responsible for providing their own paper and writing instruments except where special supplies are required for special subjects.

Work is to be done in pencil or ink as the teacher directs. All work in math, accounting and music (except for reports) is to be done in pencil. Write clearly and neatly, use complete sentences, avoid excessive abbreviations, and spell correctly. Keep a dictionary handy. The teacher may require any paper to be rewritten if it has been done poorly.

## STANDARDS FOR ESSAYS AND FORMAL REPORTS

All students are expected to follow the following guidelines for preparing formal reports and essays in all subjects.

1. Write in blue or black ink, or type your paper, on one side of the paper only. Formal reports are never written in pencil. Typed papers are to be double-spaced. Use 8 1/2 x 11 inch paper, plain white for typed manuscripts or ruled white for handwritten ones. You may write a final draft on plain white paper, but if you do, put a ruled piece of paper underneath so you can see through to the lines and produce straight lines.
2. Include the title (centered at the top of the first page), skipping a space (two spaces on a typed paper) after it.
3. Margins for handwritten papers are one inch on all sides. For typed papers, the top margin should be two inches at the top on the first page and one inch on succeeding pages. Side margins are one inch on the left and right unless you are submitting your paper in a binder or report cover, in which case the margin is one and one-half inch on the left side. The bottom margin is one inch.
4. Your paper must be legible and neat. Use white-out to correct mistakes; there should be no cross-outs or write-overs on the finished paper. Your paper must have the look of a finished report, not a

rough draft. There should be no spelling errors. (Normally, it is expected that you will prepare a rough draft first and then produce the finished paper.)

5. Observe the rules of good English usage and grammar.
6. Generally speaking, write in paragraph and sentence form. Indent the first line of the paragraph. Do not leave extra lines between paragraphs.
7. As a general rule, do not use abbreviations. For example, "Mr." and "Mrs." would be acceptable, but spell out "United States" rather than using "U.S." Write out "percent" rather than using the "%" sign. Do not use "w/" for "with" or "w/o" for "without."
8. Avoid slang terms. For example, a formal report should never use "OK."
9. Where your essay or report uses numbers, spell out numbers of one or two words. Write longer numbers in numerals. If you write several numbers, some short and some long, write them all the same way. Always spell out a number that begins a sentence.
10. Reports should meet all the specific informational and stylistic requirements included in the assignment by the teacher. Examples include requirements for numbering pages and the use of Modern Language Association (MLA) style specifications for term papers.

Summer study is available to students who fail a course or who want to take a course over again to improve their understanding of material in a course just taken. Summer study options consist of correspondence courses and programs of study designed by the teacher. Our policy is that failed courses made up over the summer are recorded on the transcript as a 70 percent.

A student who fails a course may also elect to take the course over again the next year if his schedule permits.

Summer correspondence work may not normally be used to take a required course that is taught in the regular curriculum.

## **TEXTBOOKS AND LEARNING MATERIALS**

The school takes great care in selecting the materials that are formally presented to students in its classes by means of films, tapes, textbooks or other media. Students and parents should understand that Christian learning materials that are well written and academically sound are not available for all academic disciplines. We need and appreciate your understanding and cooperation in the area of trying to bring to the student many rich and valuable educational experiences while ensuring that each student is properly trained to recognize the absolute standards of life.

Virtually all textbooks used at LVCHS are loaned to the student. They must be covered and used with great care. Hard-backed texts must be covered by the end of the first week of school and are to be kept covered to prevent wear and damage. Book covers should not be taped to the book. At the end of the year, students will be charged up to the cost of the book for extent of any damage beyond usual wear and tear. Special care must be exercised with paperback texts.

Book covers or notebooks with un-Christian content such as television or movie stars or rock personalities will not be permitted. Students must keep notebook and book covers in neat condition. If a student does not follow these directions, he will be required to replace the covers.

The student's name should appear in all of his books. Writing in them is to be done only at the direction of a teacher.

## SECTION III – DISCIPLINE AND SCHOOL ORDER

### PHILOSOPHY OF DISCIPLINE

Lehigh Valley Christian High School, as a Christian academic community, strives to uphold a unity based on the lordship of Jesus Christ, guided by biblical principles and certain prudent rules which we believe are beneficial in establishing an atmosphere conducive to Christian growth and order. Members of this community are expected to live according to the Word of God, responding to one another in love. Those who join this community are asked to accept the responsibilities of membership by respecting and supporting its Christian distinctive and its standards of conduct.

### STUDENT CONDUCT EXPECTATIONS

While we know that not many of our students are mature Christians, we do anticipate that they will be cooperative with our Christian worldview of doing all that we do to please the Lord (Colossians 2:6,7; 3:23,24). A specific aspect of this expectation is that we expect students to be respectful to those around them. Remember: *GIVE RESPECT; IT DOES NOT HAVE TO BE EARNED. Therefore, give respect ...*

- ... to those in authority. Because teachers and administrators are here in your parents' place, the same respect required of you by God to your parents (Exodus 20:12; Mark 7:10; Ephesians 6:2) is therefore to be shown to anyone in authority here at LVCHS. Therefore, watch your facial expression (actions speak louder than words), accept willingly any discipline (Genesis 4:5-7) and watch your tongue (James 1:26).
- ... to your peers. I Peter 2:17 says, "Honor all men . . .". Any disrespect to others is forbidden.
- ... to property. Treat school property and the property of others the way you would like your own property to be treated (Matt. 7:12).

Students share with the administration and staff a responsibility to develop and maintain a positive climate within the school that is conducive to learning and spiritual growth. We expect students to conduct themselves in accordance with acceptable Christian standards of conduct. Problems that arise from lack of conforming to biblical principles as evidenced by disregard for school rules, school property or others' personal property, or disrespect of other students, will be dealt with by the teacher or principal. Serious or persistent problems will be brought to the parents' attention so they can assist in correcting the situation.

While we recognize that the student is normally under the parents' jurisdiction during most of his off-school hours, it is nevertheless a fact that the whole lifestyle of all students and teachers has a bearing on the testimony of the school and reflects on the Lord. The school, therefore, does maintain an interest in how its students live at all times. Smoking, drinking alcoholic beverages, using drugs other than for medicinal purposes, and gambling are considered to be contrary to a godly life and give evidence of a lifestyle that is not in keeping with the ideals expected of a student at this institution. If such a problem exists, parents will be contacted and the administration may choose to place the student under disciplinary probation (see Disciplinary Probation). Students whose attitude and conduct continue to be in opposition to the basic values of our school place their continuance in our school in jeopardy.

### DISCIPLINE POLICY

The purpose of discipline in a Christian school is two-fold: first, to bring the student to maturity in Christ, and, second, to develop qualities of good citizenship. To help attain these goals, certain standards of conduct are established. Students are asked to discipline themselves in relation to this code because the best form of discipline is self-discipline under the guidance of the Holy Spirit. Indeed, the goal of all outward discipline is self-discipline. The teacher seeks to help the student achieve this self-discipline within the framework of positive relationships between them.

Positively, the school seeks to cooperate with the home in forming good habits in the student such as cheerful obedience to authority, courtesy and respect for others, responsibility, cleanliness and orderliness, truthfulness and honesty, morally correct conduct, and wise use of time, talents, and material things. LVCHS seeks, in other words, to build godly character traits into the lives of its students and pursues an active program in doing so, both through instruction and example. A rebellious spirit or negative attitude, which is unchanged after much effort by the faculty, can be a poor influence on other students. Continued deliberate disobedience to a teacher or to school rules has an adverse effect upon the school's testimony.

Actions which evidence disrespect, lack of courtesy, general disturbance, abuse of permission, incomplete homework, lateness and other offenses shall be handled by the teacher. Situations that the teacher evaluates as chronic, flagrant, or otherwise worthy of special handling will be referred to the principal. These situations will be dealt with as seems most helpful to the individual and the student body.

## **POSITION AND AUTHORITY OF TEACHERS**

The faculty and staff of LVCHS are to be given the respect due their position. God's Word admonishes us, "Obey your rulers and recognize their authority." They are like men standing guard over your spiritual good, and they have great responsibility. Try to make their work a pleasure and not a burden. By doing so you will help not only them, but yourselves." (Hebrews 13:17, J. B. Phillips' translation).

The administrative staff and teachers have authority over any and all students whether or not they have the student in class. In the classroom the teacher will determine appropriate conduct. Teachers have been given designated professional responsibility to correct unacceptable behavior of any student in the school building or any area of the school grounds. Understanding that this responsibility has been given to them, students are urged to respond in a positive manner by stopping or avoiding those actions that are unacceptable at LVCHS or dishonoring to God. Students who choose to be insubordinate after being corrected will be referred to the principal (or in the case of an after-school activity, to the person in charge.) The student must identify himself to any staff member when asked.

