



---

L A U R E L C H R I S T I A N S C H O O L

***2020-2021***

***Student Handbook***

**Grades 7-12**

*Mailing*

P.O. BOX 8425 LAUREL, MS 39441

*Physical*

1200 HWY 15 NORTH LAUREL, MS 39440

*Telephone*

601.649.4190

*Fax*

601.649.0449

*[www.laurelchristian.org](http://www.laurelchristian.org)*

## ***Table of Contents***

Statement of Operation .....	1
Worldview Statement .....	1-2
Christian Education .....	2
History of Laurel Christian School.....	2-3
Crest Explanation.....	3
Admission Policy .....	4
Philosophy .....	4-5
Administration .....	5
Calendar .....	6
<b>General Information.....</b>	<b>7-12</b>
Fees & Tuition .....	7-8
Drop Off & Pickup .....	8
Lunches .....	8
Medication.....	9
Health Policies .....	9
Accidents.....	9
Visitors .....	9
Parent/Teacher Conferences .....	10
Complaint or Problem Procedure.....	10
Withdrawal Procedure.....	10
Fire & Weather Procedures .....	10-11
Lost & Found .....	11
Lockers .....	11
School Attendance Forms.....	11
Copier, Printers, & Office Computers.....	11
Library.....	12
Sportsmanship .....	12
Field Trips .....	12
PTO .....	12
<b>Academic Information.....</b>	<b>13-16</b>
Accreditation .....	13
Program of Studies .....	13
Grading Scale .....	13

Academic Honors.....	13
Promotion Policies .....	14
Summer School, Online Courses, & Remediation Options .....	14
Clubs, Teams, & Organizations.....	15
Extra Credit/Bonus Points.....	15
Dual Enrollment & Dual Credit .....	15
Cumulative Records .....	16
Class Rank.....	16
Star Student .....	16
Senior Cords.....	16
Minimum Graduation Requirements.....	17
<b><i>Attendance &amp; Tardiness.....</i></b>	<b>18-19</b>
General Tardiness .....	18
Morning Tardies .....	18
Class Tardies .....	18
Present/Absent.....	18
Unexcused Tardy Chart.....	19
Tardy/Absent Example Chart.....	19
<b><i>Absentee Policy.....</i></b>	<b>20-23</b>
Excused & Unexcused Absences .....	21
Make-up Work.....	21
School Sponsored Activity Absence .....	21-22
Required Attendance for Extracurricular Activities .....	22
Extracurricular Homework/Test Policy.....	22
Multiple Sports & Extracurricular Involvement .....	23
<b><i>Bell Schedules .....</i></b>	<b>24</b>
Daily Schedule .....	24
Chapel Schedule.....	24
Half Day Schedule .....	24
<b><i>Conduct &amp; Discipline .....</i></b>	<b>25-31</b>
Discipline Warnings .....	25
30 Minute Detentions.....	26
One Hour Detentions.....	26
Corporal Punishment.....	27
Suspension.....	27
Expulsion.....	28

Teachers Lounge/Workroom .....	28
Cell Phones.....	29
Electronic Devices on Campus .....	29
Search & Seizure.....	29
Truancy.....	30
Cutting/Skipping Class.....	30
Vehicles on Campus .....	30
Cheating & Plagiarism .....	31
Public Displays of Affection .....	31
Sexual Misbehavior.....	31
Pregnancy/Marriage .....	31
<b><i>Dress Code .....</i></b>	<b>32-35</b>
Monday - Thursday Dress .....	32
Pants & Bottoms .....	32
Shirts/Blouses & Tops.....	33
Shoes .....	33
Grooming .....	34
Chapel Dress .....	34
Dress Code Amendment.....	35
<b><i>Student Drug &amp; Alcohol Testing Policy.....</i></b>	<b>36-38</b>
Policy.....	36
Testing.....	36-37
Positive Test Result .....	37
Disciplinary Action .....	37-38
Privacy.....	38
<b><i>Asbestos Hazard Notification .....</i></b>	<b>39</b>

## ***Laurel Christian School – Statement of Operation***

Laurel Christian School is owned by Audubon Drive Bible Church and Westminster Presbyterian Church. As a faith based organization, the Board of Directors believes that the standards for operating our School to be those found in Scripture. God's word instructs us on what is best for our lives and how to best glorify and honor Him in all we do. In operating LCS and in dealing with the various issues that present themselves from time to time, the Board acknowledges that we all fall short of the standards of Scripture. This does not mean that Scripture is erroneous or irrelevant; it simply means we must all be about the daily task of growing and maturing in our understanding of God's revealed will.

Many other organizations will use the prevailing culture as their standard for business and institutional decisions. That standard includes the wisdom of man minus any opinions that tend to offend members of the community. Such a standard, in the view of the Board, is ungrounded, ever-changing and allows only a small measure of approved-insight to direct the organization. Many will disagree with Laurel Christian School's decision to use Scripture as the standard for School operation. The Board of Directors is persuaded, however, that Scripture is the only unmoving, unchanging standard to both promote and protect the School and the families and students it serves.

## ***Laurel Christian School - Worldview Statement***

1. We believe the Bible (defined as the 66 books of the Old and New Testaments) to be the only inspired, infallible, authoritative, and inerrant Word of God. It is objective truth.
2. We believe there is only one God, eternally existent in three persons - Father, Son and Holy Spirit, all of whom are the same in substance, equal in power and glory; and this Tri-unity (or Trinity) created the Heavens and the Earth, in the span of six days.
3. We believe in the deity of Jesus Christ, His virgin birth, His sinless life, His miracles, His substitutionary death and successful atonement, the imputation of our sin to Him and His righteousness to us, His resurrection, His ascension to the right hand of the Father, His present reign as King, and His visible and bodily return in power and glory. He is the only way, the embodiment of truth and life eternal.
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the sinfulness of human nature, so that men are justified by grace alone, through faith alone, in Christ alone.
5. We believe that the Lord Jesus Christ shall one day raise the dead bodily, on the Day of Judgment, both the righteous and the unrighteous; at which time, the righteous shall forever see the face of Christ in unhindered glory, while the unrighteous shall endure endless punishment.

6. We believe in the spiritual unity of all believers in our Lord Jesus Christ.
7. We believe in the present ministry of the Holy Spirit by whose indwelling ministry the Christian is enabled to live a godly life.
8. We believe that marriage was instituted by God, and is a covenant between a man and woman alone, as one, before God.
9. We believe that Christian mothers and fathers are to see their children as "gifts from the Lord", whom they are to bring up "in the nurture and admonition of the Lord". Children are to love, honor, respect, and "obey their parents in the Lord, for this is right".
10. We believe that every aspect of our lives is to be lived for the glory (or honor) of God under the Lordship of Jesus Christ.

### ***Christian Education is...***

1. Education of the whole child – intellectual, social, physical, and spiritual: no area is separated from the rest.
2. Commitment to the Lord Jesus Christ, evident in life-styles, examples, devotionals, chapel, Bible study, prayer, the whole educational atmosphere.
3. Development of potential God-given gifts in math, science, social studies, reading, English, Bible, art, music, physical education, health, spelling, etc.
4. Education in the truth, all of which is God-centered, God-sustained, and God cohering.
5. The extension of the Christian home, a witness to the community.
6. Quality and excellence – my best in service to my King.
7. Help in gathering, understanding, interpreting, and applying God-given facts.
8. Education continually being refined by and aligned with the Word of God.
9. The soil in which the seed of the mature Christian continues to be watered and fed.
10. A help for Christian parents who desire to raise children in the nurture and admonition of the Lord.
11. Life lived to its fullest and the totality of being under the Lordship of Christ Jesus.

### ***History of Laurel Christian School***

In 1982, Presbyterian Christian School was founded as a cooperative effort of committed parents, teachers and the First Presbyterian and Trinity Presbyterian Churches of Laurel. Mrs. Ginny Traylor, an original Board member, explains Christian Education:

*“The reason Presbyterian Christian School was started was not just to have another school. We wanted a God-centered education where God is*

*presented as the creator in science, the God of order and reason in math, and the God who is sovereign over all history. This way God would not be compartmentalized in a child's mind for just church and home, but God would be the focal point of school also. And not only in the classroom, but in every activity."*

In July of 1997, the First Trinity Presbyterian Church graciously entrusted sponsorship of PCS to Audubon Drive Bible Church, and, in June of 1999, the name was changed to Laurel Christian School.

In August of 2001, the upper grades were moved to the Westminster Presbyterian Campus. In the spring of 2005, Westminster Presbyterian Church became a co-sponsor of Laurel Christian School.

