



**HIGH SCHOOL  
PARENT-STUDENT HANDBOOK  
2021-2022**

**Updated: 8.11.2021**

**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

## School 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 has been an independent, college preparatory school, which offers educational programs for young people in grades transitional kindergarten (TK) through grade twelve. 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.

## 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.

## 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

## 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

## Leadership Organizational Structure

### BOARD OF TRUSTEES

Terri Lee Delhamer - *Chairwoman*  
 Vicki Bush  
 Kenneth W. Crawford, Jr.  
 Deanna Elliano  
 Dennis Hollingsworth  
 Bryce Myers  
 Elise Wakefield

### ADMINISTRATORS

Head of School – Marc Horton  
 Campus Principals  
     High School – Dr. Ruth Young  
     Middle School – Bret Underwood  
     Elementary School – Carrie Washburn

# Articles of Faith

## **Article I. The Scriptures**

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

Linfield Christian School falls under guidance set by the California Department of Public Health and the County of Riverside Office of Public Health. The following policies are vetted through a legal team and medical task force before implementation:

#### Masks:

- Masks are required for all students TK-12 while indoors and regardless of vaccination status, unless an exemption is in place.
- Masks will be worn by all faculty and staff while indoors and regardless of vaccination status, in accordance with Cal OSHA guidelines for the workplace.

#### Facilities:

- Daily disinfection of high touch areas.
- Nightly cleaning of all classrooms and office spaces.
- Proper ventilation and upgraded HVAC filtration.

#### Health Etiquette:

- Hand washing and the use of hand sanitizer will be encouraged.
- Students, teachers, and staff who have symptoms of infectious illness, such as [influenza](#) (flu) or [COVID-19](#), should stay home and be referred to their healthcare provider for testing and care, regardless of vaccination status.

#### Close Contact and Exposure:

**Fully vaccinated close contacts** should be referred for COVID-19 [testing](#). If asymptomatic, fully vaccinated close contacts do not need to quarantine at home following an exposure (they can continue to attend school in-person and participate in other activities).

**Close contacts who are not fully vaccinated** should be referred for COVID-19 [testing](#). Regardless of test result, they should quarantine at home for 10 days after exposure. [Options to shorten quarantine](#) provide acceptable alternatives of a 10-day quarantine or a 7-day quarantine combined with testing and a negative test result.

For more detailed information regarding close contacts and exposure, please refer to the [CDPH K-12 Guidance](#).



## 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. – 7:30 a.m. / 3:00 p.m. - 6:00 p.m.

(FOR ATTENDANCE, QUESTIONS OR CONCERNS, YOU MAY LEAVE VOICEMAIL MESSAGES 24 HOURS A DAY @ 951-676-8111, please refer to our website – [www.linfield.com](http://www.linfield.com) - for individual faculty contact information.

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

## Giving

One of Linfield's strategic priorities is to secure its financial health. As a private, independent school, tuition and fees cover the day to day operational costs. However, in order to truly thrive, innovate, and provide the type of experience our students and families deserve, we need additional resources. Since we do not receive any state or federal funding, we rely on generous donations from our families and friends to make this happen. Each year we ask each family to prayerfully consider making a tax-deductible donative, over and above tuition, to our Annual Giving program. These Annual Giving donations are invested back into Linfield to make it better. There is no minimum requirement to give; we simply ask families to do what they can. Every gift, regardless of the amount, makes a difference and impacts our students and school.

We now offer an easy and convenient online giving option for all levels of gifts. Please visit <https://www.linfield.com/give> to set up a one-time or re-occurring gift. All philanthropic efforts are run through the Development Office, with volunteer parent help. If students or parents have an idea to raise money for a specific school program or activity, they MUST get written approval from their Principal and the Director of Development 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. Depending on the level of student supervision, volunteers may be required to go through the LiveScan process. We also ask that parents not bring their other children during school hours when they are volunteering or working on campus.

## Enrollment Management / Admissions

### Continuous Enrollment

Linfield has implemented Continuous Enrollment, which means students are automatically re-enrolled 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 20 - 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 31 - 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 will be automatically 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 for the following school year. 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.

## Linfield Student Records Retention Policy

Linfield follows the California Code of Regulations governing pupil records (5CCR 430-438).

