



**PARENT-STUDENT
Middle SCHOOL HANDBOOK
2019-2020**

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Linfield Christian Middle School

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TABLE OF CONTENTS

	<u>Page</u>
A BRIEF HISTORY.....	4
VISION.....	4
MISSION AND PURPOSE	4
STUDENT LEARNING OUTCOMES.....	4
GENERAL SCHOOL PHILOSOPHY	5
TRADITIONS	5
ARTICLES OF FAITH	6
.....	7
S E C T I O N I	8
GENERAL SCHOOL POLICIES	8
VISITORS.....	8
CAMPUS/OFFICE HOURS	9
CHAPEL.....	9
CHANGE OF ADDRESS, TELEPHONE NUMBER OR E-MAIL	9
PARENT/GUARDIAN RESIDENCE REQUIREMENT	9
EMERGENCY CONTACT	9
FUND RAISING.....	9
PARENT VOLUNTEERS	10
POLICY AGAINST HARASSMENT	10
POLICY AGAINST BULLYING	10
INAPPROPRIATE SEXUAL ACTS OR BEHAVIORS	10
INAPPROPRIATE USE OF FIRE ALARMS/911.....	11
DISCIPLINE GUIDELINES	11
DRESS CODE – STANDARDS OF MODESTY	15
HEALTH POLICY.....	18
STEROID/PERFORMANCE ENHANCING SUPPLEMENT POLICY	18
INJURIES	19
DISASTER/EMERGENCY PREPAREDNESS.....	19
EMERGENCY PROCEDURES.....	20
SECURE CAMPUS PROCEDURES	21
LOCK-DOWN PROCEDURES	21
CHILD ABUSE	21
CHILD CUSTODY	21
SCHOOL LIBRARY	22
COMPUTER AND INTERNET POLICY	23
TRANSPORTATION.....	24
CONTINUOUS ENROLLMENT	24
TUITION OBLIGATION	25
TUITION PAYMENTS	25
RIGHT TO EXCLUDE OR DISMISS A STUDENT	25

GUIDELINES FOR STUDENT WITHDRAWAL FROM SCHOOL.....	26
S E C T I O N I I	27
MIDDLE SCHOOL POLICIES	27
STUDENT ARRIVAL & DEPARTURE	27
CLOSED CAMPUS	28
GRADING/EVALUATION.....	28
HOMEWORK POLICY	28
LONG-TERM ASSIGNMENTS	29
HONOR ROLL	29
ACADEMIC PROBATION	29
ELIGIBILITY FOR CO-CURRICULAR ACTIVITIES.....	29
TESTS AND EXAMINATIONS.....	29
ATHLETICS.....	30
ATTENDANCE.....	30
CONDUCT AND DISCIPLINE (IN ADDITION TO GENERAL GUIDELINES)	32
ELECTRONIC DEVICES	34
DRESS CODE DISCIPLINE	34
DISPLAYS OF AFFECTION (IN ADDITION TO GENERAL GUIDELINES)	34
BACKPACKS/ATHLETIC BAGS	34
LOCKER PROTOCOL.....	34
END OF THE YEAR CHECK OUT PROCEDURE	35

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

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

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

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.

S e c t i o n I

General School Policies

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. Visits are normally not allowed during the first and last week of each grading period or during final examinations. Student visitors must obtain permission from the Principal prior to their visit. Parent observations or prospective student visits should be arranged by appointment through the Admissions office.

Alumni are welcome to visit during non-instructional class time and must obtain a visitor pass from 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.

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 (Elementary School)	7:00 a.m. - 6:00 p.m.

YOU MAY LEAVE VOICEMAIL 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 school week that is 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.

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 and updated **by the parent** in Mylinfield.com. 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 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.**

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 <https://www.linfield.com/give/> to either set-up a one time or re-occurring gift. 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 fundraising activities must be submitted to the Principal and/or Director of Development for approval prior to implementation.**

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.

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.