Audubon Drive Bible Church members and Westminster Presbyterian Church members have been involved with the school from the very beginning as parents, teachers, chapel speakers, and school board members. As sponsoring churches, Audubon Drive Bible Church and Westminster Presbyterian Church have pursued the following goals:

1. Focusing the school on its original commitment to Biblical worldview education.
2. Cultivating and implementing the Classical & Christian philosophy of education.
3. Serving families as an extension of the home in the Biblical responsibilities of education.
4. Developing the school into a full K-12 program.
5. Pursuing financial support to make the school more accessible to all families committed to this vision of Christian education.

## ***Crest Explanation***

At the center is the triquetrum. It is formed by three intersecting circles, which represent the Trinity. This symbolizes the Unity of God. The three sections of the shield represent the three ways that God reveals Himself to mankind, through:



- His creation, as revealed by His handiwork.
- His Son, the victorious Lamb, as revealed in His Word.
- His Spirit, as revealed in hearts which desire to obey Him.

## ***Admission Policy***

Laurel Christian School admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students of the school. LCS does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies and other school-administered programs. Usually students from the local area (Laurel/Pine Belt) may be considered for admission to grades 7-12 only at the beginning of each semester (within 5 school days of the start of school in August or January), if space is available. Students who move into the area may be admitted to grades 7-12 at the time of their relocation, as space is available. Students applying for grades 7-12 will be selected through a process that includes a review of previous school performance, a recommendation from the previous school, admissions testing (if deemed necessary), and a successful parent/guardian and student interview. A nine-week probationary period that may include parent-teacher conferences, academic evaluations, and disciplinary review will be required of a new student. Admission to and continued enrollment in Laurel Christian School is at the sole discretion of the school.

## ***Philosophy***

Laurel Christian School takes a spiritual approach to education. LCS is an extension of the Christian home and strives to encourage, support, and inspire students and families in a system of values consistent with the Word of God. It is our philosophy that students should have a Christ-centered view of the world, mankind, and life.

This means that the entire program, the curriculum, the quality of teachers, the school policies, the methods, and the evaluation procedures will be based on a genuine commitment to the Christian faith and will be reflected in the way in which the task of education is carried out. LCS is dedicated to academic excellence in a disciplined atmosphere.

The purpose of LCS is to develop children both spiritually and academically so that they will be able to accept the responsibilities of life as committed Christians doing “all to the glory of God.” (1 Cor. 10:31)

This handbook provides a clear, concise statement of the basic policies, procedures, and philosophy of Laurel Christian School. These policies and procedures are formulated as one way to implement our goals in Christian education as well as to provide for a safe, efficient, and consistent approach to education.



Commitment to these policies and procedures by students, parents, and staff will enable the school to run on a smooth, orderly basis. Consistent support of them, however, will produce even more significant and lasting accomplishments for students. We believe that Christian education involves encouraging and training students for responsible action. These policies and procedures are basic guidelines, which should be viewed as one way LCS encourages and trains students to recognize and assume responsibility for their actions. Therefore, the ultimate purpose of this handbook is to allow parents, students, and teachers to be “of one mind” in the great privilege we have of training children to honor God with their whole lives.

### ***Headmaster***

Mr. Norman Rowe

### ***2019-2020 Board of Trustees***

Mr. Robert Fennell, Chairman

Mr. Romney Entrekin

Mr. Victor Jones, Jr.

Mr. John Lowery

Mr. Mark Morgan

Mr. Larry Sanders

Mr. Jerod Staples

Pastor Mike Allen, ex officio

Pastor Jerry Marcellino, ex officio



# 2020-2021 School Year Calendar

## LAUREL CHRISTIAN SCHOOL

### Calendar



August 4-6 .....	LCS Teacher In-Service
August 5 .....	*High School Orientation
August 6 .....	*Preschool & Elementary Orientation
August 10 .....	First Day of School
September 7 .....	Labor Day Holiday
October 9 .....	End of First Nine Weeks (44 days)
October 12 .....	Fall Break
October 13 .....	Beginning of Second Nine Weeks
October 30 .....	Audubon Reformation Conference (1/2 day)
November 12 .....	**Harvest Festival (1/2 day)
November 13 .....	No School
November 23-27 .....	Thanksgiving Holidays
December 15-18 .....	1st Semester Exams
(Please do not schedule trips during exams)	
December 18 .....	End of First Semester/Second 9 Weeks (43 days)
(1/2 Day - All campuses)	
December 21- January 4 .....	Christmas Holidays
January 5 .....	Second Semester/Third 9 Weeks begins
January 18 .....	Martin Luther King, Jr. Holiday
February 15 (tentative) .....	President's Day/Teacher In-Service/Bad Weather Makeup (no school)
March 11 .....	End of Third Nine Weeks (46 days)
March 12 .....	Teacher Worldview Conference (No School)
March 15-19 .....	Spring Break
March 22 .....	Beginning of Fourth Nine Weeks
April 2 & April 5 .....	Easter Holiday
May 14 .....	Senior Graduation ( ½ day at High School Campus)
May 18-21 .....	Second semester Exams
(Please do not schedule trips during exams)	
May 21 .....	Last Day of School(1/2 day)
End of Second Semester/Fourth Nine Weeks (43 days)	
176 days of school	

\* This year's orientation may not require in-person attendance and will be handled by completing online forms and dropping off supplies at designated times.

\*\* Harvest Festival will take place if health care conditions allow.

---

#### **First Semester**

1st 9 Weeks: Aug. 10 - Oct. 9 (44 days)  
2nd 9 Weeks: Oct. 13 - Dec. 18 (43 days)

#### **Second Semester**

3rd 9 Weeks: January 5 -March 11 (46 days)  
4th 9 Weeks: March 22 - May 21 (43 days)

# General Information

## FEES & TUITION

Laurel Christian School's Tuition and Fee Schedule provides information about financial Terms and Obligations. It is updated annually. Students are enrolled for the entire year. The withdrawal of your student after an application has been accepted does not void your financial obligation to LCS. Each year, the school prepares for students using its registration process and then employs the necessary teachers, purchases needed materials, and in many instances, initiates facility modifications to accommodate those desiring a Christian education in our community. Tuition and registration fees do not cover all of the costs of these improvements or all of the educational endeavors at our school. Therefore the following policy is in effect:

1. A non-refundable \$460 application fee must be submitted with each Re-Enrollment or New Student Application.
2. Any student withdrawal before July 1 creates a nonrefundable and nontransferable financial obligation to the school in the amount of \$750. This means that the parent or guardian would need to submit an additional payment of \$390 for each student withdrawal prior to July 1.
3. For any student withdrawal after July 1, the parent or guardian is responsible for the entire annual tuition payment for each student. This requirement may be met by submitting a check for the remaining yearly tuition balance at the time of withdrawal or allowing the monthly draft to stay active until the final draft goes through in May.
4. The School Board will not release anyone from these obligations unless the family is moving out of the Laurel area or there are other significant and valid circumstances. To request a release from these financial obligations, the parent or guardian must submit a letter to the School Board clearly stating the reasons for the withdrawal and a request to be released from the financial obligation.

A registration fee of \$460.00 is paid each year with the application. Registration fees are non-refundable unless LCS is unable to provide a space for the child in the classroom. Each year the registration deadline for returning students will be set in February or early March. Applications submitted during the early registration period will receive a \$100.00 discount.

	<b>Tuition by Grade Level</b>	<b>ACH Monthly Draft (July-May) <i>drafted on the 1st business day of each month</i></b>	<b>Prepay by Semester <i>due June 1st &amp; December 1st</i></b>	<b>Prepay by Year <i>due June 1st</i></b>
<b>K3/K4 3 Day</b>	\$2,655	\$241	\$1,328	\$2,655
<b>K3/K4 5 Day</b>	\$2,985	\$271	\$1,493	\$2,985
<b>Kindergarten Half Day</b>	\$3,245	\$295	\$1,623	\$3,245
<b>Kindergarten Full Day</b>	\$4,450	\$405	\$2,225	\$4,450
<b>1st - 6th Grade</b>	\$4,450	\$405	\$2,225	\$4,450
<b>1st - 6th Grade (2nd Child)*</b>	\$4,150	\$377	\$2,075	\$4,150
<b>1st - 6th Grade (3rd Child)*</b>	\$3,850	\$350	\$1,925	\$3,850
<b>7th - 12th Grade</b>	\$5,320	\$484	\$2,660	\$5,320
<b>7th - 12th Grade (2nd Child)</b>	\$5,020	\$456	\$2,510	\$5,020
<b>7th - 12th Grade (3rd Child)</b>	\$4,720	\$429	\$2,360	\$4,720

ACH Draft: Tuition is divided into 11 payments. This amount will be drafted from your account on the 1st business day of each month, July through May. A notice from the bookkeeper will be mailed detailing each family's draft amount.

A non-sufficient funds (NSF) fee of \$30.00 will be charged for all returned checks and automatic debits. Report cards will not be given to students who have past due accounts. In addition, students that have past due accounts will not be able to participate in extra curricular activities. A student will not be readmitted if there are outstanding balances from a prior year.

