



**PARENT-STUDENT  
ELEMENTARY SCHOOL HANDBOOK  
2019/2020**

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**LINFIELD CHRISTIAN 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 Christian School is an independent, college preparatory school, which offers educational programs for young people in grades junior 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 relentlessly pursue 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 develop and inspire students:

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.

## **STUDENT LEARNING OUTCOMES**

The Student Learning Outcomes 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

## 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

## ARTICLES OF FAITH

This corporation shall continually and steadfastly uphold and maintain the following Articles of Faith of the corporation, to wit:

### **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. We believe the Scripture is sufficient source of growth for the Christian (2 Tim. 3:16-17).

### **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 perfection, 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 perfection (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), born of a virgin (Mt. 1:18-25) and that He "continues 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 sins of the world (John 1:2). We believe that He is the ONLY REDEEMER (Acts 4:12), and that His atonement is SUFFICIENT for the sins of the entire 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 therein 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, and visibly. 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, which is failing to conform to God's moral law in act, attitude, and nature (Gal 5:20, Ephesians 2:3) 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 faith in Christ "who His own self bare 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 judgment (II Cor. 5:1-10; Rev. 20:1-15; Rev. 21:22).

### **Article V. Marriage, Gender, and Sexuality**

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person. We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor. 6:18; 7:2-5; Heb. 13:4.) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor. 6:9-10.) We believe that in order to preserve the function and integrity of Linfield Christian School (LCS) as the local Body of Christ, and to provide a biblical role model to the LCS members and the community, it is imperative that all persons employed by LCS in any capacity agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matt. 5:16; Phil 2:14-16; 1 Thess. 5:22.) We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor. 6:9-11.) We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of LCS.

#### **Article VI. 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, gifts, 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 VII. The Church**

We believe that the Church is the body of Christ, both local and universal, composed of all born-again persons for all time. The mission of the church is to witness concerning the Head, Jesus Christ, and to preach the gospel among all nations in both word and deed. (Eph. 1:3-6, 22, 23; I Cor. 2:12-14; Matt. 28:19-20; Rom. 16:5; 1Cor. 1:2, 2 Cor. 1:1; Eph. 5:25, 1 Cor. 12:28).

#### **Article VIII. Final Authority for Matters of Belief and Conduct**

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of LCS's faith, doctrine, practice, policy, and discipline, our Board of Trustees is LCS's final interpretive authority on the Bible's meaning and application.

## ELEMENTARY CAMPUS LIFE

### CAMPUS 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).

### DAILY ELEMENTARY SCHEDULE

7:55 a.m.	Flag Ceremony (Monday and Wednesday)
8:00 a.m.	Classes Begin
9:10-9:40 a.m.	Recess – Jr. K/Kindergarten
9:45 -10:05 a.m.	Recess - Grades 1, 2, 3
10:05 -10:25 a.m.	Recess - Grades 4, 5
11:15 – 11:55 a.m.	Lunch – Jr.K/Kindergarten
12:00 – 12:40 p.m.	Lunch - Grades 1, 2, 3
12:45 - 1:25 p.m.	Lunch - Grades 4, 5
2:40 p.m.	Regular Dismissal Bell
2:00 p.m.	Tuesday Dismissal
11:30 a.m.	Minimum Day Dismissal

Students are allowed on campus 30 minutes before school begins at 8:00 am and 15 minutes after the dismissal at 2:45 pm. **If a child is on campus before or after those times, they will be sent to extended care, and parent fees will be assessed.**

### LUNCH, SNACK, MILK, AND WATER

We encourage children to bring a healthy snack to be eaten during their morning recess as sweet treats may decrease academic performance.

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, a substitute lunch will be offered by our elementary office. JP Food Services will have emergency lunches available at an increased cost. Children should not bring items that need to be heated, microwaved, or refrigerated.

For safety and liability reasons and concerns, we do not allow outside agencies (Grub-Hub, Pizza Hut, etc.) to deliver lunch to the office.

