



Lebanon Christian School
2025-2026 Parent/Student Handbook
Crusader Club Program
130 Cook Road
Lebanon, OH 45036
513-228-0677

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SCHOOL INFORMATION

Campus Locations:

The Academy Campus (Preschool & Pre-K)

130 Cook Road, Lebanon, OH, 45036



Crusader Club: The Academy is available before and after school if students need to be dropped off early or stay late for grades K-5. Fees apply and registration must be completed through The Academy.

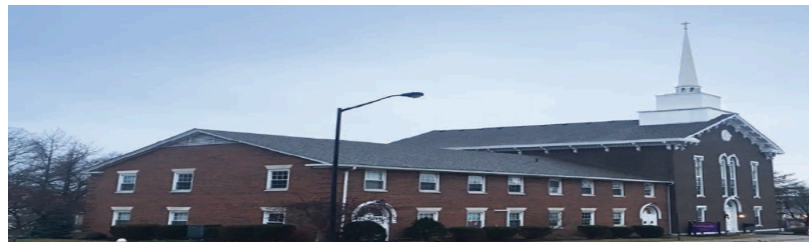
Countryside Campus (K- 5)

1436 Deerfield Road, Lebanon OH. 45036



Warren Street Campus (6-12)

15 E Warren Street, Lebanon OH, 45036



The Academy - A Lebanon Christian Preschool

School Colors: Blue and White

Team Name: Crusaders

Director: Andrea Covert acovert@lebanonchristianschool.org

Assistant Director: Amanda Johnson ajohnson@lebanonchristianschool.org

Website: lebanonchristianschool.org and thelcsacademy.org/

Facebook: The Academy - A Lebanon Christian School (Private and Parent Only)

CRUSADER CLUB HOURS

Before School Care: Monday - Friday 6:30am - 8:30am (or until their bus picks them up).

After School Care: Monday - Friday 3:30pm - 6:00pm

Doors open at 6:30am Monday - Friday and there will be no early admittance.

An Introduction to Lebanon Christian School

Our History

Lebanon Christian School (LCS) is a multi-denominational PreSchool through 12th grade school. The dream of a Christian school began with Reverend Darl Swisher and his wife, Donna. Through prayer, support, and much hard work, Lebanon Christian School opened its doors in 1973 to serve all children and their families in Lebanon and surrounding communities. Since then, LCS has grown steadily, opening a new preschool facility known as “The Academy” in the fall of 2016 located at 130 Cook Road in Lebanon and offers a complete academic path for students by opening a high school that began in the fall of 2017. With the addition of 12th grade in 2024, Lebanon Christian School will be a complete Preschool through 12th grade school!

Mission

Our mission is to honor Christ by providing students with a Biblical worldview education in a loving and safe environment. We believe in developing Christian leaders spiritually and academically, challenging them to reach beyond their potential, to serve others, and walk in Faith to serve the Lord.

Vision

Live with Integrity · Engage in Service · Achieve Excellence · Dedicated to Christ

STATEMENT OF FAITH

- ❑ We believe the Bible to be inspired, the only infallible and authoritative Word of God
- ❑ We believe that there is one God, eternally existent in three persons: Father, Son and the Holy Spirit;
- ❑ We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory;
- ❑ We believe in the creation of man by the direct act of God as recorded in the Book of Genesis;
- ❑ We believe that for the salvation of the lost and sinful man, a regeneration by the operation of the Holy Spirit on the basis of grace alone is absolutely essential;
- ❑ We believe in the resurrection of both the saved and the lost; they that are saved unto eternal life and they that are lost unto eternal damnation;
- ❑ We believe in the spiritual unity of believers in our Lord Jesus Christ.

ADMISSIONS POLICY

The Academy is recognized as a nonpublic, Private Christian Preschool by the Ohio Department of Education. As a nonpublic, Private Christian Preschool The Academy is able to establish specific admissions criteria, policy and procedures in order to provide a safe, secure, and wholesome learning environment. The following policies and procedures are established in order to ensure each student (current or prospective) and family requesting admissions to Lebanon Christian School understands and upholds the rules and regulations associated with the policies and procedures.

ADMISSIONS PROCEDURE

Step One - Meet and Greet + Enrollment Form

The prospective family and student will:

1. Arrange for a meet and greet or phone interview with Amanda Johnson
2. Complete an enrollment form
3. Pay the enrollment fee, signed Statement of Faith

Step Two - Enrollment Review

1. Meet with the admissions committee (if no tour was scheduled)
2. Admissions committee will review the application.
3. **If a student has an IEP, 504, or a disability, the Intervention Department will help review and evaluate the student's application for acceptance.**

The Academy would like as many students as possible to have an opportunity to come to our Before and After School Program, however, The Academy has limited ability to service students with IEP's, 504's and disabilities. Because of the limits, The Academy has set up some guidelines to help evaluate the acceptance of these students.

- **IEP/Service Plan one-on-one instruction is no more than 45 minutes per week per subject or area of need**
- **Student does not require a teacher aid in the classroom**
- **Intervention Teacher caseload-IEP/service plans are limited and students may not be accepted based upon the number of students currently on IEP/ service plans.**

Step Three - Enrollment

After acceptance, the following will be required to be completed and submitted to finalize the enrollment process.

1. Complete enrollment form
2. Emergency Medical Authorization/Student Health History
3. Review tuition payment agreement and make note of when tuition is due
4. Turn in all policy agreements
5. Make the office aware of what bus will be utilized and when their pick up/drop off times are.

Final Step

Students will be notified of their first start date.

DELINQUENT PAYMENTS

All tuition and student fees must be in good standing with no past due statements for your student to attend Crusader Club and re-enroll. If your account is delinquent, you will have seven days to make the full past due payment in order for your student to continue to attend Crusader Club. Failure to resolve this payment will result in immediate student dismissal from The Academy/Lebanon Christian School. Once payment is made, the student(s) may be reinstated.