Ancillary charges that could be incurred are school pictures, athletic fees, annuals, field trips, lunches, etc.

## **DROP OFF & PICK UP**

All students will enter the school building through the school entrance (3rd set of double doors). Students must not be dropped off before 7:30 a.m. and must be picked up no later than 3:45 p.m. Adult supervision after 3:45 p.m. cannot be guaranteed. Carpool diagrams explaining proper procedure in parking lot are available during orientation or by request in the office.

Parents are not allowed to park on the church side and wait for students. Students can not be picked up from any area that is not the carpool line or exit from any doors except the main school entrance. Please stay in the carpool line and follow the proper route to exit even if your child is in the vehicle.

Every effort is made to keep our students safe. Be mindful that we are graciously hosted by Westminster Presbyterian Church and must respect areas of the parking lot that are used daily for church functions. Many of these functions involve the elderly and very young children. Parking lot rules are in place for everyone's safety. Please do not use your cell phone during active drop off and pick up times.

## **LUNCH**

Students may purchase the cafeteria meal or bring a lunch. Parents, make sure your student has a lunch. Parents are asked to send lunches that do not have to be heated or refrigerated as access to such means are not available to students. Students will NOT be permitted to call home during the lunch period for parents to bring a lunch and then be allowed to miss class to eat. If a student accidentally leaves a lunch at home, they certainly may use the office phone to call before the lunch period begins.

Parents who bring lunch to school should leave the lunch in the lunchroom on the table to the left inside the door with the student's name on it. Please do not leave the lunch in the office. The student will get their lunch sooner if you leave it in the lunchroom.

## MEDICATION

Prescription medication will be given to your child if medicine is in original container and has legible directions for dispensing, the child's name and the doctor's name. Students cannot carry their medication in their backpack. It must be locked in a storage container in the school office. If the medicine needs to be dispensed at school and at home, please ask your pharmacist for two original containers to meet your dispensing needs. We appreciate your cooperation in dispensing medication to your child.

Over the counter medication (Tylenol, Advil, Pepto, etc.) is available in the school office but can only be given after the parent has been contacted. LCHS is required to document the medication and the time it is given to your child on a medication log sheet.

## HEALTH POLICIES

If your child is sick, please do not send him or her to school. Please be sure that your child is free of fever for 24 hours before returning to school.

Students entering 7th grade are required to have a Tdap Booster. This is a shot that prevents Tetanus, Diphtheria and Pertussis. Parents must provide the school with a Certificate of Immunization Compliance (MS Form 121) from their local health department or physician.

## ACCIDENTS

If a minor accident occurs, a member of the school staff will administer first aid. No care beyond simple first aid will be given. If an emergency occurs requiring more extensive medical attention, every effort will be made to contact parents. If the parents cannot be reached, appropriate medical attention will be secured, if necessary, according to your instructions on the registration form. However, if a severe emergency develops, an ambulance will be called or the student may be taken to the emergency room at once. The parents and family doctor will be called in such occasions.

## VISITORS

Parents are always welcome to visit the school. Please clear any visits through our office. Classes are not to be interrupted without permission of the school office. Lunches, books, medications, etc., brought by the parents should **NOT** be taken to the classroom. Any visitor to the campus must sign in and obtain a visitors' pass from the school office. For school safety, we do not want unauthorized persons on our campus. LCS appreciates the many parent and community volunteers working at LCS as well as chaperones who make it possible for students to attend and participate in a wide variety of off-campus events. Students at LCS are required to dress modestly at school and while attending these off-campus activities, and we ask our volunteers/chaperones to do the same.

## PARENT/TEACHER CONFERENCES

Parents or guardians are encouraged to contact any member of the teaching staff at any time regarding questions about a child's progress. To facilitate such conferences, parents are asked to call the school office to confirm the availability of the teacher they wish to see. If a telephone conference is desired, please leave a message to that effect with the office, and the teacher will return your call at a time that will not interrupt the classroom. Parents may also use RenWeb to email teachers to discuss concerns and/or setup a conference.

## COMPLAINT OR PROBLEM PROCEDURE

Occasionally misunderstandings or problems may arise between the teacher and student, teacher and parent, or parent and school. This is often the result of lack of communication between those involved.

The Board has adopted a set policy for these situations, and complaints or problems will be handled in the following way, which we believe to be in line with Scripture (Matthew 18:15-17).

*“If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses. If he refuses to listen to them, tell it to the church. And if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector.” Matthew 18:15-17, ESV*

1. All questions, problems or complaints should be brought directly to the child's teacher before anyone else is involved.
2. If the situation is not cleared up through direct contact (most of them will be), it should be brought to the attention of the headmaster or the principal.
3. Should the situation remain unresolved, the problem should then be presented to the Board of Trustees for consideration by letter. Anonymous letters to the Board will not be addressed.

## WITHDRAWAL PROCEDURES

To withdraw a student, a parent or guardian should complete a withdrawal form in the school office. Before release of records, all fees and/or fines must be paid and all school property (i.e. text books, technology, athletic uniforms, library books, etc.) must be returned. Withdrawal of a student does not void a family's financial obligation. Reference details in the Tuition & Fees section on page 7.

## FIRE & WEATHER PROCEDURES

In case of severe weather, please listen to local TV and radio reports. LCS will close when the Laurel Public Schools close unless you are otherwise notified.

The school has an emergency procedure for the evacuation and safety of the students in case of fire or bad weather. These procedures are practiced several times during the year. In case of bad weather and/or tornado warnings, please follow these guidelines most of which are recommended by the Civil Defense Office:

- Do not call the school as phone lines must be kept clear for announcements from the Civil Defense Office.
- In case of tornado warnings, it is highly recommended that parents stay off the roads and leave your children in the safety of the school buildings.
- During tornado warnings, if a student has to leave school, it may only be with their own parent or guardian, and they must be checked out in the office.
- Even high school students who drive will not be allowed to leave campus during a tornado warning unless in the company of their parent or guardian.
- Students should not call or text message their parents to come get them during a tornado warning. This is in violation of the school's cell phone policy and it is very dangerous for parents to be on the roads. Please leave your children in the safety of the school buildings.
- Should extreme weather conditions make it necessary to dismiss school, the headmaster will inform the radio and television stations, post an announcement on the school's website, and send an email to parents.
- On nights and weekends when it appears a weather event severe enough to close school may occur, parents and students should listen to the local stations and check the school's website & email for information on school closings.

## LOST & FOUND

Items left out of lockers or in classrooms will be turned in to the office. The student will be charged \$1 to retrieve these items. Sports bags, empty backpacks, lunch boxes, etc. may be placed on top of lockers during the day, but must be removed at the end of the day.

## LOCKERS

Students are expected to respect the rights and privacy of others by not meddling in another student's locker. Locks are not required, but a student may choose one on his/her locker. Lockers, even if secured with a lock, are the property of Laurel Christian School and are subject to search at any time.

## SCHOOL ATTENDANCE FORMS

Proof of School Attendance forms for the purpose of obtaining a Driver's License or Permit may be obtained by signing a sheet in the office. If the form is lost before it expires (30 days) the student will be charged \$1 to obtain a replacement form.

## COPIER, PRINTERS, & OFFICE COMPUTERS

Students will not be permitted to use computers in the office. With teacher permission, a student may use the student computer or a device from the iPad cart to print to the printer designated for student use. The school copier in the teacher workroom is not to be used by students. If a student needs copies of notes from a class due to an absence, the teacher may make the copies.

## LIBRARY

Students have access to the school library and are allowed to check-out books and other resource materials. In addition, each classroom will have resource books and a good supply of books to read.

## SPORTSMANSHIP

It is important for students, faculty, staff and parents to display good sportsmanship at all sporting events and other school activities. Although emotional involvement at these events may be intense, both adults and students should exhibit sportsmanlike behavior that exemplifies the mission of LCS. Parents should not approach a coach with questions or concerns directly before, during, or directly after a game. If a concern needs to be discussed, then the parent should set up a time to meet with the coach.

## FIELD TRIPS

Field trips are an integral, viable part of the curriculum at Laurel Christian School. These trips are designed to enhance the students' understanding of a unit of study or to broaden their concepts of the world in which we live.

Students are to participate in field trips with a "team" mentality and are to do everything in their power to participate and cooperate with trip organizers to make things run smoothly. Field trips are planned by faculty with the approval of the headmaster. Parents are welcome and encouraged to accompany their child on field trips.

Parents may be asked to help supervise field trips. Blanket permission slips are given to parents during the orientation process. Furthermore, proof of liability for all drivers on field trips shall be required, and a seat belt must be provided for every child on every field trip.

