



**PARENT-STUDENT  
ELEMENTARY SCHOOL  
HANDBOOK  
2010-2011**

**UPDATED AS OF 9/01/10**

**LINFIELD CHRISTIAN ELEMENTARY  
SCHOOL**

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***At the time of publication all policies, procedures, and calendar information were verified for accuracy. However, the contents of this publication are subject to change and revision at the discretion of the School Administration and/or the Board of Trustees as applicable.***

**Linfield Christian School does not discriminate on the basis of sex, race, color, national or ethnic origin in the administration of its educational policies or other school administered programs.**

# Linfield Christian School

## A Brief History

The legacy began when Dr. Mabel Culter, then Dean of Women at the Bible Institute of Los Angeles, saw a need for an elementary and secondary school that would integrate the best components of secular education with historic and biblical truths of the Christian faith. Eager to guide and challenge young people in all areas of their development: physical, intellectual, emotional, and spiritual, Dr. Culter began the school in 1936. Known as Culter Academy, the school began in a private home with five students. Rapid increases in enrollment necessitated several relocations of the campus within Los Angeles; in 1968, the academy moved to its present site and was renamed The Linfield School. In November of 2001, the Board of Trustees changed the name to Linfield Christian School.

Linfield is an independent, college preparatory school, which offers educational programs for young people in grades kindergarten through twelve. While Linfield seeks to prepare its students for college, its primary reason for being goes beyond the usual concept of a college preparatory school. Linfield endeavors to provide a total educational experience rooted firmly in biblical truths.

## Vision

The Vision of Linfield Christian School is to be the standard of excellence in Christ-Centered, college preparatory education.

## Mission and Purpose

Linfield Christian School is an independent college preparatory school that exists to challenge boys and girls and young men and women:

To know Jesus Christ as Lord

To love others as themselves

To grow in knowledge and skill in order that they may serve the Lord and the world through their character and leadership.

## Expected School-Wide Learning Results

The Expected School-Wide Learning Results of Linfield Christian School reflect the Vision and Mission Statement and contain components which address spiritual, social, and academic learning and growth expectations, as well as expectations relating to students' continued service through character and leadership.

In a Christ-centered college preparatory environment, Linfield Christian School students will:

1. Articulate fundamentals of the Christian faith and apply biblical principles in daily life
2. Apply critical thinking, creative problem-solving, and proficiency in all academic disciplines
3. Display effective skills of communication and demonstrate creative expression
4. Model good character through personal discipline and respect for others
5. Contribute time, energy and talent to positively impact our culture, community, and world

## General School Philosophy

Believing that all truth is God's truth, Linfield Christian School strives to educate young people in an environment that integrates faith and learning, what we believe with what we know. The intellectual development of young people cannot be rightly pursued apart from their emotional and spiritual growth.

All of the programs of the school, curricular and co-curricular, are designed and implemented with the objective of shaping a Christian world and life view in the hearts and minds of young people. The teachers, by example and method, give evidence of a life that is centered in the person and work of Jesus Christ. The teachers view their role as a challenging profession, reserved for those who love children, exhibit mastery of their subject, and sense their calling to serve the Lord through the awakening of young minds.

We believe that young people need to be guided and challenged in every area of their development: physical, intellectual, social, emotional, and spiritual. In their formative years, children need to develop a deep sensitivity to basic human values: honesty, consideration of others' rights and feelings, discipline, and respect for the uniqueness of each person. They need to grow in their understanding of their relationship to other people and in their relationship to God.

The curriculum at Linfield Christian School is designed primarily within the guidelines of college preparation. The course of study is centered in the truth as revealed in the Bible, and it includes rigorous study and mastery in the traditional academic disciplines as well as formal instruction in Bible, physical education, and the fine arts. The school offers a full range of programs designed to promote a genuine integration of new found knowledge with the contemporary experiences of young people.

## Traditions

<b>SCHOOL VERSE</b>	"The fear of the Lord is the beginning of wisdom, and knowledge of the Holy One is understanding." (Proverbs 9:10)
<b>SCHOOL COLORS</b>	Navy, Columbia Blue, White
<b>SCHOOL MASCOT</b>	The Lion
<b>SCHOOL YEARBOOKS</b>	Elementary, Middle and High School

# Articles of Faith

## ARTICLE I THE SCRIPTURES

We believe the Bible, composed of the Old and the New Testaments, is the Word of God, a divine, supernatural revelation. We believe in the plenary, verbal inspiration of the original writings of the Scriptures, and that as thus given they were wholly without error of any kind.

## ARTICLE II THE GODHEAD

We believe in one Triune God, Father, Son, and Holy Spirit (I Pet. 1:2, Matt. 28:19). We believe that they are co-equal in power and glory, identical in their essential nature, attributes, and perfections, and that they are co-eternal (Gen. 1:2, John 17:5). In His essential nature, God is spirit as opposed to material (John 4:24); as to His essential attribute, God is absolutely holy, embracing the sum of all moral perfections (I Pet. 1:16); as to His essential character, God is love (I John 4:16, John 3:16).

## ARTICLE III THE NATURE, PERSON, AND WORK OF CHRIST

We believe that Jesus Christ, "being the eternal Son of God, became man," (Heb. 2:16, John 1:14, Luke 1:35), and that he "continueth to be the God-Man, in two distinct natures, and one person, FOREVER" (John 1:14, Rom. 9:5, Col. 2:9, Heb. 13:8).

We believe that He died upon the cross a vicarious, substitutionary death, thereby making atonement for the sin of the world (John 1:39). We believe that He is the ONLY REDEEMER (Acts 4:12), and that His atonement is SUFFICIENT for the sins of all the world (Heb. 7:25, I John 2:2), and EFFICIENT for all who believe (John 3:16, John 3:36, Isa. 45:22).

We believe that He bodily arose from the dead, that He ascended into heaven; that there in His state of glorification He is now the interceding High Priest, Intercessor, and Advocate for all believers (I Cor. 15:20, Luke 24, Acts 1:3, Heb. 7:25, 4:15, 2:17; I John 2:1).

We believe that as in His first advent He became incarnate and dwelt on earth personally, bodily, visibly, in an earthly tabernacle of flesh, the body of His humiliation; even so in His second advent He will return personally, bodily, visibly, but in the body of His glorification to set up His kingdom and to judge the world in righteousness (Acts 1:9, 11, I Thess. 4:13-18, Matt. 25-31-46, Rev. 20:4-6, 11-15).

## ARTICLE IV MAN, THE FALL, AND SALVATION

We believe that man, created in the image of God, fell into sin through the sin of the first Adam and in that sense is lost and separated from God. In order to secure salvation and restoration, man must be born again. Salvation is by grace through Christ "who His own self bore our sins in His own body on the tree," (I Pet. 2:24). We believe that Heaven is a place of eternal blessedness, and that Hell is a place of eternal suffering (II Cor. 5:1-10, Rev. 20:1-15, Rev. 21:22). The punishment of the wicked, and unbelieving, and the reward of the righteous are everlasting, and as the reward is conscious, so is the punishment (Gen. 1:26-28, Rom., 3:10-23, John 3:15, Acts 13:38-39, Acts 4:12, Matt. 25-46, II Cor. 5:1-10, 11 Thess. 1:7-10).

## ARTICLE V THE HOLY SPIRIT

We believe that the Holy Spirit is the third Person of the Godhead, and unites all believers to Christ, indwells, seals, infills, guides, and teaches them. The Holy Spirit convicts and reproves the world of sin and of righteousness, and of judgment. (John 16:8, Rom. 8-9, I Cor. 12:12-14, Eph. 1:13-14, 5:18-20, John 16:8-11, 14:26).

## ARTICLE VI THE CHURCH

We believe that the Church is the body of Christ, a spiritual organism composed of all born again persons in this present age. The mission of the church is to witness concerning the Head, Jesus Christ, and to preach the gospel among all nations. The church will be caught up to meet the Lord in the air prior to His appearing to set up His kingdom (Eph. 1:3-6, 22-23, I Cor. 12:12-14, Matt. 28:19-20, I Thess. 4:16-18).

# Section I

## General School Policies

### Admissions

Selection of students for admission to Linfield Christian School is based on evidence of character, ability, future promise, and academic preparation. Linfield seeks students who can perform at the level of average to superior in college preparatory course work.

Linfield admits male and female 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. The school does not discriminate on the basis of sex, race, color, national or ethnic origin in the administration of its educational policies or other school-administered programs.

