

Lynden Christian Schools

Celebrating God's Faithfulness: Past, Present, Future

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LYNDEN CHRISTIAN HIGH SCHOOL

515 Drayton St.
Lynden, Washington 98264
Telephone: (360) 354-3221

Nickname: Lyncs
Colors: Navy and White

Mission Statement:

The mission of Lynden Christian School is to be an effective instrument of God. Together with Christian parents and the church, we educate children and young people so that we may grow and mature into perceptive and caring Christians. Finally, our goal is to produce citizens who will have a transforming influence in the world.

School Song: Lynden Christian Forward

Lynden Christian, forward
Is our marching cry.
For Jesus in our captain; His pow'r we testify.
To love is what He bids us; to serve must be our goal.
Then shout the title boldly—Lynden Christian High!
Lynden Christian, upward
Is our leader's cry
And as we love our savior, we work to sanctify
Our bodies in His service; our spirits in His praise.
Then bear the emblem proudly—Lynden Christian High!

Monday and Friday Schedule

8:30 – 9:20	1 st Period
9:24 – 10:11	2 nd Period
10:11 – 10:19	Break
10:23 – 11:10	3 rd Period
11:14 – 12:04	4 th Period
12:08 – 12:13	Lunch
12:13 – 12:39	Break
12:43 – 1:30	5 th Period
1:34 – 2:21	6 th Period
2:25 – 3:15	7 th Period

Tuesday Schedule

8:30 – 9:16	1 st Period
9:21 – 9:46	Chapel
9:54 – 10:40	2 nd Period
10:44 – 11:29	3 rd Period
11:33 – 12:20	4 th Period
12:24 – 12:29	Homeroom
12:29 – 12:48	Break
12:52 – 1:37	5 th Period
1:41 – 2:26	6 th Period
2:30 – 3:15	7 th Period

Wednesday Schedule

8:30 – 10:00	1 st Period
10:12 – 11:37	3 rd Period
11:41 – 11:46	Lunch
11:46 – 12:11	Break
12:15 – 1:40	5 th Period
1:50 – 3:15	7 th Period

Thursday Schedule

9:30 – 10:00	Chapel
10:12 – 11:37	2 nd Period
11:41 – 11:46	Lunch
11:46 – 12:10	Break
12:15 – 1:40	4 th Period
1:50 – 3:15	6 th Period

1. Welcome and Purpose

Welcome to Lynden Christian High School! Our goal is to educate you in the light of God's word, to develop a Christian mind and heart, to help you grow physically, mentally, socially, and spiritually. The purpose of Christian education is to nurture young people for life of responsible Christian living, a life of service to God and our fellow man.

These are lofty goals, and we have formed this Christian learning community to provide you an environment where you can grow and mature as young people. But when 375+ students and teachers live together in community, there are some standards, traditions, and policies that develop so that we can live harmoniously with each other. As a member of that community, it is vital that you know these expectations. This booklet will inform you of how we live together.

Often time, we view school rules negatively, but really we must view them as our friends. As traffic laws prevent others from hurting us, so too school rules prevent others from imposing on us, from taking advantage, and from giving us a bad name. Guidelines protect us and keep us safe. They are not to make life miserable, but are for our own good.

It is our prayer that as we live and learn together at Lynden Christian, we will take full advantage of this opportunity, and that Jesus will become not only your Savior, but also Our Lord.

Again we say, welcome!

The community to which you belong has practiced certain traditions and had certain programs that, over the years, have been appreciated by the succeeding classes. Although traditions are not unchangeable, it is helpful to know them to be able to understand and appreciate the anticipated events.

1. **Convocation.** On the first day of school, the whole Lynden Christian School body gathers with family and friends for a short service and message dedicating the year to the glory of God.

2. **All-School Mixer.** Each fall the Student Council sponsors an afternoon of games and activities which provides a great opportunity for making new or rekindling old friendships, and building Christian school spirit.

3. **Class Activities.** Various classes occasionally sponsor social activities at times other than during the regular school hours. These have included such events as costume or swimming parties, hikes, or picnics.

4. **Creative Arts Week.** Although drama, literature, music, visual arts, and crafts are incorporated in the curriculum and extracurricular school year, biennially there is one week in the spring where the arts are emphasized at school by special assemblies, workshops, and student performances and displays. An art show is also displayed annually.

- i. **Integrated Learning Week.** On alternating years with Creative Arts Week, we will have an integrated learning experience, usually for Juniors and Seniors. All the teachers and the community at large are encouraged to participate. In the past, we have collectively studied the Holocaust and the Great Depression.
- i. **FFA Night.** An evening is planned in the spring for presentation of agricultural and other appropriate awards.
- i. **Spirit Days.** The Student Council or cheerleaders sponsor pep assemblies, contests, or special means of recognition to encourage the students to enthusiastically support our various teams and organizations.
- i. **National Honors Society Awards Night.** An evening is planned in the spring during which academic and other appropriate awards are presented.
- i. **Junior-Senior Banquet.** Each year the junior class honors the graduating seniors with a banquet, program, and special decorations.
- i. **Senior Trip Day.** Toward the end of their final year, the seniors are given permission to have a final class activity which takes place during a regularly scheduled school day.
- i. **1. Senior Marker Ceremony.** Before graduation, each senior places a graduation card in a container over which is placed a stone marker indicating the year.
- i. **2. Graduation.** Family and friends are invited to watch as the seniors receive their diplomas in a special ceremony.
- i. **3. Spiritual Retreat.** Freshman and Seniors take a retreat day in the fall to consider God's calling on their lives and to reflect on their mission as a class.
- i. **4. Yearbook Signing and End of the Year BBQ.** On the last day of school, the ASB puts on a BBQ for all students and we dismiss at 1:30 pm to celebrate and sign classmates' yearbooks.

II. ACADEMIC ACTIVITIES

A. General Statement

The academic areas are of central importance. We stress a liberal arts program which means that, as a student, you are to take courses in a wide variety of subject area. Since God is Lord over all of life, it is necessary to be exposed to those different aspects. In each area of life, you are to gain essential knowledge, attitudes, and skills to be able to reclaim the world to honor God and to love and serve your fellow man.

B. Progress and Grading

1. Report Cards

Information as to academic progress is given to the students and parents after each nine week grading period. Grading is as follows:

A (4.0) = Excellent, B (3.0) = Good, C (2.0) = Acceptable,

D (1.0) = Poor, F (0.0) = Has not met minimum stands for passing the course.

An I = Incomplete may be given in cases where all the work has not been turned in by the grading deadline and the teacher determines there may be circumstance to still accept it. In two weeks after reports have been distributed the materials have not satisfactorily been turned in, the incomplete will automatically become an F for the semester.