Policy against 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. 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 Sexual Acts or Behaviors

Linfield Christian School believes that student relationships should be consistent with Biblical standards of chastity and purity. Students who engage in sexually intimate acts or behavior, whether heterosexual or homosexual, or who proclaim or advocate relationships and behaviors inconsistent with these standards will be subject to the disciplinary process.

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 time.

Discipline Guidelines

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.

On & 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. LCS students are responsible for appropriate behavior on social media at all times.

Suspension/Dismissal

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 Head of School and Administrator from each division. (For academic penalty resulting from suspension, please refer to the High School and/or Middle School sections regarding "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 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.

Suspended athletes may not be on campus the day of their suspension. They are not allowed to attend or participate in co-curricular activities or in a practice or game, home or away, the day of their suspension.

On-Campus Restrictions

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

Pranks

Any activity that threatens and intimidates or endangers the health, physical, or emotional well-being of a community member, that results in damage, malicious or non-malicious vandalism, or general disregard for school or private property, or that 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 (social media), personal computers, mobile phones, flash drives, PSP's, iPod's, and other media storage devices.

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. The school reserves the right to administer discipline as it deems appropriate.

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"> • 1 to 3 day suspension • Parent Conference <p>Second Offense:</p> <ul style="list-style-type: none"> • 5-day suspension • Refer to Discipline Panel
<p>Intentionally engaged in harassment or bullying: 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"> • 1 to 3 day suspension • Refer to Discipline Panel <p>Second Offense:</p> <ul style="list-style-type: none"> • 5-day suspension • Refer to Discipline Panel
<p>Intentionally engaged in cyber bullying: 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.”</p>	<p>First Offense:</p> <ul style="list-style-type: none"> • 1 to 3 day suspension • Refer to Discipline Panel <p>Second Offense:</p> <ul style="list-style-type: none"> • 5-day suspension • Refer to Discipline Panel
<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"> • 1-5-day suspension • Notify police (if needed) * • Refer to Discipline Panel
<p>Engaged in, or attempted to engage in, hazing</p>	<ul style="list-style-type: none"> • 1 to 3-day suspension • Refer to Discipline Panel (if needed)
<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"> • 5-day suspension • Report to police * • Refer to Discipline Panel
<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"> • 5-day suspension • Report to police * • Refer to Discipline Panel
<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"> • 5-day suspension • Report to police * • Refer to Discipline Panel

VIOLATION	Consequence
Possessed or used tobacco or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, electronic cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel	First Offense: <ul style="list-style-type: none"> • 1 to 3 day suspension Second Offense: <ul style="list-style-type: none"> • 5-day suspension • Refer to Discipline Panel
Caused or attempted to cause damage to school property or private property Minor vandalism/graffiti damage (under \$500) or Major vandalism/graffiti damage (over \$500) Stolen or attempted to steal school or private property or Knowingly received stolen school property or private property Note: As used here, "school property" includes, but is not limited to, electronic files and databases	<ul style="list-style-type: none"> • Reimbursement or repair • Notify police (if needed) * • 1 to 5 day suspension • Refer to Discipline Panel (if needed)
Committed a lewd or obscene act or engaged in habitual profanity or vulgarity	<ul style="list-style-type: none"> • 1 to 3 day suspension • Refer to Discipline Panel
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	<ul style="list-style-type: none"> • 5-day suspension • Refer to Discipline Panel
Committed or attempted to commit robbery or extortion	<ul style="list-style-type: none"> • 5-day suspension • Report to police * • Refer to Discipline Panel

* *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. 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). 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). 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).

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.

NON-WARDROBE DAYS (including dress up days)

- 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. 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 in the student's MyLinfield.com profile to notify the parent, or other adult designated in MyLinfield. Note: There must be at least two additional adults listed as emergency contacts. 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 section in MyLinfield 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 (* MS/HS - without consent from the campus Principal. This includes insulin, inhalers, Epi pens)

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.