It is never correct for a student to refer to a teacher or staff member other than by "Mr.," "Mrs.," "Miss," or "Dr." and then their last name.

**Any student who addresses a teacher or other staff person using bad or insulting language will be subject to immediate suspension.** Any action taken by a student that disturbs the privacy or invades the private property of a teacher or administrator at his or her home, or that affects his or her private property at school, will be viewed as a serious form of misbehavior and will be subject to disciplinary action by the school.

## **DISCIPLINE CODE**

*My son (daughter), preserve sound judgment and discernment,  
do not let them out of your sight; they will be life for you.  
- Proverbs 3:21, 22*

Disciplinary action will be taken for infractions of school policy and rules. These may include **tallies, demerits, after-school detention, extra assignments, suspension, probation,** or as a final resort, **expulsion.**

### **Consequences of Tallies and Demerits**

- A. Minor infractions will be accumulated as "tallies" up to a maximum of five. **When five tallies have been earned, the student will receive one demerit and a detention.**
- B. Detentions are normally scheduled on Monday and Thursday afternoon for one hour after the end of the school day. Saturday detention is an alternative at the discretion of the administration.
- C. The administration reserves the right to substitute profitable extra assignments for detentions as may be appropriate for the situation.
- D. At the end of every marking period tally totals of less than four will be erased.
- E. **When a student has accumulated five demerits, a conference may be held with the student, parents and principal.** The student will lose the privilege of going on a class trip and taking part in extra-curricular activities. **Absences from class trips for this reason will be recorded as a suspension.**
  - a. Participation in athletics will be on a probation status. An initial five-game suspension will be given.
  - b. If a **sixth demerit** is earned, the student will forfeit participation on the team. If a student has earned **six or more demerits** before the beginning of an athletic season, he/she will lose the privilege of being on the team.
- F. When a student has earned **two additional demerits, for a total of seven,** a conference may be held with the student, parents, and principal. **The student will be suspended from school for two days.**
- G. **When a student has earned a total of nine demerits, he/she will be suspended for five more days and may be subject to probation or expulsion.**

### **Infractions**

The following is a partial list of prohibited in-school activities (including time spent on buses) for which disciplinary penalties will be assessed. Items marked with an asterisk (\*) relate to out-of-school situations as well.

- A. Tallies assigned
  - 1. Littering
  - 2. Gum chewing
  - 3. Food, including drinks, candy, etc., being consumed in classrooms or hall during school hours except for between periods 3 and 4. Lunch may only be eaten in designated lunchroom during lunch.
  - 4. Language and/or conduct unbecoming to a Christian
  - 5. Dress or appearance code infraction
  - 6. Unauthorized possession of electronic equipment
  - 7. Running in the halls or in the classroom
  - 8. Purposely holding door to classroom closed, or slamming doors
  - 9. Being in halls during class time without a pass
  - 10. Being in locations where students are not normally allowed
  - 11. Arriving late for class
  - 12. Excessive time out of class
  - 13. Misbehaving in class (including talking out of turn) or disturbing the class
  - 14. Not being prepared for class
  - 15. Failure to meet classroom responsibilities

16. Textbook not covered
17. Failure to employ good study habits after repeated warning (not keeping a notebook, not taking notes, not keeping an assignment notebook, etc.)
18. Failure to return documents by date due
19. Horseplay
20. Failure to sign out when leaving early
21. Throwing or shooting objects in the building
22. Snowball throwing, propelling or moving in any fashion

B. Demerits and Detentions assigned (1 detention each)

1. Language and/or conduct unbecoming to a Christian (more serious than A-4)
2. Threatening another student
3. Public display of affection, beyond holding of hands
4. Disturbance or rude behavior in Chapel
5. Circumventing school procedure, including short-circuiting the school-home communication process
6. Improper behavior on the bus - \*
7. Repeated or serious forms of numbers 1 through 22 above

C. Demerits and Detentions assigned (2 detentions each)

1. Cheating by copying another's work or giving work (zeros will be given on all work in addition to demerits and detentions)
2. Defacing of any kind of school, student, or faculty property
3. Possession of cigarettes or other tobacco products.
4. Possession or use of any incendiary devices on campus or at other school activities
5. Postering, rallies, sit-ins, sit-outs and other similar forms of protest
6. Serious disruption of class
7. Forging signatures or altering documents
8. Possession of impure or suggestive literature, writing, symbols, drawings, CDs or tapes. (Distribution of such materials will result in a more severe penalty, subject to administrative judgment.)
9. Sexually harassing another individual
10. Unexcused absences and tardiness
11. Non-compliance with regulations pertaining to driving to school

D. Demerits and Detentions or Suspension

1. Cheating on tests. The student's grade on the test will be a zero, and he or she will be suspended.
2. Skipping class; skipping detention; skipping school all day; intentional unacceptable tardiness
3. Direct disobedience to any teacher or administrator.
4. Fighting
5. Deliberate destruction or damage to school, church, student, and/or faculty property
6. Altering grade reports
7. Reckless driving at any school event
8. Leaving the school campus without permission
9. Disrespect by word or action toward any faculty, staff member, or student. This includes especially serious or continued instances of sexual harassment which, depending on the circumstances, may also fall under section E. below.
10. Possession or use of tobacco products - \*
11. Lying
12. Major dress code infractions (The student will be on in-school suspension until proper clothing is brought to school and the student changes into it.) See "Dress Code Disciplinary Steps" below.

#### E. Demerits, Suspensions, Probation, Expulsion

1. Immoral conduct - \*
2. Illegal behavior such as:
  - a. Use of alcohol on or off campus - \*
  - b. Use, possession or distribution of drugs - \*
  - c. Possession or use of weapons, explosives on campus
  - d. Stealing
3. Breaking probation: expulsion

There will be an automatic disciplinary consequence if a student is referred to the principal by a teacher for a disciplinary problem since students are normally sent to the office only after the teacher has unsuccessfully tried to get the student's cooperation.

The administration reserves the right to amend or add discipline procedures at any time it is deemed necessary to gain student cooperation.

**Returning signed discipline slips.** Tally and demerit slips, detention notices and other discipline notices other than those sent home electronically are to be signed and returned to the issuing authority promptly. Additional disciplinary measures will be taken for failure to abide by this regulation.

## **DRESS AND APPEARANCE CODE**

*"Man looks on the outward appearance, but the LORD looks at the heart." - 1 Samuel 16:7*

*"Don't let the world around you squeeze you into its mold." - Romans 12:2a, Phillips*

The school dress code is designed to guide students in dressing in a clean, neat and modest fashion during school hours. This code is designed to encourage a God-consciousness in all students, masculinity in the young men, and femininity and modesty in the young ladies. It has been developed to encourage proper Christian thought and behavior in an educational atmosphere.

### Ladies and Gentlemen

**Slacks, skirts, polo shirts, vests, jackets and sweaters supplied by Flynn and O'Hara are required attire.** The only clothing items that may be purchased from alternate suppliers are oxford shirts and school sweatshirts and athletic jackets. The oxford shirts must be white or blue and have the normal oxford texture and style. Slacks must have a sewn, unbroken hem on the bottom.

When wearing an oxford shirt, only the top two buttons may be unbuttoned, and the shirt must be tucked in at the waist. If a shirt is worn under a polo or oxford shirt, it must be a white tee shirt (i.e. without printing or images) or a white turtleneck shirt that is tucked in at the waist and not exposed at the sleeve.

Casual or dressy footwear is to be worn. Sandals (with or without heel straps) and athletic shoes are permitted as long as they are neat. Thong shoes (defined as sandals held on by a strap between the big toe and the second toe) and athletic sandals are not permitted.

During times of cold weather, school sweaters, sweatshirts, jackets, vests and school warm-up jackets are the only additional garments that may be worn in the classrooms. We strongly encourage every student to have a school jacket/vest/sweater from Flynn & O'Hara.

A uniform top is to be worn with these garments. Students are not to wear each other's athletic sweatshirts and jackets, with or without names.

Accessories or clothing advocating or identifying with un-Christian values or behavior are not to be worn. Neither skin-tight nor oversized, baggy clothing may be worn since they do not conform to the neatness standard. No headwear shall be worn in the

building during normal school hours. Long key chains worn at the waist are not permitted. Hair colors other than those naturally seen in creation are not permitted.

### **Ladies**

Girls' hair must be of a feminine style. Appropriate undergarments must be worn at all times. No more than two ear posts or rings per ear are allowed. Posts and earrings are not allowed anywhere else on the body. No visible tattoos are permitted. The material of oxford shirts not purchased at Flynn and O'Hara must be of sufficient thickness to be modest. Skirts must come no higher than three inches above the top of the kneecap.

