



High School
Family and Student Handbook
2024-2025 (update)

Living God's Story: Rooted, Growing, Serving

*That person is like a tree planted by streams of water,
which yields its fruit in season
and whose leaf does not wither –
whatever they do prospers.
Psalm 1:3*

Table of Contents

Greeting	4
About LCHS	
Mission.....	5
Values.....	5
Accreditation	5
Non-Discrimination Policy	5
History.....	6
LCS Organization & Chart - Appendix A	7
LCHS Faculty & Staff - Appendix B	7
Key School Board Policies	7
Critical Issues/Conflict-Resolution - Appendix C	
Position Statement on Human Sexuality & Gender Identity - Appendix D	
LCHS Academics	
Honor Code.....	8
Grading Scale....	8
LCHS Daily Bell Schedule - Appendix E	8
2024-2025 Days Off School Calendar - Appendix F	9
Attendance	9-11
General Principles	
Office Notification	
Excused/Unexcused Absences	
Excessive Absence Policy	
Extended Absences	
Leaving Campus	
Off-campus Lunch Privilege	
Tardy Policy	
Student Services	11-12
Counseling, College, and Career Center	
Student Academic Services (SAS)	
FACTS	12
Schoolology	12
HS Laptop Requirement	12
Full-time and Part-time Students.....	13
Transfer Students.....	13

LCHS Student Life

School Traditions	14
Extracurricular Activities.....	14-15
School Publications	15-16
HS Daily Bulletin	
Final Forms	
Lynx Lines	
Excelsior (yearbook)	
Lynden Christian School App	
Student Transportation.....	16
Bus Transportation	
Student Vehicles	
High School Office	17
Associated Student Body (ASB) Card.....	17
School Sponsored Functions	17
Lost and found	17
Fees and Fines.....	17
Chapel	17
Lunch & Snacks	17-18
Visitors	18

Building & Equipment Use

LCHS Building Map - Appendix H	19
Use of Facilities	19
Bookstore.....	19
Library	19
Worship & Fine Arts Center (WFAC).....	19
Lockers	19
Bathrooms	20

Safety and Security

Student Campus Access Permissions	21
Medications	21
Defibrillator	21
Fire, Earthquake, Lockdown Drills, and Warning Signals	22
Technology in School.....	22
Acceptable Use Policy - Appendix G	
Audio/Video/Photograph Recording Policy	
Social Media	
Weapons	22

Student Conduct & Discipline

Goals..... 23

Categories of Conduct..... 23-25

 Category A

 Category B

 Category C

Plagiarism 25

Cell Phone Policy 25

Disciplinary/Behavior Plans 25

Detention 26

Suspension 26

Expulsion..... 26-27

Searches..... 27

Dress Code and Appearance 28

Appendices..... 28-48

Greetings!

Thank you for joining the LCHS community. To God Be the Glory!

Lynden Christian High strives to provide an excellent and comprehensive Christian educational program so students may be rooted in a relationship with God, learn His infallible Word, grow and mature into perceptive and caring Christians, and be equipped by the grace and armor of God to serve in His Kingdom for His glory.

This handbook helps students and parents navigate LCHS's daily life, educational programs, and policies. We hope these policies create a positive student learning experience and foster partnerships with parents. For questions and clarification, please contact the school office.

The administration reserves the final authority to interpret, enforce, and apply these policies throughout the year and may adopt or alter policies as needed.

Craig Johnson, High School Principal
cjohnson@lynchs.org

Nathaniel Olson, High School Assistant Principal
nolson@lynchs.org

Lynden Christian High School
515 Drayton St. Lynden, WA 98264
360-318-9525
www.lynchs.org

Publication Date: January 2025

About LCHS

Our Mission

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

Our Values

Lynden Christian School seeks partnerships with Christian parents to reinforce our shared faith and values. We strive to ensure school policies and procedures governing the school are consistent with the standards of the Bible, which is God's inspired Word. We believe this is God's world, that each child is unique in God's sight, created in His image to live a life of faith and service.

Accreditation/Memberships

Accreditation from Christian Schools International (CSI):

Recognized by Washington State

Member of the Washington Interscholastic Activities Association (WIAA):

Competing in the Northwest Conference, 1A classification

Washington Federation of Independent Schools (WFIS)

LCS Non-Discrimination Policy

Lynden Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, national and ethnic origin in the administration of its educational policies, admissions policies, scholarships and loan programs, and athletic or other school-administered programs.

History

Lynden Christian's earliest history can be traced to a group of families who settled in the pioneer town of Lynden in the late 1800s. They wanted an education founded on the Word of God, allowing them to exercise their parental baptismal vows.

During the spring of 1910, a group was identified to organize the new school. The Society for Christian Instruction was formed, Articles of Incorporation were written, a School Board was selected, and the search for a school building began. Property on Grover Street was purchased in June, and construction began that summer. This building was completed and in service by February 1911. Doors opened in the fall of 1911 in rented quarters with an enrollment of 72 students, which exceeded everyone's expectations!

By 1930, the school offered junior high education. Lynden Christian expanded to include secondary education in a newly built facility dedicated in 1947. Only two years later, visionary supporters began the first phase of a new elementary school complex near the high school on Drayton Street. By 1965, the current high school building was dedicated, and the First Street building became the middle school, creating a compact and unified campus.

Always pressing on, supporters moved forward in faith with more campus expansions and improvements:

- 1977: Industrial Arts and Agriculture Building
- 1994: Middle School
- 1999: Central Business Office
- 2002: Worship and Fine Arts Center
- 2006: Renovation of the SE wing of the high school
- 2008: Renovation of the SW wing of the high school
- 2011: Strength and Fitness Center

Lynden Christian School has faithfully provided Christ-centered education for over a century. The years may pass, but the dedication, sacrifice, and vision of the parents remain the same. Our parents today continue to fervently desire a faith-based education for their children.

LCS Organization & Chart

Lynden Christian Schools is a private Christian school governed by a Board of Directors elected by the school's "Society," which is comprised of parents and others who support the school.

LC is a Christian school that is not sponsored or controlled by one congregation. Lynden Christian School has a diverse church support base of nearly 60 churches. The parents are represented through an elected board of twelve members called the "School Board."

The School Board makes decisions regarding finances, personnel hiring, providing and maintaining facilities, and determining educational and operational policies and regulations. To implement these policies, the board appoints administrators. The head administrator is the superintendent. The high school, elementary school, and middle school principals are responsible for their respective buildings and staff and are directly accountable to the superintendent.

Please see the Organization chart in [Appendix A.](#)

LCHS Faculty & Staff

The faculty at LCHS is a dedicated group of caring and qualified professionals. All instructors are qualified to teach in their subject area, and many have advanced degrees. Each is employed based on a personal profession of Christian faith, commitment to educational excellence in their teaching, and a willingness to give of themselves for the development of their students.

Please view a list of the high school faculty and staff in [Appendix B.](#)

Key School Board Policies

Critical Issues/Conflict-Resolution - [Appendix C](#)

LCS Position Statement on Human Sexuality & Gender Identity – [Appendix D](#)

LCHS Academics

Honor Code

Jesus was asked in Matthew 22:36-40 which commandment is the greatest, and He answered, "You shall love the Lord your God with all your heart and with all your soul and with all your mind. This is the first and greatest commandment. And the second is like it: love your neighbor as yourself. On these two commandments depend all the Law and the Prophets."

To love and honor God and others requires Christians to live a life of integrity and honor, which includes refraining from stealing and lying. Therefore, students are expected to refrain from plagiarism, which is taking or using someone else's work or ideas and passing them off as one's own. This standard applies to all assignments as guided by the teacher, including using AI sources. Students are expected to understand and follow this expectation and seek clarification from a teacher or administrator before submitting an assignment or assessment.

Grading Scale

A	95-100
A-	90-94
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	0-59

LCHS Daily Bell Schedule

This schedule applies when school is in session for five full days. During shorter weeks and special days, the high school schedule will be altered to ensure an equitable distribution of instructional time among the seven periods. Schedule changes are available in the *HS Daily Bulletin*. Please see [Appendix E](#) to view the Daily Bell Schedule.

