

# Lehigh Valley CHRISTIAN HIGH SCHOOL

Dear Prospective Parents,

We are very excited that you are considering enrolling your child in Lehigh Valley Christian High School. We believe strongly that God has placed us in the unique role of partnering with parents and the local church to train up the next generation of godly men and women. Our stated mission is “*to equip students to think biblically and function purposefully in society.*” God’s Word clearly teaches that parents and churches are to instill biblical values in their children (Deut. 6, Eph. 6), and we are committed to reinforcing those values in the school’s academic setting. Like a tripod, these three agents of influence working in unison provide a stable foundation that seeks to keep your child pointed in the right direction.

If you have not yet **visited our campus**, we encourage you to do so. Call and make an appointment or join us at one of our Open House events so that you can experience first-hand the work that God has called us to do here. I would love to have the opportunity to meet and talk with you, so I can communicate our passion to you, and hear your heart as well. As you prayerfully seek God’s direction and provision in this decision-making process, we are convinced that He will make it clear to you how you should proceed.

There are many pieces to this application process. I urge you to read the **instruction sheet** carefully so that you can understand what is expected of you. This will eliminate any unnecessary delays caused by having to re-do some of the paperwork. It is also vital that you review our **Parent-Student Handbook**, which is located on our website, [www.lvchs.org](http://www.lvchs.org). This will give you a clear picture of what life at LVCHS is like!

When you have completed all the **application forms** in the packets, please submit them to us along with the **non-refundable application fee**. It would also be helpful if you could send a copy of your child’s most recent *achievement test scores*, *mental ability test scores* and *grade report*. We will send out your pastoral and academic **reference forms**, and then set up a time for your child to take our **admissions test**. Finally, we will schedule a formal **admissions interview** to complete this process.

It is important that you complete this application process as soon as possible, so we can plan for next year. We will be doing student schedules later in the Spring, once we have a better idea about enrollment numbers, staffing needs and course offerings. We believe that there are great days ahead for LVCHS, so we are marching forward with confidence that God is in control!

Thank you again for considering us as potential partners with you in this essential ministry. Should you have any questions or concerns, do not hesitate to contact us. May God richly bless you!

Love in Christ,



Robert J. Brennan, Jr.  
LVCHS Head of School

# Lehigh Valley Christian High School

## *Application Instructions*

This application consists of three separate sections as follows. Please read each document carefully.

The first section includes information about the school and should be read thoroughly. While you do not have to return these documents to the school with your application, the application makes reference to many of these documents and asks that you sign to indicate that you have read and understand them. Documents in this section include:

- Cover Letter
- This page of instructions
- Statement of Faith
- Expectations (2 pages)
- Course Offerings
- Dress and Appearance Code
- Tuition Letter
- Schedule of Tuition and Fees
- Tuition Policies
- Peace of Mind Policy
- Scrip Program Explanation
- Emergency Plan Information
- Medication Authorization Policy and Procedure
- Computer & Internet Policy

The second section is the main application, including commitment forms. The “\*” indicates that this page will require signatures by either the student or parent(s). Please check to be sure that there are no missing signatures before you return this packet to the school. It includes the following documents:

- Application (3 pages)
- Parent agreement/commitment page\*
- Student agreement/commitment page\*
- Parent Survey (2 pages, one for each parent)
- Student Survey
- Computer and Internet Use permission\*

The last section contains a number of supplemental forms, most of which require a signature.

- Course Selection\*
- Pastor/Church Leader Reference Request\*
- Principal/Teacher Reference Request\*
- Textbook Loan Form\* (for Pennsylvania residents only)
- Transportation Request Form\* (for the following school districts only: Bethlehem, East Penn, Nazareth, Northampton, Northern Lehigh, Northwestern Lehigh, Parkland, Salisbury, Saucon Valley, Southern Lehigh, Whitehall/Coplay)
- LVCHS Transportation Form (for transportation from Easton/Wilson school district or pickup at PCA)
  - If you live in the Allentown school district or in any other school district not mentioned in the above list, then your school district does not provide busing to LVCHS and you should leave the form blank.
- Authorization for Medication During School Hours\* (only complete if needed)
- Emergency Release List
- Emergency Medical Form\*

In addition to these forms, **any new application must also include a copy of the student's most recent report card (for new 9<sup>th</sup> graders), or an unofficial copy of the student's transcript**, i.e. one without the school seal (for students transferring from another high school).

# LEHIGH VALLEY CHRISTIAN HIGH SCHOOL

## OPEN LETTER ON EXPECTATIONS

Dear Parents and Young People,

We at LVCHS consider it a special privilege to enter into partnership with Christian parents and the churches from which they come for the education of the next generation of adult citizens in America and the church. Since the Word of God gives authority for education only to churches and parents, ours is a *derived* authority. That is, parents and churches delegate authority to us for the training of high school students. The Pennsylvania school code is correct, therefore, when it states that the school stands *in loco parentis*—in the place of the parent.

