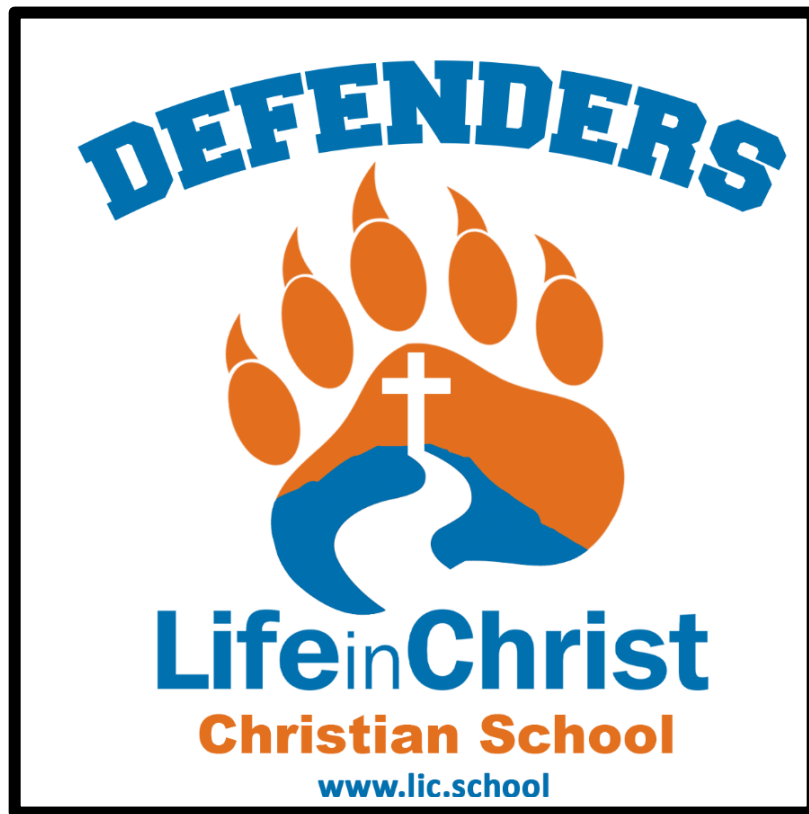


# STUDENT HANDBOOK

2023-2024



1833 W M-21, Owosso, MI 48867

989-720-6872

## TABLE OF CONTENTS

<b>Doctrinal Statement, Philosophy, Objectives to Education</b>	<b>Page 2</b>
<b>Defender's Code, School Song, Verse, Colors, Team Name</b>	<b>Page 3</b>
<b>ABC's of Conduct and Policies</b>	<b>Page 3</b>
<b>Absences/Tardies, Excused Absences, Unexcused Absences, Planned Absences</b>	<b>Page 4</b>
<b>Tardies, Admission Policy and Procedures</b>	<b>Page 5</b>
<b>Boy/Girl Relationships, Building and Equipment, Church Attendance</b>	<b>Page 6</b>
<b>Dress Code</b>	<b>Page 7 &amp; 8</b>
<b>Dual Enrollment, Field Trips, Grading Scale</b>	<b>Page 8</b>
<b>Graduation Requirements, Homework</b>	<b>Page 9</b>
<b>Honor Roll, Items Not To Bring, Lost and Found</b>	<b>Page 10</b>
<b>Lunches, Medical Guidelines</b>	<b>Page 10</b>
<b>Off-Limit Areas, Network and Internet Usage</b>	<b>Page 11</b>
<b>Parent/School Relations</b>	<b>Page 12</b>
<b>Prayer Support, Probation &amp; Promotion, Re-Enrollment, Release from Class</b>	<b>Page 13</b>
<b>Reporting System, School Hours, School Supplies</b>	<b>Page 14</b>
<b>Snow Days, Social Networking</b>	<b>Page 14</b>
<b>Solicitation Prohibited, Sports, Suspensions and Expulsions</b>	<b>Page 15</b>
<b>Telephone, Transportation,</b>	<b>Page 15</b>
<b>Visitors, Withdrawals</b>	<b>Page 16</b>
<b>Financial Information</b>	<b>Page 17</b>
<b>Signature Page</b>	<b>Page 18</b>

