

LAKEWOOD

EST.



1978

CHRISTIAN SCHOOLS

*Long Beach, California*

Lakewood Christian Schools

Parent and Student Policy Handbook

# Welcome to LCS!

Thank you for taking the time to read through this handbook as you start this new school year. As your principals, we are honored to partner with you in the important area of your child's education. Our hope is that Jesus Christ will be honored in all that we say and do as we work with you during the coming year. Please commit to reading through this handbook. It includes our policies, procedures, and expectations. Our school board, principals, faculty, and staff are praying for a great school year.

## Principals & Office Staff



**Elementary School  
Principal**  
Brenda Barton  
[bbarton@lcsbears.org](mailto:bbarton@lcsbears.org)



**Middle School  
Principal**  
David Gantt  
[dgantt@lcsbears.org](mailto:dgantt@lcsbears.org)



**Executive  
Assistant**  
Diana Norton  
[dnorton@lcsbears.org](mailto:dnorton@lcsbears.org)



**Bookkeeping  
& Tuition**  
Debbie Gire  
[dgire@lcsbears.org](mailto:dgire@lcsbears.org)



**Admissions  
& Tours**  
Nicole Rosquin  
[nrosquin@lcsbears.org](mailto:nrosquin@lcsbears.org)



**Administrative  
Assistant**  
Breanna Kuyper  
[bkuyper@lcsbears.org](mailto:bkuyper@lcsbears.org)

For immediate needs during school hours, email [info@lcsbears.org](mailto:info@lcsbears.org) for an expedited answer from our Front Office Staff.

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## Section 1: LCS Purpose, Philosophy & Foundations

For more than forty years, our schools have stood for academic and spiritual excellence and have been a ministry of Arbor Road Church. Our preschool was established in 1978, our elementary school in 1979, our middle school in 2003, and our homeschool academy in 2010.

### PURPOSE

The purpose of Lakewood Christian Schools is the same as Arbor Road Church: to know God and make Him known. The mission of Lakewood Christian Schools is to assist parents in the maturing of their children by providing a Christ-centered education emphasizing academic excellence that prepares students to stand firm in their faith in Jesus Christ, and be productive, responsible citizens at home, at church, and in our community. The preschool, elementary school, middle school, and academy work together to provide a distinct experience for each developmental stage while remaining cohesive to serve families with children from two years-nine months old to twelfth grade.

### COMMITMENT

We are a Christian school so everything we say and everything we do is for Jesus. We are an evangelical school which means we accept into our program students who need to learn about our Savior Jesus Christ. We expect that all students and their families, regardless of their personal beliefs, respect our statement of faith and the beliefs of this school and church while attending LCS. Specifically, we expect conduct to be exemplary and that our students not participate in behavior contrary to the biblical principles including, but not limited to the following: cheating, stealing, profanity, obscenity in word or action, use of illegal substances, sex outside of legal marriage, bisexuality, homosexuality, clothing and/or identifying as or restroom use outside of biological gender, gang membership, or the public support of these or any other behaviors not clearly affirmed by Scripture.

## LCS NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS

LCS admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, national or ethnic origin in administration of their educational policies, admissions policies, scholarship, or athletic and other school-administered programs.

## ACSI MEMBERSHIP

LCS is a continuing member of the Association of Christian Schools International.

## ACCREDITATION

LCS is accredited by both Association of Christian Schools International (ACSI) and the Western Association of Schools and Colleges (WASC).

## SCHOOL VERSE

“And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus...” Colossians 3:17a

## EXPECTED STUDENT OUTCOMES

Our school provides an academic, spiritual, and social foundation for students so that upon eighth grade graduation, they will be well prepared for high school. Balance is sought by providing a loving, caring, and developmental atmosphere.

Lakewood Christian Schools will commit to produce students who have met the following criteria:

### **I. Academic Excellence**

- A.** Students will learn to read, write, think, and compute as measured by the standards for each grade and subject.
- B.** Students will understand a biblical worldview and how it fits into each subject area.
- C.** Students will use technology, as appropriate, to enhance and facilitate learning.
- D.** Students will participate in music, art, and other performing arts to enrich learning and creativity.
- E.** Students will steadily progress towards each grade level, and ultimately eighth grade graduation, to excel in the high school program of their choosing.

### **II. Spiritual Development**

- A.** Students will regularly hear the Gospel and be given the choice to accept Jesus Christ as their personal Savior.

- B. Students will commit to learning the Word of God by studying the Bible and memorizing Scripture at their level.
- C. Students will be given opportunities to demonstrate their love for God through service projects, missions, and worship.
- D. Students will write a personal belief statement by the end of eighth grade, demonstrating what they believe about their Christian faith and why.

### **III. Responsible Citizenship**

- A. Students will learn preparedness and organizational skills.
- B. Students will be encouraged to show leadership in the classroom, as well as school-wide, in order to practice honesty and integrity.
- C. Students will have the opportunity to develop their character and discipline through participation in various community events.

## **PHILOSOPHY OF EDUCATION**

The educational philosophy of LCS is based upon a biblical worldview. This view states that the Bible is inspired by God and is the only infallible, authoritative word of God. The Bible tells us that God existed before anything else; He always existed, as did Christ. He made this world and all of creation. Because man is a sinner by nature and by choice, however, he does not know or glorify God. To do this, he must accept God's Son Jesus Christ and the free gift of salvation He offers to all who will believe, accept, and confess Him.

Our aim is to provide this Christian perspective to all students and families who become part of our school family. We intend to teach truth biblically, not relatively. LCS does not believe that truth is relative. The Bible teaches proper conduct, thought ethics, logic, morals, character, and behavior. It is our aim to communicate and teach all subjects through this biblical grid – thus teaching our students both academic content and a biblical lifestyle so that each has the opportunity to be a light in a world of much darkness.

Our focus is always student-oriented, from an eternal perspective, rather than just concentrating on content or program. This philosophy allows us to establish the following goals:

## **MINISTRY GOALS**

Ministry Goals for Students:

- Provide opportunities for all students to accept Christ as Savior and Lord. (Romans 10:9-10)
- Teach that the Bible is the inspired and the only infallible authoritative Word of God, thus developing attitudes of love and respect toward it. (II Timothy 3:15-17; II Peter 1:20-21)



- Teach the students to know and obey the will of God as revealed in the Bible, thus equipping them to carry out God's will daily. (Romans 12:1-2; II Timothy 2:15; Deuteronomy 26:16-17)
- Teach Biblical character qualities and provide opportunities for students to demonstrate these qualities. (I Samuel 16:7; Gal. 5:22-23)
- Teach the students a Biblical worldview of life, marriage, sexuality, and gender. (Genesis 1:27; Genesis 2:24, Ephesians 5:22-33)
- Encourage the students to develop self-discipline and responsibility. (I Timothy 4:7; I Corinthians 9:24-27)
- Teach the students respect for and submission to authority. (Romans 13:1-7; Hebrews 13:17; Eph. 6:1-3)
- Help the students develop a Christian worldview by integrating life, and all studies, with the Bible. (II Peter 1:3)
- Teach the students to hide God's Word in his/her heart through memorization. (Psalms 119:11; Psalms 1:1-3)
- Teach the students to treat everyone with love and respect as unique individuals created in God's image. (Philippians 2:1-4; Ephesians 5:21)
- Teach the students how to become a contributing member of his/her society by realizing his/her need to serve others. (Galatians 5:13; Romans 12:10)
- Teach the students biblical attitudes toward material things and his/her responsibility for using them to God's glory. (I Timothy 6:17-19; Matthew 6:19-20; I Corinthians 10:31)
- Teach the students to appreciate Fine Arts. (Exodus 35:35)
- Teach the students to understand and use fundamental processes in communicating and dealing with others - such as reading, writing, speaking, listening, and mathematics. (II Corinthians 5:20)
- Teach and encourage the students to use good study skills and habits. (II Timothy 2:2-7)
- Teach the students creative and discerning thinking. (II Timothy 3:14-17)
- Teach the students good citizenship through understanding and appreciation of our Christian and American heritages (home, church, nation). (I Corinthians 10:11; Romans 13:1-7)
- Teach the students an understanding of and an appreciation for God's world, developing an awareness of mankind's role in his environment and his God-given responsibility to subdue, use, and preserve it properly. (Psalms 8:6; Hebrews 2:6-8)

