



2025–2026

LANCASTER COUNTRY DAY SCHOOL

HANDBOOK

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LCDS Motto, Vision, Mission, Values, and Honor Code

Motto

Fax mentis et cordis incendium gloriae.

The spark that kindles the mind and heart illuminates a lifetime.

Mission Statement

We empower students to explore their passions, find purpose, and become the best versions of themselves.

Vision

Inspiring the students of today to build a better tomorrow.

Values

Our BRICKS:

Belonging

Respect

Integrity

Community

Kindness

Scholarship

Honor Code - Upper School

Understanding that our actions reflect the values of the Lancaster Country Day School student body, we will strive to promote honesty, responsibility, and respect both inside and out of school. Intellectual curiosity and honesty will guide our academic endeavors; respect and sincerity will define our extracurricular pursuits. By signing this honor code, we acknowledge that we will abide by this code and all the terms as outlined in the LCDS Student Handbook. By agreeing to the highest forms of civil and individual integrity, we show our commitment to our peers, our school, and our community.

Non-Discrimination Policy and Diversity Statement

Non-Discrimination Policy

The School admits students regardless of race, color, creed, ethnic, or national origin who possess the motivation, ability, and character which would enable them to succeed in our School community to the rights, privileges, programs, and activities generally accorded or made available to students at the School. The School does not discriminate on the basis of race, color, creed, ethnic, or national origin in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

Diversity Statement

At Lancaster Country Day School, we view the diversity of backgrounds, identities, and perspectives within our community as a source of collective strength. In pursuit of our central mission to develop thinking individuals who engage the world meaningfully, diversity allows us to develop among our students both social and global awareness, moral responsibility, and an appreciation of differences.

Academic Policies and Expectations

Lancaster Country Day School provides a challenging college-preparatory curriculum for students from Preschool through 12th grade, enhanced by opportunities for personal discovery and growth both inside and outside of the classroom.

Academic Advisor/Homeroom Teacher Role

The LCDS faculty is committed to building strong relationships with students. Thus, each student is assigned to a homeroom in Lower School and an advisory group in Middle and Upper School. The Homeroom Teacher/Advisor acts as an academic guide, mentor, advocate, and role model.

Advisors typically advise eight to ten students per year, and advocate for the holistic growth of the student as the student develops academically, socially, and emotionally throughout the school year. The Homeroom Teacher/Advisor serves as the primary point of contact for parents and caregivers.

Academic Evaluation and Reporting

LCDS is a college preparatory school and students are evaluated in a rigorous manner, both in terms of academic achievement and effort. Faculty members will clearly state their expectations at the beginning of the school year in both the course syllabus and on the course Canvas page.

Final exams or projects will be required for Middle and Upper School students in most year-long courses and academic classes. Grades are not given in Preschool through Grade 4, and effort grades are not given in the Upper School.

Report Cards and Mid-Trimester Reports

Grades for each course are posted in Veracross at the midterm and at the end of each trimester. Written comments about a student's progress will be provided by teachers at the mid-trimester check period for Trimester 1 and at the end of Trimester 2. For trimester courses, written comments are provided at the end of the trimester.

No report cards or transcripts will be released until the student has returned or paid for all missing materials, including outstanding invoices for expenses such as meals and our after-school program (ASP).

Effort Grades - Lower and Middle School

In Lower and Middle School, students' effort is assessed by each of their teachers. On midterm and end-of-trimester reports, effort grades are indicated by the letters listed below. It is important to note that a student can earn an excellent effort grade while receiving an average grade for the course, and vice versa.

E indicates excellent effort; the student goes above and beyond the requirements of the class and demonstrates outstanding engagement

S indicates satisfactory effort; student meets expectations and demonstrates good engagement

U indicates unsatisfactory effort; student does not meet expectations in terms of effort and demonstrates little engagement

Lower School Placement and Homework Policy

In specific subject areas such as reading and mathematics, children are placed in groups that are designed to help them achieve success. Much thought and discussion is put into assigning

students into these academic groups. Since we are committed to providing the best learning environment for each child, we cannot promise to fulfill requests for specific teachers or requests for children to be with specific friends.

Depending on each child's work rate, the amount of homework in the early years will range from 15 minutes to 45 minutes per night. As students get older, the amount increases.

Middle and Upper School Homework Policy

Academic courses may have approximately 45 minutes of homework per class meeting, while AP courses may have 60-90 minutes of homework per class meeting. Academic classes meet every other day, and students are encouraged to complete homework assignments on the same day they are given, allowing them to seek help from the teacher on the day before the following class meeting when the assignment is due.

Homework Over School Breaks

No homework may be assigned over the long vacations (i.e., Thanksgiving, Winter Break, and Spring Break), except for assignments in AP courses. An AP course may assign up to three hours of homework during each break; the assignment should be posted on Canvas at least four days before break begins.

Middle and Lower School Standardized Testing and Benchmark Assessments

Internal diagnostic, benchmark, and standardized testing takes place throughout the year, in order to identify student support needs and to monitor the scope and sequence of our curriculum.

Academic Integrity

Students are expected to submit work that is the product of their own thoughts and efforts and which has been properly cited when appropriate. Collaboration is encouraged, however teachers will set parameters for what constitutes appropriate sharing of ideas and resources.

Middle and Upper School Academic Information

Grading Scale - Middle and Upper School

As (90–100)

A 93–100

A- 90–92

Bs (80–89)

B+ 87–89

B 83–86

B- 80–82

Cs (70–79)

C+ 77–79

C 73–76

C- 70–72

Ds (60–69)

D+ 67–69

D 63–66

D- 60–62

The minimum passing grade at LCDS is 60-percent.

F Below 60

Note: No student should receive a C- or below on a report card without timely communication to parents from the student's advisor or teacher.

Schedule

Upper School students are required to take six courses each trimester. Core academic credits must be taken from the disciplines of mathematics, science, English, history, language, or computer science.

The requirements for a full academic schedule are subject to three exceptions:

1. Grade 9–12 students may propose to take more than five (5.0) core academic credits (an academic overload) in a trimester. Note that proposing an academic overload may not be possible due to scheduling and staffing considerations. A parent must sign to endorse this proposal.
2. Grade 9–12 students may propose to take fewer than five (5.0) core academic credits in a trimester. A student considering this option should consult with the LCDS College Counseling office regarding its possible impact on the college application process. A parent must sign to endorse this proposal.
3. Students who qualify for the Exceptional Performance Program (EPP, described further in the course selection guide) may be allowed to reduce their course load.

Graduation Requirements

Students in the Upper School must take a minimum of 26 credits over four years. Year-long courses that meet four periods in an eight-day cycle carry 1 credit for the year. Courses that meet four periods in an eight-day cycle for one trimester carry 0.33 credit. Other courses carry credit and meet as indicated in the course description. See the Upper School course selection guide for a full listing of current classes and course-specific credits.

Advanced Placement Courses

Lancaster Country Day School offers opportunities for students to advance beyond the scope of the typical college-preparatory curriculum. Advanced Placement (AP) courses are taught with the rigor and expectations of college courses. Most LCDS students enrolled in AP courses choose to sit for the corresponding Advanced Placement (AP) examination offered by The College Board.

Independent Study

An Independent Study (IS) option is designed for those Upper School students who wish to pursue more advanced and/or exploratory work with an LCDS faculty member. IS application forms are available in the Upper School office. As a guiding rule IS applications must be received by the same due date as required for course registration of the year prior to the proposed activity, for the Academic Committee to review prior to the end of the year.

Alternative Physical Education Credit

Alternative Physical Education (PE ALT) credit is for Upper School students who compete, perform or intensely train outside of school in one activity on an ongoing basis. To be eligible for PE ALT credit, the student must train, compete or perform at a level that is at least as rigorous as an LCDS PE class. Students will need a minimum of five (5) hours per week of training/activity under the direct supervision of a coach or trainer, not including travel time.

Evaluation of the application is overseen by the Assistant Head of Upper School. If the application is approved, the student will be required to maintain a log of their activity.

Global Education Travel Courses

One way LCDS helps students to develop an understanding and appreciation for real world connections to their class work is through travel courses.

During all trips chaperones and students will be expected to meet the [general expectations for school travel](#) as well as [Guidelines for Chaperones and Protocols for Overnight Trips](#).

To help make the travel courses more accessible to all students, LCDS has set up a fund to help mitigate the cost of a required overnight trip for students on financial aid. Students who receive tuition assistance may apply to participate in this program through the Student Travel Coordinator.

Exceptional Performance Program (EPP)

Lancaster Country Day School recognizes that students involved in an extracurricular pursuit at a high level of expertise may desire adjustments to their academic program. As educators concerned for the whole child, we believe that we should recognize and promote excellence in and out of the classroom. The Exceptional Performance Program (EPP) exists to help students reach that goal.

The EPP allows adjustments to a student's course of study to accommodate participation in an intense artistic, academic, cultural, or athletic activity for a portion of the school year (minimum of two weeks). The EPP student is recognized by being able to modify their homework and assessment load via a structured plan. Students who wish to apply should contact the Head of Upper School.

College, Online, and Summer Courses

Students who wish to take a course through a college or university, another high school, or online, during summer or the school year, and who want LCDS to recognize the course must gain prior approval, in writing, of the appropriate department chair and the Head of Upper School. Criteria that will be considered are the student's academic standing and effort, and the suitability of the proposed course to the student's overall course of study.

To be approved, the course must also be taken from an accredited, credit-granting institution that will provide a transcript documenting the student's successful completion of the course. The student will also be expected to complete a final assessment of the corresponding LCDS course and demonstrate an understanding commensurate with the prerequisite of the course to which the student desires entry.

Summer coursework taken at LCDS appears as an entry on the LCDS transcript and factors into the student's LCDS GPA the same as a course taken during the academic year.

Calculation of Final Grades for Year-Long Courses

Courses with cumulative final exams will have each trimester weighted as 2/7 of the final year grade with the exam weighted as 1/7. Courses without final exams will have each trimester weighted as 1/3 of the final year grade.

- In some instances, such as in sixth grade where students are new to final exams, final assessments will be calculated as part of the third-trimester average.
- Teachers will communicate the final exam and project expectations and timelines with students well in advance.

Incompletes

Incompletes are only for students with exceptional and documented circumstances – for instance, extended absences or a family crisis. Incompletes will not be given to students who have unexcused absences or who have been irresponsible about meeting course deadlines.

- Incompletes **must** be resolved within three weeks of the end of the trimester (unless the circumstance continues). If the work is not completed, a grade will be calculated with no credit for missing work.
- A teacher assigning an incomplete will email the student, parent, and head of the appropriate division with a list of work due and the final due date.

Course Failures

No student may graduate from LCDS, nor may a Middle or Upper School student advance from one grade to the next, with an unresolved failure in a course that is required for graduation. Although the grade of “F” will not be replaced on a student’s official transcript, a student must resolve the failure in a required course in one of the following ways:

- Repeat the course in a summer school session immediately following the course failure and take the appropriate LCDS course final exam, earning a minimum score of 60.
- Repeat and pass the course in the following academic year at LCDS.
- Pass the course by a means agreed upon by the teacher of the course, the department chair, the Upper School Head, and the student and parents.

For a course not required for graduation, a course failure may stand unresolved; the student’s transcript will reflect an “F” for the failure and a zero for the credits earned.

Grade Point Average Calculations

A student’s academic grade point average (GPA) and cumulative GPA are calculated each trimester in the Middle and Upper School according to the following scale:

Numerical Average	Grade	Grade Value	Point	Numerical Average	Grade	Grade Value	Point
93–100	A	4.000		73–76	C	2.000	
90–92	A-	3.667		70–72	C-	1.667	
87–89	B+	3.333		67–69	D+	1.333	
83–86	B	3.000		63–66	D	1.000	
80–82	B-	2.667		60–62	D-	0.667	
77–79	C+	2.333		0–59	F	0.000	

Lancaster Country Day School does not weight grades when calculating GPA. Courses that are graded on a Pass/Fail basis do not count towards the GPA calculation, either in determining quality points or total credits.

Students who have attended schools other than LCDS will have two sets of GPAs: one set calculated outside our school, based on grades earned prior to the transfer, and the LCDS GPA, based solely on the grades and credits earned at LCDS. LCDS does not rank its students.

Academic Requirements for Athletic Participation

Per Section 5 of the PIAA Bylaws & Constitution, academic performance of student/athletes will be monitored on a weekly basis. Students in grades 7–12 must be passing all classes in order to be eligible to participate. Students who fall below a 60% in a class will be declared academically ineligible.

Academic Ineligibility means that the student will not be permitted to participate in any scheduled interscholastic athletic contest or event during the suspension period (this does not include practice)

1. Student will be required to seek academic help before and/or after school or during other available times as necessary.

2. Student will be given permission to seek additional academic help after school without penalty in their extracurricular activity as long as they produce valid documentation regarding the help session.
3. Student may be permitted to practice with their team or group during the period of academic ineligibility in accordance with items “1” and “2” above.
4. Student will not be permitted to dress, in uniform, for any interscholastic athletic contest or game during the suspension period.
5. Student may be permitted to travel with the team or group to any official contest or event, with administrative approval.
6. Academic eligibility is determined each Friday. The period of suspension or probation runs from the Sunday immediately following that Friday until the next Saturday.
7. Students on academic suspension of three (3) or more consecutive weeks during the season may be dismissed from the activity by the Head Coach or Athletic Director.
8. According to PIAA regulations, if a student’s grades are not passing minimum standards at the end of the Trimester, that student will be placed on academic suspension for a period of 15 school days at the start of the next Trimester. This suspension begins on the first day report cards are issued.
9. Academic performance will be regarded as continuous from one year to the next and from middle school to upper school. At the end of the school year, the student’s final grades, rather than grades for Trimester 3, shall be used to determine eligibility for the Fall season.
10. Students, whose work does not meet minimum standards, who attend summer school and correct their deficiencies, shall be eligible.