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



## 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 and the world through their character and leadership. Chapel services include prayer, worship, 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.

Chapels are scheduled each week on Fridays from 8:00 - 8:25 a.m.

## 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. We celebrate monthly birthdays; 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.

## EXTENDED CARE

1. Extended Day care is provided from 7:00 a.m. to 7:30 a.m. and 3:00 p.m. to 6:00 p.m. daily. This child care service to families is available only on days when school is in session.
2. Lions Academy courses are offered during after school extended care hours, from 3:30 p.m. to 5:30 p.m. Information about course offerings and registration forms are available in the elementary office. The cost of each course varies and is applied to tuition account. Lions Academy charges are not in addition to extended care fees, as students' instructors will sign them out of extended care (stopping charges) and will only sign them back in to extended care (resuming charges) if the student is not picked up at the end of the class.
2. Children arriving before 7:30 a.m. will be charged for Extended Day services.
3. Parents picking up a child must sign them out with a Lions Academy Instructor or Extended Day Supervisor. Time of pick-up will be noted.
4. Extended Day care is a privilege, and consistent inappropriate behavior may result in the service being denied.

## 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. 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

Parents, guardians, community members, and prospective students are welcome to visit the school, but are asked to make an appointment in advance to verify that someone will be able to meet with you. All visitors (including parents who come on campus to help on a regular or occasional basis) are required to check-in with the office.

Linfield Christian School has adopted the use of the Raptor Visitor Management System on all of our campuses to strengthen our program of campus safety for students and faculty. Upon entering our school offices, visitors will be asked to present an ID such as a Driver's License, which can either be scanned or manually entered into the system. If a parent or guardian for any reason does not have a US government – issued ID, the school staff member can use any form of identification and manually enter the person's legal name and birthdate into the Raptor system. *The Raptor system checks the visitor's name*

*and date of birth for comparison with a national database of registered sex offenders. No other data from the ID is gathered or recorded and the information is not shared with any outside agency.* Once entry is approved, Raptor will issue a badge that identifies the visitor, the date, and the purpose of his/her visit. Once your visit is complete, please check out with the office, and return the name badge. A visitor's badge will not be necessary for those who visit our schools simply to drop off an item in the office, or pick up homework.

It is expected that all visitors will comply with the Modesty Guiding Principle (as described in our Dress Code Policy) while on campus.

## **TRANSPORTATION**

Students who are driven to school are to be dropped off and picked up at the designated drop-off area at each site. For the safety of our students, please do not drive behind buildings or make U-turns in the school parking lots. Students who are driven to school for an activity may be dropped off and picked up at the site designated by the activity coordinator.

## **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)/guardian(s). The school expects 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.

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.

In the case of a contagious illness, an admittance slip from the doctor or Health Department is required.

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.

## **TARDIES**

Students are expected to be on time to class and to not leave class early because this is a disruption to their education and to the education of all of the students. The purpose of the tardy policy is to help students develop a responsible sense of time and obligations to other people. A tardy is defined as arriving to class after 8:00 am, or arriving late to class after recess or lunch.

### *Consequences*

- a) When a student is tardy, he/she must report to the office or tardy table before going to class to obtain an excuse slip.
- b) After seven excused and/or unexcused tardies in a quarter a conference (may include student/parent/teacher/principal) may be held to put a plan of action into place.
- c) This plan should determine the cause of the tardies and how to correct it.

## **STUDENT RELEASE**

1. 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.
2. For identification purposes, all individuals picking up a student should be prepared to provide a driver's license upon request by a school official.
3. 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 want to limit disruptions in the classrooms.

4. 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 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.

## **COMMUNICATIONS**

Communication between school and home helps promote success for our students. In addition to regular scholastic reports, the school uses 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 is not responsible if properly published information goes unnoticed. Also, [MyLinfield.com](http://MyLinfield.com) 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. It is Linfield's expectation that parents and students will stay apprised of their student's progress, including assignments, attendance, grades, and schedule.