### Attendance

Success in school depends in large part on regular attendance and consistent participation in all activities. Occasional absences are understandable. Excessive tardies and absences are disruptive and problematic for the student, teacher, and the administration.

Linfield Christian School places the responsibility for regular attendance on the student and the parent(s). The school expects the parents and students to assure punctual arrival. Ultimately, the school holds the parent(s) accountable for the faithful and consistent attendance of the students. We appreciate the support of the parents as we partner together exhibiting honest behavior in regards to our Attendance Policies.

### Closed Campus

Linfield Christian School maintains a Closed Campus Policy. Once students arrive on campus, they are not allowed to leave campus without permission. Students may not leave campus for lunch unless accompanied by their own parent. High School students are prohibited from going to their cars during the school day. During the school day, students must not be out of eye and voice contact from any immediate classroom. Parents, relatives of students, and all visitors must check in at the school office immediately upon entering the campus. Any student leaving campus must be signed out by a parent or guardian at the attendance office. Students are considered truant if they leave campus without signing out at the attendance office. To help improve the safety and protection of our campus, please note that our campus will be inaccessible during the evenings and on weekends (except for special school activities).

### Visitors

All visitors to the Linfield campus are to check in at the office of the division being visited. Parents who come to campus to help on a regular or occasional basis must also check in at the office. Student visitors to the classrooms are restricted to prospective students. Visits are normally not allowed during the first and last week of each grading period or during final exams. **Student visitors must obtain permission from the Principal prior to their visit.** Alumni are welcome to visit during non-instructional class time and must obtain a visitor pass from the school office. It is expected that visitors will comply with our Modesty Guiding Principle (as described in our Dress Regulations) when on campus. Parent observations or prospective students may be arranged by appointment through the Admissions Office.

Parents, guardians, and community members are welcome to visit the school. Please make an appointment 24 hours in advance to verify that someone will be able to meet with you. Please check in at the attendance office. All visitors will be given a visitor's pass. We guard our learning time intensely; therefore, please do not disturb a teacher during class. In order to maintain a safe and orderly learning environment, students' friends or visitors without approval are not allowed on campus at any time during school hours. LCS has a closed campus policy.

### Campus/Office Hours

Administration	7:30 a.m. - 4:00 p.m.
High School, Middle School, & Elementary School Offices	7:30 a.m. - 4:00 p.m.
Extended Day Care	7:00 a.m. - 6:00 p.m.

**You may leave voice mail messages 24 hours a day @ 951-676-8111**

To help improve the safety and protection of our campus, please note that our campus will be inaccessible during the evenings and on weekends (except for special school activities).

### Chapel

Chapel is held regularly in each division and students are required to attend. Chapel time is a special and reverent time during the busy school week. It is a time set apart for worship and reflection. Chapel services are designed to support the school's Mission and Purpose of challenging students to know Jesus Christ as Lord, love others as themselves, grow in knowledge and skill, and to serve the Lord through their character and leadership. Chapel services include prayer, singing, a speaker, and occasional special programs. Parents and guests are welcome and encouraged to attend. Students and guests are expected to conduct themselves in a respectful manner.

## School to Home Communication

Communication between school and home helps promote success for our students. In addition to regular scholastic reports, the school uses electronic e-mails to our parents as our primary source of communication during the course of the year. Parents are expected to read these materials in their entirety in order to remain apprised of developments at the school. The school cannot be held responsible for the inconvenience caused (to the parents) when properly published information goes unnoticed. Also, NetClassroom is offered to our parents in order to easily share student information between teachers and parents securely online. It enables parents to check their child's grades, attendance, and schedule — all conveniently from home or the office.

## Change of Address, Telephone Number or E-mail

Any change of address, telephone number(s), or e-mail address needs to be reported to the office immediately. It is important for the school to have current information at all times.

## Parent/Guardian Residence Requirement

In order to achieve success in the academic and spiritual education of our students, it is required that the child remain in residence with the parent/guardian throughout their enrollment with Linfield Christian School. This requirement is in order to assure that Linfield Christian School and the parent/guardian are able to monitor and manage the attendance, academia, discipline, and spiritual training of the child. This requirement is to include any enrolled student who achieves the age of majority, eighteen (18) years, prior to graduation from Linfield Christian School. If a student should terminate his/her residence with their parent/guardian prior to graduating, Linfield Christian School is to be notified immediately so the school may take action as it deems appropriate up to and including expulsion.

## Emergency Contact

Parents are required to complete an emergency medical card and general consent form for their student(s) each year. **Please be sure that you include a current phone list of at least two LOCAL people who may, in an emergency, be called upon if you cannot be reached.** Notify the office immediately if there are any changes in emergency card information. Please include current medical information and your insurance information so proper treatment may be obtained if necessary. Students may not attend class until their emergency card is completed and turned in.

## Fund Raising

Tuition and fees provide only a portion of the total cost required to educate a student at Linfield Christian School. As is the case with most private schools and colleges, this revenue shortfall must be made up by gifts and contributions. The Linfield Foundation conducts an Annual Fund Drive, an Annual Benefit Auction, an Annual Golf Tournament, and various other activities and events to achieve the school's revenue requirements. The Foundation also conducts Capital Campaigns to raise funds to provide facilities and services that will augment Linfield's building programs.

Proceeds from the SCRIP Program and various other student and parent fundraising activities conducted by Linfield Christian School Clubs/Groups all go to support the school's programs.

**All proposed fund raising activities must be submitted to the President or Director of Development for approval prior to implementation.**

## Parent Participation

The school's Parent Participation Program is designed to actively involve parents in the education of their child(ren), build a strong community, and provide an incentive for parents to contribute to the operation of the school. Parents are required to serve 20 participation hours per year, per family, or pay a \$200 fee in lieu of serving participation hours. A variety of opportunities are available for parents to serve their hours including participation in the parent organizations. For information on how you can be involved, contact your school administrator.

All volunteers are required to complete the LCS Volunteer Code of Conduct. This form will be available on our website Monday, September 13. When helping at school, parents are asked to sign in at the appropriate school office. We also ask that parents not bring their other children when they are serving their participation hours or working on campus.

## Scrip Program

SCRIP gift certificates are a national fundraiser used by many schools and churches. SCRIP is available for grocery stores, over 20 retail stores, and over 30 restaurants. When you purchase SCRIP, you receive gift certificates to use at the stores at no added cost to you. Parents are required to purchase \$1,000 of SCRIP between June 1 and May 15 of the current school year, or pay a \$100 fee to the school. SCRIP may be purchased in the Administration Office or ordered online. As a convenience, standing orders are available and can be set up through the Administration Office.

## Conduct and Discipline

The conduct and discipline philosophy and policies are written in light of the truth of Proverbs 22:6, "Train up a child in the way he should go, and when he is old he will not depart from it." Linfield Christian School realizes its responsibility and role in the personal growth and development of the students who attend here. We believe it is our responsibility to assist the parents in training and leading their children into maturity and self-discipline.

With this in mind, we have established policies to indicate the type of behavior and conduct that is acceptable and the necessary consequences of behavior and conduct that is not acceptable.

The faculty and administration have the following expectations with regard to discipline and accountability at Linfield Christian School, and students are expected to:

- Be courteous, well-mannered, and gracious in their conduct
- Be positive and show respect and sincere consideration for peers and adults
- Have a high regard for personal and school property
- Be honest, dependable and self-disciplined
- Refrain from inappropriate displays of affection
- Correct and change behavior which is disruptive or destructive to the learning environment
- Behave in a manner that is conducive to the commonly held goals of the school community

THE GUIDELINES FOR:	ARE TO TEACH:
Dress Code	Decency & Modesty
Honesty Policy	Integrity
Punctuality	Self-Discipline
Appropriate Behavior	Respect
Respectful Communication	Self-Control
Christian Service	Compassion
Bible Classes & Chapels	Developing a Relationship with Jesus Christ
Homework	Responsibility

Linfield Christian School is a community of hundreds of individuals who work and learn together. Students, faculty, and staff are expected to conduct themselves in a manner that exhibits a spirit of cooperation, consideration, and respect. Given a community this size, there is a need for rules and regulations, required procedure, and protocol. But in addition to obeying the "letter of the law," we expect our students to exhibit an appreciation for the "spirit of the law" as well.

Linfield Christian School expects the full cooperation and assistance of the parent(s) in student discipline and all school matters. All communication should be conducted with mutual respect and cooperation. The school, parents, and students are mutually responsible and accountable for the well being of the school community.