Academic Probation

A student who is not meeting academic expectations will be placed on Academic Warning or Academic Probation. Placing a student on Academic Warning or Probation initiates the development of a plan to provide the student with the necessary support and guidance to be successful.

A student will be placed on Academic Warning at the end of a grading period (mid-trimester or end-of-trimester) if the student earns two grades below a C. If the student does not improve both grades to a C or above by the next grading period, the student will then be placed on Academic Probation. Academic Warning and Probation may be accompanied by a loss of privileges. A student will be placed on Academic Probation if the student:

1. fails one (1) or more courses, or
2. remains on Academic Warning into the next grading period

Consequences for Middle School students on Academic Warning or Probation will be developed by the division head in consultation with Middle School faculty members and in partnership with parents or caregivers. Consequences could include, but are not limited to, the loss of eligibility to participate in extracurricular activities in conjunction with a required after-school tutoring program. Middle School students may be removed from Academic Probation if, at the next reporting of grades, either mid-term progress reports or trimester grades, all grades are above a C- and all effort grades are an S or above.

An Upper School student may appeal at mid-term for reinstatement of lost privileges or removal of any or all probation conditions. The division head will review grades, obtain pertinent information from teachers, and decide how to respond to the student’s appeal. While students may have probation consequences removed due to improved performance, they remain on probation for the entire trimester. Consequences may be reinstated if improved academic performance does not continue.

Probation Consequences Regarding Re-Enrollment

First Trimester: A student placed on Academic Probation based on first trimester grades will not receive an enrollment contract for the next school year unless the student earns grades necessary to be removed from Academic Probation at the end of the second trimester or at the end of the year (final year grades).

Second Trimester: A student placed on Academic Probation based on second trimester grades will have their enrollment for the subsequent year put on hold. If the student does not earn final year grades necessary to be removed from Academic Probation, it is unlikely the student will be allowed to enroll for the subsequent school year.

Third Trimester: A student placed on Academic Probation based on third trimester grades will return on Academic Probation the subsequent year.

Drop/Add Policy

The following chart details policies governing course changes in the Upper School. The Drop/Add period will be the first two weeks of each trimester. When adding or dropping courses, students and parents are asked not to request particular subject area teachers.

TIME PERIOD	ACTION	TRANSCRIPT	CREDIT
August 29th, 2025	Drop any non full-year course	No notation for dropped course	None
	Add one-trimester, two-trimester, or full-year course	New course appears on transcript	Full Credit
September 12, 2025	Drop full-year course only.	No notation for dropped course	None
	Change between regular level and an honors or AP level of the same course.	Only the new course appears on transcript. Grade calculated on the basis of work done in the new course.	Full Credit
After 9/12/25 until the end of T1	Change from honors or AP-level to regular level of the same course	Only the new course will appear on transcript. If this switch happens before 9/12/25, T1 grade calculation will be based on the new course only; if this switch happens after 9/12/25, grade calculation will be determined by the US Administration in conjunction with the sending and receiving teachers' input.	Full Credit
After start of second trimester	One-trimester courses and two-trimester courses (starting in T2) may be added or dropped within the first 8 day rotation in the second and third trimester as in the first trimester with no notation on the transcript.		
	Full-year long courses dropped before the end of second trimester	The student would receive an indication of WP or WF based on grade at the time of withdrawal.	No credit will be awarded for the course

To remain enrolled at Lancaster Country Day School, a student must take 6 courses each trimester. Five (5) of these courses must be academic classes with the exception of students with a language waiver.

Only in exceptional circumstances will a medical withdrawal WM be considered. The awarding of course credit will be offered at the discretion of the US Administration.

Final Examinations

Final examinations will be required for students in grades 6-11 for some of their full academic courses. Alternative types of assessment may be assigned (papers, projects, oral presentations, or take-home exams). All final examinations will be administered during the prescribed examination period. Final examination papers are not retained by students after the examination period.

Only students with documentation on file at LCDS will be allowed accommodations (extended time, separate setting, ability to type, or other accommodations) on exams.

Final Assessments - Exemptions For Seniors

Non-AP Courses

Seniors are eligible to be exempt from the exam in that course, provided that they maintain at least a "B-" year-long average (with the average determined on the last day of classes for seniors).

If multiple excused absences are accrued by a student, the current LCDS attendance policy for all students will be utilized to support this student in attending classes.

Students who do not meet the above academic performance criteria will complete a final assessment in the course. The final assessment will be due at least one week prior to graduation. The final assessment will count as one-seventh of the final average for the course.

AP Courses

As with all AP students, a senior who does not take the national AP exam will take a two-hour final exam on the same day as the AP exam. This exam grade will be recorded as the final exam grade and will be factored into the final grade for the course.

Note: Certain activities and events will be planned for seniors after the conclusion of formal classes. Attendance at these events is mandatory unless the senior is scheduled to be taking an AP exam during the time of the activity or later that day.

Registration and Scheduling

During the third trimester, students register for their courses for the following academic year. Each student's advisor will review course options and work with the student, parents, the Head of Upper School, the Head of Middle School, and/or one of our college counselors to help assure that he or she has met all graduation requirements and has chosen a course of study appropriate to his or her academic achievement and plans.

In spite of the best efforts to satisfy students' course requests within the academic regulations of each department, students may not be able to enroll in courses they have chosen due to enrollment, class size, scheduling conflicts, or other factors. In this event, reasonable efforts will be made to accommodate student requests for alternative courses.

Late Work Policy

Meeting reasonable deadlines is a student's responsibility. Major papers and projects are expected to be completed and handed in on the due date. In case of illness, emergency, or early

dismissal (including school-related events, such as athletics), it is the student's responsibility to obtain assignments and to reschedule tests and appointments. Missing a make-up test on the pre-arranged date will likely result in a failing grade. If, without prior arrangement with the teacher, a deadline on a paper is not met, the mark may be lowered according to the teacher's policy. Each teacher's syllabus will indicate the manner in which the late work must be submitted and how points will be deducted.

Major Assessment Guidelines

To allow a student to demonstrate full understanding of coursework, the Upper School and Middle School policy is that a student taking five academic credits should not have more than two (2) major assessments on one day. Quizzes and quests do not count as major assessments.

- Quiz = short assessment that takes 20 minutes or less for non-extended-time students.
- Quest = medium size assessment that takes between 20–30 minutes for non-extended-time students.
- Major Assessment = test, exam, or other assessment that takes 30 minutes or more for non-extended-time students to complete, OR a project, presentation, or paper that encompasses a week or more worth of material and that asks the student to synthesize a range of material.

Coordinating Major Assessments

If a student has three (3) major assessments on the same day, it is the student's responsibility to approach the third teacher on the list and ask the teacher to move the assessment to another day for that student. The teacher is obliged to do so if the student meets the criteria for testing on the same day and agrees to comply with guideline #3. If a teacher does not post a major assessment on Canvas at least five school days before the assessment, that assessment is automatically third.

The student must make his or her request at least two school days before the date of the assessments. Students should take responsibility for this. Students should expect to take the "third" assessment no more than two school days after the original assessment date. At the teacher's discretion and agreement of the student, the assessment may be moved to a date before the original assessment date. All major assessments will be due at least five school days prior to the period during which final exams begin, typically about two weeks prior to the end of the school year.

Academic and Learning Support

LCDS is committed to providing an exceptional learning experience for every student while maintaining our rigorous academic standards. Recognizing that students develop, learn, and grow in various ways, we foster a community of diverse learners, supporting and empowering research-informed best practices in teaching and learning.

Our Learning Support team is staffed by expert Learning Specialists, one in each division, and offers targeted assistance that goes beyond typical classroom help provided by our teachers. For students with documented learning differences, our Learning Specialists develop Individualized Learning Plans (ILPs), or Individualized Support Plans (ISPs), which are based on a thorough review of psychoeducational testing and the recommendations of evaluating professionals.

Our Learning Specialists collaborate closely with teachers, counselors, administrators, parents, and outside professionals, allowing us to proactively identify and monitor students who may benefit from additional help. In the Middle and Lower Schools, we use progress monitoring assessments to ensure our instruction and support are always effective and responsive to student needs.

Lower School Academic Support

In addition to our own expert Learning Specialist, our Lower School also benefits from an Intermediate Unit 13 (IU13) Learning Specialist. This specialist offers intensive instruction in reading and mathematics in small group settings, catering to both remedial and advanced groups. They may also administer diagnostic tests to provide teachers with valuable insights into a student's specific learning preferences. Parental permission is required for students to work with the IU13 Learning Specialist. However, for short-term sessions with the Lower School Learning Specialist, special written permission is not needed, and teachers often recommend students for a few sessions without prior parental consultation. Parents are consulted if a child will be working with the Learning Specialist for an extended period.

Middle and Upper School Academic Support

The Middle and Upper School Lab provides academic support tailored to each student's specific needs as well as academic coaching designed to help students develop crucial executive function skills such as time management, organization, and research-proven effective study and test-taking strategies. Sessions are typically held during study halls and are customized to student needs, ranging from short-term interventions to ongoing, long-term support.

LCDS strives to accommodate a broad spectrum of learning differences. Appropriate academic accommodations and availability of individual or small group sessions with a Learning Specialist are based on a holistic review of evaluation results, teacher referrals, and administrative recommendations. If a student's needs extend beyond our capacity, we will suggest alternative strategies or recommend further evaluation to ensure they receive the best possible support.

Medical/Neuropsychological Evaluation Processes and Paperwork

When a family is considering a neuropsychological or medical evaluation for a potential learning difference or classroom accommodations, they must work directly with the Learning Specialist in their division. The Learning Specialist will also serve as the main point of contact for any documents, such as ADHD rating scales or observational data, that an evaluator requests from the students' teachers. The Learning Specialist will manage the distribution, collection, and delivery of these documents directly to the requesting evaluator. If you have questions, please reach out to your Division Head or the Learning Specialist in your division.

Information Technology and Acceptable Use Policy

LCDS Libraries

Please read the complete LCDS Library Protocols and Policies document, found [here](#). All Lower School classes visit the Lower School library once during the eight-day cycle. Parents may check out books with their child. When curriculum calls for special library instruction, classes are scheduled as needed. Students in grades 1–5 may visit the library to check books out for a two-week period at any time the library is open. Students are not permitted to be in the Middle and Upper School library without adult supervision.

Circulation Policies

Students have a renewable two-week borrowing privilege for books owned by LCDS. Failure to return library materials may result in grades and comment or transcripts being held at the end of a trimester. Students may have a total of four items out at a time.

Student Technology Acceptable Use Policy

Please read the complete LCDS Student/Family Acceptable Use Policy [here](#). Parents should monitor their children's technology use from home devices. The school will become involved if parents report harassing electronic communication to other LCDS students from home devices. Students are expected to follow all guidelines for acceptable use and community expectations when using a school email address.

Our Information Technology department maintains a network infrastructure that allows for information sharing, document storage and Internet access for all students, faculty and staff. Additionally, email is provided for faculty and staff, as well as students in grades four through twelve. Use of the LCDS network and the Internet is provided for educational purposes only. The LCDS network (including the LCDS wireless) is not available for public access or for personal/commercial endeavors.

LCDS maintains a guest wireless system that is available for public access. As we have school-wide wireless, any wireless networks that are not approved of or set up by the Information Services Department are not allowed. Such networks cause interruptions in the security and efficiency of the school's network.

LCDS has made good-faith efforts to promote the safe, ethical, responsible, and legal use of the Internet. Internet access is filtered for reasons of general safety and appropriateness to an educational setting. Internet filtering is also in place to comply with the Children's Internet Protection Act (CIPA). Attempts to circumvent filtering will result in a loss of access to the Internet. When using the Internet through LCDS' Internet connections or from LCDS equipment, students are representatives of LCDS. In that role, they must conduct themselves in an ethical and legal manner. They must respect the rights of others and not use language that is abusive, profane, or sexually offensive.

The network, including Internet access, is a shared resource. No user should compromise these systems by sharing passwords, attempting to gain unauthorized access to servers or by overusing equipment to the detriment of others.

Privacy of files and online activity is limited. There will not be deliberate monitoring of files, however, users of any computer on LCDS' network, including personal devices, must realize that all data that travels on LCDS' network can be monitored. Any email or web pages viewed using our network may at any time be subject to review and monitoring by the school. If a student travels with an LCDS-owned electronic device off-campus, the same rules apply.

Artificial Intelligence

Artificial Intelligence has limits and does not always lead to better work or substantive learning. Students are encouraged to explore and to use AI tools to help develop their work, within the parameters outlined by their teachers, because these tools can supplement their own thinking and improve their work in certain cases. As a Google Workspace school, LCDS supports the responsible use of Gemini, a multi-modal AI platform, when appropriate.