### **CELL PHONES / WATCH PHONES**

1. Cell phone / watch phone use is not allowed in the classroom, playground, bus, or daycare. Students may bring a cell phone / watch phone to school to contact their parents after games or events are over.
2. Cell phones / watch phones must be turned off and kept in the student's backpack during school hours, while the student is in daycare, or on the bus.
3. Any cell phone / watch phone out during the day, at daycare, or on the bus will be kept by the administration until a parent retrieves it.

### **OUTGOING CALLS**

Students are to plan ahead. The office phone is for emergencies only, and the student must have teacher permission.

### **INCOMING CALLS**

1. Incoming calls are not allowed.
2. In the event of emergency, parents may call the school to get a message to their child.
3. In no case will the classroom be disrupted unless there is an emergency.
4. All emergency messages must be called in before 2:00 pm (prior to final recess) so that the teacher may retrieve the message. If the message is received after that time, we are unable to guarantee that the message will be delivered.

### **PUBLICATIONS, REPORTS, AND CONFERENCES**

- Campus-specific and all-school newsletters are posted at [www.linfield.com/newsletters](http://www.linfield.com/newsletters).
- The Principal's monthly newsletters and other pertinent information will be emailed from the office. Please read these important communications.
- Report Cards--Report Cards are our primary method of reporting student progress to students and parents and are sent home with the student at the end of each quarter and semester.
- Progress Reports--Progress Reports are handed out and/or mailed home as needed. Parents are encouraged to use this means of communication to help their child have success with their goals.
- Parent-Teacher Conferences--Scheduled parent-teacher conferences are held once a year. These conferences are scheduled by appointment, and you will receive information concerning them in the month of October.
- Contact the teacher--Parents are encouraged to call (messages can be left in voice mail), send a note, or email the teacher to check on their child's progress or to ask a question. Do not hesitate to contact the teacher at school any time you have a question or problem. Honest, open communication is essential to the success of Christian education.

## DISAGREEMENTS OR CONCERNS

Linfield Christian School is an institution that is based on the teachings of the Bible. When there is a disagreement that occurs between the parent/student and one of the school's staff members, the policy of the school is to follow the principles set forth in Matthew 18:15-19.

1. A parent or student who has a disagreement with a staff member should go to that staff member and present the concern to him/her.
2. If there is not a satisfactory conclusion or settlement of that concern, the following steps should be followed:
  - a. Bring the issue of concern to the staff member involved.
  - b. Bring the issue of concern to the site principal.
  - c. Bring the issue of concern to the head of school

Linfield Christian School believes that a positive and constructive working relationship between the school and a student's parents is essential to the fulfillment of the school's mission. Thus, Linfield Christian School reserves the right not to continue enrollment or not to re-enroll a student if the school reasonably concludes that the actions of a parent make such a positive and constructive relationship impossible or otherwise seriously interfere with the school's accomplishment of its educational purposes.

## CHANGE OF CONTACT INFORMATION

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

## 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.

## EMERGENCY CONTACT

Parents are required to provide emergency medical information and a medical release 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 information is fully completed.

## PARENT VOLUNTEERS

All parent volunteers are required to complete the [LCS Volunteer Code of Conduct](#) and [Chaperone Guideline](#) Forms, and parents are asked to sign in at the appropriate school office. We also ask that parents not bring their other children during school hours when they are volunteering or working on campus.

## **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, as well as other activities and events to achieve the school's revenue requirements. The Foundation also conducts various campaigns to raise funds to augment Linfield's advancement in programming and facilities.

At Linfield we truly appreciate how gifts of all sizes hugely impact our school and students. We now offer an easy and convenient on-line giving option for all levels of gifts. Please visit [www.linfield.com/give/](http://www.linfield.com/give/) to either set-up a one time or re-occurring gift.

Proceeds from 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 Director of Development for approval prior to implementation.**

## **ACADEMIC PROGRAM**

### **ELEMENTARY SCHOOL CURRICULUM**

Our comprehensive curriculum includes all of these subjects: Reading, Language Arts, Mathematics, Social Studies, Science, Health, Bible, Physical Education, Music, Art, Spanish, and Computers.