2024-2025 Days Off School Calendar

The school calendar allows students and parents to know when school is in session, breaks, and teacher workdays. Please see [Appendix F](#) or go to the school website to view the calendar.

Attendance

Each day provides new learning experiences and opportunities to grow academically, spiritually, and socially. Therefore, LC requires student attendance and participation in classes, activities, and assemblies throughout the school day. The following attendance policies encourage attendance and promote learning.

General Principles and Expectations

- LC is committed to in-person learning and designs instruction accordingly. Therefore, students are expected to be in school every day unless they are providentially detained.
- Because absences hinder learning, students should be present, on time for every class (including chapel and other activities), and prepared to learn. Absences have a cumulative effect on student learning, regardless of the reason or circumstance.
- In case of absence, parents should promptly notify the school office and provide documentation as necessary.
- Students are responsible for learning missed content, submitting missed assignments, and completing missed assessments in a timely fashion and according to each teacher's policies.

Office Notification

If a student is absent, a parent or guardian must notify the office before 8:30 am with the reason for the absence and documentation as needed through email at hsattendance@lynchs.org or by phone at 360-318-9525 (option 3); text messages are not acceptable documentation to the office. The office will classify and record each absence. Absences will be classified as unexcused if the office does not receive timely and appropriate information or documentation.

HS Absence Definition

Under the current modified block schedule, each class meets three times/week for approximately four hours of instruction. Each unit of attendance equals one class hour. Therefore, the longer block periods (M-Th) are counted as 1.5 units/hours of attendance and the periods on a block schedule are counted as one. A regular week of classes equals four hours of attendance per class.

Types of Absence

School-based

Field trips and team early dismissals are a part of the educational program and are not counted as part of a student's absence record or applied to the Excessive Absence Policy. Absence due to inclement weather may also be counted in this category.

Parent-based

These absences are initiated by a parent and include illness, appointments, emergencies, trips, etc. These absences are tracked by the office and apply to the Excessive Absence Policy.

Unexcused

These absences include undocumented absences and truancy. Unexcused absences are tracked by the office and apply to the Excessive Absence Policy; they also will result in disciplinary action by the administration. Missed assessments or assignments may only be completed at the teacher's and administration's discretion. In the case of truancy, the administration may apply additional academic consequences.

Excessive Absence Policy

Students must meet attendance requirements to receive credit for each class. The following policies will be applied in the case of excessive parent-based and unexcused student absences for each class:

- Upon the sixth absence (six hours) in a semester, students and parents will be notified with a letter from the office. They should carefully review the letter and policy regarding further absences.
- Upon the eighth absence (eight hours) absence in a semester, the administration will review the attendance record and consider applying a 3-point grade reduction for each additional absence up to the eleventh absence.
- Upon the twelfth absence (twelve hours) in a semester, the administration will review the attendance record. Based on this review, the student may lose credit for that class.

Extended Absence Due to Illness

For severe or prolonged illness, exceptions to the excessive absence policy will be evaluated by the school administration. Documentation from a medical professional is required within one week of any such extended absences. Unless other arrangements are approved, students absent due to illness are expected to complete missed assignments and assessments according to each teacher's late work policy.

Extended Absence for Other Reasons

Students who plan to be absent from school for more than two consecutive days must complete a Planned Absence Form and return it to

the office five days before the planned absence. Teachers will not routinely provide online instruction or assignments ahead of time; students must make prior arrangements with each teacher and comply with course policies regarding missed instruction, assignments, and assessments. These absences fall under the Excessive Absence Policy.

Leaving Campus

Students who leave campus without permission will be considered unexcused for classes missed. For circumstances requiring a student to leave campus during the school day, students and parents should follow these protocols:

- Students must sign out at the office to leave campus and sign in at the office upon return.
- For an appointment, a parent must contact the school office at the beginning of the school day.
- For an unforeseen event, a parent must notify the office before a student may leave campus.
- In case of illness, the student must report to the office to contact a parent for permission to leave campus.

Off-campus Lunch Privilege

Seniors with this privilege must follow school guidelines and check out/sign in at the office. Unaccompanied off-campus lunch is only a senior privilege; students in grades 9-11 must be accompanied by parents to be excused for off-campus lunch.

Tardy Policy

- Students who arrive late at school must sign in at the office and receive a pass to go to class. The office will record and determine whether a tardy is excused.
- Teachers will establish and apply tardy policies for their courses and record tardiness accordingly.
- Students will receive detention on the fourth school-wide tardy and for each tardy thereafter within a quarter. Tardy records will reset at the beginning of each quarter.

Student Services

Counseling, College, and Career

Guidance and counseling services are available in the Guidance Center. The services are confidential, free, and available on a walk-in basis or by appointment throughout the week. Several types of counseling are provided such as personal, educational, vocational, testing, scholarships, and financial aid. The Guidance Center has excellent resources to help students throughout their high school academic career and 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.

Student Academic Services (SAS)

Course, Academic Modifications, Educational Testing

Lynden Christian School provides accommodations or modifications in accordance with the Americans with Disabilities Act. To qualify, students must have educational testing completed through the Student Academic Services and provide LCS with a psychoeducational evaluation completed within three academic years prior to entering high school. Documentation provided to LCS will be kept confidential and will be used solely to determine accommodations/ modifications or other support services.

Student Support Plans (SSP)

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

FACTS

FACTS is the online software program used for student records, report cards, and transcripts. Teachers can also communicate with parents and students through FACTS SIS. Information about login procedures is given during orientation and registration.

Schoology

Although LC is not an online school, educators utilize this online academic learning management system (LMS) as an instructional tool. It is regularly used to deliver and collect assignments, tests, grades, messages, or other resources available in this software. Students are expected to comply with each teacher's rules and regulations for this platform.

Student Laptop Requirement

The high school requires each student to bring a laptop to school daily for instructional use. Parents may either provide a laptop or lease a computer from the school. Students are expected to use laptops for educational purposes according to acceptable use and lease policies (refer to [Appendix G](#)). The Technology Director will answer questions about laptop specifications and leasing.

Full-time and Part-time Students

Definition of Full-Time: 9th, 10th, and 11th graders are normally required to enroll in 7 classes each semester. Seniors are required to enroll in 6 classes each semester.

Athletics, Extracurricular Activities & Other School Sponsored Organizations

- Students participating in activities must be registered for a minimum of four classes per semester at LCHS, in addition to at least two approved classes from an accredited institution.
- Students will need approval for off-campus courses and must provide proof of registration, quarter grades, and a final report for non-LC courses.
- Students should meet with the Activities Director to ensure the WIAA guidelines are followed.
- Students who participate in extracurricular activities must be registered in at least four classes per semester and enrolled before each semester starts.

Jazz Band/Chamber Choir & Orchestra-AP/Honors/Dual Credit Classes

- Priority is given to full-time students taking at least four classes.

Part-time students seeking LCHS diploma

- Must be enrolled in a minimum of four approved classes per semester
- Must complete the required courses needed for an LCHS diploma
- 18 of the 24 credits must be taken at LCHS
- Must follow attendance procedures
- Must leave campus when not attending LC classes

Running Start

- Part-time Running Start students must enroll in at least 4 LC courses approved by the administration.
- If a senior has left LCHS for Running Start and wishes to return for the second semester, they must register for a full course load to participate in senior year activities and graduation.

Tuition/ASB/Student Fees

- Tuition will be adjusted when enrolled in Running Start and in four or fewer LC courses. This will be assessed at the beginning of each semester.
- All students will be charged the full student fees (nonrefundable).

Transfer Students

- Credit from accredited institutions will be accepted and applied to graduation requirements.
- Students transferring in must meet LC graduation requirements (required courses and number of credits).
- Senior transfers are required to attend full-time to participate in all senior activities, including graduation.

Student Life

School Traditions

Colors: blue and white

Mascot: the lynx

School Spirit Rock

Members of our school community decorate this rock to build school spirit. The rock is located in front of the high school building.

Alma Mater - Lynden Christian Forward

*Lynden Christian, forward
is our marching cry.*

*For Jesus is our captain; His power 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!*

Audio/Video Link:

<https://youtu.be/Sf0FRKy3wVA>

Extracurricular Activities

Lynden Christian encourages students to participate in extracurricular activities and offers a wide variety of options in athletics, art, drama, music, and clubs. For detailed information on offerings, contact the Activities Director.

