



**Parent / Student Handbook
Upper School (Grades 6–12)
2023-2024**

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HOME – SCHOOL – CHURCH
Helping our children tell a better story.

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VISION STATEMENT

“To see our sons and daughters equipped with an understanding of who they are in Christ.”

MISSION STATEMENT

“Linville Hill Christian School is a community of faith where students learn to think deeply about who God is as they discover their God given purpose in preparation for a lifetime of service to the King.”

CORE VALUES

Community

We believe that God calls to honor each member of the community.

“For as we have many members in one body, but all the members do have the same function, so we, being many, are one body in Christ, and individually members of one another.”

Romans 12:4-5

“And they continued steadfastly in the apostle’s doctrine and fellowship, in breaking of bread and in prayers.” Acts 2:42

Care

We believe that God calls us to serve one another in love.

“For you, brethren, have been called to liberty; only do not use liberty as an opportunity for the flesh, but through love serve one another. For all the law is fulfilled in one word, even in this: You shall love your neighbor as yourself.” Galatians 5:13-14

“But when He saw the multitudes, He was moved with compassion for them, because they were weary and scattered, like sheep having no shepherd.” Matthew 9:36

Growth

We believe that God calls us to continued growth.

“And the Child grew and became strong in spirit, filled with wisdom; and the grace of God was upon Him.” Luke 2:40

“And do not be conformed to this world, but be transformed by the renewing of your mind, that you may prove what is that good and acceptable and perfect will of God.” Romans 12:2

Acceptable Use Policy (AUP)

“Do what is right and good in the sight of the Lord.”

Deuteronomy 6:16

Linville Hill Christian School (LHCS) provides access to technology and the internet for students and staff to enhance the school’s educational program. Linville Hill provides filtered internet service to help prevent access to inappropriate materials. Linville Hill faculty will work together to help students develop the critical thinking skills necessary to discern between good and poor resources, and to evaluate and use information that will prepare them for responsible participation in home, church, and community.

This policy is in place to protect our network as well as our students and staff from the inherent dangers of the internet, including inappropriate content, viruses, spyware, and other destructive factors. **All students and parents are required to read and sign the AUP prior to each school year.**

Our Technology Principles:

- 1.) LHCS believes that students should honor the Lord while advancing their education through the acquisition of computer knowledge and skills. Therefore, each student bears the responsibility of self-government in accordance with biblical standards when using electronic devices. The use of such devices is a privilege, not a right; thus, the student who uses the electronic device inappropriately will incur consequences.
- 2.) LHCS believes that home use of electronic devices is to be governed by parents. When students are at school, LHCS reserves the right to govern all devices used on school ground or at school functions. LHCS will monitor the use of electronic devices on school premises through a variety of means including but not limited to filtration software, firewalls, random screening, and other means.

Rules and Expectations:

- 1.) Administration must preapprove all electronic devices. Electronic devices include but are not limited to cell phones, laptops, Chromebooks, tablets. The user of the electronic device must have a signed AUP policy on file.
- 2.) All students must utilize the LHCS network. The use of another wireless network will constitute breaking of the AUP policy.
- 3.) LHCS students and staff must follow all state and federal laws related to electronic device use. This includes laws relating to copyright, software piracy, harassment, etc.
- 4.) Students are expected to treat LHCS property with care and respect. Any loss, damage or other misuse may incur financial responsibility of the parent. Students must not have food or drink at any computer area or near electronic equipment.
- 5.) Students must receive permission from their teacher or supervising staff to use any device.
- 6.) At any point in time, a teacher or administrator may request a student to show open documents, programs and/or websites displayed on the electronic device.

Privacy:

- 1.) Students are expected to maintain a cyber-presence that reflects the light of Christ.
- 2.) Cyber-bullying of any kind will not be tolerated, and evidence thereof will be considered the breaking of this Acceptable Use Policy.

- 3.) Students may not enter, change, or duplicate another person's personal file as this is a violation of LHCS plagiarism rules as well as Federal Law.
- 4.) All printing from LHCS device or other approved technology must be kept to what is only necessary for school and educational purposes.

Mobile Device Use:

Linville Hill Christian School recognizes that the use of mobile devices can be valuable and necessary part of developing responsibility with our students. That being said, we value the opportunity for face-to-face interaction in the practice of our communication skills and interpersonal relationships. For this reason, mobile devices (cell phones) must be kept at home, in a student's car, or placed in the daily locked box.