## **DOCTRINAL STATEMENT**

1. We believe the Bible is the inspired, infallible, authoritative Word of God, without error in the original languages.
2. We believe the one true God, manifests Himself in three persons: The Father, Son, and Holy Spirit.
3. We believe the church consist of all those who truly believe in Jesus Christ and in His atoning death, and who trust in Him as their personal Lord and Savior.
4. We believe that salvation is more than just praying a prayer but being born again by the Holy Spirit.
5. We believe in the deity of Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death, His bodily resurrection, His complete conquest over the powers of Satan, His ascension to the right hand of the Father and His imminent return in like manner, as He went away.
6. We believe in the present ministry of the Holy Spirit, by whose indwelling Christians are enabled to live godly lives.
7. We believe in the resurrection of both the saved and the lost: They that are lost unto eternal damnation; they that are saved unto eternal life.
8. We believe in the spiritual unity of all who believe in our Lord Jesus Christ.

## **PHILOSOPHY**

1. To provide Christian education to all families that desire to have their children in a God honoring setting.
2. To provide quality academic training with uncompromised, spiritual integration by born again, professionally trained teachers and administrators.

## **OBJECTIVES IN EDUCATION**

1. To lead students to a personal knowledge of Christ as Savior.
2. To prepare students spiritually by instilling in them a love for the Lord Jesus Christ, and the Word of God; by instilling a sincere personal desire to be exactly what God wants them to be.
3. To prepare students to serve God effectively.
4. To challenge students to think clearly, logically, and independently.
5. To develop in each student an understanding of the world in which he lives, and an ability to appreciate and contribute to the culture and community in which he lives.
6. To help each student master the tools of learning and communication.
7. To help each student develop a sense of personal responsibility as an involved, educated, Christian citizen.
8. To develop in students a moral, ethical, and spiritual discernment which will aid them in decision-making and the edification of others.
9. To provide students with the kind of character and attitudes which are necessary in becoming a productive adult.
10. To offer opportunities for students to participate in wholesome forms of recreation and social development.

## **Defender's Code**

Faithful  
Teachable  
Honoring

### **SCHOOL SONG, VERSE, COLORS, TEAM NAME**

SONG: "My Defender" by Jeremy Camp

VERSE – 2 Corinthians 10:5

COLORS - Dark Blue, Orange

TEAM NAME – Defenders

### **ABC'S OF CONDUCT AND POLICY**

It is impossible to set forth rules to govern every situation. Our desire is to emphasize positive behavior. If we are determined to honor God in thought, word, and deed, rules become our friend. We trust, therefore, that the following guidelines will be of help to you.

As followers of Jesus Christ, students are expected to be kind, courteous, patient and respectful to each other and to adults, expressing a Christ-like love in putting others first.

We expect each student to do the following:

1. Practice Christ-like standards in courtesy, kindness, morality and honesty.
2. Refrain from swearing, indecent language, smoking, drinking alcoholic beverages, using drugs, gambling, and listening to music, which promotes ungodly principles.
3. Show respect toward staff members. Disrespect toward staff members will not be tolerated.
4. Students are asked to keep "hands off" each other, so that "horseplay" does not get out of control.

Students are expected to abide by these standards throughout their enrollment whether at home, school, or elsewhere. Students found to be out of harmony with these standards may be asked to withdraw.

Attendance at Life in Christ Christian School is a privilege and not a right. Students forfeit this privilege if they do not conform to the standards of Life in Christ Christian School.

Believing that discipline is necessary for the welfare of the students, as well as the entire school, each teacher is given some liberty in making and enforcing classroom regulations in accordance with Christian principles and administrative policies.

On occasion higher levels of discipline may be necessary. These could include detention, suspension, and expulsion.

If a student's behavior or attitude indicates an uncooperative spirit or one that is out of harmony with the spirit and standards of Life in Christ Christian School, whether or not there is any definite breach of conduct, he may be requested to withdraw.

### **ABSENCES/TARDIES**

For your child to gain the most from his school experience, he must be regular in attendance. Please help us keep absences at a minimum.

- Please schedule medical or dental appointments on Mondays or after school.
- No student will be permitted to attend or participate in any school function or extra-curricular activity if he is absent the full day of a scheduled event.
- Students must attend no later than 12 noon to be deemed eligible for such participation.