#### Ministry Goals for Parents:

- Bring those whom we find are not Christians to the saving knowledge of Jesus Christ. (II Peter 3:9; I Timothy 2:4)
- Aid families in Christian growth and to help them develop Christ-centered homes. (Ephesians 5:22-33; II Peter 3:18)
- Cooperate closely as servants to the parents in every phase of the students' development, especially as it relates to the school program. (Mark 10:45)
- Help the parents understand the school's purpose and program.

- Encourage parents to realize and shoulder their responsibility for the spiritual, moral, and social education of their children. (Deuteronomy 6:4-7; Proverbs 22:6)

#### Ministry Goals for Teachers:

- Ensure that every staff member is a growing, mature Christian who models and clearly teaches God's truth as defined by I Timothy 2.
- Provide a salary structure and benefits that would allow and encourage staff members to commit their total working attention to their job at LCS and allow them to remain for many years.
- Provide disability, health, and retirement benefits for full-time staff that meets their needs.
- Assist teachers in providing a classroom environment that is enjoyable for teachers and students.
- Encourage continual formal and informal spiritual and professional development of teachers.
- Develop a close personal, professional, and spiritual bond between the staff members so they can unitedly serve students and parents.
- Encourage teachers to provide for the ongoing evaluation and development of the spiritual, academic, social, and physical programs of the school.

## LCS STATEMENT OF FAITH

Because Lakewood Christian Schools is a ministry of Arbor Road Church, the Statement of Faith will remain identical to that which is contained in the church Constitution.

### THE WORD OF GOD

We believe that the Bible is the Word of God, fully inspired and without error in the original manuscripts, written under the inspiration of the Holy Spirit, and that it has supreme authority in all matters of faith and conduct.

### THE TRINITY

We believe that there is one living and true God, eternally existing in three persons, that these are equal in every divine perfection, and that they execute distinct but harmonious offices in the work of creation, providence, and redemption.

### GOD THE FATHER

We believe in God the Father, an infinite, personal spirit, perfect in holiness, wisdom, power, and love. We believe that He concerns Himself mercifully in the affairs of men, that He hears and answers prayer, and that He saves from sin and death all who come to Him through Jesus Christ.

### JESUS CHRIST

We believe in Jesus Christ, God's only begotten Son, conceived by the Holy Spirit. We believe in His virgin birth, sinless life, miracles, and teachings. We believe in His substitutionary atoning death,

bodily resurrection, ascension into heaven, perpetual intercession for His people, and personal visible return to earth.

#### THE HOLY SPIRIT

We believe in the Holy Spirit who came forth from the Father and Son to convict the world of sin, righteousness, and judgment and to regenerate, sanctify, and empower all who believe in Jesus Christ. We believe that the Holy Spirit indwells every believer in Christ and that He is an abiding helper, teacher, and guide.

#### REGENERATION

We believe that all men are sinners by nature and by choice and are, therefore, under condemnation. We believe that those who repent of their sins and trust in Jesus Christ as Savior are regenerated by the Holy Spirit.

#### THE CHURCH

We believe in the universal church; a living spiritual body of which Christ is the head and all regenerated persons are members. We believe in the local church, consisting of a company of believers in Jesus Christ, baptized in a credible profession of faith, and associated for worship, work, and fellowship. We believe that God has laid upon the members of the local church the primary task of giving the Gospel of Jesus Christ to the lost world.

#### CHRISTIAN CONDUCT

We believe that a Christian should live for the glory of God and wellbeing of his fellow men; that his conduct should be blameless before the world; that he should be a faithful steward of his possessions; and that he should seek to realize for himself and others the full stature of maturity in Christ. We believe marriage is between one man and one woman, and we are to abstain from any sexual conduct outside of marriage. This reflects the relationship of Christ and his Church. (Eph. 5:21-33)

#### THE ORDINANCES

We believe that the Lord Jesus Christ has committed two ordinances to the local church - baptism, and the Lord's Supper. We believe that Christian baptism is the immersion of a believer in water into the name of the triune God. We believe that the Lord's Supper was instituted by Christ for commemoration of His death. We believe that these two ordinances should be observed and administered until the return of the Lord Jesus Christ.

#### RELIGIOUS LIBERTY

We believe that every human being has direct relations with God, is responsible to God alone in all matters of faith, and each church is independent and must be free from interference by any ecclesiastical or political authority; therefore, Church and State must be kept separate as having different functions, each fulfilling its duties free from dictation or patronage of the other.

#### CHURCH COOPERATION

We believe that local churches can best promote the cause of Jesus Christ by cooperating with one another in a denominational organization. Such an organization, whether a regional or district conference, exists and functions by the will of churches. Cooperation in a conference is voluntary and

may be terminated at any time. Churches may likewise cooperate with inter-denominational fellowships on a voluntary independent basis.

#### THE LAST THINGS

We believe in the personal and visible return of the Lord Jesus Christ to earth and the establishment of His Kingdom. We believe in the resurrection of the body, the final judgment, the eternal felicity of the righteous, and the endless suffering of the wicked.