- 1.) Parents are asked to contact the school to reach their student.
- 2.) Students using their mobile devices without permission will have their device confiscated and held by administration until the end of the day. Repeated offenses of this policy will be met with escalating consequences.

Academic Integrity & Plagiarism

"The man of integrity walks securely, but he who takes crooked paths we be found out."
Proverbs 10:9

Academic integrity is of the utmost importance in an academic environment; therefore, it is essential that each student take responsibility for his/her own work. Cheating and plagiarism are unacceptable practices. Cheating is the giving, receiving, or using help not authorized by the teacher on any form of homework and/or assessment. This means that students should not copy from another student's work, provide answers to one another, or use any source of information not allowed by the teacher on class work, homework, projects quizzes, or tests.

Plagiarism is intentionally presenting someone else's work or ideas as one's own. This could include copying or paraphrasing from a book, journal, or the internet without acknowledging the original writer. Cutting and passing internet web pages and taking another's work and rewriting in "your own words" also constitutes plagiarism.

Our interest in the character of our students at Linville Hill Christian School is in direct alignment with our mission to understand who God is and who we are as His children. The consequences outlined below are meant to be redemptive without diminishing the seriousness of the situation.

- 1.) Parents will be notified. The student may receive a zero (0) on the assignment, though they must still complete the assignment satisfactorily. There may be an alternative assignment given.
- 2.) High School – Records will be kept with the report card in the student's cumulative folder. If there are repeated violations, these records will be attached to the transcript.
- 3.) High School – If there are repeat violations without regret, a determination will be made by the administration concerning the student's continued enrollment.

Academic Standards

Grading System

Linville Hill Christian School used a 10-point grading scale. Parents can keep current with their child's academic progress through a data-management system called Sycamore.

The following is the grading scale for grades 1-12:

A+	98-100	C+	77-79
A	93-97	C	73-76
A-	90-92	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	60-62
		F	59-

Promotion:

A student is promoted to the next grade if he or she passes all the core subjects required for graduation. Factors such as ability, physical stability, and social maturity are considered. Parents will be notified if their child is not progressing academically. For some cases, remedial help such as summer classes, may be necessary.

Graduation Requirements (High School Only):

Linville Hill Christian School follows the Pennsylvania State Standards for graduation from high school, in addition to required internship placements and cornerstone classes.

One high school year of education = 180 days (990 hours) of instruction.

Arrival and Dismissal

Students should arrive no earlier than 8:00 AM, as limited supervision is available before this time. High school students report directly to the gym for morning meeting. Middle school students report to the Community Room until dismissed to go to homeroom.

To ensure safety and efficiency with after-school pick-up of students, we ask that you please adhere to the following guidelines:

- Call or email the school office BEFORE 2:00 PM to have your child listed on the pick-up list. This will ensure your child is dismissed to the back of the building for parent pick-up.
- Please arrive before 3:00 PM to pick up your child. Drive to the back of the building and wait in the pick-up line. Do not leave car unattended and be cautious when leaving.
- Parents picking up students at dismissal may NOT pick-up at the side or front of the building. These locations are reserved for the school buses.
- At NO time may a student be picked-up from the courtyard or barn.

Athletics

Linville Hill Christian School competes athletically with other Christian and public schools throughout the school year. LHCS participates in both the CCAC and PIAA leagues with middle school and high school boys' and girls' volleyball and boys' and girls' basketball. LHCS is a member of the PIAA in District III. An athletic practice and game schedule is available on our website under the "Athletics" tab.

Linville Hill Christian School also partners with Pequea Valley School District in an athletic cooperative to offer students a wide variety of team sports. These opportunities are available to students in grades 9-12. Students may participate in the following sports through this Pequea Valley cooperative:

- Boys and Girls Soccer
- Boys and Girls Tennis
- Girls Softball
- Boys and Girls Cross Country
- Boys Football
- Boys Golf
- Boys Wrestling
- Boys Baseball

Students interested in these sports may contact the LHCS athletic director for more information. Families will need to create a profile on Pequea Valley's website if they want to play through the PV cooperative. Questions regarding this profile should be directed to the LHCS athletic director.