**EXCUSED ABSENCES:** Excused absences are permitted for:

- Personal illness
  - Death in the family
  - Planned absences, if approved by the principal in advance
1. Parents are requested to report absences on the day the student is absent by 9:00 a.m. (Please send a note or place a phone call to the office).
  2. When a student has been absent, for any reason, he must report to the office for permission to enter class. A written excuse must be presented to the office, before attending any class.
  3. It is also the student's responsibility to request and do all make-up work as required by the teacher.
  4. An absence on the day of previously announced work that is to be graded (special project, quiz, test, exam) requires the student to make that work up by the second day of return, the student returns to school. Extreme circumstances for an exception are evaluated by principal.
  5. A student absence is considered unexcused if documentation supporting an excused absence is unavailable.

**UNEXCUSED ABSENCES:**

1. Students may receive a "0" grade for any graded work that took place during an unexcused absence.
2. Continual unexcused absences may result in loss of credit, failing grades, athletic ineligibility, suspension, and expulsion.

**PLANNED ABSENCES: Ten unexcused/excused absences, per quarter, will be brought before administration and will result in a parent meeting.**

1. All planned absences must be approved by the principal prior to each day's absence.
2. While excused absences are allowed for family activities and educational purposes, the work missed must be made up in a period of time determined by the classroom teacher, preferably before the student is absent.
3. It is then the student's responsibility to have each teacher sign the absent slip during each class period in which he was absent, leaving it with the teacher of his last period class.

**TARDIES:**

Punctuality is a most important virtue. Tardiness to class interferes with the educational process, and puts the student, as well as his teacher and classmates, at a disadvantage. Students who are chronically tardy set a pattern that is detrimental to their academic success. All absences and tardies are a part of the student's permanent record. Each teacher will monitor tardies according to the following:

1. A student is considered tardy if he is not in his seat ready for class by the time class is scheduled to begin.
2. When a student arrives late on campus, he is required to report his arrival to the office.
3. An unexcused tardy may result in "0" grades for any work missed.
4. If a car pool vehicle is late, we ask the driver to write an excuse listing the students in his vehicle and stating the reason for the tardiness.
5. Two tardies (unexcused) and every tardy thereafter, within the marking period, will result in a detention.

**ADMISSIONS POLICY**

Life in Christ Christian School admits students of any race, color, nationality, ethnic origin to all the rights, privileges, programs, and activities generally made available to students at the school. It does not discriminate based on race, color, national or ethnic origin in administration of its educational policies, admissions policies, and athletic and other school-administered programs.

Pre-School admission –All pre-school students are enrolled with a 30 day probationary period in which the pre-school teacher and Principal shall determine if they are ready for the program.

Readiness shall include: 1. An ability for the child to separate from the parent without an extended time of crying and/or tantrum; 2. The child must be fully “potty trained”. Should a child have more than three accidents during the probationary period they may be withdrawn from the program. Must be 3 years of age by January.

## ADMISSION PROCEDURES

1. A personal interview with the Superintendent/Principal will be required with parents and student. (Grades K-12, unless previously enrolled.)
2. If deemed necessary, entrance testing will be scheduled with the Principal.
3. Complete application forms in their entirety. Please be sure that all questions are carefully answered. If there are items that are not applicable, please designate with N/A. Send the completed application to:

Life in Christ Christian School  
P.O. Box 1019  
Owosso, MI 48867

4. The required registration fee must accompany each application. Applications received without the registration fee will not be processed until fee is received. All forms included in the application packet must be signed and returned.
4. Life in Christ Christian School reserves the right to not accept a student into the school if after an interview has been conducted with parent/guardian, administration deems the student not in harmony with the environment of Life in Christ Christian School.
5. **All families with Jr High/High School students must provide a yearly written testimony of faith and their activities in their local church. Documentation will be given out in the interview, and returning students will be given documentation at Orientation and due the first day of school.**
6. A student may be asked to withdraw if tuition account lapses beyond three months, unless prior arrangements have been made with Superintendent. Students may be reinstated when bill is current.
7. All new students are on a 90-day probation period.