Eligibility

A student must have passing grades in 6 of 7 classes for freshmen, sophomores, and juniors and passing grades in 5 classes for seniors on track to graduate. Returning to participate, play, or perform depends on a passing grade in the course(s) previously marked as failing.

Attendance Requirements

To participate in a practice or contest/performance, a student must have attended school the entire day of the event. Exceptions are:

- Pre-arranged excused absence on file in the office (i.e., medical/legal appointment, funeral, school-sponsored events).
- Signed statement from a doctor verifying an appointment.
- Approval from the Activities Director or Building Administration.

Behavior Requirements

- Students participating in 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. Infractions of the Activities Code will be shared with the administration and may incur further disciplinary action.

Medical Requirements

- A valid physical form filed with the Activities Director's office
- Insurance Waiver form

Interscholastic Team Levels: Varsity (V), Junior Varsity (JV) and C Team (C)

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

Public School Athletic Participation

- Students may participate in sports not offered at Lynden Christian which are offered at the public district of residence. For information on this program, please contact the Activities Director's office.

School Publications

HS Daily Bulletin

The high school produces a daily bulletin, which is available on the school app. It features high school announcements, activities, and opportunities.

Final Forms

All students must fill out/sign forms in Final Forms regardless of their participation in athletics or activities. Final Forms is also used to help students sign up and monitor their eligibility for athletics or activities.

Lyncs Lines

The school publishes Lyncs Lines each week to provide updates on PK-12 school activities and opportunities. It is also available online on the school website.

Excelsior

The high school yearbook is created each year by students enrolled in the yearbook class. It is available for purchase to students and families.

Lynden Christian School App

Download and create a profile in this app to keep up with the latest school updates about general information, the school calendar, Schoology, report cards, athletics and activities, the newsletter, and so much more!

Student Transportation

Bus Transportation

Bus transportation is available to all students. Parents/guardians are encouraged to use this service as much as possible and should contact the Transportation office for arrangements. Students are required to comply with the bus rules and expectations.

Student Vehicles

Students who utilize personal vehicles to come to school are expected to comply with the following policies:

- *Non-motorized* (bikes, skateboards, etc.)
 - Students must use the designated storage and rack areas in the courtyard
 - Items, such as skateboards, must be secured in a locker for the duration of the school day
- *Motorized*
 - Students may park only in designated or assigned areas
 - Students must register each vehicle with the office before parking on campus and display a parking tag in their cars at all times.
 - Students must drive safely in parking areas and on streets. They should travel no faster than 10 mph and refrain from reckless driving.
 - Students should always drive in a manner that protects the safety of pedestrians and other vehicles.
 - Parking violations will result in a fine, suspension of parking privileges, or other disciplinary actions based on administrative discretion.

High School Office

The office personnel will help you by providing information and distributing some supplies and forms. The office is a business place, so students are not to loiter or otherwise restrict its service and efficiency.

Associated Student Body (ASB) ID Card

This card is used for student identification and permits free access to most regular season home athletic contests and reduced costs to many athletic events at other schools.

School Sponsored Functions

All classes, organizations, or other school-sponsored functions and events must be approved by the administration, supervised by approved staff members (or volunteers), and follow school policies.

Lost and Found

Misplaced items should be brought to the office. Students should accurately identify it while claiming it. These items are donated after each quarter.

Fees and Fines

In addition to tuition, the school receives fees and fines, which include ASB cards, class dues, and curricular fees. Fines may be collected for library book returns, property damage, parking violations, etc. Non-payment or delay in payment could result in restriction of participation in a program.

Chapel

Chapel is important to LCHS and is required for all enrolled students. It is a time for students and staff to gather, worship God, and receive spiritual refreshment, perspective, and challenge. Chapel is typically held in the Worship and Fine Arts Center (WFAC) on Tuesday mornings.

Lunch & Snacks

Students are expected to bring their own lunch and snacks. Vending machines are available. If students forget their lunch, they may call home between class periods to request someone to bring their lunch. They will not be excused from school to get it. Students may eat in any open classroom or designated area and are expected to clean spills and stow trash in the proper receptacles.

As approved by the administration, different student groups offer lunches for sale as a fundraiser. Students may purchase these lunches according to office instructions.

Visitors

If a student wishes to bring a visitor to class, the administration must give permission in advance. If a parent or guardian wishes to visit a class or classes, the office and teacher(s) should be notified of the visit. Each visitor must check in at the office, wear a visitor lanyard, and comply with school rules.

Building & Equipment Use

Students are expected to show maturity, responsibility, and stewardship when caring for our building, grounds, desks, lockers, and other equipment. We expect all students to support the maintenance department in sustaining excellent standards of cleanliness.

LCHS Building Map

Please go to [Appendix H](#) to view the LCHS Building Map.

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.

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.

Library

The library helps students and teachers find and use both digital and physical materials for their projects and assignments. It also encourages reading for enjoyment. Resources include computers, books, DVDs, print and digital magazines, databases, and nonfiction e-books with 24/7 access, citation guides, special collections for classes, photocopiers, scanners, and more. The library may be used to work on projects, print documents, study individually or as a small group, or be reserved for a whole class.

Worship and Fine Arts Center (WFAC)

Anyone who would like to use the Worship and Fine Arts Center must contact the Activities Director and get approval.

Lockers

Lockers are the property of LC, temporarily assigned to students for books and personal belongings. Students are to keep their assigned locker unless it is changed by the office. Writing on lockers and the use of stickers or damaging tape is not permitted. Students may not display decorations or pictures that contradict the values or spirit of the school. All lockers and personal possessions may be inspected or searched at any time for cleanliness, missing property, vandalism, and presence of illicit materials.

Physical education teachers and coaches will assign lockers and combinations for students in physical education classes and/or on athletic teams.

Bathrooms

Designated men's and women's bathrooms for students are across from the office and the library. Students may not use staff bathrooms.

Safety and Security

Student Campus Access Permissions

Permission to Access Campus

- Students need permission to be in any part of campus when not under the supervision of a classroom teacher. This includes but is not limited to, the parking lot, WFAC, side study rooms, locker rooms, gymnasium, fitness center, shop, closets, storage rooms, and music practice rooms.

Designated Campus Time

- Students should not be at school before 8:00 am after 4:00 pm on school days (or at any time on days when school is not in session) unless they are directly supervised by a staff member acting under official school duties. Coaches or teachers in charge of activities before or after school will open and lock the appropriate door. Students present on school property without proper supervision or permission will be considered trespassers.

Loitering

- Loitering in the parking lot is prohibited. Students must leave campus 15 minutes after home games or following the return of buses from away games. In addition to security and safety considerations, our no loitering policy aims to maintain a healthy community with neighbors.

Medications

For students who require medication during school hours (including over-the-counter medicines), school policy and state law require that the necessary forms for administering medication be on file in the school office. Forms must be completed each year by the parent and physician. Students may not have medicines in their possession while at school, and school personnel may not dispense medication without the appropriate permission the completed forms provide. The school does not allow the presence or use of medical marijuana on campus. Forms and copies of the policy are available in [Final Forms](#).

Defibrillator

Defibrillators are in the student lounge, the gymnasium outside the training room, and in the Strength and Fitness Center (upper stairwell and lower cabinet).

Fire, Earthquake, Shelter-in-Place, Lockdown Drills and Warning Signals

LC will regularly practice fire, earthquake, shelter-in-place, or intruder/lockdown drills. An all-campus evacuation will be conducted at least once per year.

Students must always take their designated rounds from the building in an orderly manner. Below are the signals for each type of event:

- A fire or evacuation will be indicated by an audible alarm.
- Intercom announcements sent across the campus PA system indicate an earthquake, a shelter-in-place, or an intruder/lockdown drill procedure or event.

Technology in School

Acceptable Use Policy – [Appendix G](#)

Audio/Video/Photograph Recording Policy

- Students may not record (audio/video) or photograph without permission and consent at any time on campus. Recording classroom activities is permitted only with the classroom teacher's permission and supervision for education-related activities. Audio/video recording or photography in bathrooms or locker rooms is always prohibited. Publication or posting of pictures and recordings is prohibited and may be referred to the appropriate law enforcement agency.