### **Gentlemen**

Boys' hair must be neatly cut and short enough not to be deemed feminine. "Mohawks" and other extreme hairstyles are not permitted. Slacks are to be worn at the waist, not low on the hips. Socks are optional during September, October, May and June. No facial or body earrings, posts or visible tattoos are permitted.

### **Dress for chapel**

Students are encouraged **but not required** to wear oxford cloth shirts on the day of chapel each week. *If they are worn, the shirttail must be tucked in.* Girls are encouraged to wear oxford shirts and skirts, and boys are encouraged to wear oxford shirts and ties, on chapel day.

### **Enforcement of the Dress Code**

Students observed to be in violation of the above standards by their homeroom or classroom teacher will be referred to the appropriate official (boys to the Head of School or Principal, in his capacity as Dean of Men, and girls to the Dean of Women) for correction and/or discipline in accordance with the following:

## **DRESS CODE DISCIPLINARY STEPS**

1. **Warning:** The student is issued a warning concerning the dress code violation and encouraged to not repeat the behavior (unless it is a severe violation requiring immediate correction).
2. **Change\*:** The student will be directed to correct the dress code violation immediately, changing clothes if necessary, using the "Blessing Boutique" or calling parents to bring something from home. Certain items may be confiscated (boys' earrings, etc.).
3. **Tally:** The student will receive a tally in addition to being asked to change.
4. **Call:** The student's parents will be called by the Dean regarding the dress code violation, in addition to consequences no. 2 and 3.
5. **Detention and Demerit:** The student will receive a detention and a demerit in addition to consequences no. 2-4, and the call will be made by the Principal.
6. **Detention and Demerit:** The student will receive another detention and demerit in addition to consequences no. 2-4, and the call will be made by the Head of School.
7. **Suspension\*:** The student will receive a one-day suspension from school in addition to having to change, receiving another demerit, and a call, e-mail or letter from the Head of School.
8. **Suspension\*:** The student will receive a multiple-day suspension from school in addition to having to change, receiving another demerit, and a communication from the Head of School.

9. **Expulsion:** The student will be recommended for expulsion by the Head of School.

\* Any work missed by a student while out of class because of dress code issues is **unexcused** and will be treated accordingly.

We recognize that the dress code cannot adequately cover all the issues pertaining to appearance and attire that arise. The administration will therefore revise these regulations as deemed necessary.

## **PROHIBITED ITEMS AND ACTIVITIES**

1. Drugs/alcohol/tobacco: LVCHS follows a strict zero-tolerance policy on drugs and other illegal substances. The possession or use of any illicit drugs, alcoholic beverages, tobacco, etc. at school or any school function will be considered grounds for suspension and possible expulsion. Because of the harmful nature of these activities, the continuance in our school of any student involved in such activities in or out of school is in serious question.
2. Knives and other weapons: A zero-tolerance policy is in place on bringing any type of weapon to school, including pocket knives. (Possession of a weapon on school property is a crime. "Weapon" is defined in the Pennsylvania Crimes Code, 19 Penna. C.S.A. Section 912, as follows: "Any knife, cutting instrument, cutting tool, non-chuck stick, firearm, shotgun, rifle, mace, pepper mace, or other tool, instrument or implement capable of inflicting serious bodily injury." Anyone possessing a weapon on school grounds or on school buses will be subject to automatic suspension. If the weapon is a firearm of any type, loaded or unloaded, the punishment will be immediate recommendation for expulsion.)
3. Posters/stickers: Any advertisements of items in whatever form that are in conflict with the values of the school as stated in our objectives are not to be displayed on books, in lockers or on any personal possessions brought into the school.
4. Gum chewing is not allowed in school, on school grounds, or in school vehicles at any time.
5. Eating food or candy during class is not permitted. Students may eat a snack between third and fourth periods.
6. Students may not bring lunch beverages in glass bottles for safety reasons.
7. Playing cards and gambling: The use of playing cards, the selling of chances, gambling and betting in any form are forbidden at school and at school activities.
8. Language that is vulgar, obscene, derogatory or disrespectful will result in disciplinary action. The believer's talk should build others up, not put them down.
9. Students may not use skateboards or roller skates on school property during school hours, after school or during evening events when automobiles are entering and leaving the parking lot.
10. Other items: Any item that disrupts a class (cell phones, alarms, etc.) will be confiscated and taken to the office. Usually for the first offense, the student may be allowed to pick up the object at the office at the end of the school day. If parents are required to pick up a confiscated item, they must pick it up within one month or the item will be discarded.
11. You may not cut classes or skip school.

## **ATTENDANCE POLICIES**

### **Daily Attendance and Tardiness**

Good academic performance in school requires that a student be in attendance as often as possible. Students enrolled in LVCHS are subject to the compulsory education laws of their home state (Pennsylvania or New Jersey).

If a student arrives after 11:30 because of illness or an unapproved illegal absence (UIA), or leaves before lunch, he or she may not participate in any practices, games or performances that day. However, an approved illegal absence (AIA) does not disqualify a

student from participating in such activities. Exceptions to the late arrival regulation for attendance at extra-curricular activities because of special appointments must be pre-approved by the administration. (See below on *Approved* and *Unapproved Illegal Absences*.)

**Doctor's Excuses and Maximum Allowable Absences:** Any student who has a yearly cumulative total of fifteen days' absence must have verification from a physician for each additional absence. If a student is absent more than twenty days in a school year, tutoring or summer school may be required before the student is promoted to the next grade.

Lengthy absences for accidents and serious illnesses for which a doctor's excuse is provided at the time the student returns to school will not normally count against this maximum.

**Tardiness:** A student who is not in his assigned homeroom (not just in the building) by 8:15 is tardy to school and must report to the school office. In cases where a parent assumes responsibility for the student's tardiness, a note should be presented on the same day. Students are subject to an automatic tally for an unexcused tardiness.

Students who arrive at school during the morning homeroom period will be sent to a designated location to await first period rather than entering their homeroom and disrupting the activity there.

**Tardiness Detention:** The school reserves the right to assign an after-school detention of 20 minutes or the amount of the tardiness, whichever is greater, to students who are chronically late. The detention will be served on days specified by the principal and arranged with the student and/or family.

**Excuses:** Each absence or tardiness must be explained in a single note from the parent. The excuse is to be given to the homeroom teacher upon return from the absence; the teacher will send it to the office.

Excuses for absence or tardiness must be specific. "My child was absent (or late)" is insufficient. **Written excuses for absence or tardiness must be in the office within three days of the absence or tardiness. Beginning at 3:00 of the third day, the absence may be considered unexcused.** Three unexcused absences may result in the student's name being sent to his/her local school district attendance office.

*Acceptable reasons* for absence or tardiness include: late school bus, a specified illness, medical appointment, death in the family, and special family and church activities (see below under *Approved* and *Unapproved Illegal Absences*). *Unacceptable reasons* included getting up late, traffic problems (if cited too frequently) and trips with friends.

### Classification of Absences

#### 1. Legal Absences

- a. **Illnesses:** If a student is ill, he or she needs to bring an excuse signed by a parent or guardian. A doctor's excuse must be presented if the student is absent five or more consecutive days or if the student is absent with a communicable disease such as pink eye or chicken pox.
- b. **Dental/doctor appointments:** Please try to schedule dental and doctor appointments either before or after school as much as possible. A note from a parent or a notice signed by the physician must verify tardiness resulting from necessary doctor or dental appointments. Requests to leave school for a dental or doctor appointment should be submitted to the office the day before the appointment when possible or at the very latest by 8:15 the day of the appointment so a "Pass to Leave Early" can be issued to the student in time to get the needed teachers' signatures.
- c. **Deaths in the family:** Please make sure the student brings in an excuse form, preferably before the absence. These absences are not to exceed three school days unless authorized by the principal. Absences to attend funerals of non-family members may be requested as approved illegal absences.

- d. Weather-related absences: Absences due to the school district in which you reside closing or delaying opening due to weather conditions will be counted as legal absences. Parents are not required to send an excuse when a student is tardy because of a late bus, but they are required to send in an excuse if the student is absent for the entire day.

## 2. Approved Illegal Absences (AIAs)

Any absence or tardy for reasons other than those defined as legal absences in the section above are classified as illegal absences. A student may be granted up to three approved illegal absences per school year for church retreats, seminars, college visitations, hunting trips, etc. Juniors and seniors who use all of their three days for college visitation may request additional days if needed for that purpose.

To receive approval for an "AIA", a parent must submit a written request to the principal stating the date and nature of the absence. These requests must be submitted at least a week in advance for consideration. If approved, the student will be permitted to make up missed work for full credit.