2. Exams

At the end of each semester there is opportunity for the teacher to give a major test over any portion of the materials covered during that semester. The result of this test amounts to 25% of the final semester grade. Seniors may be exempt from exams in a particular course the final semester if they match or exceed their cumulative GPA, though teachers retain the right to require seniors to take exams.

3. Academic Expectation

When a student fails a class at Lynden Christian High School, it indicates a serious problem. First, the student's graduation may be in jeopardy. Second, the student could be placed on academic probation, which may result in long-term suspension. We believe that the failing student and his or her parents need to be informed of his or her

status as it is determined. Whenever a student is in danger of failing a class, a progress report will be mailed home. If the student's status does not improve, a second progress report will be mailed home, or the teacher will contact the parents directly.

A student who fails two or more classes in any one quarter will be placed on academic probation for the following quarter.

4. Academic Probation Procedure

a. At the end of the quarter during which a student first fails two or more classes, the parent/guardian will be notified in writing the student is on academic probation for the following quarter. The parents will be asked to attend a conference including the student, parents, SAS Director, and administrator. The reasons for the failing grades will be discussed, a corrective program will be developed, and expectation for the student will be made explicit.

- i. Students who are placed on academic probation will be required to attend a mandatory one hour after school study session for a minimum of two weeks.
- ii. Students will be required to pay a \$25.00 fee to offset costs of providing an after school study hall monitor.
- ii. Students will be permitted to stop attending once it is determined they have a passing grade in the courses they are currently enrolled in.

b. The SAS Director will receive a student progress report every three weeks and contact the parents as needed.

c. If the student again fails two or more classes while on probation, he or she will be assumed to be in violation of WAC 180-40-210, which states that "...it is the responsibility and duty of each student to pursue his/her course of studies..." and he or she will be dropped from school, unless some compelling reason for granting an exception can be determined. The student will be out a minimum of nine weeks, and may apply for enrollment again at the start of a new school year or semester. If the student is admitted on probation, if at the end of the first quarter back in school they have two F's, they will be dropped from school.

∴ Study

In order to achieve your academic potential, it is necessary to demonstrate good work and study habits. It is the intent of the school to help you develop these skills by providing the opportunity, time, place and supervision.

Homework can be an asset for learning responsible attitudes, skills, and behavior. Homework is assigned at the discretion of the teacher.

Students with particular academic struggles may be tested to discern the nature of those difficulties. Further, students may be given the opportunity for taking a study skills course which is designed to more closely monitor homework and academic progress.

o. Study Hall

Some students may elect to take a study hall if they believe they need more time for homework. This time needs to be used well and students will be expected to carefully follow the guidelines established by the school and the teacher for study hall. If, in the course of the semester, it becomes clear that students do not know how to use their time well in study hall, students may be prevented from signing up for another semester.

i. Library

Besides housing books, magazines, and computers, the library provides a wide range of services such as helping the student find appropriate materials, handle audio-visual equipment, or for a nominal fee, arrange for photocopying certain materials.

The library is a place to study, read, or browse. Please be considerate of others and follow the specific rules and guidelines for being able to use the facilities. The library/computer lab may be closed at certain times due to use by special classes or groups.

j. Computer Lab

The computer lab is available for students who need to catch up on papers or do a variety of research projects. Each student is responsible for knowing and abiding by the computer use policy. If a student is found in violation of the policy, a student's privilege may be revoked for an extended period of time. Some violations include: surfing the net, vandalism to the computers, giving out or using someone else's password.

k. Counseling/Career Center

The Counseling/Career Center has excellent resources to help you figure out your future. While open to all students, juniors and seniors especially should make a point of using the available career resources.

Counseling regarding personal issues is also available.

i. Academic Awards

It is the desire of the school and its community to encourage and recognize special talents and achievements in the areas of scholarship and academics. Listed below are some of the honors given by the Lynden Christian High School community.

1. **Honor roll.** Those students who maintain a 3.6 average or above are placed on the published honor roll.
2. **National Honor Society.** Those students who apply and are accepted must maintain a 3.6 average or above, into or past their sophomore year, and who take at least 4 courses each semester can become members.
3. **Gold Cords.** Seniors who have achieved an academic standing of 3.6 average or above during their eight semesters of high school and permitted to wear gold cords during the graduation ceremony.
4. **Valedictorian, Salutatorian.** The award is presented during graduation exercises to the seniors with the top two highest grade point averages.
5. **Ben Boxum Award.** This award is given to a senior student whose self-knowledge, security, and stability are obvious in their thinking and living. The award is named after the former Principal/Superintendent Ben Boxum who modeled these characteristics.
6. **Mark and Bette Vander Ark Award.** This award is given to a senior student who has demonstrated outstanding vision, leadership, and responsibility. The award is given in honor of former Principal/Superintendent Mark Vander Ark who possessed these gifts. It also carries with it a scholarship.
7. **Bernard Koops Award.** This award is given to a senior student whose one-on-one relationships, sensitivity, and caring have been observed by the staff and appreciated by their classmates. This award is given in honor of former Principal/Superintendent Bernard Koops who exemplified these qualities.
8. **Mark Stap Award.** This award is given to a senior who exemplifies the Christ-like characteristics so many saw in the life of Mark Stap, and who otherwise may not be recognized with other awards. It is selected by the faculty and comes with a monetary gift.
9. **Student of the Year Award.** This is presented at graduation to the senior who is selected by the faculty as being an outstanding model of a Lynden Christian Student.
10. **Individual Merit Awards.** Many individual awards are given by various departments for outstanding contribution and achievement, including the boy and girl from each class who demonstrated outstanding academic effort.

II. EXTRACURRICULAR ACTIVITIES

A. General Statement

Every student is encouraged to participate in extracurricular activities. These are provided to give you a wide range of opportunities to reinforce and apply what is learned in the classroom, provide social contacts, and to give exposure to areas that are not directly taught in the classroom.

B. Eligibility

All students are invited to try out for or be involved in extracurricular activities. The following rules are recommended guidelines for all activities, but are mandatory for those activities covered under the Washington Interscholastic Activities Association such as athletics, cheerleading, or other interschool competitive activities.

Lynden Christian School supplements WIAA rules by listing additional expectations”

1. GPA of 2.00
2. If a student receives an F at the end of a marking period, he or she may not participate in the extracurricular activity for a two week period. After that period, the student must be achieving a passing grade in order to participate again.
3. In case of appeal, students can petition that they have indeed demonstrated significant effort. The appeals will go to the appropriate discipline committee.
4. If an incomplete turns into an F, the students will not participate for the two weeks following that F.
5. These academic standards will apply to athletes, drama, extracurricular music groups, and student government.
6. There will be a carry-over from the semester of a school year to the first two weeks of the new school year.
7. **Extracurricular Activity Code.** Lynden Christian students who participate in an extracurricular activity represent the school in a distinctive way. These students, therefore, take upon themselves the responsibility of defending and promoting the ideals of the school by their actions and words, both while at school and during out-of-school time. Participants are to behave in a manner consistent with that expected to a Christian, and to conduct their lives so as to bring honor and respect to themselves and their school. Students in certain extracurricular activities such as athletics, drama/musical casts, extracurricular music groups, student government, and the Christian Leadership Team are expected to sign an Extracurricular Code. The Code lists certain expectations such as abstinence from the use of alcoholic beverages or unprescribed drugs. The Code will also list penalties for infractions. Both the student and the parents must sign the Code before the student will be permitted to participate in that activity.