Social Media

- Inappropriate messages, postings, and images may be reviewed by school officials. There is no expectation of privacy for posts or images on social media sites.

Weapons

The possession and use of any weapon will be a Category C offense, and consequences will be addressed in this handbook's "Student Conduct and Discipline" section.

Student Conduct and Discipline

Our mission statement declares, "We seek to educate children and young people so that they may grow and mature into perceptive and caring Christians." The philosophy of student discipline followed at Lynden Christian School is based on the concepts of the child's image-bearing nature found in Scripture and expressed in the school's mission and governing documents. LC desires students to become followers of Jesus Christ by first seeking the kingdom of God, which then informs how students interact with others. We believe the task of the staff and school policy is to encourage movement towards Christian maturity.

Goals

- To nurture a relationship with Jesus
- To create a safe and healthy environment
- To support instruction and encourage learning
- To respect others
- To foster righteous living and promote a life of integrity
- To provide opportunities for growth and grace
- To develop citizenship, servant leadership, and life skills

Categories of Conduct

The policies below apply to the school day and all school-related activities. Although Lynden Christian does not routinely monitor students' off-campus behavior or online activity, the school reserves the right to apply its values and conduct policies to student behavior that occurs online or off-campus, not during regular school hours. Conduct addressed under the Activities Code may additionally be addressed under this conduct policy.

Category A - Conduct undermining an orderly, safe, healthy school environment.

Students who engage in this conduct should expect to meet with an administrator and receive consequences such as detention, loss of privilege, or other consequences that relate to the offense and are proportional to it.

Examples include:

- Tardiness
- Unexcused absence
- Littering
- Dress Code infraction
- Parking infraction
- Entering off-limits areas
- Inappropriate display of affection
- Unauthorized use of cell phone or electronic device

- Gambling
- Disruption
- Nuisance items (water pistols, lasers, lighters, etc.)

Category B - Conduct that undermines the integrity of the educational program or shows disrespect for other persons. Students who engage in this conduct should expect to meet with an administrator and receive one or more of the following consequences: loss of privilege (may include extracurricular activities), removal from class, office restriction, suspension, disciplinary contract, dismissal from school, or other measures deemed appropriate by the administration.

Examples include:

- Continued or significant Category A conduct
- Plagiarism or violation of the honor code
- Vandalism
- Fighting
- Inappropriate communication or behavior (online or offline)
- Disrespect toward others
- Significant disruption
- Insubordination
- Interference with teaching and learning
- Violation of the technology [Acceptable Use Policy](#)
- Endangerment of self or others (e.g., unsafe operation of a vehicle)
- Inappropriate use of social media

Category C - Conduct which is contrary to Christian ethical living. Students who engage in these behaviors should expect to meet with an administrator, superintendent, or the school board (depending on the severity of the conduct and related consequences). The administration will determine disciplinary actions, which may include the following: dismissal or expulsion, suspension, counseling, restitution, legal action, notification to legal authorities, disciplinary contract, denial of graduation/diploma, denial of re-enrollment, or other measures deemed necessary by the administration. Examples include:

- Continued or significant Category B conduct
- Possession, purchase, distribution, or use of illicit drugs, alcoholic beverages, tobacco products, and paraphernalia
- Improper use of legal or harmful substances
- Stealing
- Lying
- Trespassing
- Destruction of property
- Harassment, hazing, bullying, and threats (see [Appendix I](#))
- Physical assault
- Possession, distribution, or use of guns, knives, weapons (or facsimiles)

- Sexual activity contrary to biblical standards
- Profane, vulgar, obscene, demeaning, or sexually explicit behavior or communication
- Creation, possession, distribution, or use of generated or falsified images, voices, representations, or communications (e.g., use of AI)
- Possession, distribution, use, or solicitation of any form of pornography
- Legal arrest, charge, or conviction of a misdemeanor or felony offense occurring on or off campus

Bystander Responsibilities

A person's choices and actions can either uplift or degrade our Christian school culture. Scripture provides many examples of how God expects his children to courageously stand for justice, protect the innocent, and care for those who are victims; and our school mission expressly calls for our students to become transforming influences in the world. Therefore, students are expected to stand against harmful actions of others. This can be done interpersonally through conversation, and it can be accomplished by reporting others to the staff or administration.

Plagiarism

Students should not plagiarize (or use content as their own without citing the original creator) from the Internet, including words or images. They may not take credit for things they did not create or misrepresent themselves as authors or creators of something found online, including AI sources. Research conducted via the Internet should be appropriately cited, giving credit to the original author. Teachers, following department guidelines, will provide specific guidance regarding the application of plagiarism.

Cell Phone Policy

- Cell phones (including wearable or similar devices) may not be used during the school day and are expected to be turned off and stowed away during school hours - including breaks and lunch.
- If a student has not followed this expectation, staff will collect the student's cell phone and give it to the school office. The student may pick up the device at the end of the school day and/or receive additional consequences for multiple infractions.

Disciplinary/Behavior Plans

A disciplinary/behavior plan helps students improve behaviors according to our community standards. The following process will normally be followed:

- A disciplinary/behavior plan will be written at the discretion of the school administration.
- The plan will describe the behavior problem and the conditions and expectations for improvement.
- A behavior plan may specify that the student on probation will not represent Lynden Christian as a member of any team, organization, activity, or group.

Detentions

Detention will be held at times designated by the school. Students will be notified when they have detention and where/when to report. Students over ten minutes late or failing to report for detention will be assigned two more detentions.

Suspension

A student may be suspended for violating school standards. When possible, in-school suspensions will be used. On the day of an in-school suspension, the student must report to the office by 8:30 am and is expected to complete academic work during this time. Students suspended from school are not permitted to participate in after-school practices, rehearsals, performances, or athletic contests on the day(s) of the suspension. A reentry meeting with parents, administrators, and/or teachers may be required. Suspension is considered an unexcused absence. Therefore, a grade reduction penalty may be applied.

Expulsion

Students may be expelled (or be given the opportunity to withdraw) if they engage in significantly harmful behavior, cause significant distraction, discredit the school, or do not respond well to corrective measures. Parents may appeal the expulsion of their child. Examples for which expulsion may occur include, but are not limited to:

- Possession, use, or distribution of controlled substances of any kind, or the misuse of any prescribed drugs of any kind, on or off school property
- Possession, consumption, supply, or selling of alcohol, tobacco, or tobacco-related products, including vaping devices, on school property or at school-sponsored events
- Repeated violations or patterns of misbehavior
- Failure of parents to cooperate with the school in discipline of their children
- Actual or implied threats related to the school environment and/or to people; assault or battery of a teacher or student
- Sexual misconduct, including sexual contact or activity outside of marriage
- Abuse or bullying
- Possession, distribution, or use of pornographic materials

- Sexual harassment or other sexual misconduct, including communication of sexual innuendo and/or gestures
- Possession, distribution, or use of guns, knives, or weapons, or facsimiles of weapons

A student who has lost the privilege to attend Lynden Christian School will not be permitted on campus or attend school-related events on or off campus.

Searches

The administration recognizes that incidents may occur that jeopardize the health, safety, and welfare of students and staff and necessitate the search and seizure of students, their property, cars, lockers, cell phones, or any other electronic device by school officials. Students shall be free from unreasonable searches and seizures by school officials. School officials may search a student's outer clothing, pockets, or property by establishing a reasonable cause or securing the student's voluntary consent. The search is reasonable if it meets both of the following criteria:

- The action is justified at the inception, i.e. the school official has reasonable grounds for suspecting that the search will uncover evidence of a rule and/or criminal violation.
- The scope of the search is reasonably related to the circumstances that justified the search in the first place, i.e., the measures adopted are reasonably related to the objectives of the search and are not excessively intrusive in light of the age and gender of the student and the nature of the infraction.

Dress Code Policy

Lynden Christian's high school dress code and appearance guidelines encourage students to practice Biblical discernment, respect, and modesty; these policies also promote a consistent, helpful, and safe learning environment for all students. Decisions of dress and personal appearance are primarily a family responsibility; parents should encourage and guide their children's clothing choices by following the requirements below. These expectations apply to school days, field trips, school pictures, and other school-day activities. Further questions or clarification should be addressed to the administration.