**It is very important that students get their assignments in advance of their AIA and that the work be completed by the time they return to school.** The advance notice requirement exists to allow teachers to prepare these assignments for the student.

Illegal absences will not be approved during semester exam days, during the week preceding semester exams, and during achievement testing.

If a parent wishes to request more than three days illegal absences for distinctly educational purposes, a request explaining the educational value of the trip must be submitted to the principal at least two weeks in advance to be considered for approval. Normally, a maximum of five approved illegal absences will be allowed during a school year.

## 3. Unapproved Illegal Absences (UIAs)

Any illegal absences that have not been approved in advance will result in an academic penalty. The student will get no credit for homework due on the date(s) of the absence. The maximum grade received on any tests or quizzes missed during the absence and made up afterwards will be 66 percent. Long-term projects that fall due during a UIA will also be penalized 20 percent. Absences due to missing the bus through negligence, going shopping or staying home to do term papers or homework assignments are not acceptable and will be counted as UIAs. Unacceptable absences will be dealt with by the principal and may result in detention or other punishment.

NOTE: A student who is present in school but who skips a unit test or exam, or who fails to show for a semester exam, will receive a maximum grade of 66 percent on that test or exam.

## **Special Situations**

### 1. Illness or Injury During the School Day

If you become ill and can no longer function in the classroom, you may ask your classroom teacher for a pass to the health room for the remainder of that period. You should then report to the secretary or nurse in the main office to be checked into the health room. At the end of the period, you must either go to class or, if you are unable to go to class, the school secretary will call your parents and seek to make arrangements for you to go home. No one is excused to leave the school without office approval.

### 2. Leaving the School Premises

Students are not permitted to leave the school grounds during the school day without official authorization. Permission to do so will be granted only for doctor and dental

appointments (please keep these to a minimum) or upon an approved request from the parent.

### 3. Early Dismissal

Parents and students are expected to adhere to the following procedures when a student is to be released from school early in the school day.

- a. The student must present a note for early dismissal at the school office before the end of homeroom and secure the principal or secretary's signature on a "Pass to Leave Early."
- b. The student is responsible to have his pass initialed by each teacher whose class(es) he will miss and make arrangements to complete all required work by a mutually acceptable time.
- c. Parents are to come to the school office to call for the student, who is not to leave class before the stated dismissal time.
- d. The student must return his pass to the office and sign out before leaving the building.

### 4. Absences from Class for School Activities

Students who miss classes due to athletic events, field trips, etc. are responsible to turn in assignments and get the next assignments before leaving for the activity. Students going to special music practices must receive approval from the classroom teacher before leaving class and remain in the classroom until quizzes, tests, or other vital work is completed. Students who need to miss a class for any sales, practices or special activities (sponsored by Student Council, classes, etc.) must have approval from the sponsor and the classroom teacher and make prior arrangements with the classroom teacher.

### 5. Vacation Trips

Extended family vacation trips during the school year should be avoided. Not more than one trip per year will be approved for the student, and the trip may not exceed five school days. Such vacations cannot be taken during semester exam periods or during achievement testing. Students who are absent for such a trip will not have additional illegal absences approved during the balance of the term. The days off will count against the maximum allowable absences for the year.

It is necessary that permission for these extended trips be requested no later than two weeks in advance in order that the student and teachers can work out a program of studies which will include all homework the student will miss plus such other work as the teacher may assign. This work is designed to compensate for the student's absence from classes and to maintain some compatibility between the student's work and the work being done at school. It is expected that the student will work on these assignments during the trip and not take extra absences from school following his/her return home to do the work. If the work is not completed in a timely manner, the academic penalties that apply to illegal/unexcused absences may be applied. Tests and quizzes missed must be made up immediately upon return as determined by the teacher.

### **Make-up Work and Missed Quizzes/Tests**

A student who is absent legally will be responsible to arrange with his teachers to make up his work. He will be given a total number of days to turn in his work equal to the number of days absent. Students not granted an excused absence must make up the work but may not get a grade above 66 percent. If a student is excused for part of a day, he is expected to get assignments due that day to the teacher that day and will be expected to complete all assignments given that day.

Please refer to individual teachers for classroom policies on making up quizzes and tests after absences. Please see the paragraph on "Make-Up Work" in Section II and the paragraph above on make-up work during family vacation trips.

## **ABSENCE OF A TEACHER**

If a teacher is not present in the classroom and does not arrive within five minutes of the time when he or she is due, a student (a class officer or another student) is to go to the office or a nearby classroom and inform an adult of the teacher's absence. Students are to remain in the classroom, seated, until a teacher arrives.

**ACADEMIC RESTRICTION** – See *Academic Restriction* in Section II.

## **BEFORE AND AFTER SCHOOL**

Students may study or socialize with each other before school begins under the supervision of the duty teacher. Students are expected to be in their homeroom SEATED, QUIET, and READY for devotions at the bell, which begins the school day.

Following afternoon dismissal, students are not to remain at school unless they are involved in an approved activity under adult supervision (sports, detention, yearbook, special practices, prearranged conferences, etc.). Any student who is not working with a teacher must report to the office and remain in the lobby until picked up. Students are accountable to the duty teacher, secretary or principal while awaiting a ride after school. Any student staying later than 4:30 must have made arrangements with a teacher or staff member *before* staying.

## **BETWEEN CLASSES**

Students have three minutes to pass from one class to another. You are expected to be on time for all classes, including physical education classes and the class following your P.E. class. The teacher may issue a tally to a student who enters a class late without a pass from another teacher. If you anticipate that a visit to the restroom will take you beyond the three minutes, go to the classroom first and ask your next period teacher for a pass.

Students emerging from classrooms have the right-of-way. Please wait for them.

## **BOY-GIRL RELATIONSHIPS**

Proper Christian conduct with the opposite sex will be emphasized in the school. Holding of hands is the only physical contact permitted between those of opposite sex on campus. This contact, however, will not be permitted during class or chapel services. The ideal principle governing this interaction is found in God's Word, First Timothy chapter 5.

## **BUS CONDUCT**

Students riding buses of the various school districts that provide transportation services to LVCHS are subject to the rules of conduct established by these other schools. LVCHS reserves the right to discipline students who are reported for bus conduct violations.

Students who ride a bus provided by LVCHS on field trips and for athletic events are to conduct themselves in accordance with normal bus conduct rules. These include remaining seated while the bus is moving, refraining from yelling, not throwing objects, refraining from horseplay, obeying the driver and other adults in charge, etc.

**CANDY AND GUM** – See under Prohibited Items and Activities.

## **CELLULAR PHONES, PAGING DEVICES, CD PLAYERS, ETC.**

Students may have a cellular phone or paging device in their possession during school hours with written permission from a parent or guardian. The permission must be renewed yearly.

While you may *carry* a cell phone with you during the day, you may not *use* it, either in the classroom or elsewhere, without special permission. As noted above under "Attendance Policies/Illnesses or Injuries During the School Day," students who become ill during the day and need to call home are to report to the office and ask the secretary to call. The office must have knowledge of times when students become ill during school.

Since we want you to be able to know if there is an emergency message on your phone, the phone may be kept on during the day. However, it must be on the silent mode. If the device rings during class, it will be confiscated. Using your cell phone to check a message, to call someone, to text message, to play games, etc. is not permitted either in the classroom or between classes except by special permission from a teacher or administrator.

Other electronic equipment: Possession or use of TVs, radios, tape recorder/players including headsets, CD or cassette players and electronic games during school hours is prohibited unless authorized by a member of the faculty or administration. Such items will be confiscated until the end of the week on for the first offense. Subsequent confiscation will last until the last day of school.

Since the various school districts that serve LVCHS students permit audio equipment on their buses, students may have this equipment in their possession at school. However, it is to remain in your locker or backpack during school hours. There is to be no swapping of CDs, etc. at school.

## **CHEATING**

Cheating includes receiving quiz or test answers dishonestly, including using copies of tests not authorized by the teacher; copying or cooperating on homework assignments in a way that results in the finished product not being the student's own work; and plagiarism. Working together when directed or permitted by your teacher (cooperative learning) is not cheating, but passing someone else's work as you own work is dishonest.

Plagiarism is defined as "stealing and passing off the idea or words of another as one's own work without crediting the source." This form of cheating is often widely misunderstood. For this reason teachers will seek to help students form an accurate concept of this offense in their thinking. Please understand that plagiarism *is* a form of cheating and will be dealt with as such.

Students caught cheating will be dealt with according to the Discipline Code, where cheating is identified as a Level C or Level D offense, depending on the circumstances.