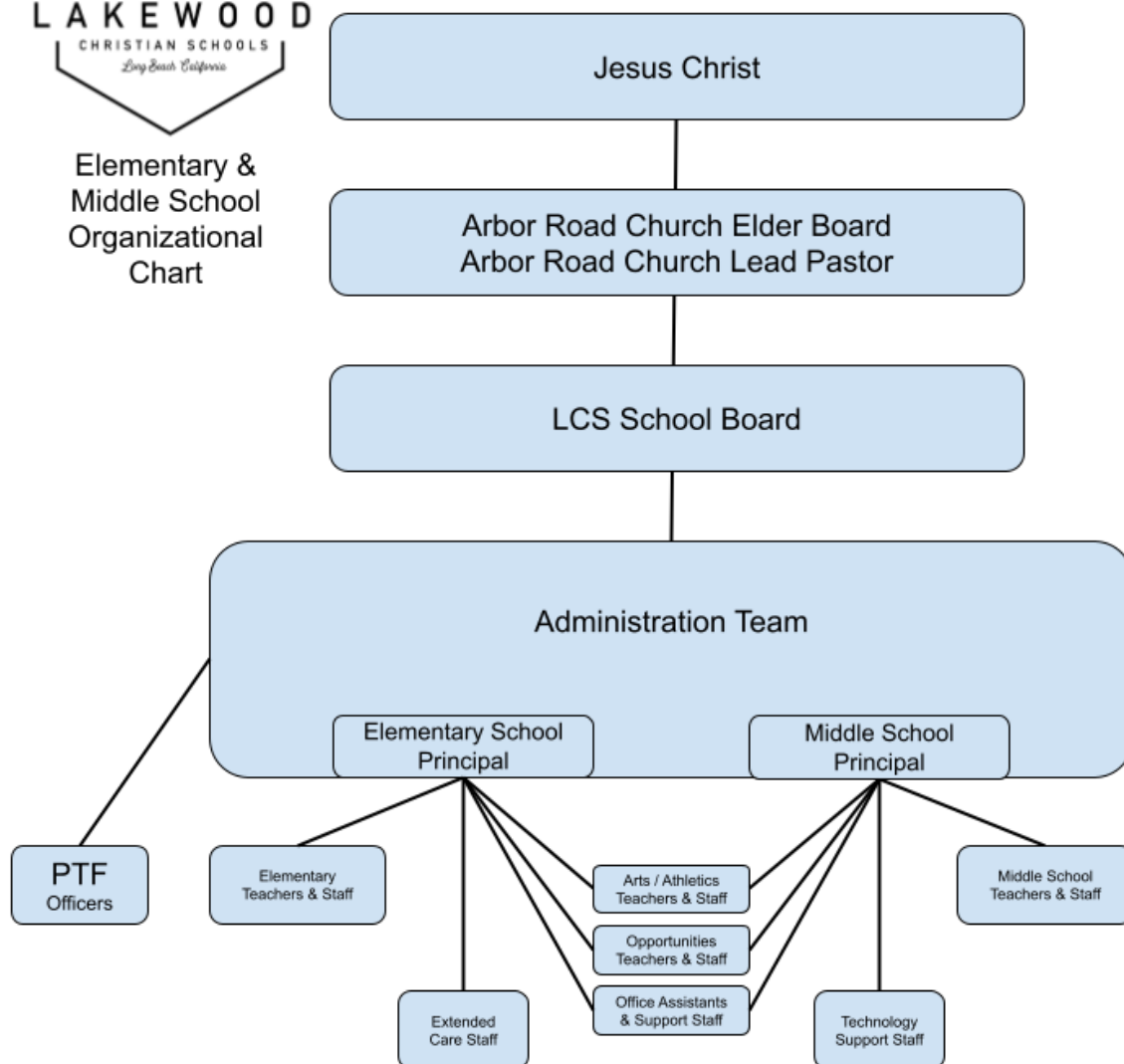
### FINAL AUTHORITY FOR MATTERS OF BELIEF AND CONDUCT

The statement of faith and other philosophies of LCS do not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Lakewood Christian Schools' faith, doctrine, practice, policy, and discipline, our school board and church elder board are LCS's final interpretive authority on the Bible's meaning and application.

# LCS Organizational Chart



Elementary &  
Middle School  
Organizational  
Chart



# Section 2: Admissions & Financial Information

## ADMISSION

Lakewood Christian Schools admit students of any race, color, national or ethnic origin. It is our desire that every student have a positive learning experience. We seek students with the ability to meet the demands of our program. As a result, all students are tested prior to admission; this testing is done for placement purposes. New families may pick up an application packet in the office.

Other admission requirements include, but are not limited to the following:

1. Completing all necessary forms, applications, and other paperwork
2. Payment of all fees including tuition, registration, and testing
3. At least one parent meeting with school administration prior to enrollment
4. Supplying copies of all requested student records including report cards and achievement tests as well as proof of satisfactory completion of the current and/or prior grade level
5. Complying with all federal, state, local and school health requirements including supplying immunization and physical records

In making admission decisions, LCS considers a student's recommendation, grades, test scores, and entrance exam level, but also his or her

- \* desire to learn about our Savior, Jesus Christ
- \* behavior as shown on report cards
- \* potential to succeed at LCS
- \* commitment to this program and its policies

New students in grades one through eight will be considered to be temporary students for the first complete quarter following admission. This will allow both the school and the parents of the student(s) time to evaluate this new, very important relationship. In the absence of a discussion and decisions to the contrary, the temporary student status will automatically be lifted at the beginning of the second full quarter of attendance at Lakewood Christian Schools.

Admission and enrollment of students at Lakewood Christian Schools is a privilege not a right. Parents must understand that continued enrollment and re-enrollment of their children is dependent on their support of the school, its policies, and its staff.

## STUDENT'S AGE TO ENTER SCHOOL

Students entering kindergarten must be five years old prior to September 1 of the year in which they are to be enrolled. Students whose birthday falls within a few days after September 1 will not be screened for admission.

## RE-ADMISSION

Re-admission shall be done through *PowerSchool* each year. Registration fees are due at that time through Curracubby.

In the absence of one of the following factors, students at Lakewood Christian Schools will have the opportunity to re-enroll prior to registration being opened up to others. This early admission period will be limited in time and readmission could be denied.

#### REASONS FOR DENIAL OF READMISSION:

1. Tuition and/or other school fees are not current.
2. In the opinion of the teacher and school administrator, the student is unwilling or unable to make satisfactory academic progress to allow for success at Lakewood Christian Schools.
3. The attendance record of the student is such that sufficient academic progress is not possible.
4. The citizenship of the student is such that, in the opinion of both the teacher and school administrator, the student is a hindrance to the progress of the other students in class.
5. Parents and/or the student possess an uncooperative spirit or a divergent philosophy from the school.

If factors two through five are such that re-enrollment may be denied, parents will be notified prior to the early enrollment period so that possible corrections can be made.

#### PARENT/GUARDIAN AUTHORIZATION & CONSENT TO TREATMENT OF MINORS

Prior to admission, and continuously through enrollment each year, parent(s) or legal guardian(s) must sign a consent form authorizing medical treatment of each of their children enrolled at LCS on *PowerSchool*. This authorization is continuous until revoked as described.

#### MEDICATION

Please follow these guidelines if your child must take medicine during his/her time at school. This includes but is not limited to Tylenol, Advil, cough drops, allergy medications, asthma inhalers, cough syrups, etc. Carefully instruct your child when he/she is to go to the office to take his/her medicine. Special problems/concerns should be discussed with office personnel.

A brief note of explanation should be sent to the office about the medication and when it should be taken. A SIGNED DOCTOR'S NOTE must be included, even for non-prescription medications. A note faxed from your doctor is fine.

Send medication in the original bottle. Some pharmacies will provide two bottles if you advise them that you will need one for school use. The container must be clearly marked with the following:

- A. The child's name
- B. The dosage prescribed
- C. Time(s) to be given

**UNDER NO CIRCUMSTANCES WILL A CHILD BE PERMITTED TO KEEP HIS/HER OWN MEDICATION AT SCHOOL AND ADMINISTER IT THEMSELVES.** This policy applies to Tylenol, Advil, allergy medications, cough drops, and vitamins, etc., as well as prescription medicine.