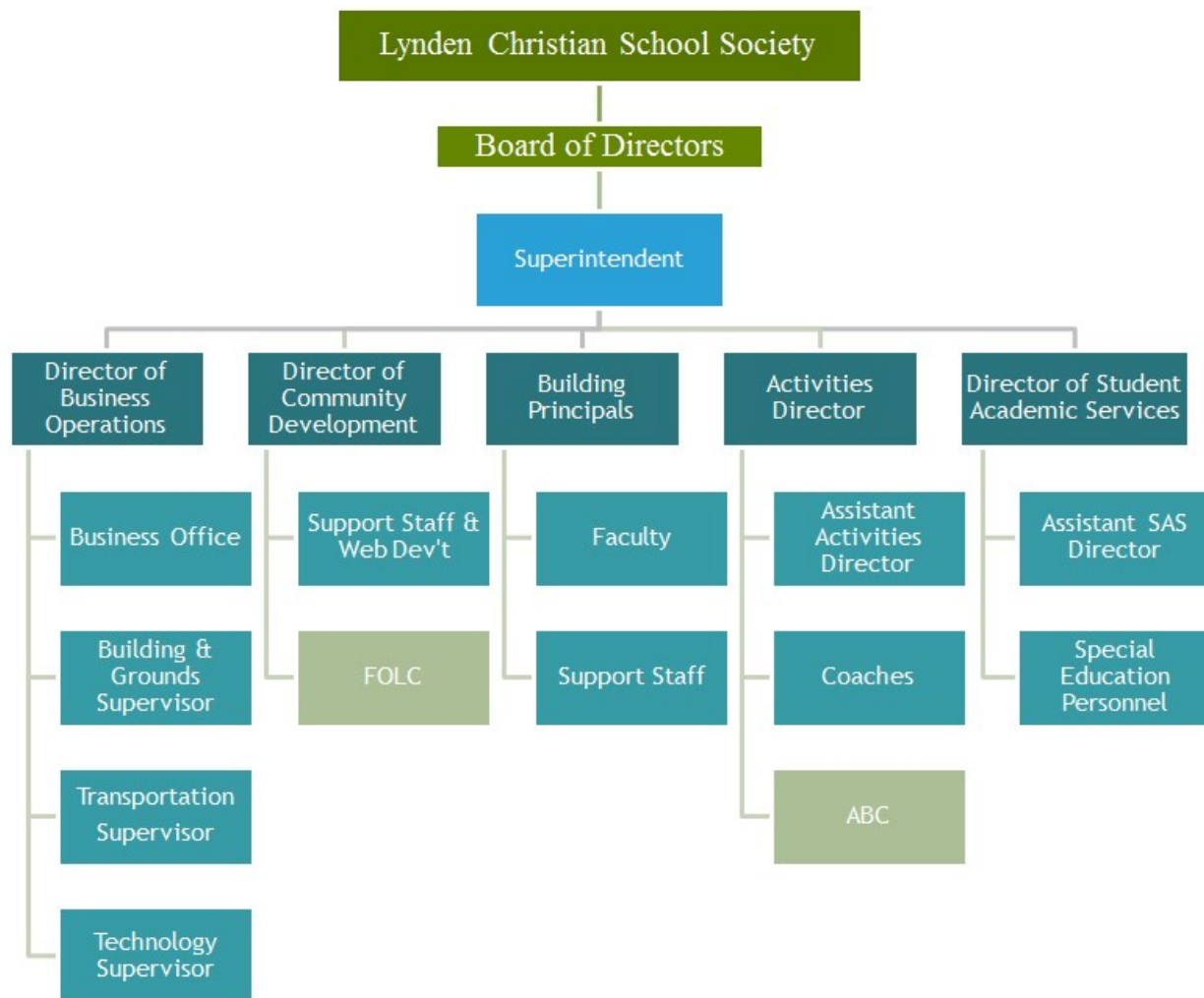
- Students should wear clothing that appropriately covers the body; they may not wear revealing clothing. Examples of inappropriate clothing include:
 - short shorts and skirts (must be finger length or longer with fingers fully extended)
 - visible undergarments, low necklines, crop tops, halter tops, shoulder straps narrower than two inches
 - garments that show the midriff or with revealing holes
 - excessively tight or revealing pants, including leggings (should be worn with a top that covers the backside)
- Students must wear safe and comfortable shoes.
 - Clothing may not display or promote inappropriate images or messages. Examples include alcohol, drugs, tobacco, and images that depict violence, intimidation, discrimination, ridicule, racism, sexism, gang symbols, and offensive language.
- Hats may be appropriately worn at the discretion of the administration and teachers.
- To minimize distraction, artificial hair coloring should be natural hair colors.
- Visible tattoos and body piercings and tattoos may not be distracting.

Students who have not followed these guidelines must make the appropriate changes before returning to class. Students who leave campus to change apparel will receive an unexcused absence for missed classes.

Appendices

Appendix A

LCS Organization Chart



Appendix B

LCHS Faculty & Staff

Mrs. Brooke Barron	Science
Mr. Ben Bergeron	CTE Shop
Mrs. Amy Blankers	Librarian, Math
Mr. Brady Bomber	CTE Business/Tech/Math/PE
Mrs. Lyza Brady	Plant Operations
Mrs. Mandy Bratt	Physical Education
Mrs. Jayleen Corkill	SAS Discovery Therapist
Mrs. Shelly DeJong	CTE Horticulture/Floral Design
Mrs. Niki DeYoung	Math
Mrs. Janelle Draayer	Social Studies
Mrs. Melissa Engels	English
Mrs. Hannah Faber	Nurse
Mrs. Lauren Faber	SAS Para Educator
Mrs. Laura French	Fall Drama Director
Mr. Mark French	CTE Yearbook/Art
Mrs. Jasmine Fritsch	SAS Para Educator
Mrs. Becky Gerlach	Chapel Worship Team Coordinator
Mrs. Kimberly Grycel	Math
Mr. Matthew Gudakov	Orchestra
Mrs. Kayla Heatwole	Counselor
Mrs. Melanie Heldoorn	SAS Guided Study/English
Mrs. Kristen Hinton	Math
Mr. Mark Houseman	Director of Technology
Mr. Paul Huffman	Science
Mr. Craig Johnson	Principal
Mrs. Kelly Kaemingk	Math
Dr. Kevin Kaemingk	Social Studies
Mrs. Hannah Keen	English
Mrs. Jill Kocourek	CTE Business/Consumer Science/FFA
Mrs. Alyssa Kooi	Social Studies
Mr. Matthew Leavitt	Chaplain
Mrs. Lyndsey Lenssen	Nurse
Mrs. Janna Libolt	Office Administrative Assistant
Mr. Nate Lynch	SAS Para-Educator

Mrs. Stacey Martin	<i>Be The One</i> Coordinator
Mrs. Melissa Meyer	Guidance Counselor/CTE Director
Mrs. Carol Morgan	Spanish
Mrs. Laura Ogle	English
Dr. Nathaniel Olson	Assistant Principal, Choir
Mrs. Camille Price	Social Studies
Mr. Kenneth Quehrn	Band
Mrs. Lisa Quehrn	SAS Para Educator
Mrs. Tina Ralston	Custodian
Mrs. Bronwyn Riggins	Spring Musical Director
Mrs. Nicole Roetcisoender	Science
Mrs. Karen Sebens	SAS Discovery Therapist
Mrs. Shauna Senti	Spanish
Mrs. Erin Sherfy	Science
Mrs. Karrin Simpson	Office Admin. Assistant/Attendance
Mrs. Renae Sloan	Choir
Mr. Jonathan Syltie	Art
Ms. Brenda Terpstra	Activities Director
Mr. Dave Tjoelker	Bible
Mr. Josh Turner	CTE Shop/CAD
Mrs. Richelle Urie	Registrar/Administrative Assistant
Mrs. Carla Vander Kooi	SAS Inclusion Specialist
Mrs. Amy VandeVoort	SAS Discovery Director
Mr. Jon VanHulzen	Bible
Ms. Samantha VanLoo	CTE Agriculture/Shop/FFA
Mrs. Brenda Van Rooyen	SAS Para-Educator
Mrs. Cheryl Westra	Greenhouse Assistant
Mrs. Sara Whitehead	Guidance Counselor/Science
Ms. Julia Williams	English
Ms. Marie Yates	Activities Admin. Asst./Accounting