All athletes who plan to play a fall, winter, or spring sport for LHCS must have a current physical (after June 1 of the same school year) and completed PIAA Comprehensive Initial Pre-Participation Physical Evaluation form (CIPPE) before the first day of practice. This applies for all athletes. Those who play a Fall sport, and had their physical completed after June 1, may have parents re-certify their physical form for winter and spring sports (Section 8 of the CIPPE). In addition to the complete PIAA Physical Form, students are expected to pay an athletic fee to Linville Hill Christian School per sport, per season. All athletic fees are subject to change, and up-to-date fees can be viewed on the school website. (All athletic fees must be paid through FACTS.)

Sportsmanship

Acceptable and appropriate sportsmanship is a fundamental component of our athletic program. This goes for our athletes as well as fans. All those in attendance are expected to be respectful, encouraging, positive, and above all, honoring to God. Linville Hill's athletic department and Administration will help ensure that our athletes and spectators consistently exhibit exemplary conduct even at the height of competition. Any interference with the game by parents, families, or other supporters could result in disciplinary action taken by LHCS and the Pennsylvania Interscholastic Athletic Association (PIAA.) These disciplinary actions could be taken against our team, athletes and/or parent-spectators.

Equipment and Facilities

All athletes and coaches are expected to respect our gym and athletic equipment as well as any visitor's gym and their equipment. Any damage should be reported immediately to the Athletic Director. Athletes and coaches are expected to clean up any messes, equipment, chairs after each practice. Locker rooms are to be cleaned after each use by the teams and should be left the way they were found.

Communication

Parents are advised to direct questions/concerns about their child to the team head coach. If these questions or concerns are not resolved, parents may reach out to the Athletic Director to discuss these items further.

Appropriate issues to discuss with a coach:

- The treatment of your child, mentally and physically.
- Ways you can help your child improve.
- Concerns about your child's behavior.

Inappropriate issues to discuss with a coach:

- Playing time
- Team strategy
- Play calling
- Other student-athletes

Please do not approach the coach during or after any practice or competition.

Eligibility

Participating in athletics at Linville Hill is a privilege and as a result student athletes are held to a higher standard. To be eligible to participate there are academic requirements that need to be met. Grades are checked on a weekly basis every Tuesday morning. Student athletes are given a one-week grace period to improve a single failing grade. Student athletes who continue to fail the same class for more than one week/ or who are failing more than one class at a time will not be eligible for the remainder of that week. If a student continues to fail a class, they will be ineligible to participate until they bring their grade to passing. If a student athlete fails a class at the end of a marking period, they will not be eligible to participate for 2 weeks. Ineligibility includes all games and scrimmages. Participation in practices will be at the discretion of coaches and administration based on the situation.

Conduct

Student athletes who engage in significant poor decision making inside or outside of school could be suspended from participating in athletics. Actions that could cause an immediate suspension are including but not limited to the following:

- Use of Illegal Drugs
- Smoking/Vaping
- Use of Alcohol
- Reckless Behavior
- Theft

- Assault
- Hazing

If an athlete is found to be in violation of any of the above listed actions, they will face a minimum of a 2-week game and practice suspension starting from the date of the disciplinary meeting. Coaches may hold athletes to an even higher standard if that standard is approved by the Athletic Director and Administration.

Attendance Policy

Please Note: Administration of Linville Hill Christian School will be updating the Attendance Policy in Fall/Winter 2023.

The right and privilege of attending Linville Hill Christian School carry with it the responsibility of both parents and students to recognize the direct relationship between academic success and regular school attendance. Punctual and regular attendance at school is a shared responsibility between the student and his/her parent or guardian. Students should miss school only when necessary because much of the classroom activity cannot be replaced.

Our goal is to have students attend school every day. We know that illness or family circumstances sometimes make this impossible. We also value family vacations and the opportunities for families to spend uninterrupted time together. However, we want to encourage students to treat school attendance as a serious matter and to embrace their intellectual gifts as an act of worship.

Excused Absences

Absences that do not meet the excused absence guidelines and/or are not requested at least three (3) school days in advance will not be approved and will be considered unexcused. Students who have already reached ten (10) absences during a school year may not request permission for a pre-approved absence. If a family emergency arises that does not meet these guidelines, it is at the administration's discretion as to whether the absence is approved.