## BOY/GIRL RELATIONSHIPS

- Our school is a co-educational institution. It is wholesome for boys and girls to develop many healthy friendships with both genders during the formative teenage years.
- To avoid unbecoming behavior and life-long regrets, students are discouraged from coming to school or leaving after school in mixed groups, unless accompanied by an adult as designated by the parent.
- Public display of affection, such as handholding, arms around one another, etc. will not be permitted.
- **Consequences of misconduct will be brought before administration.**

## BUILDINGS AND EQUIPMENT

Ultimately, our facilities belong to God. He has surely blessed us with equipment and facilities through the sacrificial giving of many people's time, talent and money. Therefore, we ask that ALL facilities be treated with the utmost respect and care. Students who damage facilities (either

through willful or careless use or neglect) will be held financially responsible to repair or replace the object(s).

Our desire is for students to learn responsibility in caring for their school and to develop a proper sense of pride in keeping it looking nice.

### **CHURCH ATTENDANCE**

Our heartfelt desire is for our students to have every advantage for spiritual growth and maturity. In keeping with that desire, we expect our students to regularly attend a Bible-believing church.

### **DRESS CODE**

**Dress code applies to all school functions.** A modest, neat, and appropriate Christ-honoring dress code is our desire. All dress code is at the discretion of the principals. We reserve the right to add to this list at any time, and we admit that it is incomplete.

#### Ladies:

1. Make-up, nail polish, jewelry, and hairstyles must be in good taste. Hair coloring must be natural colors any questions must be directed to principal. No fad haircuts.
2. Tattoos, facial and body piercing except ears are not allowed.
3. Academic dress can include polo's, button-up dress shirts, blouses, and sweaters. Necklines should not be revealing. No crop tops or sheer tops.
4. Academic dress can include skirts, dresses, dress pants, and jeans. All skirts and dresses must be within one inch of the knee or longer. Leggings may be worn under skirts or dresses. Tunics will be permitted over leggings that if they go to mid-thigh. Pants must be free of patches or holes and must be loose-fitting. No sweat pants, athletic pants or shorts.
5. Tennis shoes or dress shoes are permissible.
6. No form fitting clothes that draw attention.

#### Gentlemen:

1. Hair must be styled in good taste. Hair must be off eyebrows, and collars. Young men are to be clean-shaven. Hair coloring must be natural colors; any questions must be directed to principal. No hats should be worn in school.
2. Tattoos and body piercing are not allowed.
3. Academic dress can include polo's, button-up dress shirts, and sweaters.
4. Academic dress can include dress pants or jeans. Pants must be free of patches or holes and must be loose-fitting. No sweat pants, athletic pants or shorts.
5. Tennis shoes or dress shoes are permissible.
6. No form fitting clothes that draws attention

**All students** must own at least one dressier outfit for times that it would be required, such as school performances, Christmas program, and game days (for players).

Student are required to dress appropriately for extra-curricular events. They will be notified of requirements for special events. As with all clothing, it needs to be free of holes, patches, crude



or suggestive writing or material. Team members will be informed by the athletic director of appropriate attire to and from athletic events.

All sweatshirts and t-shirts should be in good taste, free of music, movies and worldly influences.

Preschool and Kindergarten are NOT subject to dress code.

Our Friday Fun Days, hats or sweatpants allowed for a \$ 1.00.

#### **GYM ATTIRE:**

1. Modest, loose-fitting shirts are acceptable. They need to be free of large patches, holes, suggestive or crude writing, or any writing that promotes worldly tobacco, alcohol, music, or movie industries.
2. No spaghetti straps or tank tops.
3. Modest, loose-fitting shorts or athletic pants may be worn. (Shorts should not be more than two inches above the knee.)
4. Tennis shoes (sneakers) should be worn. No cleats are to be worn inside any building.
5. Students may bring gym outfits ahead of time for teacher approval if in question.

#### **DUAL ENROLLMENT**

Dual enrollment credits are accepted for student's grade 11-12. (Dual enrollment is when a college course counts for a college credit and fulfills high school requirements.) Students are required to be enrolled in a Bible class. Seek the school resource room, instructor for guidance regarding classes before enrolling your student at a college. For all tuition and fees, see the paper provided by the school office.

#### **FIELD TRIPS**

Most of our field trips require a car-pooling environment to transport students to the destination. Parents driving other students must submit a copy of their driver's license, registration, and insurance for each field trip. All volunteers and drivers must submit to a background check prior to the event. Field trip fees must be paid to the office or teacher before the field trip. (Field trips will not be added to tuition bill.)