- a. Extracurricular Code Enforcement. Each of the areas of extracurricular activities which require the signed code will also list any additional specific requirements, the season the code is in force, and penalties and procedures for infractions.
- b. Discipline committees are appointed to make judgments on code violations.
- c. The student participating in the activity will be asked to sign the Extracurricular Code at the beginning of each school year.
- d. If a student lies during the enforcement process, this could result in a significantly greater penalty.

C. Extracurricular Offerings

1. Student Council

The Student Council is the organization that officially represents the student body. Its purpose is to effect cooperation, unity, and communication between students, faculty, and administration. It is to provide leadership for the student body in developing Christian attitudes, priorities, and practices. The Student Council is to provide for projects and activities that promote the Kingdom of Christ at Lynden Christian.

2. Athletic Competition

a. Competitive interschool athletics is an important part of Lynden Christian's extracurricular offerings. We are a member of the Northwest Conference. Other schools in this league are Lynden, Nooksack Valley, Blaine, Meridian, Mount Baker, Bellingham, Sehome, Squalicum, Ferndale, Sedro Woolley, Burlington, Mount Vernon, and Anacortes. Membership on a team is usually selective, especially since each school is limited as to the number of members there may be on most teams. An extensive statement of philosophy regarding athletics has been developed to guide us in our athletic pursuits.

b. Sportsmanship- Although winning seasons are sought, our greater concern is keeping perspective and practicing sportsmanship.

The role of competition is that of a servant helping the players to achieve certain goals. Competition should help the members of both teams to develop skills, discipline, character, and qualities consistent with a maturing Christian. Sportsmanship is the resulting positive behavior of those involved who keep the proper perspective.

We are to regard our opponents as those who are helping us to achieve a higher degree of proficiency and excellence, as we have an obligation to be helping them. We must keep in mind a game is being played and the final score does not determine the better team in any ultimate sense. In this regard, we play with, not against the other team. The other team is a competitor or contestant, not an enemy or assailant. We may not build up ourselves at the expense of our opponent. All gestures, pictures, themes, words, and practices must treat the opposing team with respect. Likewise, the spectators supporting the opposing team are to be regarded as guests when the game is played at our facilities, as we are to be polite and regard them as hosts when the game is played at other facilities.

The officials also are to be regarded as helpers. Their decisions are to be regarded as honest, fair, and called to the best of their ability in an unbiased manner. We must consistently demonstrate respect for their office and authority. Our goal is to make the faith statements of our Christian confession and of the school's philosophy a living expression.

Thankfully much is being done. Please keep these concerns on a conscientious level and attempt to implement them. However, when students do not live within the spirit of proper sportsmanship by engaging in negative cheering, they may be prevented from attending a certain number of Lynden Christian games.

c. To insure the health of the student is protected and to insure that there is the proper emphasis of curricular concerns over extracurricular, any athlete who is absent due to illness in the afternoon may not participate in practice or a game that day.

d. Interscholastic Teams

(1) Fall:

- a. Boys Football
 - Junior varsity
 - Varsity
- b. Girls Soccer
 - Junior varsity
 - Varsity
- c. Cross Country for boys and girls
- d. Girls Volleyball
 - C Team
 - Junior varsity

- Varsity

(2) Winter:

- a. Boys Basketball
 - C Team
 - Junior varsity
 - Varsity
- b. Girls Basketball
 - C Team
 - Junior varsity
 - Varsity

(3) Spring:

- a. Boys and Girls Track
- b. Boys Golf
- c. Boys Baseball
 - Junior Varsity
 - Varsity
- d. Girls Fastpitch
 - Junior Varsity
 - Varsity
- e. Boys Soccer
 - Junior Varsity
 - Varsity

i. Clubs and Committees

Students are invited to become involved in many areas of special interest. There are a variety of organizations that need your participation.

- a. **Cheerleaders.** These students are selected for a particular sport for the purpose of leading yells and cheers, crowd control, conducting pep assemblies, and to arouse spirit during games.
- b. **Student Christian Leadership Team.** These students assist in preparing for, participating in, and giving leadership in chapel exercises and other activities that increase Christian spirit of Worship and service at Lynden Christian High.
- c. **Class Officers.** Each class elects a president, secretary, and treasurer to provide leadership in promoting class unity and helping organize class activities and projects. The president of the class also serves as a representative on the student council.

- d. **Arts.** This group promotes student expression in such areas as painting, drama, crafts, and music throughout the school year.
- e. **Drama.** Each year at least two major presentations are made. Any interested student is invited to try out for the fall production. A musical involving even more students is produced in the spring. Many opportunities are also available for backstage and technical crew involvement. Students trained in technical areas (lighting and sound) help in other venues such as chapels, concerts, and public programming.
- f. **Excelsior.** This is Lynden Christian's yearbook, which is published by a staff of students from various grade levels. If you are interested in working on the yearbook, contact the editor or teacher sponsor. A class period is provided, though some of the work extends into after school hours.
- g. **FFA.** This club is for those interested in getting practical experience in various areas of farm management and agriculture, while socializing with those of similar interests.
- h. **Hi Lite.** The school newspaper is published once a month. A class period and credit is provided for juniors and seniors registered with the teacher sponsor's permission. Students interested in working on the paper should contact the editor or teacher.
- i.. **Intramurals.** This program provides an opportunity for those not involved in official team sports to still be involved in a variety of activities throughout the school year. Homeroom competition is provided in a variety of athletic areas.
- j. **Pep Band.** This is a group of students from concert band who play at football and basketball games.
- k. **Chamber Choir.** This is a selected group of gifted singers who give choral performances around the community and in numerous churches.
- l. **Chess Club.** Students may sign-up to learn about the game of chess and participate in local and state competitions.

l. Participation

All students should be able to participate in one or more extracurricular activities. In addition to the above list, there are more opportunities available. Other ways to get involved are as a library assistant, office helper, teacher's aide, playing the piano in chapel, or helping at athletic events.

All students should support the activities and talents of others. Your presence is much appreciated at concerts, programs, and athletic contests. Your Associated Student Body (ASB) card will get you into most home events free and most away events at reduced rates. Get involved!

i. Sponsors and Coaches

Sponsors or coaches have responsibility to the administration and board for all programs, funds, and activities of the organization to insure they are consistent with and promote the Christian School's purpose and goals.