### **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.

Jr. K / 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

### **REPORT CARDS AND PROGRESS REPORTS**

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). Progress reports may be given at any time during each quarter to students working below grade level expectations.

## GRADING SCALES

Performance grades are represented by age appropriate progress reports in Junior Kindergarten and Kindergarten; Outstanding, Satisfactory, or Needs Improvement in grades 1 and 2 and letter grades in 3, 4, and 5. Report cards provide important communication about academic growth and development. At all grade levels, a “C-”, “D”, or “F” may not be given prior to a progress report or phone/personal conference being documented with a parent. The following has been distinguished as our grading system, K-5:

<u>Percentage</u>	<u>Letter Grades</u>
90-100	98-100 A+ 0+
	93-97 A 0
	90-92 A- 0
90-100	S+ (Kinder)
80-89	87-89 B+ S+
	83-86 B S+
	80-82 B- S+
70-89	S (Kinder)
70 – 79	77-79 C+ S
	73-76 C
	70-72 C- S-
65 – 69	S- (Kinder)
60 – 69	67-69 D+ N
	63-66 D N
	60-62 D- N
59 and below	F

## PARENT CONFERENCES

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.

## TEXTBOOKS

The Elementary School issues all basic classroom textbooks to 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.

## SCHOOL LIBRARY

### Hours

K-12: Tuesday through Friday 7:30 a.m. to 3:30 p.m.

### Policy

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.

### Library Book Policy:

Library books may be checked out for two weeks for grades K-12. Students are informed of all library policies and procedures during registration and the first week of school. 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.

## **PHYSICAL EDUCATION**

P.E. classes are an important segment in our school program. Children need to be dressed properly to be safe.

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. The classroom teacher will notify parents of pending field trips and associated costs. All parent volunteers / chaperones are required to complete the [LCS Volunteer Code of Conduct](#) and [Chaperone Guideline](#) Forms (links attached). All parent drivers must complete the Authorized Driver Form. Parent chaperones must attend all aspects of the field trip. For safety concerns and liability reasons, no siblings are allowed to attend as the focus needs to be on students.

## **ACHIEVEMENT TESTING**

In the spring, the ASPIRE test will be administered to all students in grades 3, 4, and 5. The results provide a measure that allows us to evaluate 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.

## **CONDUCT AND DISCIPLINE**

### **DISCIPLINE PHILOSOPHY**

Linfield Christian Elementary School aims to employ restorative discipline that focuses on accountability and values relationships. Restorative discipline is about more than regulating behavior by dispensing punishment to those who break the rules. The initial goal is for the student who caused harm to understand the harm caused and accept the responsibility of repairing the damage to the relationship. The ultimate goal of restorative discipline, however, is that through facing the real consequences of their behavior, students will grow to care about other people enough to make better decisions.

### **PURPOSE**

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.

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.

### **DISCIPLINE GUIDELINES**

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.

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.

## **DISCIPLINE PROCEDURE**

Elementary teachers will establish and employ a classroom management system that clearly communicates and encourages positive interactions and behaviors. Therefore, most discipline 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. All referrals will be documented by the teacher, signed by the principal, and the student's parent or guardian will be notified and provided a copy. All documentation will become a part of the student's discipline file.

Major offenses will be referred by the principal to the Discipline Panel. Depending on the severity and nature of the offense, the Discipline Panel may decide to enact a student behavior contract or to dismiss the student. All decisions of the Discipline Panel will become part of the student's permanent record.

The following is a general discipline guideline for more serious/ major offenses. The school reserves the right to administer discipline as it deems appropriate.

### **REFERRAL TO PRINCIPAL**

*Consequences may include:*

- Parent Conference
- On Campus Detention
- Off Campus Suspension
- Student Behavior Contract (Probation)
- Probation
- Discipline Panel/Expulsion

### **REMOVAL OF PRIVILEGES/ON-CAMPUS DETENTION**

A student may lose privileges on campus such as recess, class celebrations or field trips, or school events.