Appendix C – Key School Board Policies

Critical Issues/Conflict-Resolution

Theological and Educational Foundations

- **The Holy Scriptures provide the basis for how LC handles controversy.**

Lynden Christian Schools and the Board of Directors have adopted several additional documents that guide the educational program. These resources include:

- **The Three Forms of Unity:** the Belgic Confession, the Heidelberg Catechism, and the Canons of Dordt
- **Our World Belongs to God:** A contemporary testimony that states our faith and theology
- **Constitution and By-laws:** The most fundamental statements of purpose and theology that motivated the formation of Lynden Christian Schools and govern its ongoing existence
- **Lynden Christian Schools – Philosophy, Goals, and Objectives:** This provides theological and educational presuppositions.
- **Christian Schools International Publications:** From Vision to Action and 12 Affirmations 2.0 These documents developed the basis and purposes of what Reformed Christian schools can and ought to be.

Biblical Conflict-Resolution

Scripture guides Christians to respond to controversy and disagreement in ways that seek resolution, reconciliation, and unity among believers. Sin crouches at our doors during times of conflict. The following steps summarize Biblical expectations (further explanation and scripture references are available on the school website).

- First Step: Preparation.
 - Become spiritually focused (Galatians 6:1)
 - Look at the log in your own eye (Matthew 7:3-5)
 - Pray forgiveness and blessing (Colossians 3:13)
 - If possible, choose to overlook an offense (Proverbs 19:11)
- Second Step: Face to Face
 - Go quickly to the person, in person, to be reconciled. Each word of this step is essential. (Matthew 5:23-26 and 18:13-15)
- Third Step: Be steadfast in reconciliation
 - We respond to sin by giving and seeking forgiveness (Ephesians 4:32)

- We respond to disagreement by pursuing understanding and peace (Ephesians 4:1-3, Romans 12:18). If disagreement remains, we choose to live peaceably without hindering our relationships.
- We cultivate humility and love (Phil. 2:3-4, Romans 12:10-18).

Student Responsibility

- Pray for wisdom and guidance from the Lord.
- Listen carefully to avoid misunderstanding controversial content and ask thoughtful questions to clarify misunderstandings or confusion.
- Discern bias to identify reliable sources for information.
- Explore multiple perspectives and affirm truth wherever it is found.
- Pursue understanding through careful and empathetic listening.
- Develop curiosity and seek clarification through careful questioning, research, and the guidance of Christian thinkers.
- Think carefully in pursuit of Biblical truth and Godly wisdom.
- Readily engage in healthy discussion, seeking clarification on points of agreement and disagreement.
- Study God's Word and consider how it guides our understanding of controversial issues.
- Learn to resolve conflict in a Biblical manner.

Teachers and Grade Level/Subject Department Responsibility

- Pray for wisdom and guidance from the Lord.
- Identify/anticipate curricular topics that may be divisive or controversial and collaborate with departments and administration on how to proceed.
- Identify and incorporate Biblical guidelines/principles essential to the subject and helpful to students in developing a Christian worldview.
- Plan instruction, activities, and pace to minimize student misunderstanding of challenging topics in the context of a classroom where there may be tension or disagreement.
- Establish essential points of common ground based on scripture and identify areas where Christians hold differing positions. Students should be given clarity on positions supported by the proper understanding and application of scripture.
- Develop a parent communication/feedback plan at the beginning of the year and reinforce this at key times during the year.
- Help students form healthy discussion habits in a grace-filled context.
- Create a safe learning environment for exploring complex issues.
- Follow Biblical Conflict Resolution principles when disagreements arise.
- Consider using resources and ideas offered by community members where appropriate and helpful.

- Adjust instruction to the developmental needs and readiness of students.
- Select, in consultation with department colleagues and administration, appropriate curricular materials and resources.

Administration Responsibility

- Pray for wisdom and guidance from the Lord.
- Identify curricular topics that may be divisive or controversial.
- Guide teachers and staff when (if) to share personal views.
- Help students have appropriate Biblical closure.
- Foster respect in disagreement.
- Selecting learning materials.
- Facilitate conflict resolution training for school personnel.
- Provide clarity or guidance on critical issues or situations with staff.
- Foster community communication.
- Foster institutional consistency regarding the instruction of controversial issues taking into consideration the developmental levels in students.
- Articulate the value of researching, understanding, and evaluating different perspectives in the educational context.
- Ensure Biblical Conflict Resolution principles and school protocols are followed when complaints or concerns arise.
- Research and provide parent and community resources.
- Share important documents and policies with the school community.
- Inform the Board about issues that arise.
- Collaborate with the Board regarding the need for position statements.

Parent Responsibility

- Pray for wisdom and guidance from the Lord.
- Become familiar with LC's guiding educational principles and documents on the school website.
- Become familiar with course information and materials shared by teachers.
- Seek clarification or address questions directly and privately with the teacher or staff member directly responsible for the matter of concern.
- Parents of older students should guide students in seeking clarification directly with the teacher or staff member.
- Follow the steps of Biblical Conflict Resolution when there is disagreement or the need for reconciliation.
- Support school policies and protocols.
- Establish positive and constructive communication with school personnel.
- Follow the appropriate communication steps as outlined by the administration of each school building and by board policy.

School Board Responsibility

- Pray for wisdom and guidance from the Lord. Work with the superintendent to discuss and approve school positions on particular topics as needed.
- Direct parents and community members to pursue clarification directly with the teacher or administrator according to building policy and Biblical Conflict Resolution.
- Review Board policies to clarify appropriate channels of communication.

Church Responsibility

- Pray for wisdom and guidance from the Lord.
- Serve as a resource for positions related to theological underpinnings.
- Support the school in directing and encouraging members toward Biblical resolution.

Appendix D – Key School Board Policies

LCS Position Statement on Human Sexuality & Gender Identity

Lynden Christian School's Position Statement on Human Sexuality and Gender Identity *(rev 11/2022)*

Lynden Christian affirms that all human beings, male and female, are created in the image of God their Creator (Genesis 1:26-27), and therefore have inestimable value and must be treated with dignity and respect.

As a community that seeks to be an authentic biblical community, Lynden Christian Schools is committed to addressing all issues of human sexuality with grace and truth and recognizes that the most loving thing that we can do for our brothers and sisters in Christ is to graciously point them to the Truth of His Word. Understanding that God loves repentant sinners, including those who sin differently than we do, Lynden Christian School affirms the following interpretive framework regarding God's intent for human sexuality:

- A. God created two genders, male and female, determined biologically at birth (Genesis 2:18-25).
- B. The Creator's intent for human sexuality, based in creation and stated in the seventh commandment, finds its fulfillment between a man and a woman within the bond of the marriage covenant. To experience the fullness of God's loving intent, sexual experience is intended to be celebrated between a man and a woman within that covenant union (Genesis 2:22-24; Proverbs 5:18-19; Matthew 19:4-6; Mark 10:6-9; 1 Corinthians 7:1-16).
- C. Heterosexual practice outside the covenant of marriage and all homosexual practice is incompatible with the will of God as revealed in scripture and is sin demanding confession and repentance. The Bible's teaching regarding unchaste behavior is faithfully summarized in Heidelberg Catechism Q&A [108](#), [109](#), and [113](#) (links provided for Q&A and scripture references).
- D. Lust, including same gender and heterosexual lust, is contrary to God's created order which reveals the brokenness of our sinful world and the effect of sin on God's perfect intent for human sexuality.
- E. None of us has measured up to God's will for our sexuality, and thus we are all in need of, and able to receive, abundant grace and forgiveness through our savior Jesus Christ (Romans 6:23; Ephesians 2:8-10). God's expectation for our response to our failures and shortcomings regarding chastity, as well as

our shortcomings in all other areas where we so often fail, is faithfully summarized in Heidelberg Catechism Questions [114](#) and [115](#) (links provided for Q&A and scripture references).