It is expected that most discipline problems will be handled by the classroom teacher, the goal being to encourage students and to help them realize the benefits of personal responsibility and self-discipline. More serious problems and/or repeated problems will be referred to the Principal. Major offenses will be referred to the Discipline Panel. Withdrawal of a student pending disciplinary action will not prevent Linfield from proceeding with the pending disciplinary action.

### Suspension/Dismissal

The school reserves the right to exclude or dismiss at any time students whose conduct, influence, spirit, industry, progress, or academic standing it regards as undesirable or unsatisfactory. In addition, a student and his/her personal belongings may be examined at any time for any condition that may affect his/her health and safety, the health and safety of others, or for suspected areas of non-compliance with school guidelines.

A student may receive an out-of-school suspension for a specified period of time. A student who is suspended may be placed on Behavioral Probation for one semester. Any infraction during that time may result in a referral to the Discipline Panel. The Discipline Panel consists of the President and Administrator from each division. (High School – For academic penalty for suspension, please refer to the High School section, "Unexcused Absence.")

The Discipline Panel interviews the student faced with serious discipline issues and determines whether or not the student will remain in school. Depending on the severity of the misconduct, a student may be dismissed from school whether or not there has been any prior misconduct of record. Dismissal is the final, permanent disciplinary action taken by the school. This action becomes a part of the student's Permanent Record, and the student is removed from the school for the remainder of the academic year. Any student who has been dismissed or has been asked to withdraw from the school for discipline reasons is not permitted on campus unless he/she has specific permission from the President.

A student who has been dismissed from Linfield Christian School may reapply for the following academic year provided the student has successfully completed a semester of work in an approved program, met all standard requirements for admission, and receives unanimous approval by the Discipline Panel.

### On-Campus Restrictions

Please note: Skateboarding, roller skating or scooters are NOT allowed on campus at any time.

### Off-Campus Behavior

Linfield Christian School reserves the right to confront behavior that is detrimental to the student, the community, the school, and/or others, regardless of the location or age of the children. For purposes of this Handbook, "location" means any public or private place including, but not limited to, cyberspace and internet web sites.

### Pranks

Students who participate in any activity that threatens and intimidates or endangers the health, physical, or emotional well being of a community member; results in damage, malicious or non-malicious vandalism, or general disregard for school or private property, or involves a violation of school policy is strictly prohibited. This includes "Senior Prank," "Color Wars," etc. Any student who participates in such activity will be subject to the disciplinary process.

### Breaking the Law

Students who break the law, either on or off campus, will be subject to investigation and disciplinary process. When a student is charged by a federal, state, or local authority, the school will not request special consideration for that individual because of his/her student status. The school will cooperate fully with law enforcement agencies in the enforcement of the law.

### Lewd, Indecent or Obscene Behavior or Language

Lewd, indecent, or obscene behavior, language or dress will not be tolerated and will result in disciplinary action. This includes but is not limited to the possession or display of pornographic and/or sexually suggestive material, and derogatory racial/ethnic material in any form on school owned or leased premises, including cyberspace (Facebook accounts), personal computers, mobile phones, flash drives, PSP's, iPod's, and other media storage devices.

## Policy Against Harassment

Linfield Christian School is committed to providing an environment for students, faculty, and staff that is free from unlawful discrimination. In keeping with that commitment, the school maintains a strict policy prohibiting harassment based upon race, color, national origin, ancestry, physical handicap, sex, disability, or age. This policy prohibits unlawful harassment including verbal, physical, and visual harassment.

Any student who believes that he/she has been the victim of unlawful harassment should **immediately** report the matter to the school administrator or person of higher authority. Complaints of harassment will be promptly investigated, and appropriate corrective action will be taken.

## Inappropriate use of Fire Alarms/911

The fire alarm system at Linfield Christian School is designed to notify everyone of danger in order to save lives. When our fire alarm system sounds, it automatically summons the Temecula Fire Department for response.

When our fire alarm sounds or 9-1-1 is called, and we discover that it is a deliberate false alarm, there will be serious consequences associated with this type of "prank." According to the Temecula Fire Department: Law Enforcement Code 148.4 states the misdemeanor penalty for making a false alarm is a minimum of 1 year in jail + \$1,000 fine. However, if during the commission of the fire department response, someone is injured or killed, the charge of the false alarm offender is automatically elevated to a felony and mandatory prison.

## Discipline Guidelines For Major Offenses

When a student's behavior violates school policy, he/she is subject to discipline. Parents are notified and included in the disciplinary process. All such incidents will be documented and the written documentation will become a part of the student's discipline file. Any discipline resulting in suspension may result in the student being placed on behavioral probation. The Discipline Panel will determine the disciplinary action for major offenses, which may include expulsion.

The following are discipline guidelines for specific major offenses. This list is non-inclusive of every offense which may require disciplinary action and the school reserves the right to discipline students whose conduct, influence, spirit, industry, progress, or academic standing it regards as undesirable or unsatisfactory.

Violation	Consequence
<p>Caused, attempted to cause, or threatened to cause physical injury to another person, including fighting</p> <p>Willfully used force or violence upon the person of another, except in self-defense</p>	<p>First Offense:</p> <ul style="list-style-type: none"> <li>• 1 to 3 day suspension</li> <li>• Parent Conference</li> </ul> <p>Second Offense:</p> <ul style="list-style-type: none"> <li>• 5 day suspension</li> <li>• Refer to Discipline Panel</li> </ul>

Violation	Consequence
<p>Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, either on campus or at a school activity, unless in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred by the principal or the designee of the principal</p> <p>Possessed an imitation firearm – meaning a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm</p>	<ul style="list-style-type: none"> <li>• 5 day suspension</li> <li>• Report to police *</li> <li>• Refer to Discipline Panel</li> </ul>
<p>Unlawfully possessed, used, sold or otherwise furnished, or been under the influence of, any controlled substance, an alcoholic beverage or an intoxicant of any kind</p>	<ul style="list-style-type: none"> <li>• 5 day suspension</li> <li>• Report to police *</li> <li>• Refer to Discipline Panel</li> </ul>
<p>Unlawfully offered, arranged, or negotiated to sell any controlled substance, an alcoholic beverage, or an intoxicant of any kind, any drug paraphernalia, or any substance represented as a controlled substance (look-alike), and either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant</p>	<ul style="list-style-type: none"> <li>• 5 day suspension</li> <li>• Report to police *</li> <li>• Refer to Discipline Panel</li> </ul>
<p>Possessed or used tobacco or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel</p>	<p>First Offense:</p> <ul style="list-style-type: none"> <li>• 1 to 3 day suspension</li> </ul> <p>Second Offense:</p> <ul style="list-style-type: none"> <li>• 5 day suspension</li> <li>• Refer to Discipline Panel</li> </ul>
<p>Caused or attempted to cause damage to school property or private property</p> <p>Minor vandalism/graffiti damage (under \$500) or</p> <p>Major vandalism/graffiti damage (over \$500)</p> <p>Stolen or attempted to steal school or private property or</p> <p>Knowingly received stolen school property or private property</p> <p>Note: As used here, “school property” includes, but is not limited to, electronic files and databases</p>	<ul style="list-style-type: none"> <li>• Reimbursement or repair</li> <li>• Notify police (if needed) *</li> <li>• 1 to 5 day suspension</li> <li>• Refer to Discipline Panel (if needed)</li> </ul>
<p>Committed a lewd or obscene act or engaged in habitual profanity or vulgarity</p>	<ul style="list-style-type: none"> <li>• 1 to 3 day suspension</li> <li>• Refer to Discipline Panel</li> </ul>
<p>Committed or attempted to commit a sexual assault as defined in the Penal Code or committed a sexual battery as defined in the Penal Code</p>	<ul style="list-style-type: none"> <li>• 5 day suspension</li> <li>• Refer to Discipline Panel</li> </ul>
<p>Intentionally engaged in harassment: verbal, physical, or visual. Threats or intimidation, or endangering the physical or emotional safety of another person</p>	<p>First Offense:</p> <ul style="list-style-type: none"> <li>• 1 to 3 day suspension</li> <li>• Refer to Discipline Panel</li> </ul> <p>Second Offense:</p> <ul style="list-style-type: none"> <li>• 5 day suspension</li> <li>• Refer to Discipline Panel</li> </ul>
<p>Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both</p>	<ul style="list-style-type: none"> <li>• 1-5 day suspension</li> <li>• Notify police (if needed)*</li> <li>• Refer to Discipline Panel</li> </ul>
<p>Committed or attempted to commit robbery or extortion</p>	<ul style="list-style-type: none"> <li>• 5 day suspension</li> <li>• Report to police *</li> <li>• Refer to Discipline Panel</li> </ul>
<p>Engaged in, or attempted to engage in, hazing</p>	<ul style="list-style-type: none"> <li>• 1 to 3 day suspension</li> <li>• Refer to Discipline Panel (if needed)</li> </ul>