#### **GRADING SCALE**

Our grading scale will utilize the following letter grades:

A+ 98-100	B+ 87-89	C+ 77-79	D+ 67-69	F 0-59
A 94-97	B 84-86	C 74-76	D 64-66	
A- 90-93	B- 80-83	C- 70-73	D- 60-63	

## GRADUATION REQUIREMENTS

To graduate from Life in Christ Christian School, a student must have a minimum of twenty-six (26) credits. These credits need to be distributed as follows:

- 4 credits Bible
- 4 credits Mathematics (Algebra I / Algebra II / Geometry / I additional Math credit/ I credit must be in senior year)
- 3 credits Science (Biology / Physical Science / Chemistry)
- 3 credits Electives
- 1 credit Finance/Dave Ramsey's
- 4 credits English
- 3 credits History/Social Studies/Government/Economics
- 1 credit Physical Education
- 1 credit On-line Course or Learning Experience Equivalent
- 1 credits Foreign Language
- Successful completion of the Senior Service Project (½ credit)
- Participation in the Drama-Play and **each sport, including E-Sports will result in a ¼ credit, except Basketball ½ credit**

Grade Classifications —

Freshman = 0-7 credits

Sophomore = 7-12 credits

Junior = 13-18 credits

Senior = 19-26 credits

9 <sup>th</sup> Grade	10 <sup>th</sup> Grade	11 <sup>th</sup> Grade	12 <sup>th</sup> Grade
Bible	Bible	Bible	Bible
Algebra I	Algebra II	Geometry	Adv Math/Math Elective
Physical Science	Biology	Chemistry/Anatomy	Physics/Elective
English - Themes	English – World Lit	English – Am Lit	English - Lit
Elective	Elective	Government/Economics	
History of the World	US History	Finance/Dave Ramsey's	
Foreign Language	PE/Sports		On line course
			Senior Service Project (40 hours)

## HOMEWORK

Homework is an integral part of the school program and each teacher is at liberty to give homework to aid each student to advance in his studies. Each student is expected to complete homework assignments. Homework is given for several purposes:

### *For reinforcement, practice, remedial activity, and special projects*

We need each parent's full cooperation and support in seeing that all homework assignments are not only done but completed to the best of the student's ability. Filling in blanks or pulling answers out of the air as a pretense of finishing cannot be condoned. Penalties will be issued for failure to have homework completed, and students must complete all homework as assigned that day.

Parents will be notified if their child chronically fails to complete his/her homework.

Although we have a 4 day school week, we utilize Monday for reinforcement and studies. More required homework will be sent home on weekends.

**Every missed assignment will receive a zero.**

## HONOR ROLL(S)

- **Defender's Honor Roll**
- ○ Students must receive all A's.
- **"B" Honor Roll**
- ○ Students must have A's and B's

## ITEMS NOT TO BRING

We reserve the right to add to this list at any time, and we admit that it is incomplete. **Examples** of items that are not to be brought to school include- guns, fireworks, knives, secular reading material (unless requested by teacher), vapes, chewing gum, matches or electronic devices of any kind, including smart watches, Pokemon Cards and Bey Blades etc. Cell phones are to be deposited in the school office in the morning and picked up at the end of the school day.

## LOST AND FOUND

The Lost and Found Department of the school is operated from the school office. All items which have not been claimed within one week may be disposed of.

## LUNCHES

Most students bring their own sack lunches, including silverware. Hot lunches are available. We ask that care is given to students having a minimum of sugared items, and that balanced meals are provided. No energy drinks are allowed. Eating is to only be done in designated areas. No opened food or drink is to be taken out of designated area. In the interest of good health, we require that all students eat a daily lunch.

## MEDICAL GUIDELINES

In the event that a student needs medical attention, the office will call the parent or family doctor (in that order). Teachers will not be allowed to dispense any medicines from the classroom. They will only be dispensed from the office after the parent has sent them in with written instructions for their use. Please note that this includes all non-prescription drugs also (aspirin, Tylenol, etc.). Students are not to have medicine of any kind in their possession without specific permission from the office.