## PARENT TEACHER ORGANIZATION(PTO)

During the 1987-88 school year, a parent-teacher organization for PCS was begun and the organization continues to serve Laurel Christian School as an integral means of various support efforts. The original PTO goal remains:

*"This organization believes in Christian Education and that, to this end, parents, relatives, teachers, and friends should be part of that process. Therefore, this organization exists to utilize these individuals in support of the spiritual and academic development of our children in a manner that is glorifying to God."*

Annual PTO dues may be paid during orientation. PTO committees offer many opportunities to serve at LCS.



## *Academic Information*

---

### ACCREDITATION

Laurel Christian School has an AA accreditation with the Mississippi Association of Independent Schools (MAIS) and with the Southern Association of Independent Schools (SAIS). Our teachers are certified by the MAIS.

### PROGRAM OF STUDIES

<b><i>Seventh Grade</i></b>	Bible, Language Arts, 7th grade Math or Pre-Algebra, Life Science, World Studies, P.E., Language Arts Enhancement
<b><i>Eighth Grade</i></b>	Bible, English, Keyboarding & Computer Technology, Pre-Algebra or Algebra I, Earth/Physical Science, U.S. History, P.E.
<b><i>Ninth Grade</i></b>	Bible I, English I or Pre-AP English I, Algebra I or Geometry, Biology I, Mississippi Studies, World Geography, Fine Arts, Elective
<b><i>Tenth Grade</i></b>	Bible II, English II or Pre-AP English II, Geometry or Algebra II, Biology II, World History, Foreign Language, Elective
<b><i>Eleventh Grade</i></b>	Bible III, English III or AP English III, Algebra II or Adv. Math, Chemistry, U.S. History or Dual-Credit U.S. History, Foreign Language, Elective
<b><i>Twelfth Grade</i></b>	English IV or Dual-Credit English IV, Adv. Math, Calculus or Senior Math, Physics or Anatomy & Physiology, Government/Economics, Elective

### GRADING SCALE

The grading system for evaluation of academic progress will be the actual number grade earned for each course:

A	94.45 and above
B	84.45 - 94.44
C	74.45 - 84.44
D	69.45 - 74.44
F	69.44 and below

### ACADEMIC HONORS

At the end of each semester and year, full-time (4 or more classes) students who obtain a grade of 84.45 or higher in each subject will be recognized as HONOR ROLL Students. Students who obtain a grade of 94.45 or higher in each subject will be recognized as PRINCIPAL SCHOLARS (Headmaster's List).

## PROMOTION POLICY FOR GRADES 7 AND 8

A student must pass five of their six academic subjects (math, English, science, history, Bible, elective) to guarantee promotion to the next grade. If a student fails three or more academic classes, then he/she cannot be promoted to the next grade. If a student fails only English or math; then he/she must retake the course via summer school (130 hours minimum), or do remediation work (65 hours minimum) in the course. If a student fails English and math; then he/she must retake both courses via summer school (130 hours minimum), or do remediation work (65 hours minimum) in each course. If a student fails two courses, then the student must retake one of the courses via summer school (130 hours minimum), or do remediation work (65 hours minimum) in one of the courses. If one of those two courses is math or English, then that would be the course to be retaken or to do the remediation work. The remediation option is available if the failing average is above a 63. In addition, a student who only fails math or English with an average lower than a 63 must re-take the course via summer school (130 hours minimum), or repeat the grade.

Note: Summer school and remediation may require an additional expense.

## PROMOTION POLICY FOR GRADES 9-12

The number of Carnegie units required to pass from one grade to another is as follows:

- 9th - passed 8th grade
- 10th - 6 or more units
- 11th - 12 or more units
- 12th - 18 or more units

## SUMMER SCHOOL/ONLINE CREDITS/REMEDIATION FOR GRADES 9-12

If a student fails a course required for graduation he/she will be required to:

- Retake the course the following year. This is very often not an option because of scheduling constraints, and it could delay a student's graduation.
- If the failing average is above a 63, the student can do remediation work over the summer. 32.5 hours of remediation work is required per semester failed.
- If the failing average is below a 63, the student can retake the course via an online course option or a program pre-approved by the LCS administration.

Note: Summer school and remediation require an additional expense.

## CLUBS, TEAMS, & ORGANIZATIONS

Laurel Christian School is a member of the Mississippi Association of Independent Schools (MAIS). Most activities at Laurel Christian School are conducted according to the Academy Activities Commission Handbook.

The following clubs, team sports, and organizations are available at LCHS:

Honor Society	Archery	Tennis
Student Council	Baseball	Track
Mu Alpha Theta	Basketball	
Fellowship of Christian Athletes	Cross Country	
Quiz Bowl	Golf	
Speech and Debate	Soccer	
Robotics	Swim	

Students should check with the club sponsor, coach, or the school office for the membership/participation requirements.

## EXTRA CREDIT/BONUS POINTS

While the awarding of extra credit/bonus points to students may be a good incentive, extra credit/bonus points may also present an inflation of grades. Therefore, LCS students should not expect an inordinate amount of extra credit or bonus points. Other than designated honors and Advanced Placement classes, a final average may not exceed 100.

## DUAL ENROLLMENT

Dual enrollment programs are available at the local colleges for juniors and seniors receiving permission from LCS. Students must have outstanding academic records and an ACT score on file to be considered. The needed ACT scores vary with each college. Permission will be granted from LCS upon merit or need of each individual student. LCS is not allowed to give high school credit for most college courses.

## DUAL CREDIT

A dual-credit student is a student enrolled in a community or senior college or a state institution of higher learning while enrolled in high school and who is receiving both high school credit and college credit. LCS offers qualifying students the opportunity of earning 6 hours of college credit and a high school Carnegie Unit in U.S. History in conjunction with William Carey University. LCS students also have the opportunity to take dual-credit courses offered by Jones County Junior College. Students may not take a dual-credit course offered at JCJC if it is offered at LCS, unless there is a scheduling conflict.

## CUMULATIVE RECORDS

Student school records may be transferred to another school only upon the written request from that school. Parental permission is not required. Before permanent records are forwarded to another school, all fees and/or fines must be paid, and all books (including library books) must be returned.

## CLASS RANK

A Valedictorian, Salutatorian, and Historian will be named from each graduating class. These designations will be chosen based on the highest, second highest, and third highest numerical average (not to be confused with a student's GPA on the 4.0 scale) from all academic courses with Carnegie unit credit, from grade 8 through the third nine-week grading period of the senior year. A student's GPA is not a determining factor for class rank. Students considered for these three spots must be in attendance at LCS for at least their junior and senior years and must have taken their final 12 credits toward graduation from LCS. In case of a tie, LCS will recognize co-awards and a fourth student will be included in the considerations. A tie is defined as a numeric difference of less than .05 points.

## STAR STUDENT

To be eligible for the STAR student honor, a student must be a regularly enrolled senior in an accredited public or private high school. The student must be completing his or her last year of work and must be eligible to receive a diploma in the current school year. The student must have an ACT score of at least 25 and an overall average of 93 or above in selected subjects in tenth, eleventh, and the first semester twelfth grades. Guidelines are established by the STAR Students Program.

## SENIOR CORDS

Qualifications to be eligible for senior cords vary. The awarding of certain cords is determined by the sponsor and leadership of the particular group. Other cords such as twelve year cord, special honors, and honors are awarded based by qualification setup by the administration.

- The Twelve Year Cord is awarded to any graduating senior that has attended LCS from 1st grade to 12th grade. K3, K4, and K5 attendance is not considered in this process.
- The Honors Cord will be given to graduating seniors with an overall numeric average between 89.45-94.44.
- The Highest Honors Cord will be given to graduating seniors with an overall numeric average of 94.45 and above.

## MINIMUM GRADUATION REQUIREMENTS

**English** ..... 4 credits

**Mathematics** ..... 4 credits

This must include Algebra I, Geometry, and Algebra II. A fourth math above Algebra II is recommended for students whom desire to attend a four year college.

**Science** ..... 4 credits

Typically includes Biology I, Biology II, Chemistry, Physics, Physical Science, and Anatomy & Physiology. The administration may approve other science credits. One unit of science must be lab based.

**Social Studies** ..... 4 credits

Typically including MS Studies/Geography, World History, U.S. History or Dual-Credit U.S. History, and Government/Economics. The MS Studies 1/2 credit can be waived for transfer students, and other credits may be considered on a case-by-case basis.

**Bible** ..... 3 credits

Bible I, Bible II, Bible III (Christian Worldview). Bible credits may be waived for transfer students.

**Foreign Language** ..... 2 credits

Spanish I and II or French I and II - The second year of foreign language may be waived under rare academic circumstances and only at the discretion of the administration.