Sponsors or coaches usually select team or organization members and assign positions and jobs. Students are to consult, work with, and get approval from the sponsor before using any facility, implementing any program, or committing the organization to any financial or other commitment. Your sponsor will be glad to answer any questions.

If there is a desire to form a new club or activity, administrative approval and adult sponsorship is required.

i. Extracurricular Awards

It is the desire of the school and community to encourage and recognize special talents and achievements in extracurricular activities. Those listed below are the honors given by the Lynden Christian High community.

a. **Letters.** The athletic department awards a letter for participation in a minimum number of games, matches, or quarters in each specific varsity sport or for participation in that one varsity sport for three years beyond the freshman year. The drama department also awards letters and pins for participation.

b. **Individual Merit Award.** Frequently there are certificates given for participation in state competitions or team certificates for accomplishing a certain combined GPA.

V. COMMUNITY LIFE

u. General Statement

As a Christian school community, we are especially grateful to God for our school. Each member of our community has special gifts and responsibilities. The school and society expect and encourage each member to attempt to live a life consistent with a Christian confession. The lifestyle of the Christian must aim to be faithful to our commitment at all times. We welcome student participation in the setting of guidelines for community life. This can happen through the avenue of student council, or in talking directly to the staff or administration. We welcome freedom of expression so long as it is done respectfully and responsibly. Students have a right to appeal to higher authorities, though final authority rests with the School Board.

i. Discipline

- .. **Individual Responsibility.** Discipline is the process by which one learns to live consistently according to the demands of Christ. For the Christian, discipline is, first of all, self-control. The Christian attempts to make his whole being reflect his obedience to God with love and service toward his fellow man.
- i. **Community Responsibility.** It is necessary that each individual help and be helped by the community in maturing in the discipleship of Christ so that there is encouragement when consistency is exhibited and correction when there is inconsistency. It is essential that we develop a greater understanding and commitment to the Christian concept of community.
- i. **Out-of-School Behavior.** The primary responsibility for monitoring and encouraging moral behavior, which is consistent with the scriptural directives, is the home and the church. The school is committed to supporting the home and the church in this area. The school does this by teaching in the classrooms, by encouraging wholesome relationships in the school community, and by insisting on standards of behavior which are consistent with the will of God as revealed in the Bible. Although the school cannot and should not be responsible for the moral behavior of each person all the time, often the moral behavior that is clearly immoral and/or illegal, and when there is the probability that the behavior will negatively affect the school community and/or its reputation.
- i. **In-School Behavior.** The school is an extension of Christian homes. It is the school's task to be a community based on Christian principles to help parents educate their children. Christian relationships must be not only taught in the classroom, but must also be the basis for the operation of the school. It is important that you appreciate the value and contribution of others as image-bearers of God and member of this community so that together we may attain Christian education and live in relationships that bring honor to Christ.

The formal procedure for correction in the school is the use of the "Discipline Notice."

- a. Discipline Notices are issued by a teacher or administrator for insubordination (disrespect), repetition of minor offenses, attendance problems, or disregard of school regulations. The student and parents will be informed as follows.

1st – parents are notified by mail

2nd – parents will be asked to telephone either the teacher involved or the administration.

3rd - parent/teacher/administrator conference will be required

4th – student will be suspended from school until such time as a meeting can be held with members of the Education Committee to consider the future of the student at Lynden Christian, teachers issuing the notice may be requested to attend the meeting. Parents will be asked to attend. A minimum of a \$25 fine will be assessed for the inconvenience that this suspension causes to the staff and the board members. The absences may count toward the allowable 8 absences. The student's quarter grades will be lowered 1 point (B- to C+) for each day of suspension. Final decisions regarding fines and lowering of grades will be made by the Education Committee.

Students who, during the last 2 weeks of school, earn their 4th discipline notice will be required to work 20 hours for the school or other assigned consequences as determined by the administration in lieu of out-of-school suspension, which, if they are seniors, must be worked off before graduation. If they are an underclassman, their work must be completed before taking the last exam.

b. For offenses of a very serious nature, the administrator may suspend the offer without going through the four – discipline notice procedure. During suspension, grades may be lowered as determined by the Education Committee and students will be fined a minimum of \$25.00. Suspended days may count toward the allowable number of absences. Penalties such as in-school suspension, work, or other penalties may be applied by the administration as approved by the School Board. The Education Committee will be made aware of all students in difficulty for either academic or behavior reasons.

i. **Social Probation.** The Education Committee may place students whose behavior patterns or attendance patterns are problematic and distract from a sense of Christian community and responsibility on social probation. Students may be placed on probation during the school year or at the end of the school year for the following school year. Probationary status will indicate that patterns of behavior must improve or be at least acceptable. The Education Committee, upon recommendation from the staff or administration, will establish probationary status, length and conditions of probation. If the standards are violated, or further negative behavior develops, the student will be expelled from school. When placed on social probation and at the point of expulsion,

parents will be invited to meet with representatives from the school; administration, staff, or Education Committee.

∴ Policies

1. **General.** The policies listed below do not necessarily make an exhaustive list. Any time there is an affront to God, an abuse of oneself or of one's fellow man (harassment), or breakdown of school unity and harmony, there must be measures taken to encourage every aspect of our community to honor Christ. The Matthew 18 principle is foundational to a healthy community. This applies to both students and teachers.

2. **Truth-Telling.** Foundational to relationships and personal integrity is honesty. The Bible teaches us that in many places God calls and commands us to tell the truth.

All of God's commandments are there for our good, and the ninth commandment about bearing false witness (lying) is no exception. There are several good reasons for telling the truth.

a. Your personal honor and reputation is at stake. Your "word" is more valuable than almost anything else. It reflects on your character and trustworthiness. Trust is difficult to win back once it is broken.

b. It is unfair for innocent people to suffer or pay consequences for someone else's actions. Further, it is not fair for the guilty to get by with their wrongdoing.

c. Unconfessed guilt or dishonesty lingers and festers. It is usually more harmful to the liar than the one who is lied to. Lies lead to broken relationships and personal pain.

d. True friendship will not protect someone from being caught for misbehavior. It is better to be caught and corrected.