**•A student who has been ill must be fever-free and vomit-free for 24 hours before returning to school. This includes all after school activities.**

## OFF-LIMIT AREAS

The following areas are off-limits unless a staff member grants special permission:

- All desks and personal belongings except those assigned to the student.
- The kitchen, furnace room, and offices
- The front parking lot
- The maintenance room
- All teacher work area

Off campus--Students may not leave campus for any reason without permission from the Principal and Parents. We have a closed campus policy. Any student who leaves campus at any time without permission, will face immediate suspension and possible expulsion. This would include "playing hooky."

## NETWORK & INTERNET USAGE

Life in Christ Christian School will provide and control access to computer usage for students for the purpose of enhancing curriculum, academic development, and research. The use of LICCS network and internet is a privilege, not a right, and may only be used under the specific guidelines of the teacher. This privilege may be revoked for anyone who uses the resources inappropriately.

In order to provide access to necessary services at LICCS may need to create accounts for students or have student's create accounts to access the needed resources and materials. This includes, but is not limited to typing.com. This requires LICCS to accept the terms of service for these accounts on behalf of the student. School accounts are not to be used for personal use.

Students should never give their LICCS account password(s) to anyone. They should never log in with any username and password other than their own.

Students should not attempt to bypass system or internet security or in any gain unauthorized access to any computer resources by any means.

Internet access at LICCS is filtered. Students may not attempt to bypass this filtering. If a student should come across a site that contains inappropriate content but is unfiltered, they are expected to leave the site immediately and report it to a teacher.

Students may not access social media or gaming sites at school unless it is for school purposes and directed by the teacher.

Students should not transmit material that is in violation of governmental regulation or law, or is copyrighted, offensive, or obscene.

IT staff and administration members reserve the right to monitor and log all student homework and Internet activity at any time.

Any user of the network who violates the policies outlined in this document or engages in any other act determined to be unacceptable use of the network by school administration, will have his or her user access revoked and may be subject to other disciplinary procedures according to existing and applicable school policies.

### **PARENT / SCHOOL RELATIONS**

- 1.** Parents should make sure that their children comply with the school dress code and hair code when arriving on campus. This will reduce discipline issues and will keep parents involved in daily conformity to the school's rules.
- 2.** Families should make a point to attend Parent/Teacher Conferences as these are prepared especially for parents. The conferences allow our faculty and staff to communicate with parents face to face, even if there are no negative issues to discuss.
- 3.** Parents are asked to set up an appointment with a principal to discuss any issues or decisions they have that may displease them. Complaining to students, criticizing the school, or gossiping with other parents undermines authority and influences the training of children. Please allow us to work together with you to resolve issues when they arise.
- 4.** The use of illicit drugs or immoral illegal activity by a parent or guardian is prohibited. Parents and/or guardians who have a problem with said drugs or illegal activity are urged to seek treatment for their own sakes as well as for the welfare of their children. Any behavior outside of the school's standards of conduct, by parent or guardian, could result in the dismissal of their student from LICCS.
- 5.** Life in Christ Christian School is an educational institution that seeks to provide a quality education in a distinct Christian environment. One of the goals of Life in Christ Christian School is to work with parents and guardians to train Christian young men and women to be salt and light to their communities. L.I.C. Christian School believes that the Bible is the inspired Word of God and sets forth absolute truth by which Christians are to live. Life in Christ Christian School expects and requires that both students and parents will support the school in its distinct mission and its Biblical beliefs
- 6.** In relying on the teachings of Scripture, Life in Christ Christian School believes that the Bible prohibits sexual immorality of any type, including, but not limited to pornography, homosexuality, or any other sexual activity outside the marriage of one man and one woman. On the occasion in which a particular home or student is acting counter to or in opposition to the Biblical beliefs and lifestyle that the school teaches, the school reserves the right, in its sole discretion, to refuse admission to an applicant or to discontinue the enrollment of a current student. This includes, but is not limited to, living in, condoning, or supporting any form of sexual immorality; practicing or promoting a homosexual lifestyle or alternative gender identity; or

otherwise having the inability to support the moral principles of the school as stated throughout this handbook.

7. **Detention will be served or school suspension will apply.**

### **PRAYER SUPPORT**

LICCS is dependent upon the faithful prayer support of each family. It is our conviction that LICCS will progress in direct proportion to our prayers for the Lord's enablement. We ask that parents extend prayer requests to their churches and other Christian friends for our school, and we thank you for remembering LICCS and all its personnel in your personal and family prayers.