As you enter into a contract with us for educational and spiritual purposes, we want to take this opportunity to set forth what we expect of those who seek our aid in the care and nurture of their high schoolers. You obviously have certain expectations of us. In the process of investigating what LVCHS has to offer and how it matches up with what you expect, you are either willing or unwilling to proceed in forming a partnership with us. Likewise, it is only reasonable that you know where we stand on certain issues.

Our **Parent-Student Handbook** is the guiding document on school policies and procedures. It may be found on our website [www.lvchs.org](http://www.lvchs.org). We will also provide a hard copy for \$10.00 if you so desire. We want to outline the general standards and expectations to which we will hold students accountable, as outlined in our handbook. We are asking you to commit in writing to adhere to these standards as a condition of acceptance at LVCHS.

We wish to profile two general categories of expectations, (1) procedural and (2) moral/spiritual/behavioral:

### **Procedural Expectations**

These are generally ways of doing things that you have come to expect as part of school life. In your handbook, you will read about the following and more:

ATTENDANCE POLICIES, including minimum number of days' attendance required for promotion, requirement for requesting approval in advance for absences other than for normal reasons, and making up missed work.

### FINANCIAL POLICIES

ACADEMIC POLICIES, including our expectations for maintaining a learning environment conducive to learning, policies on textbooks, academic reporting, and promotion and graduation policies.

### POSITION AND AUTHORITY OF TEACHERS

### DRESS CODE

### DISCIPLINARY PROCEDURES

GRIEVANCE PROCEDURES. The school has established a four-step procedure for addressing problems with procedures or staff members. Problems that cannot be resolved within the school may be taken to the Association of Christian Conciliation for final resolution. Parents enrolling their children at LVCHS agree to follow this procedure and **not** to file suit against the school.

If you required further information on any of these matters before accepting membership in the LVCHS community, we will be happy to answer your questions. This can be done at your admissions interview or prior to that time.

## **Lifestyle Expectations**

LVCHS assumes that students should be capable of conducting themselves in accordance with Christian standards of acceptable conduct. Problems that arise from lack of conforming to biblical principles as shown by disregard for school rules, property or other students will be subject to action by the teacher, principal or head of school. Serious or persistent problems will be brought to the parent's attention so they can assist in correcting the situation.

While we recognize that the student is normally under the parent's jurisdiction during most of his off-school hours, it is nevertheless a fact that the whole lifestyle of all students and teachers has a bearing on the testimony of the school and reflects on the Lord. The school, therefore, does maintain an interest in how its students live at all times. Smoking, drinking alcoholic beverages, using drugs other than for medicinal purposes, sexual immorality and gambling are considered to be contrary to a godly life and give evidence of a lifestyle that is not in keeping with the ideals expected of a student at this institution.

We believe it is reasonable for you to expect that faculty members will periodically evaluate students' conduct and even their overall lifestyle as well as their academic performance. Students whose attitude and conduct are in opposition to the basic values of our school jeopardize their continuance in our school.

Specific expectations in the area of moral and spiritual concerns include being respectful to staff members and fellow students, being respectful of biblical/spiritual values and teaching, and refraining from inappropriate physical contact with members of the opposite sex. LVCHS students are not to use or possess unprescribed drugs or marijuana, cigarettes or other tobacco products, or alcoholic beverages. They must respect other people's sexual and emotional integrity and not indulge in immoral sexual behavior. Lying, resisting authority and not respecting the property of others are also out of bounds.

Please sign the agreement and commitment statements in the application packet and submit them with your enrollment or re-enrollment forms. Thank you.

