

Lynden Christian High School

# Student Handbook

2018 – 19 School Year



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## Academic Program and Resources

### **Philosophy**

Academics are of central importance. We stress a liberal arts program, which means that, as a student, you will take courses in a wide variety of subject areas. Since God is Lord over all of life, it is important and beneficial to experience a variety of subjects. 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.

Academic information including grading policy, scale, course selection, etc. are contained in the Academic Standards Guideline (Appendix A).

### **Library**

The library partners with students and teachers to help them find and use both digital and physical materials for their projects and assignments, and also to encourage reading for enjoyment. Resources include : computers, books, DVDs, print and digital magazines, databases and nonfiction ebooks with 24/7 access, citation guides, special collections for Family Psychology, World Issues, and AP Language, photocopier, scanner and more.

The library can be used as a place to work on projects, study either individually or as a small group, or reserved for a whole class. We are here to help students learn how to learn not only by providing resources but also with personal instruction and encouragement.

### **Computer Labs**

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 (Appendix B). 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 internet, vandalism to the computers, and giving out or using someone else's password.

### **College and Career**

The Counseling/Career Center has excellent resources to help students plan their next steps after high school. While open to all students, juniors and seniors especially should make a point of using the available career resources.

### **Special Academic Services**

#### **Course, Academic Grade and Assessment Modifications**

#### **Educational Testing and Assessments**

Lynden Christian School provides accommodations or modifications in accordance with the Americans with Disabilities Act. To request

accommodations, students must have educational testing completed through the Student Academic Services or provide LCS with a psycho-educational evaluation completed within 3 academic years prior to entering high school. All documentation provided to Lynden Christian School will be kept confidential and will be used solely to determine accommodations/modifications or other support services.

### **Student Support Plans**

Students that have had assessed learning needs are provided a Student Support Plan through Student Academic Services. The Student Support Plan will indicate any approved classroom accommodations or modifications necessary for student success, document the student's learning weakness and date of diagnosis. The student's current teachers will be provided a copy of the Student Support Plan. It is the student's responsibility to request use of approved accommodations.

### **Honesty**

Plagiarism, as defined by Merriam-Webster dictionary is: *The practice of taking someone else's work or ideas and passing them off as one's own.* Plagiarism of any kind (cheating on a test, copying notes or homework, downloading information from the internet) will not be tolerated.

If a student is caught engaging in a form of plagiarism/cheating, the minimal consequence will range from a one to three discipline points. Additionally, the grade on the assignment will be affected, potentially resulting in no credit being awarded for the assignment.

Students should know that all forms of plagiarism are considered serious violations and will be dealt with in such a manner. Generally, cheating or plagiarism of major assignments/tests will result in a zero on the assignment/test and three discipline points.

## Athletic Competition

<b>Philosophy</b>	In addition to academics, we also encourage and promote the physical, spiritual and intellectual development of our athletes. Competition is natural to the human condition and, when understood in a context of cooperation, can add a rich and celebrative quality to human activities. We believe the quality of our play and support is an attractive signpost, directing and enticing others to the richness of God's kingdom.
<b>Conference Membership</b>	Lynden Christian is a member of the Northwest Athletic Conference and the Washington Interscholastic Activities Association (hereafter referred to as the WIAA).
<b>Selective Teams</b>	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.
<b>Sportsmanship</b>	Although winning seasons are sought, our greater concern is keeping perspective of athletics as fun and practicing sportsmanship.  Cheer For, Not Against!
<b>Fan Behavior</b>	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.
<b>Officials</b>	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. Spectators should not interact with the officials at any time.

## Attendance

<b>Philosophy</b>	<p>It is the school's intent to be a community based on Christian principles in order 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/her academic potential as well as encourage a responsible, consistent lifestyle. Within this context, it is important that the school have an attendance and tardy policy which will help to effectively accomplish these goals.</p> <p>The Board represents and speaks for the school . The Board's policy is designed to retain the integrity of the school by stipulating the limits and guidelines of attendance. 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.</p> <p>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.</p>
<b>Maximum Absences</b>	Each student may be absent from school a maximum of 8 days each semester without penalty. Unused absences <u>may not</u> be transferred to another semester.
<b>Absence for a Class</b>	A student is considered absent if he or she arrives to his class later than 15 minutes.
<b>State Reporting</b>	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.
<b>Excused Absence</b>	<p>Illness, medical/legal appointment, funeral of a close relative or friend, or an emergency.</p> <p>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.</p> <p>In case of illness or emergencies, parents should call the school prior to 8:30 a.m. on the day of the absence, or the student may return with a note</p>

indicating the reason for absence. Failure to follow procedure will result in a detention hour and discipline point.