- Excused absence guidelines: Students may legally be absent from school because of personal illness, impassable roads, death in the immediate family, or other compelling situations directly affecting the student.
- Parents must provide a signed excuse card for all absences, tardy or early dismissals.
- If an excuse card is not received after five (5) school days, the absence will be classified as unexcused.

Pre-approved Absences

Occasionally, a student may need to miss school for a reason other than illness. Discretion is strongly advised in planning such absences. While special events and trips could be advantageous for some students, they could also be detrimental for others. Absences for students who are just maintaining passing grades could have a serious negative effect on class studies and grades.

- Obtain a pre-planned education absence form from the school office or the school's website.
- The completed form should be submitted to the administration at least three (3) school days in advance before making final arrangements for travel.
- **These preplanned trips should not exceed five (5) school days at a time. (And should not exceed 10 total days in the school year.)**
- Requests due to extenuating circumstances will be handled on an individual basis.
- Students and parents are NOT to expect work to be sent home ahead of time.
- A \$5.00 fee per student per day for days exceeding three (3) consecutive school days will be charged. Students must be accompanied by parent(s) or guardian.

Excessive Absences

Excessive unexcused absences will result in a conference with the principal. Any student absent for more than twenty-five (25) school days may not be promoted to the next grade. If the absences are due to extenuating circumstances, the administration may waive this policy.

Unexcused Absences

Linville Hill Christian School is obligated to the rules and regulations of the State Department of Education concerning unexcused absences. Assignments, quizzes, or tests given during an unexcused absence will receive no credit. Unexcused absences will be noted on a student's permanent record. If a student accrues more than 10 unexcused absences within one school year, graduation credits may be denied at the discretion of administration.

Bible Memory (Middle School)

Scripture memorization is a part of the Bible curriculum requirement at each grade level. Students are given a Bible memory schedule at the beginning of each quarter. Teachers and students are encouraged to explain and make each passage practical for the student. Passages will be taken from the NIV translation. Bible memory is graded by the teacher.

Bullying

From time to time in a large community such as a school, conflict, and offense can occur. As part of living in a sinful world, bullying can result when we do not relate to others as we should or when people try to exert power and influence over others.

Linville Hill Christian School realizes that while bullying may occur, it is never acceptable and seeks to implement a clear framework for dealing with bullying incidents. The school's response to bullying is based on the pattern of relating to one another found in the Bible. God intended for us to live in a way that acknowledges differences and accepts others because we are all made in God's image.

Our policy is based on the principle that bullying is not acceptable at LHCS. LHCS recognizes that not all behaviors should be considered bullying or willful violation of this policy. Behaviors will be assessed by the teacher and/or administrator and addressed according to the policy below.

- 1.) All parties will be spoken to – victim, bully and sufficient bystanders to establish the facts of the situation and to hold them accountable for their actions/inactions. Generally, all parties will be asked to give a verified account of what has happened with a view to understanding the whole picture.
- 2.) All faculty and staff will be informed about the incident so that they may be aware of any issues between students.
- 3.) Parents of victim and bully will be informed throughout the process and may be invited to be present in discussions.

Please note: Behavior outside of school can also be grounds for discipline at school, depending on the circumstances.

Child Abuse / Neglect

In accordance with Pennsylvania state law, school staff is obligated under penalty of a fine and jail term, to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to authorities, which would be the procedure followed in most other legal matters. The clear intent of the law is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest of the affected child and do not have any legal alternative except to make the report to the proper authorities for their investigation and review.

Behavior Management

Linville Hill Christian School's behavior management policy is based on the teachings of the scripture.

"Love is patient; love is kind. It does not envy; it does not boast; it is not proud. It is not rude; it is not self-seeking; it is not easily angered; it keeps no records of wrongs. Love does not delight in evil but rejoices with the truth. It always protects, always trusts, always hopes, always perseveres. Love never fails." 1 Corinthians 13:4-8

LHCS expects the best from their students. Positive, proactive guidance and positive behavior management are used in all classrooms. From time to time, students struggle to make good choices and it is during these times that informal lessons, taught from the perspective of grace and love, are implemented at school. Our goal is to provide a safe, loving environment in which Christian principles and standards are taught.