### **PROBATION**

A student may be placed under probation for a period of three to six weeks when he has a serious academic, attitude, or behavior problem. If satisfactory improvement is not seen, the student will be dismissed or asked to withdraw from school. Student activities will be limited during the probation period, and all positions of trust and responsibility will be relinquished for the remainder of the year. All new students are on a 90-day probation period.

### **PROMOTION**

Elementary and Middle School: In order to advance to the next grade level, the student must be recommended for advancement by the teacher. If subjects are failed and the teacher recommends advancement, the school will consult with the parents and administration.

High School: In the event of a failed course(s) there will be a meeting with the parents, teacher, and principal to discuss the future of that student. High school credit is issued by the semester.

### **RE-ENROLLMENT**

Re-enrollment forms with re-enrollment fees must be submitted each spring for students desiring to return in the fall. The student's attitude toward the school will be taken into consideration before acceptance. The following procedures to be included with the re-enrollment form and reenrollment fee:

1. Submit the re-enrollment form.
2. Submit the re-enrollment fee.
3. Submit updated emergency medical treatment form.
4. Account balances must be current.

### **RELEASE FROM CLASS**

When it becomes necessary for the parent to take a student out of class for doctor appointments or other reasons during the day, release of the student must be made through the office. A written note from a parent or guardian is required to be turned into the office at the start of the school day. A written note is also necessary for a student that drives to and from school. If a student becomes ill during school hours, the parent will be notified to arrange to pick him up.

## **REPORTING SYSTEM**

The purpose of our reporting system is to give parents and students an indication of the progress or lack of progress being made. Each student's performance, attitude, and application are taken into account for grading. The following will be done in order that parents may know of their child's progress:

1. Mid term, reports are sent home with each student approximately every mid-quarter.
2. Reports cards are sent home with each student on a nine-week schedule.
3. A conference is scheduled between the teacher and the parents after the first nine-week marking period. Arrangements for a conference with a teacher can be made at any time.
4. General parent-teacher meetings are scheduled for the teacher and parents as needed during the year.

## **SCHOOL HOURS**

8:00 a.m. to 4:00 p.m. — Tuesday through Friday

Drop off time for students is no earlier than 7:40 a.m. Students are to vacate campus within 15 minutes of dismissal time (unless they have gained other permission from the Administration).

**If student is not picked up by 4:15, a \$ 10.00 charge will be applied to your account.**

## **SCHOOL SUPPLIES**

A list will be available in the office and on the website.

## **SNOW DAYS**

- We will use Facebook page and our Breeze system to text parents to announce any days off.
- In addition, we are connected with the Michigan Law Enforcement Information Network, which means our announcements are picked up by numerous other stations as well.
- If the need to dismiss school early arises, the school will notify the parents. Your cooperation in waiting to be notified, rather than calling the school will be greatly appreciated.
- If you ever deem it is unsafe to bring your child to school, you may keep them home without penalty.

## **SOCIAL NETWORKING – Also See Network and Internet Usage**

Students engaging in social networking sites, such as Facebook, Twitter and other online forums are advised that disparaging comments concerning LICCS or LICCS faculty, discussions of inappropriate nature, photographs, music, bullying and other content are not tolerated, swearing or promoting ungodly behavior. Students engaging in such activity will be required to remove such content under the supervision of the school principal and will be subject to discipline as deemed appropriate by the administration. Student's passing notes that are deemed inappropriate by the principal will face discipline and possible suspension.

## SOLICITATION PROHIBITED

Solicitation is prohibited without permission from the superintendent. This includes the selling of candy, tickets, etc., and the distribution of any outside material.

## SPORTS

Fall Sports – Boys Soccer & Girls Volleyball

Winter Sports – Boys & Girls Basketball

Spring Sports – Girls Soccer & Boys Baseball

Year Round - **E-Sports**

Same rules of conduct apply.