Students returning from a doctor appointment must present a note to the attendance clerk.

The student will be given opportunity to make up work missed, though it is the student's responsibility to initiate and make arrangements with their instructor(s).

<b>Pro-longed Absence</b>	Pro-longed absences are defined as a planned trip of more than two days. Students are required (when possible) to request permission for pro-longed absences. Examples of pro-longed absences are family trips, college visits, mission trips, etc...
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<b>Requesting Approval</b>	The parents or guardians inform the attendance office by email, phone call or in person.
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The student's teachers will be notified by the attendance office.

Based on teacher input the school maintains the right to deny the trip. If the pro-longed absence is not approved the student may receive an unexcused absence for each day not in attendance.

<b>After-School Participation</b>	To participate in after-school activities (i.e. a practice, contest, performance, etc.) that day, a student must have attended school the <u>entire</u> day. Acceptable exceptions are: <ul style="list-style-type: none"><li>- Pre-arranged excused absence on file in the office (i.e. medical/legal appointment, funeral, school sponsored events.)</li><li>- Signed statement from a doctor verifying an appointment.</li><li>- Approval from Activities Director or Building Administration.</li></ul>
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<b>Unexcused Absence</b>	The student will serve an appropriate number of detention hours or work hours as a consequence of an unexcused absence.
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Each half day missed results in two points on the discipline scale.

If the unexcused absence is from an academic class, the student may receive a zero for the period missed.

At teachers' discretion, tests, quizzes, or other assignments missed may or may not to be made up for credit.

The absence will be charged to the number of absences permitted.

<b>Leaving Campus without Permission</b>	Students who leave campus during noon will automatically receive two points on discipline scale and a detention hour.
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<b>Notification</b>	<p>Parents will receive an email the first time a student has missed a class 6 times. This will give parents indication of a pattern.</p> <p>Thereafter,</p> <p>8<sup>th</sup> absence – Letter of warning</p> <p>10<sup>th</sup> absence – Semester grade is lowered one step e.g. B- to C+</p> <p>12<sup>th</sup> absence – Semester grade is lowered two steps e.g. C+ to C-</p> <p>14<sup>th</sup> absence – Loss of credit, with right to appeal to the Attendance Review Committee</p>
<b>Appeal</b>	<p>The Attendance Review Committee will consist of at least one member of the School Board, the Attendance Secretary, and the Assistant Principal.</p> <p>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</p>
<b>Tardy</b>	<p>A student is considered tardy when not seated at the time the bell rings or at the discretion of the teacher.</p> <p>If there is a legitimate reason arrive late for class, a pass requesting excuse should be brought from the supervising teacher, counselor or administrator.</p>
<b>Notification</b>	<p>Parents are notified after the 6<sup>th</sup>, 10<sup>th</sup>, 14<sup>th</sup> tardies, etc.</p> <p>Saturday School: Students may be assigned Saturday School hours. This entails supervised hours at school on Saturday where students pay a \$20 fine.</p>
<b>Consequences</b>	<p>6<sup>th</sup> tardy – Detention</p> <p>10<sup>th</sup> tardy – Detention.</p> <p>14<sup>th</sup> tardy – Saturday School</p> <p>18<sup>th</sup> tardy – Saturday School and 3 points on the discipline scale.</p> <p>A student tardy to first hour four times in a quarter, will receive a detention.</p>