# LEHIGH VALLEY CHRISTIAN HIGH SCHOOL

## **STATEMENT OF FAITH**

1. We believe that the Bible, consisting of the sixty-six books of the Old and New Testaments only, is verbally inspired by the Holy Spirit, is inerrant in the original manuscripts, free from error in doctrine, fact and ethic and is the infallible and authoritative word of God, the supreme and final word and only rule of faith and conduct.
2. We believe in one Triune God, eternally existent in three co-equal persons; Father, Son and Holy Spirit. He is eternal, almighty, infallible, unchangeable, infinitely wise, holy and just. He is Spirit, Light, Love and Truth. He is the incarnate word and has revealed Himself by means of creation and the written word.
3. We believe that Jesus Christ is God, was born of a virgin so that two perfect and distinct natures were united in one person which is truly God and truly man, lived a sinless life, died vicariously, shed His blood as man's substitutionary sacrifice, rose bodily and ascended to heaven where He is presently exalted at the Father's right hand as the only mediator between God and man.
4. We believe that the Holy Spirit has come into the world to reveal and glorify Christ and to apply the saving work of Christ to those who come in true repentance and faith. He convicts and draws those sinners to Christ, imparts new life to them, baptizes, seals, gifts, and continually indwells them from the moment of spiritual birth and seals them until the day of redemption. His fullness, power and control are appropriated in the believer's life through faith and obedience.
5. We believe the Triune God, according to His sovereign will, created out of nothing and out of things that He had made, by His word, the universe and all that is therein. He is the governor and upholder of creation by His wisdom and the word of His mighty power.
6. We believe that Adam was directly and perfectly created by God in His image and did not originate by the process of evolution. He was tempted by Satan, the god of this world, and fell. Because of Adam's sin, all men have guilt imputed, are sinners by nature, choice and deed, are totally depraved, totally unable to save themselves and need to be regenerated by the Holy Spirit for salvation.
7. We believe God does not make distinctions among different races, nationalities or ethnic groups, but we are all His offspring. Teachings or practices which make such distinctions must be denounced as sin and as an affront to God's creation.
8. We believe that salvation consists in the remission of sins through repentance and Christ's shed blood, the imputation of Christ's perfect righteousness, the reception of the Holy Spirit and the free gift of eternal life. This salvation is received by faith alone, apart from works.
9. We believe that the Church, the Body of which Christ is the head, consists only of those who are born again, who are baptized by the Holy Spirit into Christ at the time of their regeneration, for whom He now makes intercession in heaven and for whom He will come again. It is the duty of every believer to live a holy life, separate from sin and to seek to win others to Christ. Jesus Christ is Lord of the Church and the Church is responsible to Him in all things.
10. We believe that Christ has committed to His Church the ordinances of water Baptism and the Lord's Supper.
11. We believe that the Church has received a biblical mandate to teach and to train children in every area of faith and life. In this school, this shall be accomplished by the integrated study of the academic disciplines and the Word of God.
12. We believe in the imminent return of Jesus Christ to earth, personally, visibly and bodily. We believe in the resurrection of both the saved and the lost; they that are saved into the resurrection of life and they that are lost unto the resurrection of damnation.

**LEHIGH VALLEY CHRISTIAN HIGH SCHOOL**  
**COURSE OFFERINGS**

**Bible** (Required each year attending)

Bible I – Old Testament I  
Bible II – Old Testament II  
Bible III – New Testament I (*even years*)++  
Bible IV – New Testament II (*odd years*)++

**English** (4 credits required for graduation)

English 9  
English 10  
Honors English 10  
English 11  
English 12  
AP English Literature 12 \*\*  
AP English:Language 11/12\*\*  
Publications/Yearbook\* (*elective*)  
English as a Second Language (ESL)

**Social Sciences** (3.5 credits required for graduation)

History 9 – PA History (1<sup>st</sup> semester); Western  
Civilization I (2<sup>nd</sup> semester)  
History 10 – Western Civilization II  
History 11 – U.S. History  
Worldview Perspectives (required)  
Leadership (1 semester)  
US Government (1 semester)  
Economics (1 semester)  
Geography (1 semester)

**Fine Arts** (1 credit required for graduation)

Art I, II (1 semester each)  
Adv. Art (1 semester) (may be taken multiple times)  
Graphic Art\* (1 semester)  
Concert Choir (may be taken multiple times) (0.6 credit)  
Vocal Ensemble  
Musical Theater  
Drama

**Mathematics** (3 credits required for graduation)

Pre-algebra  
Algebra I  
Geometry (prerequisite: Algebra I)  
Algebra II (prerequisite: Algebra I)  
Advanced Math\* (prerequisites: Algebra II and  
Geometry)  
AP Calculus\*\* (prerequisite: Advanced Math)  
Accounting I  
Advanced Accounting  
Consumer Math

**Sciences** (3 credits required for graduation)

Biology  
AP Biology\*\* (prerequisites: Biology and Chemistry)  
Chemistry  
AP Chemistry\*\* (prerequisite: Chemistry)  
Physics  
AP Physics\*\* (prerequisite: Physics)  
Human Anatomy and Physiology\* (*honors course*)  
Environmental Science (*not a college prep course*)

**World Languages** (2 years required for college  
prep diploma)

Spanish I, II, III, IV

**Other**

Physical Education (must be taken each year)  
(0.4 credit)  
Health (required for graduation) (0.1 credit)  
Keyboarding (1 semester)  
Integrated Computer Applications (ICA) (0.4 credit)  
(computer literacy required for graduation)  
Advanced ICA (0.2 credit)  
Visual Basic Programming (1 semester)

Semester classes are 0.5 credits; all other courses are 1.0 credit except as noted

+ These elective classes do not count toward the English graduation requirement of 4 credits

++ Even year classes offered in 2010-11, etc.; odd year classes offered in 2011-12, etc.

\* Teacher recommendation required

\*\* Requirements for Admission to AP Courses

Any student with an average of 93-100 in the prerequisite class (for example, in Physics for AP Physics) and a cumulative GPA of 3.0 or more may register for that AP course.

A student with a cumulative GPA of 3.0 or more who has an average of 85-92 in the prerequisite class may register for the AP course only with the written recommendation of the prerequisite class's teacher and approval of the AP teacher.

A student with less than an 85% average in the prerequisite class and/or a cumulative GPA less than 3.0 may not register for an AP class.