**Computer** ..... 1 credit

**Fine Arts** ..... 1 credit

**Electives** ..... 1-2 credits

Most LCS students will earn at least two elective credits. An elective credit may be waived at the discretion of the administration when rare academic circumstances exist.

Total: 24-25 credits

Seniors must be enrolled in at least four academic courses at LCS to be eligible to participate in athletics and/or extracurricular activities.

## *Attendance & Tardiness*

---

### GENERAL TARDINESS

Students arriving at school after the 8:10 a.m. tardy bell rings must receive a tardy slip from the office to be admitted to class.

### MORNING TARDIES

Arrival to school after 8:10 a.m. and prior to 8:20 a.m. is considered a morning tardy.

Every effort should be made to have students in school on time each day. Students who are not seated in their 1st period classroom when the 8:10 a.m. bell rings, must go to the office to obtain a classroom admittance slip.

Three (3) tardies to school, prior to 8:20 a.m., are allowed each nine-week grading period. Tardies to school because of medical appointments or other reasons deemed valid by the office do not count toward the limit of three, as long as the student presents a verification note from the doctor or from a parent stating the valid reason for being late.

Each morning tardy after the third (3) in a nine-week grading period will be considered unexcused and will result in a 30 minute detention.

### CLASS TARDIES

Tardies to 1st period after 8:20 a.m. or to any other class are considered class tardies. Class tardies result in a 30 minute detention.

If faculty or staff caused the student to be tardy, then that faculty/staff member must send an excuse note with the student to the next teacher. This should not happen very often.

Each unexcused class tardy will ordinarily result in a 30 minute detention.

### PRESENT/ABSENT

Students must be present in a class five (5) minutes more than  $\frac{1}{2}$  the total class period regardless of the length of the period that day in order to be counted present for that class. (Example: Must be in class 30 minutes of a 50 minute period or 20 minutes of a 30 minute class period, etc.)

## TARDY/ABSENT EXAMPLES

Time/ Condition	Classification	Consequence
Arriving at 8:10 a.m. - 8:20 a.m.	Morning Tardy	After three(3) per 9 weeks, a 30 min. detention must be served for each tardy thereafter
Arriving after 8:20 a.m. during 1st Period	Morning & Class Tardy	Above(Morning Tardy) + 30 min. detention(Class Tardy)
Entering 2nd-7th period class after tardy bell rings	Class Tardy	30 min. detention

Example Scenarios	Classification	Excused	Appropriate Action	Consequence
Student arrives at 8:12 a.m. due to doctor's appointment	Morning Tardy	Yes	Take note from doctor/parent to office for admit slip	None
Student arrives at 8:18 a.m. due to over sleeping.	Morning Tardy	No	Obtain unexcused admit slip from office	After three(3) per 9 weeks, a 30 min. detention is issued
Student enters classroom 2 min. late from stopping by the drink machine	Class Tardy	No	Quietly enter classroom and report to teacher	30 min. detention
Teacher asks student to stay 5 min after class to give help on homework. Teacher provides a note. Student will be late entering next class.	Class Tardy	Yes	Report directly to next class with note from teacher	None
Student leaves school for an orthodontist appointment and misses 30 min. of class	Class Absence	Yes	Ask teacher for any missed assignments and turn in the following day	None
Student misses a full day of school due to illness	Absence	Yes	Provide note from doctor/parent to office upon return for admit slip	None Absences may not exceed 10 per semester/20 a year
Student arrives at 8:25 because he/she forgot notebook at home	Class Tardy & Morning Tardy	No	Obtain unexcused admit slip from office	1 hr. detention
Student arrives at 8:45 a.m. because he/she woke up late and stopped by McDonald's to get breakfast.	Class Absence, Morning & Class Tardy	No	Obtain unexcused admit slip from office	Morning & Class Tardy consequence+ unexcused absence

## *Absentee Policy*

---

The LCS board, administration, and faculty take the position that regular and sustained attendance in the classroom is essential for students' normal academic development. Regular attendance is also necessary in order that superior instruction be dispensed. These must be basic to our academic enterprise.

LCS heartily discourages unnecessary student absences. The school calendar affords ample vacation days during the year. Please make every effort to arrange family trips during those regular vacation days and not during the school days. Nevertheless, we realize that there are times when absences are unavoidable. When this occurs, please remember to notify the office in advance. Teachers should also be notified in advance in order to assign advance classwork and homework.

An additional consideration has to do with our accrediting agency, the Mississippi Association of Independent Schools. Our rating and integrity provide a required amount of instructional days (155) per year for each student. Thus we want to put into effect the following regulations for absentees:

Absences for full year course may not exceed 20. Absences for one semester course may not exceed 10. This total includes all absences, whether excused or unexcused, not connected with a school activity (sports, speech and debate, etc). Students must present a signed and dated note from parents upon return to school stating reason for absence. Students who exceed the limit in a course may forfeit credit for the course. The official absentee record is kept by the individual teachers and in the office.

The parents of any student who exceeds seven (7) days in a semester course or fourteen (14) days in a yearly course should receive an email or letter notifying them of the number of absences and will be required to have a phone or in-person conference with the administration as a warning of a potential violation of the absentee policy. When a student receives 10 absences in a semester course or 20 absences in a year course, they will be required to have a conference with the administration to determine if the absences were for valid reasons and if credit in the course is still possible.

Exceptions to this attendance requirement can only be made in the event of extended personal illness verified by a physician or at the discretion of the administration. However, administrators may only give discretion in absence approval up to 30 for a full credit course or 15 for a half credit course. For those extended illnesses that go beyond 30 / 15, approval to give credit may only be given by the LCS Board of Directors. The family must provide thorough documentation of the reasons of the absences to the Board of Directors.



## EXCUSED & UNEXCUSED ABSENCES

Absences will be excused for the following reasons when accompanied by a written excuse from the parents on the date of return to class:

- A. Personal illness
- B. Doctor or dental appointment, verified
- C. Death of relative
- D. Absence excused by administration prior to the absence with written notification to all the teachers involved - *if procedure is not followed, absences will not be excused*
- E. Any school-sponsored activity approved by administration - these absences will not be counted against student's attendance requirements
- F. Extenuating circumstances approved by administration

Absences will NOT be excused for the following:

- A. Personal or family errands
- B. Beauty salon, haircut appointments, or the like
- C. Preparations for sponsored school activities, e.g., banquets, etc.
- D. Non-athlete leaving early to attend athletic event
- E. Early departures from field trips
- F. Other reasons deemed inappropriate by the administration

## MAKE-UP WORK

When a student is absent from school it will be noted as either excused or unexcused based on the reason for the absence. Tests must be taken and assignments must be turned in on the day the student returns to class after an unexcused absence(s). Tests and assignments missed during an excused absence may be made up within a number of days equal to the number of days missed. If tests or assignments are not made up within the number of days allowed, the grade will be 0.

## SCHOOL SPONSORED ACTIVITY ABSENCE

Absences for students representing the school in some official capacity such as athletics, FBLA, Speech and Debate, etc. will be handled following the procedure described below:

To obtain clearance for this group, the teacher, coach, or sponsor will submit a list of students to the office at least three (3) days prior to the group's absence from school. A duplicated list of the names of this group will be sent to all personnel affected on the day of the absence. NO OTHER EXCUSE will be required of these students if their names appear on the appropriate list from the office.

These students are responsible for all work missed during their absence in accordance with the make-up work policy included below.

Students whose names are not on the approved list but plan to be absent from school to attend this activity must get approval at least one day prior to the activity by both the parent and the administration.

## REQUIRED ATTENDANCE FOR EXTRACURRICULAR ACTIVITIES

In order to participate in extracurricular events, students must attend at least three full periods on the day of the game or event. In case of away games in which departure time is before the end of the school day, students must attend at least 50% of all class time leading up to the time of departure. Exceptions to this policy may only be made by the headmaster.

On the morning after away games, students and teachers are required to be present and on time for their first period of the day. Exceptions to this policy may only be made in advance by the headmaster after consulting with the coach and/or athletic director.

## EXTRACURRICULAR HOMEWORK/TEST POLICY (FOR “AWAY” ACTIVITIES ONLY)

### HOMEWORK/TESTS

Students must turn in all long term assignments (reports, essays, projects, etc.) on the due date whether event day or the day after. Students should turn these assignments in before they leave school if they will not meet that class due to an early departure.

A student participant is required to take a test or turn in an assignment on the day after an away event, unless the test or assignment was announced the day of the absence.

Students will have one extra day to turn in homework assigned any period on the day of an “away” event.

The student is required to take any test missed due to early school departure on the following day. The student should arrange a time to make up the test prior to missing the test with the teacher.

For classes missed due to Friday events:

It will be the student’s responsibility to get all assignments, if any, which were given on Friday and be prepared for class on Monday, including preparing for any test given on Monday.

This policy applies only to “away” events. All work, whether homework or tests, is due as normal on days of “home” events and days after “home” events.