## Bullying and Harassment

<b>Philosophy</b>	Lynden Christian Schools promotes Christian community, living in harmony, and shalom. Harassment, intimidation or bullying are not acceptable behaviors. Our policy is written in accordance with our Biblical worldview, the State of Washington (RCW 28A.300.285) and the approval of the Lynden Christian School Board.
<b>Christian Community</b>	The emphasis of this policy is on educating and promoting positive Christian community. It is our desire that all students learn how to live and behave in a way that honors and respects God and neighbor. All students need to learn to behave with kindness, patience, understanding and resiliency. We know that conflict amongst students will happen. But we are grateful that we can deal with conflict within a Christian school and in Christ's community .
<b>Types of Bullying</b>	<p>Bullying falls into one or more of the following categories and is intentional (done on purpose), repeated (happens more than once), and often involves an imbalance of physical or social power.</p> <ul style="list-style-type: none"><li>• Physical bullying – an action harming another's body</li><li>• Verbal bullying – using words (or gestures) to intentionally hurt someone's feelings</li><li>• Social bullying – excluding someone on purpose or controlling one's friendships through intimidation</li><li>• Cyber-bullying – bullying done through the internet, cell phones, or video games</li></ul>
<b>Harassment</b>	<p>Harassment and intimidation are defined as any intentional written, verbal, electronic or physical act. This includes but is not limited to actions motivated by race, skin color, social status, gender, ability, political or religious views, or other distinguishing characteristics with the intent or the result of:</p> <ul style="list-style-type: none"><li>• Harming another student or damaging a student's property</li><li>• Substantially interfering with a student's education</li><li>• Creating an intimidating or threatening social, educational or extra-curricular environment</li><li>• Disrupting the order or operation of the school</li></ul>
<b>Response</b>	There will be a response to harassment, intimidation and bullying. The escalation, frequency or severity of the event(s) will determine the level of response. An essential part of this process is documentation and restoration.
<b>Discipline</b>	Responses will move along this general progression:

Verbal **warning** by teacher/principal, review of bullying definition and policy; incident documented. Parent notification.

**Intervention** aimed at changing bullying behaviors: teacher or principal involvement, school counselor involvement, restitution. **Consequences:** missed recess, restitution, and possible school counselor intervention, in-school suspension, out of school **suspension**, professional intervention required for continued enrollment, expulsion. Documentation and restoration of relationship procedures will continue throughout every step of the process.



## Clubs, Committees and Extra-Curricular Activities

<b>Art Club</b>	This group promotes student expression in areas such as painting, drama, crafts, and music throughout the school year.
<b>Student and Worship Apprentice Team</b>	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.
<b>FFA</b>	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.
<b>Intramurals</b>	Intramurals are organized by the student council and provide students with competitions outside of athletics.
<b>Chess Club</b>	Students may sign-up to learn about the game of chess and participate in local and state competitions.
<b>Sponsors and Coaches</b>	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 activity. Your sponsor will be glad to answer any questions.

## Community Life

<b>Philosophy</b>	As a Christian school , we are especially grateful to God for our school. Each member of our school has special gifts and responsibilities. Our 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 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.
<b>Individual Responsibility</b>	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. As Christians, one attempts to make his or her whole being reflect his or her obedience to God with love and service toward his fellow human being.
<b>Responsibility</b>	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 .
<b>Out-of-School Behavior</b>	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 reserves the right to act when the students behavior outside of school is clearly immoral and/or illegal, and when there is the probability that the behavior will negatively affect the school and/or its reputation. Specifically, bullying(including cyber-bullying) is not tolerated.

## Discipline Point System

<b>Detention</b>	<p>Detentions are given for moderate offenses including but not limited to swearing, disrespect, attendance infractions, etc.</p> <p>A detentions is equal to 1 point. Detentions are served before school for one hour and are assigned by the Assistant Principal.</p> <p>Up to three detentions can be assigned, but not physically served at the discretion of the administration. Points will still be assigned.</p>
<b>Serious Offenses</b>	<p>Multiple points may be given for major offenses, including but not limited to bullying, major disrespect of staff, fighting or putting others in danger.</p>
<b>Point System</b>	<p>For each detention received, a student is given 1 point and enters the point system which identifies the specific steps taken as discipline accumulates.</p>
<b>6 Points</b>	<p>The Assistant Principal will inform parent/guardian by phone or email of student status and consequences of continued misbehavior.</p>
<b>9 Points</b>	<p>A parent/student conference will be scheduled.</p> <p>A behavioral improvement plan will be identified.</p> <p>Parent/guardian will be made aware of consequences of continued misbehavior.</p>
<b>12 Points</b>	<p>A parent/student conference will be scheduled.</p> <p>The behavioral improvement plan will be reviewed and modified as necessary.</p> <p>The student will serve a one day in or out of school suspension.</p>
<b>15 Points</b>	<p>Student is placed on disciplinary probation.</p> <p>Parents will, by letter and phone, be advised of their son's/daughter's progression on the discipline policy.</p> <p>The student may be administratively suspended from school for up to 3 days.</p> <p>The Education Committee of the Board of Directors will be informed of the student's probationary status.</p>

**18 Points**

The student will automatically be suspended and recommended for expulsion to the Education Committee.