On-campus detentions will be served in the elementary office. Students will be required to use their time in the office to complete assignments given by their teacher.

### **OFF-CAMPUS SUSPENSION**

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. Any missed assignments will be the responsibility of the student to make-up within the time frame allowed by the student's teacher.

### **STUDENT BEHAVIOR CONTRACT (PROBATION)**

A behavior contract is an agreement between the elementary principal, student, and the student's parent or guardian. A behavior contract spells out in detail the expectations of the student and the consequences of further offenses. Consequences may include a referral to the Discipline Panel.



## **DISCIPLINE PANEL/EXPULSION**

The Discipline Panel consists of the Head of School and Administrator from each division. The panel interviews the student faced with serious discipline issues with the parent/guardian present 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 record of misconduct. 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 Head of School.

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.

## **GENERAL BEHAVIOR GUIDELINES**

The faculty and administration have the following expectations with regard to discipline and accountability at Linfield Christian School, and students are expected to (the following is not all inclusive):

- Be courteous, well-mannered, and gracious in attitudes and actions
- Be positive and show respect and sincere consideration for peers and adults
- Show respect for personal and school property
- Be honest, dependable and self-disciplined
- Correct and change behavior which is disruptive or destructive to the learning environment

## **CHEATING**

Cheating is dishonest and considered a discipline offense. This applies both to a student who improperly benefits from cheating as well as any student who enables others to cheat. Cheating takes a variety of forms; from looking at someone else's paper during a test, copying someone's homework, plagiarism, to copying an Internet or other source and turning it in as your own work.

## **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.

## **BULLYING**

The Linfield Christian School Board of Trustees and Administration has taken a position that any person who engages in bullying another person will be subject to discipline. **Bullying** is defined by the U.S. Dept. of Justice (Fact Sheet #FS-200127) as a form of abuse and encompasses a variety of negative acts carried out repeatedly over time. It involves a real or perceived imbalance of power, with the more powerful child or group attacking those who are less powerful. This includes cyber bullying, defined as the use of electronic information and communication devices to willfully and repeatedly harm either a person or persons through the medium of electronic devices that access the internet and other locations termed "cyber space."

Bullying creates a hostile, disruptive environment on the school campus and is a violation of a student's right to be safe and secure. Furthermore, acts of bullying are void of kindness, compassion, and mercy, and as such, inconsistent with Linfield Christian School's fundamental beliefs, values, and expectations for its students.

Actions that deliberately threaten, harass, intimidate, instill a reasonable fear of harm, or damage an individual's reputation or property, or any act that disrupts the orderly operation of the school, will not be tolerated. Any student who believes that he/she has been the victim of bullying should **immediately** report the matter to the school administrator, or person of higher authority. Complaints of bullying will be promptly investigated, and corrective action will be taken.

### **INAPPROPRIATE AFFECTION**

Excessive displays of affection between elementary students are inappropriate and embarrassing to friends and students who are present. Parents are encouraged to counsel their children to refrain from hand holding, kissing, and other intimate behaviors, or disciplinary action will be taken for those who offend in this manner.

### **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 (social media), personal computers, mobile phones, flash drives, PSP's, iPod's, and other media storage devices.

### **PRANKS**

A student who participates in any activity that threatens and intimidates or endangers others, or results in damage of school or private property, or involves a violation of school policy is strictly prohibited. Any student who participates in such activity will be subject to the disciplinary process.

### **VANDALISM AND THEFT**

Students are prohibited from causing or attempting to cause damage to school property or private property. The student's parent or guardian will be responsible for the cost for any necessary repairs/replacements.

Students are prohibited from stealing or attempting to steal school or private property, or knowingly receive stolen school property or private property. The student's parent or guardian will be responsible for the cost for any necessary replacements.

Note: As used here, "school property" includes, but is not limited to, electronic files and databases.

### **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."

### **WEAPONS**

Students may not possess, sell, or otherwise furnish 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.