Misbehaving students will be attended to immediately. Depending on the severity of the misbehavior, discipline may range from redirection, conferencing with the teacher and/or principal. Suspension/expulsion from school is rare and used as a last resort after grace and reconciliation have been exhausted. Parents will be notified of student's behaviors that result in school discipline.

Students are encouraged to display high standards of moral, ethical, and social conduct. LHCS is a community of Christian learners and educators. Christian standards concerning heart, attitude and personal and social behaviors are both expected and upheld. Therefore, we share in the responsibility to live in a way to bring honor and glory to Jesus.

Attitudes and behaviors, which contribute to effective education for the community, are valued and nurtured. Please note the following items to ensure stewardship and a positive environment:

- The use of improper language (vulgarity, obscenity, profanity) is not appropriate language becoming of a Christ-follower.
- Students should keep their hands off others, which would include pushing, hitting, holding, wrestling, horseplay, etc.
- Students are to speak to peers and all adults with a respectful tone and attitude. There is to be no teasing, name-calling, or put-downs. Good manners and respect for others is always expected.
- Student-to-student harassment and bullying will not be tolerated at LHCS. (Refer to Bullying.)
- School property is to be always respected and cared for in order that damage does not occur. When school property or equipment is damaged unnecessarily and needlessly, a fair charge will be made, and parents will be notified.
- Students are to respect the property of others. Never take anything belonging to someone else without permission; return in good condition anything borrowed.
- Weapons of any type are not permitted.
- LHCS is to be tobacco (includes vapes), alcohol, and drug free.

The purpose of consequences is to guide students into making better choices in the future. Each teacher/class has established their own daily/weekly behavior policy that will be communicated in their classroom and parents at the start of the school year. This allows both the student and parents to have a clear understanding of behaviors in the classroom.

Code of Conduct for Students

Linville Hill Christian School values each student as a unique image bearer of God. Within the Christian community, we expect our students to demonstrate Christ-like behavior that builds one another up in the body of Christ. Acceptable behavior will model appropriate Christian maturity, evidenced by expressions of Biblical thinking, Christian character, and acts of servant leadership.

At the upper school, student behavior is guided by an expectation of respect that is rooted in love. We desire that all students abide by the following rules: Be Committed, Be Respectful, Be Responsible, and Be Present within their spheres of influence. When a student fails in an area, teachers and administration will take consistent steps to deter the behavior in the future.

We believe that:

- Students bear responsibility for their own actions and therefore are actively involved in helping to arrive at a solution.
- Whenever possible, there should be a logical consequence between the misbehavior and the resulting consequences.
- Mutual respect should be shown, by making every attempt to guard the dignity of the student and the adult.
- Opportunity will be given for the student to share his/her side of the story in each instance.
- The behavior of one student should not infringe on the opportunity of other students to learn.

Scriptural purity and godly character are the standards for both student and staff behavior. Therefore, interaction among all members of the LHCS community should be above reproach. This includes not only inappropriate physical touching, but also behaviors that are sexually suggestive or unbecoming. Should there be a violation of this policy, parents will be notified, and the student involved will be subject to disciplinary action.

Dual Enrollment (High School Only, juniors and seniors)

Linville Hill Christian School offers dual enrollment college courses in cooperation with a partnership through HACC, Harrisburg Area Community College. Students who meet the high school graduation credit requirements early, and pass the placement testing for HACC, will be offered the opportunity to attend classes at HACC or online, for a discounted rate. These credits will transfer to an institution of higher education after high school graduation or will count toward the pursuit of a degree program at HACC.

Emergency Contact Information

Please inform the school office of any changes in student's information: business, home and/or cell phone numbers, address, and emergency and medical information. If parents are going to be out of town, please let the office know who is responsible for your child during your absence.

Emergency Closings

All patron families are included in the automated phone call that informs of delayed openings, closings, and unplanned early dismissals. This information is also available on WDAC and WJTL radio stations and WGAL television. Linville Hill Christian School usually follows the weather emergency schedule of Pequea Valley School District, with some exceptions.

Field Trips

Students are taken on field trips to provide outside educational experiences. Individual classroom teachers supervise these trips. The number of parent chaperones varies per field trip. All chaperones must have their clearances to have direct supervision of students on the field trip. *Field trips are part of required course participation and are not optional.*

Lost and Found

If an item is found, it will be put into the Lost and Found in front of the main office. Twice a year, all items will be placed in the hallway to be claimed. Items not claimed will be donated.

