



**PARENT-STUDENT  
HIGH SCHOOL HANDBOOK  
2020-2021**

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**LINFIELD CHRISTIAN HIGH SCHOOL**

31950 Pauba Road

Temecula, CA 92592

Telephone: (951) 676-8111

Fax: (951) 693-2283 [www.linfield.com](http://www.linfield.com)

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

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

# **Linfield Christian School**

## **A Brief History**

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

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

## **Vision**

The Vision of Linfield Christian School is to relentlessly pursue the standard of excellence in Christ-centered, college preparatory education.

## **Mission and Purpose**

Linfield Christian School is an independent college preparatory school that exists to develop and inspire students:

To know Jesus Christ as Lord  
To love others as themselves  
To grow in knowledge and skill

in order that they may serve the Lord and the world through their character and leadership.

## **Student Learning Outcomes**

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

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

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

## 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

## **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; 1 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; 1 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.



# Section I

## General School Policies

### COVID-19

For information related to Linfield's COVID-19 policies and procedures, please go to our website page: <https://www.linfield.com/reopening/>

### 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 them. 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 to 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. 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 regardless of age. If a student relocates, Linfield needs to be notified within 24 hours.

## Emergency Contact

Parents are required to provide emergency medical information and a medical release for their student(s) each year through their MyLinfield account. **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.** If there are any changes in emergency card information during the year, be sure you update your MyLinfield account information. Additionally, 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 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, the student will be subject to the disciplinary policy. 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 time of incident. 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 students, including 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: 1 to 3-day suspension Parent Conference</p> <p>Second Offense: 5-day suspension Refer to Discipline Panel</p>
<p>Intentionally engaged in harassment or bullying: verbal, physical, or visual.</p> <p>Threats or intimidation, or endangering the physical or emotional safety of another person</p>	<p>First Offense: 1 to 3-day suspension Refer to Discipline Panel</p> <p>Second Offense: 5-day suspension Refer to Discipline Panel</p>
<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: 1 to 3-day suspension Refer to Discipline Panel</p> <p>Second Offense: 5-day suspension Refer to Discipline Panel</p>
<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>	<p>1-5-day suspension Notify police (if needed) * Refer to Discipline Panel</p>

Engaged in, or attempted to engage in, hazing	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>	5-day suspension Report to police * Refer to Discipline Panel
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	5-day suspension Report to police Refer to Discipline Panel
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	5-day suspension Report to police Refer to Discipline Panel
Possessed or used tobacco or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, vape products, electronic cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel	<p>First Offense: 1 to 3-day suspension</p> <p>Second Offense: 5-day suspension Refer to Discipline Panel</p>
<p>Caused or attempted to cause damage to school property or private property</p> <p>Minor vandalism/graffiti damage (under \$500) or</p> <p>Major vandalism/graffiti damage (over \$500)</p> <p>Stolen or attempted to steal school or private property or</p> <p>Knowingly received stolen school property or private property</p> <p>Note: As used here, “school property” includes, but is not limited to, electronic files and databases</p>	<p>Reimbursement or repair</p> <p>Notify police (if needed)</p> <p>1 to 5-day suspension</p> <p>Refer to Discipline Panel (if needed)</p>

Committed a lewd or obscene act or engaged in habitual profanity or vulgarity	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	5-day suspension Refer to Discipline Panel
Committed or attempted to commit robbery or extortion	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](http://www.dennisuniform.com)). Please use Linfield Christian School code of DLT.
- Lands' End (*Secondary Vendor*) – You may purchase select items online via the Lands' End website ([www.landsend.com/school](http://www.landsend.com/school)). Linfield preferred school number is 9001-0954-7. Please see the Lands' End item list for specifics.

### Wardrobe Items:

#### Tops:

- Polos (short or long sleeve) from Dennis or Lands' End. MUST include "Linfield Christian" logo (Acceptable shirt colors available: White, Navy, Light Blue, Maroon, Pink, Gray, and Black). 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, but not over them.



**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 return to campus and/or enter a school building should you need to attend a class, take a quiz/test, or visit a teacher.
- Evening rehearsals: modest dress for boys and girls (no tanks or cami’s, etc.)

#### **Wardrobe Providers:**

- Dennis Uniforms and Lands’ End are the style standard for LCS.
- All LCS items purchased from Dennis Uniform are approved.
- Only select items from Lands’ End are “approved” - see “Lands’ End item list” PDF (located at [www.linfield.com](http://www.linfield.com)).