- 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.

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.
5. For emergencies outside of class, HS and MS students must report to their prearranged location.

Secure Campus Procedures

1. Alert 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 sheet.
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 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. 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 the room / office.

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

Located on the MS Campus

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

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. Fines will be assessed for lost or damaged library books. Students are informed of all library policies and procedures during registration and the first week of school.

Textbook Policy: Students are informed of all textbook policies and procedures during registration. Textbooks are checked out to students during registration and are due on the last day of school. Fines will be assessed for all lost or damaged textbooks. Textbooks must remain in the students' possession or in a locked locker at all times, and all textbooks must be covered. High School AP students must purchase their own textbooks. Further information about our library resources as well as a link to our online bookstore is available at www.linfield.com.

Library / Textbooks

Textbooks are issued to students in acceptable, good or new condition. Students are given information on textbook care, and an opportunity to make note of any pre-existing damage to the textbooks. Examples of pre-existing damage would be excessive writing in the book, wrinkled pages, torn pages, taped bindings, etc. All repairs have been made when the book is checked out to the student. If you notice anything wrong with your textbook, bring it to the librarian immediately. Damage assessments are made over the summer. You may be charged for the following:

1. Severe damage – cost of the book – this includes heavy water damage (no book will be kept if mold is growing in it due to health concerns), damage from drawings or writing, food spilled on the book, missing pages, cut pages, damage from adhesives, etc.
2. Binding Damage - \$20. Textbooks that need to be rebound are sent to Golden Rule Bindery over the summer for repair at a cost of \$20 per book.

Lost Textbooks

Students are responsible for all their textbooks should they be lost, damaged or stolen. Students must keep their textbooks in a locked locker or in a book bag or backpack that is in their physical possession. Do not leave textbooks in classrooms or loan them to friends. If a textbook is lost, please check with the office or the librarian to see if it has been returned. Student accounts will be charged for all books that are not returned during textbook check in or not found by the end of June.

Students are responsible for the textbook that was checked out to them, determined by the barcode. Students should not switch books with other students.

Overdue or Lost Library Books

Library books will be checked out to the students for a period of 2 weeks. Students may turn books in at the Middle or High School offices as well as the library. Overdue notices will be sent out on a regular basis. After one month, the late book will be considered lost, and the student will be billed for the book.

Textbook Covers

- All textbooks must be covered.
- Make sure your cloth book covers are big enough. Book covers that are too small will squeeze the binding together and damage the book. Students will be charged for damages caused by book covers that are too small.
- Please do not stuff papers into your book or the “pockets” created by the book cover; doing so may break the binding.
- Do not use adhesive plastic book covers.

Computer and Internet Policy

Computers and Internet access are available in classrooms, computer labs, library, 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 and websites 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 censor ware 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.

MOBILE LEARNING DEVICES AND WIRELESS INTERNET

1. Students who have a signed LCS Acceptable Use Policy (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.

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 make U-turns in the drop off zones. 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.**

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
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.

Section II

Middle School Policies

Welcome to the Linfield Christian Middle School Division. We have an outstanding program, and we believe that Christ will be honored as we pursue excellence with your child. Please join us in partnership as we prepare our young people for a future of promise.

Middle School Office Hours 7:30 a.m. - 4:00 p.m.