Mandatory Permanent Pupil Records, as described in the Code, are maintained indefinitely for any pupil who was enrolled in a school program within said district. Mandatory records include: transcript, immunization, and birth certificate.

Mandatory Temporary Pupil Records, as described in the Code, are maintained for 5 years and are then destroyed as per California statute or regulation. Mandatory temporary records include: health information, progress reports, standardized testing, parental restrictions and authorizations.

A five day written notice must be given in order for Parents/Guardians of current students to inspect, review and obtain copies of student records during regular school hours.

Linfield only provides transcripts to alumni or withdrawn students. Requests must be made on the website and are processed within 10 days business days from the time the request is received.

## SECTION II

### HS General 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.

### Student Arrival & Departure

The High School utilizes a rotating block schedule for class schedules.

- Monday, Wednesday and Friday
  - School begins at 7:50 a.m.
  - School ends at 3:00 p.m.
- Tuesday
  - School begins at 7:50 a.m.
  - School ends at 2:00 p.m.
- Thursday
  - School begins at 7:50 a.m.
  - School ends at 2:30 p.m. (Note: HS Teacher Office Hours are available from 2:30 p.m. to 3:00 p.m. for all students needing to meet with their teachers or receive academic support)

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 visitor parking or 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.

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.

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.

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. 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.

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

## Visitors

Parents, guardians, alumni, community members, and prospective students are welcome to visit the school. If you wish to meet with a specific Administrator, Faculty or Staff member, please call or email in advance to schedule an appointment. All visitors (including parents who come on campus to help on a regular or occasional basis) are required to check-in with the office. Linfield Christian School has adopted the use of the Raptor Visitor Management System on all of our campuses to strengthen our program of campus safety for students and faculty. Upon entering our school offices, visitors will be asked to present an ID such as a Driver's License, which can either be scanned or manually entered into the system.

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.

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

## 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

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. 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.**

## Child Custody

If legal custody stipulations apply to your child at time of enrollment or change at any time during school year, it is required that a copy of the court order be submitted to the school office and the Parent/Guardian MyLinfield account updated by the parent/guardian.

## Student Life

### 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.

### 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

### Dances / Expectations

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 (Guest Passes are approved by the Assistant Principal) 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 (kissing, “back to front” dancing; lewd or indecent gestures) will not be tolerated; guests/students 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 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. Students' property (backpack, sports gear, etc.) must be stored inside the locker; 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.

## 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 driven 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.

## 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. For all details related to our Textbook policy please refer to the following document:

[Linfield HS Textbook Policy](#)

## Computer and Internet Policy

Computers and Internet access are available all across the high school campus in classrooms and lab rooms. Although the Internet represents a valuable information resource for legitimate school business and research and information sharing, it also presents an opportunity for abuse. It is the school's policy that Internet use should be strictly limited to school activities or assignments. Students are expected to use their mobile learning device (MLD) and accessing the internet in a responsible manner that aligns with the core values of Linfield Christian School. Please review Linfield Christian School's Bring Your Own Device and Acceptable Use Policy which is required for all students:

[Linfield Bring Your Own Device](#)

[Acceptable Use Policy](#)

## Mobile Phones, Electronic Devices & Backpacks/Athletic Bags

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. 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 by the high school secretary and 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.

## Athletics

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.

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. Please visit our school Athletics website: <https://www.linfieldsports.com/> for more information.

### 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.

[Linfield Steroid Policy](#)

### End of 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.

## Academics

### 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 for transfer students will be individually evaluated.

Credits are to be earned as follows:

Bible*	40	Physical Education**	20
English	40	Health Online*	05
Mathematics	30	Fine Arts	10
Language Other Than English (two years same language)	20	Speech and Debate	10
Science (Life & Physical)	20	Electives or advanced courses	35
Social Studies	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.

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 31, 2022.
- All Christian Service hours for 2021-2022 must be submitted by April 29, 2022.
- Submit hours to HS Secretary

## Course Requirements

### 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.

### 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.

### 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.

## 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.

## Homework/Assignment Policy

Homework and assignments 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.

## 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.

## 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.

## 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 FACTS 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 Principal or Assistant Principal.

## Awards and Recognition

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 March 31, 2022 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.