Note, Lands’ End items not shown on list or from other Lands’ End website areas or departments may not be appropriate for Linfield Wardrobe Program.

- 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 Assistant 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 to notify the parent, or other adult designated in Mylinfield.com. 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 of Mylinfield.com 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 without consent from the MS/HS Principal (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. 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.

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 Procedure**

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

### **Lock-down Procedure**

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

1. Alert Signal: Announcement— "This is a Lockdown!" Can be called by any Linfield employee who recognizes an imminent threat.
2. Administration, faculty, and staff (including substitutes) will immediately clear the hallway and bathrooms and get students into a protected environment or "safe area".
3. All students will be kept out of clear sight from anyone looking into the room/office from the outside.
4. Faculty and staff will turn out the lights and close the blinds to limit visibility.
5. Everyone will silence all cell phones, and faculty will encourage students to remain quiet to avoid the attention of would-be perpetrator.
6. Faculty and students will ignore all bells and alarms, as alarms may be set-off by the would-be perpetrator in an effort to coerce his/her potential victim(s) into clear sight.
7. IT Department personnel will monitor video cameras and report critical information to authorities.
8. Faculty are instructed to allow no one in or out of the room / office until a uniformed Law Enforcement Officer opens the door and clears the room / office.
9. Once the room / office has been cleared, faculty will provide administrators with a list of all students who were in your room / office.

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

### **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.

## Textbook Information

**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. A textbook list is available on the website that indicates which texts/consumables/workbooks students need to purchase themselves. All other texts will be provided. Some textbooks are available online. Teachers will give this access information at the start of school.

### 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 campus office 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 campus office to see if it has been returned. Student accounts will be charged for all books that are not returned during textbook check in, and 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.

### 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.

## **AP Textbooks**

Students in Advanced Placement classes must purchase their AP textbooks. AP text information is provided on the website and students can purchase from a vendor of choice.

## **High School Course Consumables**

Please see textbook list on the website to order the consumable workbooks, novels, etc. that are required per your course schedule.

## **Computer and Internet Policy**

Computers and Internet access are available in classrooms, the STEAM lab, and the College Counseling office and various computer labs. 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 & Internet Use**

1. Using the network for any unlawful activities, including sending or receiving copyrighted materials in violation of copyright laws or license agreements
2. Using the network for financial gain or initiating any financial transactions
3. Degrading or disrupting the equipment or system performance. Any security problems must be reported to the technology coordinator and not shared with other users.
4. Vandalizing the data of another user.
5. Wastefully using finite resources. Internet traffic affects the school's network computer infrastructure by using network bandwidth, storage and computer resources. Conserve these resources and protect system response time.
6. Gaining unauthorized access to resources, including attempting to bypass the censorware installed on a computer with Internet access.
7. The intentional access or disclosure of proprietary or confidential school data by anyone without a legitimate business purpose and right to know is prohibited.
8. Invading the privacy of individuals including reading e-mail that belongs to others without their permission.
9. Using an account owned by another user, with or without that user's permission.
10. Passwords and other computer security procedures are confidential and may not be disclosed to anyone without first obtaining permission from the pertinent administrator.
11. Posting personal communications without the author's consent or posting.
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. Student devices will have filtered Internet access but will NOT have access to the Internal Linfield network, including shared folders, mapped drives, etc. (See Section II High School Policies for high school students.)
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 areas. 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](mailto:admissions@linfield.com)
2. The Admissions office will email the parent an online withdrawal form to be completed. **The withdrawal process does not officially start until the Admissions office receives the withdrawal form.** (Submission of the withdrawal form automatically notifies the campus and Business Office.)
3. The parent will schedule an exit interview (either in person or via the telephone) with the school Principal, Director of Enrollment, or Head of School to discuss the reason for leaving within one week of submitting the withdrawal form. If the reason for leaving is Financial, the Business Office will contact the parent/guardian.