middleschooloffice@linfield.com

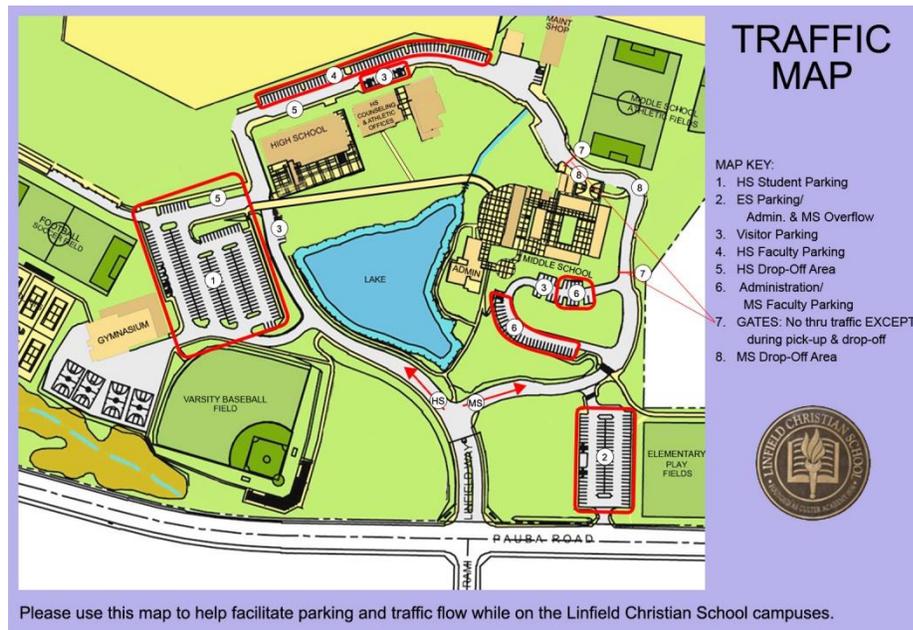
Voice Mail Available 24 hrs. per day

(951) 676-8111 extension 2200

(Please refer to our website, www.linfield.com, for individual faculty contact information.)

Student Arrival & Departure

Please utilize the morning and afternoon drop-off and pick-up as depicted in the following graphic:



Please do not drop off students in front of any stop sign on campus. Please use designated drop off / pick up areas only. During regular school hours, please use the Administration parking lot at your convenience when you need to pick up your student for an appointment or if you have other school business to attend to.

During the school day, students must not be out of eye and voice contact from any immediate classroom or the Middle School Plaza, HUB, or Quad area. Students are prohibited from going to other campuses without permission during the school day.

The school day begins at 7:45 a.m.; dismissal times vary (see the block schedule for details). Other than scheduled school activities such as athletics, cheerleading, and ASB activities, there is no supervision on the Middle School Campus after 3:15 p.m.

Parents/guardians acknowledge that after the student is finished with classes for the day, Linfield expects the student to be promptly picked up. Other than extracurricular activities, for which a student actively signs up (e.g., athletics, cheerleading, ASB, etc.), there is no after school supervision program for students left unattended on the campus. Linfield staff and faculty are not required to supervise students after they are released from class for the day.

Parents/guardians further understand and acknowledges that the Linfield campus is easily accessible from public roads and the surrounding area, making it easy for unsupervised students to wander off campus after they have been released from campus for the day. In addition, most scheduled after school activities are public in nature, and as such, it is possible that unauthorized individuals may gain access to the campus.

Linfield strongly encourages parents/guardians to make arrangements for the students to be picked up immediately upon their release from classes for the day. Parents/guardians who do not make arrangements for the students to be picked up immediately upon their release from classes for the day, agree that they will release Linfield from all liability for any claims that the parent/guardian or student might have for any and all incidents, events, injuries, or damages that occur on the Linfield campus after the student has been released from classes for the day. Parents/guardians further agree to indemnify, defend and hold Linfield harmless from any and all claims, disputes, litigation, judgments, attorney's fees and costs related to any claims, whether in law or in equity, brought by any third party against Linfield arising out of or in any way related to the student remaining on campus after he/she is released from classes for the day.

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. A student who is truant from school will be moved through a discipline process. 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).

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

Grading/Evaluation

Semester grades are the official grades recorded on the student's transcript. The school issues quarter grades that, while unofficial, give the student assessment of progress at the mid-point of each semester. Report cards are issued at the close of each grading period. Semester and final report cards may be withheld until all outstanding tuition, fines, and fees are paid.