***\*\*CALIFORNIA EDUCATION CODE\*\* Section 49423 "Any pupil who is required during the school day to take medication prescribed by a physician may be helped to do so by the school nurse or another authorized school employee if the school received a written statement from the physician***

*telling the purpose and name of the medication and the method of taking. A written statement from the parent or guardian asking that the school give this assistance.”*

**MEDICATION MUST BE IN THE ORIGINAL BOTTLE, LABELED APPROPRIATELY**

## OTHER HEALTH CONCERNS

The physical health and welfare of each student is of the highest priority at Lakewood Christian Schools. We realize that our effectiveness in teaching spiritual, academic, or emotional truth is largely dependent on the physical wellbeing of the child. Please use these guidelines for your consideration:

1. Please take the initiative to keep your child at home when he/she is ill for the sake of the other children as well as your child.
2. Never send your child to school with a fever, even if he/she feels fine. A student must be fever free for 24 hours before returning to school.
3. If your child is exposed to a communicable disease, you **MUST** inform the office immediately so that the incubation dates may be verified and the health of all the children can be protected.
4. Please refer to the LCS attendance policies for more information.

## COMMUNICABLE DISEASES

Upon having one of the following diseases, a child must have written consent to readmit to school from a physician or the health department: measles, mumps, whooping cough, scarlet fever, or conjunctivitis (pink eye).

LCS and LCS parents will follow all health guidelines presented by the school.

## LICE

The school will contact classes when an infestation has occurred in a certain class. A child must be lice free to be allowed back into school. Parents must bring children to the office for a scalp check before they are allowed back in class.

## IMMUNIZATIONS AND PHYSICALS

All school age children must be immunized against the following nine diseases: diphtheria, hepatitis B, measles, mumps, pertussis (whooping cough), poliomyelitis (polio), rubella, tetanus, and varicella (chickenpox). **It is the responsibility of the parents of our kindergarten and seventh grade students to provide proof that their child has received all the necessary immunizations before the first day of school.** In addition, the state of California requires a physical for all first graders. This physical may take place within eighteen months of entering first grade; it may take place no later than three months after the first day of school. If the school does not receive verification of immunizations or physicals, the child must be excluded from school until the appropriate paperwork is turned in. See <http://www.shotsforschool.org> for the most recent laws and requirements.

All students participating in after school sports will be required to have an annual sports physical prior to participating. This form will be available online during the summer months and additional copies will be available from the athletic director as well as in the school office.



Additional booster shots and immunizations may be required for middle school students. Copies of these doctor's forms should be on file in the school office before school begins in August.

## INSURANCE

The school carries student accident insurance for each of our students. This secondary coverage is intended to supplement your own health insurance and is only designed to cover accidents during "school time." Should you need to make a claim, please contact the school office.

## STUDENT FILES / CUMULATIVE RECORDS

### STUDENT FILES / CUMULATIVE RECORDS

Lakewood Christian Schools maintains a file for each student enrolled. This file includes cumulative academic records (report cards, standardized test scores, etc.), health records (birth certificate, immunization records, etc.), legal records, disciplinary records, and other necessary information. Student files are confidential and are handled by school personnel only. A parent wishing to view their own student's file may do so with an appointment with the school administrator. Proper ID and signature will be required to document the review.

### FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Student education records are official and confidential documents protected by the Family Educational Rights and Privacy Act (FERPA). However, FERPA applies to **public schools** and state or local education agencies that receive direct federal education funds. According to the US Department of Education (USDE), because private schools do not receive federal funding, the schools are not generally considered by the USDE to be subject to FERPA's requirements. Lakewood Christian Schools does not receive direct payment of federal funds and consequently is not subject to FERPA; however, confidentiality and care of student records still should be a priority.

### STUDENT WORK/IMAGES

Lakewood Christian Schools periodically uses student art, written work, voice, verbal statements, or portraits (video/still) in school publications, school digital media, school social networking sites, and community papers. Parents have the opportunity to accept or decline permission to publish during the enrollment/application process or may contact the administration at any time if wishes were to change.

## CLASS LISTS

Class lists are made by the administration with input from teachers. This very important task is done with great prayer and professional discernment. Numerous factors are taken into consideration to balance each class so that students have the optimum environment in which they will learn. Our goal is to provide fair and equitable treatment for all children as a means to encourage and support their learning. Please rely on our professional judgment and trust that we will group children to provide the best possible learning environment. However, if there is a special circumstance, parents may make requests in writing, addressed to the principal, by July 15. These letters should be written only in the most necessary situations. These requests will be considered but not guaranteed. Class lists will be posted by mid-August each year. Changes to classes may not be made after they are posted in August.

## CLASS SIZE

The maximum class size shall be twenty-six students under most circumstances. Class sizes recently have been closer to a 22:1 ratio.

## FINANCIAL INFORMATION

### TUITION PAYMENT POLICY & PROCEDURES

With the exception of the PTF Jog-a-thon and the Foundation events, LCS is a completely tuition-based program with no outside funding.

#### WHAT DOES TUITION COVER?

Salary costs account for about 80% of our annual budget. Our teachers are not only state credentialed but certified by ACSI as well. They are dedicated to continuing their own education to be the very best they can for your children. We have very little staff turn-over at LCS, and we are committed to paying our staff as generously as possible.

All textbooks and many other school supplies are a part of tuition rather than an extra cost. Yearbooks, standardized testing materials, and other classroom costs are included. When many schools are cutting “extras,” we are building our elective program, taught by specialists. Athletics, classroom music, art classes, among many other middle school electives enhance learning and develop creativity in students’ lives.

Facilities that support and enhance our vision – As a ministry of Arbor Road Church, we do not pay rent, but we do pitch in for utility bills, custodial costs, and classroom maintenance by way of an annual assessment. Our tuition helps with playground upkeep, equipment management, and technology development – all a part of making and keeping LCS a quality place for learning. Your child’s Christ-centered education will have a life-long impact, so we thank you for making this sacrifice and investment.

#### TUITION

Please see the most current Financial Facts Sheet for this year’s costs.

Tuition may be paid in total on August 1 or divided into ten or eleven monthly payments for your convenience. If you choose to pay in full, a 5% discount applies. If monthly payments are chosen, the first is due in July with payments two through eleven due in August through May, respectively.

Payments for tuition and other fees may be made through Curracubby.

1. Please take a moment to log in to your Curracubby account by resetting your password here <https://lakewoodchristian.curacubby.com/>. An account has already been created for you with your email address and family information. Click the Reset Password link and then enter your email address and then click the Reset Password button. (If you can’t find the reset password

email in your inbox, please check your spam folder. If you still can't find your reset password email, please email [support@curacubby.com](mailto:support@curacubby.com)).

1. **Set up an online payment method** (Pay-By-Bank or Pay-by-Credit-Card).
  - a. **Pay-By-Bank is free.** The one-time setup wizard only takes minutes. **We do encourage you to set up Pay-By-Bank as soon as you receive email notification** by clicking on your name in the upper right-hand corner, click on **Billing**, and then click on **Add Bank Account**.
  - b. **Pay-By-Credit Card incurs a fee.** Please note that credit card/debit card payments incur a convenience fee of **2.9% plus 55 cents**. Click on your name in the upper right-hand corner, clicking on **Billing**, and then clicking on **Add Credit Card**.
2. **To enable autopay**, please click on your name in the upper right-hand corner, click on **Billing**, then **Turn ON** Auto-Pay toggle. If you added both your credit card and your Bank Account, please specify **Current Selection for auto-pay**. Please note that all tuition installments will be pulled automatically on the **5th of each month**, with whichever payment method is set up AND specified. **For Pay-By-Bank payments, please ensure funds are available to avoid insufficient fund penalties.** (Unfortunately, at this time, auto-pay only applies to recurring invoices. Auto-pay cannot be enabled for one-off invoices). *\*If you need to have your payment pulled on the 15th of the month please contact [dgire@lcsbears.org](mailto:dgire@lcsbears.org)\**

**You are required to use Curacubby to pay your tuition invoices and access your statements.** If you need technical help, please email [support@curacubby.com](mailto:support@curacubby.com).