However, while these content-generating tools are important for students to be aware of and understand, there are a number of concerns associated with this ever-evolving technology:

- Generative AI programs do not always produce accurate or complete information and results can include fictional people, places, facts, or events
- The information entered into GenAI programs is not confidential, is used by the GenAI programs to continue to evolve, and are a potential target for hacking or other cyberattacks
- The results produced by these GenAI Programs do not cite to sources, so there is a serious risk of plagiarism

The use of Artificial Intelligence is not necessarily a form of Academic Dishonesty when students acknowledge their use of the tool (students should create correct citations acknowledging their use). Students are not permitted to use GenAI programs, such as chatbots or image generators, either in school or at home in connection with any schoolwork, including, but not limited to: homework, projects, examinations, tests, quizzes, or as a substitute for reading assigned materials, unless expressly permitted by a teacher and attribution to AI is

provided by the student. The use of AI tools will be treated as Academic Dishonesty when students do not acknowledge their use, or use these tools when specifically prohibited for a given assignment.

The use of Artificial Intelligence to create, manipulate, or distribute deceptive or hurtful text, images, or other facsimiles represents an extremely serious violation of our community's values and our Honor Code and is strictly prohibited. This includes the creation, distribution, or threat to distribute non-consensual intimate images and digitally altered or synthetic media which falsely represents campus events, emergencies, or activities that could endanger safety. Such misuse will be dealt with accordingly via our disciplinary process, which may include expulsion, and may also be subject to prosecution via local, state, and federal criminal law.

Student Behavioral Policies and Expectations

Attendance

Regular school attendance is an important ingredient in your child's educational success. We ask that parents ensure responsible attendance so students can take full advantage of the time provided for their education.

The school day begins at 8:10 a.m. and ends at 3:00 p.m. for all students in grades K - 12. Preschool and JK classes begin at 8:10 a.m. and dismiss at 11:30 a.m. for morning-only students, and at 2:30 p.m. for full-day students.

Absences

Parents should communicate with the appropriate division office no later than 8:30 a.m. to report an (a) absence, (b) tardy, or (c) early dismissal. If not initially given, a note or email from a parent explaining the absence or tardiness is required when the student returns to school. When possible, medical appointments should be scheduled outside of the school day. For an early dismissal for a non-school event, parent permission is always required. No note is needed for school-sponsored activities (e.g. sports) that dismiss early.

To assist in determining the legitimacy of absences, the School will distinguish between excused and unexcused absences. Students who will be missing the majority of a school day due to a planned absence are required to submit a Planned Absence Form at least five academic days before the absence(s). These forms are available in the Middle or Upper School offices.

Students who are absent are responsible for the completion of missed work. Generally, a student will receive the same number of days to make up the assignments that were missed due to an excused absence. It is the student's responsibility to understand what work needs to be made up and to schedule make-up tests, quizzes, or assignments. Most students will work with their advisor and/or teachers in developing a make-up plan for an excused absence. There are two types of absence designations as described below:

Excused Absences - Support Provided

A student who misses school for one of these reasons may request support from teachers in making up missed work as well as rescheduling due dates and assessments.

- Unplanned Absences - A call/email to the division office the morning of the absence is requested for (Planned Absence Form is not needed):
 - an illness (a doctor's note may be requested)
 - a family emergency
- Planned Absences - A Planned Absence Form must be completed for these types of absences (if not completed the absences will default to unexcused):

- o an authorized school activity when the student will miss the whole day (excluding grade level trips) or the majority of the academic day
- o a college visit approved by the student's college counselor
- o a religious observation
- o a significant family milestone event
- o an educational, athletic, or service activity in which the student has demonstrated a high level of commitment and the event cannot be scheduled outside of the school day (e.g. leadership program, club team game, service project, etc.)

Unexcused Absences - Assessments Only

A student who misses school for any reason not listed above, such as family travel, may make up missed assessments and assignments but is responsible for obtaining class notes, materials, etc. Extra help from the teacher should not be expected.

As noted above, missing school can impede a student's development and progress. Families may request that their child miss up to five days of school for exceptional circumstances. The Division Head determines if the absences are excused or unexcused.

Extended Illness Policy

If your child misses four consecutive days of school due to illness, a doctor's note, indicating your child was seen and can return to school, must be emailed to the nurse (nurse@lancastercountryday.org) prior to your child's return to school. If no doctor's note is received, your child will not be able to attend classes. For a doctor's note, a note from a telemed health care provider or from a visit to an urgent care-type facility is sufficient.

Tardiness

Students are responsible for being in school and in their first classes by 8:10 a.m. Students who arrive late to their first class must first sign in with the appropriate division office before reporting to class.

The 9:30 a.m. Rule

Students must be at school by 9:30 a.m. in order to participate in practices, games, competitions and performances. Students absent because of a doctor's appointment must bring a note from the doctor's office. This requirement may be waived by the appropriate division office under special circumstances, or if the administration is informed of the reasons in advance. If an athlete or performer arrives at school before 9:30 a.m. and then leaves school for the day, the student will not be able to participate in a game or practice unless the student has requested permission from the appropriate division administrator.

Athletics Participation Attendance Policy

As stated above, a student must be in school by 9:30 a.m. in order to attend or participate in an athletic contest or practice that day. Exceptions can be made by LCDS Administration if the student presents an approved excuse. Examples of approved excuses include doctor's note/medical appointment, court appearance, college visitation, family emergencies and other special circumstances as approved by the Administration. Notes written by parents/guardians are not considered approved excuses for this attendance requirement.

If a student is sent home ill by the Nurse, they are not eligible to participate in any practice or interscholastic athletic event that day.

According to PIAA regulations, any student absent for 20 or more days during a semester, whether excused or unexcused, is ineligible until the student is in attendance for 45 school days beyond the 20th day of absence.

Accumulated Absences or Tardies

Upper School students who accrue five or more tardies to school will meet with the Upper School administration in order to develop more successful strategies for their arrival to school. Students who accrue five tardies will likely face loss of privileges or possible disciplinary action.

Upper School students who accrue five unexcused absences will meet with Upper School administration and could be assigned disciplinary consequences. Should a student accrue ten absences in an individual course over the span of a school year, that student and the family will meet with Upper School administration in order to determine a course of action appropriate for that student to remain in good standing as a member of the Upper School community. Any school privileges, including senior perks and study hall release, will likely be revoked. Any student who accumulates fifteen or more daily absences (excused or unexcused, or an accumulation of comparable days (eg. 30 half days), in any one credit course, or absences in a pattern that is a concern to the administration, is at risk of not receiving academic credit for the year. For courses less than a full credit, a comparable ratio will be applied to course meetings.

Any Upper School student who misses a class without prior approval from the teacher, an administrator, or the nurse will receive disciplinary consequences. Additional disciplinary consequences may result from the student's behavior during the unexcused absence.

Lower School and Middle School students who accrue excessive unexcused tardies in one trimester will receive an official communication from their division office. Should a student continue to accrue unexcused tardies, the family will meet with the appropriate division head in order to determine a course of action ensuring the student arrives at school in a timely manner. Twenty-five combined unexcused absences and tardies will require a meeting between the appropriate division head and family to determine the student's future educational placement.

Early Departure

If a student needs to be excused early, the parents must communicate with the appropriate division office no later than 8:30 a.m. so that the student's name can appear in the daily attendance report. Students are responsible for all work missed. Students leaving early need to sign-out in the appropriate division office. Leaving campus during school hours without permission is a serious infraction of the standards of student conduct.

Medical / Mental Health Leave of Absence

Circumstances involving a medical diagnosis, ongoing condition, or mental health leave may require a longer absence. Students are expected to make up missed work in a reasonable amount of time in coordination with teachers, their advisor, and the appropriate administrator in consultation with the division head.

If a student takes a leave of absence in order to prioritize their mental health and overall well-being, the student and family and the school counselor will work with the student's care providers (physicians, therapists, counselors, etc.). While each student's circumstances and reasons for taking a leave are different (e.g. psychiatric care, bereavement), the school is committed to ensuring a transition back to school that sustains and supports the student's progress.

Regarding a student's absence, the appropriate school counselor will:

- Obtain information about which facility and provider the student will be treated at and working with, if applicable
- Serve as LCDS point of contact for facility/provider
- Obtain signed [Release/Exchange of Information Form](#) from family (and student if age 14 and above)

- Communicate with family/student and relay relevant information to necessary faculty/staff (division head, advisors, teachers, SST/EAST meetings, etc.)
- Work with teachers and advisor to create a “work plan” that will encompass what work can be completed while the student is inpatient/outpatient, what work is to be excused, what work will be upon return
- Convene a “Transition to School” meeting prior to medical release from the facility. This includes input from student, parent/guardian, therapist or educational consultant, and Division Head to create a plan to facilitate a positive return to the school community. This could include, but is not required, an Individualized Support Plan (ISP), Student Safety Plan, or modified schedule

Utilizing already existing meetings (Student Support Team, EAST), the school counselor will keep necessary individuals apprised of information related to the student’s absence and planned return.

Although the school will make every effort to support a student on medical leave, extended absences may require withdrawal from a class, classes, or even the school if academic recovery is deemed improbable.

Behavioral Issue Procedures

Lower School

It is a common occurrence for children to meet with the Head of Lower School to problem solve and to resolve minor disagreements with other students if classroom teachers cannot take the time from their classes to do so. Parents will not be called in these cases. Parents will be notified that the children have seen the Head of Lower School only for instances of a more serious nature.

Middle School

The Head of Middle School and MS Dean will address behavior infractions that rise above the level of typical daily classroom management. A student’s failure to adhere to community expectations will be met with strict consequences that may include restorative practices, contacting parents, suspension, or expulsion. The MS administration will refer to the [MS Behavior Intervention Flowchart](#) and the recommended consequences and restorative practices described within. The School reserves the right to address violations of our community expectations which occur outside of school, such as via text message or social media. Students with habitual minor infractions may be placed on a behavior plan during which the student and all adults who support the student can closely monitor and document behavior choices in a structured manner.

Upper School

Upper School students are expected to adhere to the school’s Honor Code (see page 2).

In the event of a suspected violation of the Honor Code, the Upper School Dean will gather information related to the possible incident. The Dean will determine whether grounds for allegations exist and whether a particular violation of the Honor Code is serious enough to warrant a hearing.

At times, the Upper School administration may decide to deal with the situation directly rather than holding an Honor Committee hearing. These situations are usually when there is a possible Honor Code violation where multiple students are involved, the situation is particularly sensitive, or the timing does not allow for the committee to meet in a timely manner. In all such cases, precedents set by prior Honor Committee determinations will guide appropriate responses.

Honor Committee Process

The purpose of a committee hearing is threefold: first, to determine if a violation of the Honor Code has occurred (naturally, an alleged violator will be presumed innocent until the committee shows otherwise); second, if an offense has occurred, to provide an opportunity for a careful review of the violation so that the student will see the seriousness of their offense; and third, to provide the Head of Upper School and Head of School with a disciplinary recommendation from the student's peers and from knowledgeable faculty. Appearing before the Honor Committee is usually a powerful experience and often very helpful to the student's self-awareness and growth. While students may choose to bring a faculty/staff member with them to the hearing to serve as an advocate, parents, lawyers, or other representatives may not attend.

The Honor Committee is composed of:

- the student government co-presidents
- three juniors or seniors elected in an annual election
- the Dean of Students and Assistant Head of Upper School
- a faculty member elected by the student government
- a faculty member appointed by the Head of School

Possible Consequences of Honor Code Violations

A student's level of premeditation, follow-through, and honesty when asked about a possible infraction will directly impact the level of seriousness weighed by the Honor Committee in making recommendations for consequences.

The Honor Committee will make recommendations about consequences to the Head of Upper School and Head of School based on the following three-tiered system:

LEVEL 1

Students who commit the following infractions will more than likely receive an honor warning and/or hours of service back to the school:

Minor example of dishonorable behavior or academic dishonesty
Tardiness to school
Device or technology misuse
Inappropriate behavior

LEVEL 2

Students who commit the following infractions may receive a warning, service hours, in-school suspension, out-of-school suspension, and/or other consequences depending on the severity of the offense:

Significant example of dishonorable behavior, stealing, or academic dishonesty
Skipping school
Significant example of inappropriate behavior

LEVEL 3

Students who commit the following egregious infractions (or a pattern of infractions from level 1 and/or 2) will be suspended from school and may face additional consequences even including expulsion from school:

Highly significant dishonorable behavior, stealing, or academic dishonesty
Possession of drug paraphernalia/substance use/distribution of illegal substances
Bullying/cyber bullying/harassment
Fighting
Serious vandalism

Highly significant example of inappropriate behavior
Highly significant example of device or technology misuse

In the case of a dismissal, the student may apply to re-enroll at LCDS for a future academic year. In the case of an expulsion the student will not be permitted to re-enroll at any point in the future.

Appeal Process

A student may appeal an Honor Committee decision within three school days. A written letter should be sent to the Head of School detailing the reason for appeal.

All disciplinary responses mentioned in this section are recommendations and alternative consequences may be required as deemed necessary by the administration.

When asked, LCDS is obligated to report all disciplinary infractions involving out-of-school suspensions, dismissals, or expulsions to any college to which one of our students has applied. In many cases, students will be asked about disciplinary actions in their college applications. Students are expected to include an explanation of any such incidents with the application and to provide a copy of the explanation to College Counseling. College Counseling is available to assist students preparing a disciplinary explanation. LCDS is obligated, if asked, to report all out-of-school suspensions, dismissals, and expulsions even after submission of an application or acceptance by a college or university.