4. Following the exit interview, the parent/guardian will proceed to the campus office to initiate the campus withdrawal processes, including returning books, returning locks, etc. Note: The student's books must be turned in to the Elementary School Office (grades K-5) or to the MS/HS Office (grades 6-12) before the withdrawal is considered final.
5. The contractual financial obligations of a withdrawal which are described in the Registration and Continuous Enrollment Contract will be applied, and the Business Office will follow up with the parent/guardian to confirm financial obligations and payment arrangements.
6. After clearance by the Business Office, Linfield will provide a copy of the completed Student Withdrawal Report directly to the parent. Linfield will only deliver the completed document to a parent or legal guardian. If the grades are in progress and are not available at that time, the school secretary will notify the parent when grades are available.
7. In the event the student seeks to withdraw from Linfield while a disciplinary action is in place or pending, the Student Withdrawal Report shall be deemed an Interim Report, pending the outcome of the discipline. Linfield will forward the Interim Report, as well as the Final Report to the student's new school. Withdrawal of a student pending disciplinary action will not prevent Linfield from proceeding with the pending disciplinary action.
8. In the event an outstanding balance is due at the time of student's withdrawal for miscellaneous charges, including unreturned or damaged books and school equipment, the school may notify the student's new school of the outstanding charges due.

## Section II

### High School Policies

Welcome to the Linfield Christian High 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.

### High School Office Hours

7:30 a.m. - 4:00 p.m. Voicemail Available 24 hours per day (951) 676-8111 extension 3300 (Please refer to our website- [www.linfield.com](http://www.linfield.com) - for individual faculty contact information.)

### Student Arrival & Departure

The school day begins at 7:45 a.m.; dismissal times vary (see the block schedule for specifics). Please use designated drop off / pick up areas only, do not drop off students in front of any stop sign on campus. Please see our Traffic Flow map and Information video located on our website: <https://www.linfield.com/high-school/forms-links/>

During regular school hours, please use the gym 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. During the school day, students must not be out of eye and voice contact from any immediate classroom or the High School Plaza.

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. High School students are prohibited from going to their cars during the school day without permission. 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.

### **Academics**

As a college preparatory school, Linfield Christian High School is designed to ready students for the next stage of their lives in higher education. Students are provided with specific and individual counseling regarding their course of study at Linfield. Starting as early as freshman year, the Counseling Office assists students through the college admissions process, aiming to match each student's abilities, strengths, personal preferences, and career aspirations with the best possible institution.

During the school year, the Counseling Office will periodically hold evening educational programs for parents regarding college planning. Parents are strongly urged to attend these informative presentations.

In addition, the Counseling Office provides information regarding the PSAT, ACT, SAT and SAT Subject tests. Parents and students should be very familiar with deadlines and test dates associated with standardized testing. These dates are posted in the office, along with application deadlines and the School Code number. Linfield Christian offers a variety of Honors, dual-enrollment, and Advanced Placement courses. Courses designated in our Honors Program are enrichment courses where learning is in greater depth and at a faster pace. Class discussions and assignments include activities that more highly develop an idea or concept. Specific prerequisites and approvals for enrollment may be obtained from the Counseling Office. Students enrolled in AP classes must take the AP examination in May.

### **Graduation Requirements**

All students must have a minimum of 260 credits and have successfully completed the required courses to graduate from Linfield Christian School. Students may not participate in end of the year senior activities or the graduation ceremony if the following standards are not met: Christian service hours, Business Office clearance (payment of tuition and outstanding fines), 260 credits, and the successful completion of required courses.

All core classes must be taken at Linfield Christian School. All classes taken outside Linfield Christian School must receive prior approval from the School (see Counseling Office). Diplomas will be retained by the school until all requirements for graduation are met. Classes meeting on a regular schedule for a semester earn five (5) credits unless otherwise stated. Credits of transfer students will be individually evaluated.

Credits are to be earned as follows:

Bible*	40	Physical Education (2 years, may include team sports)**	20
English (four years)	40	Health Online (one semester) *	5
Mathematics (three years through Algebra II)	30	Fine Arts (one year)	10
Language Other Than English (two years – same language)	20	Speech & Debate	10
Science (Life & Physical)	20	Elective or advanced courses- minimum	35
Social Studies (three years)	30		

\*Transfer students may graduate under modified Health and Bible requirements depending on the grade level at which they entered Linfield Christian School.

\*\* The second year (10 credits) of PE can be satisfied in the following ways:

- Play two seasons of an LCHS sport (5 credits for each season completed)
- Participate in a pre-approved 'outside activity'. Students must complete 135 hours = 10 credits of documented physical activity that has been approved by the counseling office. These hours must be logged and signed-off by a third party (no parents or family members).