#### OTHER FEES

- Registration fees are billed through Curracubby, due at the time of enrollment, and are not refundable.
- Testing fees are due at the time entrance tests are given.
- Opportunity Program fees are billed with tuition on a monthly basis.
- Day Care (Bear Club) registration & fees will be billed along with tuition on a monthly basis.
- Band, choir, and other lessons will be billed monthly with tuition.

#### PAYMENT POLICIES & PROCEDURES

- Tuition is due on the fifth or fifteenth of each month and is delinquent if received ten days after the due date. All delinquent accounts will be assessed a 10% late fee. Late fees will not be waived. LCS is run solely on tuition revenue and timely payments are necessary to pay teachers and expenses for school operations.
- If payment is made by credit card, and at some time a refund is due, the credit card will be refunded. LCS may not refund by cash or check in this circumstance.

#### FAILURE TO PAY, NSF

- Failure to pay tuition by the final day of the month, without arrangement by the school administration, may result in a student not being allowed to return to school the following week. Communication is key; Please contact the Business Office if you are going to be late. LCS is committed to working with families when there is good communication.

- Accounts that are delinquent for 90 days or more may be sent to Collections. Once the account is sent to Collections, all financially related communication with LCS will cease and must be directed to the agency.
- A \$25.00 service charge will be levied for any check returned by the bank. A \$2.50 service charge will be levied for any ACH payment denied by the bank. After a second returned check or failed ACH, payments will be required in cash, money order, or cashier's check only.
- The balance of all annual tuition money is due by May 15th of the current school year. Severe delinquency may result in a student not taking final exams, participating in year-end school events, graduation, yearbook signing, as well as not attending class.

#### WITHDRAWAL MID-YEAR

In the event that a family is moving out of the area or needs to withdraw their child from LCS mid-year, withdrawal must be done in written form, either via written letter or email (info@lcsbears.org) no less than two weeks prior to departure. This allows time to reconcile your account and take care of any other needed business.

#### FINANCIAL AID AND OTHER DISCOUNTS

The Bill Teunissen Endowment Fund has been established "to provide scholarships so that financially needy students may attend Lakewood Christian Schools." All students of LCS are eligible to apply for financial assistance. Guidelines and applications are available in the school office.

Any family with three or more children enrolled at LCS simultaneously will receive a 25% discount for the third and each additional child.

Full time local pastors in full-time church (not para-church or other non-profit) and full-time missionaries with organizations that hold a similar statement of beliefs may receive up to a 40% tuition discount for their dependent children. Discount will be determined upon receipt of a completed application, school board sub-committee recommendation, school board approval, and availability of funds. A letter from the employing church verifying full-time employment is required before approval.

SCRIP - "Scrip" is an old term for "cash certificate." Here at LCS, we use the term for "gift cards." Our school sells Scrip as a benefit for both our school program and our families. Each store offers a percent from 2%-13% "cash back." When a family buys gift cards through LCS the percent of cash back is divided between the family's tuition account and the school. For example, if one were to buy a \$100 Home Depot card, and if Home Depot's cash back were to be 8%, 4%, or \$4, would go to the family tuition account, and \$4 to LCS.

ANY EXCEPTIONS TO THE ABOVE POLICIES MUST BE APPROVED BY THE SCHOOL ADMINISTRATION IN ADVANCE.

# Section 3: Community & Communication

## CLASSROOM PARENT VOLUNTEERS

Parents are welcome to assist in our classrooms. We ask that you respect the confidential nature in terms of student's grades or behaviors that you may encounter. We ask that no siblings are brought into the classroom as it can be a distraction for some. We thank you for your service.

## FIELD TRIPS

LCS enhances its curriculum by providing class field trips. These trips are carefully planned and are a part of the learning process. Class time is taken to prepare the student for the field trip, and an activity or exercise is given after the field trip to reinforce the learning. It is important that all students participate in the field trip. Parents who choose to not have their students attend must make alternate child-care arrangements as no supervision is available at the school.

The school and/or teacher has the final authority regarding all decisions pertaining to the trip including the following: car lists, tour groups, chaperones and their assignments, and when overnight, sleeping arrangements, among other details. Field trips are evaluated each year for viability, alignment with LCS mission and values, and alignment with school curriculum.

- Teachers will notify parents in advance of scheduled trips.
- Signed permission slips are required.
- School policies of behavior and dress are the same on a field trip as they are in school.
- All students must leave with the school group and return to school with the group.
- Parents are welcome, but siblings and other family members may not attend.

## OVERNIGHT FIELD TRIPS

Beginning in fourth grade, LCS takes bigger trips to enhance learning. They are as follows:

4<sup>th</sup> grade: Sacramento/San Francisco – CA History

5<sup>th</sup> grade: Mountain Camp - Science

Middle School: Washington D.C. – History, Civics, our Christian Heritage

7<sup>th</sup> grade: Catalina Island – Marine Biology

8<sup>th</sup> grade: Local Mission Outreach opportunities

## PARENTS ATTENDING FIELD TRIPS

While we enjoy taking parents on our field trips, some trips allow for only a certain number of parents to attend. Attendance might be determined by the order that forms to participate are submitted. All parents attending a school field trip will be required to sign a Chaperone Agreement form prior to the trip and follow all the guidelines while on the trip. If they are driving students, they must complete a background check through our front office prior to the trip. Again, due to academic goals and limited time and space, siblings may not attend field trips.

## DRIVER SAFETY AND SECURITY GUIDELINES

All drivers for school events must complete a background check through our front office prior to the trip. Background checks must be renewed every two years.

- A driver of a car must hold a valid, unrestricted driver's license. All vehicles must be properly licensed and in safe mechanical condition.
- There must be a working seat belt for each passenger in the car. Due to California state law, there may not be more than nine passengers in one vehicle.
- When transporting students on a school-related event, drivers must go directly to and from school and event location and may NOT make any unrelated stops (personal errands, purchasing treats for students, etc.). Emergency stops (for restroom or otherwise) must be reported to the teacher in charge as soon as possible.
- All drivers must have on file:
  - Verified Background Investigation
  - Copy of valid driver's license
  - Copy of current auto insurance

Note: The school and/or teacher has the final word in all parent/chaperone assignments, instructions for, and participation in the field trip and any other matters pertaining to the field trip. The rules regarding the possession and use of cell phones on school sponsored trips may vary from the normal school policy but will always be fully explained and presented in writing for both students and parents. LCS fully expects that students and parents will honor their signature and agreement to comply with the rules and policies as presented.

## PARENT/TEACHER FELLOWSHIP

Parents are encouraged to take an active part in our PTF. The following will help clarify the services and function of the organization:

Purpose: This Fellowship is a strong and supportive base of parent volunteers working together supporting teachers, students, parents, administrators, staff, and school board members. Biblical principles allow us to seek His divine guidance for our children's mental, physical, spiritual, and social growth. The administration views the Parent Teacher Fellowship as an important source of support regarding the total school program.

PTF recognizes the authority of the school board and the administration in all things pertaining to the school and its programs. Membership of this organization is free and shall consist of parents and guardians of currently enrolled students, teachers, and administrators associated with LCS.