Students may not possess 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.

### **ALCOHOL AND TOBACCO**

Students may not be in possession of any type of alcoholic beverage or an intoxicant of any kind. Students may not be in possession of tobacco or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, vapes, snuff, chew packets and betel.

## **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.

## **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.

## **COMPUTER AND INTERNET POLICY**

Computers and Internet access are available in classrooms, computer labs, and the library. 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. Students are held responsible for their actions whenever using the school's computers and/or Internet. **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 and websites as told by instructor.

**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:

- The reliability of the content of a source received by a user. Students must appropriately evaluate sources.
- 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.
- 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.

## **MOBILE LEARNING DEVICES AND WIRELESS INTERNET**

1. Students who have a signed LCS AUP on file for the current school year may bring (per teacher discretion) one personal laptop or tablet device and access the wireless Internet (no phones). Student devices will have filtered Internet access but will NOT have access to the Internal Linfield network, including shared folders, mapped drives, etc.
2. Only Linfield owned devices can access the wired connections. These wired connections access our internal network. Faculty must ensure that students/parents/etc. never access these wired connections.

## **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. Students must be in modest dress at all times while on campus or attending all school events, or participating in co-curricular activities.

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):

- 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.
- 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). Students may not wear any other top/shirt (including a button-up 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.

**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 for Middle School and High School. Modest, mid-thigh for Elementary School).
- All pants and shorts must be worn above hips (boys and girls).
- Pajama pants or sleepwear are not permitted, except on approved dress up days.
- Students are not permitted to wear any clothing where undergarments are visible or exposed.
- Leggings are not permitted as pants or shorts and may only be worn under skirts/skorts.

**Skirts & Skorts**

- Girls may wear approved, knee length plaid skirts & skorts (only those ordered from Dennis Uniforms).
- Only girls may wear skirts & skorts

**Capris, Jumpers:** Navy and Khaki capris & jumpers

- Plaid jumpers for girls will be available ONLY from Dennis Uniform (No jumpers are allowed at the High School level).
- No undergarments should be visible at any time.
- Leggings must be modest and appropriate in design.

**Outerwear:**

- Jackets and Sweatshirts do not have to be purchased through approved vendors, nor must they include a LCS logo; however, they must not contradict fundamental Christian values.
- A logo uniform shirt must be worn under outerwear at all times.

**Jewelry/Accessories:**

- Body piercing (lip, eyebrow, etc.) is not allowed, including gauges and nose plugs.
- Girls may wear earrings in ears, or small nose studs; boys are not allowed to wear earrings during the school day.
- Body tattoos may not be visible during the school day and during school-sponsored activities.
- 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.
- Soft-soled slippers are not permitted, including on dress-up days.
- Elementary school
- Elementary school students may not wear flip flops; all sandals must have a back strap.
- During PE, 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, must be out of the eyes and kept out of the face; in addition, mohawks and extreme styles are not permitted. Hair must be well groomed.

**Hats/Beanies/Hoods:**

- Boys and girls may only wear baseball caps, beanies, or hats on spirit days.
- Beanies or hoodies may not be worn inside of buildings or 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 jerseys, 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 jeans or jeans with holes are not permitted.
- Jean shorts and skirts are not permitted.
- Leggings are not permitted on spirit days.

**Game Days for Athletes:**

- On home game days, athletes are allowed to wear their sport specific uniform top (as specified by their coach) with school wardrobe pants or shorts. Sweatpants are not permitted. An athlete not in specified dress must be in school uniform.

**Rehearsals:**

- All-day rehearsals: please note that you must be in spirit-wear (jeans, spirit-wear t-shirt, no tanks or cami's, etc.) for any school day rehearsal. This will enable you to come into the High School building should you need to attend a class, take a quiz/test, or visit a teacher.
- Evening rehearsals: modest dress for boys and girls (no tanks or cami's, etc.)

**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.

1. 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.