*Since curriculum develops and is changed to meet the needs of our students from year to year, we reserve the right to add or delete courses and to change course content as is deemed necessary. The administration reserves the right to cancel courses for which there is insufficient enrollment.*

## LEHIGH VALLEY CHRISTIAN HIGH SCHOOL

### ***DRESS AND APPEARANCE CODE***

**“Man looks on the outward appearance, but the Lord looks on the heart.” (1 Samuel 16:7)**  
**“Don’t let the world around you squeeze you into its mold.” (Romans 12:2a, Phillips)**

The school dress code is designed as a standard for students to dress in a clean, neat modest and loose-fitting fashion at all school functions. This code is designed to encourage a God-consciousness in all students, masculinity in the young men, and femininity with discretion in the young ladies. It has been developed to encourage proper Christian thought and behavior in an educational atmosphere.

#### **Ladies and Gentlemen**

Slacks, polo shirts (any solid color, no visible writing or logo), oxford shirts (light blue and white) and v-necked sweaters (navy blue) may be purchased at Flynn & O’Hara\* or another store with a comparable fit/style. The only additional outerwear allowed in school are sweatshirts or sports jackets purchased from the school, or fleece vests or jackets purchased from Flynn & O’Hara only. In all cases, the clothing must match the clothing available from our supplier (Flynn & O’Hara) in style and color. The oxford shirts must be white or light blue and have the normal oxford texture and style.

All sweaters and “hoodies” must be worn with a uniform top underneath. One of the school uniform sweaters, sweatshirts, or fleece jackets **MUST** be purchased for warmth. No other jackets are allowed.

Slacks must have a sewn, unbroken hem on the bottom.

When wearing an oxford shirt, only the top two buttons may be unbuttoned, and the shirt must be tucked in at the waist.

Accessories or clothing advocating or identifying with ungodly values or behavior are unacceptable.

Neither skintight nor oversized clothing are acceptable due to neatness and/or modesty standards.

Appropriate undergarments must be worn at all times. Undergarments must not be visible.

No headwear shall be worn in the building during normal school hours.

Long key chains worn at the waist are not permissible.

Hair colors/styles that draw excessive attention to one’s physical appearance and distract others are not permissible.

The dress code is in effect the entire time students are on campus. Adjusted guidelines may be set for extra-curricular activities.

Casual or dressy footwear may be worn. Neat athletic shoes and sandals (for ladies only) with heel straps are permitted. All shoes worn at school **MUST** have a heel strap. Flip-flops (rubber soled/strapped) and shower shoes (i.e. Adidas, Nike beach sandals) are not permitted.

PE uniforms are standard for all students. The PE shorts or sweatpants and the PE t-shirts can be purchased at the school from the PE instructor. Students must wear PE clothing issued by the school.

## **Ladies**

Skirts for the ladies may only be purchased through Flynn and O'Hara. When wearing skirts, ladies must sit properly and skirt length must measure reach to the knee. Persistent violators will lose the opportunity of wearing a skirt.

Solid-colored leggings or knee socks (only colors found in school skirt: navy blue, black, hunter green, white, or yellow; and gray) are allowed during cold weather for the ladies.

If a shirt is worn under a polo or oxford shirt, it must be a solid color without printing or images. This undershirt does NOT need to be tucked in, but it may NOT show at the sleeve. All shirt material must be of sufficient thickness to ensure modesty.

Girls' must have a hairstyle that reflects their femininity.

A maximum of three ear posts or rings per ear are allowed. Other visible body piercing and/or tattoos are not permissible.

## **Gentlemen**

If a shirt is worn under a polo or oxford shirt, it must be a solid color (without printing or images) or a solid color turtleneck shirt that is tucked in at the waist and not exposed at the sleeve (no long sleeve shirts under short sleeve outer shirts).

Pants must be worn at the waist.

Boys' hair must be neatly cut and short enough not to be deemed feminine. "Mohawks" and other extreme hairstyles are not permitted. For sake of reference, boys' hair may NOT extend over the shirt collar and/or over the eyebrows. The decision of the Deans of Men will be final in all subjective cases.

Socks are optional during September, October, May and June.

Sandals of any type are not appropriate.

Visible piercing or tattoos of any kind are not permissible.

## **Jeans Days**

The administration will publish a calendar of "jeans days." These are specific days on which students may wear jeans to school, as long as they meet the criteria of neat, clean, modest and loose-fitting. The jeans may be any shade of blue or black. On jeans days, students must still wear a school-approved top (polo or oxford), unless otherwise announced.

One jeans day per month will be used as a fund raiser, and the other will be "free" for all students. Students who have reached step 3 in the dress code disciplinary code will forfeit the privilege of the free jeans days.

## **Disclaimer**

We recognize that the dress code cannot adequately cover all the issues pertaining to appearance and attire that may arise. The administration reserves the right to make judgments on questionable issues and will revise these regulations as deemed necessary to help maintain our goal of encouraging students to dress neatly and modestly for the glory of God.