If you would like to serve your school as a PTF board member or volunteer worker, please inform one of the PTF officers through the school office or email [ptf@lcsbears.org](mailto:ptf@lcsbears.org).

## THE MATTHEW 18 PRINCIPLE

The Matthew 18 Principle is the process of using biblical guidelines for problem solving and conflict resolution.

It is God's will that we live and work together in harmony. Jesus said, "A new command I give unto you; Love one another. As I have loved you, so you must love one another. By this all men will know that you are my disciples if you love one another." John 13:34-35 "Love is forgiving and submitting to one to another." Ephesians 4:32 and Ephesians 5:21.

There is a godly way to solve any and all problems between people in any community, even the Christian school or church. This is a workable and successful process, given by the Lord Jesus Christ. It is found in the Bible in Matthew 18, thus it is known as "the Matthew 18 Principle."

Matthew 18:15-17 says, "Moreover if a brother shall trespass against you, go and tell him his fault between you and him alone; if he will hear you, you have gained your brother. But if he will not hear you, then take with you one or two more, that in the mouth of two or three witnesses every word may be established. And if he will neglect to hear them, tell it unto the church; but if he neglects to hear the church, let him be unto you as a heathen man and a publican."

The application in a school setting is as follows: Be sure the problem is serious enough. **It is important that the matter be taken to the person who can do something to resolve the matter rather than bystanders who are not responsible** for taking action to solve it.

Therefore, when a serious problem arises between people in the school (and this can be any combination of people such as parent-teacher, parent-parent, parent-administrator, teacher-administrator, student-teacher, school board member-administrator, etc.), the parties involved are to meet to seek the Lord's solution in the matter. This is a Matthew 18 meeting. Almost all problems can be resolved at this level. \* See additional guidelines below that will facilitate this process. The few problems which are not resolved at level one, move on to the next level, which includes another person, usually the principal who may be involved in a joint conference with the parties. Beyond this level, the matter may be taken to the School Board by the school administrator.

If these procedures are followed with the right spirit, a matter of this type would rarely, if ever, have to go before the school board. **In practical terms, the applications of this principle become clearer when each person realizes that they GO ONLY TO THE PEOPLE INVOLVED** when starting this procedure. Persons in school authority will not accept complaints about school personnel if the complainer has not gone to the person according to Matthew 18, nor will the complainer speak critically of the other person to people within or without the school family prior to meeting to resolve the difference. There is no by-pass of steps, or people, for issues are to be handled decently and in order—one step at a time—directly with and about the matter at hand in the application of these biblical principles.

### Additional Guidelines for a "Matthew 18" Meeting

1. Keep the matter confidential.
5. Be humble and submissive.

2. Keep the circle small.
3. Be sure you know all the facts.
4. Be straightforward in love.
6. Be quick to forgive.
7. Pray and work for a solution and resolution.
8. "Love never fails." I Corinthians 13

## CHAIN OF COMMUNICATION

During the course of the year, questions about classroom procedures and school activities may arise. Scripture and school policy (see Matthew 18 Principle above) agree that the first person to contact with a question or concern is the teacher or staff person involved in the classroom or activity in question, rather than talking with other parents, teachers, office personnel, or principals. The principals are available for further help once this initial step has been taken.

LCS' staff and parents will not entertain discussion of situations or circumstances that either directly do not involve them, or which they are not directly able to solve, correct, or handle themselves. Staff and administration will not read, respond to, or take into consideration notes or emails that are sent anonymously or under false pretenses.

Failure to follow this chain of communication could result in your student's dismissal from LCS.

We all desire to work harmoniously in our LCS community. However, a student risks expulsion from the school not only as a result of his/her behavior but also as a result of the behavior of his/her parent(s) that is contrary to the stated purposes/goals of the school. Parent behavior that is determined to be contrary to school policy, guidelines, and/or philosophy may result in the student's dismissal.

## PARENT-TEACHER COMMUNICATION/CONFERENCES

LCS believes that it is very important for parents and the school to work together. In order to promote effective communication, the following guidelines have been set:

1. At least one parent is required to attend back to school night where classroom rules, curriculum, and procedures are explained.
2. At least one elementary school parent for each elementary student is required to attend a parent-teacher conference at the conclusion of the first quarter. Student progress, behavior, and class participation will be discussed. Middle school parent-teacher conferences are as desired by the parents unless required by the middle school principal.
3. Teachers will use *Schoology*, e-mail, notes, letters, phone calls, and progress reports as needed to communicate with parents.
4. Parents should schedule additional phone conversations or face-to-face meetings as necessary to be informed of progress or problems.
5. Should other questions or actions be necessary, please follow the Matthew 18 Principle and Chain of Communication steps.



## CURACUBBY, POWERSCHOOL, AND SCHOOLOGY

**PowerSchool** is the school management system our administration team uses. It is also where parents will apply to LCS and update their information each year.

**Schoology** is the LMS (Learning Management System) that we use at Lakewood Christian Schools. This is where middle school students will interact with teachers, get assignment information, check grades, send messages to teachers, and more. Parents in middle school are asked to sign up for an account and link their child to their account to follow along with their progress, keep an eye on their grades, and receive updates from the teacher.

**Curacubby** is used to pay tuition and other fees. Log onto Curacubby to check your accounts balance. See Section 2 for directions.

## BIRTHDAY PARTIES

If you wish to pass out birthday party invitations at school, you **MUST** include **ALL** the students in your child's class. If it is an all-girl or all-boy party, then make sure that **ALL** those kids are included. If you choose to be more selective, you must mail out the invitations, and please be careful to not have your child announce the selectivity at school. Not being invited to these parties and knowing it can be a very hurtful thing for the children.

If a party begins after school and not all students in the class are invited, pick up must be **VERY** discreet. No limos or other obvious events are allowed so that other students' feelings are not hurt.

## STUDENT PHONE USE

Students are not allowed to use classroom phones. If a student is ill, or needs to call a parent for any reason, the student must go to the school office and call from the student phone at the office desk. This will ensure that when parents return a missed call, the call can be properly directed. Student cell phones are never to be used while on campus; this includes after school and at Day Care. A student may use the office phones at any time, so they should never need to use their cell phone.

Cell phones are allowed at school as long as they are not used or heard during school hours, while on campus, or at day care. This means that a student's cell phone must be turned off and remain in a locker or a backpack during the school day. If a cell phone is seen or heard during school hours or while on campus or while at Bear Club (day care), the phone will be confiscated by the teacher and the student will receive appropriate classroom discipline. The school assumes no responsibility for lost or stolen cell phones.

## ANIMALS ON CAMPUS

It simply is not best practice to have animals on our campus. We have kids (and adults) in our school that are allergic, as well as kids who are fearful of animals. We have a newly updated and clean campus, and not every animal is well controlled. We recognize the joy an animal can bring to your child at the beginning or the end of a school day, so we ask that you keep your animals in your well-ventilated car, and not by the gate, in the breezeway, the classrooms, or anywhere on campus.

We understand that some of the lower grade classrooms allow pets for Show-and-Tell. We ask that in these situations, arrangements are made well in advance, and that the pet remains on a leash and sits near the classroom doorway while being shared. This will keep shed hair and dander to a minimum. Once the pet has been shared, it needs to leave campus and return to the car immediately.

## Section 4: Daily Procedures

### OFFICE HOURS

During the school year, the main school office is open from 7:30 am to 3:30 pm Monday-Friday. Summer hours are 9:00 am-1:00 pm Monday-Thursday. The school office is closed on Fridays during the summer.