EARLY WITHDRAWAL

A written notice to withdraw your student is required. If you withdraw your student at any time after August 1st, you will be charged a \$150 withdrawal fee. Withdrawals fees are due at the time of notice. All student fees are non-refundable under any circumstances.

DISMISSAL POLICY

The Academy reserves the right to immediately dismiss or deny re-enrollment for any student and/or family for behaviors that are not conducive to the academic and spiritual environment of The Academy and Lebanon Christian Schools.

STUDENT SERVICES

Crusader Club is a supportive environment, but due to the nature of our staffing and program structure, we may not be able to accommodate all students with active IEPs, 504 plans, etc. Enrollment decisions for students with educational plans will be considered on a case-by-case basis, based on the level of support required and our ability to meet those needs.

Please note: **Students with active behavior intervention plans will not be eligible for enrollment in Crusader Club.**

Our goal is to ensure that all students are safe, supported, and set up for success. If your child has specific support needs, we encourage you to contact us directly so we can determine if the program is an appropriate fit.

NON-DISCRIMINATION POLICY

The desire of The Academy is to recruit and to admit students of any race, color, ethnic group, to all the rights, privileges, programs, and activities of the school. In addition, the school will not discriminate on the basis of race, ethnic group or in administration of its educational policies, programs, or extracurricular activities.

CONFIDENTIALITY POLICY

While retaining respect for the student's confidentiality and privacy according to The Family Educational Rights and Privacy Act (**FERPA**) (20 U.S.C. § 1232g; 34 CFR Part 99), the faculty members are reminded of the confidentiality of students. The faculty is not allowed to discuss with other students or other student's parents the diagnosis, disposition, or circumstances surrounding another student. If any official announcement needs to be made, it should come from the administration.

While retaining respect for student confidentiality and privacy, please be advised if any student reveals information to a school employee, that in the opinion of the employee raises concern for the safety of the student or of other individuals, or raises concern for the emotional stability of the student, or involves illegal activities, that information may be revealed to the appropriate officials and/or student's parents.

STATEMENT of MARRIAGE, GENDER, AND SEXUALITY

The Academy stands firm upon the historical truth and moral foundation of Christianity. We believe God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.)

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4) We believe that God has commanded that no one engage in intimate sexual activity outside of marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and the use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10.)

We believe that in order to preserve the function and integrity of The Academy as the local Body of Christ, and to provide a biblical role model to the Lebanon Christian School members and the community, it is imperative that all persons employed by The Academy agree to abide by this Statement on Marriage, Gender, and Sexuality.

We believe that God offers redemption and restoration to all who confess and forsake their sin seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11.)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of The Academy.

The Biblical and philosophical goal of The Academy is to develop students into mature, Christ Like individuals who will be able to exhibit a belief of what qualities or characteristics exemplify a Christlike life. The Academy retains the right of enrollment or to expel any student who engages in sexual immorality as well as any student who promotes such practices.

Upon application, acceptance and subsequent enrollment of their children at The Academy, parents or legal guardians agree to support these and other basic biblical values. Also, parents or legal guardians acknowledge that The Academy will teach these principles without compromise.

Parents or legal guardians, who choose to apply, are accepted, and subsequently enroll their children at The Academy are agreeing to support these and other basic biblical values and agree that The Academy will teach these principles and biblical values.

PARENTAL PARTNERSHIP

The following are some of the practical ways you, as parents, can help your child be successful at school:

- ❑ Pray for your child, your school, and your teachers.
- ❑ Show genuine interest in your child's school work and accomplishments.
- ❑ Provide a healthy and happy home environment for your child.
- ❑ Assume the responsibility for punctuality and good attendance. *See attendance policy*
- ❑ Follow the Matthew 18 principle for solving school problems:

In Matthew 18:15-17, Jesus gives His formula for solving person-to-person problems.

"Moreover if they brother shall trespass against thee, go and tell him his fault between thee and him alone; if he shall hear thee, thou hast gained thy brother. But if he will not hear thee, then

take with thee one or two more, that in the mouth of two or three witnesses every word may be established. And if he shall neglect to hear them, tell it unto the church; but if he neglects to hear the church, let him be unto thee as a heathen man and a publican.”

CONFLICT RESOLUTION

There are several clear principles that Jesus taught in solving people to people problems:

KEEP THE MATTER CONFIDENTIAL. The pattern of sharing the problem only with those directly involved establishes confidentiality.

KEEP THE CIRCLE SMALL. The first and most often the only step needed in solving a person to person problem is for one of the two people involved to initiate face to face dialogue. Most problems are solved at the two people stage.

BE STRAIGHTFORWARD. Sometimes it is difficult to be straightforward and tell someone the very heart of the matter. But restoration and improvement can only come when the issues are lovingly, yet clearly, presented.

BE FORGIVING. Once the matter is resolved, we should wholeheartedly forgive and restore the person whose fault offended us.

CONFLICT RESOLUTION PROCEDURE

The Matthew 18 Principles of Conflict Resolution

“If your brother sins against you, go and show him his fault, just between the two of you.”
(Matthew 18:15) The Academy is a Christian Preschool, and the Word of God governs all of its affairs. As members of a Christian community, we enjoy the privilege of relating to one another not merely as parents and educators, but as brothers and sisters in Christ. Therefore, the school board, administration, faculty, staff, and students are expected to maintain a decorum that is honoring the name of Christ.

However, in spite of the best efforts of students, parents, and the school, conflicts will inevitably arise. When they do, it is important that they be handled in a Biblical manner and in a way that leads to an effective resolution.

The foundation of Matthew 18:15 is a direct, one-on-one meeting between individuals involved. Since most conflict results from a breakdown in the communication process, adhering to the Matthew 18:15 principle enhances and extends communication. Therefore, the first step in conflict resolution should always be communicating directly with the person involved.