Violation	Consequence
Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties	<ul style="list-style-type: none"> <li>• 1 to 3 day suspension</li> <li>• Refer to Discipline Panel (if needed)</li> </ul>

\* *Linfield Christian School will cooperate fully with law enforcement agencies in the enforcement of the law.*

## Dress Code – Standards of Modesty

Linfield Christian School (LCS) desires to create an educational atmosphere that honors God and maximizes learning. Modesty, moderation, neatness, cleanliness, and gender distinction are the overriding principles of the LCS dress code and are values expected to be embraced by all LCS students whenever they are on campus or attending a school-related activity. All wardrobe related decisions are at the discretion of school administration. Clothing should be clean, neat, and appropriately sized. Clothing that is excessively tight, baggy, dirty, or sloppy is not allowed. Modesty is *very* important. Clothing and/or any pictures, drawings, symbols, or values advertising/promotional material that promote drugs, alcohol, tobacco, anti-Americanism, racism, or sexual promiscuity is not allowed. ***Parental review and support before a student leaves for school is an important aspect of meeting dress code standards.*** Students are expected to arrive in uniform and remain in wardrobe attire until they depart from school for the day. For students participating in co-curricular activities, please follow guidelines as provided by your coach or director. Students must be in modest dress at all times while on campus or attending all school events.

The intent of these guidelines is to allow some variety of tastes within the wardrobe framework of modesty, decency, and appropriateness. If attire is not appropriate, student will be required to change into suitable clothing in order for the student to continue the day of classes. Students will not be permitted to attend class until they are in approved wardrobe. Consequences for not following the dress regulations will result in discipline outlined by each division administrator.

**Modesty Guiding Principle** – *It is a violation of the dress code to show underwear, midriff, lower back, or cleavage at any time (including while leaning over or raising the arms).*

**The administration is the final authority in determining and interpreting dress code policies including, but not limited to, the definitions of modesty, moderation, neatness, cleanliness, gender distinction, and natural color.**

**APPROVED VENDORS** (listed in order of priority):

1. **Dennis Uniform** (*Primary Vendor*) – You may purchase clothes at the San Diego Dennis Uniform store or online, via the Dennis Uniform website ([www.dennisuniform.com](http://www.dennisuniform.com)). ***Please use Linfield Christian School code of DLT.***
2. **Lands’ End** (*Secondary Vendor*) – You may purchase select items online via the Lands’ End website ([www.landsend.com/school](http://www.landsend.com/school)). ***Linfield preferred school number is 9001-0954-7.*** Please see the Lands’ End item list for specifics.

### WARDROBE ITEMS:

- Tops:
  - Polos (short or long sleeve) from Dennis or Lands’ End. MUST include “Linfield Christian” logo (Acceptable shirt colors available: White, Navy, Light Blue, Maroon, Pink, Gray, and Tan). Girls may not wear any other top/shirt ***OVER*** a polo shirt.
  - Solid white blouses, with collars and sleeves, may only be purchased from Dennis and Lands’ End. ***All blouses must include the LCS logo and must be buttoned up appropriately.***
  - White and Blue Oxfords (not French blue) may be purchased from Dennis or Lands’ End only and must include the LCS logo.
  - Undershirts (long sleeve or short sleeve) may be worn under polos or blouses if they are not “long underwear”.
- Pants and Walking Shorts:
  - Navy and Khaki flat panel, pleated or cargo pants (baggy cargo pants are NOT permitted)
  - Navy and Khaki walking or cargo shorts (Knee length or longer for Middle School and High School. Modest, mid-thigh or longer for Elementary School).
  - All bottoms (pants, walking shorts, skirts, skorts, etc.) must be worn above hips (boys and girls).
  - Excessively tight or skinny pants are not permitted.
  - Pajama pants or sleepwear are never permitted. Students are not permitted to wear any clothing where undergarments are visible or exposed.
- Capris, Skirts, Jumpers and Skorts:
  - Navy and Khaki capris, skirts, jumpers and skorts (Knee length or longer for Middle School and High School. Modest, mid-thigh or longer for Elementary School).
  - Plaid skirts and jumpers for girls will be available ***ONLY*** from Dennis Uniform.
  - Only girls may wear skirts, jumpers and skorts. No jumpers are allowed at the High School level.
  - No undergarments should be visible at *any* time.
  - Leggings or tights must be in solid neutral colors (black, white, navy or brown). Inappropriate designed leggings or tights (lace, fishnet stockings, leopard print, skull and cross bones) are not allowed.

- Outerwear:
  - **Sweatshirts** (pullovers) may be purchased through Dennis Uniform or LCS Blue and White Club. In addition, students will be allowed to wear official collegiate sweatshirts or plain navy or gray sweatshirts without design, branding or logos. Students will be allowed to wear sweatshirts from school related activities (i.e. drama department, special field trips like Washington, D.C., etc.)
  - **Jackets** (any outerwear garments that zip up) do not have to be purchased through approved vendors, nor must they include a LCS logo, however, they must not contradict fundamental Christian values.
  - **Sweaters** must be generic (no design or pattern) white, gray or navy in varying styles (crew, vest, button up, etc.) and **must be in a similar style offering as Dennis Uniform and Lands' End.**
- Jewelry/Accessories:
  - Body piercing (nose, lip, etc.) is not allowed, including gauges and nose plugs.
  - Girls may wear earrings in ears only; boys are not allowed to wear earrings.
  - Body tattoos are not acceptable.
  - Other accessories considered dangerous are not allowed.
  - Sunglasses are not to be worn inside unless required for verified medical reasons.
  - Accessories including socks that are contrary to fundamental Christian values are not acceptable
- Footwear:
  - Health regulations require that shoes be worn at all times.
  - Slippers (soft sole) are not permitted.
  - Shoes worn at the Elementary School may not be backless.
  - During PE and recess, appropriate shoes must be worn at all times.
- Hairstyles and hair:
  - Hair color must not be extreme (pink, blue, purple, or other non-natural color).
  - For girls, no extreme styles are permitted.
  - For boys, top of collar length hair is maximum length and must be out of the eyes; in addition, ponytails, mohawks and extreme styles are not permitted. Hair must be well groomed.
- Hats/Beanies/Hoods:
  - MS and HS boys or girls may not wear baseball caps, beanies, hats or sweatshirt hoods on campus during school hours.
  - ES students may wear caps during recesses and P.E. only; they are not allowed to be worn in the classrooms.
- Spiritwear:
  - Frequency of "Spirit" days and other "Dress Up" days will be determined at each campus by the division principal. On these designated days, students may wear Linfield T-shirts or collegiate shirts promoting accredited universities and colleges, or is part of a Linfield outreach or ministry (Door of Faith, Operation Christmas Child, etc).
  - Blue, black or gray jean pants/capri's may be worn on spirit days only. Distressed/skinny jeans are not permitted.
  - Jeans shorts and skirts are not permitted.

**Field Trips:**

- All ES students will be required to wear a Navy polo and khaki bottoms (pants, shorts, skirts, skorts, etc.) for special events and/or field trips. Please be sure that you include these in your wardrobe selections for the year.

**Wardrobe Providers:**

- Dennis Uniforms and Lands' End are the style standard for LCS.
- All LCS items purchased from Dennis Uniform are approved.
- Only select items from Lands' End are "approved" - see "Lands' End item list" PDF (located at [www.linfield.com](http://www.linfield.com)). Note, Lands' End items not shown on list or from other Lands' End website areas or departments may not be appropriate for Linfield Wardrobe Program.
- Appropriate "Fit and Finish": Fit: Clothes must be purchased in the correct size and worn appropriately (not too tight, not too loose, etc.). Finish: Clothes must be in good condition and not torn, ripped, faded, altered, tied or pinned up.

**UNSURE?** If a student or parent is unsure about any aspect of the dress code or any article of clothing, he or she is advised to ask the Dean of Students directly for clarification BEFORE the student chooses to wear the item to school.

## Health Policy

The physical health and safety of each student is of the utmost importance. Please take the initiative to keep your child at home when he/she is ill. Most importantly, do not return your child to school until he/she is able to participate fully in the normal school day. The school does not have a nurse on staff.