**NON-WARDROBE DAYS (including dress up days)**

2. Students must still observe all modesty guiding principles, including but not limited to: jeans may not be distressed or have holes, no cleavage for girls, no bare shoulders, no tank tops or cami's, and all skirts/dresses/shorts must be modest. Leggings (including tight workout apparel) are not permitted as pants or shorts at any time. Students who are participating in a class activity/presentation must be in wardrobe in all of their other classes. They may not remain in non-wardrobe clothing for the remainder of the day.

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 Vice Principal 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. The physical health and safety of each student is of the utmost importance. All students are required to comply with California's vaccination requirements (please click [here](#) for more information).

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.

## 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.

- 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.
- 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.
- The supervising teacher must be notified of all accidents and will complete an accident report for the school's records.

## 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.



## 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 emergency 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.

### SECURE CAMPUS

1. Alert Signal: Announcement— "Secure Campus" will be called by an Administrator
2. Administration, faculty, and staff (including substitutes) will immediately move students from outside into the building.
3. Faculty & staff will close the blinds to limit visibility inside the room / office.
4. Each school office will call classrooms to confirm students present. Teachers must identify students present who are not on their roll.
5. Classes will continue with normal activities (as much as the situation allows).
6. If students or staff must move about, they must first obtain permission from the administrator or designee. There are to be NO outside activities and all doors will remain locked.
7. Administrators will communicate with the authorities and will be prepared to implement an Evacuation or Lock-down, if directed to do so.
8. When danger is no longer present, an all-clear will be sounded by the All-School Page of "Secure Campus Cleared."

### LOCK-DOWN PROCEDURES

If there is ever imminent danger for administration, faculty, staff, or students, a "lock-down" announcement will be made for the entire campus. Faculty and staff will immediately get students into a protected environment or 'safe area' until a uniformed Law Enforcement Officer clears the area. The following guidelines should be adhered to for the safety of everyone on campus:

1. Alert Signal: Announcement— "This is a Lockdown!" Can be called by any Linfield employee who recognizes an imminent threat.
2. Administration, faculty, and staff (including substitutes) will immediately clear the hallway and bathrooms and get students into a protected environment, or "safe area", and lock door(s).
3. All students will be kept out of clear sight from anyone looking into the room/office from the outside.
4. Faculty and staff will turn out the lights and close the blinds to limit visibility.

5. Everyone will silence all cell phones, and faculty will encourage students to remain quiet to avoid the attention of would-be perpetrator.
6. Faculty and students will ignore all bells and alarms, as alarms may be set-off by the would-be perpetrator in an effort to coerce his/her potential victim(s) into clear sight.
7. IT Department personnel will monitor video cameras and report critical information to authorities.
8. Faculty are instructed to allow no one in or out of the room / office until a uniformed Law Enforcement Officer opens the door, and clears the room / office.
9. Once the room / office has been cleared, faculty will provide administrators with a list of all students who were in your room / office.

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

### **CONTINUOUS ENROLLMENT**

Linfield has implemented Continuous Enrollment, which means there is no re-enrollment process. Parents/guardians do not have to take any action to enroll their student for the following school year.

If a student is not returning to LCS for the next school year, parents/guardians must notify the Business Office in writing prior to February 20. If the notification is not received prior to February 20, student(s) will be automatically continuously enrolled, and the continuous enrollment/registration fee will be withdrawn from payee's bank account on the March FACTS payment billing date. (See "Guidelines for Student Withdrawal.")

For more information on Continuous Enrollment, please contact the Admissions Department at (951) 676-8111 extension 1402.