*\* Flynn & O'Hara is located at 1876 Catasauqua Road, Allentown, 18109 – 610-231-3788*

# LEHIGH VALLEY CHRISTIAN HIGH SCHOOL

## ***SCHEDULE OF TUITION AND FEES***

LVCHS is committed to making a quality Christian education available and affordable to those families who are truly committed to following Christ. However, education is costly, ranging between \$10,000 and \$20,000 per student in the area public high schools. We work hard to raise funds to supplement your tuition dollars so we can keep costs down. We also offer need-based financial aid to all those who qualify. If you are interested in a “no-obligation” financial aid evaluation, see details below.

**Tuition** (payable in 12 monthly installments from June through May)

- \$8280 (\$693/month) – (if enrolling after June, payments will be spread over remaining months)
- ***See below for information on scholarships***
- International Student Tuition - \$9660 (includes ESL) – payable in advance
- Learning Support (in addition to tuition, payable in 12 monthly installments)
  - 2 days/week – \$1932 (\$161/month)
  - 3 days/week – \$2208 (\$184/month)
  - 4 days/week – \$2484 (\$207/month)

### **Fees**

- Registration fee
  - New students – \$200
  - New students from founding schools (Bethlehem Christian School, Lehigh Christian Academy, Phillipsburg Christian Academy) – \$0
  - New students from partner schools (Covenant Christian Academy, Good Shepherd Christian Academy) – \$100
  - New International students – \$400
- \$1000 – International Student Services Fee (new students only in 2011-12; all students in 2012-13)
- \$300 – Family Assessment Fee (maximum of \$600 per family)
- \$60 – Graduation Fee

### **Discounts**

- 5% discount for second child from the same family
- 10% discount for third or subsequent child from the same family
- 10% discount for full-time Christian-service worker (contact school for details)
- 10% transition discount for first year students from BCS/LCA/PCA
- 5% discount for children of alumni

### **Scholarships**

- Need-based scholarships are available (not available for international students). A separate financial aid application, available from the admissions office, is required. There is a small fee for processing of financial aid applications (\$20 if entering forms online, \$25 if sending forms to school).
- Determination of the amount of scholarship a family is eligible for can be made prior to actual enrollment. A completed enrollment application and proof of income eligibility (a copy of your 1040) is required before the grant is actually awarded. If it is later determined that learning support is needed, that will be in addition to the tuition.

# LEHIGH VALLEY CHRISTIAN HIGH SCHOOL

## ***TUITION POLICIES***

### **Tuition**

Tuition is payable either in a lump sum, on a semi-annual basis, or over a 12-month period from June to May. Those families paying monthly or on a semi-annual basis must make payment through a tuition management service. They may select their monthly tuition to be payable on either the 5th of the month or the 20th of the month.

Families enrolling after June will have their payments prorated over the number of months between their enrollment and May of the following calendar year.

Partial refunds of unused tuition will be made for the following reasons:

- The student has a disabling injury or sickness, is under the care of a physician, is unable to attend classes, and the disability runs for a period of 30 days or longer.
- The student transfers to an area where transportation to LVCHS would not be reasonably feasible.
- The death of the student.

Requests for tuition refunds not covered by the above will be handled at the discretion of the LVCHS Board of Directors.

Any student withdrawing will be obligated to pay tuition for the semester (one-half year) whether or not the full semester was attended. In the event a student, at the discretion of the LVCHS administration, is asked to withdraw from LVCHS for reasons other than disciplinary, the full semester tuition requirement will be waived. The school reserves the right to withhold report cards and student records until tuition and other fees have been paid in full. By signing the parent agreement, you are authorizing the school to withhold report cards and student records until tuition and other fees have been paid in full.

### **Tuition Delinquencies**

When an account is delinquent by fifty (50) days or more, the treasurer submits the student's name to the Board of Directors for consideration of disenrollment or consent to an alternative proposal provided by the responsible parent(s). The student may be subject to disenrollment if financial obligations remain unpaid for more than fifty (50) days. All delinquencies must be paid or acceptable arrangement made before a student is allowed to enter the next school year or to graduate. The school shall retain any re-enrollment fees paid if re-enrollment is prohibited because of tuition delinquency. Any action is solely at the discretion of the Board of Directors.

Parents should notify the school office in writing in the event of an unanticipated financial emergency, stating the nature of the problem and the proposed action.



Dear Parent(s),

As you contemplate enrolling your student at LVCHS, I would like to introduce you to our tuition program and set-up. We partner with FACTS Management Company for our tuition.

When you enroll at LVC, you are given materials to enroll with FACTS and pay tuition utilizing electronic fund transfer.

For the coming school year, all tuition must be paid by one of the following options:

1. Make 12 monthly installment payments (starting in June and ending in May, 2012) via FACTS by pre-authorized direct debit program (ACH).
2. Make two semi-annual payments (July 20<sup>th</sup> and December 20<sup>th</sup>) via FACTS. Contact the school for details.
3. Payment in full (by July 20<sup>th</sup>). This should be sent directly to the high school.