A grading system is a statistical measure of progress and performance. It is used to give the student, parent, and teacher an indication of the degree of progress, on a percentage basis, that the student is making in a given subject area.

Grading System

Outstanding	A	90-100
Good	B	80-89
Average	C	70-79
Needs Improvement	D	60-69
Failing	F	59 or less
Incomplete	I	

Quarter and semester grades of Incomplete (Inc.) become an "F" if not made up within ten (10) school days from the date of issuance of the Report Card.

Homework Policy

Homework (written work, reading, study, and drill) is an integral part of the educational process at Linfield. Students will be given assignments in all course work, and they are expected to be prepared daily. Should a student not turn in the assignment by the prescribed time, the teacher will not accept the assignment. Students have the number of days of excused absence to make up homework. Homework will be evaluated by the teacher on a regular basis, and students are to be made aware of their progress. Linfield offers online access to academic information via Mylinfield.com. Information may include

assignments, attendance, grades and schedule. Faculty will update Mylinfield.com once a week (note: long term assignments such as projects and research papers and essays will take longer than a week to grade and post.

Long-Term Assignments

A student's absence will not excuse the delay of turning in a long-term assignment to the teacher. When a student receives a long-term assignment at least two weeks before the paper or project is due, it is the responsibility of the student and parent to make sure the assignment is turned in to the teacher the morning it is due. Failure to do so will warrant a 10% grade reduction for every day the assignment is late.

Honor Roll

Students who achieve a semester GPA of 4.0 in their academic classes for that semester are eligible for Principal's List. All students who achieve a semester GPA of 3.61-3.99 for that semester are eligible for High Honor Roll. All students who achieve a semester GPA of 3.30-3.60 for that semester are eligible for Honor Roll. In addition, students receive awards at academic pep rallies held during the school year.

Students are recognized throughout each year for outstanding citizenship and honor roll achievement. A variety of awards will be given each year at Grade 8 Promotion to students who consistently meet behavioral and academic expectations. These include academic department awards, the Lion of the Year award, and Presidential Academic Awards.

Academic Probation

If a student falls below an overall Academic Grade Point Average (GPA) of 2.0 in a semester, or below a 2.0 in core academic courses (math, language arts, science, history) he/she may be placed on academic probation. Academic probation is determined each semester during the academic year. Grades earned and reported on student report cards will be the basis for establishing a GPA. A student will be notified by the Administrator that he/she is on Academic Probation for the following reasons:

- One (1) or more F's or two (2) or more D's in any subject
- A total GPA below 2.0
- A core subject GPA below 2.0

Students who do not maintain a minimum GPA of 2.0 for two successive semesters or who receive a grade of "F" may not be eligible to continue their enrollment nor register for the following semester without completing summer coursework or remediating the failed courses at the discretion of Administration.

A total GPA of 2.0 and no more than one "F" will be used to determine ELIGIBILITY for co-curricular activities including fine arts and athletics every quarter.

Eligibility For Co-curricular Activities

For the privilege of participating in co-curricular activities, a student must maintain a 2.0 total GPA and no more than one "F", student tuition payments must be current, and co-curricular fees paid. Students must be registered and have a completed on-line TADS enrollment agreement. Eligibility includes, but is not limited to, athletics, student government, drama productions, and cheerleading. Eligibility reports are taken from the following grading periods: First Quarter, First Semester, Third Quarter, and Second Semester. Eligibility is based on the last grading period preceding the co-curricular activity. If it becomes necessary to fill a vacated position due to ineligibility, it is possible the student may not resume the same position when they regain their eligible status.

Final decisions on reinstatement will be made at the discretion of the faculty advisor, coach, Athletic Director, Principal, or Head of School. Suspended students may not be on campus the day of their suspension. They are not allowed to attend without permission or participate in a practice, performance, or game, home or away the day of their suspension.

Tests and Examinations

Tests and quizzes are given in all classes. Tests must be announced; quizzes that , include 20 questions or less may be unannounced.