The student and parent/guardian will have the opportunity to appeal the recommendation for expulsion.

**Progression of Points**

The administration, as it deems fit and necessary, may move the student to any steps of the point system as warranted by student behavior.

**Immediate Expulsion**

Severe student behavior (Possession or selling of drugs or alcohol, bringing a weapon on campus, endangering students and staff, committing a crime, etc.) may result in immediate expulsion. The Education Committee of the Board will make the final decision regarding expulsion.

**On-Campus Police Policy**

Students rights regarding contact with law enforcement officers is outlined in Appendix C.

**Long Term Consequences**

Acceptance to college, university or recommendations for employment may be negatively effected by suspension and expulsion.

**Probation**

Students exceeding 8 points in one school year, may be placed on social probation for the following year. Social probation may result, but is not limited to, a reduction in the number of discipline points allowed in the coming school year and stronger sanctions for a pattern of behavior (i.e. bullying).

## Dress Code

<b>Philosophy</b>	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.
<b>Inappropriate Clothing</b>	Examples of inappropriate school wear include clothing with offensive messages or symbols; references or promotion of tobacco, alcoholic beverages or drugs, “tights”, leggings, Yoga Pants, etc. must be worn with a shirt that covers their bottom. Excessively tight clothing of any kind is not allowed.
<b>Girls</b>	For girls, this code includes excessively short skirts, spaghetti straps, low-cut and short tops. <u>Tops that show midriff or cleavage at any time are considered inappropriate.</u> Tank tops are not allowed for girls, though sleeveless shirts will be allowed. Shorts are allowed, though they and skirts must be of modest length (mid-thigh/fingertip length).
<b>Shoes</b>	Shoes must be worn at all times. Clothing with holes will not be allowed, unless the hole is in the pants below the knee. Body piercings on areas besides the ears are not accepted. Likewise, unnatural hair color will not be accepted.
<b>Caps</b>	Caps are considered unisex and therefore must be taken off during prayer and chapel by all students. Wearing caps in the classroom is left up to the discretion of the teachers.
<b>Failure to Comply</b>	<p>Failure to comply with the guidelines will result in disciplinary action, the least of which is immediate change of clothing.</p> <p>The school will provide substitute clothing and the confiscated clothing will be kept until the end of the day.</p> <p>If the student must go home to change, they will be given an unexcused absence.</p>
<b>Consequences</b>	<p>1<sup>st</sup> - violation-Student must change.</p> <p>2<sup>nd</sup> – Student must change and will receive a discipline point.</p> <p>Continuing – progressive discipline applied.</p>



## Eligibility - Interscholastic

<b>Interscholastic</b>	<b>Interscholastic Activities are governed by the Washington Interscholastic Activities Association</b>
<b>Minimum Number of Courses</b>	<p>A full-time student is defined as being enrolled 7 periods. One of those 7 periods may be a guided study.</p> <p>Passing Grades in 6 of 7 classes for freshman, sophomore and juniors (guided study may not be used as a passing grade for this purpose).</p> <p>Passing Grades in 5 classes for seniors (guided study may not be used as a passing grade for this purpose).</p> <p>A student shall have passed the minimum number of classes in the immediately preceding semester in order to be eligible for competition during the succeeding semester beyond normal grading periods. The record at the end of the semester shall be final, except for those class-for-class replacement credits earned in a regular, accredited summer school program (WIAA Handbook – 18.7.4).</p>
<b>Academic Requirements</b>	<p>Incompletes may be made up for credit during the first five weeks of the subsequent semester. The student shall be ineligible for interscholastic competition until the incompletes(s) are cleared (WIAA Handbook – 18.7.5).</p>
<b>Reinstatement Day</b>	<p>The suspension period for high school students shall be from the end of the previous semester through the fourth (4<sup>th</sup>) Saturday in September in the fall or the first five (5) weeks of the succeeding semester. (WIAA Handbook – 18.7.6 A)</p> <p>Each student is eligible on Monday of the week following the end of the suspension period. Three or more teaching days shall constitute a week. (WIAA Handbook – 18.7.6 C)</p>
<b>Academic Suspension Period</b>	<p>A student who failed the grade requirements shall be placed on suspension. The student shall be ineligible during the suspension period. If, at the end of the suspension period, the student is passing the minimum number of classes, the student may then be reinstated for interscholastic competition.</p> <p>The suspension period of the high school students shall be from the end of the previous semester through the fourth Saturday in September in the fall or the first five weeks of the succeeding semester.</p>

**Participation at Public School**

Private school students participating at their public school of residence will be held to the grade standard of the school they academically attend (WIAA Handbook – 18.7.3).