### **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.).



## Attendance

Success in school depends in large part on regular attendance and consistent participation in all activities. Linfield Christian School places the responsibility for punctual arrival and regular attendance on the student and the parent(s)/guardian(s). We appreciate the support of the parents as we partner together exhibiting honest behavior in regards to our attendance policies. 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

1. Excused Absences include: illness, medical or dental appointments, or bereavement. Written documentation is required within 48 hours to be an excused absence.
2. Students have the same number of days of the excused absence to make up assignments and/or assessments.
3. 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.
4. 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.
5. 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

1. Absence for any reason other than those listed as "Excused Absence" will be considered an unexcused absence.
2. Class work missed for an unexcused absence (including Suspension from school) cannot be made up.
3. Tests may be made up with a 25% reduction to the grade.
4. 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.

## **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. A pre-arranged absence will be limited to five (5) class days in any given year. The Pre-arranged Absence form must be completed one week prior to the absence.

[Linfield HS Pre-Arranged Absence form](#)

## **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.
- 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 twelve tardies per semester. Upon the fourteenth 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).

## Dress Code – Standards of Modesty

Linfield Christian School (LCS) desires to create an educational atmosphere that honors God and maximizes learning. Modesty, moderation, neatness (fit and finish), 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. Any articles of clothing (including face masks) that contain 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. Note, Lands' End items not shown under Linfield's school code or from other Lands' End website areas or departments may not be appropriate for Linfield Wardrobe Program.

### 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 (blue) skirts (only those ordered from Dennis Uniforms or Lands' End).
- Only girls may wear skirts & skorts
- Shorts (i.e. Spandex) must be worn underneath

### **Capris, Jumpers (Jumpers only allowed for ES): Navy and Khaki capris & jumpers**

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

### **Outerwear:**

- All jackets and sweatshirts must adhere to the following guidelines:
  - Plain LCS Approved Colors (black, navy, columbia, white, or gray)
  - LCS outerwear purchased from Dennis Uniform, Land's End, or on campus from the School
  - LCS Activity outerwear (theater, athletics, etc.)
  - Collegiate
- 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.
- Hats, caps, beanies must be in alignment with LCS spiritwear guidelines (LCS, Collegiate or Linfield Outreach/Ministry or plain with LCS approved colors of black, navy, columbia, white, or gray)
- Baseball caps, beanies, and hats may be worn outside only (no indoors at all, including spirit and free dress days).

#### **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.)

#### **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.

## 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 and Drills

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

Evacuation drills (fire and earthquake)

Secure Campus Procedure

## Health and Wellness

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](#) or here <https://www.shotsforschool.org/> 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.

### Mandated Reporting

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.

### Medication

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.

## 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.

## Student Insurance

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.

## Conduct and Discipline

Students, faculty, and staff are expected to conduct themselves in a manner that exhibits a spirit of cooperation, consideration, and respect. In addition to obeying the “letter of the law, we expect our students to exhibit an appreciation for the “spirit of the law” as well. The conduct and discipline philosophy and policies are written in light of the truth of Proverbs 22:6, “Train up a child in the way he should go, and when he is old he will not depart from it.” Linfield Christian School realizes its responsibility and role in the personal growth and development of the students who attend here. We believe it is our privilege to partner with parents in the 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.

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

It is expected that most discipline problems will be handled by the classroom teacher, the goal being to encourage students and to help them realize the benefits of personal responsibility and self-discipline. More serious problems and/or repeated problems will be referred to the Assistant Principal. When a student is referred to the Assistant 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.

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.

Major offenses will be referred to the Discipline Panel. The Discipline Panel consists of the Head of School and Administrator from each division. The Discipline Panel interviews the student faced with serious discipline issues and determines whether or not the student will remain in school. 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.

## Honesty and Academic Integrity

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.

## **24 / 7 Expectations**

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. *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 / Inappropriate use of Fire Alarms/911**

Students who break the law (either on or off campus) will be subject to investigation, disciplinary process, and will be reported to local law enforcement. 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.

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.

## **Harassment**

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

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

## **Bullying**

The Linfield Christian School Board of Trustees and Administration has taken a position that any person who engages in bullying another person will be subject to discipline. **Bullying** is defined by the U.S. Dept. of Justice (Fact Sheet #FS-200127) as a form of abuse and encompasses a variety of negative acts carried out repeatedly over time. It involves a real or perceived imbalance of power, with the more powerful child or group attacking those who are less powerful. Bullying creates a hostile, disruptive environment in the school community 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 may will be taken.