Financial Scholarship Information

Scholarships are offered to families who meet the eligibility requirements. Funds for our EITC Scholarship Fund are received from local businesses. Scholarships vary based on income, number of children attending LHCS and the amount of businesses who contributed through Earned Income Tax Credits (EITC) in the current tax year.

Application packets are sent to each patron family in October. The application should be completed and sent to Faith Builders along with a copy of the previous year's tax return. Faith Builders will confirm eligibility and determine the scholarship. All applications are confidential and are only reviewed by Faith Builders. Scholarship funds are received in January.

Dress Code Standards

Students are expected to live and conduct themselves in a manner that is pleasing to God and glorifying to the name of Jesus Christ (II Thessalonians 1:11-12.) The dress code at Linville Hill Christian School is based on academic attire and modest clothing that is appropriate to create a positive Christian education atmosphere. Enforcing the dress code is NOT the sole responsibility of the school. We expect parents to cooperate in monitoring their student's daily attire to ensure compliance with the dress standards.

In developing the dress code, we recognize that it will be impossible to please every one of our patrons and students. We also recognize that styles change throughout our culture and that there is a great variety of personal preference in clothing among the families we serve. For those reasons, developing a dress code that is supported by our diverse patron body is both important and challenging. Our hope in developing this dress code is to create an expectation for appropriateness and professionalism that matches the broad convictions of our families and is consistent with our mission statement.

The administration and faculty reserve the right to ask students to remove or change items of clothing that they deem inappropriate or distracting.

Tops

- All students, grades 6-12, will wear an approved Linville Hill logo top. Approved items are made available for purchase throughout the year through an online store.
- The outermost, top layer of clothing must include a Linville Hill logo or other prior approved logo.
- All shirts must have sleeves. No tank tops.
- Spirit wear, clothing promoting the athletic teams of Linville Hill and/or Pequea Valley are permitted.

Bottoms

- Students may wear pants in a variety of fabrics (denim, khaki, corduroy.)
- Shorts are not permitted, except for PE class.
- Athletic pants, sweatpants, joggers, tights, or pajama pants are not permitted.
- Girls may wear skirts that come to the knee when standing. If the skirt is slightly above the knee, leggings to the knee must be worn.
- Tight fitting or revealing clothing is not considered professional or appropriate for Linville Hill Christian School students.

Hats/ball caps/hoods

- These items are not appropriate for the classroom/school setting and therefore may not be worn during school hours. These items should be kept in student lockers.

Accessories

- Simple earrings are permitted for the young women.
- Simple necklaces and bracelets are permitted.

PE Class

- Students are asked to provide their own shirt, shorts, and sneakers for PE.
- No sandals or flip-flops are permitted to be worn for PE class.
- Shorts should be of appropriate and modest length.

Internship Logo Professional Wear (High School Only)

- Students in grades 9-12 will be permitted to wear logo apparel issued from their internship partners on Fridays when they report to school.

Music/Choral Event Dress Code

Traditional concert attire is expected for concerts and musical performances:

- Boys – Black dress pants, black dress shoes and white dress shirt. A tie or bowtie in Christmas colors (for Christmas program) or traditional tie should be worn.
- Girls – Black skirt, black dress shoes and white blouse. Blouses/shirts should be modest. Headbands and other hair accessories in Christmas colors (for Christmas program) may be worn.

Formal and After-School Events (Sports Banquet, Jr/Sr Formal, Spring Banquet, etc.)

- Boys – Should wear a dress shirt and tie with dress pants or a suit/tuxedo.
- Girls – Should dress formally and make modest selections that are not too tight. All dresses must follow the following guidelines:
 - Dress should fall to the knee or longer. Slits may come to the knee
 - Dresses should have at least 2-inch-wide shoulder strap or sleeves
 - The back of the dress must cover at least the bottom of the shoulder blades.
 - The front of the dress may not be low cut. No exposed midriffs.

If a student's clothing does not meet the dress code, the principal or office staff will contact the parent to inform the parents of this concern. If a family is repeatedly contacted regarding dress code, a meeting with administration will be set up to help solve the conflict. If a student's clothing is deemed too inappropriate to continue the school day, alternative clothing will be provided for the duration of the day.