The FACTS administrative cost is \$41 per family for automatic deduction and will be collected at the time of your first tuition payment.

*Please note:* You have the choice of the 5<sup>th</sup> or the 20<sup>th</sup> of the month to have your tuition payment taken from your account.

***In-house accounts will not be an option,*** and all other fees (family assessment & graduation, if applicable,) will be billed by the school during the year. The Family Assessment Fee will not be due until May of 2012 so families can utilize our "SCRIP" program and/or *some* approved volunteer opportunities to help defray that cost. You will receive information concerning the SCRIP program and volunteer opportunities.

If you have any questions, please feel free to call me at the school (610-403-1000) and I will be as helpful as possible.

Ruth VanDuzer for LVCHS

# LEHIGH VALLEY CHRISTIAN HIGH SCHOOL

## *Peace of Mind Policy*

### **Summary**

LVCHS is looking for ways in this economy to reassure parents that are committed to Christian education for their children. Our goal is to allow the students to complete the school year at LVCHS when a parent is unemployed for an extended timeframe.

### **Deferring Tuition**

When a family has a significant change in income due to extended unemployment, the family must contact the school to request the deferred tuition. The school administration and financial staff will review with the family the financial situation and work out a tuition payment schedule. The family will pay the reduced tuition payments until the parent/guardian is re-employed. The difference between the family's normal tuition payment and the reduced amount is considered the deferred tuition.

### **Repayment of the Deferred Tuition**

At the time the parent/guardian is re-employed and is again receiving income, the tuition payments will be adjusted back to the original payment. Arrangements with the school must be made to repay the 'deferred tuition.' This can be added to the normal tuition payments for the rest of the school year or additional payments can be added to the end of the school year. In severe circumstances, LVCHS can waive a portion of the 'deferred tuition' (this requires school board approval).

### **Year End and Final Exams**

All tuition and fees, except for the 'deferred tuition', must be paid prior to the student taking their final exams. For the deferred tuition, the family must agree to a repayment plan prior to the final exams. If the student is re-enrolling for the subsequent school year, the repayment plan can be combined with the next year's tuition payments.

### **Other Guidelines**

- The tuition payments must be current prior to the unemployment.
- No tuition already paid can be refunded.
- If a parent/guardian is unemployed prior to the beginning of the school year, that family must submit a financial aid application to determine their tuition payments.

Overall, our goal is to work with the families to make the tuition payments manageable. Every situation is different and will be handled on a case-by-case basis.

## LEHIGH VALLEY CHRISTIAN HIGH SCHOOL

### **SCRIP PROGRAM EXPLANATION**

As noted on the Schedule of Tuition & Fees, each family is charged a Family Assessment Fee of \$300 per student. This letter serves to expand on the Scrip Program as it relates to that fee.

The Scrip Program is an easy way to “work off” your family assessment fee. You may purchase Scrip to be used at many local retail stores, restaurants, gas stations, etc., and each one will offer a percentage of your purchase toward your family assessment. For instance, Walgreens offers 6% of your purchases (if you spend \$50, \$3.00 goes toward your fee); Olive Garden offers 9% (for every \$25 you spend, \$2.25 goes toward your fee; L.L. Bean offers 15% and the list goes on! The list of stores/restaurants available and the percentages given will change periodically.

All Scrip orders placed through the end of April will be counted toward the current year Family Assessment Fee. You may begin placing SCRIP orders in June for the coming school year. If you would like to place an order you will need to do it online and pay online or send in the payment. You will also need to print out and send in the order confirmation form. Please see the instructions below. Your SCRIP order will generally be available for pick-up on the Tuesday after the orders are processed or can be sent home with your child if school is in session. SCRIP orders are generally processed every other Thursday. *Exception: If the total of all orders for a particular week is not large enough, we will need to hold your order until we get enough orders.*

The process for placing orders online is easy and ensures that orders are processed correctly. Orders can be placed at the website - <http://www.shopwithscrip.com> . Just send in your check for the amount purchased to LVCHS unless you have chosen to pay online.

If you have not already done so, you will need to create an account for ordering SCRIP. The LVCHS enrollment code is BC56E8F87941 - you need to enter this so that we receive the order.

We also have grocery cards in stock in \$25 and \$100 amounts for Giant, Redners, ShopRite and Weis. They may be purchased in the business office at the school Monday-Friday between 8:00-3:00.

If you need assistance with placing the online orders, please contact the SCRIP coordinator.

SCRIP/Grocery Card coordinator- Deanna Olsen 610-838-1949 [deannaolsen.mom@gmail.com](mailto:deannaolsen.mom@gmail.com)

**LEHIGH VALLEY CHRISTIAN HIGH SCHOOL**  
***MEDICATION POLICY***

Dear parents,

As you may know, the Catasauqua School District provides health services to LVCHS students since we are physically located within that district. The district's Office of Health Services requires that we follow certain specific guidelines relating to the distribution of medication to students.