## **Displays of Affection**

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.

## **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.

## **Inappropriate Sexual Acts or Behaviors**

Linfield Christian School believes that student relationships should be consistent with Biblical standards of chastity and purity. Furthermore, excessive displays of public affection are inappropriate and embarrassing to friends, students, teachers, and staff who are present. Students who engage in excessive displays of physical affection, such as intimate hugging or kissing, massaging, petting, groping, or touching of intimate body parts will be subject to the disciplinary process. In addition, Students who engage in sexually intimate acts or behavior, whether heterosexual or homosexual, or who proclaim or advocate relationships and behaviors inconsistent with the standards and belief of Linfield Christian School will be subject to the disciplinary process.

## **Policy on Gender, Gender Identity, and Gender Expression**

Linfield Christian School recognizes there has been a cultural shift regarding gender, gender identity, and gender expression. Linfield Christian School believes that God wonderfully and immutably creates each person as male or female and rejection of one's biological sex assigned at birth is a rejection of the image of God within that person. (Gen. 1:26-27.) Accordingly, all students are expected to behave in a manner that is consistent with their biological sex. This includes, but is not limited to, complying with Linfield Christian School's dress code and grooming standards applicable to their biological sex, using bathroom and locker room facilities designated for their biological sex, and participating in extracurricular activities designated for their biological sex (i.e., girls basketball vs. boys basketball, softball vs. baseball, etc.).

## **Behavior Consequences**

### **Dress Code Violations**

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

**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.

### **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.

### **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 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.

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.

<b>Violation</b>	<b>Consequence</b>
<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>
<p>Engaged in, or attempted to engage in, hazing</p>	<p>1 to 3-day suspension  Refer to Discipline Panel  (if needed)</p>
<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>	<p>5-day suspension  Report to police *  Refer to Discipline Panel</p>
<p>Unlawfully possessed, used, sold or otherwise furnished, or been under the influence of, any controlled substance, an alcoholic beverage or an intoxicant of any kind</p>	<p>5-day suspension  Report to police *  Refer to Discipline Panel</p>
<p>Unlawfully offered, arranged, or negotiated to sell any controlled substance, an alcoholic beverage, or an intoxicant of any kind, any drug paraphernalia, or any substance represented as a controlled substance (look-alike), and either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant</p>	<p>5-day suspension  Report to police *  Refer to Discipline Panel</p>
<p>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>	<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  Minor vandalism/graffiti damage (under \$500) or  Major vandalism/graffiti damage (over \$500)  Stolen or attempted to steal school or private property or  Knowingly received stolen school property or private property</p> <p>Note: As used here, "school property" includes, but is not limited to, electronic files and databases</p>	<p>Reimbursement or repair  Notify police (if needed) *  1 to 5-day suspension  Refer to Discipline Panel  (if needed)</p>
<p>Committed a lewd or obscene act or engaged in habitual profanity or vulgarity</p>	<p>1 to 3-day suspension  Refer to Discipline Panel</p>
<p>Committed or attempted to commit a sexual assault as defined in the Penal Code or committed a sexual battery as defined in the Penal Code</p>	<p>5-day suspension  Refer to Discipline Panel</p>
<p>Committed or attempted to commit robbery or extortion</p>	<p>5-day suspension  Report to police *  Refer to Discipline Panel</p>

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

# Addendum

## 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.

## Computer and Internet Policy

### **Linfield Christian School 21-22 Acceptable Use Policy**

#### **Introduction**

In order to support Linfield Christian School's core mission and purpose, achieve its technology vision, and equip students to compete collegially and internationally. All students at the High School are required to bring their own device to school. This policy along with the Parent-Student Handbook (online at [linfield.com](http://linfield.com)) indicates the privileges and rules for acceptable use of the Linfield local area network (LAN) and Mobile Learning Devices (MLD) to include cell phones, PC laptops, Apple MacBooks, cell phones, iPods, Chromebooks, and other tablets (mini iPad, iPad, or Android) and netbooks. All parents and students must read and acknowledge this document by completing the AUP signature page.