Additional Student Expectations & Policies

Political Expression

Consistent with our school mission and values, we encourage students to engage in the spirited and vigorous exchange of ideas around issues of importance in the wider world, including politics and current events, while simultaneously attending to the well-being of the community as a whole and all its individual members. Students will have the opportunity to listen, learn, and talk across differences, always guided by our school's values as they do so.

Because of the complex and often sensitive nature of these issues, we believe that such exchanges are most productive when they take place within a context that respects and honors the various perspectives through which they can be viewed. For this reason, students are not permitted to wear clothing or accessories at school or at school-related events or to post images on walls or lockers that advocate for a particular political viewpoint or candidate, as these means of expression do not allow for the context and nuance that such matters deserve.

Bullying

LCDS is committed to providing a safe, positive environment for its students. Bullying in any form, including cyberbullying, is prohibited. Bullying is defined as an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, that is severe, persistent, and has the effect of doing one or more of the following:

- Substantially interferes with a student's education
- Creates a threatening environment
- Disrupts the orderly operation of the school

Students who have been bullied are strongly encouraged to report such actions promptly to an adult within the school. Students who see bullying taking place must also report such behaviors to a trusted adult immediately.

The School reserves the right to address bullying or any violations of our community expectations which occur outside of school, such as via text message or social media.

Consequences for bullying can include restorative justice practices, suspension, or expulsion from school. Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

Harassment

LCDS will not tolerate harassment of any student because of race, gender, sexual orientation, religious preference, physical or mental challenge, or any personal belief. Harassment of any kind is contrary to the foundation of an LCDS education and as such will be treated very seriously.

Examples of harassment include, but shall not be limited to, display of sexually suggestive objects or pictures, sexual innuendo, jokes or suggestive comments, offensive gestures, purposefully hurtful language and diction, bullying, cyberbullying, or any act that causes substantial emotional distress in another person and serves no legitimate purpose.

In addition, the creation, distribution, or threat to distribute sexual or intimate images of any student without consent, including images that have been digitally altered or created (e.g., deepfakes, AI, other technologies), is strictly prohibited and will be treated as a serious offense equivalent to sexual harassment or abuse. All such infractions should be reported to a faculty member or administrator immediately.

Any act of harassment represents a violation of our core institutional values and will therefore involve serious consequences.

Artificial Intelligence

The use of Artificial Intelligence to create, manipulate, or distribute deceptive or hurtful text, images, or other facsimiles represents an extremely serious violation of our community's values and our Honor Code and is strictly prohibited. This includes the creation, distribution, or threat to distribute non-consensual intimate images and digitally altered or synthetic media which falsely represents campus events, emergencies, or activities that could endanger safety. Such misuse will be dealt with accordingly via our disciplinary process, which may include expulsion, and may also be subject to prosecution via local, state, and federal criminal law.

Hate Speech

Hate speech is understood as any kind of communication in speech, writing, or behavior that uses pejorative or discriminatory language with reference to a person or a group on the basis of who they are. In other words, hate speech is derogatory remarks based on religion, ethnicity, nationality, race, color, descent, gender or gender expression, sexual orientation, or other identity factor. This is often rooted in intolerance or hatred and, in certain contexts, can be demeaning and divisive.

The N-word represents violent actions and oppressive measures aimed at a specific group of people based on race. The history of the word can never be erased, and the hurt of the word can never be denied. Some people, regardless of their race, feel uncomfortable and even unsafe when the word is used. For that reason, use of the N-word is not permitted on our campus or within our school community in any context.

Under some circumstances, the N-word or other pejorative terms may appear in literature or historical texts within an academic context. In this scenario, students and faculty must refrain from using the hate speech aloud and should discuss the implications of the word in the given context.

Use of hate speech in any context is a serious violation of our community standards and will be treated accordingly.

Threats

LCDS recognizes the potential danger that threats and intimidating actions by students present to the safety and welfare of our students, staff, and community. The school acknowledges the need for an immediate and effective response to a situation involving such a threat or action. A threat shall mean a threat to commit violence communicated with the intent to intimidate another, to cause evacuation of a building, or to cause serious public disruption, in reckless disregard of the risk of causing such disruption. A threat shall mean communication of intent to inflict pain, injury, damage, or other hostile action toward person or property. Even jokes about violence toward another can be treated and handled as threats.

Students who verbally and/or physically endanger others may be suspended, dismissed, or expelled from school. Any physical confrontation of any kind will not be tolerated.

Consequences will be based upon the level of the offense. A student who makes a threat will have consequences as determined by school administration. The school reserves the right to require a student to receive outside mental health treatment, and to request consent for the outside provider to communicate with the school counselor. The school reserves the right to contact appropriate law enforcement or other external agencies if deemed necessary, following the School's threat assessment protocol.

Weapons

All students are prohibited from possessing, handling, or transporting any object that can reasonably be considered a weapon or dangerous instrument in the school building, or off the school grounds at any school activity, event, or function, before, during, or after school hours. If a student is in violation of this policy, the police and parents will be contacted, and the student can expect to be suspended or dismissed.

Electronic Cigarettes or Tobacco Use

LCDS prohibits students from possessing or using tobacco or electronic cigarettes/vape pens at any time on school property, grounds, athletic fields, vehicles, and at all school-sponsored activities. In addition, the use and possession of tobacco or electronic cigarettes/vape pens and associated paraphernalia shall be prohibited by students proceeding to and from school and/or any school-related or sponsored activity. Violations of this policy will result in a disciplinary response.

Vandalism

Students are prohibited from mishandling or vandalizing school property. This includes abuse of others' school property or belongings. Violators of this policy in the Upper School will appear before the Honor Committee and may expect work duty, probation, suspension, or possible dismissal. Violators of this policy in the Lower and Middle Schools will appear before the appropriate division head.

On-Campus Substance Abuse

Possession, consumption, or being under the influence of alcohol or illegal substances on campus or at school activities is strictly forbidden as is possession of any/all paraphernalia associated with substance use. Further, all prescription medications must be kept with the school nurse. Violators of this policy should expect to be suspended from school, to be placed on disciplinary probation for the remainder of their stay at LCDS, and/or to be required to complete the recommendations of a drug and alcohol assessment through the Early Assistance Support Team (EAST). Failure to comply with the required assessment will result in further suspension time or expulsion. A second violation of this drug and alcohol policy will result in expulsion. Selling, distributing, or conspiring to sell or distribute alcoholic beverages or illegal substances on school grounds or at school activities will most likely result in immediate

expulsion.

Off-Campus Substance Abuse

Students who possess, consume, sell, distribute, or are found under the influence of alcohol or illegal substances off of school grounds may also face consequences at school. In the event of a significant and verifiable incident off campus that results in a police or medical report, the school will likely require the student to complete the recommendations of a drug and alcohol assessment through EAST.

In addition, the student may be required to appear before a panel of administrators and teachers within the school. The panel will consist of the Assistant Head of Upper School, a faculty member appointed by the Head of School, and a teacher elected by the Upper School Student Government. Students may choose to bring a faculty member with them to the panel meeting to serve as an advocate. The panel will recommend to the administration the school's response to the incident, which may include disciplinary probation, suspension, or expulsion depending upon the circumstances. Students who are involved in such an incident off campus may be suspended from co-curricular activities.

This policy is designed to help students who may be starting to develop a problem with the use of alcohol or illegal substances.

Bark

Bark for Schools is a monitoring program for Google Workspace and school-issued devices. Bark monitors for signs of potential issues such as cyberbullying, suicidal ideation, sexual predators, threats of violence, self-harm, hate speech, and more. When Bark discovers a possible issue, an email alerting designated individuals is sent. School counselors and division heads are expected to review the alert, and if appropriate, coordinate an action plan together.

Inspection Policy

In order to maintain the safety and security of all members of the school community, parents and students authorize LCDS to inspect and conduct a search of any place or item on school campus or at a school-related event including, but not limited to, a student's locker, purse, book bag, backpack, vehicle, computer, cell phone or personal electronic devices, at any time and without prior notice. Students may also be required to empty pockets and remove outer layers of clothing for inspection. Inspections and searches may be conducted on a routine or random basis or as deemed necessary. Students must provide any passwords or other access required to inspect such places or items upon request by a school administrator or if on a field trip or other away from campus activity, the trip or activity leader. Inspection of electronic devices includes laptops, phones, tablets, cameras, and any other electronics, including the contents of same (texts, emails, photos, images, address books, applications, etc. whether such message or information was sent over the school's system or any personal account such as Facebook, Instagram, Snapchat, Gmail, etc.).

Students and their parents consent to the school logging into the device and its contents and applications, as well as accessing all communications, including, without limitation, stored communications. Further, the parents authorize the school to seize and permanently retain property disclosed by an inspection or search which is considered potentially harmful, dangerous, illegal, or inappropriate, or the possession of which is a violation of the school's rules, community standards, and/or local, state, or federal law. If a student or parent interferes with, fails to cooperate with or otherwise impedes an inspection by the school, the student will be subject to disciplinary consequences up to and including immediate dismissal.

Investigation Policy

Students are expected to cooperate in investigations including participating in interviews and answering questions. Students are expected to be honest, but honesty is not necessarily a mitigating factor and students' own statements may be used against them. Failure to cooperate with an investigation may be cause for disciplinary action.

If a student refuses to participate or cooperate at any stage of an investigation, or is unable to do so for whatever reason, including without limitation, pending criminal charges, the school reserves the right to act, including proceeding without a statement from the student, to require the student to withdraw from school, or dismissal. A withdrawal from the school during the pendency of the investigation does not preclude the school from completing its investigation and reflecting in its records the outcome of such investigation and the fact that the student withdrew prior to the completion of the investigation, which may be shared with other schools, colleges, and universities.

Student Support & Well-Being

Guidelines for Professional Behavior with Students

LCDS expects all employees, volunteers, board members, and guests to follow our [Guidelines for Professional Relationships with Students](#).

LCDS expressly forbids the use of corporal punishment and prohibits any mental, emotional, physical, or sexual abuse committed by any employee, student, volunteer, board member, or other guest or visitor. Upon completion of investigation, and a finding that this policy has been violated, disciplinary action up to and including termination of employment, removal, and criminal prosecution may ensue.

Counseling Services

LCDS has three dedicated school counselors who may work with students in the following capacities:

1. To teach students effective communication skills, to work on problem solving, and to promote healthy emotional and social behaviors among students
2. To work with small and large groups of students at all Lower and Middle School grade levels, providing instruction in social-emotional skills and extending the topics presented in class meetings and advisory time. Topics addressed may include, but are not limited to, problem solving social issues; learning how to demonstrate empathy and caring for others; learning effective communication skills; and finding healthy ways to develop friendships. Permission slips will not be required for these groups since this is a part of our ongoing social-emotional learning curriculum.
3. To check in with all new students to help ease the transition.
4. To facilitate small focused support groups - or "lunch bunches" at the Lower School level - if the need arises in a particular school year.
5. To provide ongoing individual counseling sessions. LS parents will be asked to sign a permission form so their child may meet with the School Counselor. The School Counselor will keep parents informed of the child's progress in these situations.

Student Support Teams

[Student Support Teams](#) (SST) provide assistance to Lower School teachers as they work with students who are struggling. When a teacher refers a student to the SST, team members (School Counselors, classroom teachers, administrators, and Academic Learning Specialist) use a collaborative process to discuss the student's needs and identify academic and behavioral interventions and supports that the teacher may implement to help the student improve. This process is confidential and continuously assessed for effectiveness in each case.

Early Assistance Support Team (EAST)

EAST consists of a group of faculty members and staff who have been trained to provide help for Middle and Upper School students experiencing some type of emotional, social, or educational hurdle.

Students and/or faculty are asked to refer individuals confidentially whom they believe may need help. Help may be provided through in-school resources such as individual counseling, mentoring, or support groups. Students experiencing significant difficulties may, however, be referred to outside agencies for additional help.

Safe2Say Something

[Safe2Say Something](#) is a state-wide system for anonymously reporting unsafe, potentially harmful, dangerous, violent, or criminal activities. Middle and Upper school students are taught the purpose of Safe2Say Something, how to use it, and how to recognize warning signs.

If an alert is sent to the LCDS S2SS team, which includes Division Heads, School Counselors, and the Assistant Head of School, the group will gather information to determine the appropriate response. The appropriate division leader will be responsible for following up on the tip and updating the team with their action plan as well as the outcome. This information will allow the LCDS S2SS Coordinator to update and/or close the tip on the S2SS tip manager report.

Teen Hope Screenings

[TeenHope](#) is a mental health screening program that screens teens for depression and suicide risk in Lancaster County middle and high schools. The program's goal is to identify at-risk students before a crisis situation occurs. The program uses two well-known assessment instruments: the Patient Health Questionnaire (PHQ-9), a screening to identify at-risk status for depression, and the Generalized Anxiety Disorder scale (GAD-7). TeenHope does not provide a diagnosis.

LCDS students in grades 7-12 typically complete this screening each fall. Parents and caregivers are notified and may opt out on behalf of their child. There is a general presentation to students at the beginning of the day that involves explaining what it means to be at-risk for depression, anxiety, and suicide, along with information about what to expect during the screening. Student results are confidential unless a student is determined to be at-risk.