The procedure on the following page must be reviewed and adhered to by all students and their parents if you anticipate them using any kind of medication during the coming school year. This includes products like Tylenol and Pepto Bismol. The authorization form is in the application packet.

We ask, therefore, that you read this information carefully. It will be our practice at LVCHS to adhere to these requirements carefully. We will not dispense medications to your son or daughter, **including Tylenol**, without written, signed permission from **you and your family physician**.

If you have any questions after reading this material, you are welcome to call us.

**LEHIGH VALLEY CHRISTIAN HIGH SCHOOL**  
***PROCEDURE FOR ADMINISTRATION OF MEDICATION***

“The nurse, teacher, athletic coach or other school personnel may render minor first aid only – THEY SHOULD NOT DIAGNOSE AND THEY SHOULD NEVER ADMINISTER MEDICATION OF ANY SORT EXCEPT AS PRESCRIBED BY PHYSICIAN.”

Guide for School Nursing Services in Pennsylvania, Page 40.

Medication may be administered to pupils only in exceptional circumstances wherein the child's health may be jeopardized without it. Medication may be given in school only when all of the following procedures have been completed.

1. Pupils requiring medications at school shall be identified by parents and/or physicians to the school nurse, teachers, and other school personnel.
2. After identification, the school nurse shall contact the parent or guardian to identify the type, dosage, and purpose of said medication.
3. THE AUTHORIZATION FOR MEDICATION DURING SCHOOL HOURS form, which includes the following, shall be given to the parent or guardian for completion:
  - a. Medication request to be completed by the family physician.
  - b. Release signed by parents or guardian.
4. The medication must be delivered to the school in a labeled prescription bottle. The label shall contain the name of the medication, the prescribed dosage, the names of the physician and pharmacy. Certain medication will be counted upon receipt.
5. The parents/guardian must be aware of the amount of medication in school and deliver a new supply as needed.
6. If the dosage is changed at any time, a new medication authorization form must be completed and signed by the parent and physician.
7. If the dosage is changed at any time, a new medication log will be initiated.
8. The school nurse, teacher, or other designated school personnel shall supervise the pupil taking the medication at the time specified by the physician, and adhere to ASD's Medication Administration posted guidelines.
9. All prescribed medication shall be maintained securely by the nurse in the Health Room or School Office.
10. The nurse shall have in her office and/or the principal's office a list of pupils requiring medication with the time and amount to be administered. She shall review the list periodically and contact the physician concerning the effectiveness of the drug.

## LEHIGH VALLEY CHRISTIAN HIGH SCHOOL

### ***EMERGENCY PLAN INFORMATION***

It is the objective of Lehigh Valley Christian High School to have clear lines of communication between the school and the parents who have entrusted their children to our care. In view of recent world events and the heightened awareness of the need for security as monitored by the Homeland Security Commission, the school would like to inform parents about our plans in the event of an emergency.

Emergency plans put into effect will be determined by the nature of the situation. Faculty and staff have been instructed in emergency procedures, and the school maintains a master plan which attempts to address many types of emergency which might arise. Lehigh Valley Christian High School is in the Catasauqua School District, which determines parts of our emergency plan.

Please note the following information:

1. In case of emergency, please check the following media outlets: WFMZ-TV channel 69, WPVI-TV channel 6, WAEB-FM 104.1 and WAEB-AM 790. In addition, if events allow and it is appropriate to do so, information may be posted on the school's website at [www.lvchs.org](http://www.lvchs.org). Parents are urged NOT to call the main office for information during an emergency, since phone lines may be needed to communicate with emergency services.
2. If the emergency is such that the building would need to be evacuated, students would be walked to St. Paul's Lutheran Church, 417 Howertown Rd. Students would be cared for by our school staff until parents pick them up or until buses arrive. Please note: parents and/or guardians will be required to show identification before students are released to them, unless the parent/guardian is known to the school staff.

Our top priority at all times is to protect and care for our students. Their safety and well-being is of primary importance to us.

Pray that God would give us wisdom as we plan for any emergency that may occur. Praise Him that He is sovereign. He is our protection and covering in every situation.

# **COMPUTER AND INTERNET USE**

Lehigh Valley Christian High School is pleased to offer students and staff access to classroom computers, most of which are connected to the Internet. To use these technologies all students must obtain parental permission as verified by the signatures on the enrollment/re-enrollment application. Should a parent prefer that a student not have e-mail and Internet access, use of the computers is still possible for more traditional purposes such as word processing and curriculum-based instruction. All users must acknowledge having read this policy and agree to adhere to its contents.

## **What is possible?**

Access to e-mail and the Internet will enable people to explore thousands of libraries, databases, museums, and other repositories of information and to exchange communication with other Internet users around the world.

Families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purposes of the school are to use Internet resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

Therefore, we support and respect each family's right to decide whether or not to apply for access.