In accordance with this principle, an administrator's first response to a vocalized complaint regarding a teacher will be to ask whether a discussion with the teacher in question has taken place. If one has not, the administrator will strongly encourage a meeting with that teacher. All questions, problems, or complaints should be brought directly to the teacher first before anyone else is involved. If the issue is not cleared up at this level through direct contact, it should be brought to the Director. If the matter is not cleared up by the Director, it should be brought to the school board, who is the final authority on the matter. If the school and legal guardian(s) cannot come to a resolution, the school reserves the right to dismiss families based on student and/or parent conduct.

BULLYING, HARASSMENT & INTIMIDATION

"Do nothing from selfish ambition or conceit, but in humility count others more significant than yourselves. Let each of you look not only to his own interests, but also to the interests of others." Philippians 2:3-4

LCS is committed to providing a safe and respectful environment that is free from offensive kinds of behavior for all students, employees, and family members. LCS does not tolerate any form of bullying, hazing, or harassment, which are contrary to the Bible and our values, whether engaged in by students, employees, or other family members who may be present.

LCS encourages individuals who feel they are being bullied, hazed, or harassed to promptly notify the offender that their behavior is unwelcome, in the spirit of Matthew 18:15-17. However, due to safety concerns often associated with such situations, this is not a requirement. If the individual is uncomfortable approaching the offender directly, or if the behavior persists despite notification, they should immediately inform their school principal. The principal will initiate an appropriate investigation and take action to prevent further bullying, hazing, or harassment.

Definitions

Ohio Revised Code 3313.666 defines harassment, intimidation, or bullying as any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both:

- (i) Causes mental or physical harm to the other student;
- (ii) Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

Bullying - A pattern of intentional, repeated, aggressive behavior - either verbal, written, physical, or electronic - that involves an imbalance of power and causes emotional or physical harm to the victim. Unwanted, repeated, and aggressive behaviors include: attention, comments, making threats, spreading rumors, or excluding someone from a group on purpose.

Harassment - Unwelcome behavior based on actual or perceived race, color, national origin, religion, sex, disability, age, or any other protected class. This behavior can be verbal, non-verbal, written, electronic, physical, and on or off campus.

Intimidation - Actions that make another person feel fearful or coerced, through threats, gestures, or bullying.

Hazing - Any initiation ritual, experience, or requirement causing discomfort, embarrassment, or harm as a condition of membership in a group. It is coercing someone to do something harmful/humiliating, or potentially harmful/humiliating, as part of an initiation into a group. It does not matter if the person agrees to the initiation or not. The harm might be psychological, emotional, spiritual, or physical.

Reporting Procedures

Reports of bullying, hazing, or harassment will be treated seriously and investigated thoroughly. Investigation will be handled as discreetly as possible to avoid embarrassment for the victim(s), but complete anonymity cannot be guaranteed in an investigation. Anyone found to have engaged in, falsely accused others of, or retaliated against reports of bullying, hazing, or harassment will be disciplined appropriately.

- 1) **Who Can Report** - Any student, staff member, parent, or volunteer may report bullying or harassment.
- 2) **How to Report** - Reports can be submitted to any teacher, counselor, administrator, or via the bullying report form- Individual Report of Alleged Incident.
- 3) **Required Action** - School employees who witness an incident or receive a report must promptly notify the building principal or designated administrator.
- 4) **Timeline** - All reported incidents must be recorded and responded to within two (2) school days. Parents/guardians of involved students will be notified.

Investigation Process

- 1) **Initial Review** - The administrator determines if the conduct falls under this policy.
- 2) **Formal Investigation** - Interviews are conducted with alleged victim, alleged aggressor, and relevant witnesses. Written statements may be collected.

- 3) **Confidentiality** - The school will respect confidentiality to the fullest extent possible, though complete anonymity is not guaranteed.
- 4) **Determination** - A decision is made whether bullying or harassment occurred based on a preponderance of evidence.

Consequences

Consequences depend on severity, frequency, and past behaviors. Disciplinary actions may include but are not limited to verbal warning, temporary removal from the program and/or extra-curricular activities, loss of privileges, parent/guardian conference, suspension from the program, referral to law enforcement if behavior involves weapons, physical assault, threats or any violation of criminal law, referral to LCS board possibly resulting in long-term suspension or expulsion.

DISCIPLINE

At The Academy, we view discipline as a **shared responsibility** between the school and the child's parents/guardians. Our goal is to cultivate a safe, respectful, and Christ-centered environment where every student can thrive.

Our Christian values call us to lead with love and grace while also maintaining high standards of behavior. We believe that teaching respect for authority, accountability, and kindness are foundational to a child's growth and success both in and out of the classroom.

We have established a clear disciplinary framework to ensure consistency and fairness across our school community. All students are expected to follow school rules and demonstrate respectful behavior toward peers, teachers, and staff.

Discipline Policies and Procedures

Level 1 Infractions

Examples: Minor disruptions, distracting behaviors, disrespectful attitudes.

Teachers manage Level 1 infractions in the classroom. However, if behaviors become recurrent or disruptive to the classroom environment, the following steps will be taken:

- The offense will be discussed directly with the child.
- A staff member will provide a biblical perspective and pray with the child.
- Corrective action will be implemented.
- Parents/guardians will be contacted.
- All infractions will be documented on Brightwheel
 - Infractions will be recorded as a demerit in Brightwheel
 - Three demerits will result in a one day in-program detention.

- Once a student accumulates three demerits, students will serve an in-program detention, from. An assigned date will be determined by administration within the week of the incident.
- Excessive or consistent documented first level infractions will result in the recommendation of a student conduct contract (see process below).

Level 2 Infractions

Examples: Lying, hitting, stealing, swearing, disrespect, threats, physical aggression, destruction of property, willful disobedience, misuse of technology, or similar behaviors.