If a test, project, presentation, or assignment has been announced ahead of time and a student is absent the day before that assignment or test, but is present the day of the test, the student is expected to take the test with the rest of the class. When a student misses class due to their co-curricular involvement, it is the student's responsibility to make prior arrangements with the teacher to take any quiz or examination being given that day. Any such arrangement will be at the teacher's discretion. Numerous period or daily absences on test days may be referred to the Principal for review and disciplinary action.

Each semester, final examinations may be given in certain academic classes. Examinations are very important learning experiences, and careful preparation is needed. Adequate review time is set aside for semester final examinations.

Linfield Christian Middle School administers the ACT Aspire standardized tests in the spring.

Athletics

Participation in the athletic program at Linfield is an integral part of the total educational program. Physical activity and athletic competition enhance the physical, mental, and spiritual development of young people. Students participating in Middle School athletics are charged an athletic fee. Fees are determined by sport and can be found in the Middle School Athletic Handbook. Student athletes are responsible for knowing the content and adhering to the guidelines in the Middle School Athletic Handbook.

Linfield Christian Middle School Athletics offers the following competitive sports programs: Baseball, Basketball, Cheer, Cross Country, Flag Football, Golf, Soccer, Softball, Tackle Football, Track and Field, and Volleyball.

Attendance

It is vital that all students attend school every day. It is a detriment to your student to schedule appointments during the school day. Missing classes puts additional pressure on the student and teacher. Students are expected at school daily, especially on test days. Major projects must still be turned in on the established due date.

1. If your student is going to be absent (full day or part of a day), please call the Middle School Office at (951) 676-8111 extension 2200 and give the name of the student, the date of the absence, and the specific reason for the absence. If a phone call or note is not received within 48 hours after the absence, the student will receive an unexcused absence. Work missed may not be made up for an unexcused absence. E-mail excuses will not be accepted.
2. When an excused absence occurs, the student is responsible for any class work missed and must arrange with the teacher to make up assignments, tests, or quizzes. All make-up work must be returned within a time period equal to the length of the absence. For example, for a one-day absence, make-up work is due back within 24 hours.
3. ***Ten absences in one semester, whether excused, unexcused, pre-arranged or if student is suspended, may result in the lowering of the student's grade by 10% in that class.*** Students and parents may appeal this action based on extenuating circumstances to be reviewed by the Academic Review Committee (for example, chronic medical condition with doctor verification).
4. Tardies are recorded by quarter, and absences are recorded by semester on the student's permanent record.

Excused Absence

Absences due to illness, medical or dental appointments, or bereavement are excused. Written documentation is required within 48 hours to be an excused absence. Students have the number of days of excused absence to make up homework. If a student checks out during the day for an appointment (or because of a class field trip, athletic game, fine arts event, or other school activity), they are expected to make arrangements with their teachers to make up the work missed.

Students should expect to make up quizzes, tests, and/or homework assignments missed during absence. Long-term illness will require special arrangements between the student, teacher, and administrator if necessary for completing missed work or assignments.

A student who is absent only one day before a pre-announced test or quiz is expected to take the quiz or test at the regularly scheduled time unless excused by the teacher. If excused, the quiz or test must be made up within 24 hours.

Unexcused Absence

Absence for any reason other than those listed as "Excused Absence" will be considered an unexcused absence. Class work missed for an unexcused absence (including Suspension from school) cannot be made up. Tests may be made up with a 25% reduction to the grade. Students who are suspended will not be allowed to make up class work, homework, or quizzes that are due on the day of the suspension. Exceptions will be arranged through the Administration in conjunction with the teacher for major tests and projects.

Pre-arranged Absence

Parents may request that a student be absent for family business, i.e. trips or vacation, etc. Students must obtain a pre-arranged absence form from the School Office which is to be signed by the parent and the appropriate teachers. The Pre-Arranged Absence form must be completed one week prior to the absence.