### **Christian Service Hours**

Christian Service is a vital part of the educational process at Linfield Christian School. Christ has directed us to grow in an attitude of servanthood (If anyone wants to be first, he must be last of all and servant of all – Mark 9:35)

All students are required to volunteer for a minimum of twenty (20) documented hours of service FOR EACH LINFIELD SCHOOL YEAR ATTENDED. Underclassmen: This annual requirement must be met in order to receive a current report card for grade completion and to select courses for the following school year. Updates will be shown on report cards each semester.

- Opportunities should be sought which DO NOT include service to family members.
- Service hours may not be acquired through time spent serving in a class the student is currently enrolled. (i.e. Chapel Band or ASB).
- Sports camps are fundraisers and are NOT considered community service if students are currently playing that sport.
- All hours for use in Senior Portfolios are due by end of Semester 1.

We encourage our students to go far beyond these required hours of service as it creates a connection to our community and benefits others. An extensive list of Christian Service opportunities is available in the High School Counseling Office.

**Deadlines for Christian Service Hours:**

- Christian Service hours to be included for the Presidential Service Award are due no later than March 30, 2021.
- All Christian Service hours for 2020-2021 must be submitted by April 30, 2021.

**Grading/Evaluation**

Semester grades are the official grades recorded on the student’s transcript. 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 and Christian Service hours have been met.

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. The overall Academic GPA is the grade point average taken from all courses taken in which grades are given. Please see the Counseling Office for the Academic GPA (or U.C. System GPA) which only includes courses applicable to admittance to the U.C. System or like school.

**Grading System**

Outstanding	A+ = 4.0 / 97-100%	A = 4.0 / 93-96%	A- = 3.7 / 90-92%
Good	B+ = 3.3 / 87-89%	B = 3.0 / 83-86%	B- = 2.7 / 80-82%
Average	C+ = 2.3 / 77-79%	C = 2.0 / 73-76%	C- = 1.7 / 70-72%
Needs Improvement	D+ = 1.3 / 67-69%	D = 1.0 / 63-66%	D- = 0.7 / 60-62%
F, I, IP, P, NP, S, U and W = 0			

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. Please understand that most colleges do not accept any course on the student’s high school transcript that is below a “C-.”

**Tests and Examinations**

Tests and quizzes are given in all classes. Tests must be announced; quizzes which 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 High School Principal for review and disciplinary action.

Final examinations are given at the end of the school year in all academic classes and may be weighted no more than 20% of the semester grade. Semester final exams must be taken on the assigned date; students may not take their exams at other times without permission from High School Principal.

Linfield administers the PSAT tests to sophomores and juniors and the PSAT 8/9 test to freshmen in the fall of each year. Students enrolled in AP classes must take the AP examination in May that corresponding year.

### **Homework/Assignment Policy**

Homework and assignments (written work, reading, study, and drill) are 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). Mylinfield.com can be used to view upcoming assignments. You can sign up on Mylinfield.com to receive notifications of changes made to your child's teachers.

### **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 High School Secretary the morning it is due. Failure to do so will warrant a 10% grade reduction every day the assignment is late.

### **Dropping Courses**

Students who desire to drop a course may petition to do so through the Counseling Office. A request to drop a course will be evaluated carefully because it may change college goals and affect college entrance status. The process must include parental consent and administrative approval.

When a student repeats a course for any reason, both grades will appear on the student's transcript. The repeated grade will be added to the transcript, and both grades will be averaged into the student's G.P.A. A student must remain in class until notification of the drop is made official.

### **Core Courses (Required for Graduation)**

- Core Courses are those that are required for graduation from Linfield Christian High School. A Core Course may be dropped during the first 3 weeks of the first semester without penalty. This should not occur without ongoing communication between the student, parent, and teacher of that course. The course requirement will need to be fulfilled in the future.

## Elective Courses

- An elective course may be dropped without documentation on the student's transcript within the first 3 weeks of each semester. Students who drop an elective course will be assigned to an Internship, Study Hall, or other course with the Administration's approval.

## Academic Probation

If a student falls below an overall Grade Point Average (GPA) of 2.0 in a semester, 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:

- Two or more "F's" in two or more subjects
- A total GPA below 2.0
- Students who do not maintain a minimum GPA of 2.0 for two successive semesters or who receive two or more grades of "F" will not be eligible to continue their enrollment or register for the following semester.
- 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 semester.
- A student in ASB (Leadership) must maintain a total GPA of 2.5 to remain eligible to serve.