These behaviors are more serious and directly impact the integrity of our school environment. As such, consequences are administered more promptly. The following steps will occur:

- The offense will be discussed with the child.
- A staff member will provide a biblical perspective and pray with the child.
- Immediate corrective action will be taken.
- Parents/guardians will be contacted.
- All infractions will be recorded in Brightwheel
 - Infraction(s) will be recorded as demerit(s) in Brightwheel
- Any second level infarction may result in in-program detention, or out of school suspension.
- The 3rd documented infraction will result in the recommendation of a student conduct contract (See process below). In addition, students will serve an in-program detention within the designated week. Parents/Guardians are responsible for arranging transportation.

Combination of Level 1 and 2 Infractions

A pattern of both Level 1 and Level 2 infractions may lead to:

- A meeting with school administration and parents/guardians.
- A Student Conduct Contract and/or disciplinary action, including suspension or expulsion, at the discretion of the administrative team.

Safety & Non-Violence Policy

The Academy is committed to maintaining a safe and respectful environment where all students and staff feel secure and supported. We do not tolerate any behavior—inside or outside of the classroom—that endangers the physical or emotional safety of others.

This includes, but is not limited to:

- Physical aggression
- Verbal or nonverbal threats

- Intimidation
- Bullying

Aggression and violence in the classroom will not be tolerated under any circumstance. These behaviors disrupt learning, undermine the values of our school, and create an unsafe environment for others.

Any student who engages in violent or unsafe behavior will be required to leave school for a period of time determined by the Director. Reinstatement will be considered following a parent meeting and an evaluation of the student's readiness to return to the classroom safely.

Student Conduct Contract

The Student Conduct Contract is an attempt at corrective action. This plan is individualized. It is designed to align a student with school culture and help change his/her behavior in a timely manner. For the protection of the student and teacher, this plan will be reviewed by a team of school leaders to determine if proper correction methods have been taken by the teacher before placing the student on the Student Conduct Contract.

1. Upon the First documented infraction under the contract, may result in immediate out of school suspension and a parent will be contacted to receive clear communication about the level of urgency for the required result.
2. The Second documented infraction under the contract, may result in immediate expulsion and the student will be sent home until final approval by school officials can occur. Each documented report will be reviewed by a team of school leaders before a final decision is made.

NEW SCHOOL YEAR: Each new school year will begin with a clean record regarding this disciplinary process and conduct contract. However, each documented infraction will remain on file for the duration of a student's time with The Academy and LCS. Any prior history will be considered during review of discipline infractions and could increase the speed of any action taken during review by school leadership.

TERMINATION POLICY

Expulsion of a student will be used as a final method of discipline for second level infractions, repeated first level infractions, or a combination of first and second level infractions that have not been resolved as described under the discipline category. LCS reserves the right to have a student expelled in extreme cases without going through the discipline process.

Extreme cases are defined as activities engaged in by student(s) which result in violence to oneself or another person or property, or which pose a direct and serious threat to the safety of oneself or others. These activities require administrative action, which could result in the

immediate removal of the student from Lebanon Christian Schools, and/or the interaction of law enforcement authorities and/or action by school leadership.

Acts of unacceptable behavior include, but are not limited to:

- Actions shocking to the conscience
- Assault and battery
- Bomb threats
- Possession, use, or transfer of dangerous weapons
- Sexual immorality/offenses
- Vandalism (major)
- Theft and/or possession or sale of stolen property
- Arson/tampering with fire alarm
- Furnishing, selling or possession of controlled substances (drugs, narcotics, alcohol, tobacco or vaping, or poisons)
- Use of intoxicants
- Electronic bullying or sending of inappropriate material

All infractions will be judged on an individual basis in determining the proper course of actions for any offense. The administration reserves the right to deviate from policy based on the specific offense, the student's past record, the student's response to the situation, and/or any extenuating circumstances.

WEAPONS VIOLATIONS

The Lebanon Christian School Board is committed to providing students with an educational environment free of dangers from firearms, knives, dangerous weapons, and objects indistinguishable from firearms. The definition of a firearm shall include any weapon (including a starter gun) which will or designed to or may readily be converted to expel a projectile by the actions of an explosive; the frame or receiver of any such weapon; any firearm muffler or silencer; or any destructive device which includes but is not limited to any explosive, incendiary charge of more than ¼ ounce, mine or similar device similar to any device described above.

The definition of a firearm also includes those objects which are "indistinguishable from a firearm." An object "indistinguishable from a firearm" is defined as "any object made, construed, or altered so that, to a reasonable person without special training, the object appears to be a firearm."

No student shall bring a firearm to or possess a firearm while on school property or at a school sponsored activity. Any student that brings a firearm to school in the above manner shall face discipline up to expulsion for a period of one calendar year. Any student who possesses a firearm, which was initially brought on school property by another person, may be expelled and any student who brings an object or possesses an object indistinguishable from a firearm may be expelled by administration.

Students are also prohibited from bringing a knife to or possessing a knife while on school property or at a school-sponsored activity. Definition of a knife includes, but is not limited to, a cutting instrument consisting of a blade fastened to a handle. If a student brings and possesses a knife while on school property or at school sponsored activity, they may be expelled by administration.

OUTSIDE OF SCHOOL HOURS DISCIPLINE POLICY

Any incidents that occur outside of school hours and outside of an LCS sport or event, are not the responsibility of the school. Disciplinary incidents that occur during an LCS sport or event on or off LCS grounds will be treated according to our discipline policy. Administration will discuss the incident(s) with the coaches or event leaders prior to any disciplinary action.

Please review our [LCS Athletic Code Of Conduct](#)

TECHNOLOGY

Chromebooks

Students are not permitted to use personal Chromebooks, laptops, or other electronic devices during Crusader Club hours. While students may bring these devices from their home school, they must remain packed away in their backpacks.

Cell Phones

To support a healthy and safe before/after school care environment in which students can fully and effectively engage with their peers, their teachers, and instruction, the school board of Lebanon Christian Schools has determined the use of personal communication devices by students during Crusader Club hours should be limited.

Personal communication devices (PCD) include: computers, tablets, electronic readers, cell phones, smartphones, smart watches, headphones and/or other web enabled devices of any type.