For these reasons it is important that we deter and punish lying. When students are engaged in any form of falsehood, including forging signatures, cheating on assignments and tests, covering up misbehavior, etc., an automatic discipline notice will be issued in addition to standard forms of discipline.

i. **Plagiarism.** Plagiarism of any kind (cheating on a test, copying notes, downloading information from the internet) will not be tolerated. If a student is caught engaging in a form of plagiarism, the minimal consequence will be a discipline notice. Students should know that all forms of plagiarism are considered serious violations and will be dealt with in such a manner.

ii. **Closed Campus.** The school day begins at 8:30 a.m. Thereafter, students must remain at school until the end of the school day unless a teacher or principal gives special permission. Any student leaving without permission will receive an unexcused absence; **if leaving during morning or noon breaks, they will receive two detention hours.**

iii. **Vehicle Control/Parking.** Driving a car to school is a privilege, not a right. Observation of safety rules is a necessity in the parking lot, on adjacent streets, and in the presence of other students, including elementary students. Driving patterns before and after school which are careless and/or negligent will result in the minimum of a \$25 fine. This includes, but is not limited to, excessive speed, burning tires, driving on sidewalks, etc. It also includes lack of consideration for our neighbors with excessive noise from vehicles. The jurisdiction of the school in this regard includes not only the parking lot, but also Nooksack Avenue, and the streets in front of the elementary and high school. Our purpose is to provide a safe environment for our students, school buses, and the general public.

All vehicles driven to Lynden Christian High School must be registered at the office. Unregistered vehicles will be towed at the student's expense. Cars are to be parked within an appropriate parking space so as to maintain proper lanes for buses or emergency vehicles. This includes not parking on the crosswalk or by the shop during school hours. If students are not parked properly, they will be fined \$10 to be paid before attending first hour class the next day. Repeated violations could result in loss of driving privilege.

High school students riding the bus will walk over to the middle school to catch their bus, using the crosswalk provided. Students parked in the west parking lot may not be allowed to exit the lot after school until after the buses depart. Students who need to leave school immediately should park in the south parking lot and use one of the exits on Drayton Street.

The middle school parking lot and parking behind the shop is not open to high school students.

Students are not to be in the parking lot by their cars during school hours. An automatic detention will be issued to those who are in the parking lot without permission. Loitering in the parking lot before and after school can also become a problem and may be restricted. Radios, tapes, and CD players may not be played loudly in the parking lot. Students are reminded to be careful not to damage a neighbor's car by carelessly opening your car door.

i. **Dress Code.** Realizing that our manner of dress communicates something about our values, affects our Christian witness, and influences our attitude toward schoolwork, we expect the clothing worn to school and school functions to be neat, clean, modest, and appropriate.

Examples of inappropriate school wear include clothing with suggestive pictures, words, patches, symbols, musical groups with an offensive message or symbols; references or promotion of tobacco, alcoholic beverages or drugs, "tights", spandex, or excessively tight clothing of any kind.

For girls, this code includes excessively short skirts, spaghetti straps, low-cut and short tops. Tops that show midriff at anytime are considered too short. Tank tops are not allowed for girls. Sleeveless shirts will be allowed. Shorts are allowed, though they and skirts must be of modest length (mid-thigh). Biking shorts and swimwear are not acceptable.

Shoes must be worn at all times. Caps are considered unisex and therefore to be taken off during prayer and chapel by all students. If worn under these circumstances, they will be confiscated until the end of the semester. Wearing caps in the classroom is left up to the discretion of the teachers. Clothing with holes will not be allowed, unless the hole has been patched. Body piercing other than ears is not accepted. Likewise, unnatural hair color will not be accepted.

Failure to comply with the guidelines will result in disciplinary action, the least of which is immediate change of clothing. The school will provide substitute clothing and the confiscated clothing will be kept until the end of the day. If the student must go home to change, they will be given an unexcused absence.

The Linden Christian student body has a long history of attractive, appropriate dress. We fully expect our students will carry on that tradition.

l. **Smoking/Tobacco.** In addition to actually being seen smoking, possession of cigarettes or chewing tobacco, being present with those who are smoking, and smoking on school property or at a school function shall constitute grounds for discipline. The non-smoking policy also applies to Lookstack Avenue north of Drayton Street.

i. **Policy.**

- (1) Cigarettes on their person
- (2) Being part of the group or with those smoking.

(3) Smoking on school property even in a car during the school day (this also includes before or after school) or at any school function in which Lynden Christian is involved.

i. Discipline Action.

(1) First offense: Discipline notice plus the student will be sent home. The student will be reinstated as soon as he/she and at least one of his/her parents are able to meet with the school administration. A minimum of a \$25 fine will be assessed for the inconvenience that the suspension causes.

(2) Second offense: Discipline notice plus the student will be sent home and suspended from school for three days. The student may return to his classes on the fourth day, but will be required to meet with the Education Committee and at least one of his/her parents at the next meeting of this committee. A minimum of a \$25 fine will be assessed for the inconvenience. Grades will be lowered to a level determined by the Education Committee.

(3) Third offense: The student will be expelled for the remainder of the semester with loss of credit for the semester.

i. Drugs and Alcohol. Any student in possession, involved in using, or contributing to the use of unprescribed drugs or alcohol at school or any school function in which Lynden Christian is involved shall be subject to school discipline. When this policy has been violated, the student will be suspended from school and participation in school activities. A minimum of a \$25 fine will be assessed for the inconvenience that the suspension causes to the staff and the board members. The student is required to participate in a professional evaluation, as approved by the school, for drugs and alcohol at the expense of the student. The student and his parents may meet with the administration or Education Committee to request the student be reinstated at Lynden Christian.

The student may be eligible for readmittance upon the appearance of a heartfelt repentance and the commitment to counseling.

- In the case of a first offense, the student is to be out of school a minimum of one school week and the student may not participate in extracurricular activities for a period of three weeks after readmission.
- In the case of a second offense, anytime during the student's school career, the student is to be out of school a minimum of two weeks and the student may not participate in extracurricular activities for a period of three calendar months.

- In any subsequent cases during the student's school career, the student will automatically meet with the Education Committee to determine the student's status.

Normally, grades will be lowered as a result of the absences. The offense and disciplinary action will be reported to the Education Committee.

If the alcohol or drug evaluation shows any degree of problems, the administration or Education Committee may insist on certain requirements or procedures for ongoing attendance, e.g., in or outpatient treatment or attending AA meetings. The student's work and extracurricular status will be determined in conjunction with the family, the school administration, the school counselor, and the professional counselors.

For students interest in stopping drug and alcohol use, the school provides a student assistance program which provides peer support under the direction of the school counselor. Students are urged to explore this opportunity with a member of the staff to deal with their problems. Once students are discovered with this problem, they have a different kind of relationship with the school. The school may monitor their drug/alcohol use or progress. For students who have participated in alcohol or drug treatment, there will be periodic checkpoints upon readmission. Further, information regarding progress or relapse will be shared with the administrators. Relapses are to be evaluated, and depending on attitude and subsequent behavior, ongoing attendance will be determined.

l. **Fighting.** Fighting of any kind will ordinarily result in student receiving a minimum of a discipline notice and sent home for the remainder of the day, though more serious consequences may result depending on the circumstances of the fight. Shoving and pushing in the halls will not be tolerated and will result in a minimum of a morning detention, but may fall under this policy should it become a problem.

o. **Harassment.** Harassment of students or employees by other students or by employees of Linden Christian School is unlawful and contrary to our religious beliefs. The commitment of this school is to provide a stable learning and working environment. School authorities will not tolerate any harassment of students and staff. It is the policy of this school that all contacts between students, teacher, and other adult employees are in keeping with respect for the individual students, are of a nature which does not make a student feel uncomfortable, and are conducive to creating a stable environment. There are different forms of harassment which deserve special mention.