The process is as follows:

1. Student picks up form and takes home for parent signature.
2. Parent signs form, and student returns it to Middle School Office.
3. Middle School Office verifies signature by calling parent.
4. Upon verification, form is stamped with date stamp.
5. Student presents form to all teachers for approval (must have a "C" or higher).
6. Student returns form to Attendance office.

Students must make arrangements with teachers for the timely completion of all academic work. A pre-arranged absence will be limited to five (5) class days in any given year. DMV Appointments and Court Appearances require a prearranged absence form prior to the appointment and documentation upon return to Linfield. An approved pre-arranged absence is considered an excused absence. (Note the 10/15 absence rule above).

School Activity

A school activity is an absence which does not factor into a student's overall attendance. All work due must be turned in to all classes before leaving campus, or as arranged with the teacher. School activities may include:

- Participation in an athletic contest (athletes must sign out with attendance office)
- School affiliated enrichment activities (drama rehearsals, band events, etc.)
- School sponsored outreach activities
- Field trips

Tardiness

It is our goal to impress upon the students the importance of being punctual (life skills). The impact is immediate and affects the student's completion of any pre-instruction or warm-up activities. Excessive tardiness to class or to school is a disruption to the routine of study and class work.

A student will be considered absent if they arrive:

- (15) minutes late to a standard block class.
- (15) minutes late to a long block class.

Tardies are cumulative (for all classes rather than per class) per quarter and tracked by the Middle School Office. Students are allowed a maximum of six tardies per quarter without penalty. Parents will be contacted by the teacher if the problem persists. A parent conference will be scheduled with the teacher and/or the Dean/ Principal.

Upon the subsequent tardies:

7th tardy – the attendance office sends student home with a tardy letter to be signed and returned the next day to the attendance office. If not returned, the parent will be contacted by phone.

8 or more tardies will result in a referral for each offense. Parent will be contacted by phone that day.

Student Illness or Emergency

If a student is ill and not able to remain in class, the parent or other designated adult will be notified. Student will not be released from school without parental permission.

Students should not call a parent to come to school to pick them up for any reason until it has first been cleared with the Middle School Office.

Co-Curricular Attendance Policy

To participate in any co-curricular activity (including practices), a student must be in attendance for at least 50% of the academic school day. Exceptions must be cleared by the Principal.

Conduct and Discipline (In addition to General Guidelines)

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.

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. All decisions of the Discipline Panel will become part of the student's permanent record.

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 (the following is not all inclusive):

- 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

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.

HONESTY POLICY

The teachers and staff at Linfield Christian School are sincerely interested in creating an atmosphere that encourages students to become honest, hard-working citizens who honor God. Students who make the choice to be dishonest are choosing to commit a serious offense. Academic and behavioral dishonesty includes, but is not limited to, the following acts:

1. Copying another student's homework
2. Sharing answers on a test
3. Looking at another student's test or quiz paper
4. Plagiarizing ideas or content in an essay or research paper/project
5. Providing another student with test information
6. Using any notes in class during an exam for the purpose of cheating
7. Having access to an exam prior to it being administered
8. Falsifying information of any kind
9. Electronic transmissions or use of unapproved devices

The consequence for participating in any of the above-listed actions is a zero grade on the homework, test, or paper involved in the dishonesty. In addition, the teacher will notify the Principal and parent and document the action as a referral for the student's permanent file. The student may be suspended. If a second offense occurs at any time over the student's middle school career, in addition to the above consequences, the student will receive suspension for one to five days. If a third offense occurs, the student will receive the above consequences and will be referred to the Discipline Panel.

Electronic Devices

Students must have a signed LCS Acceptable Use Policy (AUP) on file for the current school year in order to use their mandatory personal device and access the wireless Internet (no phones).

Electronic music and gaming devices (including the use of headphones/AirPods) cannot be used on campus during school hours. Cell phones must remain in the student's locker while students are in class; taking pictures or video with a camera or phone is **not** allowed at any time on campus unless a teacher has given specific permission for an academic purpose. Any pictures or videos taken without this permission may result in disciplinary action. Having a cell phone is a privilege and not a right. Any time a device interrupts a class; the teacher will confiscate it and give it to the Middle School Administrator.