The purpose of this policy is to strengthen Lebanon Christian School's focus on spiritual formation through the holistic development of intellect, reason, health and expression, while fostering a sense of community within our schools.

Research shows that student use of personal devices in schools has negative effects on student performance and mental health. PCD's distract students from classroom instruction, resulting in smaller learning gains and lower test scores. Increased cell phone use has led to higher levels of depression, anxiety, and other mental health disorders in children.

Students in grades K-5, in order to avoid disruptions of the educational and care environment and concurrently protect students' right of privacy, student use of PCDs is prohibited on school grounds during Academy hours (6:30am-6:00pm). Students must keep their PCDs in their backpacks throughout their time at The Academy and the Crusader Club program.

The prohibited use of PCDs during the program, including any off-campus field trip, is inclusive of capturing, recording, and/or transmitting words or sounds (audio) and or images (pictures/videos) of any student, staff member or other person, unless authorized by a teacher or administrator. Use of a PCD to capture, record, transmit audio and or pictures/videos of an individual student without proper consent is considered an invasion of privacy and is not permitted. Students found in violation of the privacy rights of another student will have their PCD confiscated and held until a parent or guardian is able to pick it up and may be directed to delete the audio, picture, or video file. In the event the violation involves illegal activity, the PCD will be turned over to the local law enforcement.

PCDs may not be activated for video or audio purposes at any time, at any school sponsored event or function, where a reasonable expectation of personal privacy exists. These locations include, but are not limited to, classrooms, gymnasiums, locker rooms, shower facilities, restrooms, and any other area where students or others may change clothes.

Students are prohibited from using covert means to listen in or make recordings, audio or video, of any meeting or school activity. This is inclusive of placing recording devices, or devices with one-or-two way audio communication technology (i.e. technology that allows a person off-site to listen to live conversations or sounds taking place in the location where a device is located), within a student's book bag, purse, or on the student's person.

Students shall keep their PCDs in a secure place at all times when cell phone use is prohibited, such as the student's locker, backpack, and/or a storage device provided by the school.

The only exceptions for a student being in possession of a cell phone during prohibited times are for a documented purpose as part of an Individualized Education Program (IEP) or for monitoring a health concern documented by a physician.

Discipline

If a student violates this policy, a teacher or administrator shall take the following progressive disciplinary measures:

1st offense: The student picks up his/her PCD at the end of the school day.

2nd offense: The parent/guardian must pick up his/her student's PCD in the school office at the end of the day.

3rd offense: The student will be required to turn his/her PDC into the office daily for the remainder of the quarter.

Repeat offenders: The Student will receive a disciplinary referral, progressive discipline action according to the discipline policy and a conference with parent/ guardian required.

Parents/Guardians are advised to contact the school office if they need to communicate with their student throughout the school day.

DRESS CODE

The dress code has been established in order to contribute to a positive learning environment. Good grooming should be a mark of every Academy student. Students are expected to avoid extremes in clothing and hairstyles so students do not draw attention to themselves.

At The Academy, we ask that all students:

- ☐ Avoid wearing flip flops. Sandals are acceptable.
- ☐ Wear socks with tennis shoes and sneakers.
- ☐ Bring a coat in the winter - we go outside even when it is cold.
- ☐ Avoid spaghetti strap shirts
- ☐ Wear shorts under skirts.
- ☐ Scarves will be put in backpacks when not being used

Not Permitted

- ☐ Hats, head coverings, bandannas, etc
- ☐ Slippers
- ☐ Logos (other than LCS and Lebanon City Schools) & emblems
- ☐ Sleeveless shirts
- ☐ Tank tops

Additional Expectations

- ☐ Hair should be clean, well kept, and neat with naturally occurring colors.
- ☐ Pierced ears are permitted. No gauges.
- ☐ Boys must keep finger/toe nails free of polish
- ☐ No oversized clothing.

PARENT COMMUNICATION

The Academy will communicate school wide information via the Brightwheel app and/or through an email. Parents may communicate with teachers through the Brightwheel app, through email or by contacting the office.

Addressing School Questions and Concerns

Concerns and questions regarding program issues should be addressed at the most appropriate level with those directly involved in the action or related to the concern. Face-to-face meetings are recommended to resolve matters of controversy. If the event is related to something in the classroom, parents should schedule an appointment with the teacher. Parents should avoid disrupting the educational and spiritual environment during the school day.

If questions remain after a meeting or if there is an unsatisfactory resolution to the issue, the parent should schedule a meeting with the director. Should the issue continue unresolved, the

parent is encouraged to contact the Head of School to discuss the matter. At each level, all people directly involved with the matter will be invited to attend each meeting.

Communicating with the Teacher

- The best way to communicate with a teacher is through email or the Brightwheel app. We ask that teachers respond within 24 hours if possible – evenings, weekends, holidays, and summer break not included.
- Teachers and staff do not always have time during the school day to access email so if there is an emergency or concern, calling the school office to leave a message is most effective.
- Meetings with teachers and staff need to be scheduled in advance. While it may seem convenient to speak with a teacher or staff member during drop-off or pick-up, these are some of the busiest times of the day. During these periods, our staff's full attention is focused on student supervision and program responsibilities. We kindly ask that you schedule a time to meet so we can give your concerns the time and attention they deserve.
- Notifying a teacher via email or the school office is the best way to communicate rather than having a student responsible for giving a written note.

ENRICHMENT PROGRAMS and FIELD TRIPS

Enrichment programs will be held at The Academy periodically throughout the school year. The Academy programs and field trips are events of celebration and purpose that align with our Christian beliefs.

Field trips are learning experiences and are considered privileges. Respect for authority, and other, and property will be enforced on all field trips. Any behavior problems during a field trip will result in the loss of the attendance privilege of the next field trip and may result in disciplinary action.

LATE PICK UP and SNOW DAY POLICY

LATE PICK-UP POLICY: All students should be picked up before 6:00pm Monday - Friday. A \$1 per minute fee will be added to your account for each minute you are late up to 9 minutes. After that the charge will be \$25 for every 10 minutes or any portion thereof unless there is an emergency circumstance you have communicated with their teacher or the school office.