## Extended Studies Policy

Core classes must be taken at Linfield Christian School. Students may remediate or take elective enrichment courses through Linfield's extensive Online program. In limited situations, students may be allowed to take a course at another institution – all courses taken elsewhere must be pre-approved by the Counseling Office and/or Academic Review Committee.

## 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 Semester 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.

## 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 High School athletics are charged an athletic fee of \$275 per sport (\$375.00 for football). Before students are allowed to participate in High School athletics, all required paperwork must be completed. Student athletes are responsible for knowing the content and adhering to the guidelines in the Athletic Handbook and the CIF Code of Conduct.

Linfield Christian School Athletic Department offers the following athletic sports programs: Baseball, Basketball, Cheer, Cross Country, Equestrian, Football, Golf, Lacrosse, Soccer, Softball, Swimming, Tennis, Track & Field, and Volleyball.

### **Attendance**

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

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

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 Attendance Office at 951 676-8111 extension 3100 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 absent excused, absent no excuse (unexcused), pre-arranged or if student is suspended, will result in the lowering of the student's grade by 10% in that class. Fifteen absences in one semester for any reason will result in no credit for 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 semester. Absences are also recorded by semester and will be included in 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 the 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), all work due must still be turned in for all classes before leaving campus.

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. If a student fails to comply with the expectations of the teacher to make up work, they may receive a zero on the assignment, quiz, or test.

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. If a student fails to comply with the expectations of the teacher to make up work, they may receive a zero on the assignment, quiz or test. 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.

## **Pre-arranged Absence**

If a student's academic grades are "C" or higher, parents may request that a student be absent for family business, i.e. trips or vacation, etc. (not including Finals or Winter Mountain Retreat). 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 Attendance Office.
3. Attendance 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. Junior and senior students visiting a college must also submit the College Visit Verification Form upon return to Linfield. DMV Appointments and Court Appearances require a prearranged absence form prior to the appointment and documentation upon return to Linfield. A approved pre-arranged absence is considered an excused absence. (Note the 10/15 absence rule above). Senior students over 18 who are summoned for jury duty are encouraged to postpone service to fall during a break from school (i.e. Thanksgiving, Christmas, Easter or summer).

## **School Activity**

A school activity is an absence which does not factor into a student's overall attendance. School activities include the following:

- Participation in an athletic contest (athletes must sign out with the Athletic office)
- Field Trips (with completed pre-arranged absence form)
- College Visits: Junior and Senior students visiting a college must submit a completed pre-arranged absence form prior to the visit and must also submit the College Visit Verification Form upon return to Linfield Attendance Office to be marked as an excused school activity. A maximum of (5) days.
- Fine Arts rehearsals or performances: These are cleared through the Attendance office by your teacher. All work due must be turned in to all classes before leaving campus.

## **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 more than (15) minutes late to class. Each tardy may result in a loss of points on a given day for citizenship.

Tardies are cumulative for all classes per semester and tracked by our attendance office. Students are allowed a maximum of 12 tardies per semester. Upon a subsequent 14<sup>th</sup> tardy, the attendance office will send the 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. Sixteen or more tardies may result in a referral for each offense. Parent will be contacted by phone or email 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. Students 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 Attendance Office.

## **Co-Curricular Attendance Policy**

To participate in any co-curricular activity (including practices, athletic contests, rehearsals or productions), a student must be in attendance at least 50% of the academic school day (including chapel) prior to an early release. Study Hall attendance is mandatory for all Student-Athletes on game days. Exceptions must be cleared by the Principal or Assistant Principal. Note: you are expected to attend classes the day following an athletic contest / performance. If you arrive late, you must sign in with Attendance. Illness or medical appointments are the only reasons allowed for an excused absence (EA).

## **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 return to campus and/or enter a school building should you need to attend a class, take a quiz/test, or visit a teacher.

## Conduct and Discipline

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 (including mobile phone) 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 Vice-Principal. When a student is referred to the Vice Principal, they may be formally written up and receive a written referral. When a referral is issued, a parent will be notified via phone or email. The referral is not part of a student's permanent record. If a student receives multiple referrals (for the same or varying infractions), they will be suspended on the third issue referral.

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.