## **CLASSROOM CODE**

Our classrooms are special places of study and learning. When class is in session there should be no disruptive talking or behavior. Students must be seated in their assigned seats unless given permission by the teacher to be away from his seat for some purpose. A student must raise his hand to be recognized by the teacher before speaking or getting out of his seat.

As stated under *Student Conduct Expectations* on page 1 of this section, students share with the administration and staff a responsibility to develop and maintain a positive climate within the school that is conducive to learning and spiritual growth.

Your presence in class: Simply stated, students who are present for school are expected to be in class. Being absent from a class to do work for another class, work in the library or talk with adults or other students is unacceptable except with the permission of the teacher whose class you are missing. The hall pass section of your assignment notebook must show the signature of that teacher. Remember that you must have your assignment notebook with you at all times.

## **COMPUTER AND INTERNET USE**

Lehigh Valley Christian High School is pleased to offer students and staff access to classroom computers, most of which are connected to the Internet. To use these technologies all students must obtain parental permission as verified by the signatures on the enrollment/re-enrollment application. Should a parent prefer that a student not have e-mail and Internet access, use of the computers is still possible for more traditional purposes such as word processing and curriculum-based instruction. All users must acknowledge having read this policy and agree to adhere to its contents.

#### **What is possible?**

Access to e-mail and the Internet will enable people to explore thousands of libraries, databases, museums, and other repositories of information and to exchange communication with other Internet users around the world.

Families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purposes of the school are to use Internet resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

Therefore, we support and respect each family's right to decide whether or not to apply for access.

#### **What supervision is provided?**

Technology is a powerful tool – and while it is useful, it can also be dangerous. LVCHS will make a good-faith effort to provide proper supervision of student use of technology. If adequate supervision is not possible, internet access will be disabled. All computer screens will be located where they can be viewed by the teacher and others; appropriate blocking software and monitoring software is implemented to prevent inappropriate use. These safeguards and controls while effective, are not fail-safe and require active responsibility from all users.

#### **What is expected?**

All computer users are responsible for appropriate behavior on school computers just as they are in any school activity. Communications on the Internet are often public in nature. General school rules for appropriate behavior with regard to communications apply. It is expected that users will comply with school standards and the specific rules set forth below. The use of a computer in the school is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. Users are never to access, keep, or send anything that they would not want parents or teachers to see. Copyright law regarding electronic media will be understood and followed. All users should have no expectation of privacy while using school technologies as all use may be monitored and logged.

**Users need to be prepared to be held accountable for their actions and for the loss of privileges if the *RULES OF APPROPRIATE USE* are violated.**

#### **What are the *RULES OF APPROPRIATE USE*?**

- **Privacy** – Electronically stored information may be treated like school property. School officials may examine contents of any technology tool or storage media to maintain system integrity and to ensure that all users are using the system responsibly.
- **Storage** – Users will be provided with 2 MB of space on which they may store files which cannot be accessed by other users (except the administrators), and they are encouraged to backup their files onto a USB drive or floppy discs which they must supply.

- **Illegal copying and intrusion** – No user may not download or install any commercial software, shareware, or freeware onto workstation drives or disks, unless they have written permission from the School Principal. All users must not copy other peoples' work or intrude into, alter, disturb, move or erase other peoples' files without permission. All suspected misuse must be reported to the system administrator.
- **Inappropriate materials or language** – No profane, abusive or impolite language may be used to communicate, nor may materials be accessed which are not in line with the rules of school behavior. A good rule to follow is to never view, send, or access materials which you would not want teachers and parents to see. Should a user encounter such material by accident, they should report it to their teacher or system administrator immediately.
- **Workstation use** – Each workstation contains software that has been installed for learning purposes only. Do not attempt to alter system settings including but not limited to background patterns and colors, screensavers, and sounds, and do not attempt to defeat or alter network or system security or in any way disrupt system function by any means including malicious code or viruses.
- **Purpose** – School technologies are provided to students and staff in support of the curricular goals of the school. School computer technology is to be used only for such tasks and not for personal communication, entertainment or non-school-related tasks or purposes.

#### **Use of Computer Workstations**

The following are guidelines to follow to prevent the loss of computer workstation privileges at school:

##### **Prohibited Uses:**

- Using a computer or technologies to vandalize or harm other people or their work.
- Degrading, disrupting or damaging equipment or system performance in any way.
- Interfering with the operation of the workstation by installing illegal software, shareware, or freeware, viruses or Trojan horses or software to defeat system controls or security.
- Viewing, sending, displaying, creating or causing any illegal, pornographic, slanderous, rude, offensive or inappropriate activity.
- Violating copyright laws.
- Wasting limited resources such as disk space or printing capacity, bandwidth and other resources.
- Gaining unauthorized access to resources or trespassing in another's folders, work, or files or records, or reading another's e-mail or documents without their permission. Any attempt to circumvent blocked websites is prohibited. This includes the use of so-called "anonymous proxy" services, the use of any browser but Internet Explorer, and typing in the numeric IP address of any website.
- Posting or disseminating communications or information not meant to be made public.
- Using school resources for financial gain or initiating any financial transaction.
- Misrepresenting yourself on the network; using another person's account(s) or password(s).
- Using school technology for personal communication, entertainment or other non-school-related tasks or purposes.
- Violating, through technology, the spirit or mission of LVCHS.
- Using computers and other school equipment without the supervision of a teacher; e-mail communication that is not for school purposes is prohibited, and students must seek permission for *each use*.
- All portable storage devices brought in by the student will not contain any "executable" files. This includes applications that will run without having to be installed on the local hard drive. Files with extensions of .cgi, .exe, .ini, .zip or .bat

are all examples of this type of file. Any portable drive or CD-ROM with these files will be confiscated, and the student may lose the privilege of bringing any USB drives or floppy disks or CD-ROMs to the school.

***Encouraged Behaviors:***

- Using technology resources to strengthen your mind and soul in truth. Internet use is strictly for academic, informational or self-improvement purposes. Any questions about what this includes can be directed to the classroom teacher or parent.
- Using school technologies for school tasks – they exist to help you.
- Notifying an adult immediately if you encounter materials which violate the rules of appropriate use.
- Helping others understand how to use technology to learn.
- Protecting the integrity of the school, fellow classmates and technology systems.
- Making use of e-mail attachments for handing in assignments to teachers whenever the assignment is in electronic format. Alternatively, students are encouraged to keep a USB drive (or Flash drive) for bringing documents to school to be printed or displayed.
- Making backup copies of all work done in school by saving documents and projects onto a USB drive that the student will provide.

## **DETENTION**

Like other means of discipline, detention is designed primarily as a deterrent. After-school detentions are usually the result of being assigned demerits or failure to return signed progress reports on time. If a student fails to do an assignment on time, or in an acceptable manner, the teacher may require the assignment be completed during that detention period. Also, detention may be assigned for serious attitude or behavior problems, unexcused illegal absences from school and/or class(es). Detention is a serious matter and is to be considered as such.

**After-School Detention:** Detention after school is held for one hour following dismissal on designated days. Students who are assigned detention will be given a notice for both parents to sign and to be returned the next school day. Parents are responsible for transportation at the end of detention period. Students may not change into street clothes before reporting for detention.

Rescheduling Detentions: We realize that it is sometimes necessary for a student's detention to be rescheduled because of a prior after-school commitment, etc. In these cases (1) the request must come from the parent in the form of a note, phone call or e-mail and (2) the student must present the form on which the detention was originally assigned with the parent's signature. If the student does not meet these requirements and still cannot serve the detention, an additional penalty detention as well as the make-up detention will be required. .

Failure to Report for Detention: Skipping detention (i.e. not reporting for detention without being officially excused or rescheduled) will result in a rescheduled detention plus an additional penalty detention. Students may be given special permission to miss an after-school detention for an athletic event or other after-school responsibility, but this permission must be requested in advance as outlined in the paragraph above to avoid the penalty detention.

**Conditional Detention:** Conditional detention is a detention assigned because the student has failed to hand in a piece of work, or has handed it in but it is not acceptable, or because he has failed to meet some other requirement. It is generally used when other means of gaining compliance have failed. The detention is conditional in the sense that the student does not serve the detention if the piece of work is handed in by a prearranged deadline. If conditional detention is assigned, however, a parental notice must be signed and returned even if the condition is met and the detention avoided.

## **DISCIPLINARY PROBATION**

Disciplinary probation is designed to alert the student and his parents to areas of his life that need special attention. Students may be placed on disciplinary probation by the recommendation of the faculty and the approval of the administration, or by the administrative staff, for a specified period of time for continued deliberate disobedience, continued and persistent rebellious attitude, negative influence on other students, academic progress that is unacceptable because the student is not working up to his ability, committing a serious breach of conduct inside or outside the school, failure of students and parents to comply with school policies, or failure of the parents to get recommended professional help for students when needed.