SNOW DAY PROCEDURES: The Academy will announce on radio, TV, telephone call and email should there be a closure. Snow Day Closures only pertain to those students who are Preschool/Pre-Kindergarten School Only students only. Those students who attend The Academy for our all day or half day programs will be able to attend on snow days. We closely follow the Lebanon Public School schedule. The Academy is open on snow days to Lebanon Christian School, Lebanon Public School, and other schools for students registered with Crusader Club. Additional fees apply.

STUDENT HEALTH AND WELFARE

The physical health and welfare of each student is of highest priority at The Academy. We realize that our effectiveness in teaching spiritual, academic, or emotional truth is largely dependent on the physical well being of the child. Please take the initiative to keep your child home when he/she is ill, for their sake and for the sake of the other children. **NEVER SEND YOUR CHILD TO SCHOOL WITH A FEVER, EVEN THOUGH HE/SHE FEELS FINE.** If your child has had a fever greater than 100 degrees, they should be kept at home until they are 24 hours fever free without fever reducing medication.

STUDENTS TAKING MEDICATION DURING THE DAY: School personnel are under no authority to administer medication of any kind without written orders from a physician. This includes non-prescription medications such as Tylenol and Advil. Medication Administration Forms can be received from Ashley Findsen in the school office. New medication forms must be submitted for each school year as well as for any changes in the medication orders. Be aware that inhaled medications such as those used in the treatment of asthma are considered prescription medicines and require a signed form as well.

We encourage that whenever possible, the timing of medication be scheduled so that they can be taken at home.

Please follow these guidelines if your child must take medication at school:

1. Pick up a Physician's Request for the Administration of Medication form from the front office desk.
2. Have your physician complete and return to the school, along with the medication. The container should be the original container with the child's name and dosage to be taken.
3. All medications, whether prescription or over the counter, must be kept in the office unless otherwise indicated by the physician form.

COMMUNICABLE DISEASE POLICY

The Academy provides children with a clean and healthy environment. However, we realize that children become ill from time to time. If this is your child's first group experience, it is possible that they may encounter more frequent illnesses at the beginning of the school year before their immune system becomes more active. We ask that you not bring a sick child to school, and if they have had symptoms such as vomiting or diarrhea to allow 24 hours to assure they are recovered. Other bacterial illnesses such as strep throat and pink eye require 24 hours of antibiotic treatment before returning to school.

Communicable disease policies and procedures will be reviewed annually with the staff. Training in communicable diseases and proper sanitary procedures will be provided to the staff periodically as required. Staff members are trained in first aid, communicable disease, and CPR.

Symptoms warranting attention:

- ❑ Elevated temperature (100 degrees or more auxiliary)
- ❑ Skin rash
- ❑ Vomiting
- ❑ Diarrhea
- ❑ Evidence of lice
- ❑ Severe coughing
- ❑ Unusually sore throat or difficulty swallowing
- ❑ Dark urine / gray or white stool
- ❑ Yellowish skin or eyes
- ❑ Conjunctivitis
- ❑ Stiff neck
- ❑ Difficult or rapid breathing

Children who develop these symptoms while at school will be isolated at the lobby desk or in the Director's office and provided a cot until a parent arrives to pick the child up.

Students with mild complaints, will be examined by the school nurse to determine whether or not the student's parents should be notified.

Parents will be notified if their child has been exposed to a communicable disease. As a courtesy to us, we ask that parents inform us as well if their child has contracted a communicable disease.

NOTIFYING PARENTS OF INJURY

At The Academy, we prioritize your child's safety and well-being. We strive to create a nurturing and secure environment where they can learn and grow. While we take every precaution to prevent accidents, we understand that injuries may occasionally occur. If your child experiences an injury while at The Academy, we will take immediate action. We will assess the severity of the injury and determine if emergency services are needed. If so, we will notify you immediately and contact emergency personnel. We will provide appropriate first aid and monitor your child's condition. If necessary, your child may remain in our office for observation to ensure they are safe to return to their regular activities. To keep you informed, we will send a written notification detailing the incident, first aid provided, and any follow-up steps. This notification will be placed in your child's backpack for your review at pickup. Additionally, we will send a message via Procure, including an image of the injury report.

LUNCH

- A nutritious, hot lunch will be provided for each student by Daycare Catering, Inc to Crusader Club students who attend our program full day for snow days, no school days, summer, etc.

- Families will be notified of the upcoming monthly menu via email and/or the Brightwheel app.
- If your student chooses to pack his/her lunch please remember **We Are a Peanut/Tree Nut Free Building.**
- Microwaves are not available for student use.

SNACKS

For our Crusader Club Students, a small, nutritious snack will be provided before they get on the bus to go to school. If they attend our after school care program, they will receive a snack when they get off the bus. You may bring a snack if you wish, but it must be free of peanuts, tree nuts, etc and can not be made or manufactured in a facility that also manufactures nut products and must be clearly stated on the packaging.

VISITORS

The Academy encourages visitors, parents, and grandparents to come and visit our school. Authorized visitors are allowed to volunteer at the schools and may join their student(s) for lunch.

- All visitors, parents, and grandparents must sign in at the school office.
- All visitors, parents, and grandparents must wear The Academy visitor badge valid only for that date/purpose.
- All visitors, parents, and grandparents must abide by The Academy standards.

FUNDRAISING

Fundraising is an activity which allows students, staff, and parents to engage in an effort to enrich our total educational program. The money raised will be used in whatever area is needed for the school. Parents are asked to encourage and assist their children in these fundraising activities.

BIRTHDAYS

Parents may bring treats and refreshments for the entire class on their child's birthday. All treats and refreshments need to be approved by the office to ensure they are allergen free. Any food and refreshment provided must be prepackaged, **homemade items are not permitted**. The appropriate teacher must be notified **at least 3 days in advance** to make the proper arrangements. No gifts will be expected to be given.