#### **Section 1 – Acceptable Use**

##### **MLDs**

The use of MLDs on campus is encouraged and the school grants access to any student who is willing to assume the responsibility of abiding by the guidelines set forth in this document. Any student who brings a personal MLD to campus will need to register the MLD (process for how to do this is provided first week of school). Users must assume that all communications and information accessible via the network is public property. Guidelines for MLDs includes, but is not limited to:

1. Students are responsible at all times for the proper and exclusive use of the system account issued in the student's name.
2. Students will never knowingly give their password to others, nor use another person's password or account.
3. Students take full responsibility for their MLDs and keep it with themselves at all times. LCS is not responsible for the security of the device.
4. Students are also responsible for the proper care of MLDs, including any costs of repair, replacement, or modifications needed to access the school's LAN.
5. Students may access accepted websites as long as they abide by the terms and conditions set forth by those websites.
6. Students may copy shareware, freeware, or public domain software. If you have any questions about your right to copy any software, and to avoid any licensing problems for LCS, please ask the Technology Director.
7. Students are welcome to use any games or software condoned by LCS with their librarian or teacher's permission.
8. Students may participate in other incidental activities that are not illegal, noted as an unacceptable use, or in conflict with the mission and values of LCS.
9. The school reserves the right to inspect a student's MLD if there is reason to believe that the student has violated school policies, administrative procedures, school rules, engaged in bullying behavior or other misconduct while using their MLD.
10. A student's MLD shall be charged prior to bringing it to school and will run off its own battery power.
11. Students are to use MLDs in compliance with a teacher's direction. No surfing the web, passing notes, instant messaging, or other non-task related behaviors are to take place in class unless directed to do so by the teacher.
12. Students will comply with a teacher's request to shut-down, put away, or close an MLD.
13. Students may not use MLDs to post photos or videos of a person or persons on campus. Images or videos recorded at school may not be transmitted or posted at any time without the express written permission of an Administrator.
14. Use of any variant of Linfield Christian School's name, image, logo, team names, mascot, or images, or the names, nicknames or images of any LCS faculty, staff, or student is strictly prohibited without the express, written permission of the LCS Technology Director or Principal, as well as any identified/included team member, student, faculty, or staff.

##### **Linfield owned hardware/software and internet**

LCS provides students with access to computers in classrooms, laboratories, and media centers. These computers are part of the school's LAN which has been specially designed to assist students in the learning process. LCS also facilitates access to educational and informational resources to promote educational excellence by providing Internet capability to students. **IMPORTANT NOTE:** Linfield Christian School owns and operates the computer network and therefore, LCS reserves the right to search and examine any school-owned storage media, with or without provocation or reason. Students may use the technology and equipment in the manner for which it was provided. For



example; research for assignments, writing assignments, test taking, learning to type, and/or learning how to use specific software applications

## **Section 2- Security**

Security is a high priority on any computer system, particularly when the system involves many users. If you feel that you can identify a security problem on the Internet, please contact the Technology Director or other school official. It is imperative that LCS be informed of anything that may harm you, other students, staff, or the network in general. Students may not change settings on any LCS computers, printers, laptops or other technology without permission of the Technology Director. a. Through routine maintenance, individual files stored on LCS systems may be reviewed and deleted by designated technology staff. b. If a student learns of any violation of this Acceptable Use Policy, he or she shall report it to the Technology Director, a teacher, or other school official. c. If a student finds that he or she is able to access any unacceptable Web site(s) from LCS computers, he or she shall report it to the Technology Director, a teacher, or other school official. d. Students shall immediately notify the Technology Director or school official of any security problem on the network that is known to, or identified by, the student. Students are not to act on, take advantage of, or share with other students any information about such security problems.

## **Section 3 - Disciplinary Action**

a. Violations of any policies, administrative procedures, school rules, involving a student's MLD may result in the loss of use of the device in school and/or disciplinary action (see Parent-Student Handbook). b. The use of the Internet is a privilege, not a right. Inappropriate use can result in the cancellation of your Internet privileges and possible administering of appropriate disciplinary action (See Parent-Student Handbook). **IMPORTANT NOTE:** Students are subject to all LCS policy, local, state, and federal laws and agree to abide by all such policy and laws. School administrators will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through Internet access.

## **Section 4 - Unacceptable Use**

Students and their parents must understand that they will be held financially responsible for any or all damage incurred as a result of the student's negligent or inappropriate use of the school's network facilities or equipment.