The school administration reserves the right to make modifications of the dress code for special occasions such as field trips, spirit days and other fun/reward situations.

Lunch

Students will pack lunch and eat in their classroom. Most Wednesdays and Thursdays will have a lunch option available for purchase. Lunches must be ordered the beginning of each quarter through Sycamore. Sorry, no late orders will be accepted. Typically, the patrons provide a "hot lunch" once a month. All mothers will be asked to help provide food and/or serve a hot lunch twice during the school year. Dates and menus for the "hot lunch" will be determined.

Health Requirements

An up-to-date immunization record for each student must be on file in the school office. Immunizations must be completed according to the Pennsylvania School Immunization Law. Check with the school office for requirements.

When a student is sick or hurt, parents/guardians will be notified as soon as possible. Students becoming ill should report to the office after talking with the teacher. A student who becomes ill or develops a fever will not be allowed to stay in class and must be picked up from the school.

Every possible provision is made to provide a wholesome, healthy atmosphere at school. We have found that there is a real correlation between a student's health and his/her enjoyment of school and ability to profit from it. If your child appears to be ill, please do not send him/her to school. Keeping a sick child home prevents the spread of illness in the school community and gives the child opportunity to rest and recover.

The following guidelines should be considered when making the decision as to whether your child should come to school:

- Fever – the child should remain at home. The child can return to school after he/she has been fever free for 24 hours without the use of fever-reducing medications.
- Diarrhea/Vomiting – A child with diarrhea and/or vomiting should stay at home and return to school only after being symptom free for 24 hours.
- Conjunctivitis (eye infection) – Following a diagnosis of conjunctivitis, the child may return to school after the first dose of prescribed medicine.
- Colds – Consider keeping your child at home, if he/she is experiencing discomfort of cold symptoms, such as nasal congestion and cough. A continuous colored discharge from the nose may be a sign of infection. Consider having the child seen by a health care provider.
- Head Lice – Children with head lice or nits may not attend school and may be readmitted only once treatment has been started and authorized school personnel have examined him/her. Suggestions for proper treatment may be obtained by the school office.

NOTE: Any parent wishing to decline immunizations for religious reasons must sign and date the PA Department of Health-Certificate of Immunization care for their child. Parents are expected to state in writing their objections to immunizations / that their religious belief teaches opposition to such immunizations. Parents need to be aware that there are state mandates to exclude non-immunized children from school for a certain number of days when an outbreak of a communicable disease occurs in a school setting.

Parking for Parents or Visitors

Please do not park directly in front of the main school entrance from 7:45 to 8:45 AM and 2:15 to 3:30 PM for any reason. Never attempt to pass a bus or any other vehicle in the parking lot. Always be observant of students crossing the parking lot between parked cars.

Homework Guidelines

Homework serves two important functions. It permits a review of the work done during the school day and helps to prepare students for projects and/or tests by reinforcing concepts learned in the classroom. It also allows the parents to know what is happening in the classroom curriculum. The amount of time spent by a student on homework is dependent on a variety of student factors including student personality, work ethic, environment where homework is complete and teacher time expectations. At Linville Hill Christian School, we strive to design assignments which prioritize family and provide reasonable reinforcement of classroom instruction.

Quality Work:

All classroom and homework assignments are to be neatly written or typed and fully completed. Individual teachers may offer specific requirements/rubrics for written assignments. If you believe your child is diligent in their homework responsibilities, yet still spends significantly more time on their homework than recommended above, please schedule a time to meet with your child's teacher to share your concerns.

Late Work:

Assignments that are not turned in at the time they are due must be submitted within the next 24 hours or they are considered late. Each day an assignment is late, a 10% deduction will be made the assignment grade. Deductions will continue until a maximum grade of 50% is reached.

Missed Work – Due to Illness:

When a student is absent due to illness or other unplanned event, the student is responsible for gathering missed assignments from each teacher when he or she returns to school. Teachers will assign appropriate due dates to the work based on the number of days the student was ill or missed school. The student is responsible for completing assignments by the adjusted due date.