PARTY INVITATIONS

No one likes to be excluded from a party. To be sensitive in this matter, no invitations are to be distributed at school for parties off school grounds unless the entire class or all of one sex are invited.

HALLOWEEN POLICY

The Academy does not endorse Halloween or any of the practices which accompany that day. Having stated this, we do not promote, endorse, or allude to the figures that the “world” associates with that day. Any parties, handouts, clothes, and wall decorations are to be Christ-centered and appropriate for the The Academy environment.

RECESS

All children will go outside (weather permitting) under the supervision of a teacher or school aide. Students will be asked to go outside if it is above 32 degrees windchill. Please dress appropriately for the weather and always bring a coat to wear outside. If a child is not to go outside or to actively participate in recess, you must send a note signed by your doctor.

Billing Information and Policy

Crusader Club Students

If your student is enrolled in the Crusader Club program, tuition is paid weekly and is due on Friday of each week.

Daily Tuition for Crusader Club Students (LCS K-5th and Lebanon City 1st-5th)

Before School Only - \$11

After School Only - \$17

Before + After School - \$27

Delay - \$17

Snow/Vacation Day - \$60

Daily Tuition for Crusader Club Students Bowman Kinder

Before School Only - \$11

After School Only - \$40

Before + After School - \$46

Delay - \$17

Snow/Vacation Day - \$60

Students who stay all day will get 2 snacks and a lunch provided with their tuition.

Late Pickup Fees

All students should be picked up before 6:00pm Monday - Friday. A \$1 per minute fee will be added to your account for each minute you are late up to 9 minutes. After that the charge will be \$25 for every 10 minutes or any portion thereof unless there is an emergency circumstance you have communicated with their teacher or the school office.

Security Fee

Bowman Kinder families at The Academy will be assessed a \$350 security fee. This fee will go directly to security improvements at all of our buildings. We will disclose the specific improvements after they are completed. The improvements will be implemented as soon as possible, and the fee will be assessed in Tuition Express beginning August 1 and can be paid at once or with monthly payments. This fee may be assessed in all future school years based on the ongoing security assessment by LCS and our local law enforcement. If you have a child that attends LCS Elementary or Middle and High School, your family will only pay 1 security fee. The security fee payment for your family will go to the building with the oldest student.

Payment Options

The Academy families may choose to pay via credit/debit card, supplying us with your routing and checking number to be pulled directly from your bank, check, or cash. There is a 2.95% service charge applied to all ledgers paid with a credit/debit card.

A **backup form of payment** is required for all recurring cash/check payments. Backup payments can be set up through Brightwheel by choosing to use your bank account or credit/debit card in the case of a missed payment. Backup payment will only be run if the bill on your account is not paid by noon on the due date of the bill.

Please fill out the form located in the back of this handbook, **Payment Plan Options**, so that we may know how you would like to pay and bill accordingly.

2025-2026 SCrusader Club Calendar

August

11-13 Sign Up Days - **The Academy Open to Half Day, Full Day, and Crusader Club Students Only - Must be sign up to attend**

September

1 - Labor Day - The Academy is **CLOSED** to all students

26 - Sign Up Day for all Crusader Club - **limited availability must sign up to attend**

29 - Sign Up Day for Lebanon Christian Students - **limited availability must sign up to attend**

October

17&20 - **Sign Up Days for all Crusader Club - limited availability must sign up to attend**

November

1 - Early Re-Enrollment Begins for current students

24&25 - **The Academy Open to Crusader Club Students - Must sign up to attend**

26 - **The Academy Open to Crusader Club Students Only - Must sign up to attend - CLOSING AT 3PM**

27&28 - The Academy is **CLOSED** to all students

December

22&23 - **The Academy Open to Crusader Club Students Only - Must sign up to attend**

24 - Jan 2 - Christmas Break - **The Academy CLOSED for Christmas Break**

January

1-2 - Christmas Break - **The Academy CLOSED for Christmas Break**

5 - **Sign Up Day for Lebanon City School Crusader Club Students - limited availability - must sign up to attend - regular day for Lebanon Christian School Crusader Club**

19 - Martin Luther King Jr. Day - **The Academy is CLOSED to all students**

February

13 - **Sign Up Day for all Crusader Club - limited availability must sign up to attend**

16 - Presidents Day - **The Academy is CLOSED to all students**

March

13&16 - **Sign Up Days for all Crusader Club - limited availability must sign up to attend**

30-April 2 - **The Academy Open to Crusader Club Students Only - Must Sign Up**

April

3&6 - Easter Break - **The Academy is CLOSED to all students - You may put your student on the bus or pick them up in the afternoon at The Academy but a parent or guardian must be present as The Academy will be closed and no staff will be available.**

(Turn Over)

May

- 22 - Lebanon Christian School Crusader Club Students Sign Up Day - **must sign up to attend**
- 25 - Memorial Day - The Academy is **CLOSED** to all students
- 26-28 - Lebanon Christian School Crusader Club Students Sign Up Day - **must sign up to attend**
- 29 - Staff Work Day The Academy is **CLOSED** to all students

June

- 1&2 - Staff Work Days The Academy is **CLOSED** to all students
- 3 - First Day of Summer Camp



Statement of Faith Agreement

Crusader Club operates as a ministry of Lebanon Christian School and upholds the following Statement of Faith. By enrolling in our program, families acknowledge our commitment to these core biblical beliefs and our desire to provide a Christ-centered environment for all students.

We believe the following:

- ☐ We believe the Bible to be inspired, the only infallible and authoritative Word of God
- ☐ We believe that there is one God, eternally existent in three persons: Father, Son and the Holy Spirit;
- ☐ We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory;
- ☐ We believe in the creation of man by the direct act of God as recorded in the Book of Genesis;
- ☐ We believe that for the salvation of the lost and sinful man, a regeneration by the operation of the Holy Spirit on the basis of grace alone is absolutely essential;
- ☐ We believe in the resurrection of both the saved and the lost; they that are saved unto eternal life and they that are lost unto eternal damnation;
- ☐ We believe in the spiritual unity of believers in our Lord Jesus Christ.