## MULTIPLE SPORTS AND EXTRACURRICULAR INVOLVEMENT

If parents allow their student to participate in multiple activities, they should be aware that the student will not be given any special privileges in regard to tests or assignments. If parents and the student believe that grades will suffer due to involvement in multiple activities, they are encouraged to drop an activity

## ***Bell Schedules***

### FULL DAY SCHEDULE

Period	Begins	Ends
1st Period	8:10 AM	9:05 AM
2nd Period	9:10 AM	10:05 AM
Morning Break	10:05 AM	10:15 AM
3rd Period	10:20 AM	11:10 AM
4th Period	11:15 AM	12:05 PM
Lunch	12:05 PM	12:30 PM
5th Period	12:35 PM	1:20 PM
6th Period	1:25 PM	2:15 PM
7th Period	2:20 PM	3:10 PM

### CHAPEL SCHEDULE

Period	Begins	Ends
1st Period	8:10 AM	8:55 AM
2nd Period	9:00 AM	9:45 AM
Chapel	9:50 AM	10:30 AM
Morning Break	10:30 AM	10:40 AM
3rd Period	10:45 AM	11:30 AM
4th Period	11:35 AM	12:20 PM
Lunch	12:20 PM	12:45 PM
5th Period	12:50 PM	1:30 PM
6th Period	1:35 PM	2:20 PM
7th Period	2:25 PM	3:10 PM

### HALF DAY SCHEDULE

Period	Begins	Ends
1st Period	8:10 AM	8:40 AM
2nd Period	8:45 AM	9:15 AM
3rd Period	9:20 AM	9:50 AM
Morning Break	9:50 AM	10:00 AM
4th Period	10:05 AM	10:35 AM
5th Period	10:40 AM	11:10 AM
6th Period	11:15 AM	11:45 AM
7th Period	11:50 AM	12:20 PM

## ***Conduct & Discipline***

---

Correction or chastening is mandated by God through Scripture for conduct, which is unacceptable according to set standards. The ultimate goal of LCS is self-correction by the student as he is truly committed to do the will of the Father. This would include true sorrow for the misconduct and genuine desire, through God's strength, to redirect his actions.

In cases when there is little or no evidence of self-correction, the teacher is called upon to assist the student in this redirection process. This could include anything from a word of warning or being sent to the hall or to the office. The form of the correction depends on the nature of the misconduct. Emphasis is placed on the student being personally responsible for his actions. Restoration to his proper place should come after there is a heart or an attitude commitment to obey and to submit to the desire of God and those placed in authority over him.

Teachers are expected to handle normal discipline situations with a "sanctified common sense." Taking away privileges, giving work to be done at break, assigning lines, and other similar procedures are acceptable forms of discipline for minor offenses. When minor offenses persist and patterns develop, parents will be contacted by the teacher and a trip to the office may be in order.

Obviously, some discipline situations demand more prompt and direct attention. Depending on the discipline situation a discipline warning, 30 minute detention, one hour detention, paddling, in-school suspension, out-of-school suspension, expulsion, or a combination of these actions maybe in order. Listed below are examples of certain offenses and the likely discipline action. (The following discipline system may be altered on a case-by-case basis as deemed appropriate by the Administration):

### **I. Discipline Warnings**

Examples: (not complete list) for which discipline warnings may be given are:

1. Minor dress code violations
2. Mildly inappropriate behavior in class or at a school function (assembly, athletic event, home or away, parking lot, field trip, graduation, etc.)
3. Mildly rude or discourteous behavior
4. Rough housing, horseplay or running in a walking zone (hallway, room, etc.)
5. A pattern of failing to bring necessary materials to class
6. Failure to have tests or progress reports signed by parents
7. Failure to complete assignments
8. Sitting on tables or desks in classrooms
9. Other forms of mildly inappropriate behavior deemed so by the teacher or headmaster

## **II. 30 Minute Detentions**

Examples of automatic (not a complete list) for which 30 minute detentions may be given are:

1. Morning and Class Tardies
2. Excessive failure to have tests or progress reports signed by parents
3. Excessive failure to complete assignments
4. Minor dress code violations
5. Minor behavior violations
6. Open food or beverage in a restricted area (library, classrooms, etc.)
7. Wearing a hat in classroom building, cafeteria, or library.
8. Chewing gum on campus.

## **III. One Hour Detentions**

Examples (not a complete list) for which one hour detentions may be given are:

1. More serious or repeated dress code violations
2. Minor vandalism
3. Flagrant misconduct in class or at a school function, home or away, or on a field trip
4. Driving recklessly or parking in wrong zone (second offense will result in loss of driving/parking privilege for an appropriate period of time)
5. Invasion of privacy (i.e. being in someone's purse, locker, wallet, etc.)
6. Disruptive behavior in class
7. Throwing something in the cafeteria
8. Violations of electronic devices on campus policy (iPod, radio, CD player, cell phone, laptop computer, pager, etc.)
9. Public display of affection
10. Cheating. Cheating will also have the added penalty of a 0 on the assignment or test
11. Other forms of inappropriate behavior deemed so by a teacher or the principal

A detention requires time spent before or after school. Detentions are either 30 minutes or 60 minutes depending on the offense and must be served during one of the next two scheduled detentions halls.

Detention hall will be scheduled as needed. A detention notice will be sent home for parents to sign and return to school. Failure to serve a detention at one of the next two scheduled detentions will result in an additional 30 minutes of detention. If multiple detentions add up during one nine week's term, the possibility exists of suspension or eventual expulsion. If a student has failed to serve detentions at the end of a nine weeks term,  $\frac{1}{2}$  point will be deducted from each class average per  $\frac{1}{2}$  hour of unserved detention.

**IV. Corporal Punishment** may be administered to students grade 7-12 for discipline in the areas of disrespect and disobedience, or as a last resort for repeated minor offenses. The punishment will be administered by an administrator in grades 7-12. This will always be witnessed by another teacher or administrator. Parents will be notified of such punishment.

**V. Suspension**

Examples (not a complete list) for which suspensions may be given are:

1. Possession or use of tobacco products
2. Possession or use of e-cigarettes, Juuls, or other similar vaping products
3. Threatening a faculty or staff member
4. Creating a disturbance
5. Lying
6. Profanity/vulgarity
7. Defiance/disrespect
8. Fighting
9. Four hours of detentions during a 9 week period
10. Leaving school without permission
11. Other conduct deemed inappropriate

Suspensions are at the discretion of the administration and may be served in or out of school depending on circumstances and the nature of the offense. Students who receive an out of school suspension will not be allowed to attend any classes or school functions either on or off campus on the day of suspension. Students will be responsible to complete all classroom and homework assignments that are due during the suspension period and hand in the completed work to the teacher(s) the first day the student returns to school. Tests missed during the suspension period will be made up at the earliest practical time for the teacher after the student returns to school. Serving a suspension does not cancel out any un-served detentions.

Students will receive academic penalties for suspension absences. Academic work is to be made up, but students will lose points off their nine-week averages in each subject at the end of the grading period. Suspensions will result in a one (1) point deduction per day of in-school suspension in each subject for the grading period and two (2) points deduction per day of out-of-school suspension in each subject for the grading period.

**IV. Expulsion** defined as dismissal and removal from the school and all school programs, activities and events for the remainder of the school year, may result from but not limited to:

1. Repeated misconduct
2. Failure to respond positively to repeated efforts at correction by the school's personnel
3. Violations of Federal, State, or local laws
4. A serious breach of the school's code for student conduct, including but not limited to actions shocking to the conscious
5. Assault and battery
6. Bomb threats
7. Possession, use, or transfer of dangerous weapons
8. Sexual offenses (this includes statements on digital devices social media)
9. Sexual promiscuity
10. Arson
11. Furnishing, selling or possession of controlled substances (drugs, narcotics, alcohol, or poisons) whether on or off campus
12. Threatening or bringing harm to the person or property of a teacher, administrator, student, or staff member
13. Any action or attitude that seriously harms the name of Christ and/or the school's reputation in the community
14. Any attitude or action not in harmony with the goals and spirit of the school
15. Any action by a parent or guardian which seriously interferes with the school's ability to accomplish its educational purposes

When there is substantive initial evidence that an expellable offense may have been committed, the student(s) shall be suspended immediately up to 5 school days while a thorough investigation takes place and a decision is rendered by the LCS Board of Directors.

When a student is expelled or is withdrawn or suspended from LCS, the student forfeits the right to participate in or to attend any school-sponsored programs, activities or events.

#### **TEACHER'S LOUNGE/WORKROOM**

Students are not permitted in the teacher workroom, kitchen, or in the copy machine area without permission from the office staff. Teacher privacy should be respected in these areas due to telephone conversations, confidential testing material, and mailboxes. If a situation arises, teachers should send a note to the front office for help in this matter.