- a. Sexual harassment includes making unwelcome sexual advances, engaging in improper physical conduct, making improper sexual comments, or otherwise creating an

intimidating, hostile, or offensive educational learning environment. All students and all school employees are expected to conduct themselves with respect for the dignity of others. If a student or employee has concerns about the nature of any conduct or physical contact by an adult employee of this school, by a student, or by a member of the public, the student should immediately report this concern to an administrator, teacher, counselor, or school board member, as well as discuss this concern with the student's parents or guardian.

b. Racial or ethnic harassment refers to words or actions that insult an individual or group on the basis of race, color, nationality, or ethnic origin. All students and school employees are expected to live as an inclusive community characterized by justice, mutual respect, and a celebration of diversity.

c. Hazing: students who engage in the hazing of another student will receive a minimum of a discipline report. Individuals are encouraged to report any conduct or contact that makes them feel uncomfortable, is bothersome, or is contrary to a stable learning environment. All such reports will be investigated immediately by school authorities. Civil authorities will handle criminal charges. Anyone found to have violated this policy will be subject to disciplinary action up to and including expulsion from school if they are a student, or termination from employment if they are an employee, regardless of whether criminal charges are filed.

All such reports will be handled discreetly to maintain confidentiality, in order to avoid embarrassment, and to protect the student making this report. However, it should be understood that this school is required by law to report child abuse to the appropriate social agency that protects the rights of individuals in such cases.

.1. Vandalism.

a. Vandalism to the property of school personnel.

(1) All school personnel, K-12, including board members, administration, teachers and support personnel are covered under this policy as offended parties.

(2) This policy covers offenses committed by any student in K-12. The offenses are to be recorded and accumulate through all the years the student is at Lynden Christian.

(3) If the vandal is caught:

a. The infraction is to be handled as school discipline

1. First offense

a. becomes a discipline notice

b. restitution of property vandalized or \$25 fine whichever is more.

c. suspension from school at least two days until there is conference with parents, principal, the offended party, and the student to restore the relationship. Should the offense occur against the principal, this meeting will take place with the superintendent. Suspension will ordinarily result in lowering of grades.

d. should the offense warrant it, the case should be handled as a criminal case.

2. Second offense

a. becomes a discipline notice

b. restitution of property vandalized or \$25 fine whichever is more.

c. suspension until meeting with the Education Committee and lowering of grades

d. restoration of the relationship with offended party

e. handle as a criminal case if the offense warrants it

3. If the vandal is not caught

a. The offended party is to be reimbursed by the school society for any damage that appears to be directly related to the school position.

b. Vandalism costs shall be funded as follows:

(1) An amount shall be budgeted by the board each year

(2) The students shall be assessed an amount each year as determined by the administration.

(3) Any excess funds accumulated from fines of students caught for vandalism shall go into this fund

(4) The board or administration shall determine any expenditures for vandalism

4. In all cases, the offended party shall file a written report to be submitted to the board. The offended party should check with insurance company to receive maximum reimbursement for vandalism from the company.

b. Verbal abuse or harassment such as toilet papering will be judged on an individual basis.

c. Vandalism to school property:

(1) If the student is caught, he shall receive a discipline notice and be required to pay for the repair or replacement of the property and/or receive an appropriate fine.

(2) If no one is caught, the costs should be covered as determined by the board, from funds that have been contributed by students.

d. Vandalism to student property:

(1) The student who is the offended party should file a complaint with the principal or assistant principal.

(2) If a student is caught, the offense warrants a discipline notice and the student shall be required to pay for the repair or replacement of the property and/or receive an appropriate late fine.

.2. Fire Alarms, Equipment, and Fireworks.

a. Fire alarms and equipment are for genuine emergency situations. Become familiar with the instructions on what to do for each location of the building in which you may find yourself. Respond to each alarm as genuine.

b. Loss of life, personal injury, or property damage may result if all equipment is not present and operational or if each alarm is treated as "only" a test or "false alarm." The penalty for anyone unnecessarily removing or damaging fire equipment or turning in a false alarm is a \$20.00 fine plus damages.

c. Possession or use of fireworks will result in a minimum \$25 fine.

d. Incense is not allowed on campus.

.3. Electronic and digital devices (music players, cameras, cell phones).

a. Radios, tape players, walkmans, pagers, laser pointers, cameras, digital players, cellular phones, headphones, and other electronic and digital devices can be disruptive to the educational process; therefore, for the sake of consistency, they will not be allowed to be used during normal school hours. Extracurricular usage shall be at the discretion of the sponsor or coach. At state competitions which involve overnight hotel stays, the coach or sponsor will collect phone at lights out and return at breakfast.

b. Laptop computers and personal computing devices may be used for legitimate educational purposes; they should not be used to play music or movies or games.

c. Cell phones brought to school must remain off, and be used only during lunch break.

i. If an electronic device is seen outside of lunch break, the teacher or administrator will confiscate the electronic device. The electronic device will be returned the following day after school dismisses. If the device is confiscated on a Friday, then it will be returned Monday morning.

d. Exceptions to this policy must be of an extraordinary nature (e.g., needed for a particular class or unit, SAS special permission to use headphones during class time).

e. Staff members are expected to confiscate the equipment if it is not used according to the above guidelines. Repeated offenses will result in further discipline.

.4. Weapons.

Weapons of any kind (guns, switchblades, hunting knives, mace, etc.) are not allowed on campus without special permission from the administration. This includes rifles in the gun racks of a vehicle. The minimum response will be a discipline notice. If weapons are used for harassment and intimidation, it will result in immediate suspension, which may lead to an expulsion. Small pocket knives (blades less than 1 ½ inches) are not welcome at school and will be confiscated.

.5. Public Display of Affection.

Students will be expected to keep their display of affection to handholding only. Anything beyond that will be judged inappropriate and will result in the following actions:

1st – Students will be confronted by a staff member, and a note will be placed in their files.

2nd – Parents will be notified.

3rd – Discipline reports will be filed and a parent/student administration conference will be held.

.6. Bad Language.

Parents will be promptly informed when inappropriate language is used. A form using the exact words will be sent home.

.7. Skateboards.