### **The list of Unacceptable Uses includes, but is not limited to:**

#### **Law, Policy & Security:**

Students shall not falsify their identity on any LCS computer, MLD, network, or the Internet. Students are never permitted to use a teacher's computer/MLD. Inappropriate media may not be used as a screensaver or background. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions. Screensaver passwords and locking the desktop are recommended as a method to maintain personal data security. Hard drive and CMOS passwords are forbidden. If used, students may be responsible for the cost of replacement hardware. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Headphones may be used at the discretion of the teacher.

#### **Software & Licensing:**

Students shall not copy LCS's or other people's software. Specifically, students are not allowed to copy any software from school computers for use at home. Students may not interfere with, or disrupt, someone else's use of LCS's computers, MLDs, network, or related technology. Students are strictly prohibited from the unauthorized use or distribution of user passwords, copyrighted material, or material protected as a trade secret. Students are prohibited from the unauthorized examination, modification, deletion, transmission, or duplication of files and/or data belonging to another student or user.

#### **Copyright and Plagiarism**

All users should abide by current copyright law. Please see <http://www.copyright.gov/>.

Plagiarism will not be tolerated. If text or multimedia files from the Internet or other electronic sources are used, they must be used according to the Fair Guidelines Use <http://www.copyright.gov/title17/92chap1.html#107> established by

federal copyright law and the policies of LCS, and cited accordingly. (visit <http://www.mla.org/> or Purdue University OWL at <https://owl.english.purdue.edu/owl/resource/747/01/> for guidelines)

### **Section 5 - Limitation of School Liability**

Although Linfield Christian School will make a diligent effort to maintain the network, LCS will not be responsible for any inconvenience, damage, or harm the user suffers while utilizing any LCS personal or laptop computers, MLDs network, related technologies, or the Internet, whether on school property or off of school property. Nor will LCS guarantee any intended or expected results. For example, LCS will not be responsible for any loss of data. Linfield Christian School assumes no liability for any direct or indirect damages arising from the user's connection to the Internet. Linfield Christian School specifically denies any responsibility for the accuracy or quality of information obtained through the Internet and/or any student's chosen use of that information. LCS only facilitates the accessing and dissemination of information through its systems. Users are solely responsible for any material that they access and disseminate through the Internet. The school will not be responsible for financial obligations arising through the unauthorized use of the system. LCS provides no assurance of privacy for information transmitted via the network or contained in school-owned storage media.

All Linfield students, parents, guardians, or host parents are required to sign the Acceptable Use Policy.

## 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."

## Pre-Arranged Absence Form

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

### **PROCESS TO OBTAIN A PRE-ARRANGED ABSENCE**

- (1) Student picks up form and takes home for parent signature.
- (2) Student returns signed form (without Teachers signatures) to Attendance for approval.
- (3) Attendance office verify absence/s request by calling parent, after verification Attendance will approve/date stamp form and return to Student for obtaining Teacher signatures.
- (4) Student presents form to all teaches for signature ("C" or higher in class required) during break, lunch, before or after school only.
- (5) When completed, student returns signed form to Attendance office. Due 1 week prior to absence.

Parents: 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. 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.** Students must make arrangements with teachers for the timely completion of all academic work including online courses. A pre-arranged absence will be limited to five (5) class days in any given year. 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 to be marked as an excused school activity. DMV Appointments and Court Appearances require a prearranged absence form prior to the appointment and documentation upon return to Linfield. An approved pre-arranged absence is considered an excused absence. (Note the 10/15 absence rule in Handbook). Senior students who are summoned for jury duty must request a postponement until summer.

I request a Pre-Arranged Absence for the purpose of \_\_\_\_\_

Dates I will be absent: \_\_\_\_\_ Total Days requested \_\_\_\_\_

Parent Signature \_\_\_\_\_

Parent Phone Number to Verify \_\_\_\_\_

### **LCHS OFFICE USE ONLY**

Approved by Attendance Office \_\_\_\_\_ Date Stamp \_\_\_\_\_

Block	Teacher	Comments (grade, concerns)	Teacher's Signature
1			
2			
3			
4			
5			
6			
7			
ONLINE			

**FORM MUST BE RETURNED TO THE ATTENDANCE OFFICE COMPLETED BY TEACHERS AT LEAST ONE WEEK PRIOR TO ABSENCE!!**