When a student receives an at-risk score on either screening tool, Teen Hope notifies the student's school counselor who then conducts a one-on-one with the student. The counselor is to follow the Suicide Risk Protocol.

Suicide Risk Response

In the event that a student expresses thoughts on self-harm, suicide, or suicide ideation, the individuals on the receiving end of this information need to take responsible and immediate steps to determine a response to keep the student safe. If this information is shared with a teacher (either by the student themselves or a friend) or staff member, it must be reported directly to the division head or school counselor in the appropriate division. Depending on the severity of risk, the student should not be left alone. The student should also not be sent home until contact has been made with a parent/guardian to assure the child's safety and supervision.

Student Safety Plan

A safety plan, created together by an at-risk student and a school counselor, is to help identify both risk factors for suicide and the options the student has to reach out for help. When a student safety plan is completed, the appropriate division head will be notified and the student's parents will be contacted. The parents or caregivers will also receive a copy of the completed [Suicide Risk Notification Form](#).

At-Risk Behavior Response

At-risk should be interpreted broadly, and considered any action that would result in physical, emotional, or mental harm to any member of the LCDS community (including the individual). When the information is concerning, yet not imminent, it should be shared with the school counselor.

Compliance & Mandatory Reporting

School teachers and other personnel are mandatory reporters under the Pennsylvania child abuse reporting laws. We take our obligations seriously and we will make a report to child abuse authorities if we reasonably suspect abuse, neglect, or abandonment. We may not be able to communicate with parents about the report unless authorized by child abuse authorities to do so. If you have any questions regarding the School's mandatory reporting obligations, please consult with the Head of School.

LCDS may contact and/or cooperate with law enforcement personnel or other governmental agencies if the school, in its sole discretion, believes it is warranted in a particular situation. Students and parents should further be aware that LCDS will cooperate with governmental authorities and provide requested information, which may include but is not limited to, recordings, such as of virtual classes, and surveillance video, and will allow students to be interviewed if requested by government authorities or law enforcement. LCDS may assess disciplinary consequences for student conduct, even if a criminal investigation or other legal action is ongoing.

Health Policies and Nursing Services

If students feel ill during the day, they should ask permission from their teacher to visit the nurse. The school nurse attends to minor injuries and illnesses in the school's infirmary. If there is any doubt about the seriousness of an injury, the nurse or division office will make every effort to contact the parent or guardian to determine a course of action.

When a student is too sick to finish the school day, the nurse will make arrangements for parent pick-up. LCDS has a responsibility to all parents and students to maintain strict standards regarding attendance at school if a student is ill. Any students with a fever, diarrhea, undiagnosed rash or sore, vomiting, discharge from eyes, ears or nose indicating an infection, or head lice may not attend school and should be illness-free for 24-hours prior to returning.

At the present time, the school does not provide student accident insurance. Parents need to rely on personal coverage for the primary coverage and the school provides secondary coverage. If a family does not have primary coverage, the school's insurance will become primary. This only applies to injuries sustained during school hours or at school-sponsored activity on or off school premises.

All health and medication forms are available on our school website. With questions, please contact LCDS School Nurse, Dr. Joy Johnston at johnstonj@lanastercountryday.org.

Healthcare Policy Requirements

- Medical Emergency Contact/Parental Consent Form: Before the first day of school, parents should complete the LCDS Medical Emergency Contact/Parental Consent Form. Students who do not have a current form on file after a one-week grace period will not be permitted to attend school until the form is submitted.
- Immunization Records: Every student attending school in Pennsylvania must have a complete immunization record on file to attend LCDS. The nurse will be checking all

immunization records early in the school year. The deadline for immunization records is 5 days from the beginning of school. If your child's record is not received on the 6th day they will be excluded from school.

- Grade Level Physical Examinations: Every child in grades PS, JK, K, 6th and 11th are required to have a physical exam to attend LCDS.
- Grade Level Dental Examinations: Every child in grades K, 3rd and 7th are required to have a dental examination to attend LCDS.
- Keep the School Informed: Tell us if your child has been exposed to an illness or disease. Staff can then be prepared and alerted to the specifics of the disease.
- Report Illness or Disease: Let us know when an illness or disease is diagnosed so we can take preventative measures to protect the health of our students. Let us know the danger signs to look for and any precautions we may need to take.
- Keep Your Child at Home When Symptoms of Illness or Disease are Present: We know it is not practical or realistic to expect parents to keep students at home every time they have a cold or minor illness. However, for more significant symptoms, we ask families to keep their children home to rest and recuperate.

PA School Health Screenings

The school nurse conducts the required Pennsylvania school health screenings that include vision, hearing, height, and weight. Parents will be notified if a student is outside the normal parameters of the screenings.

Parental Consent

Please use the Parental Consent form to allow/not allow the nurse to dispense Ibuprofen, antacids or Tylenol when necessary.

Medication

The nurse may administer prescribed medication with the specific written instructions of the prescribing physician or dentist and with the permission of the parent. The medication must be presented in the original container; the instructions must include the name of the student, the name and dosage of the medication, and the time it is to be administered. Students may not carry any medication on their person or in their backpacks during school hours unless written permission is obtained from the prescribing physician and provided directly to the school nurse. Students are expected to be responsible for going to the infirmary when it is time to take their medication. A request for long-term medication must be updated at the beginning of each school year.

Asbestos Management Plan

As required by the Asbestos Hazard Emergency Response Act (AHERA), LCDS has maintained a Management Plan including Periodic Surveillance as stipulated in the Environmental Protection Agency's AHERA section 763.84 regulations. Re-inspection of our building is a regular part of our continuing asbestos management plan. This updated information concerning the Asbestos Management Plan is available for review in the school at 725 Hamilton Road, Lancaster, PA during regular business hours 8:00 a.m. to 4:00 p.m. daily. Please contact the Safety Director in advance. Copies of the plan are available for a fee.

School Dress and Uniform

LCDS School Store

The LCDS School Store sells required uniform items, P.E. clothing, school supplies and LCDS Spirit Wear. All available items can be viewed and ordered on the school store site on our website. All pick-up orders can be arranged by emailing Starlett Murray at murrays@lanastercountryday.org.

The store will be open during the normal school day, Monday - Friday, 8 a.m. - 3 p.m. Please email Starlett Murray at murrays@lanastercountryday.org or call the store at (717) 392-2916, ext. 2251 for assistance.

We no longer offer student debit accounts. We accept cash, checks, credit card, and Apple Pay for in-store purchases.

Lower School

Lower School students in Kindergarten through Grade 5 are required to wear the school uniform. All students are expected to wear clothes and footwear that are clean, neat, and in good repair, including closed-toe shoes. Outdoor clothing may not be worn indoors. Hats are worn indoors only on one's birthday. In the event that students do not comply with the required uniform code, students may be given appropriate attire for school, or parents may bring the proper attire to school.

Preschool and Junior-Kindergarten: Children should dress simply and suitably and should dress for play appropriate to this age level.

Daily Uniform:

- Khaki pants, skirts, or skorts may be worn with white or maroon polo shirt (long or short sleeves) with or without the school logo. All visible undershirts must be white.
- Maroon sweaters with or without the school logo, maroon LCDS sweatshirts and black, gray, or maroon fleece LCDS vests, jackets, and pullovers may be worn.
- Khaki pants or shorts can be worn throughout the year.
- Shoes should be comfortable, safe and appropriate to the age of the child. Sneakers are appropriate. All shoes must have backs.
- For safety reasons, students with pierced ears should wear 'post'-type earrings only.

Dress Uniform Days (including Picture Days, Field Trips, Grandfriends' Day, Performances, Special Events):

- K-3rd grade: LCDS Plaid Jumper (black shorts or leggings may be worn under jumper) or khaki pants.
- 4th & 5th grade: LCDS plaid Jumper or Kilts (black shorts or leggings may be worn under jumper or kilt).
- K-5 Option: Khaki pants (not Cargo pants) with white shirt (long or short sleeves) with the school logo. Shirt must be tucked in. Optional: A maroon sweater with the school logo may be worn in colder weather.
- A belt is required.
- 5th grade P.E. class attire: LCDS gray T-shirt and athletic shorts are required. Sneakers are also required.

Middle School Dress Code

A uniform for MS allows students to work comfortably, promotes equity, and creates an atmosphere where students can focus on learning. In addition, the guidelines take safety and hygiene into consideration. Because all clothing is not suitable as school attire, the following guidelines will help you determine what to wear to school. We rely on the common sense and good judgment of our parents and caregivers, students, faculty, and staff when determining appropriate or inappropriate school attire. In addition to the MS Dean, all MS faculty and staff help address dress code infractions when they arise. The complete MS dress code and uniform policy can be found [here](#).

Guidelines:

- All students in the Middle School will wear white collared shirts with sleeves. LCDS logo shirts are not required for MS. Shirts without the LCDS logo must not have a brand logo larger than a quarter. Any undershirt worn under the collared shirt must also be white.
- All students will wear khaki bottoms or LCDS kilts. Long pants, capris, shorts, skirts, or the LCDS kilt may be worn. Plain bottoms may be worn under skirts or kilts, but must be black, gray, white or maroon in color. Sweatpants are not permitted. Kilts are not required, as there is no MS dress uniform.
- Students may wear black, gray, white or maroon sweatshirts, vests, or sweaters with the LCDS logo. Other sweatshirts, vests, or sweaters may be worn, but must be black, gray, white, or maroon, plain with no logo, pattern, or additional colors.
- Sneakers, loafers, flats or sandals with a back strap are acceptable school attire. Flip-flops, slippers, and any sandals without a back strap are unacceptable for safety reasons.
- For Physical Education, a LCDS PE shirt (gray with LCDS logo) must be worn. These shirts must be purchased through the LCDS school store. Students may wear bottoms of their choice, as long as they are appropriate for physical activity.
- Clothing that reveals the back, chest, stomach, or undergarments should not be worn to school. Additionally, tank tops are not to be worn at school. Pants, shorts, and skirts should be worn near the natural waistline. Kilt waistlines may not be rolled. In addition, torn, dirty, or frayed clothing is unacceptable, as are distracting or unsafe accessories.

Reminders:

- Students must be in uniform before the start of the school day.
- On game days, team members may wear the team uniform shirt during the school day. If the uniform is sleeveless, a T-shirt must be worn under the jersey. Regular uniform bottoms are required with a team shirt.
- On dress down days and for all after school MS functions, the general nature of the dress code still applies. Tops must have sleeves and provide coverage as explained above. Footwear must follow the guidelines listed above.

Consequences:

- In the event that you do not comply with the required dress code (on a regular school day or on a dress down day), you will be given attire to bring your outfit up to code. After borrowing that for the day, you will be asked to wash it and return it to the MS Office as soon as possible. Frequent dress code infractions will be dealt with on an individual basis and may result in additional consequences.
- The school administration reserves the right to address concerns related to safety, hygiene, or suitability for the learning environment as it pertains to students' attire at any time.

Dress Down Days for Lower and Middle School

Students are expected to wear clean, un-torn clothing appropriate for a preschool through grade 12 school setting. Clothing with inappropriate advertising (drug and alcohol slogans, profanity, etc.) or that is otherwise distracting for a learning environment or community building is strictly forbidden. Students should not wear clothing that exposes shoulders, midriffs, or upper thighs. Any student who violates the dress code will be required to wear school-provided clothing until appropriate clothing can be provided.

Upper School

One of the privileges of an Upper School student is not having to wear a uniform. Students are expected to wear clothing appropriate for a school setting. The guidelines below (created by Upper School students and teachers) will help you determine what is appropriate. Any student

who violates these dress code guidelines will receive a warning and email home; persistent infractions of the dress code will result in more serious disciplinary action.

Guidelines:

- Hats or hoods may not be worn during the school day; exceptions will be made for religious or cultural purposes.
- Clothing with inappropriate advertising (drug and alcohol references, profanity, weapons, etc.) is strictly forbidden.
- Shirts must have straps on each shoulder.
- Cropped shirts must be within reach of the top of the waistband.
- Jeans may have minimal small rips but no skin can show above mid-thigh. Jeans may have fringe at the bottom. (We reserve the right to tell you if your jeans are too ripped! For example, gaping holes are not acceptable.)
- Neither undergarments nor buttocks should be visible.
- Pajamas/pajama bottoms are only allowed on “pajama day.”
- For classes such as lab sciences or PE, students may need to follow additional dress guidelines.

Cougar Classy

On days designated as Cougar Classy students are required to wear any combination of the following:

- A reasonable length skirt or dress (mid-thigh or longer)
- Full-length trousers of “non-jeans material”
- A top or collared shirt (such as a dress shirt, or polo)
- A jacket and tie is acceptable, but not required
- Closed-toed shoes or nice athletic shoes or opened-toed dress shoes

Unacceptable attire on Cougar Classy days includes jeans, shorts, inappropriately revealing attire, torn or frayed clothing, and flip-flops.

Graduation Attire

Seniors should wear whichever of the following combinations: white dresses and dress shoes or appropriate all-white ensemble OR dark sport coats, dress pants (no shorts or jeans), dress shoes, and ties. All Grade 9-11 Students attending graduation are expected to follow Cougar Classy guidelines.