**Grade Check**

During Semester -

Academic eligibility is checked every 2-3 weeks. In order to be eligible to participate, a student must be registered, attending, and passing all classes. Eligibility for the student will be determined as follows:

- Student-athlete receives at least one (1) failing grade in a class at the end of a 2-3 week period they will be put on academic probation in that class.
- If the student-athlete is still failing the class after the probation period, they will be ineligible to participate in contests/performances. To become eligible again the Activities Director or an Administrator must receive a signed note, email, or verbal confirmation from the teacher that the student is passing their class.
- Once a student becomes ineligible in a class, they remain on probation for that class for the remainder of the semester.

End of Semester –

- The WIAA requires that if a student-athlete fails more than one (1) class at the end of the semester they are ineligible for the first five (5) weeks of the next semester.

## Eligibility - Other

<b>Attendance</b>	To participate in a practice or contest/performance that day, a student must have attended school the <b>entire</b> day. Acceptable exceptions are: <ul style="list-style-type: none"><li>- Pre-arranged excused absence on file in the office (i.e. medical/legal appointment, funeral, school sponsored events).</li><li>- Signed statement from a doctor verifying an appointment.</li><li>- Approval from the Activities Director or Building Administration.</li></ul>
<b>Drama</b>	Enrolled and passing a minimum of four courses.
<b>Jazz Band and Chamber Choir</b>	Are considered academic courses and governed as such.
<b>Pep Band</b>	Extra-Curricular requirements apply
<b>Associated Student Body</b>	Requirements consistent with Interscholastic Activity
<b>Student Council</b>	Requirements consistent with Interscholastic Activity

## Extra-Curricular Activities, Clubs and Committees

<b>Philosophy</b>	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</b>	<p>All students are invited to try out for or be involved in extracurricular activities.</p> <p>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.</p>
<b>Eligibility Requirements:</b>	Eligibility requirements apply to all extra-curricular activities including athletics, drama and school clubs.
<b>Academic Requirements</b>	<p>Passing Grades in 6 of 7 classes for freshman, sophomore and juniors.</p> <p>Passing Grades in 5 classes for seniors.</p> <p>Return to play is dependent on a passing grade in the course or courses previously marked as failing.</p>
<b>Attendance Requirements</b>	<p>To participate in a practice or contest/performance that day, a student must have attended school the <b>entire</b> day. Acceptable exceptions are:</p> <ul style="list-style-type: none"><li>- Pre-arranged excused absence on file in the office (i.e. medical/legal appointment, funeral, school sponsored events).</li><li>- Signed statement from a doctor verifying an appointment.</li><li>- Approval from the Activities Director or Building Administration.</li></ul>
<b>Behavior Requirements</b>	Students participating in extra-curricular activities must meet the guidelines of the Activities Behavior Code. This agreement, signed by the student and parent/guardian, must be completed before participation is allowed.
<b>Medical Requirements</b>	<ul style="list-style-type: none"><li>- A valid physical form filed with the Activities director's office. Physicals are valid for 24 months, but must be valid throughout the school year.</li><li>- Freshman are required to have a physical on file from the summer which they enter high school.</li><li>- Insurance Waiver form filed or proof of purchase of school offered insurance.</li><li>- Signed and filed concussion form.</li></ul>

## General Policies

<b>Philosophy</b>	<p>The policies listed below do not necessarily comprise an exhaustive list. Any time there is an affront to God, an abuse of oneself or of one's fellow human being (harassment), or breakdown of school unity and harmony, there must be measures taken to encourage every aspect of our community to honor Christ.</p> <p>The Matthew 18 principle is foundational to a healthy community . This applies to both students and teachers.</p>
<b>Closed Campus</b>	<p>The school day begins at 8:30 a.m. Thereafter, students must remain at school until the end of the school day unless an administrator gives special permission.</p> <p>Any student leaving campus without permission will receive two detentions.</p> <p>Students must request permission from the office if they need access to their vehicle.</p>
<b>Campus Visitors</b>	<p>Visitors must register at the office.</p> <p>Students can meet with friends by the front door only.</p> <p>Student Shadowing, other than approved by the admissions office, must be approved at least two days in advance by the administration, and will only be allowed for a half-day.</p>
<b>Vehicle Control and Parking</b>	<p>All vehicles driven to Lynden Christian High School must be registered.</p> <p>Failure to register a vehicle will result in a fine for the responsible party.</p> <p>Cars are to be parked within an appropriate parking space so as to maintain proper lanes for buses or emergency vehicles.</p> <p>Students are not allowed to park by the shop.</p> <p>Parking on the crosswalk or by the shop without permission 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.</p>