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

## 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, exam, or quiz paper
4. Plagiarizing ideas or content in an essay or research paper/project
5. Providing another student with test or exam information
6. Using any notes in class during a test or exam for the purpose of cheating
7. Having access to a test or 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, or a minimum reduction in grade of 50% on a final exam involved in the dishonesty. In addition, the teacher will notify the Assistant Principal and parent and document the action as a referral for the student's discipline file. A dishonesty letter must also be signed by the student and parent and be returned to the Assistant Principal and be placed in the student's discipline file. The student may be suspended. If a second offense occurs at any time over the course of the student's high 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.

## 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 by the Assistant Principal or Principal. A change of clothes is required. The student may be sent home if necessary. The violation will be documented and parent will be contacted. 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 (and beyond): 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)

Appropriate displays of affection for High School students are limited to holding hands. Students who demonstrate inappropriate displays of affection will receive a warning for the first offense. If a second offense occurs, the teacher will document the incident, the Assistant Principal and 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.

## Behavioral Probation

Students may be placed on Behavioral Probation by the administration for the equivalent of one semester 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 for more than one semester during their four years of high school.

### **Electronic Devices & Backpacks/Athletic Bags**

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 "off" inside of classroom cubbies, while students are in class. Taking any pictures, audio recording, or video with a camera, phone, or device is not allowed at any time on campus, unless a teacher has given specific permission for an academic purpose. Any pictures, audio recording, or videos taken without this permission may result in disciplinary action. Having a cell phone and/or device on campus is a privilege and not a right. Any time a device is used inappropriately or interrupts a class; the teacher will confiscate it and give it to the High School Secretary.

First Occurrence:	The device will be kept the rest of the day. The student can sign for it at the end of the day.
Second Occurrence:	Parent or guardian must come to school to pick the device up.
Third Occurrence:	Parent or guardian must come to school to pick the device up. Student will lose their privilege for using any cell phone on campus for the remainder of the year.
Fourth & Subsequent:	Referred to Assistant Principal for Referral and/or Suspension

Backpacks and/or Athletic Bags cannot be left in the hallways or seating areas. Any time a backpack and/or athletic bag is left unattended it will be confiscated, given to the High School Secretary and the consequences listed above will apply.

### **Dance Guidelines**

Dances are offered as a supplemental part of our ASB calendar. Traditional dances offered are: Homecoming, Winter Formal, Sadie Hawkins and Prom. Pre-approved guests are permitted at all dances, All guests must be under 21 years of age, in at least 9<sup>th</sup> grade and present a legible copy of their driver's license or a current picture ID from school in order to gain entrance to the dance, no exceptions. Guest passes will NOT be taken at the dance. Appropriate attire and behavior is expected at all dances. The following guidelines apply:

- LCHS reserves the right to refuse entrance to the dance to any student or guest; and anyone may be asked to leave at any point during the dance at the discretion of the Administration / Faculty.
- Modest dress will be enforced (including gender distinctive wear at semi-formal and formal dances – girls in dresses and guys in suits/tux) and students not dressed appropriately (cleavage, dresses which are too short or immodest) will be denied entrance or asked to leave.
- All guests must arrive at the dance no later than one (1) hour after the dance starts. If students/guest leave at any point during the dance, they MAY NOT re-enter, no exceptions.



- ❑ Inappropriate behavior (no kissing, “back to front” dancing; lewd or indecent gestures) will not be tolerated; guests/student s will be escorted out of the dance and asked to leave the premises immediately. LCS students that are dismissed from the dance for any reason may be subject to further disciplinary action.
- ❑ Dance Wristbands – upon entering, all students will be required to wear a wristband. If they are warned for any inappropriate behavior, their wristband will be cut off. If they are spoken to again by a faculty member, parents will be contacted and that student will need to be picked up from the dance immediately.

### **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 at all times. No device may be inserted into the lock to prevent locking.
3. Outside surfaces of lockers must remain free of marks, dents, or stickers.
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 the locker; the hallways 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 High School Secretary or the final report card will be withheld.

### **End of the Year Check out Procedure**

All students must complete the Check-Out process including Athletics, Attendance, Business Office, International Office, Locker Check and Christian Service Hours. Students must be cleared in all areas and return the checkout form to the High School Office or the final report card will be withheld and students will not be allowed to select classes, or register for the upcoming school year. If you have any questions, please contact the High School Office at extension 3300.

### **Student Driving and Parking**

Students who wish to drive on campus must complete a Vehicle Registration Form identifying the vehicle license number, the student's driver's license number, and model, make and license plate number of the vehicles the student may be driving. The completed form is to be submitted to the High School Office prior to a parking permit being issued.