- F. We will communicate and uphold God's standards for human sexuality and gender identity with grace and truth.

In light of the above framework, Lynden Christian School commits itself to the following standards of Christian practice:

- A. Teaching, and expecting all Lynden Christian community members to model and abide in practice by, the Creator's intent for human sexuality and gender as stated above.
- B. Exercising patient understanding of and compassion for all students struggling with any issue of sexuality or gender identity.
- C. Striving for an environment that is free from discrimination.
 - a. No student will be expelled or excluded based on his or her same gender attraction
 - b. No students will be pressured to disclose such attraction
- D. Insisting upon an atmosphere that is a safe learning environment for all students.
 - i. Physical assault, harassment (snide remarks, jokes, innuendo, slogans, disparaging terms), or bullying on the basis of one's sexual orientation will not be tolerated. This policy extends to gestures, emails, text messages, notes and any other written or electronic form of threat or harassment.
 - ii. Gay or anti-gay militancy is regarded as incompatible with Christian community and therefore will not be tolerated.
 - iii. Inappropriate public displays of affection between couples will not be allowed.
- E. Providing all students with the following:
 - i. A compassionate venue in which to engage in authentic dialogue about the very real, confusing, and often painful issues related to human sexuality and gender identity.
 - ii. School counselors, in partnership with the family and the student's church whenever possible, who will offer biblical guidance, resources and options for referral for counseling.
 - iii. The assurance of confidentiality from peers or other staff except in instances of suicidal ideation or other self-harming behaviors.
 - iv. An assurance that the dignity of all students and families will be guarded.
- F. Acknowledging our own human frailty and dependence upon Christ for his

humility, grace, and wisdom in our considerations of human sexuality, seeking always to love one another as He has loved us.

Lynden Christian Schools has established this Position Statement on Human Sexuality and Gender Identity for a variety of reasons:

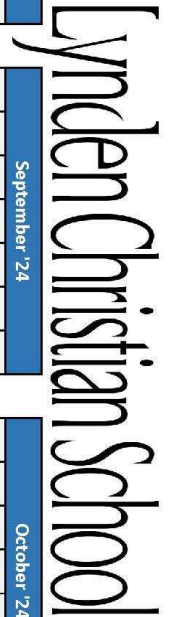
- a. To give clarity for staff, students, and families around these topics
- b. To provide direction for instruction around these topics
- c. To protect the organization legally, particularly in areas of employment and enrollment
- d. To direct policy making

Appendix E











2024-2025 LCHS Daily Bell Schedule

LCHS Daily Bell Schedule 2024-2025									
White Monday		Blue (Late Start) Tuesday		White Wednesday		Navy Thursday		Black Friday	
1 st	8:30-10:00	5 th ✓	9:15 - 9:17	1 st	8:30-10:00	5 th	8:30-10:00	1 st	8:30-9:23
		Chapel	9:20-10:00					2 nd	9:27-10:16
Break	10:00-10:15	Break	10:00-10:15	Break	10:00-10:15	Break	10:00-10:15	Break	10:16-10:26
2 nd	10:15-11:40	5 th	10:15-11:40	2 nd	10:15-11:40	6 th	10:15-11:40	3 rd	10:26-11:15
								4 th	11:19-12:08
Lunch	11:40-12:10	Lunch	11:40-12:10	Lunch	11:40-12:10	Lunch	11:40-12:10	Lunch	12:08-12:38
3 rd	12:10-1:35	6 th	12:10-1:35	3 rd	12:10-1:35	7 th	12:10-1:35	5 th	12:38-1:27
Break	1:35-1:45	Break	1:35-1:45	Break	1:35-1:45	Break	1:35-1:45	6 th	1:31-2:20
4 th	1:45-3:15	7 th	1:45-3:15	4 th	1:45-3:15	Plus Time A	1:45-2:25	7 th	2:24-3:15
						Plus Time B	2:30-3:15		

2024-2025 Days Off School Calendar



41 | Page

			
Beginning of 1st year	End of 1st year	School Days on	Teacher Work Days
			
First Teacher Conference Meeting	High School Days	Early Release	Teacher Work Days
			
End of 2nd year		Teacher Work Days	
			
End of 3rd year		High School of previous	

Appendix G

Acceptable Use Policy

Introduction

Lynden Christian High School recognizes that the appropriate technology gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for vocation, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills. LCHS's network, hardware, and software are available to students, staff, and guests for appropriate use. The use of this technology, whether LCHS devices or those using the LCHS network, requires personal responsibility and compliance with LCHS policy. Users are expected to comply with LCHS rules, act responsibly, and honor the terms and conditions set by the classroom teacher and the school.

Technologies Covered

This Acceptable Use Policy outlines the guidelines and behaviors that all users are expected to follow when using the following technology: internet access, desktop computers, mobile computers, tablets, cellphones, or other devices, video conferencing equipment, LMS programs, online collaboration services, hardware, software, message boards, email, and anything related to technology. This policy applies to school-owned technology equipment and/or privately-owned devices utilizing the LCHS network, LCHS Internet connections, and/or private networks/Internet connections accessed from devices while on school campus, busses, or events. The policies also apply to future technologies purchased or provided by the school.

- The LCHS network is intended for educational purposes.
- All activity over the network or using district technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies.
- Students are expected to follow the same rules for good behavior and respectful conduct online as they do offline.
- Misuse of school resources and/or property can result in disciplinary action.
- LCHS makes a reasonable effort to ensure students' safety and security online but will not be held accountable for any harm or damages that result from the use of school technologies. Every user must take responsibility for his or her use of technology and make every effort to avoid inappropriate types of content.
- Users of the district network or other technologies are expected to

alert LCHS immediately of any safety and/or security concerns.

Usage Policies

All users are expected to use good judgment and to follow the specifics as well as the spirit of this document: be safe, appropriate, careful and kind; refrain from circumventing the school protection measures; use common sense; and seek help or permission from the school's designated authority. A "user" is defined as anyone, including employees, students, and guests on campus or attending any school-related activity.

Web Access

LCHS provides users with the privilege of internet access, including websites, resources, content, and online tools. Access to the internet will be restricted as required to comply with school policies. Web browsing may be monitored, and web activity records may be retained indefinitely. Users are expected to respect the web filter as a safety precaution and shall not attempt to circumvent the web filter when browsing the Internet. The determination of whether material is appropriate or inappropriate is based solely on the content of the material and the intended use of the material, not on whether a website has been blocked or not. If a user believes a site is unnecessarily blocked, the user should submit a request for website review to the school IT director or administration.

Email/Social/Web/Collaborative Content

LCHS may provide users with the privilege of email accounts and access to websites and tools that allow communication, collaboration, sharing and messaging among users for school-related communication. Availability and use may be restricted based on school policies. If users are provided with these communicative abilities, they should be used with care. Users should not attempt to open files or follow links from unknown or untrusted origins; should use appropriate language; and should only communicate with other people as allowed by the district policy or the teacher. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage, posts, chats, sharing and messaging may be monitored and archived.

Security

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. If a user believes a computer or mobile device might be infected with a virus, they must alert the LCHS administration or the IT director. Users should not attempt to remove the virus or download any programs to help remove the virus.

Personal Safety

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission/supervision. Users should recognize that communicating over the Internet brings anonymity and associated risks and should carefully safeguard the personal information of themselves and others. Users who see a message, comment, image, or anything else online that concerns personal safety, should bring it to the attention of an adult (teacher, staff, or parent) immediately. Users should remember not to post anything online that they would not want students, parents, teachers, or future colleges or employers to see. Once something is online, it is out there—and can sometimes be shared and spread in ways never intended.

Examples of Acceptable Use

Users are expected to:

- Use school technologies for school-related activities.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, and posts) online.
- Use school technologies at appropriate times, in approved places, for educational pursuits.
- Cite sources when using online sites and resources for research.
- Recognize that the use of school technologies is a privilege and treat it as such.
- Be cautious to protect their own safety and that of others.
- Help to protect the security of school resources.