## CELL PHONES

Cell phones are not to be used on campus by students from the time a student arrives on campus each morning until 3:15 pm. LCS students have the option of leaving their cell phone in their vehicle or turning it into the office each morning. Students should not have cell phones with them nor should they be kept in lockers or backpacks. Use of a cell phone includes any indication that a student has a cell phone with them, the phone ringing, or the phone making a noise without the student causing it. If students must call their parents during school hours, the phone in the office is available. Violations of this cell phone policy will result in:

### **First offense within a school year:**

The offending student will receive a 1 hour detention and the confiscation of the cell phone until the end of school on the following day or the payment of a \$20 fine.

### **Second offense within a school year:**

The offending student will receive a 1 hour detention and the confiscation of the cell phone for one week or the payment of a \$40 fine.

### **Third (or more) offense within a school year:**

The offending student will receive an in-school suspension (with the accompanying one point deduction) and the confiscation of the cell phone until the end of the school year or the payment of a \$60 fine.

Retrieval of cell phones from the office and/or payment of the appropriate fine at the end of the day of the offense may be done by parents or with parent's consent via a telephone call.

## OTHER ELECTRONIC DEVICES ON CAMPUS (NOT INCLUDING CALCULATORS)

Audio players, mp3 players, iPods, pagers, headsets, cameras, bluetooth devices, iPads, Kindles and all other electronic devices not issued and approved by LCS are not allowed to be used on campus from the time the student arrives on campus until 3:15 PM. Violations of this policy will result in the offending student receiving a detention and the confiscation of the electronic device until the end of school on the following day. 10th-12th grade students will be issued a computer at the beginning of the year. These students will sign a contract specifying appropriate computer use and penalties for violations of the policy.

## SEARCH/SEIZURE:

We recognize that each student has an expectation of privacy, as to his or her person, when at school or at a school related event. However, if at any time the administration has reasonable suspicion that an individual has in his/her possession anything inappropriate, a weapon, and/or contraband, that individual and their property will be subject to search and seizure.

## TRUANCY

An off-campus absence for any period of time without permission of parents and prior notification of the school is considered truancy. A parental conference will be held for a student who cuts all or part of a day before the student is reinstated into his/her classes. A truancy will result in an in-school suspension and the academic penalty that goes with an in-school suspension.

## CUTTING/SKIPPING CLASS

Students on campus must be in an assigned class unless permission has been obtained from the administration and teacher involved. Students found to be absent without permission will likely be dealt with as a truancy.

## VEHICLES ON CAMPUS

All students bringing vehicles on campus must register these vehicles with LCS and adhere to the following regulations:

1. The driver must have a valid driver's license and liability insurance as required by state law.
2. Students will be issued a numbered parking permit which **must** be visible at all times when the vehicle is on campus. If the permit is lost, the student will be charged \$2.00 for a replacement permit.
3. The speed limit on campus is 10 mph.
4. The driver must adhere to safe driving rules.
5. Students must exit their vehicle upon arrival on campus and may not return to them until school is dismissed.
6. Parking is to be in designated areas only.
7. Vehicles must enter and exit the school grounds in a manner prescribed by the traffic flow as outlined by the school.
8. Students are not permitted in the parking area during the day without permission from the office.
9. Failure to abide by these regulations shall result in the loss of privilege to bring a vehicle on campus and/or other disciplinary actions.

## CHEATING AND PLAGIARISM

Cheating is defined as either giving or receiving assistance on any work that is understood to be an example of individual effort. All students involved in a cheating incident will be given a grade of “zero” on that work that cannot be dropped. The student will also receive one hour of detention. The incident will be documented and kept on file in the headmaster’s office. Parents will be notified of the incident. For a second offense, additional discipline shall be one day of suspension and a zero on the test or assignment. Repeated incidents of cheating will result in multiple days of suspension or expulsion.

The quoting of material written by another person without indicating the source or properly citing the quoted material as a quotation constitutes plagiarism. Proper credit must also be given to the arguments and ideas of another person. Instructional emphasis is given to this matter in the junior and senior high school. It is essential that students realize its full meaning relative to the integrity of their work in every course. The teacher and administration will consult and determine the appropriate discipline for an offense of plagiarism. Extreme cases of plagiarism will be dealt with as if it were cheating.

## PUBLIC DISPLAY OF AFFECTION

Public display of affection on school grounds is prohibited. Disregard for the “hands-off” policy will result in the students’ being subject to disciplinary action. This policy applies to any function on or off campus in which LCS is a participant.

## SEXUAL MISBEHAVIOR

Any act, verbal or physical, of a sexual nature which may occur while the student is under school supervision shall be investigated when knowledge of the incident is made known to the school officials. Confirmed cases of sexual misbehavior will receive discipline, which may include expulsion, depending on the severity of the incident.

## PREGNANCY/MARRIAGE

This policy applies equally for both male and female students involved in a pregnancy. Should a pregnancy occur, the student shall report it to the office and withdraw from school. The parents of the student will be responsible for future educational plans for the student. Potential students who are parents or who are married will not be considered for enrollment at LCS. The enforcement of this policy is not intended to condemn or be judgmental. Rather, the purposes of this policy are for the protection of the environment and the overall student population at LCHS.

## ***Dress Code***

---

The LCS Board, in establishing a Dress Code for the 7th through 12th grades, seeks to advance a consistent Biblical World-and-Life view as students mature into adults. The goal of the Dress Code is to foster a standard of ***modesty, neatness and appropriateness*** in attire recognizing that one's dress is ultimately a matter of the heart (I Peter 3:3-4), and that certain aspects of our attire are a matter of Christian liberty.

*“Do not let your adorning be external—the braiding of hair and the putting on of gold jewelry, or the clothing you wear—but let your adorning be the hidden person of the heart with the imperishable beauty of a gentle and quiet spirit, which in God's sight is very precious.” (1 Peter 3:3-4, ESV)*

### **MONDAY - THURSDAY DRESS**

#### **PANTS & BOTTOMS**

##### **Female Students:**

- Any chino, khaki, or jean pants, shorts, skirt, or skort in any solid color, stripe or pattern (within reason) may be worn.
- The length for shorts, skirts, or skorts, must not be more than 2” above the knee cap when standing.
- No ripped, torn, or clothing with holes may be worn.
- Pants and bottoms should not be tight-fitting.

##### **Male Students:**

- Any chino, khaki, jean pants or shorts in any solid color, stripe or pattern (within reason) may be worn.
- No cargo, large pocketed, or baggy shorts/pants are to be worn.
- The length for shorts must not be more than 2” above the knee cap when standing.
- A belt must be worn.
- No ripped, torn, or clothing with holes may be worn.
- Pants should be worn at the waist. Sagging pants or shorts are not allowed.
- Pants and bottoms should not be tight-fitting.

## SHIRTS/BLOUSES & TOPS

### **Female Students:**

- Collared shirts (oxford style, turtlenecks, or polo style tops) in any solid color, stripe, or pattern may be worn. Shirts should be buttoned appropriately.
- Sleeveless shirts/blouses should not be worn.
- Sheer or see through garments should not be worn unless the visible undergarment meets the dress code requirements for modesty.
- Camisoles and/or t-shirts are to be worn as undergarments only and should not be seen other than at the neckline.
- Sweaters & outerwear may be worn provided the required shirt/blouse is worn underneath. Sweaters & outerwear may be worn in any solid, color, stripe or pattern. Outerwear should be free of large logo/branding or lettering.
- Tops and blouses must not be tight-fitting, cropped, or low cut.
- No ripped, torn, or clothing with holes may be worn.

### **Male Students:**

- Collared shirts (oxford style, turtlenecks, or polo style tops) in any solid color, stripe, or pattern may be worn. Shirts should be buttoned appropriately.
- All shirts must be tucked in.
- T-shirts are to be worn as undergarments only and should not be seen other than at the neckline.
- Sleeveless shirts should not be worn.
- Sweaters & outerwear may be worn provided the required shirt is worn underneath. Sweaters & outerwear may be worn in any solid, color, stripe or pattern Outerwear should be free of large logo/branding or lettering.
- Shirts and tops must not be tight-fitting.
- No ripped, torn, or clothing with holes may be worn.

## SHOES:

### **Female Students:**

- Athletic shoes, sandals (no flip-flops), boots, and other standard flat shoes are allowed.

### **Male Students:**

- Athletic shoes, sandals (no flip-flops), dress shoes/loafers, and boots (under long pants only) are allowed.

## GROOMING:

### **Female Students:**

Hair should be neatly groomed and well trimmed. No unnatural colors will be allowed (pink, blue, green, etc.).