Missed Work – Due to Family Trips:

When a student has a preplanned absence, the student must request assignment for each class prior to the first missed day of school. The student is responsible for gathering assignments and completing the work as assigned by the teacher. If the student is attending a one (1) week planned trip, the student has one (1) week to complete and submit all assignments. If a student does not submit the work from a preplanned trip, the late policy will still be in effect.

Parent–Teacher Fellowship (PTF)

There are two Parent-Teacher Fellowship (PTF) meetings planned each year, one in September and one in March. The purpose of the PTF meeting is to provide time of inspiration, fellowship, and decision-making on school business. ALL patrons are expected to attend the fall conferences, spring conferences are optional or at the teacher's discretion.

Matthew 18 Principle

In accordance with Matthew 18: 15-17, parents who have a concern/complaint with a staff member or program/activity under supervision of a staff member, should bring the problem in private to the staff member involved. Parents are encouraged to schedule a conference with the teacher/staff member to discuss any concerns.

If the problem is not resolved, parents should bring it to the administration. After these avenues have been thoroughly exhausted, parents can request a meeting with the Head of School and/or Board of Directors.

A Christian school is a ministry in Christ's name. Everything that is done in the context of the school must be done in the glory to God.

Parent/Guest Volunteer Clearances

According to the state of Pennsylvania, anyone who volunteers or works directly with children must file the following state approved clearances:

- Child Abuse Clearance
- PA Criminal Record Check
- FBI Clearance – if lived in PA less than 10 years

Copies of returned clearances should be filed with the office. Parents who need above clearances include all chaperones for field trips, volunteering in the classroom or library and driving for games or field trips. Information on any of these forms is available in the office.

School Cleaning

Start of Year – Every family is expected to participate in the cleaning and preparation of the building for the start of the school year. A cleaning week will be scheduled, usually the first week in August. Parents will receive information in July detailing the area of school to be cleaned.

During Year – Parents are also scheduled to clean the school two times per year. If your assigned date does not fit your calendar, please trade with someone, or make other arrangements. Parents may opt out of their cleaning for a fee. Please contact the office for opt-out-fee.

Student Drivers (High School Only)

Student drivers must adhere to the following rules:

- 1.) Junior drivers are permitted to drive only one (1) other student to school with the expressed written consent from both students' parents.
- 2.) Not go to their cars during the school day unless a staff person has granted permission.
- 3.) Not exceed 10 mph on any school property or exhibit driving behaviors that are deemed unsafe by staff.
- 4.) Be respectful and responsible to all Commonwealth of PA road rules and regulations.
- 5.) Cars must be inspected and registered according to PA State Law.

Tardiness or Leaving Early

School begins at 8:10 AM. Students are expected to be in school prior to 8:10 AM so they can be ready to start the school day. Students arriving after 8:10 AM are to report to the main office and will receive a tardy notice which must be submitted to the homeroom teacher. Tardy to school will be recorded at the main office. Students receiving three (3) tardies within one semester will be assigned after-school detention.

School ends at 3:15 PM. Students leaving before 3:15 PM must have a note, email, or phone call from his/her parent. If a student arrives later than 10:30 AM or leaves school before 1:30 PM, he/she will be marked as half-day absent. Parents should contact the main school office prior to the time the student will be leaving early. Parents should also provide an excuse if the student will be tardy. If the student was at a medical or dental appointment, a printed note for the doctor is sufficient.

Transcripts (High School Only)

High school graduates from Linville Hill Christian School will receive their first transcript free of charge. Additional transcripts will be prepared for a cost of \$2.00 each. Transcript Request forms may be obtained through the office and require administrative approval. All transcripts include final GPA.

Transportation (School Bus)

District buses transport students from the following districts: Coatesville, Conestoga Valley, ELANCO, Lampeter-Strasburg, Pequea Valley, Oxford and Solanco. These districts will contact patrons with scheduled times and bus routes a few weeks before the start of school.

Students may not ride different school busses. If a student is to get off at another bus stop, from the same bus, a note needs to be provided by both parents. All district school bus rules are in effect.

Visitors – Parents and/or Guest

All visitors (including parents) must sign-in at the school office if they are visiting on campus during school hours. This procedure will help us better protect our children from unwanted visitors and help us know who is on campus in case of emergency. Exceptions to the sign-in procedure are programs and all school-wide events. Parent involvement is welcomed and encouraged for all activities. Parents or guests working directly with students must have current clearances on file at the school office.