A conference with the student and his or her parents is held at the beginning of the probation to discuss the reasons for the probation. Teachers who wish to participate in the conference may do so, or they may be requested by the principal to attend. A letter stating the results of the conference and the reasons for the probation will follow this conference.

During the probation period the student may be restricted from participating in extracurricular activities.

In cases where the probation follows a serious breach of conduct, a second major incident of misconduct during the disciplinary probation period will result in the administration seeking an order from the school board expelling the student. If the offense occurs during the second semester, the student may be admitted the following year only under disciplinary probation.

During the restriction the teachers will periodically review the progress of the student. The administrative staff will then decide whether the student shall be returned to the status of a regular student or will recommend expulsion from the school to the Board of Directors.

*Disciplinary probation is sincerely intended as an intermediate step for the student to "get his act together." If there is no progress in attitude, behavior, or general academic achievement, the student will be asked to withdraw from the school or he will be expelled by action of the school board.*

## **DRIVING TO SCHOOL**

Each student who desires to drive and park on or near campus must obtain a parking permit request form from the office. Students must park their cars in the designated areas as soon as they come on campus and get everything out that is needed for the day. Failure to abide by the student parking agreement will result in disciplinary action. Vehicles are not to be used for transportation during the school day without permission from the office.

## **FIRE ALARM**

When the fire alarm sounds, students are to stop working and quietly move to exit the building as shown by the fire drill evacuation chart in the classroom. If an exit is blocked, proceed to the nearest unblocked exit unless directed otherwise. All windows and doors are to be closed. Students are not to talk during fire drills and are to exit single file with their class group, line up by class groups, and wait until told to re-enter the building.

## **FOOD AND PARTIES**

Eating is allowed only between third and fourth periods and during the lunch period. Except for your lunch, food is not to be kept in your locker. Food is never to be stored in desks or eaten in the halls (except between periods three and four). There are to be **no open containers of juice or soda** in lockers. For safety reasons, please do not bring

beverages in glass bottles in your lunch. All trash and waste products are to be placed in the trash containers in the hall.

Also for safety reasons, no food or beverages are to be brought into the science labs or consumed there. Laboratory glassware or other vessels may not be used as containers for food or beverages.

Parties of any kind during the school day may be held only after the principal authorizes them.

## **HALL PASSES**

Under our hall pass system, your assignment notebook with a hall pass permission at the back of the book filled out and signed by a teacher or administrator is your hall pass. This book must be in your possession when you are in the hallways while class is in session.

In order to enter the halls during a class period, you must fill out the next blank line on a hall pass page in your notebook and have the teacher sign it. Talking to other students and other disruptive behavior in the halls or unassigned areas is not allowed during class periods.

## **LOCKERS AND LOCKER USE**

The school provides an individual locker for each student. These will be assigned and recorded by the homeroom teacher. Under no circumstances will students be permitted to use or open any other locker than the one assigned to them. These lockers are the possession of the school and are provided by the school for the student's use; the student does not own them. Because of this, the school reserves the right to have regular locker inspections and may require a student to remove any objectionable items.

Each student will be held responsible for the maintenance, cleanliness, and condition of his/her locker. This includes the inside and outside of your locker. Decoration of the outside of a locker for any purpose must have approval of the principal. You are expected to exercise great care in keeping your locker in good condition. Penalties will be severe for students whose lockers are bent, dinged, or otherwise damaged.

You may use your locker between classes as often as you like, provided you are not late for class. A hall pass is required to go to your locker during class.

Your homeroom teacher will make a lock available to you for use on your locker. Only locks provided by the school may be used on lockers.

## **LUNCHES AND LUNCH PERIOD**

Students normally carry their lunch to school. Beverages and snack items are available for purchase at school. Different classes and organizations occasionally sell special lunches with the approval of the principal.

All students except seniors are required to eat lunch in their homeroom. Seniors may eat in any homeroom but must understand that teachers may decline to have them in their room due to lack of seating, etc. They may also eat in the courtyard, weather permitting.

Students may not be roaming or loitering in the hallways during lunch. The snack shop closes ten minutes after the beginning of lunch, after which students are to be in their homeroom or other designated area with permission. The halls are to be clear within three minutes after the snack shop closes. Your homeroom or host teacher will hold you accountable for being present at that time.

Students may be dismissed from their lunchroom at the next bell. Period 6 begins after the short break following the lunch period. Don't be late!

## **MORNING HOMEROOM PERIOD**

The morning homeroom period is important for purposes of getting the school day off to a good start. Homeroom teachers conduct devotions or have students do so, provide for a time of prayer, lead in the pledge to the American flag, take attendance, and check for dress code compliance during this important ten-minute period.

As noted under "Attendance Policies" in this section, students who arrive at school during the morning homeroom period will be sent to a designated location to await first period rather than entering their homeroom and disrupting the activity there.

## **OFF-LIMIT AREAS**

In addition to areas that are normally locked, students are prohibited from entering these areas: the area beyond the counter or desk in the main office, the file room, the copy room and the faculty room. Students may not be in the computer room, the Learning Support Center, the Media Center, the science storeroom or the book rooms without a teacher or an aide being present. The same applies to staff offices unless the staff member is present.

Only those students who serve as office aides and those who have a teacher's permission may operate the copy machines.

## **PHONE USE**

Students may make phone calls in the office when necessary. During class time a pass from a teacher is required. Check with the secretary for permission to use the phone. There is a 25-cent charge per call.

Students may not use the telephones in the classrooms without specific permission from the teacher.

Please see also the regulations under "Cellular Phones, Paging Devices, CD Players, Etc." in this section of the handbook.

## **RESTROOM USE**

All students using the restroom during class time must have their assignment notebook with a completed hall pass from the classroom teacher in their possession. Students are encouraged to use restrooms between classes and during the lunch break rather than during instructional times.

## **SCHOOL PROPERTY**

Students are expected to care for the facilities that we are using. Any student found damaging buildings, desks or other school property is responsible for the repair or replacement of the defaced or damaged item. The school will not assume responsibility for the carelessness of a student. No student is to add or delete or change anything on the bulletin board or chalkboard without teacher approval. Students are to keep their feet off the walls and furniture.

## **SENIOR PRIVILEGES**

Special privileges for seniors are granted as follows:

1. Seniors may eat in homerooms other than their own with teacher permission and in the courtyard, weather permitting.
2. During the fourth quarter they may study in the courtyard with the permission of their study period teacher.
3. They may order out for lunch to a nearby restaurant. No class time may be used for ordering out, and the ordering out must not interrupt classes. Please

coordinate your outside lunch orders before your first period class. The exact amount of money for the order must be left with the secretary before the time the order is to arrive. Seniors may not order out for underclassmen.

4. Seniors with an after-school job may be excused at the beginning of the last period if they have a study period at that time.

## SENIOR SKIP DAY

Taking a senior skip day is not permitted. Penalties for those who do so will include those specified for unapproved illegal absences as well as loss of senior privileges.

## SEXUAL HARASSMENT

It is most unfortunate that sexual harassment has raised its ugly head in a major way in our culture as we move through the times when the prophecy that “evil men will go from bad to worse” (2 Timothy 3:13) is being fulfilled before our very eyes. Christians are not immune from this type of unacceptable behavior. Sexual harassment violates the image of God in another person and cannot be tolerated.

Sexual harassment is a form of discrimination based on sex. It can include a variety of behaviors but is generally defined as *abusive, unwanted or unwelcome conduct of a sexual nature*. This conduct may be verbal or physical and may include requests for sexual favors or other intimidating sexual conduct. Sexual harassment is a violation of the laws of society as well as the law of love taught in the Scriptures.

Sexual harassment includes:

- Physical conduct - Inappropriate and unwanted touching, tearing or pulling at a person’s clothing, bumping into or brushing against a person on purpose in a way that makes that person uncomfortable, blocking someone’s way or standing too close so as to make the other person uncomfortable.
- Verbal conduct - Making or using derogatory comments, slurs and jokes; making sexual advances or propositions; making graphic verbal comments about an individual’s body; using degrading words to describe an individual; suggestive or obscene letters, notes or invitations.
- Non-verbal/visual conduct – leering, making sexual gestures, displaying sexually suggestive objects, pictures, cartoons or posters, mimicking or mocking in an insulting or sexual way.
- Threatening or attacking a person when they respond negatively to sexual advances.

Sexual harassment can have a long-lasting, negative impact on others. When trying to decide whether your actions could be interpreted as sexual harassment or whether you’re being sexually harassed, check the thoughts behind the actions (they will be the opposite of the eight guidelines found in Philippians 4:8) and remember that sexual harassment feels “bad,” is degrading and is one-sided. Healthy relationships between men and women, on the other hand, feel “good” and are complimentary and mutual.