<b>Bus Rider Guidelines</b>	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 on the exits on Drayton Street.
<b>Bus Procedures</b>	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. Stereo systems 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.
<b>Fundraising</b>	Must be approved in advance by the assistant principal and will only be allowed for school related activities
<b>Apparel/Clothing</b>	Apparel for a class, club or athletic teams must be approved in advance by the Assistant Principal or Activities Director.
<b>Graduation</b>	Students may not participate in graduation if they are failing two or more required courses.

## Illegal Substances

<b>Smoking/Tobacco.</b>	<p>Use and/or possession of cigarettes, electronic cigarettes, marijuana, or chewing tobacco is not permitted.</p> <p>Being present with those who are smoking, and smoking on school property or at a school function shall constitute grounds for discipline.</p> <p>Smoking within a block of the school grounds is prohibited.</p>
<b>Consequences</b>	<p>First offense: Three discipline points 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.</p> <p>Second offense: 5 points 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.</p> <p>Third offense: The student will be expelled for the remainder of the semester with loss of credit for the semester.</p>

**Drugs/Alcohol**

Any student in possession, involved in using, or contributing to the use of un-prescribed drugs or alcohol at school or any school function in which Lynden Christian is involved shall be subject to school discipline.

Violation of the policy results in the immediate suspension from school and participation in school activities.

**Consequences**

First offense – suspension for a minimum of one school week and the student may not participate in extracurricular activities for a period of three weeks after readmission.

Second offense – suspension for a minimum of one school week and the student may not participate in extracurricular activities for a period of three calendar months after readmission.

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

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

**Continued Enrollment**

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

**Professional Evaluation**

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 academic work and extracurricular status will be determined by the school administration, the school counselor, and the professional counselors.

## Interscholastic Teams

### Levels – Varsity (V), Junior Varsity (JV) and C Team (C)

Gender	Fall	Winter	Spring
Boys	Football (V and JV) Cross Country	Basketball (V, JV and C)	Golf (V and JV)
			Baseball (V and JV)
			Soccer (V and JV)
			Track
Girls	Volleyball (V, JV and C)	Basketball (V, JV and C)	Fast pitch (V, JV and C)
	Cheerleading (V)	Cheerleading (V)	Track
	Soccer (V and JV)		
	Cross Country		

#### Public School Athletic Participation

Students may be allowed to participate in sports not offered at Lynden Christian that are offered at the public school in the student's district. For information on this program please inquire with the Activities Director's office.



## Part-Time Students

<b>Part-Time Students</b>	Students taking less than six classes during a semester for freshman, sophomore and junior years and less than five courses during the senior year.
<b>Class Activities</b>	Students attending four courses or more may participate in class activities, i.e. retreats, service day and JSB
<b>Graduation</b>	Part-time students do not participate in graduation.
<b>Drama Productions</b>	Students attending a minimum of four periods may participate in drama productions.
<b>Senior Pictures Annual</b>	Part-time students are not placed in the senior picture section.
<b>Senior Wall Photo</b>	Part-time students are not included on the senior wall photos.

## Safety

<b>Closed Campus</b>	Immediately report any stranger to the office.
<b>Defibrillator</b>	Defibrillators are located in the student lounge, the gymnasium outside the training room and 2 in the strength and fitness center (upper stairwell and lower cabinet).
<b>Vandalism Directed at School Personal</b>	<p>All school personnel, K-12, including board members, administration, teachers and support personnel are covered under this policy as offended parties.</p> <p>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.</p> <p>The infraction is to be handled as school discipline.</p> <p>The infraction may be reported to the appropriate authorities.</p>
<b>Consequences</b>	<p>First offense</p> <ul style="list-style-type: none"><li>• Receive a minimum of three points.</li></ul>

- Pay for restitution of property vandalized or \$25 fine whichever is greater.
- More serious offenses, student will be suspended 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.
- If the offense warrants it, the case will be handled as a criminal case.