Examples of Unacceptable Use

Users may not:

- Use school technologies in a way that could be personally or physically harmful
- Attempt to find inappropriate images or content; intent to seek inappropriate images or content is a violation of this Acceptable Use Policy
- Engage in cyberbullying, harassment, or disrespectful conduct toward others
- Circumvent the school's safety measures and filtering tools or seek ways to circumvent safety measures and filtering tools violates this policy

- Use school technologies to send spam or chain mail.
- Plagiarize
- Post or otherwise disclose personally identifying information about themselves or others
- Use language that would be unacceptable in the classroom
- Use school technologies for illegal activities or to pursue information on such activities
- Attempt to hack or access sites, servers, or content that isn't intended for their uses

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

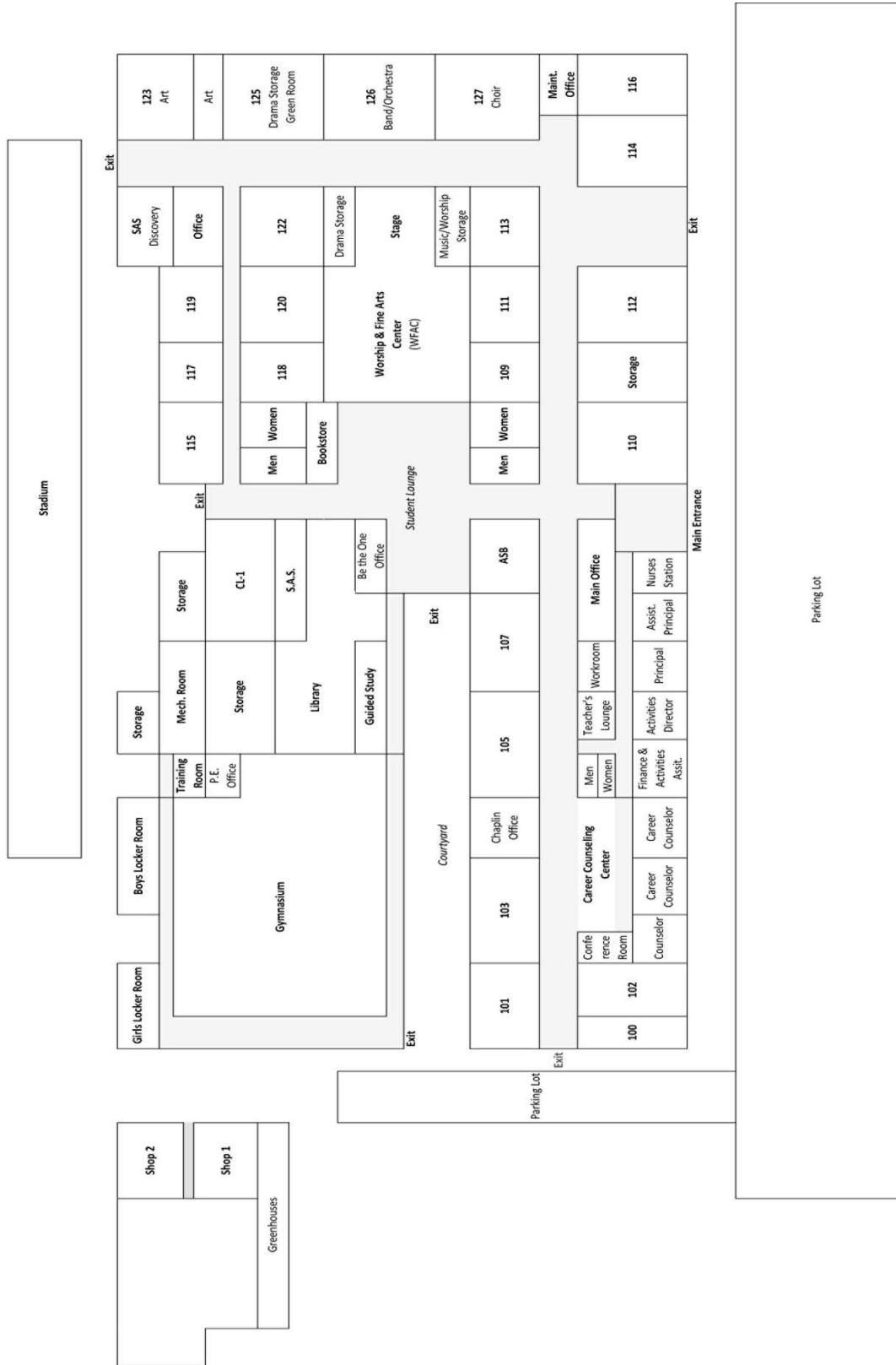
Violations of this Acceptable Use Policy

- Violations of this policy may have disciplinary repercussions, including suspension or loss of network, technology, or computer privileges
- Notification to parents
- Detention or suspension from school and school-related activities
- Other disciplinary actions based on school values and need
- Employment disciplinary action
- Legal action and/or prosecution

Appendix H

LCHS Building Map

Lynden Christian High School



Appendix I

Bullying & Harassment

Lynden Christian Schools promotes community and living in harmony; therefore, 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.

This policy follows our desire that all students learn to live and behave in a way that honors and respects God and neighbor; they need to learn to behave with kindness, patience, understanding, and resiliency. We know that conflict among students will happen, and we are grateful that we can deal with conflict within a Christian school and in Christ's community.

Bullying, Harassment, & Intimidation

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.

- Physical bullying – an action harming another's body
- Verbal bullying – using words (or gestures) to harm someone
- Social bullying – excluding someone on purpose or controlling one's friendships through intimidation
- Cyber-bullying – bullying through the internet, cell phones, or video games

Harassment and intimidation are defined as any intentional written, verbal, electronic, or physical acts that threaten the well-being or safety of another student. 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:

- Harming another student or damaging a student's property
- Substantially interfering with a student's education
- Creating an intimidating or threatening social, educational or extra-curricular environment
- Disrupting the order or operation of the school

There will be a school 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. Responses will generally follow this progression:

- Student meeting with administration to clarify and identify the behavior
- Investigation of the incident as needed
- Review of bullying definition and policy; incident documented
- Parent notification
- Determine intervention strategies focused on changing bullying behaviors
- Possible Consequences: behavior contract, restitution, school counselor intervention, in-school suspension, out-of-school suspension, professional intervention required for continued enrollment, and expulsion

Documentation and restoration of the relationship will continue throughout every step of the process.

Cyber Bullying

Cyberbullying includes inappropriate communication. Inappropriate communication includes but is not limited to, the following: obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images typed, posted, or spoken by students; information that could cause damage to an individual or the school community or create the danger of disruption of the academic environment; personal attacks, including prejudicial or discriminatory attacks; harassment (persistently acting in a manner that distresses or annoys another person) or stalking of others; knowingly or recklessly posting false or defamatory information (or images) about a person or organization; and communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices.

Sexual Harassment

Sexual harassment of students by other students or by employees of the Lynden Christian School is unlawful and contrary to our religious beliefs and the school's commitment to providing a stable learning and working environment. School authorities will not tolerate any sexual harassment of students and staff. This school's policy is that all contact between students, teachers, and other adult employees should be respectful of the individual student, of a nature that does not make a student feel uncomfortable and is conducive to creating a stable environment.

Sexual harassment includes making unwelcomed sexual advances, engaging in improper physical contact, making improper sexual comments, or otherwise creating an intimidating, hostile, or offensive educational learning environment. All students and staff must behave with respect for the dignity of others.

If a student has concerns about the nature of any conduct or physical contact by

an adult employed by this school, by a fellow student, or by a member of the public, the student should immediately report this concern to a school employee (such as a teacher, administrator, counselor, etc.). The student should also discuss this concern with parents or guardians.

Students are encouraged to report any conduct or contact that makes them uncomfortable, bothered, or contrary to a stable learning environment.

All such reports will be investigated immediately by school authorities. Criminal charges will be handled by civil authorities. 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, termination from employment if they are an employee, or criminal charges if they are filed.

All such reports will be handled discreetly to maintain confidentiality, avoid embarrassment, and protect those who report. However, this school is required by law to report child abuse to the appropriate social agency, which protects the rights of individuals in such cases.