1. Students who wish to drive and park a vehicle or motorcycle on campus must have the proper valid driver's license for the type of vehicle being driven and a current parking permit issued by the High School Office.
2. Vehicles must be driven in full compliance with state and local laws.
3. The campus speed limit is 15 M.P.H. and is to be observed at all times.
4. Students who drive to school must park their vehicles at the Gym in the designated student parking areas.
5. Vehicles are to be ridden only on paved roads and parking lots, NOT on open areas, sidewalk, or the athletic fields.
6. Student's vehicles are off limits and may not be visited or moved during the school day without permission from the Office.
7. Students may not ride in the back of pick-up trucks or on the outside of vehicles.

8. Abuse or carelessness when operating a vehicle on campus may lead to disciplinary action including restriction of the student 's vehicle use on campus, referral or suspension.
9. International students will not be allowed to drive at any time.
10. Motorcycles and all similar vehicles must be street legal with quiet exhaust systems.
11. Protective helmets are to be worn when riding motorbikes, motorcycles, and all similar vehicles.
12. Golf carts are considered school vehicles, and students are not permitted to drive them.

### **Student Government**

LCHS Student Government meets at regularly scheduled times during the week. The ASB offices consist of Elected and Appointed positions. Elected positions include: ASB President and Vice-President, as well as Class Presidents and Vice-Presidents. Appointed positions include Treasurer, Secretary, Spirit Coordinator/Athletic Representative, and LINK Crew Coordinators. A student must submit an application, faculty references, and participate in an interview. Qualified students are recommended to the student body for consideration. Elections are held each spring. Students elected and appointed to ASB offices are considered official representatives of the overall student body. They are held to the standards specified in the LCHS ASB Constitution.

#### **Purpose of Student Government:**

1. Develop attitudes of good citizenship
2. Coordinate student activities
3. Encourage spiritual growth in Linfield students
4. Promote school spirit
5. Provide a channel of communication between staff and faculty and administration
6. Support the general school policies as established by the Board of Trustees
7. Develop and practice Christian leadership
8. Model the behavior standards of Linfield Christian School

## **Perpetual Awards**

### **The Mabel Culter Award - Established 1975**

Awarded to the senior student who exerts the best Christian influence on the student body during the school year. The recipient has his/her name inscribed on a perpetual plaque that hangs in the school office.

### **The Linfield Service Award - Established 1974**

Presented to the student who has contributed willingly and enthusiastically to the school's programs. The recipient's name is inscribed on a perpetual plaque that hangs in the school office.

### **The Outstanding Senior Student Award - Established 1990**

Presented to the student nominated by the senior class and approved by the faculty. The student must have a minimum 3.25 GPA, and have been involved in a minimum of two extracurricular endeavors (sports, student government, drama, etc.).

## **Awards**

Excellence in Academics, Fine Arts, Athletics and Community Service is recognized at the annual Scholarship & Awards Night Program each spring. This is the night set aside to applaud the accomplishments of our outstanding students. The Valedictorian and Salutatorian are introduced and awarded special recognition. Each year our community leaders and organizations also recognize our deserving students with special awards and scholarships. Students who are being recognized will receive an invitation from their teacher and an email from our Counseling Office. Attendance is strongly encouraged and open to family and friends.

### **Valedictorian**

Selected by the Academic Review Committee. Honors and privileges awarded to the completing a college preparatory diploma (satisfying U.C. entrance requirements) with the highest grade point average, and greatest academic rigor. See the HS Counseling Office for specific evaluation criteria. Recipient will be encouraged to submit a speech to be considered for presentation at the graduation ceremony.

### **Salutatorian**

Selected by the Academic Review Committee. Honors and privileges awarded to the student completing a college preparatory diploma (satisfying U.C. entrance requirements) with the second highest grade point average, and greatest academic rigor. See the HS Counseling Office for specific evaluation criteria. Recipient may be encouraged to submit a speech to be considered for presentation at the graduation ceremony.

### **Graduation with Honors**

Graduation with Honors is noted in the Graduation Program. Recognition is based on a total earned grade point average during the first seven semesters of high school credit. Honors categories are as follows:

1. Diploma with Honors - to graduating students who have earned a GPA of 3.30-3.60.
2. Diploma with High Honors - to graduating students who have earned a GPA of 3.61-3.99.
3. Diploma with Highest Honors - to graduating students who have earned a GPA of 4.00 or above.