## **What supervision is provided?**

Technology is a powerful tool – and while it is useful, it can also be dangerous. LVCHS will make a good-faith effort to provide proper supervision of student use of technology. If adequate supervision is not possible, internet access will be disabled. All computer screens will be located where they can be viewed by the teacher and others; appropriate blocking software and monitoring software is implemented to prevent inappropriate use. These safeguards and controls while effective, are not fail-safe and require active responsibility from all users.

## **What is expected?**

All computer users are responsible for appropriate behavior on school computers just as they are in any school activity. Communications on the Internet are often public in nature. General school rules for appropriate behavior with regard to communications apply. It is expected that users will comply with school standards and the specific rules set forth below. The use of a computer in the school is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. Users are never to access, keep, or send anything that they would not want parents or teachers to see. Copyright law regarding electronic media will be understood and followed. All users should have no expectation of privacy while using school technologies as all use may be monitored and logged.

**Users need to be prepared to be held accountable for their actions and for the loss of privileges if the RULES OF APPROPRIATE USE are violated.**

## **What are the RULES OF APPROPRIATE USE?**

- **Privacy** – Electronically stored information may be treated like school property. School officials may examine contents of any technology tool or storage media to maintain system integrity and to ensure that all users are using the system responsibly.
- **Storage** – Users will be provided with 2 MB of space on which they may store files which cannot be accessed by other users (except the administrators), and they are encouraged to backup their files onto a USB drive or floppy discs which they must supply.
- **Illegal copying and intrusion** – No user may not download or install any commercial software, shareware, or freeware onto workstation drives or disks, unless they have written permission from the School Principal. All users must not copy other peoples' work or intrude into, alter, disturb, move or erase other peoples' files without permission. All suspected misuse must be reported to the system administrator.
- **Inappropriate materials or language** – No profane, abusive or impolite language may be used to communicate, nor may materials be accessed which are not in line with the rules of school

behavior. A good rule to follow is to never view, send, or access materials which you would not want teachers and parents to see. Should a user encounter such material by accident, they should report it to their teacher or system administrator immediately.

- **Workstation use** – Each workstation contains software that has been installed for learning purposes only. Do not attempt to alter system settings including but not limited to background patterns and colors, screensavers, and sounds, and do not attempt to defeat or alter network or system security or in any way disrupt system function by any means including malicious code or viruses.
- **Purpose** – School technologies are provided to students and staff in support of the curricular goals of the school. School computer technology is to be used only for such tasks and not for personal communication, entertainment or non-school-related tasks or purposes.

### **Use of Computer Workstations**

The following are guidelines to follow to prevent the loss of computer workstation privileges at school:

#### **Prohibited Uses:**

- Using a computer or technologies to vandalize or harm other people or their work.
- Degrading, disrupting or damaging equipment or system performance in any way.
- Interfering with the operation of the workstation by installing illegal software, shareware, or freeware, viruses or Trojan horses or software to defeat system controls or security.
- Viewing, sending, displaying, creating or causing any illegal, pornographic, slanderous, rude, offensive or inappropriate activity.
- Violating copyright laws.
- Wasting limited resources such as disk space or printing capacity, bandwidth and other resources.
- Gaining unauthorized access to resources or trespassing in another's folders, work, or files or records, or reading another's e-mail or documents without their permission. Any attempt to circumvent blocked websites is prohibited. This includes the use of so-called "anonymous proxy" services, the use of any browser but Internet Explorer, and typing in the numeric IP address of any website.
- Posting or disseminating communications or information not meant to be made public.
- Using school resources for financial gain or initiating any financial transaction.
- Misrepresenting yourself on the network; using another person's account(s) or password(s).
- Using school technology for personal communication, entertainment or other non-school-related tasks or purposes.
- Violating, through technology, the spirit or mission of LVCHS.
- Using computers and other school equipment without the supervision of a teacher; e-mail communication that is not for school purposes is prohibited, and students must seek permission for *each use*.
- All portable storage devices brought in by the student will not contain any "executable" files. This includes applications that will run without having to be installed on the local hard drive. Files with extensions of .cgi, .exe, .ini, .zip or .bat are all examples of this type of file. Any portable drive or CD-ROM with these files will be confiscated, and the student may lose the privilege of bringing any USB drives or floppy disks or CD-ROMs to the school.

#### **Encouraged Behaviors:**

- Using technology resources to strengthen your mind and soul in truth. Internet use is strictly for academic, informational or self-improvement purposes. Any questions about what this includes can be directed to the classroom teacher or parent.
- Using school technologies for school tasks – they exist to help you.
- Notifying an adult immediately if you encounter materials which violate the rules of appropriate use.
- Helping others understand how to use technology to learn.
- Protecting the integrity of the school, fellow classmates and technology systems.
- Making use of e-mail attachments for handing in assignments to teachers whenever the assignment is in electronic format. Alternatively, students are encouraged to keep a USB drive (or Flash drive) for bringing documents to school to be printed or displayed.
- Making backup copies of all work done in school by saving documents and projects onto a USB drive that the student will provide.