If a student becomes ill or has an emergency for which immediate treatment is necessary, the school will rely on the information on the student's emergency card to notify the parent, or other adult designated on the emergency card. Parents or guardians are responsible, once notified, for having their ill child picked up promptly. The office staff will call other persons on the emergency release card if the parent or guardian cannot be reached or if they cannot come within **thirty** minutes.

The school is not permitted to dispense prescription or nonprescription medication, including aspirin or Tylenol, without prior written consent from a licensed physician/healthcare provider who has the responsibility for the medical management of the student. All such requests must be signed by the parent or guardian as well. Students are not to have any medication in their possession at school.

If your student requires medication for any reason, it may be administered at school only if the following procedures are adhered to:

1. An adult must bring the medication to the school office. Under no circumstances will a child be permitted to bring his/her own medication to school. This applies to all cough drops and vitamins as well as prescribed drugs.
2. A medication contract must be completed, signed by the physician and parent, and on file in the school office. No medicine will be administered without a medication contract on file.
3. Nonprescription medication must be in the original package or container, marked with the student's name, along with the directions for administering the dosage.
4. All prescription medication must be clearly identified with the student's name, in a pharmaceutical container describing the directions for administering the dosage, the time to be administered, the physician's name, and date medication is to be discontinued.

We are pleased to advise you that the school has acquired a supplemental insurance policy that covers students while involved in school supervised activities. This policy is a secondary policy to the student's primary coverage. Claim forms are available in the Business Office or Athletic Offices.

## **Steroid/Performance Enhancing Supplement Policy**

Linfield Christian School recognizes that the use of steroids and other performance-enhancing supplements presents a serious health and safety hazard. As part of the School's drug prevention and intervention efforts, the administration, faculty and staff shall take reasonable steps to work with parents to prevent students from using steroids or other performance enhancing supplements.

Students participating in interscholastic athletics are prohibited from using steroids or any other performance-enhancing supplement.

Before participating in interscholastic athletics, a student athlete and his/her parent/guardian shall sign an Agreement that the student athlete shall not use steroids, unless the student has a written prescription from a fully licensed physician, as recognized by the American Medical Association, to treat a medical condition.

A student who is found to have violated the Agreement or this Policy shall be restricted from participating in athletics and shall be subject to disciplinary procedures including, but not limited to, suspension or expulsion in accordance with school policy.

Coaches and/or other qualified persons shall educate students about the school's prohibition and the dangers of using steroids and other performance-enhancing supplements.

Students in violation of the steroid/performance enhancing supplement policy shall be subject to disciplinary action. Upon a finding of policy violation, the athlete will be given the opportunity to be re-instated in the athletic program provided they can produce acceptable proof that their system is clear of any steroids and performance enhancing supplements.

Linfield Christian School is a zero tolerance facility. No person including school personnel and coaches, shall distribute, or promote to students any drug or performance-enhancing dietary supplements that promote muscle building. School personnel and coaches may provide only non-muscle building nutritional supplements to student athletes for the purpose of providing additional calories and electrolytes. Permissible non-muscle building nutritional supplements are limited according to the following classes: over the counter LCS pre-approved carbohydrate/electrolyte drinks and energy bars.

School personnel, including coaches, shall follow the manufacturer's recommendations when discussing the use of any drug or food supplement with a student athlete. In order to minimize the health and safety risks to student athletes, Linfield Christian School personnel shall not supply or recommend any drug, medication, or food supplement to enhance an athlete's performance.

The following warning shall be printed in 10-point bold type, and shall be posted in the locker room of the middle and senior high schools and shall be contained in any contracts for the lease or rental of the School's athletic facilities (Civil Code 1812.97):

**Warning: Use of steroids to increase strength or growth can cause serious health problems. Steroids can keep teenagers from growing to their full height; they can also cause heart disease, stroke and damaged liver function. Men and women using steroids may develop fertility problems, personality changes, and acne. Men can also experience premature balding and development of breast tissue. These health hazards are in addition to the civil and criminal penalties for unauthorized sale, use, or exchange of anabolic steroids.**

Linfield Christian School does not accept sponsorships or donations from supplement manufacturers that offer muscle-building supplements to students.

Students and parents of students involved in athletics will be asked to sign an "Agreement for Student Athlete and Parent/Guardian Regarding Use of Steroids/Performance Enhancing Supplements."

## **Injuries**

All injuries, no matter how small, are to be reported immediately to the teacher supervising the activity in which the injury occurred or to the school office.

1. Minor injuries will be given appropriate first-aid treatment by a staff member. Treatment will be limited to cleaning a wound and/or providing band-aids and/or applying ice packs.
2. In the case of serious injuries or other emergencies, parents will be notified and paramedics called, if needed. In the event that a parent cannot be reached, the person(s) listed on the child's emergency card will be notified.
3. The supervising teacher must be notified of all accidents and will complete an accident report for the school's records.

## Disaster/Emergency Preparedness

Linfield Christian School recognizes its legal and moral responsibility to provide for the safety of its students and staff, especially in disaster situations. The school is also aware of its role to work cooperatively with other community agencies to prepare for and effectively deal with a disaster situation in our community. Consequently, it is the intent of the school to assure the optimum safety and welfare of the students and staff. We have developed an effective disaster preparedness plan and provided the appropriate instruction and practice to carry out that plan.

The primary purpose of the plan is to provide for the welfare and safety of the students during school hours. The major goals of the plan are to save lives, protect property, and give aid to victims in the event of a disaster. To successfully attain these goals, it is the intent of the plan to make people aware of how to act and react before, during and after the occurrence of a major disaster.

Copies of the EMERGENCY PLAN and the emergency kits have been placed in each school office and classroom.

## Emergency Procedures

Evacuation drills (fire and earthquake drills) can be expected at any time. At the sound of the pulsating bell:

1. Teachers will direct students as they leave the buildings in an orderly fashion.
2. Students are to remain quiet during all phases of the drill.
3. Each group must remain in line at the assigned location until an all-clear signal is given by the Administrator.
4. Students should become familiar with the information posted in all classrooms regarding other emergency procedures.

## Lock-down Procedures

If there is ever imminent danger for students or staff, the administration will announce a "lock-down" for the entire campus. Faculty and staff should immediately get students into a protected environment until a release is announced. The following guidelines should be adhered to for the safety of students:

1. Notify all staff via an All-School Page by stating: "This is a Lock-Down." Administrators contact one another using radios.
2. Faculty and staff lock doors with students inside classrooms. Students outside of classrooms will report to the closest classroom or office. Coaches on the field must bring student/athletes into the locker room and lock-down.
3. Teachers/coaches take roll.
4. Office calls each classroom to ask if all students are present. Teachers will also identify students present who are not on their roll (Elementary).
5. Middle School and High School teachers will log all students present in their classroom. Office will call to verify students.
6. All clear sounded by All-School Page of "Lock-Down cleared."

Evacuation drills are held regularly during the school year. Instructions are given to students, and directions are posted in each classroom.

## Child Abuse

Each staff member is required, by law, to report to the Department of Social Services any observed or suspected injury or incident which may threaten the physical or emotional health of any child.

## Child Custody

If legal custody stipulations apply to your child, it is required that a copy of the court order be submitted to the school office.

## School Library

<b>Hours</b>	MS/HS: Tuesday from 7:30 a.m. to 3:30 p.m., Thursday from 7:30 a.m. to 12:00 p.m. ES: Wednesday, Thursday, Friday from 7:30 a.m. to 3:30 p.m.
<b>Policy</b>	All library procedures and policies are covered in the Library Information Sheet issued to students early in September of each school year and under the computer and internet policy below.
<b>Library Fines</b>	Fines may be assessed for late return of books and for lost books.
<b>Use of the Library</b>	Books in the School Library may be checked out by any student in grades K-12 and by any parent of any student in grades K-12. Parents may check out books and may accompany their children for after school work.

## Computer and Internet Policy

Computers and Internet access are available in classrooms and the Ward Technology Center. Although the Internet represents a valuable information resource for legitimate school business and research and information sharing, it also presents a significant opportunity for abuse. **It is the school's policy that Internet use should be strictly limited to school activities or assignments.**

### APPROPRIATE COMPUTER AND INTERNET USE

1. Consulting with experts in a variety of fields.

2. Communicating with other individuals regarding a particular area of study or work-related situation.
3. Conducting searches, evaluating resources, and locating relevant material.
4. Interacting with up-to-date primary sources.
5. Using educational software as told by instructor.