### **Male Students:**

Hair should be neatly groomed and well trimmed. No unnatural colors will be allowed (pink, blue, green, etc.) A male student's hair must not touch the collar, hang below the eyebrows, or earlobes as it naturally falls. Beards, mustaches, or long sideburns are not allowed.

## FRIDAY - CHAPEL DRESS

*Students are to remain in chapel dress for the duration of the school day.*

### **Female Students:**

- White Oxford style blouse (short or long sleeve)
- Khaki skirt (measuring 2" above the knee cap when standing or longer)
- Navy Sweater (optional, but no other outer garment is acceptable)
- Flat dress shoes (appropriate dress sandals or dress boots; no Uggs, athletic shoes, flip-flops, Toms or Sperry's are allowed for chapel dress)
- Blue or black solid, opaque, non-textured/patterned tights are allowed during cold weather

### **Male Students:**

- White Oxford style shirt (tucked in)
- Khaki pants
- Tie (must be worn from the beginning of school until the conclusion of chapel)
- Navy Blazer (should be worn to chapel but not necessary during classes)
- Dress shoes (appropriate closed toed shoes or dress boots with socks; no athletic shoes, flip-flops, sandals, boots, or Toms are allowed for chapel dress)

**If there is a violation of the dress code, LCHS reserves the right to call the parent/guardian to pick up the student to go home and change with the absence or tardy being unexcused.**

## DISCLAIMER:

A dress code can only address certain details. The LCS administration and school staff cannot anticipate every dress code concern that may arise, and therefore reserves the right to alter or add to the code in an effort to maintain the standards of modesty, neatness and appropriateness.

## DRESS CODE AMENDMENT

The following is considered to be inappropriate and in violation of the dress code; including but not limited to:

1. Clothing that exposes undergarments in anyway
2. Bare feet or house slippers
3. Bare midriffs. Midriffs should not be exposed while standing or sitting
4. Sweat pants, tight knits, nylon or mesh athletic shorts, pajama pants
5. Caps, shades, or headwear
6. Tank tops
7. Clothing normally worn as undergarment
8. Backless or low-cut tops or dresses
9. Unfastened fasteners designed for use with an article of clothing with the exception of appropriate collar buttons
10. Ornamentation that is carried or worn on the body or clothing that could be used as a weapon including but not limited to chains, canes, leather straps, etc.
11. Any jewelry and/or items of ornamentation that depicts weapons of violence or substance illegal to minors.
12. Piercings (female ear piercings are acceptable)
13. Clothing worn inside out
14. Tattoos

## ***Student Drug & Alcohol Testing Policy***

---

The following drug and alcohol testing policy, approved by the Board of Trustees, became effective with the 2006-2007 school year and superseded all previous policies.

### **POLICY:**

Laurel Christian School/Laurel Christian High School (hereinafter “the School”) will not tolerate students using drugs or alcohol. Preventing drug and alcohol use by students and treating students who use drugs and alcohol is among the highest priorities of the School’s staff and administration.

Preventing substance use by students is a compelling spiritual, educational and community interest. Substance use is a serious threat to student health and safety and is a disruptive influence in the School. This policy is designed to create a safe, drug-and alcohol-free environment for students and its purpose is to protect students by seeking to prevent them from harming themselves and others as a result of the consumption of harmful substances.

Student participation in a drug and alcohol testing program will create an atmosphere that deters the use of drugs and alcohol by students as well as informing parents of their student’s substance involvement, allowing for early intervention.

### **TESTING:**

The School has been authorized by parent/guardian (hereinafter “the Parent”) to collect from the student a drug and alcohol screening sample at School, and for that sample to be tested by an authorized testing agency. A trained individual designated by the School to perform such will administer the collection of the student sample. Results from the lab will be returned to the School.

1. All students participating on athletic teams, all students involved in extracurricular activities and all students who drive or park on school grounds will be subject to drug and/or alcohol testing procedures. There will be no prior notification to students, athletes or to parents.
2. Random drug and alcohol testing will be performed on all students in grades 7-12. Students will be selected at random by a selection process approved by the headmaster. There will be no prior notification to students or to parents.
3. Any student may be drug-tested for cause. The headmaster shall have the authority to require drug testing for any student at any time on campus should circumstances constitute a reasonable suspicion. A reasonable suspicion shall include any and all behaviors of concern, i.e., uncharacteristic changes from the norm in appearance, behavior, and/or performance. The School or the student’s parent may refer a student for a reasonable suspicion. There will be no prior notification to students or parents.



4. Refusal of any parent to authorize permission or the refusal of any student or parent to allow the drug and alcohol testing procedure will be grounds for permanent expulsion.
5. Any off-campus or non-school related incident involving a student and illegal drugs and/or alcohol shall be subject to all the punishments, procedures and disciplines set forth in this policy.

#### POSITIVE TEST RESULT:

Any student deemed to be in violation of this policy will be subject to the following procedures and disciplinary actions:

- a. When a student's test indicates the presence of a prohibited substance, and within one (1) school day of the laboratory obtaining a positive result, the parent shall be contacted by a medical review officer employed by the testing laboratory. The medical review officer shall confer with the parent to determine whether there is a medical explanation for the positive test result. If the parent provides a legitimate medical excuse with documentation, the medical review officer shall report the test result as negative. Without medical documentation, however, the medical review officer shall report a positive test result to the headmaster within one (1) school day after conferring with the parent.
- b. Within seventy-two (72) hours, a parent may request an additional test to confirm or deny the positive result from the initial test. This additional test will be administered only at the parent's request and expense.
- c. A confirmation test will use a method of equal or greater reliability than that used in the initial drug or alcohol test.
- d. Within five (5) school days after receiving notice of a positive test result, the student may submit information to the School explaining the test results, and why the results do not constitute a violation of School policy.

#### DISCIPLINARY ACTION:

In the event of a violation of this policy, the following disciplinary actions may apply:

- a. A conference will be held with the parents and the student.
- b. The student may be suspended for five (5) school days.
- c. The student will be removed from all athletic activities, all extracurricular activities, all academic honors and programs for a period of sixty (60) school days. Said removal will carry forward to the following school year if necessary.
- d. The student shall complete forty (40) hours of community service, approved in advance by the headmaster. Proper documentation will be required.

- e. The student shall participate in drug awareness and Christian counseling programs. The programs may be from an authorized individual or organization approved in advance by the Headmaster. All counseling will be funded at the parent's expense.
- f. The community service and drug awareness-counseling programs must be completed to the Headmaster's satisfaction and within sixty (60) school days. Failure to complete both programs within the 60 school days will subject the Student to indefinite suspension and/or expulsion.
- g. The student may not represent the School in any capacity, whether athletic, extracurricular, academic, or otherwise during the 60-day period.
- h. When a student completes all of the disciplinary actions set forth in this policy to the satisfaction of the headmaster, the student will be placed on "disciplinary probation."
- i. The student on "disciplinary probation" will be subject to periodic drug and alcohol testing while enrolled at the School. All testing following the initial test will be done at the parent's expense.

**A STUDENT WILL BE EXPELLED PERMANENTLY FROM THE SCHOOL UPON THE FOLLOWING EVENTS:**

- a. The Board of Trustees determines that it is in the best interest of the School.
- b. A second offense (violation) of the drug and alcohol policy, i.e., a second positive drug and alcohol test, a second off-campus incident involving illegal drugs, or a combination of the two.
- c. A student who is determined to have possessed, used, sold or purchased, or distributed illegal drugs or alcohol on the campus of the School. The campus includes all School grounds, at all School-sponsored events which may be at any other location, and on transportation to and from School-sponsored events in which transportation is School-provided or School-approved.
- d. Any failure by the student or parent to comply with the terms and conditions herein shall be grounds for expulsion of the Student from the School.

**PRIVACY:**

Test results and other information acquired in the drug and alcohol screening process shall be deemed to be private and confidential information and shall not be disclosed by School authorities or laboratories to another school or to a third-party individual, governmental agency, or private organization without the written consent of the parent. Results shall not be shared with law enforcement officials except as required by law.

## ***Asbestos Hazard Notification***

---

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA). The law requires all schools, public and private, K-12, to be inspected for building materials that might contain asbestos.

In January of 2019, Laurel Christian School contracted with Environmental Consultants, Inc. of Meridian, Mississippi to bring our school into compliance with the AHERA regulations.

On March 21, 2019, all buildings used by and under the control of Laurel Christian High School were inspected by an EPA certified inspector licensed by the state of Mississippi. Laurel Christian Elementary had been inspected previously.

The objective of the inspection was to identify, sample, and analyze any suspect building materials.

Samples of the suspect materials were taken and analyzed by an EPA accredited laboratory.

We are pleased to announce that no asbestos materials were discovered.

Based upon those findings, a Management Plan was written and has been submitted to the governor's office as required by law.

Copies of the Inspection Report and Management Plan are on file for your review in the school's administrative office.