### SCHOOL HOURS

Middle school classes begin at 8:00 am and end at 3:10 pm. Students are not permitted in the middle school hallways until 7:45 am as there is no supervision. Some middle school activities (athletics, performing arts) will continue beyond regular hours; these occasions will be announced.

Elementary school classes begin at 8:30 am. Kindergarten-second grade are dismissed at 2:50 pm and third-fifth grades are dismissed at 3:00 pm. Elementary students are not permitted in the hallways before 8:25 am or after 3:00 pm unless accompanied by an adult.

### GENERAL SCHOOL RULES FOR STUDENT BEHAVIOR

- Respect and honor all teachers, adults, and each other with your words and actions.
- Be kind to one another, following I Peter 3:8 pledge.
- Use proper language; no vulgarity, no using God's name carelessly, and no disrespectful language should be used.
- Do not lie, cheat, or steal.
- Respect all church and school property; take good care of books, buildings, equipment, and restrooms.
- Always walk (single file, on the right side) in the hallways, stairwells, or the chute.
- K-8 students are not permitted in the hallway during instructional time unless they have a hall pass and/or teacher permission.
- Obey school, classroom, and playground policies at all times, setting an example for younger students.
- Gum chewing is not permitted on campus due to the maintenance problem it causes.
- No food or drinks (other than water) are allowed in the classrooms.
- Hand holding or any other romantic physical contact is not appropriate in our school.

*(See entire handbook and specific classroom rules for a more complete listing.)*

### LCS DRESS CODE

It is primarily the parent's responsibility to monitor their student's dress before leaving home and entering school. The student and parent will be contacted regarding any violation.

#### **Applies to all students:**

All clothes should fit properly. You may allow for growth, but baggy, "gang style" clothing will not be permitted, nor will clothes that are excessively tight. Both are inappropriate for school. All clothing must be clean and neat, not frayed or torn.

Pants - Must be navy or tan in color. Navy (dark blue) jeans are acceptable as are navy or tan pants of any other fabric. Pants may be long, ankle length, “capri” length or “walking” short styles. If shorts are worn, they must be modest in length (a good rule of thumb is that they should be longer than the longest finger when your arms extended down to your side). Pants must be hemmed. Sweatpants and “basketball shorts” are not permitted. Sagging pants are inappropriate for school.

Shirts – Must be solid color polo style shirts (2, 3, or 4 buttons, with a collar) OR a school logo shirt. Polos may be any solid color, long or short sleeve. The only permissible writing or insignia is the small manufacturer’s logo. Collars must be the same solid color as the shirt. No stripes or pictures, letters, or words are allowed. Additionally, school spirit shirts may be worn any day of the week. No other shirts may be worn.

Overalls - Long navy (dark blue) or tan overalls are acceptable, with a uniform shirt/top (see shirts/tops). Overall bibs must be fastened at both shoulders. No other pants will be allowed.

Shoes - Must be conducive to the classroom and playground. Sandals and dress shoes are inappropriate, as are any high heels, platform shoes, open toes, or open heels. Some type of socks or tights must be worn. No “wheelies” permitted on campus. Wheels must be removed for these shoes to be used as tennis shoes.

Hat/Caps - Only the school logo baseball cap may be worn on the playground. No other hats or caps will be allowed. LCS caps are allowed inside the school buildings but must be removed at the teacher’s request.

Sweaters/Sweatshirts/Jackets/and other outer garments - Any solid color sweater, sweatshirt, jacket or other outer garment is acceptable. It must be free of writing, pictures, etc. The only permissible writing is a small manufacturer’s logo. (less than 2” in diameter) Uniform tops/shirts must be worn beneath any sweaters, sweatshirts, jackets or other outer garment. Additionally, school spirit sweatshirts may be worn any day of the week.

## Applies to Boys

- Hair – Should be clean and well groomed. Any styles that become distracting are inappropriate. Dyed hair must look natural.
- Shirts – Must be solid color polo style shirts (2, 3, or 4 buttons, with a collar) or a school spirit shirt. Polos may be any solid color, long or short sleeve. The only permissible writing or insignia is the small manufacturer’s logo. Collars must be the same solid color as the shirt. No stripes or pictures, letters, or words are allowed. No other shirts may be worn.
- Jewelry – Any jewelry worn should be masculine and tasteful. Earrings are inappropriate for boys at school.

## Applies to Girls

- Hair – Should be clean and well groomed. Any styles that become distracting are inappropriate. Dyed hair must look natural.
- Make-up – Make-up is inappropriate for elementary school girls. Middle school girls’ make-up should look natural and not be noticeable.

- Shirts/Tops –Proper undergarments must be worn by older girls. Must be solid color polo style shirts (2, 3, or 4 buttons, with a collar) or a school spirit shirt. Polos may be any solid color, long or short sleeve. The only permissible writing or insignia is the small manufacturer's logo. Collars must be the same solid color as the shirt. No stripes or pictures, letters, or words are allowed. No other shirts may be worn.
- Jewelry – Any jewelry worn must be tasteful. The only permissible earrings are stud/post or small (<1") hoops.
- Skirts/Skorts/Jumpers – Must be navy or tan in color. Must be modest in length (a good rule of thumb, is that they should be longer than the longest finger when your arms extended down to your side)
- Polo dresses must be navy or tan to match the color required for pants/bottoms.
- Leggings and "jeggings" are considered to be like tights and may not be worn alone. When worn under a skirt, like tights, they may have a print.

**DRESS CODE VIOLATIONS:** Parents bear the primary responsibility for dress code. Parents will be notified of first time violations. Subsequent violations will result in the student being withheld from class until the proper attire is brought to school for the student to wear. Hair violations will be cause for the student's removal from class until corrections or modifications can be made to comply with the dress code.

## ATTENDANCE

Regular and **punctual** attendance is essential for success as a student. Tardiness and absences interrupt the smooth and complete process of learning. We urge students to be absent only when **absolutely** necessary. Tardies and absences will affect a student's grades. Students missing more than twenty days in a grading period may earn a failing grade.

When an absence occurs, the student is responsible to make up any missed class work or tests. The teacher will work with the absentees in making each aware of all necessary assignments missed.

## ATTENDANCE AND TARDY POLICIES

This policy is based on the premise that the student who attends school regularly, with an understanding of its importance, derives the maximum benefit from the instructional program.

School Schedule: Middle school begins promptly at 8:00 a.m. and ends at 3:10 p.m. Monday through Friday. Elementary school begins promptly at 8:30 am and K-2 ends at 2:50 pm; 3-5 ends at 3:00 pm. Legal holidays are observed.

Parental Responsibility: Parents must monitor their child's absences. All doctor appointments and family vacations should be made outside of school hours. Absent students must be re-admitted with a parent's note and/or a doctor's note sent to the homeroom teacher or House leader.

Student responsibility: Students are to bring the parent note to the homeroom teacher and ask all their teachers for makeup work and complete that work in a timely manner. Not all work can be made up. See class syllabus/website for details.

Grading: A student with twenty or more absences in a quarter, excused or unexcused, in any class may earn a failing grade (F) for the quarter. An appeal to the principal may be granted for special circumstances.

Authorized School Activities: A student who participates in a school sponsored activity will not be penalized for absences or tardiness to class caused by those activities. Students will be allowed to make up work missed within a time frame determined by the teacher. School related absences are not considered absences.