Misbehavior of this nature should be reported promptly and will be investigated thoroughly. The confidentiality of anyone involved in the reporting or investigation of a sexual harassment claim will be maintained to the greatest extent possible. The school also recognizes that not all complaints amount to sexual harassment. Whether a particular action or incident constitutes sexual harassment requires a determination based on all the facts and circumstances. The school cautions against false reporting.

## STUDY HABITS

Like any other worthwhile habit, good study habits are not automatic. They are learned. Teachers try to teach good study habits, and students of all ages should try to put

them into practice. Some of them may require a bit more time but will yield greater results in the end.

We encourage and expect every student to be an active participant in the learning process. If you have an attitude of wanting to learn, you will learn. If you passively sit in class with an attitude of "daring" the teacher to teach you anything, you can be sure that he or she will not, because those who don't want to learn don't. (Read Proverbs 2:1-6 and notice how many strong action verbs apply to the learner.)

Good study habits also extend to the way you prepare your work, and for this reason teachers will set and uphold standards for written work. See Standards for Written Work in Section II.

## STUDY PERIOD REQUIREMENTS

Study periods, or study times in class, are governed by basic rules requiring purposeful use of time without talking:

1. All study halls are to be completely quiet and free from disturbances. Students are to be in their seats using their time constructively without talking or disturbing others. If a student does not have homework to do, he should work ahead in his schoolwork, review, or read something profitable.
2. After the study period begins, talking is only by permission. If a student has a question in relation to homework, he may seek permission from the teacher to ask another student his question. Such permission is granted only for a limited amount of time and at the discretion of the teacher. Permission to talk during a study period is a privilege that may be revoked or further limited by the teacher.
3. Students are to be prepared for study period at the beginning of the period. Bring with you textbooks that you may need, plus extra reading material. You are to use your locker between classes and not during study periods.
4. A written pass must be obtained to leave study hall to go to another room. If the student needs to talk to a teacher, make up a test, work on a project or practice, he should come to the study room with a pass from the teacher to whose room he will be going. This allows the study period teacher to know that this is acceptable to the other teacher.
5. Students must receive permission from the teacher in charge to use the restroom.
6. Students may request and be given a pass to the media center or the computer lab from their study period teacher. **Just before the end of the period the person in charge in the media center or computer lab will sign your passbook back to the study room. Students must return to their study room and show the passbook to the teacher before going to the next class** so the teacher can confirm that the student was at his or her requested destination.
7. The media center should be used to check out books, do research, and read magazines. As space permits it may also be used for working on group projects with the permission of the librarian or aide.
8. No more than three students at any one time should be issued library passes from each study hall unless the librarian or aide gives special permission. Study period teachers have schedules that tell them when the media center is open.

## SUSPENSION AND EXPULSION

In addition to suspensions that result from the accumulation of demerits, the principal may place a student on suspension for repeated or serious violation of school rules. Examples of such conduct include cheating, smoking, drinking, illegal use of drugs or the possession of drugs, sexually immoral behavior, etc. In such cases the demerit system is bypassed in favor of immediate suspension. Students involved in the use, possession, or peddling of drugs or alcohol may be turned over to the proper authorities.

Any student who addresses a teacher or other staff person using bad or insulting language is subject to immediate suspension. Students who bring a knife, gun or other weapon to school or who threaten the use of a weapon are subject to immediate suspension.

During the suspension period the student must keep up with his school work. However, no credit will be given for daily assignments missed, and the maximum grade received on any tests or quizzes missed during the suspension and made up afterwards will be 66 percent. These academic penalties cannot be canceled.

A parent-student-principal conference will be held on the day the student returns to school and the student will be placed on probation for a period of six weeks or more.

**Expulsion** is the responsibility of the Board of Directors. The Principal will refer students who have been placed on suspension, repeated suspensions or disciplinary probation to the Board. The Board will discuss the continuance in our school of any student who has accumulated nine demerits, or any student whom the administration and/or the faculty have recommended for expulsion.

Supplying alcohol, tobacco, drugs, or weapons at school or at a school function, or involvement in fornication, are grounds for expulsion.

**VACATION TRIPS** – see under *Attendance Policies/Special Situations*.

## **VISITORS TO THE SCHOOL**

All visitors must report to the main school office and sign in and out in the logbook. They will receive a visitor card, which must be worn during the visit. Upon leaving the school, visitors must sign out and return the card.

School parents, prospective students and out-of-town visitors may spend an entire day visiting classes. Former students will normally be limited to a half-day visit.

If a student desires to bring a visitor, he or she must secure advance permission from the principal. We require that visitors comply with our dress and conduct codes. On the day of the visit the visitor shall remain with his student-host.

Students who have left the school under duress or have been expelled will normally not be permitted to visit throughout the building when classes are in session. The conditions of their visit will be set at the time the visit is approved.

*AN IMPORTANT FACT: "Good Christianity and lazy or bad workmanship are an utter contradiction"  
- Norman Grubb in his biography of C. T. Studd*

*A SUMMARY OF GOOD SCHOOL BEHAVIOR: Be: at the right place, at the right time, on time, with the right materials, in a quiet manner, with an expectant, submissive attitude.*

*AN ACCURATE, BIBLICAL DEFINITION: "Obedience is doing exactly what you're told to do, when you're told to do it, with a right heart attitude."*

## **SECTION IV – OTHER INFORMATION**

### **WE'RE HERE TO SERVE YOU**

Our purpose for existing includes a commitment to serve you for Jesus' sake. Our school staff is always willing to talk with you at any mutually convenient time. It is our desire to help you in any way we can. Please do not hesitate to ask. We cannot overemphasize the importance of good, open communication between your home and the school.

### **IF YOU HAVE A COMPLAINT OR PROBLEM**

Since we are all human beings, there will be times when we make mistakes and disagree on things. Matthew 18:15-17 gives us God's order in resolving such matters of disagreement. Based on that instruction, the following **grievance procedure** for students and parents has been established.

Upon encountering a problem with either a procedure or a member of the school staff, the parent and/or student shall first discuss the situation with the staff person involved. If no satisfactory solution is obtained, the matter may next be taken to the principal for resolution. If this level does not resolve the problem, the parent/student may then present their concern in writing and solicit assistance from the Board of Directors. Should no amicable resolution be achieved by any of these means, the matter may finally be taken to the Association of Christian Conciliation for final resolution.

These four steps are to be followed in the above order. Please do not go to the principal or to a board member first.

Whether the situation involves a conflict with a teacher or another student, God desires that we not murmur or gossip to another but to seek to resolve the problem with the person involved. Before going to the person, pray that God will give you the proper attitude and ask God what you can learn through the situation. Then go to the person and seek to resolve the matter.

### **ATHLETIC PROGRAM**

An interscholastic program of athletics is open to all interested students. Girls' sports, in order by season, are volleyball, field hockey, basketball, cheerleading and soccer. Boys' sports are soccer, basketball and baseball. Track is an additional sport for both boys and girls in the spring.

LVCHS plays other Christian schools and public schools. To be eligible to participate in the athletic program, a student must have an overall average of "C" and no more than one "F" on a progress report or nine-week grade report.

PIAA (Pennsylvania Interscholastic Athletic Association) rules apply wherever possible in our sports program. Games are not normally scheduled on Wednesdays. No student may participate in sports unless a signed medical form is submitted.

### **CHAPEL**

All students are required to attend the weekly chapel service, which is held in the auditorium of Lifechurch. This special time of the week, in which we seek to minister to students through special speakers, music, other students, video presentations, etc., is a key part of the school's program. Our chapel committee and our worship team work with the administration to plan our chapel program and work for its success.

Since worship, inspiration and teaching are the main objectives of our chapel services, we encourage each student to come prepared in heart for this important time together as a body of believers. Please bring your Bible to chapel.

## CHRISTIAN CHARACTER AWARDS

Each year the faculty selects students to receive recognition for their evidencing the following Christian character qualities. Males and females are nominated for each category provided there is a student who is outstanding in each trait.

<i>Servant:</i>	Tabitha (Acts 9:36-42)	Timothy (I Thess. 3:1-3)
<i>Leader:</i>	Deborah (Judges 4,5)	Moses (Exodus 14:31)
<i>Encourager:</i>	Phoebe (Rom. 16:1&2)	Barnabas (Acts 4:36,37)
<i>Courageous:</i>	Miriam (Exodus 2:1-10)	Caleb (Joshua 14:6-15)

## CHURCH ATTENDANCE

We urge that our families unite with us in maintaining a regular involvement with a Bible-believing, Christ-honoring church. We cannot emphasize too strongly the importance of this as part of the life of every Christian family. Since our school seeks to build upon the foundation laid at home and at church, every student should be actively involved in Sunday school, youth group, and church programs. Students miss a vital spiritual dimension which results in inconsistency when involvement and accountability in a local church is absent.