**Sports money must be turned in prior to first game.**

## SUSPENSIONS AND EXPULSIONS

Flagrant violations of school policy may warrant suspension from classroom attendance or expulsion from the school. When such an occasion arises, the superintendent/principal will determine if a situation is a flagrant violation. Superintendent/Principal will determine the length of suspension. The Superintendent/Principal may choose to have the student serve an in-school suspension. (Suspended students will receive a "0" grade in each class for all graded work for each day of school missed). Suspended students are not permitted to come on school premises (unless in-school suspension) or to attend school functions or activities during the suspension. Decisions of suspension by the principal are final. A conference with the parent, student, teacher, principal and superintendent may be necessary before a student is allowed to return to the classroom. Expulsion will be by administrative action only.

## TELEPHONE

The telephones are for business use only and may be used by students for emergencies only (this applies at all times, before and after school, school activities, etc.) Parents should not call students at school except in cases of an emergency. An emergency is defined as "anything that could not be arranged or planned for ahead of time".

**\*please have all rides, etc. planned before school. It is not the school's job to call parents about sleepovers, rides to game, etc!**

Neither staff members nor students will be called out of the classroom for telephone calls during classes except in an emergency.

Cell Phones: Student cell phones are not allowed in classrooms during school hours. Cell phones are to be kept in the school office.

## TRANSPORTATION

All students driving to school must fill out a driver's form along with a copy of their license and insurance to be filed in the office. Students are not permitted to ride with other students unless



there is prior written notice, from the parents of both the driver and the passenger, on file in the office.

Driving an automobile is a privilege. The State of Michigan reserves the right to revoke a license if proper responsibility is not exercised. Likewise, we also reserve the right to restrict students from driving to or from school if driving privileges are abused.

Sitting in or on parked cars before, during, or after school is not permitted on campus.

Permission to use a vehicle during the school day must be approved by the principal with a written notice from the parent.

### **VISITORS**

All parents and other visitors must stop by the office when visiting during school hours. This is to keep class interruptions at a minimum and to help ensure the safety and well-being of our students. We welcome visitors at any time by appointment. However, students desiring to bring other students to school are asked to follow these guidelines:

1. Arrange approval from the principal at least one day prior to the visit.
2. Advise the visiting student of our dress code and that he/she must adhere to it.
3. Suggest that the visitor bring his/her own study materials.
4. Any visitor over 18 will be subject to a background check.
5. **ALL visitors must wear a visitors badge when in the building.**

### **WITHDRAWALS /CHANGE FORM**

Withdrawals before the end of the month will not reduce the tuition and fees due. A withdrawal fee will be charged (see Financial Information)

Any withdrawal or attendance change should be documented and signed through a form in the office.

**FINANCIAL INFORMATION**

<u><b>Annual Tuition – 2023 - 2024</b></u> <b>One Student - \$ 3,350.00</b> <b>Two Students – \$ 6,470.00</b> <b>Three or more – \$ 7,560.00</b>	
1 <sup>st</sup> payment due on September 1st, 2023	
Enrollment Fee (non refundable)	100.00
Tuition Sept – June 2022	335.00
One Student	
Two students	647.00
Three or more Students	756.00

1. Registration and book fees are non-refundable. Books fees are due upon enrollment.
2. Tuition payments may be paid at the office, on the web, or mailed directly to the school. All accounts are due and payable by the first of each month.
3. In such an event that a student is dismissed from L.I.C.C.S., any prepaid tuition will only be refunded for the months following their dismissal.
4. Each family will be responsible for all returned check fees (pertaining to their account) accrued by L.I.C.C.S. We do not accept post-dated checks.
5. A withdrawal fee of \$50 per student will be charged if the student withdraws any time after the opening day of school.
6. The annual tuition is split into 10 months to help keep the cost of the tuition down.
7. A student may be asked to withdraw if tuition account lapses beyond 3 months, unless prior arrangements have been made with Superintendent. Students may be reinstated when bill is current.
8. No discounts will apply to account if account is past due.
9. **Financial Commitment Form must be completed by every family and signed by responsible paying party.**

I have read, understand, and agree to support all areas of the current Student Handbook. This form must be signed and returned after reading the manual. All High School students will be reviewing this manual doing first hour Bible.

Parent's Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Student's Signature (7<sup>th</sup>-12<sup>th</sup>): \_\_\_\_\_

Student's Signature (7<sup>th</sup>-12<sup>th</sup>): \_\_\_\_\_

Student's Signature (7<sup>th</sup>-12<sup>th</sup>): \_\_\_\_\_

Items that are in red are changes from last year.

Rev 4/11/23