Student Life and Athletics

The school believes that a positive and constructive working relationship among the school, our students, and our students’ families is essential to fulfillment of the school’s educational mission and statement of values. The school may suspend, dismiss, or refuse to enroll a student, or place restrictions on an individual’s involvement with school activities or events or presence on school property, if the school concludes that the student, or a family member or other individual associated with the student, has engaged in any behavior (whether on or off campus, and whether during the academic year or otherwise) that interferes with the school’s ability to fulfill its educational purposes or runs contrary to the best interests of the school or members of the school’s community.

Examples include, but are not limited to, the following circumstances: (i) the student is not satisfactorily meeting the school’s standards for academic performance or social conduct; (ii) the student, the student’s parents or guardians, or anyone associated with the student engages in behavior deemed unsuitable by the school; (iii) the student’s family does not participate with the school in the spirit of cooperation and partnership that the school deems necessary to support

the student's education; or (iv) the account is in arrears. All decisions of the school in this regard shall be made in its sole discretion and shall be considered final.

Back-to-School Night and Parent Conferences

Back-to-School Nights are held on weekday evenings in September for all divisions. These events (Lower School and Middle/Upper School) are intended to give parents an opportunity to meet their children's teachers, to visit their classrooms, and to learn about the curriculum for the year ahead. These evenings are for adults only and are not intended for one-on-one conversations between parents and teachers or advisors.

Conferences are scheduled twice each school year in the fall and in the spring. On each of the conference days, Lower School children in grades PS-4th grade do not attend the conference. In grades 5 and above, students are invited to attend and set goals with the teachers and their parents for the year. The conference days provide an opportunity for teachers and parents to share their insights and observations of the child's growth and progress.

Conferences may also be scheduled at other times during the school year to discuss specific concerns of the school or of the parents.

We encourage you to keep in touch with the school regarding any major changes at home that may have an effect on a child's behavior or performance in school. It is helpful if the school is informed about the birth of a sibling, if a parent will be out of town for an extended period of time, or a serious illness of a family member, for example.

Lunch & Dining Commons Information

Students may bring or buy lunch. Students who choose to bring their lunch may supplement it with the purchase of other food items. Menus will be posted weekly on our website. Since no refrigeration facilities are available, food that will spoil easily should not be packed. Open containers of food or drink (except water) may not be kept in students' lockers.

Food delivery from an outside source is only permitted when the order is placed by or with direct permission of a supervising faculty or staff member.

Lower School

Students in grades 1-5 may purchase one snack and/or one dessert daily. The meal plans include a dessert. They do not have the use of the microwave oven or the toaster oven. Caffeinated beverages and vending machines are off-limits. Snacks for break or recess should be brought in from home. They have access to the Dining Commons at lunchtime only. In preschool and junior kindergarten, students bring their own lunch and snack daily.

Middle School

Middle School students must consume all food in the Dining Commons. This includes food consumed during break time. Gum is not allowed in the Middle School. Open containers of food or drink may not be kept in students' lockers.

Upper School

Upper School students are expected to eat their lunch in the Dining Commons. The only exceptions to this are seniors who are allowed to consume food in their senior space and students who are having a lunch meeting in a classroom under the supervision of a teacher or club advisor. Students must bring all plates and utensils back to the Dining Commons and not leave them in lockers or classrooms.

Cell Phone Policies by Division

Lower School

Lower School students who have cell phones or smart watches may not use them or have them on their person during the school day. Cell phones should be kept in their backpacks and on silent.

Middle School

Middle School students must drop off their cell phones and smartwatches in a designated location in their advisors' classrooms each morning before 8:10 a.m. Students needing to contact a parent or caregiver may do so via a school phone in the MS Office. Likewise, parents and caregivers may call the MS Office to leave a message for a student. Middle School students who arrive at school late must turn in their cell phone at the Division Office upon arrival. As MS students meet with their advisors each afternoon before dismissal, they may retrieve their phones at that time.

Upper School

The Upper School aims to create an environment where students are engaged with one another throughout the school day without being distracted by various devices; therefore, cell phone and headphone/earbud use will be limited during the school day.

From 8:10 am to 3:00 pm, students must silence their phones and store their phones and headphones/earbuds in backpacks or lockers, or in classroom pockets. Phones should not be in students' pockets or on their person.

Cell phones and headphones/earbuds **may be used**

- During breaks, office hours, and study halls, to listen to music or for brief tasks
- When instructed by a teacher for a specific learning goal
- With permission in the US office during prohibited times due to special circumstances

Cell phones and headphones/earbuds **may not be used** while students are:

- In classes
- Participating in Grade Level Meetings or Clubs
- Attending Morning Meeting or other group meetings
- In Advisory
- In bathrooms or locker rooms
- While walking through the hallways or on the staircases
- For lengths of time on non-academic tasks
- In study hall or office hours, **if it is distracting or if the student needs greater focus on academics**, as guided by the proctor, administration, or librarian

Parents may call the US office if they need to reach their child immediately or in case of an emergency. Working through the US Office enables LCDS to support the student in the event of an urgent need.

If a student uses their phone or headphones/earbuds without permission, the devices will be confiscated and stored in the Upper School office until after dismissal at 3:00 pm. If students sign out early or have the Senior Perk to leave campus before 3:00, they may pick up their phone from the US Office at their checkout time and when the office staff is available. Students who repeatedly violate the cell phone and/or headphone/earbud policies will receive consequences, which may include relinquishing their cell phone and/or headphones/earbuds to the Upper School office from 8:10-3:00 for a period of time. For continued violation of this policy, a student may be asked to appear before the Honor Committee.

Note: The use of cell phones or headphones/earbuds during the day may be permitted by a teacher on occasion. The use of cell phones during morning meetings or other group gatherings may be required from time to time and will be announced in advance. There may be other special circumstances when a student is permitted to keep and use their phone. Those special circumstances must be approved by the Head of Upper School.

While every situation may not be addressed in these guidelines, the spirit of these rules is to reduce the habitual use of cell phones in a way that is distracting or detrimental to an environment of learning and community, while allowing intentional use of phones at appropriate times. We may continue to revise these policies as needed.

Additional Student Life Information

Senior Perks

Senior perks are granted at the beginning of the school year upon completion of required paperwork with the assumption that seniors have earned and should be given greater responsibility for their actions. Once the faculty, the Head of Upper School, and the Head Advisor of the Senior Class, approve the seniors' request for perks, each senior must receive written permission from their parents in order for their individual perks to go into effect. Any senior who violates the fundamental expectations of the school, or is unable to satisfactorily manage their school-wide responsibilities, may have their senior perks revoked as determined by Upper School administration. School attendance is considered as a factor in whether a student will be granted or continue to receive perks. Seniors and families will receive communication outlining the expectations to receive and maintain senior perks prior to the start of the school year.

School Dances

Students are expected to conduct themselves appropriately during school dances. For each scheduled dance, students and parents should carefully note the start and end time. All guests must be registered prior to the dance with the Dean of Students or, in the case of Middle School dances, with the Division Head. For Middle School dances, all guests must currently be in grades 6-8; in the case of Upper School dances, no guests over the age of 20 years old will be admitted, and each current LCDS student is permitted one outside guest. Students will not be admitted to a dance one hour beyond the official start time. In addition, students will not be permitted to leave a school dance and return to the event at a later time.

Public Displays of Affection

Inappropriate displays of affection have no place in or around our school. Any inappropriate physical contact may result in disciplinary action.

Morning Meeting and Assemblies

Middle and Upper School students are expected to display appropriate decorum and respect during morning meetings and assemblies. Cell phones and iPads are not to be used during this time. If students fail to comply with these expectations, they will be issued an initial warning. A repeated offense may result in additional disciplinary consequences.

Student Vehicles

All vehicles parking on campus, with the exception of visitors, should have an LCDS parking permit tag displayed in their vehicle. Students who drive to school must register their cars with the Upper School office. Cars and the parking lots are off limits during the school day unless permission has been granted to leave school. Student drivers are required to park in the upper parking lot during the school day.

Drivers should be especially careful when arriving at or leaving the school because of the number of people walking and boarding buses outside the school. The school reserves the right to revoke driving privileges for unsafe or irresponsible use of a vehicle.

Motorcycles, mopeds, and motor scooters are permitted only if the driver wears a helmet. No passengers are allowed.

Bicycles/Skateboards/ Rollerblades/ Razor Scooters/Roller Shoes

Bikes may be ridden to and from school beginning in grade 3. Helmets and bike locks are required. The school is not responsible for stolen bicycles. Bicycles may be locked on the bike racks provided. Bikes are not to be stored at school overnight. Bike riding is not permitted on school grounds. Wheeled vehicles of all kinds are prohibited from being used in the school building.

For safety reasons, Lower School students may not ride skateboards, rollerblades, roller shoes, and Razor scooters to or from school or on school property.

Items (cards, electronic devices, Apple Watch, cell phones, headsets, beepers, skateboards) or any activities (trading, selling) that could be a distraction to the learning environment are strictly forbidden in Lower School.

Pets on Campus

Walking your dog on school property is permitted, as long as the pet is leashed, restrained, and well-behaved. At all times, we ask you to be a responsible pet owner; clean up after your pet as needed. Pets of any kind, with or without leash (other than service/assistance animals or school-approved therapy animals), are not permitted in the LCDS building.

Lockers and Valuables

Each student is issued a hall locker at the beginning of the year. Because important messages are regularly left in lockers, no student may switch his or her locker. For aesthetic and security reasons, all lockers should be kept neat, and students should be sure to keep all of their belongings in their lockers and not on the floor. Musical instruments should be stored in the music department's lockers and athletic equipment in athletic lockers.

The property of each student should be respected by others; however, money and valuables should not be openly displayed in lockers. Valuables can be kept safe in one of the school offices if they must be brought to school.

Lost and Found

Lower School students may locate lost articles in the bin located near the Lower School office, Middle School students should look for lost articles on the table in the MS hallway, in the large bin in front of the library, on the tables in dining commons, and in the PE locker rooms. Upper School lost and found items will be collected in the Upper School office; all other items will be collected in the storage benches located around school.

All unclaimed lost and found items will be donated or discarded prior to winter break, spring break, and at the end of the school year.

Student Fundraising

As there are many different organizations in and out of school interested in raising funds, we ask that officers or clubs, classes, and organizations get approval from their Division Heads before proceeding with any kind of soliciting of funds or participation on behalf of the school. Anyone requesting to conduct a fundraising effort must fill out the appropriate form which can be provided by the division offices and wait for approval before moving forward with any efforts.

Lower School Birthdays

Students may wear a favorite hat to school on their birthdays – a long-held LCDS tradition.

Lower School students are permitted to bring cupcakes, cookies, or a small snack to their classrooms, if arrangements have been made ahead of time with the teacher. If you send in snacks, please avoid any snacks with nuts or made with peanut oil, as a number of students have severe allergic reactions to these foods.

Please consider the feelings of the children in your child's grade level when planning a party outside of school. It is suggested that when you are having a party, if the entire grade level is not invited, parents should direct children to invite the child's entire class OR invite 2 or 3 of the child's closest friends. Please make every effort to avoid after school pick-ups for parties that do not include a whole class, since children who have not been invited can have their feelings hurt. Note that party invitations may not be distributed at school, even when all children in the grade are being invited.

Lower School After-School Social Plans

Parents should make all arrangements for social visits outside of school. Children may not use the telephone in any of the offices to arrange for social visits.

If you have made arrangements for your child to go home with a friend, please send a written message to us with permission for your child to go home with a friend. Be sure you have spoken directly to the other parent. Both sets of parents should send us written notifications in these instances. You should also call the school office to tell us the child has the written message.

Public school districts do not permit guests of other students to ride buses.

Enrichment Classes & Summer Programs at LCDS

LCDS offers a variety of enrichment classes and a full complement of summer camps and classes. Parents are responsible for picking up their children in a timely manner if children participate in these programs. If needed, students may enroll in the After School Program (ASP) or go to MASH directly following enrichment program classes.

Music Lessons

Music lessons are offered with a variety of instruments before and after school and during the school day. Private lessons for Lower and Middle School students are taught by adjunct music faculty for an additional fee. For more information, please contact Myrna Eitzen at eitzenm@lancastercountryday.org.

Field Trip Guidelines

Field trips are intended to supplement and reinforce the curriculum and to provide an important addition to learning.

The following guidelines apply to all field trips:

1. Students must participate unless a special written request is presented to the division head a week in advance stating specific reasons why the child cannot participate. Students who do not participate in a field trip are required to do an alternate assignment designated by the division head or the teacher.
2. Parents must arrange with the school nurse a week in advance for any medication that must be taken during the field trip. This medication must be given to the school nurse a week ahead of the trip so she can package the medication and prepare instructions for the child's chaperone on the field trip day. For prescription medications, a physician's order must accompany the medication.

3. All behavior expectations of the school apply to all school-sponsored trips. Permission slips will not be sent home for each field trip. Permission to attend field trips is granted when parents sign each year's school contract. Teachers may send home information regarding specific trips at the time of the field trip and any waiver forms required by the field trip host.

Lower School Field Trip Chaperone Guidelines & Clearances

In the Lower School, teachers make every effort to have parents who wish to do so accompany their child on at least one field trip during the school year. Although we make every attempt to provide bus transportation for all parents, in instances where more parents are going on the trip than can be accommodated on the bus, the parents may be asked to drive in a separate car. On these occasions, the children are still expected to travel on the bus with their classmates and teachers. Parents attending field trips will need to pay for their own admission fees if applicable.