## CLASS OFFICERS

### Election

Each class chooses a president, vice-president, secretary and treasurer. Classes may also elect a chaplain.

Students seeking class office are required to have their candidacy supported by fellow students. They are asked to complete a nominee information sheet in which they share their personal testimony of their commitment to Jesus Christ and answer some general questions. The principal and faculty then approve the nominees, considering qualities such as leadership ability, friendliness, sincerity, attitude, spiritual maturity, self-control, cooperation, punctuality, trustworthiness, and consistency.

Students seeking class office must have been a student at LVCHS for at least one year. They must be able to give a clear testimony of salvation and demonstrate a desire to walk with God and to be a spiritual leader. They must, in the opinion of the faculty, demonstrate the qualities that are necessary for leadership. They must also have a cumulative grade point average of at least 2.5.

### Responsibilities

#### - *The President:*

- a. Provides spiritual and social leadership for the class.
- b. Oversees and stimulates the accomplishment of class business.
- c. Works with the class advisors to plan the agenda for executive committee meetings and class meetings.
- d. Presides at executive committee and class meetings.
- e. Appoints committee members as needed.
- f. Is responsible for communicating with the homeroom teachers, the principal, and other members of the administration as needed.
- g. Represents the class on Student Council.
- h. The president of the *senior class* should also recognize that class reunions after graduation will likely be primarily dependent on his or her initiative in this area.

#### - *The Vice-President:*

- a. Provides spiritual and social leadership for the class.
- b. Stimulates the accomplishment of class business.

- c. Assumes the duties of president when the president is absent or cannot serve.
- d. Presents reports at the executive committee meetings as requested.
- e. Serves as a member of the executive committee.
- f. Represents the class on Student Council.

- *The Secretary:*

- a. Provides spiritual and social leadership for the class.
- b. Stimulates the accomplishment of class business.
- c. Keeps accurate minutes of all executive committee meetings and class meetings and reads and/or distributes them as requested.
- d. Produces all necessary correspondence for the class including thank-you notes.
- e. Presents reports at the executive committee meetings as requested.
- f. Serves as a member of the executive committee.

- *The Treasurer:*

- a. Provides spiritual and social leadership for the class.
- b. Stimulates the accomplishment of class business.
- c. Collects all class monies from fundraisers and deposits them with the school's financial secretary in the office.
- d. Is responsible for paying all class bills and making all withdrawals from the class account through the financial secretary in the office.
- e. Keeps an accurate record of all class funds and prepares financial statements on a monthly basis or as requested.
- f. Presents reports at the executive committee meetings as requested.
- g. Serves as a member of the executive committee.

- *The Chaplain:*

- a. Works with the other officers to improve and maintain the spiritual climate of the class.
- b. Takes the initiative in planning devotionals for class meetings and events.
- c. Seeks to foster a spirit of prayer for one another among the members of the class.
- d. Serves as a member of the executive committee.

**Removal**

Class officers who, in the opinion of the faculty or administration, disqualify themselves for office may be removed from office. Students who are on academic restriction more than twice during a marking period may also be removed from office.

**CLASS TRIPS**

It is a tradition at LVCHS, as well as at most schools, for the senior class to have their class trip near the end of the term, usually in late May or early June. A service component is often part of the trip. Fundraising for this event and other class projects and activities is an important part of the life of the class through their years at LVCHS.

Class trips and/or service projects for the freshman, sophomore and junior classes are also part of the end-of-the-term activities. Freshman and sophomore trips are one-day events. Juniors are permitted to take a two-day trip.

**We want each student and family to be aware that the school requires a certain minimum percentage of the students to go on these trips.** That percentage will be announced to the students well in advance. Part of the value of these events is that they build class unity and cooperation. There is little reason to give up valuable class time if large numbers of students are not willing to spend this time with their classmates.

**“COUGAR COMMUNICATIONS”**

A newsletter from the school office is sent via e-mail to all families at or about the first of each month. *Cougar Communications* always contains important and timely information and announcements, so we urge you to give it your careful attention.

## **FUND-RAISING EVENTS AND PROCEDURES**

One all-school fund-raising event is scheduled annually through the Advancement Office. Different classes and student groups undertake other such activities. ALL FUND-RAISING ACTIVITIES MUST BE APPROVED BY AND SCHEDULED THROUGH THE OFFICE.

## **LOST-AND-FOUND**

A lost and found is maintained by the office in the copy room. The owner may search for lost items after checking with the secretary. Items that are not reclaimed after one month may be offered for sale or donated to Christian organizations needing such articles.

## **NATIONAL HONOR SOCIETY**

As an accredited school, LVCHS has been chartered in 2002 by the National Association of Secondary School Principals to establish and maintain a chapter of the National Honor Society. The first class of students was inducted into the Lehigh Valley Chapter of the National Honor Society in 2003.

Students selected for NHS membership at LVCHS must meet specified standards for Christian character, academic achievement, leadership and service.

## **NOTIFICATION OF CHANGE OF ADDRESS OR TELEPHONE NUMBER**

Parents are responsible for notifying the school office immediately of any change of address or telephone number (home or business). It is imperative that we keep this information current in order to contact parents in case of emergency.

## **PARENT PRAYER GROUPS**

**“Moms in Touch,”** a mothers’ prayer group that is part of the national Moms in Touch organization, meets weekly for prayer. All school mothers are invited to be a part of this vital ministry. If you are not able to make the meetings, we will be happy to send prayers requests to you.

**“Dads Who Care,”** a prayer group for men, meets at the school on a monthly basis. Check with the office or in *Cougar Communications* for the date and time. All school dads are welcome at this meeting.

## **“PARENTS BEHIND THE SCENES”**

The organized parent group at LVCHS is known as *Parents Behind the Scenes* (PBS) and exists to support the school in its ministry. A PBS executive committee directs the activities of this organization. We urge your support and prayer interest on behalf of PBS.

## **PARENT-TEACHER CONFERENCES**

We encourage parents to make appointments with the teachers regarding the academic program and any problems their children incur. Conferences should be scheduled through the office. Conferences are held before and/or after school unless scheduled differently by the teacher.

A Parent-Teacher Conference Day is scheduled during November. At that time parents are encouraged to schedule conferences with teachers, and teachers may request conferences with parents.

## **PHYSICAL EXAMINATIONS**

Pennsylvania state law requires that all students in grade 11, and students enrolling or transferring from another state, have a medical examination. Forms are available from the school office for those who desire to have their family doctor do this physical. If there are any questions, please call the school office. The secretary will put you in touch with the School District of the City of Allentown nurse who services our school.

## **STUDENT COUNCIL**

The student body annually elects officers and members of Student Council. The purposes of this organization are to foster cooperation within the school, to provide a forum for the expression of student opinions, and to develop and carry out special activities. This program is also designed to develop leadership and decision-making ability among the students. At the same time, it will give students the opportunity to experience some of the mechanics of parliamentary procedure.

Election of student council representatives and officers is held in the spring. Only re-enrolled students are eligible to vote or to run for office.

## **STUDENT HEALTH**

Any student who has a major health problem or allergies must inform the office. Our school has a visiting nurse and a dental hygienist who will make periodic examinations for our records.

No student will be given any internal medication by school personnel without a doctor's consent. Medication should be brought to the office upon arrival at school.

## **STUDENTS WHO WORK**

High school students often work after school and on weekends. The school cautions these students not to underestimate the demands that their schoolwork will place upon them. God's will for you at this time in your life is that you get a good Christian education. Although there is often no harm in working at a part-time job, we urge you to keep your priorities clearly sorted out. Excessive hours at your job can hurt you academically and also keep you from participating in school activities.

In most cases students who have an after-school job will need to have working papers as required by state law. You must apply for working papers through the school district in which you live. They then must be signed by your counselor here at LVCHS, by your employer, by your parents, and by a doctor when you receive your physical exam. You should have promise of employment, certification that you are in good health, and proof of age.

Students who work more than twenty hours per week are asked to notify the principal or the guidance counselor. We strongly urge that any student on academic restriction cut his working hours so he has more time for his studies.

Students other than seniors will not be granted permission to leave school early to report to an after-school job.

## **YEARBOOK**

The *Eucharistia* is our school yearbook, produced by the yearbook staff under the sponsorship of a faculty advisor. Students and families may purchase copies by placing an advance order at the time the book is offered for sale. The yearbook is a vital part of our school. As such it needs and deserves your support.