Behavioral Probation

Students may be placed on Behavioral Probation by the administration for the equivalent of one semester (two quarters) for any inappropriate behavior, including disobedience, disrespect for authority or fellow students, property damage, negative behavioral trend and disregard for the rules and policies of the school. At the parent/student conference a plan for improvement will be established. Students who are on Behavioral Probation may be prohibited from attending co-curricular activities (including but not limited to athletic events, ASB activities, class field trips, and mission trips).

A student who violates the terms of the Behavioral Contract may be required to appear before a Discipline Panel. The administration may dismiss any student who has been on Behavioral Probation.

Dress Code Discipline

The following procedures and consequences will be followed when there have been violations of the Student Dress Code and Hair Length:

First Offense: Warning - The student will be sent to the school office. The student will receive a warning and will be reminded of the dress code requirements. A change of clothes is required. The student may be sent home if necessary. Time spent out of class will be recorded as 'unexcused'. The violation will be documented, and the student will be issued a referral.

Second Offense: Referral - The student will be sent to the school office. A parent/guardian contact will be made. A change of clothes is required. The student may be sent home if necessary. Time spent out of class will be recorded as 'unexcused'. The violation will be documented, and the student will be issued a referral.

Displays of Affection (In addition to General Guidelines)

There may be no display of affection anywhere on campus between Middle School boys and girls. Students who demonstrate inappropriate displays of affection will receive a warning for the first offense. If a second offense occurs, the parent will be notified, and the student(s) will receive a referral. If a third offense occurs, in addition to the above consequences, the student(s) may receive a suspension.

Backpacks/Athletic Bags

Backpacks and/or Athletic Bags cannot be left in the hallways, around or on top of lockers, or in seating areas. Any time a backpack and/or athletic bag is left unattended, it will be confiscated and given to the Middle School Office. The student will have to arrange for pick up and will be encouraged to find a solution for their unattended baggage.

Locker Protocol

1. All lockers are the property of Linfield Christian School and may be searched if student safety is at risk.
2. *Lockers must be locked with a school-issued lock at all times.*
3. Outside surfaces of lockers must remain free of marks, dents, or stickers. Decorations for outstanding achievement or birthday well-wishing may remain for a maximum of one (1) week.
4. Inside surfaces of lockers may be personalized to display individual character but must reflect good choices. Please use magnets to adhere items to the inside of lockers; do not use two-sided tape or other sticky adhesives.
5. Care should be taken to avoid slamming or kicking the lockers closed; please shut gently.

6. Students are responsible for having all necessary supplies for class. Students may expect consequences for not being prepared for class.
 7. Linfield Christian School assumes no responsibility for items left in lockers.
 8. All students' property (backpack, sports gear, etc.) must be stored inside lockers; the hallways/locker areas must remain clear.
 9. School lockers will be inspected at the end of the school year for any permanent damage, such as from permanent markers and adhesives that pull off the paint finish. Any damage to the inside or outside of the lockers will be charged to the parent. All students must have their locker checked out at the end of the year by the Middle School Office or the final report card will be withheld.
 10. Food and drink is not to be stored in lockers, except for daily consumption (daily snack and lunch). Food attracts insects and rodents, and creates unnecessary problems in the locker areas. Students are expected to eat, or dispose of, their left over food and trash.
- Students who fail to abide by the above guidelines may lose the privilege of managing a locker.

End of the Year Check out Procedure

All students must complete the Check-Out process, including Athletics, Attendance, Library, Business Office, International Office, and Locker Check. Students must be cleared in all areas and return the check-out form to the Middle School Office or the final report card will be withheld and students will not be allowed to register for the upcoming school year. If you have any questions, please contact the Middle School Office at extension 2200.