Second offense

- Receive a minimum of six points.
- Pay for restitution of property vandalized or \$25 fine whichever is more.
- Suspended until meeting with the Education Committee and lowering of grades
- Restoration of the relationship with offended party.
- If the offense warrants it, the case will be handled as a criminal case.

<b>Vandalism of School Property or Facilities</b>	Student will receive a minimum of three points and be required to pay for the repair or replacement of the property and/or receive an appropriate fine. Vandalism to student property:
<b>Vandalism of Student Property</b>	<p>The student who is the offended party should file a complaint with the administration.</p> <p>If a student is caught, the offense warrants a three points and the offending student shall be required to pay for the repair or replacement of the property and/or receive an appropriate fine.</p>
<b>Fire Alarms, Equipment and Fireworks</b>	<p>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.</p> <p>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.”</p> <p>The penalty for anyone unnecessarily removing or damaging fire equipment or turning in a false alarm is a \$100.00 fine plus damages and six points on the discipline scale.</p> <p>Students tampering with or damaging fire equipment may be reported to the Lynden Fire Department.</p>

Possession or use of fireworks will result in a minimum \$100 fine and a minimum of three points.

Incense is not allowed on campus.

The use of candles is prohibited.

The use of a cigarette lighter is prohibited.

**Electronic and Digital Devices**

The use of electronic devices is limited to before and after school and breaks and lunch.

**Electronic Devices and Educational Use**

Teachers may allow/encourage the use of electronic devices during some lessons.

**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 three points.

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.

Law enforcement may be informed or called to assist the school as necessary.

**Public Display of Affection (PDA).**

Students will be expected to keep their display of affection to handholding only. Anything beyond that will be judged inappropriate.

**Consequences of PDA**

1<sup>st</sup> – Warning.

2<sup>nd</sup> – Parents will be notified.

3<sup>rd</sup> – Discipline points will be applied and a parent conference will be held.

**Inappropriate Language.**

Parents will be promptly informed when inappropriate language is used and points may be applied at the discretion of the Principal/Assistant Principal.

**Skateboards**

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.

## School Operations

<b>Chapel</b>	<p>Chapel exercises are an important part of our Christian high school . 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.</p> <p>Chapel is held once a week, on a normal week schedule, this is usually on Thursday morning for 40 minutes.</p>
<b>Lunch</b>	<p>Students are expected to bring their own lunch as the school does not have a cafeteria.</p> <p>Vending Machines are available.</p> <p>If 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.</p>
<b>Sponsored Lunches</b>	<p>As approved by the assistant principal, different student and extracurricular groups offer lunches for sale as a fundraiser. Usually a limited supply of lunch items and snack items are available a couple times a week.</p>
<b>Food and Snacks</b>	<p>Food and beverages are not allowed in class or chapel, but may be eaten at break time in the hallways.</p> <p>Students should report any spills to the office.</p>
<b>Bulletins and Information</b>	<p>School notices and announcements are read each day. A copy of the bulletin, as well as other informational material, is displayed on the large screen outside the main office.</p> <p>Announcements for the school bulletin must be submitted in writing/email by 10 am and approved by a sponsor.</p>
<b>Fees and Fines</b>	<p>In addition to tuition, there are a number of payments that must be collected. Examples of these fees include ASB cards, class dues, locker rental, and curricular fees.</p> <p>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.</p> <p>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.</p>

**Lockers**

As a student you are assigned a locker which has a combination lock. The lock combination is yours only; do not give your combination to someone else or try to learn the combinations of others. If you forget the combination or have trouble opening your locker, 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 in repairing the problem.

Do not exchange lockers with someone else without office approval as you are responsible for the locker assigned.

**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 of cleanliness.

Community Groups are assigned one week per year of after – lunch cleanup.

**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.

Use of the Worship and Fine Arts Center must be approved by the choir director.

**Associated Student Body Card**

The card is used for student identification and permits free access to most regular season home athletic contests and reduced cost to most away athletic contests

**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.

## Services

**Counseling**

All counseling services are located in the counseling center.

Although any staff member is available for counseling, Lynden Christian High School has a counseling program. 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.

**Bookstore**

Students are required to lease their own textbooks and class materials. The bookstore will be open at specified times to help you lease books.

**Busing**

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, parent/guardians please contact the Director of Business Operations.

**Insurance**

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

**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.

**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.

**Telephone**

Students may use the office phone with permission.

**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.