Students are held responsible for their actions whenever using the school's computers and/or Internet. **THE FOLLOWING ARE EXAMPLES OF ACTIVITIES THAT WILL RESULT IN DISCIPLINARY ACTION, NOT EXCLUDING EXPULSION:**

#### **IMPROPER COMPUTER AND INTERNET USE**

1. Using the network for any unlawful activities, including sending or receiving copyrighted materials in violation of copyright laws or license agreements
2. Using the network for financial gain or initiating any financial transactions
3. Degrading or disrupting the equipment or system performance. Any security problems must be reported to the technology coordinator and not shared with other users.
4. Vandalizing the data of another user
5. Wastefully using finite resources. Internet traffic affects the school's network computer infrastructure by using network bandwidth, storage and computer resources. Conserve these resources and protect system response time.
6. Gaining unauthorized access to resources, including attempting to bypass the censorware installed on a computer with Internet access
7. The intentional access or disclosure of proprietary or confidential school data by anyone without a legitimate business purpose and right to know is prohibited.
8. Invading the privacy of individuals including reading e-mail that belongs to others without their permission
9. Using an account owned by another user, with or without that user's permission
10. Passwords and other computer security procedures are confidential and may not be disclosed to anyone without first obtaining permission from the pertinent administrator.
11. Posting personal communications without the author's consent or posting information not meant to be made public
12. Posting rude or inappropriate messages
13. Sending or retrieving sexually explicit or offensive images, messages, cartoons or jokes, ethnic slurs, racial epithets or any other statement or image that might be construed as harassment, disparagement or libel
14. Downloading malware, including viruses, spyware, adware, or any damaging software or code viruses, or attempting to circumvent security programs
15. Students are never permitted to use a teacher's computer.
16. Violating the spirit of the school's Mission Statement

It is to be understood that Internet access is a privilege, not a right, and a student's access may be terminated. All students agree to abide by the following Code of Ethics with regard to their electronic communication:

*I will strive to act in all situations with honesty, integrity, and respect for the rights of others and to help others to behave in a similar fashion. I will make a conscious effort to be a good testimony to students, faculty members, and others I communicate with on the Internet. I agree to follow the school's basic rules on conduct, and I will strive to apply Philippians 4:8, "Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable - if anything is excellent or praiseworthy - think about such things."*

Students use the Internet at their own risk. Linfield Christian School is not responsible for:

1. The reliability of the content of a source received by a user. Students must appropriately evaluate sources.
2. Any consequences of disruption in service that may result in lack of resources. Though every effort is made to insure a reliable connection, there may be times when the Internet service is down or scheduled for use by teachers, classes, or students.
3. Guarantee of privacy or security of electronic mail. All e-mail messages are the property of the school. The administration reserves the right to investigate and monitor any e-mail, images, or documentation that comes through Linfield Christian School computers.

The computers and peripheral equipment, including printers, software, and e-mail, are the property of Linfield Christian School. Students are prohibited from moving the computers and peripheral equipment within the school and/or removing them from the school property. In addition, under no circumstances are students to install or remove software or hardware on individual computers or the network. The **only** persons authorized to install or remove hardware and software are the Technology Managers.

## **Transportation**

Students who are driven to school are to be dropped off and picked up at the designated drop-off area at each site. Please refer to School Division policies for drop-off/pick-up procedures. For the safety of our students, please do not drive behind buildings. Students who are driven to school for an activity, may be dropped off and picked up at the site designated by the activity coordinator. Students may drive themselves to appointments with parental approval. Students are prohibited from driving other students to and from any school field trips.

## Bus-Riding Regulations

Daily bus service is available to and from school for the cities of Murrieta, Wildomar, Canyon Lake, Menifee, and Sun City. A Transportation Reservation Agreement and the required transportation payments are required for each student who rides the bus on a daily basis. Students may occasionally ride the bus to and from school (depending on availability) with 24-hour notice to the Transportation Department and written parental permission. Pursuant to Sec. 34501.6 of the Vehicle Code, on days when fog or other atmospheric conditions hinder visibility, a check site will be set up at Linfield to determine the range of visibility. If visibility is 200 feet or less, another check will be done in 30 minutes. If visibility is still 200 feet or less, transportation will not be available for the scheduled bus run. Every effort is made to adhere to the published time schedule. However, there may be occasional delays due to unusually heavy traffic, road conditions, or other unforeseen circumstances.

In the event of cancellation of bus service due to mechanical breakdown or driver illness, the school will make a reasonable attempt to give 24-hour notice of cancellation to parents.

The following are behavioral expectations for students riding the bus:

1. Students shall at no time extend head, arms, hands or other extremities from bus windows, whether the bus is in motion or not. (5 CAC 14103)
2. Students are to remain seated without pushing, crowding or unnecessary physical contact, keeping their hands to themselves and off other's property.
3. Except for ordinary conversation, classroom conduct shall be observed. Excessive, boisterous, or loud conversation can divert the driver's attention, which could result in a serious accident.
4. Students may not stand in the street or highway to wait for the bus and those who must walk along the highway are to walk facing the traffic. Students may only cross the street in front of the bus. (13 CA 1227)
5. Students are to use the handrail when getting on or off the bus and should never hang onto the side or loiter near the parked bus. No students are to be on the bus when the driver is not present, and students should remain in full view of the driver when boarding or leaving the bus.
6. Students may not throw anything and must keep their personal belongings out of the aisle.
7. Students must make room for boarding passengers and may not change seats without driver's permission. Should this become a problem, driver may assign seats.
8. No food, drink, glass containers, animals, or selling of any kind are permitted on the bus. No makeup, nail polish, hair spray or perfume may be applied on the bus.
9. Failure to comply with the standards of conduct is in violation of California State Administrative Code and the School's Transportation Policy and Bus Regulations. These standards are necessary for the safety of the passengers. Continued violations could result in a student being denied the privilege of riding the bus to and from school.

## Tuition Payments

Tuition payments begin on June 1. If tuition payments are not paid on time for June, July, and August, students may be placed in a wait pool, and space will not be guaranteed. In addition, in the event of any delinquency in tuition payments, grade reports will be withheld, and students may be prohibited from attending classes and co-curricular activities.

Parents or guardians who select a payment plan option for their student(s) must enroll with Tuition Management Systems (TMS) who administers these plans for the School. With the exception of tuition payments paid at the time of registration, families that select a payment plan option should make their payments directly to TMS. Enrollment forms are available from the admissions or business office.

The obligation to pay student's tuition to Linfield becomes binding when the Registration and Enrollment Agreement is submitted for registration or June 1, whichever date occurs later. Prior to July 15, upon parent's written notification to the Business Office of student's withdrawal from Linfield, the parent shall be entitled to a pro-rata refund of student's applicable tuition based upon a school year commencing June 1, and ending May 31. **Following July 15, parents are obligated for the full annual tuition and are not entitled to a refund, credit or any other adjustment or reduction in tuition regardless of a student's absence, withdrawal, or dismissal from Linfield.**

Tuition accounts must be current before re-enrollment can be finalized. In the event of limited openings, if a tuition account is not current, students may be placed in a wait pool. Complete payment of tuition and other outstanding charges is a prerequisite for students to begin school.

## Re-Enrollment

A Registration and Enrollment Agreement and a \$250 non-refundable fee are required by the priority deadline of March 15, for re-enrollment. Upon receipt of the signed agreement and fee, a space will be held for the student until June 1, at which time tuition payments commence. Linfield Christian School reserves the right to place students in a wait pool (at which time a space is no longer guaranteed) if the tuition payments are not current or the previous year's tuition has not been paid. *International students and returning students registering after the priority deadline of March 15 should refer to the currently published fees schedule for registration fee information.*

### **PRIORITY RE-ENROLLMENT DEADLINE**

The priority re-enrollment deadline is March 15. Returning students will be guaranteed a space provided tuition is current and their Registration and Enrollment Agreement and fees are received by March 15. After March 15, enrollment will not be guaranteed for returning students and open enrollment will begin for new students. Wait pools will be established for grades with limited openings.

### **RE-ENROLLMENT INVITATIONS**

Each student's progress is reviewed, and invitations to re-enroll are extended based on the assumption that students will maintain satisfactory progress throughout the remainder of the current school year.

### **DEFERRED INVITATIONS**

An invitation to re-enroll may be deferred due to a student's academic and/or disciplinary record. The school administrators will notify parents of the final determination of the student's eligibility to return. **Registration fees and Enrollment Agreement for deferred students are still due by the priority deadline in order to reserve a space. If an invitation is extended, the deferred student's re-enrollment will move forward.** Registration fees will be refunded in the event an invitation to re-enroll is not extended.