### **TUITION OBLIGATION**

Upon signing the **Registration and Continuous Enrollment Contract**, at the time of initial enrollment, student is recognized as continuously enrolled. Opt-out, withdrawal or dismissal of Student each school year will be processed based on the following tuition obligation regulations:

- Opt out by February 20th - Full release from contract and tuition obligation. No continuous enrollment fee will be charged.
- Withdrawal between February 21 and the end of the school year - Full release from contract and tuition obligation. Continuous enrollment fee is forfeited.
- Withdrawal between the end of the school year and July 31st - 25% of annual tuition obligation and forfeiture of continuous enrollment fee.
- Withdrawal between August 1 and the end of the first quarter - 50% of tuition obligation and forfeiture of continuous enrollment fees.
- Withdrawals after the first quarter - see below

Following the first quarter, Parent shall be obligated for the full annual tuition charge and shall not be entitled to a refund, credit or to any other adjustment or reduction in tuition and fees regardless of Student's absence, withdrawal, or dismissal from Linfield. Linfield may, from time to time, contract with outside vendors to assist with collection or administration of tuition payments. **HOWEVER, ALL NOTICES RELATING TO STUDENT WITHDRAWAL, OPT-OUTS, OR TUITION/FEE ADJUSTMENTS MUST BE PROVIDED DIRECTLY TO LINFIELD, ATTENTION: BUSINESS OFFICE.**

Note: this replaces any previous contract terms in regards to tuition obligation in the event of a withdrawal or dismissal.

## TUITION PAYMENTS

**The obligation to pay student's tuition to Linfield is binding based upon the terms outlined in the Registration and Continuous Enrollment Contract.** All tuition and fees are billed and paid through FACTS, and an active FACTS account must be maintained in order for student enrollment to be maintained.

For returning student enrollment to be complete, parents or guardians must pay the yearly continuous enrollment/registration fee. This fee is automatically be deducted through FACTS in March, based on the selected payment date. Payment plans are automatically set based on the previous year's plan. Payment options are ACH or debit/credit card. Changes to information (address, phone, etc.) or payment method are made by logging in to FACTS. For changes to payment dates or payment plans, FACTS account holders need to contact Student Billing.

Tuition payment plans begin on June 5. 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 or fees, grade reports will be withheld, access to MyLinfield.com will be blocked, and students may be prohibited from attending classes and co-curricular activities.

## RIGHT TO EXCLUDE OR DISMISS A STUDENT

Linfield reserves the right to exclude or dismiss the Student at any time if the Student's conduct, influence, spirit, industry, progress or academic standing are undesirable or unsatisfactory in the opinion of the Linfield administration.

Linfield shall be the sole arbiter of whether a student will be excluded, and such determination may include nonacademic considerations. In the event Linfield determines that a student will be excluded from enrollment for the following school year, the registration fee will be refunded. In the event the current tuition account is not paid in full, the registration fee will be applied to outstanding tuition/fees.

The school administrators will notify parents of the final determination of the student's eligibility to return by the end of the school year. Registration fees for deferred students are still due by the priority deadline in order to reserve a space. If after review, an invitation to re-enroll is extended, the deferred student's re-enrollment will move forward. Registration fees and any tuition paid will be refunded in the event an invitation to re-enroll is not extended.

## GUIDELINES FOR STUDENT WITHDRAWAL FROM SCHOOL

1. If a parent intends to withdraw their student(s), the parent/guardian must immediately notify the Admissions office by emailing [admissions@linfield.com](mailto:admissions@linfield.com)
2. The Admissions office will email the parent an online withdrawal form to be completed. **The withdrawal process does not officially start until the Admissions office receives the withdrawal form.** (Submission of the withdrawal form automatically notifies the campus and Business Office.)
3. The parent will schedule an exit interview (either in person or via the telephone) with the school Principal, Director of Enrollment, or Head of School to discuss the reason for leaving within one week of submitting the withdrawal form. If the reason for leaving is Financial, the Business Office will contact the parent/guardian.
4. Following the exit interview, the parent/guardian will proceed to the campus office to initiate the campus withdrawal processes, including returning books, returning locks, etc. Note: The student's books must be turned in to the Elementary School Office (grades K-5) or to the MS/HS Office (grades 6-12) before the withdrawal is considered final.
5. The contractual financial obligations of a withdrawal which are described in the Registration and Continuous Enrollment Contract will be applied, and the Business Office will follow up with the parent/guardian to confirm financial obligations and payment arrangements.
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 notify the student's new school of the outstanding charges due.