## **Community Scholarships**

Each year, graduating seniors will compete for scholarships in various fields of post-high school courses of study with awards granted from various civic and business organizations within the community.

## **General Curriculum Awards**

Departmental recognition for outstanding performance is awarded to students (9-12) at the Scholarship & Awards Night Program each spring. Plaques of Distinction are given to students who have been selected by the teachers of those subject areas. Classroom performance, interest in the subject, and demonstrated character traits are all part of the criteria for each of these awards.

## **Honor Roll**

All students who achieve a semester GPA of 4.0 or above in academic classes listed on their schedules are eligible for the Principal's Honor Roll. All students who achieve a semester GPA of 3.61 - 3.99 in academic classes listed on their schedules for that semester are eligible for the High Honor Roll. All students who achieve a semester GPA of 3.30 - 3.60 in academic classes listed on their schedules for that semester are eligible for the Honor Roll. Students who receive a letter grade of "D" or "F" will be disqualified from the Honor Roll. Honor Roll Plaques are awarded to seniors who have achieved Honor Roll status for 7 semesters during grades 9 through 12 at Linfield Christian High School. Gold "L" pins are awarded to seniors who have achieved 6 semesters of Honor Roll status while at Linfield. Students who have achieved 3 to 5 semesters of Honor Roll status while at Linfield in grades 10 through 12 are awarded Silver "L" pins.

## **California Scholarship Federation**

Membership in the California Scholarship Federation is by the semester and is by application only. Students eligible for membership must apply during the membership drive of each semester following the semester in which qualifying grades were earned. Students must have the equivalent of at least three "A's" and one "B" for semester grades in academic subjects. Any semester "D" or "F" disqualifies CSF membership. Life membership (Seal bearer) is awarded to each CSF member who achieves at least four semesters (grades 10-12) of active membership (one semester to be earned in grade 12).

## **The National Honor Society**

Students MUST apply in order to become a member. Membership is determined by a point system based on academic courses, school involvement and service.

## **The National English Honor Society**

Students MUST apply in order to become a member. This is the only national organization exclusively for high school students who merit recognition in the field of English. Membership is based on proficiency in English and English-related courses, as well as on overall academic accomplishment.

### **Presidential Student Service Award**

This award is given to students who complete and submit more than 99 hours of service for ages 16+ and more than 49 hours for ages 15 and under. Students must turn in the service hours by to April 3, 2020 in order to be considered for this award.

the following hours may qualify for the Presidential Service Award.

Teens (age 11-15 on 4 / 3 / 2020)	Bronze 50-74 hrs.	Silver 75-99 hrs.	Gold 100+hrs.
Young Adults (age 16-25 on 4 / 3 / 2020)	Bronze 100-174 hrs.	Silver 175-249 hrs.	Gold 250+ hours

Note: For approval of other service opportunities or projects, please see the Assistant Principal prior to completion of service. Please return the completed form to the HS Office. Please do not wait for the deadlines to turn in your hours.

### **Association of Christian Schools International Distinguished High School Student Awards**

Students are selected by the teachers in each subject area.

### **Plaques of Distinction**

This award is given to students who have been selected by the teachers of those subject areas. Classroom performance, interest in and knowledge of the subject, and demonstrated character traits are all part of the criteria for each of these departmental awards.

### **Athletic Awards**

At the Scholarship and Awards Night in May the Athletic Department will present the following awards: Sportsman and Sportswoman of the Year. The sportswoman and sportsman of the year award is given to a male athlete and a female athlete who has made a significant impact on Linfield Christian athletics this year. In choosing these athletes, thought is given to their individual stats and their team's performances in league play and CIF playoffs. Both the breadth of their participation based on the number of varsity sports they have played as well as the depth of their participation as evidenced by the impact they had on and off the field on their teams, teammates, and coaches is considered.

### **CIF Scholar Athlete of the Year**

The CIF Scholar Athlete, as defined by CIF, is awarded to two seniors whose academic and athletic careers have been truly exemplary and whose personal standards and accomplishments are a positive model for others. The recipients must have no less than a 3.5 cumulative grade point average, have demonstrated athletic ability in at least two years of varsity sports, and most of all portrayed themselves as athletes of character, displaying trustworthiness, respect, responsibility, fairness, caring, and citizenship.