## **Guidelines for Student Withdrawal From School**

1. Parent must notify the school office **in writing immediately** if the student is withdrawing from Linfield.
2. The contractual financial obligations of a withdraw are described in your Registration and Enrollment Agreement. If there are any questions please contact the Business Office.
3. An exit interview (either in person or via the telephone) should then be scheduled with the school Principal, Director of Admissions, or President to discuss the reason for leaving.
4. The student's books must be turned in to the Elementary School Office (grades K-5) or to the High School Library (grades 6-12) on the same day as the exit interview.
5. The withdrawal paperwork will be prepared by the school secretary. The parent must go to the Business Office to pay any tuition and/or outstanding charges.
6. After clearance by the Business Office, Linfield will provide a copy of the completed Student Withdrawal Report directly to the parent. Linfield will only deliver the completed document to a parent or legal guardian. If the grades are in progress and are not available at that time, the school secretary will notify the parent when grades are available.
7. In the event the student seeks to withdraw from Linfield while a disciplinary action is in place or pending, the Student Withdrawal Report shall be deemed an Interim Report, pending the outcome of the discipline. Linfield will forward the Interim Report, as well as the Final Report to the student's new school. Withdrawal of a student pending disciplinary action will not prevent Linfield from proceeding with the pending disciplinary action.
8. In the event an outstanding balance is due at the time of student's withdrawal for miscellaneous charges, including unreturned or damaged books and school equipment, the school may withhold student's grades and transcript and notify the student's new school of the outstanding charges due.

## **Section II**

### **ELEMENTARY SCHOOL POLICIES**

Welcome to the Linfield Elementary Division. Our division consists of grades Kindergarten through fifth grade. A special “welcome” to our new Kindergartners and students in grades one through five. This will be a wonderful year, and we are pleased you have chosen Linfield for your child’s education. It is our privilege to serve your family.

#### **DAILY SCHEDULE**

7:55 a.m.	Flag Ceremony
8:00 a.m.	Classes Begin
9:15 - 9:45 a.m.	Recess - Kindergarten
9:50 -10:10 a.m.	Recess - Grades 1, 2, 3
10:15 -10:35 a.m.	Recess - Grades 4, 5
11:55 -12:35 p.m.	Lunch - Kindergarten, Grades 1, 2, 3
12:40 - 1:20 p.m.	Lunch - Grades 4, 5
2:40 p.m.	Regular Dismissal Bell
11:30 a.m.	Minimum Day Dismissal

**Office Hours: 7:30 a.m. - 4:00 p.m. 951-676-8111 ext. 1100**  
**Extended Day: 7:00 a.m. - 8:00 a.m. and 2:40 p.m. - 6:00 p.m. 951-676-8111 ext. 1101**

Voice Mail Available 24 hrs. per day 951-676-8111 ext. 110

#### **ATTENDANCE**

1. School attendance is required. Consistent attendance is essential for a student to be successful.
2. A written excuse is required the day a child returns to school. It should include the date(s) of the absence, reason(s) for absence, and the parent or guardian’s signature. Written excuses are to be given to the classroom teacher.
3. In the case of a contagious illness, an admittance slip from the doctor or Health Department is required.
4. For anticipated absences or absences longer than one day, make-up assignments need to be arranged with the teacher. If a child is absent for one school day, make-up work will be ready on the day the student returns.

#### **COMMUNICATIONS**

Communication between school and home help promote success for our students. Weekly newsletters are emailed or sent home by each classroom teacher. This newsletter will be specific regarding assignments and activities. The Principal’s monthly newsletters and other pertinent information will be emailed from the office. Please read these important communications. If questions arise, you may leave a voice mail message for the classroom teacher 24 hours a day or call the office.

#### **LUNCH, SNACK, MILK & WATER**

We encourage children to bring a healthy snack to be eaten during their morning recess as sweet treats may decrease academic performance. Suggested snacks include fruit, cheese, crackers, etc.

Your cooperation will be necessary in having a well-balanced, nutritional lunch for your child each day. While a full lunch cannot be provided for children who forget their lunch, juice and crackers will be offered by our Extended Day Director. Alegre Foods will have emergency lunches available at an increased cost. Children should not bring items that need to be heated, micro-waved, or refrigerated. Please remember to send a spoon, if needed.

A milk/bottled water card may be purchased in the office. The card is good for 20 cartons of white milk or bottled water that the student may select on a daily basis.

At the beginning of each month, our lunch vendor, Alegre Foods, will send home a menu for the month, along with an order form and payment instructions.

#### **CHAPEL SCHEDULE**

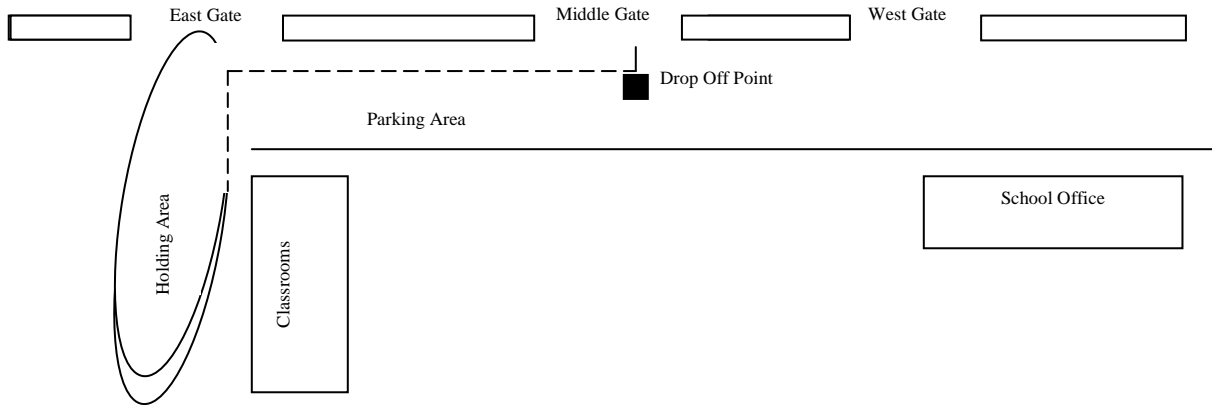
Chapel is an important part of our school program. Chapels are scheduled each week on Wednesdays from 8:00 - 8:25 a.m. Parents are always invited.

## ARRIVAL

To facilitate an efficient and safe morning arrival for our students, please observe the following:

1. Enter the parking lot in a single line at the east gate.
2. Travel through the single/double lane holding area prior to entering the parking/drop off area.
3. When entering the drop off area, cars are to be in a single lane.
4. Drop off student(s) at the left turn point before exiting the middle gate. Please do not drop off at the rear of the line.
5. Students must exit the car on the side nearest the school building.
6. Do not pass on left or right of cars in line.
7. Please do not drop off students at the east gates by the classrooms.

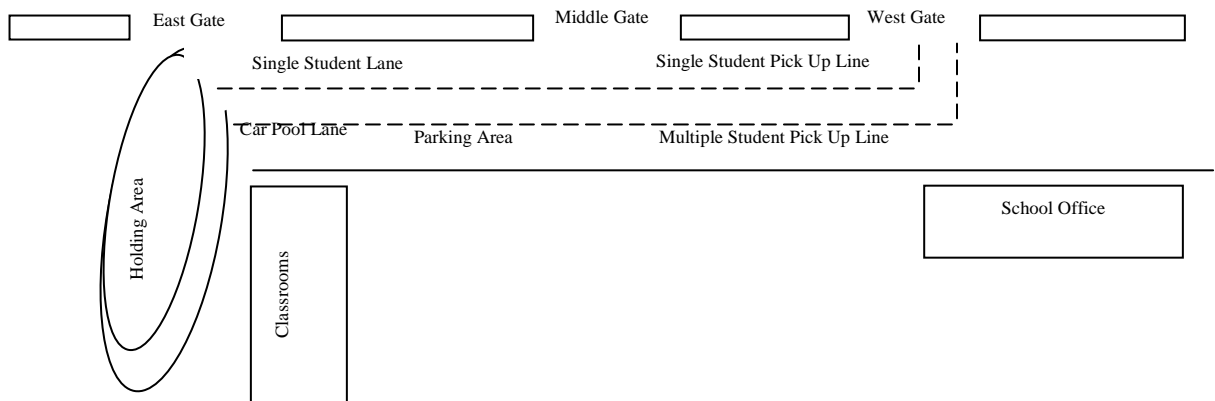
### Pauba Road



## DISMISSAL

1. Enter the parking lot in a single line at the east gate.
2. Travel through the single/double lane holding area prior to entering the parking/pick up area.
3. As cars enter the parking area, form two lanes. The left lane is for single student pick up. The right lane is for multiple student pick up.
4. Children will be dismissed to cars as they stop in front of the school office building.