Skateboards are not welcome on school property during school hours or at school events.

Skateboards may be ridden to and from school, but may not be used on school grounds during the day. They may be stored in lockers or turned over to a staff member for safekeeping.

9. Attendance

9.1 General

It is the school's task to be a community based on Christian principles to help the parents educate their children. The school has the obligation to encourage the value of education and to have each student work toward his academic potential as well as encourage a responsible, consistent lifestyle. The school is to help the student work toward responsible work and study habits.

The Board represents and speaks for the school community. Within this context, it is important that the school have an attendance and tardy policy which will help to effectively accomplish these goals. The Board's policy is designed to retain the integrity of the school by stipulating the limits and guidelines of attendance, but the Board also encourages parental discretion to be used within the parameters of the policy.

It is important for parents to plan at the beginning of the semester for any absences that can be anticipated. It is important to allow for plenty of opportunity for unanticipated absences so that the maximum permitted absences are not exceeded as the penalty is significant. Exceptions to the limits of the policy are to be rare and to be those that are truly exceptional.

It is the intent of this policy to demonstrate cooperation between home and school in promoting the value of education and obligations for attendance, while also permitting the home to make decisions as to the specific value of the opportunities that occur which may necessitate the student's absence.

9.2 Absences

a. Students should regularly be in school and in the appropriate places both to receive the maximum benefit of the education offered and to contribute to the edification of the others in school. It is recognized, however, that there may be occasions that necessitate the student's absence from school.

Each student may be absent from school a maximum of 8 days each semester without penalty. Unused absences may not be transferred to another semester.

b. A student is considered absent if he arrives to his class later than 15 minutes.

For the purpose of reporting to the State Of Washington, any fraction of a day missed will be counted as a minimum of one-half day absence. If a student is absent for any fraction of time more than one-half day, the absence will be counted against all classes for a full day.

c. Parents will receive a phone call the first time a student has missed a class 5 times. This will give parents indication of a pattern.

Thereafter, the following procedure will be followed:

1st absence – letter of warning

2nd absence – semester grade is lowered one step e.g. B- to C+

3rd absence – semester grade is lowered two steps e.g. C+ to C-

4th absence – loss of credit, with right to appeal to the Attendance Review Committee

The Attendance Review Committee will consist of at least one member of the School Board, the Attendance Clerk, and the Vice-Principal. The reasons for absence, the exceptional nature of the circumstances, attitude, and amount of initiative that has been taken in procuring and completing work will be important criteria for granting exceptions to loss of credit.

d. Excused Absences

Excused absences include illness, doctor's appointment, funeral of a close relative or friend, or an emergency. When possible, excused absences should be arranged in advance with a note or call from parents to the attendance clerk indicating the reason for absence. Green slips should be signed by teachers.

In case of illness or emergencies, parents should call the school prior to 9:30 a.m. on the day of the absence, or the student may return with a note indicating the reason for absence. Failure to follow procedure will result in a detention hour.

The student will be given opportunity to make up work missed, though it is the student's responsibility to initiate and make arrangements for the work.

2) Unexcused

(a) Any absence from an academic class or from a study hall, lunch, homeroom assembly, detention, or other nonacademic assigned place without expressed authorization from the parent or school is an unexcused absence. Each day or part of a day is considered a separate offense.

(b) Penalty

1. The student will serve an appropriate number of detention hours or work hours.
 - a. Skip a day – Four work hours, one detention hour and a discipline notice.
 - b. Skip half a day – Two work hours, and one detention hour.
2. Students who leave campus during noon will automatically receive two detention hours.
3. Three detention hours in one semester will result in a discipline notice.
4. If the unexcused absence is from an academic class, the student will receive a zero for the period missed. At teachers' discretion tests, quizzes, or other assignments missed may or may not be made up for credit. The absence will be charged to the number of absences permitted.

3) **Permitted absences** will be those absences not considered either excused or unexcused. Students and parents must arrange permitted absences in advance. Students must have teachers' signatures prior to the absence and make arrangements for make-up work. Teachers may choose not to sign the form, comment to students, or call parents if they believe the absence will have serious negative results. The slip must be turned in prior to departure. If it has not been signed properly, the absence will be considered unexcused and detention will be assigned.

It is the responsibility of parents to call the school or write a note with the reason for the absence. The administrator has the right to not "permit" absences based on previous attendance patterns, academic performance, or if the absence may be detrimental to the school community.

For example, the school consistently denies students or groups of student's permission to go skiing, sunbathing, or shopping. If a student needs to leave school during the course of the day, they must check with the attendance clerk, or the administrator. Failure to do so will have work hours or detention assigned. There must be communication or permission from parents,

Unless, in the school's judgment, it is an emergency. The school is not comfortable in releasing students from our supervision unless the parents know about it.

i. Tardiness

a. Definition: There is normally a pass time of 4 minutes between periods. A student is considered tardy if he is not in his seat at the time the bell rings or at the discretion of the teacher. If there is a legitimate reason not to be in class at that time, a pass requesting excuse should be brought from the supervising teacher.

b. Penalty: Names will be posted outside the attendance office after the 5th tardy. Parents are notified after the 6th, 10th, 14th tardies, etc. After the 6th tardy, the student will serve a detention hour. After the 10th tardy, the student will have two work hours or Saturday school hours. After the 14th and 18th tardies, the student will have three hours of work and receive a discipline notice. The student who comes late to school will, after first hour tardies each quarter, be given morning detention.

c. Saturday School: Students may be assigned Saturday School hours. This entails supervised hours at school on Saturday where students pay a \$10 fine.

i. Morning Detention (Breakfast Club)

A detention hour will be scheduled at least one morning each week from 7:15 to 8:15, as a deterrent for attendance related problems. Failure to appear for the detention hour will result in an additional detention hour. Rules governing detention will be developed and tightly monitored by the detention supervisor. Three detention hours per semester will result in a discipline notice. All students must have detention hours worked off before taking exams, or they will be required to come in for Saturday School.

i. Work Hours

Students may be required to work on Saturday, before school or on a non-school day. Work hours are scheduled for attendance or discipline concerns. Failure to serve work hour as scheduled will result in doubling the expected hours. Students may also be assigned Saturday School hours as explained under Tardiness item 3C above.

i. School Closing

In case school must be closed on an emergency basis, such as conditions making it unsafe for the buses to pick up students, the information will be announced by 7 a.m. on the radio stations KGMI - AM (790), KPUG - AM (1170), and KWPZ - FM (106.5).

Communication:

1. To Parents, students and community members

In order for the school and the home to give mutual personal support, it is necessary that there be regular communication. There are several general ways in which parents receive information about the school such as monthly Home Bulletins, church bulletins, the Lynden Christian website, and society meetings. There are also regular communications concerning an individual student such as through parent-teacher conferences in the fall. Student progress reports are sent out concerning freshman and new students after the first six weeks or for any student for whom there may be reason to praise, encourage, or caution progress or behavior. Report cards are brought home by the student or mailed after each nine-week period.