Parents who wish to chaperone trips, or to volunteer in other areas, need clearances. These can be obtained through the Parents' Association in partnership with LCDS Human Resources. It is essential that parents who are chaperones understand their responsibility on that field trip is to the small group of children assigned to them.

Guidelines for Parents:

- For everyone's safety, all children and parents will travel to and from the field trip on the bus with the class. An exception may be made for parents and children who live outside Lancaster County if the destination of the field trip is located in their county of residence or when it would create unnecessary travel time for the family to come to school by bus. This arrangement, however, should be made through the division office no less than one week prior to the day of the field trip.
- When one or more students are assigned to each adult, the adult is fully responsible for the students assigned to them.
- The adult is responsible for the discipline of the children in their group. They may remind the children that they are representing the school through their behavior and manners.
- The adult in charge of each group is expected to keep the children in their group with the adult at all times. This includes the travel time on the bus.
- In a museum or other public buildings, children should not be permitted to leave their group or run ahead. Holding hands, or creating a "buddy" arrangement, is helpful.
- The adult in each group should always accompany younger children in his or her group to the bathroom. This means, in most cases, if one child must go, everyone in the group goes.
- If parents accompany their child on the field trip, either by traveling on the bus or by driving separately, the parent and child are expected to follow the rules set for the rest of the group. For example, if the teacher has stated that children are not permitted to buy snacks, parents are asked to abide by this decision for their own child.
- Unless stated otherwise by the teacher, Lower School children are expected to wear Dress Uniform on class trips.
- The purpose of parents participating in class trips and other class events is to assist the teacher in monitoring the children and their behavior and in ensuring the safety of each and every child. Therefore, we ask that parents who participate in field trips not view the trip as a time to socialize with other parents but as a time to care for the children assigned to them.
- Teachers are responsible for making arrangements for field trips. If parent assistance is needed, the teacher will request it.
- No money will be permitted to be taken on trips by students for purchases in gift shops or for any other purchases. Children will not be permitted to shop in gift shops at class trip sites. We ask parents who accompany their own children on trips to abide by this rule.

- When boarding the bus and on the return from the field trip, parents should continue to be responsible for the children assigned to them until the bus has arrived back at the school.

Middle and Upper School Clubs

Middle School students participate in special interest clubs during lunch and recess periods. This is a time for students to have fun and build skills that will help make them well-rounded adolescents while spending time with classmates in a different context. Clubs available to MS students include offerings such as MS Diversity Club, Big MAC (student council), MS GSA, Lit Lunch Book Club, Board Games & Puzzles Club, and Green Committee. Students may also create clubs themselves. If a student has a special skill or would like to learn one, the student should contact a faculty member who might sponsor a club.

Upper School students are encouraged to participate in clubs and other extracurricular activities as a way to cultivate interests, socialize with peers and develop leadership skills. Clubs and activities change each year. Any student interested in forming a new club must secure a club advisor. The Dean of Students will evaluate and grant approval to all new clubs.

Service Learning

LCDS is committed to a comprehensive service-learning program that will help to define, expand, and humanize the curriculum. Service learning gives students a more authentic view of the communities and larger world around them, and provides meaningful opportunities for understanding and engagement.

Each class in the Middle School assumes a community service project that will benefit the LCDS community as well as the larger community. These projects vary from year to year, depending on the needs of the community. Examples of ongoing projects include an in-school recycling effort, serving as buddies for younger students, and collecting canned food or toys for families in need throughout the larger community.

Upper School students may earn an OCS (Outstanding Community Service) designation on their transcripts by completing fifty hours of service and writing an essay on the experience and related social-political issues. Many students satisfy OCS requirements by volunteering with the Horizons at LCDS program in the summers and on Saturdays throughout the school year.

Before & After-School Care

Preschool, Junior Kindergarten and Kindergarten and Grades 1-5: LCDS offers Before School Care as a service to working parents. Before School Care is available daily; students must be signed up in advance in order to use the service. The hourly rate for the program is \$11 per hour. The time format is 7:30–7:55 a.m. The program is staffed by LCDS faculty.

After-School Programs

Lower School

Grades Preschool-5: LCDS offers an After School Program (ASP) as a service to working parents who want quality after-school care for their children in Preschool through grade five. ASP is available on any full school day except the last day of school, the half-day before Thanksgiving break, and the day before the beginning of the winter holiday break in December. The program is staffed by LCDS faculty and is in session from 2:30–5:30 p.m.

The hourly rate for the Program is \$10 per hour. Since ASP is not a drop-off program, reservations must be made no less than one week in advance. Families who are more than a month in arrears may be asked to discontinue services.

Middle After School Hours (MASH)

Middle School students may remain after school for practices, rehearsals, academic help or report to MASH, which is held in the dining commons.

MASH is supervised by a designated faculty member and is free of charge. Hours are 3:00–5:30 p.m. daily. Students are required to sign in and may sign themselves out. Once a student leaves campus, he or she may not return to MASH.

Upper School After School Policy

Upper School students may remain after school for practices, rehearsals, academic help, or to wait for their parents to pick them up. Students may also wait for a “late bus,” departing at 5:30 p.m., following any of the above. During this time, students remain in the care of LCDS and must adhere to all community rules. To ensure students' safety while waiting to depart for the day, students must remain on campus in the designated areas below. Students may NOT leave campus and then return to campus for pickup. An example of this would be leaving campus to go to a friend's house or to a local business (Turkey Hill, Wendy's, etc...), then returning to school to ride the bus, be picked up by a parent, or drive themselves. Once a student leaves campus and is not participating in an organized activity, such as an away game, they are considered checked out and are no longer supervised by LCDS.

While students wait for transportation, they may be in the following areas **only**:

Athletic Lounge (Upstairs)

Dining Commons

Outside the dining commons at the picnic tables

The lobby of the main building

Juniors and Seniors may be in their respective spaces

Students may not congregate in other spaces after 3:15 p.m. unless a faculty member or coach is directly supervising them. After games and practices, students may not congregate in the locker rooms or the athletic wing, except in the Athletic Lounge.

At 5:15, any student still on campus should relocate to the Dining Commons or Foyer so the Administrator on Duty can help ensure all students have transportation home.

Parent and Caregiver Activities & Parents' Association

Throughout the year there are numerous opportunities for parents to become involved in the school community and in their child's education.

Parents are encouraged to support and participate in numerous annual gatherings, special events, and LCDS expeditions.

These events include:

- Back-to-School nights
- the All-School Picnic
- art, theater, and music performances
- Athletics contests
- FundFest – proceeds from this annual dinner/auction (held in April) support the operating budget and financial aid program

Parents' Association

The Lancaster Country Day School Parents' Association is a service organization whose purpose is to enhance the quality of life and educational opportunities for the students and faculty of LCDS. All parents and guardians of students who attend LCDS are considered

members of the Parents' Association. Parents are invited to volunteer for a number of events throughout the year, including the All-School Picnic, Teacher Appreciation Day, and the Book Fair.

Class Parents

Class parents are appointed for each grade to work with classroom teachers or grade-level advisors, planning activities related to curriculum studies, field trips, and holidays. Class parents may organize contact information for the class, recruit chaperones for class trips, organize a gathering for all class parents, or provide refreshments for various school events. All of these should be first approved at least two weeks in advance by the Division Head or homeroom teacher in Lower School. This committee also works closely with the school staff to provide assistance for service learning projects. Parent Association Meetings are open to all interested individuals. Meetings for the current school year are published in weekly communications and on the school website.

Clearances must be on file with the school for any work in the classroom or on field trips with students.

Parents' Association Points of Contact for 2025–2026

President - Erica Knewasser DeWire

Vice President - Megan Collyer

LS Parent Ambassador - Jessica Long

MS Parent Ambassador - Carrie Ocheskey

US Parent Ambassador - Jeb White

Athletics

Interscholastic athletics at Lancaster Country Day School play an integral role in a student's well-rounded education, and support the overarching mission of the school. Regardless of sport or level, the relationship between coaches, players, parents and administrators is designed to provide an overall positive experience for student-athletes while serving as a source of pride for the LCDS community. Please review the [Guidelines for Professional Relationships with Student-Athletes](#) that we expect our coaches to follow.

Interscholastic athletics are available to LCDS students in grades 7–12. LCDS Upper School students have the opportunity to participate in twelve varsity sports, as well as nine co-op programs with the School District of Lancaster (SDoL) and Lancaster Catholic (Grades 9–12). At the Middle School level, students may participate in nine LCDS sports and three co-op programs (Grades 7–9) with SDoL. All LCDS students are provided with an equal opportunity to participate in extracurricular activities consistent with the rules and regulations set forth by the National Federation of High Schools (NFHS), the Pennsylvania Interscholastic Athletic Association (PIAA), Lancaster Lebanon Secondary School Association (LLSSA) and Lancaster Country Day School.

LCDS Fall Sports:

- Field Hockey (Grades 7–12)
 - MS Field Hockey Teams Co-op with Lancaster Catholic and Lancaster Mennonite
- Boys' Golf (co-ed) (Grades 9–12)
- Boys' & Girls' Soccer (Grades 7–12)
 - MS B/G Soccer Teams Co-op with Lancaster Catholic
- Girls' Tennis (Grades 9–12)

Fall Co-Op Programs:

- Boys' & Girls' Cross-Country* (Grades 7–12)
- Football* (Grades 7–12)

- Girls' Volleyball** (Grades 9–12)

LCDS Winter Sports:

- Boys' & Girls' Basketball - (Grades 6–12)
- Boys' & Girls' Squash (Grades 6–12)

Winter Co-op Programs:

- Bowling*(co-ed) (Grades 9–12)
- Boys' & Girls' Indoor track* (Grades 9–12)
- Boys' & Girls' Swimming* (Grades 9–12)
- Boy's & Girls' Wrestling* (Grades 7–12)

LCDS Spring Sports:

- Boys' & Girls' Lacrosse (Grades 9–12)
- Youth Boys' & Girls' Lacrosse*** (Grades 3–8)
- Boys' Tennis (Grades 9–12)

Spring Co- op Programs

- Baseball* (Grades 9–12)
- Softball* (Grades 9–12)
- Boys' & Girls' Track & Field* (Grades 7–12)
- Boys' Volleyball* (Grades 9-12)

*Co-op with JP McCaskey/SDOL with practices occurring at McCaskey High School or F&M College

**Co-op with Lancaster Catholic High School; practices at LCHS

***Community-based programs that compete in local youth leagues

Behavioral Expectations & Requirements

Participation in interscholastic athletics is a privilege made available to students who agree to abide by the expectations stated in the handbook as well as developed by each respective Head Coach. The rules and regulations of each athletic activity cover areas including but not limited to academic performance, attendance, overall behavior, drugs, alcohol and tobacco and specific team rules. The LCDS Athletic Department does not employ a no-cut policy. Student/athletes must meet minimum requirements and must earn their spot on a roster.

NOTE: Please review attendance and academic requirements for athletic participation in the appropriate sections of this handbook.

1. Students who participate in LCDS athletic programs are expected to adhere to high levels of sportsmanship, exemplify good character, demonstrate respect for self and others and act appropriately at all times, both in and out of school. These expectations are exceptionally important in all interactions involving teammates, opponents, coaches/advisers, fans and officials. Students who fail to adhere to the behavioral expectations of the Athletic Eligibility Code may be denied the privilege to participate in extracurricular activities.
2. Unsportsmanlike Conduct: A display of unsportsmanlike conduct, including use of profanity, toward an opponent or official during a practice, or activity will result in counseling by the Head Coach or adviser and possible suspension from the activity. Spectator unsportsmanlike conduct may also be subject to disciplinary action.
3. Criminal Infractions/Inappropriate Conduct: Any criminal infractions or inappropriate conduct determined by the Head Coach, Athletic Director or Administration to be detrimental to other participants, the athletic program, or LCDS in general and that occur during the season or throughout the school year and whether on or off school property may result in a meeting with the student, their parents/guardians, the Head Coach, Athletic Director and another LCDS Administrator. The meeting will be conducted for the

purpose of reviewing the incident and evaluating the impact on the school and athletic program. Disciplinary action may be taken depending on the severity. Serious infractions may result in a student being suspended or denied participation in the upcoming season for part or all of that season.