### Pauba Road



## PARKING

1. To facilitate a continuous flow of traffic, please park if additional time is needed for arrival or dismissal of students.
2. Additional parking is available adjacent and to the west of the elementary playground. Access to the additional parking area is available through the main school entrance. **Please note that the entrance to the additional parking via Pauba Road is available as a "right in" entrance and "right out" exit only. No left turns to or from this parking lot entrance on Pauba Road will be allowed. It is imperative that the traffic signs for this entrance be regarded.**

## STUDENT RELEASE

1. After 3:00 p.m., students will be sent to Extended Day Care.
2. If, for any reason, a parent wants someone else to pick up their child (except for names listed on release card), they must send a note to the teacher and office. **On rainy or "Special Dismissal" days, drivers need to park and go directly to classrooms to pick up children. All children will wait in classrooms. Drivers may arrive as early as 2:25 p.m. for pickup.**
3. For identification purposes, all individuals picking up a student should be prepared to provide a driver's license upon request by a school official.
4. Early dismissals, including dental or medical appointments, require the child to be signed out in the school office. Please report directly to the office and have the office notify the classroom teacher. Please do not go to the classroom for your child. We desire a minimum of disruptions in the classrooms.
5. Children may be released to a Linfield High School driver that has permission to pick up their sibling or other child if:
  - a. A student release form is signed and on file with the Elementary School Office.
  - b. Each day the student must check out through the Extended Day Care Supervisor.
  - c. High School students must drive to the parking lot adjacent to the playground and arrive immediately after their release from school when picking up Elementary students. Otherwise, extended day charges will be assessed.
6. Parents may, in lieu of going through the car line pick up process, park in the parking lot adjacent to the playground and walk to check out their child(ren). For each child, parent must personally walk to the supervisor for check out. Children will not be dismissed to walk to parking lots alone. After 3:00 p.m., students will be checked in to Extended Day Care.

## DISCIPLINE

Discipline is administered in a loving, positive manner as students are guided in changing attitudes and behavior. Most discipline is handled by the classroom or specialty teacher, but serious or persistent problems will be referred to the Principal. Visits to the Principal are not exclusively for discipline issues, but can also be used as an opportunity for students to share academic and personal successes or concerns.

The following are general behavioral expectations of students in kindergarten through fifth grade. These expectations may be added to as needed or as circumstances vary. Students will:

1. Raise their hand before speaking
2. Respect and show courtesy to teachers, staff, classmates, and school property
3. Walk quietly from place to place
4. Sit properly in chairs and stay on-task
5. Encourage others with words and actions (bullying and/or harassment will not be tolerated)

In the event students do not conform to expectations, corrective measures will be exercised. They are as follows:

- |           |                              |
|-----------|------------------------------|
| 1 check:  | Warning                      |
| 2 checks: | Recess time out              |
| 3 checks: | Note home from teacher       |
| 4 checks: | Phone call home from teacher |
| 5 checks: | Sent to Principal            |

Other measures may include loss of privileges, in-school suspension, out-of-school suspension, or dismissal. Parents will be notified by the teacher or principal if conferences are needed. A "Discipline Report" may be issued by the Principal requiring parent signature. The Principal's desire is to partner with parents during the discipline process.

Please refer to general statements on conduct and discipline under General School Policies.

## DRESS REGULATIONS

Please refer to specific dress regulations under General School Policies.

## EXTENDED DAY

1. Extended Day care is provided from 7:00 a.m. to 8:00 a.m. and 2:40 p.m. to 6:00 p.m. daily. This service to families is available only on days when school is in session. It is our desire to provide competent, loving supervision and programming.
2. Children arriving before 7:30 a.m. will be charged for Extended Day services.
3. Any student not picked up by 3:00 p.m. will automatically be sent to Extended Day Care. If a High School driver is picking up an Elementary student, they must arrive prior to 3:15 p.m., or Extended Day charges will be assessed. Extended Day

charges will be billed at a weekly rate of \$5.50 per hour. Occasional use fees will be billed at a rate of \$6.50 per hour. Payment for the program you select will be due in advance by the 1<sup>st</sup> of the month.

4. Extended Day care is a privilege, and consistent inappropriate behavior may result in the service being denied.
5. Extended Day care is available for parents working on school related committees at the regular rate.

### **REPORT CARDS / CONFERENCES**

Report cards and mid-quarter progress reports measure the academic and behavioral progress of the student. Report cards are issued at the end of each quarter (approximately nine weeks). Parents are expected to attend a formal conference scheduled at the end of the first quarter. Should you desire additional conferences, please call and leave a voice mail message for the teacher. Teachers will be glad to call you and schedule an appointment. Progress reports may be given at any time during each quarter to students working below grade level expectations. Performance grades are represented by Outstanding, Satisfactory, or Needs Improvement in the primary years (K, 1 and 2) and letter grades in grades 3, 4 and 5. Report cards provide important communication about academic growth and development. Semester and final report cards will be withheld until all outstanding tuition, fines and fees are paid.

### **TEXTBOOKS**

The Elementary School issues all basic classroom textbooks to the students for use during the school year. These textbooks remain the property of the school and should be treated with care. A fee for damaged or lost books will be charged. Students are required to purchase workbooks that enhance the curriculum. In addition, students in grades 2-5 are required to have their own personal Bible (New International Version) for use at school.

### **LIBRARY**

Library books are checked out to students for one week and books may be renewed. Overdue notices will be sent home as needed. Books that are not returned after one month will be considered lost. Lost books must be paid for and the student will receive a bill. If the book is later found and returned, money will be refunded. The Elementary Library does not charge fines for late books. All books must be returned or paid for before students receive final report cards.

### **ACHIEVEMENT TESTING**

In the spring, the Stanford Achievement Test (SAT) will be administered to all students in grades 3, 4, and 5. In addition, the Otis-Lennon School Ability Test will be given in grades 3 and 5. The results provide a measure of evaluating our student progress from year to year. Classroom teachers will notify parents prior to testing and will make recommendations that will help students during this important process.

### **HOMEWORK AND MAKE-UP WORK**

Children need time to be children, to participate in family interaction, to be involved in church activities, and to pursue special interests. Homework will be assigned to promote responsibility, reinforce an area of study covered in class, aid an area of difficulty, and in preparation for a quiz or test. Unfinished class work may also be sent home as homework. Book reports and special projects are also considered homework.

Following is an approximate daily time for homework. These times may vary depending upon the projects for each class. Contact the teacher if actual time consistently exceeds the suggested time.

Kindergarten	0 – 10 minutes
First Grade	0 – 15 minutes
Second Grade	16 – 30 minutes
Third Grade	30 minutes
Fourth Grade	45 minutes
Fifth Grade	1 hour

### **LOST AND FOUND**

Articles left on campus will be in the Lost and Found located in the Extended Day room. They are kept for short periods of time before being donated to a charitable organization.

### **PARTIES**

**Birthdays** We are happy to have your child's classmates help celebrate a birthday at school. All parties must be arranged in advance with the classroom teacher. Parties should not be elaborate and healthy refreshments are encouraged. Invitations for parties given at home may be distributed at school if all of the student's classmates or all boys/girls are invited.

**Holidays** There will be parties to celebrate special days. These parties are planned by the classroom teacher and room parent. Parents will be encouraged to help in the preparation of activities and serving of food. Parties are scheduled at Thanksgiving, Christmas, and Valentine's Day. Younger siblings are not permitted to attend.

### **PHYSICAL EDUCATION**

P.E. classes are an important segment in our school program. Children need to be dressed properly to be safe. Tennis shoes are recommended and it is suggested that girls wear shorts under skirts.

If a child needs to be excused from activity due to illness or injury, a note from the parent is needed. A doctor's note is necessary if the student needs to be excused for longer than one week.

### **FIELD TRIPS**

Field trips are a vital and important tool in our educational program. They are considered part of the regular school day. Students will wear their school wardrobe navy polo shirts and khaki pants on these trips. School transportation will be used. The classroom teacher will notify parents of pending field trips and associated costs. Parent helpers must ride on the bus. Parents must be able to attend all of the scheduled events.