There may also be special notices for discipline, tardies, or additional information. Conversations and conferences can be arranged by calling the school.

2. From parents, students and community members

Lynden Christian High School encourages parents and students and community members to communicate with us. We would love to hear compliments and praise, and we are also open to hearing concerns. Please follow the guidelines presented in Matthew 18 – going to the individual first (ie: go to the teacher first before the administrator) and try to solve the problem as simply as possible. Only after the first simple attempts have not brought satisfaction should any issue to the next higher level.

Provisions and Procedures

1. School Operations

- a. **Chapel.** Our chapel exercises are an important part of our Christian high school community. They afford a time when students and staff join together to praise and worship God as well as receive a spiritual refreshment, perspective, and challenge. Chapel exercises are usually half-hour devotion periods held twice a week conducted by students, staff, or guests.
- b. **Homeroom.** Classes are divided into homeroom units. The homeroom teacher may be a source for information, leadership, counseling, and

academic help. Homeroom units may also be used as times for group discussion, special activities, and intramural competition.

c. **Lunch.** Students are expected to bring their own lunch as the school does not have a cafeteria. Beverages and snacks are also available. In students forget their lunch, they may call home between class periods to request someone bring their lunch. They will not be excused from school to get it. Lunch is eaten in homeroom.

d. **Fundraiser Lunches**—Occasionally throughout the year, different groups sell hot lunches as a fundraiser for their group.

e. **Food and Snacks** are not allowed in class or chapel, but may be eaten at break time in the hallways. Students are asked to be very careful regarding spilling of beverage. Beverages are not allowed in class. If trash around campus is not properly disposed of, privileges will be taken away from the student body.

f. **Bulletins and Information.** School notices and announcements are read each day. A copy of the bulletin, as well as other informational material, is posted in the student lounge area and on the website. If students need to submit an announcement, they should get approval from the office.

2. Student Operations

a. **Fees and Fines.** In addition to tuition, there are a number of money payments that must be collected. Examples of these are ASB cards, class dues, locker rental, and curricular fees. There also may be fines for certain circumstances when student's responsibilities are not met such as the fine for returning a library book after the due date or for locker abuse. Please pay all fees on time. Delay in payment of fees or fines could result in restriction of participation in a program, not permitting one to take exams, or the withholding of a report card or diploma.

b. **Lockers.** As a student you are assigned a locker which has a combination lock. The lockers are rented to the students, although the school owns and has access to them. The locker is your place to keep personal property, hang your coat, and store your books. The locker should be kept neat and orderly. Radios, I-pods, electronic devices and items that are of general nuisance or that are otherwise inappropriate should not be brought to school. The lock combination is your business; do not give your combination to someone else nor try to learn the combinations of others. If you forget the combination or have trouble, check in the office.

Stickers or tape that is difficult to remove, or writing on the lockers is considered abuse of the locker. Likewise, inappropriate pictures that contradict the spirit of the school will result in a penalty. A fine will be assessed for the time and damage involved. Damage to or tampering with the locks or lockers will result in a \$15.00 fee.

Do not change lockers with someone else without office approval as you are responsible for the locker assigned. A \$15 fine will be issued for switching lockers without permission.

c. **Care of Facilities.** One way in which students can show maturity and responsibility is in the pride and care of the building, grounds, desks, lockers, and other equipment. It is a valuable contribution to support the maintenance department in sustaining high standards or repair and cleanliness. Regarding the gym, students must be particularly careful regarding hanging on the breakaway rims. This is both physically dangerous and potentially harmful to the equipment. It will result in an automatic discipline notice. Also because of excessive damage to chairs in the chapel, we must insist that students do not stand or walk thereon. Any student doing so will receive an automatic \$25 fine.

d. **Use of Facilities.** If a student would like to use school equipment or space, check with the teacher responsible for that area and get permission from the office before use. Students are not allowed in the facility without adult supervision.

e. **Associated Student Body (ASB) Card.** Each student is asked to buy an ASB card. This card is used for student identification and permits free access to most home athletic contests and reduced cost to most away athletic contests. It allows each student a personal copy of the Hi Lite and reduced costs for the Excelsior. The purchase of the card also helps to pay for some student council and creative arts costs.

f. **School-Sponsored Functions.** All class, organization, or other school-sponsored function and activities must be approved by the faculty sponsor, be supervised by members of the teaching staff or approved adults, and meet the requirements of the administration and board. Ample advance information to parents concerning evening affairs is polite, important, and necessary.

g. **Visitors.** If you intend to bring a guest or visitor to school, make prior arrangements with the office.

i. Services

1. **Counseling.** Although any staff member is available for counseling, Lynden Christian High School has a full-time counselor. The services are confidential, free, and available on a walk-in basis throughout the day. All types of counseling are provided such as personal, educational, vocational, testing, scholarships, and financial aid.

2. **Bookstore.** Students are required to lease their own textbooks and class materials. The bookstore is open to specified times to help you lease books.

3. **Bus.** It is important that each student follow the standards of safety, cleanliness, and behavior directed by the bus driver. If there is a question concerning the bus route, contact your bus driver or the bus foreman.

4. **Insurance.** A voluntary program for student insurance is distributed through the school. Several options are open to parents as explained in a brochure available in the office. Insurance is mandatory for those participating in interschool sports.

5. **Drivers' Education.** Lynden Christian does not offer Drivers' Education, but it will notify and give information to students concerning programs offered in the public schools.

6. **Office.** The office personnel will attempt to help you by providing information and distributing some supplies and forms. The office is a place of business and therefore students are not to loiter or otherwise restrict its service and efficiency. Only those students with permission are to be in the office area. Messages from home should be of an emergency nature so as not to overburden office staff.

7. **Lost and Found.** Misplaced items that you find should be brought to the office. If you lost an article, identify it and claim it at the office. If no claim is made, the article will be given to the finder or disposed of after the last day of school.

8. **Telephone.** Students may use the office phone with permission.

9. **Student Records.** After graduation only minimum records are kept, such as the transcript or all courses and grades. If you need a copy of your transcript sent to a school or business, please let the office know in writing and indicate the exact address

to which the records are to be sent. All records are confidential and kept in the school safe.

10. Computer and technology use statement. Computers and other items of technology are to be used for educational purposes only. Students are not to use the school property or school time for playing games wasting time or visiting inappropriate sites. This policy includes class time, noon hours, and before and after school. Consequences will be a minimum of a detention, and depending upon the nature or severity or repetition can include a loss of computer privileges, a dismissal from class, or a suspension from school. A more complete computer use policy is available in the Library upon request.