General Rules of Interscholastic Athletic Participation

1. Students must be enrolled in Lancaster Country Day School on a full-time basis, and are expected to accept the rules, regulations and responsibilities that are unique to their selected athletic program(s). Students are expected to willingly accept these obligations as a condition for membership on any teams/clubs.
2. Information regarding required participation forms and other paperwork is located on the LCDS website under [Athletics](#).
3. Students participating in LCDS/Co-Op athletic programs at the US and MS levels must have the following on file with LCDS before they are permitted to participate in practice:
 - a. Registration via [Arbiter Sports](#) (scroll down to register).
 - b. A completed physical on the [PIAA CIPPE Form](#). Please fill out Sections 1–5, and have your physician complete Section 6. Students who submitted a PIAA CIPPE form for the Fall and/or Winter seasons may be required to fill out and submit a recertification form (Section 7) in order to participate. If there has been a change in health (e.g injury) since the original physical and CIPPE form was submitted to LCDS, you may be required to submit Section 8 of the CIPPE form. Please note that all completed PIAA CIPPE Forms are to be sent to the Athletic Trainer.
 - c. All LCDS student/athletes entering grades 7, 9 and 11, as well as new students to LCDS in 2022-23 are required to complete the ImPACT Concussion Test. Click on the link [ImPACT Test](#) and enter code: CCBA6A64F8. Make sure you allow pop-ups (check computer settings).
 - d. All LCDS students/athletes and parents/guardians must read the [Injury Protocol](#) document.
4. The concepts of athletic “Red Shirt” and “Reclassification” are null and void in interscholastic athletics. Students may participate in six seasons beyond completion of 6th grade. In addition, students have eight consecutive semesters of participation once a student completes the 8th grade and has been identified for promotion. A repeat of 8th grade after successful completion of the credits requirements or meeting the school’s promotional requirements, will trigger the start of the student’s eight consecutive semesters of eligibility.
5. Earning a Varsity Letter
 - a. Completion of the sports season, including postseason, playoffs and exhibitions is required to earn a varsity letter or be eligible for other team or individual awards.
 - b. Exceptions to this rule will include medically excused absences and extenuating circumstances approved by the Head Coach, LCDS Athletic Director and/or Administration.
 - c. Students who quit or are removed from extracurricular activities for disciplinary reasons during the season may not be eligible to earn a varsity letter or other awards for that season.
 - d. Because each sport is unique, Head Coaches will ultimately set forth the specific requirements for earning a Varsity Letter.
6. Transportation

- a. When provided, students shall use school transportation for travel to and from away activities.
 - b. Exceptions to school transportation include:
 - a. Injury requiring alternate transportation.
 - b. Prior arrangement made in writing between the participant's parent and the athletic director/adviser for the student to ride with the parent of those specified by the parents. When the parent is present at the activity, they may verbally inform the coach or adviser that they are taking their child with them.
7. Equipment/Uniform
 - a. All equipment/uniforms issued to participants are considered to be the property of LCDS and as such must be returned at the conclusion of the season.
 - b. Equipment/uniforms must be returned according to the directions and conditions set forth by the Head Coach.
 - c. Equipment/uniforms must be maintained in good condition and if lost, stolen, or damaged, become student obligations. All obligations must be met prior to students being permitted to participate in the next season's activities.
8. Removal From Team/Quitting
 - a. An athlete may not quit one sport or club and participate in another sport without the consent of the LCDS Athletic Director.
 - b. A student suspended from a team may not practice in another sport or activity until the present sport/activity is ended unless approved by the LCDS Athletic Director and/or Administration.
9. Participation in Multiple Activities
 - a. Student-athletes who wish to participate in more than one LCDS sport during the same season must obtain prior approval from the LCDS Head Coaches, Athletic Director and/or Administration.
 - b. Student-athletes who wish to participate in one LCDS sport and one or more LCDS extracurricular activities occurring at the same time require the approval of their Head Coach, Advisor and the Athletic Director.
 - c. Student-athletes are expected to meet all in-season obligations and responsibilities. Missing in-season practices, contests or team activities because of participation in an outside sport or activity may not be tolerated/accepted.+

Communications and Information Technology

Communications

School Website

The school website is a source for parents, and includes the calendar, athletic events and registration and Parents' Association information. The school website is lancastercountrydayschool.org. Parents also receive information and notification of important items via weekly emails.

Media Policy

When parents sign the enrollment contract each year, they give permission for photographs and video of students to be used in school publications such as yearbooks, and in all external media such as print advertisements and social media posts, unless the school receives written notice to the contrary.

Contacting Students During The Day

If there is a need to contact a student during the day, please reach out to the administrative assistant for your child's division. The office will get a message to your child or arrange for them to return your call from a private space in the office. Please have your child make any afterschool plans before coming to school.

Communication with Teachers and Division Heads

Employee email addresses can be found in the school directory on our website. Our faculty is committed to open communication with parents. This is done through Canvas, through informal conversations, or through phone calls or email. Teachers will make every effort to return your call as soon as possible, but in most cases, the teacher will not be able to call until after school hours. When reaching out to an employee, you can expect a reply within 24 hours, unless over a weekend or school break.

Please do not expect teachers to hold a conference with you immediately before or after school or when students are present. If you need a conference, please set up a time when the teacher can give you their full attention in a confidential setting.

When your concern involves your child and a teacher, we request that you first discuss the problem with the teacher. After this discussion, if you believe that your issue needs to be addressed further, you are invited to make an appointment to see the head of that division.

For Upper School Students, the student should initiate communication with the teacher about any concerns. The student's Advisor may also assist in communication with a teacher. If further communication is necessary, the parent or caregiver should contact the teacher directly. Then, if further discussion is needed, you are invited to make an appointment to see the Assistant Head of the Upper School or Upper School Head.

Canvas

Each faculty member and division maintains a presence within Canvas, our learning management system, on which is posted class syllabi, homework and project assignments, along with upcoming due dates, announcements, and major test dates. Please discuss with your child the manner in which each teacher posts this information. Depending on the nature of the subject matter, the manner of posting may vary from teacher to teacher.

Online Gradebooks

Middle and Upper School teachers maintain online gradebooks in Canvas for each of their courses throughout each trimester. This includes grades for each assignment that has been corrected and a current trimester average for a student in each course. The aim is to help a student monitor his or her progress. Part of the benefit for a student will be the ability to better track his or her current status in each course as well as identify missing or late work. This should also allow for some self-analysis regarding how to allocate study time and take more ownership of his or her academic progress. Posting current grades online will also allow for an advisor, administrator, counselor, or parent to get a quick snapshot of how a student is progressing during a trimester. The current average may be an estimate of the current grade because some work may not yet be turned in, posted, or fully assessed (e.g. class participation). Accordingly, the end of trimester grade may differ slightly from what had been posted online prior to the end of the marking period.

Faculty members will contact parents when a student earns a grade below a C on a major assessment.

Communication for School Closures or Emergencies

The school uses Ruvna as our emergency notification system. If there is a timely communication, such as a weather-related school closing or delay, the school sends an automated phone call, text, or email message to each family to relay the information. It is important to keep your contact information current with the school because of this, and to let the school know if you want to receive a phone call, text, and email, or only one or two of those options.

The LCDS website (lancastercountryday.org) will also provide information about changes in the school schedule. Every effort is made to make weather-related decisions by 5:45 a.m.

If LCDS delays its opening, the Berks, Dauphin, and York buses will run on the same delayed schedule. For example, if LCDS is on a two-hour delay, a bus that normally makes its first pickup at 7:00 a.m. will make its first pickup at 9:00 a.m.

Safety, Security, and Visitor Guidelines

In order to provide a greater level of security at LCDS for our students, faculty, and staff, access to our building during the day and in the evening is restricted.

All visitors must sign in at the reception desk at the main Hamilton Road entrance or at the Lower School lobby on Hillcrest Road and have a visitor tag with them at all times when in the building.

Unlocked Door Protocol

On school days, all exterior doors will be locked after 8:10 a.m. requiring a swipe card to enter. Specific doors will be unlocked as described below:

7:30 a.m. – 8:10 a.m. *Hamilton Road main entrance and bus drop-off entrance

2:55 p.m. – 3:15 p.m. *Hamilton Road main entrance, Bus Pick-Up entrance
LS entrance to remain locked at this time.

Note: JK and Lower School Playground entrances will never be unlocked.

LCDS staff will supervise both morning drop-off and afternoon pick-up at the three main entrances and exits. After 8:10 a.m., all persons without an identification badge will only be granted entry through the Main Entrance or the Lower School Entrance.

From 3:15–5:30 p.m., the front office receptionist monitors the three main entrances (via camera system) and buzzes people in.

In the event of special events, specific doors may be unlocked 30 minutes prior to the event, and those doors will be monitored by an LCDS employee.

A few doors in the school are marked EMERGENCY EXIT ONLY, and if so labeled should only be used in case of emergency. Students will not be able to use the door located near room 136 to leave the building during the day since it is for emergency exit only.

It is not acceptable to prop open outside doors at any time.

Note: Students are not to be let into the building until 7:30 a.m., unless a teacher meets the student at the door and accompanies the student to the teacher's room. The before school program begins at 7:30 a.m. for students in Lower School only.

Parents in the Building During the School Day

A parent may enter the building for scheduled meetings and events, such as a parent-teacher conference, a concert, or to serve as a (scheduled) volunteer, but should not expect to come into the building to simply visit, or to walk through the building unattended. Parents who do come into the building during the school day must sign in with the main entrance receptionist or the Lower School receptionist and will wear a guest badge. The teacher or staff member whom the parent is visiting should meet the parent at the entrance. If a child forgets an item at home that the parent is bringing to school, the parent should go to the Lower School or main entrance and notify the receptionist that the item has been brought for delivery.

In Lower School, a parent may schedule with the Head of Lower School to have lunch with their student up to one time per trimester. Parents who wish to eat with their child need clearances on file with the school.

Preschool and Junior Kindergarten parents may deliver their child to the interior hallway classroom door at the start of the school day, but the parent should then depart in a timely way so the student may begin classroom activities.

Fire, Tornado, and Intruder Drills

Fire, Intruder and Tornado drills are conducted on a monthly, rotating basis at various times of the day. Each classroom has an outlined evacuation plan and a designated meeting area outside of the school. Staff members are trained in evacuation procedures. The fire equipment at LCDS is checked annually.

Security Cameras

The school hallways, common areas, and gymnasiums are equipped with security cameras. External cameras are also used. The school employs these cameras to enhance the safety of our community.

Bus Transportation

Students whose school district boundary falls within a ten-mile radius of LCDS will be serviced by the same transportation provided for the district's public school students. Bus transportation will not necessarily be provided, however, on the days when the public schools are not in session. On days when LCDS has an early dismissal, the public school buses will not run in the afternoon.

Any questions or concerns regarding public buses must be taken up with your school district Transportation Office or Director. LCDS does not have information on public school bus pick-up and drop-off areas or times.

The pick-up and drop-off area for bus transportation is behind the athletics entrance on Shreiner Avenue. This area is for bus transportation only. Parents must come to either the Lower School entrance or the main entrance on Hamilton Rd. to drop off or pick up students by car.

Students who need to stay after school for athletics, rehearsals, extra help, or other school activities may take the late buses for Berks, Dauphin, and York Counties that leave at 5:30 p.m. These buses depart from the Hamilton Road side of the building.

The Berks area bus service is run by Eshelman Transportation. Bus service for Dauphin-Hershey-Hummelstown and York County is run by First Student, Inc.

Additional LCDS Bus Information

Bus stops and fees may change annually. Families are notified of bus routes and fees before the beginning of the school year. No scholarships or discounts are offered for bus service. Payments are due by the 15th of the month. Payment two months in arrears is considered delinquent. Ridership will be denied if the previous year's balance is not paid in full.

Snow delays, school cancellations, and unexpected early dismissals will be communicated by LCDS via the emergency alert system (Ruvna).

Other LCDS students may use the bus on occasion to accompany a regular rider with parental permission. There is no charge for occasional guest riders. Guest riders must adhere to bus policy and rules.

The LCDS bus is an extension of the school and requires the same behavior code as the school.

Drop-Off and Pick-Up Information and Changes

Carpool or Bus: If a student is leaving or arriving by bus or by carpool, please send a note on the first day of school addressed to your child's teacher with the following information:

- If your child is traveling by bus: the name of the school district from which the bus operates; the bus number, name or letter; the time that the bus will arrive at the school; the time the bus will return for the afternoon pick-up.
- If the child is traveling by carpool: the name(s) of the driver(s), the driving schedules, and telephone numbers of all drivers, as well as your work number where we can reach you in an emergency.
- If you make arrangements on any day that are different from the transportation arrangements we have in writing, please send us a note on the day of the change in plans which spell out in detail the changes in pick-up for that day. In addition, please call the Lower School office to be sure we have received the written note from your child.

We will send your child home on the appropriate bus or in the designated carpool unless you alert us to any change. We require confirmation of this change from a parent, and will not take verbal instructions from children for a change in transportation.

Drop-Off and Pick-Up Times, Traffic Flow and Safety

Arrival

- Preschool through 5 begins at 7:50 a.m.
- Preschool and Junior Kindergarten parents may park in a parking space and drop off students at the classroom door (interior hallway).

Departure

- Grades K–5 end at 3:00 p.m.
- Preschool and Jr. K children are dismissed at 11:30 a.m. for morning-only children and at 2:30 p.m. for full-day children.

Traffic at the Lower School entrance is busy in the morning and the afternoon. Please be considerate of other drivers and follow our requests. Please inform anyone who is not the daily driver about what to expect.

Always remain in your car when you pull up to the curb in the morning and in the afternoon. This keeps the flow of traffic moving. Please see the complete Lower School Traffic Procedures [here](#).

Fundraising at LCDS

Tuition does not cover the full cost of educating our LCDS students. Charitable contributions and fundraising events are crucial in providing excellent programs, equipment and facilities for our students and faculty.

Gifts to the Annual Fund from trustees, parents, alumni, grandparents and friends of the school are the primary source of additional income to the operating budget. Income from the school's endowment is used primarily for financial aid and faculty professional development. FunFest, our annual spring auction, is a major fundraiser that contributes to a balanced budget.

The school also has many members of the school family, including parents, join our Heritage Society, which honors those who have included LCDS in their estate planning.

Because voluntary support is essential to the education of our students and to the health and strength of LCDS, we hope that all families will support these programs as generously as possible. Alumni, grandparents, parents of alumni, foundations, businesses, and friends also contribute valuable support.