Parent/Guardian Acknowledgment

I have read and understand the Statement of Faith upheld by the Academy Crusader Club and Lebanon Christian School. I acknowledge that while my personal beliefs may differ, I support the school's commitment to providing a Christ-centered environment based on these biblical principles.

Parent/Guardian Name (Printed): _____

Signature: _____ **Date:** _____

Student Name(s): _____

2025-2026 Payment Plan Agreement

Student Name: _____

Parent/Guardian Name: _____

Please indicate your student's enrollment type:

- ☐ All Day / Half Day Student – *Weekly Payments*
- ☐ Preschool / Pre-Kindergarten School-Only – *Monthly Payments*
- ☐ Crusader Club (Before and After School) – *Weekly Payments*

Preferred Payment Method:

- ☐ ACH Auto Withdrawal (No Service Charge)
- ☐ Credit/Debit Card Auto Withdrawal – Visa / MC / AMEX / Discover (*2.95% Service Charge*)

Payment Terms:

- Crusader Club families agree to pay weekly, by Friday at 12:00 PM (noon).

To maintain enrollment and continue attending the Crusader Club program, all tuition and student fees must remain current. If your account becomes past due, you will have five (5) business days to bring it current. If payment is not received in full within that time, your student will be immediately withdrawn from Lebanon Christian School / The Academy. Once payment is made in full, your student may be reinstated.

- Returned or declined ACH/credit card payments will incur a \$10 fee.
- Returned checks will incur a \$25 fee.

Acknowledgment

I, _____, have read and agree to the 2025–2026 Payment Plan terms outlined above. I understand that it is my responsibility to notify the front office at least **7 days in advance** if I need to change my payment method. I also acknowledge the associated fees for any returned or declined payments.

Parent/Guardian Signature

Date



Photo Print Release Form

Please be advised that your child may be photographed or videotaped at school or during various school sponsored events. Please indicate if you would like your child's photo to appear online, printed in our newsletter, or used for advertising purposes:

_____ **YES**, I give The Academy permission to use my child's photo or video to be used online, printed in our newspaper, or used for advertising purposes.

_____ **NO**, I do not give The Academy permission to use my child's photo or video to be used online, printed in our newsletter, or used for advertising purposes.

Parent/Guardian Signature

Date

Student First and Last Name

Crusader Club Discipline Policy and Procedures Agreement

Crusader Club is committed to maintaining a safe, Christ-centered environment where students are expected to show respect, self-control, and kindness. Discipline is handled with love and accountability, using age-appropriate strategies that promote growth and responsibility.

Level 1 Infractions

Examples: minor disruptions, distracting behavior, disrespectful attitudes

- Staff will address the behavior, pray with the child, and implement corrective action.
- Parents will be notified, and the incident will be documented in Brightwheel.
- Each infraction counts as a **demerit**.
- **3 demerits = 1 in-program detention** (scheduled within the same week).
- Ongoing infractions may result in a **Student Conduct Contract**.

Level 2 Infractions

Examples: lying, hitting, stealing, swearing, threats, physical aggression, destruction of property, misuse of technology

- Addressed immediately with appropriate consequences.
- Parents will be contacted; the incident is documented in Brightwheel and counts as a **demerit**.
- May result in detention or suspension.
- A **third Level 2 infraction** requires a **Conduct Contract** and **in-program detention**. Parents are responsible for transportation.

Repeated or combined infractions may result in a parent meeting, Conduct Contract, or removal from the program.

Safety & Non-Violence Policy

Crusader Club does not tolerate behavior that endangers others, including:

- Physical aggression
- Verbal or nonverbal threats
- Bullying or intimidation

Unsafe behavior may result in immediate dismissal for the day and/or separation from the program. Re-entry will require a parent meeting and administrative approval.

Parent/Guardian Acknowledgment

I have read and agree to the Crusader Club Discipline Policy. I understand that serious or repeated behavior may result in disciplinary action, including dismissal, and that I am responsible for any tuition or fees due during time away.

Parent/Guardian Name (Printed): _____

Signature: _____ **Date:** _____

Student Name(s): _____



The Academy Approved Pickups List

Students at The Academy will only be allowed to be picked up from **adults** that are on their approved pick up list. Please list any adults that you approve of to pick up your child. You may revoke permission or change the approved list at any time. If this is a need, please give The Academy 7 days advanced written notice and fill out a new approved pickup list form and turn it into the office.

Student Name: _____

Teacher: _____

Approved Adult Pickups:

Adult Name (1 per line please)	Relationship
1.	
2.	
3.	
4.	

By signing below I give permission to The Academy to release my child to the above named individuals at pick up. I understand that I can revoke this permission at any time and can change the individuals on the list at any time. Should this list need to be amended, it is my responsibility to give The Academy 7 days written notice and will need to fill out a new form and return it to the office.

Parent Signature

Date



Parent/Student Handbook Acknowledgement Form

The *Academy Parent/Student Handbook* contains important information about the policies, procedures, and expectations of The Academy and Lebanon Christian Schools. I understand that I should consult the Director if I have any questions not addressed in the handbook.

- I acknowledge that I have received a copy of the *Academy Parent/Student Handbook*.
- I understand that the handbook may not address every situation that may arise, and I agree to maintain open communication with The Academy administration as needed.
- I understand that I am responsible for adhering to the policies outlined in the handbook for the duration of my child's enrollment.
- I understand that The Academy and Lebanon Christian Schools reserve the right to revise or update the handbook and that I will be notified in writing of any changes.
- I have reviewed the handbook and discussed relevant information with my child. I have read, understand, and agree to abide by the policies and expectations outlined in the *Academy Parent/Student Handbook*.

Student Name

Parent Signature

Date