Prearranged Absence – This is when a parent requires a student to be absent for family business. If prior arrangements have been made with the teacher and the work assigned by the teacher has been satisfactorily completed, then this type of absence will be counted excused.

Class work will not be recreated. When instruction is missed, grades may suffer from frequent absences.

SCHOOL FIELD TRIP ATTENDANCE: If for any reason a student does not attend a school field trip, parents are responsible for the supervision of their student at all times during the day in order to comply with state and local truancy laws. This is especially true for overnight trips. In addition, an assignment may be given for the student to complete at home that will cover similar material as the field trip.

## EXCUSED ABSENCES

Illness or injury: If absent for five days or fewer, the student must present a note signed by a parent or doctor. If absent for more than five days, the student must present a doctor's note.

Doctor's appointment or medical treatment: Official documentation must be provided to excuse the absence.

Funeral: A note from the parent is required.

Absence with prior approval from the school and teachers (including family business):

Communication from the parent is required as well as the student requesting classwork ahead of time, knowing that some work cannot be made up.

## UNEXCUSED ABSENCES

Students with an unexcused absence will NOT be allowed to make up missed assignments. All work (classwork, tests, quizzes, etc.) will be counted as zero credit for that day. Examples of unexcused absences may include family vacations, babysitting, lack of transportation, truancy, suspensions, not

coming to school on a reward day that was not earned, and any absences without excuse notes. Unexcused absences will affect a student's grade.

## TARDINESS

It is important that you always bring your child on time to school and to class. Promptness demonstrates self-discipline and responsibility. Self-discipline in this area is not only important for proper academic achievement, but it is essential for the development of good habits which are characteristic of success and good citizenship in every walk of life.

Whenever a tardy student enters a class, the learning process of the class is either interrupted or delayed. Parents and students need to work together to achieve progress. Our goal is to inspire daily punctuality, instilling it as a valuable life skill for our students.

If your child is late to school, please bring them to the office rather than going directly to the classroom. Your child should **bring a note** with a brief explanation for the tardy. All students will receive a "late arrival" slip to be initialed by the teachers whose classes were missed.

Three unexcused "tardies" each quarter will result in a letter emailed home to parents from the principal. This letter must be signed and returned to the school office and will be stored in the student's permanent file. In MS, a lunch detention will be given for all unexcused tardies. A tardy may be excused with a parent note for doctor appointments, for unforeseeable illness, or traffic accidents on the way to school.

## EARLY DISMISSAL

Please notify the classroom teacher, IN THE MORNING, if you are planning to take your child off campus during the school day. If it is necessary to take your child out of school before scheduled dismissal time, it is MANDATORY that you sign out your child in the office. If someone other than a parent is to pick up your child, please send a written note to that effect.

**DO NOT GO DIRECTLY TO YOUR CHILD'S CLASSROOM DURING SCHOOL HOURS!** If your child returns to school after being checked out, be sure to sign him/her back in at the office.

## LOCKER USE

Middle School lockers are school property. Please treat lockers properly. Students will be assigned a lock and locker to use during the school year. This is the only lock students may use. Students may use magnetized items to enhance their lockers. Stickers and adhesives, such as tape, are never permitted. All lockers are subject to routine inspection. Inappropriate use or vandalism will result in school discipline including loss of the locker.

## MORNING DROP-OFF and AFTERNOON PICK-UP PROCEDURES

### **Student Safety is our First Priority**

We thank you in advance for driving with caution. LCS knows that your time is precious, but the safety of every student is our first priority.

- Please follow the law; do not park illegally (red curbs, handicapped parking without a placard, etc.).
- We do ask that our parents and visitors park in marked parking spaces only.
- Driveways must remain clear at all times.
- Do not leave your vehicle engine running when you leave the car and **do not leave children unattended inside the car.**
- Please do not leave valuables (e.g. purses, cell phones, iPods. etc.) in your car.

**Middle School begins at 8:10 a.m.** Classroom doors open at 7:45 a.m. Students are tardy after 8:10 a.m.

**Elementary School begins at 8:30 a.m.** Classroom doors open at 8:25 a.m. Students are tardy after 8:30 a.m.

### **MORNING DROP-OFF for MIDDLE SCHOOL**

Prior to 7:45 a.m.: Middle School students must be checked in at Bear Club through the gate on Arbor Road.

From 7:45 a.m. to 8:10 a.m.: Middle School students must be dropped off at the “Breezeway” entrance. Middle School students may be in the Middle School hallways, or classrooms prior to 8:10 a.m.

### **MORNING DROP-OFF for ELEMENTARY SCHOOL**

- Prior to 8:00 a.m.: Elementary Students not enrolled in an 8:00 a.m. class (band) must be checked in at Bear Club through the gate on Arbor Road.
- From 8:00 a.m. to 8:22 a.m.: The Playground will be open during this time. (Supervised care at *no charge*.) Unattended students **MUST** be on the Playground during this time. Students will line up and be escorted to class at 8:22 a.m.

From 8:00 a.m. to 8:22 a.m..... parents have two drop-off options:

1. Enter the “drop off loop” from Montair Ave. into the school parking lot and proceed as directed by the parking cones/signs. Children will go through the Breezeway and the “chute” to the Playground. All cars exit the parking lot onto Tanglewood Ave.
2. Park on the north end of the school parking lot, walk, and wait with your child(ren) until classrooms are opened at 8:25 a.m. Exit the lot on Arbor Road.

### **AFTERNOON PICK-UP**

There is no pickup loop during the afternoon pick-up time. **All parents must park** in a legal location, walk to the designated pick-up area for their child(ren) and walk with the child(ren) to the car. Greet your child’s teacher at pick up to ensure proper hand off.

\*Half-day Kindergarten students are to be picked up at noon outside their classroom.

\*Full-day Kindergarten - Third Grade students will be picked up from their classrooms.

\*Fourth and Fifth Grade students will be met at the sidewalk by the East Parking Lot (near the security booth).

\*Middle School students will be met outside on the Arbor Roadside on the sanctuary stairs.

For safety, younger siblings are **NEVER** allowed to “walk to where an older brother or sister is waiting” to be picked up. Students may be picked up **ONLY** by a designated adult that is on file.



Once picked up, students are to remain under their parents' supervision. Running, tag, climbing in the trees or bushes is not safe and not permitted.

\* 1<sup>st</sup> and 2<sup>nd</sup> grade pick-up time is 2:50-3:05 p.m. \* 3<sup>rd</sup> - 5<sup>th</sup> grade pick-up time is 3:00-3:15 p.m.

\* 6<sup>th</sup> - 8<sup>th</sup> grade pick-up time is 3:10-3:20 p.m.

After these times, students will be checked into Bear Club.

Parents are NEVER permitted to:

- Double Park on Arbor Road or Tanglewood
- Drop off from Arbor Road or Tanglewood
- Ask or require students to cross the street while the parent remains in the car at pick-up or drop off

## **PARKING LOT POLICIES**

Our parking lot entrance is off of Montair Avenue at our first driveway.

**Park & Walk:** If you would like to park the car and walk your child in to class, veer to the right and park in the "Park and Walk" section on your map. This would be the first two rows of the parking lot near Arbor. It is important that when walking, you walk straight towards the building and not cut through the drop off loop where cars are dropping off. When leaving the "Park and Walk" area, you must exit onto Arbor at the stop sign. You may have to follow the arrows of the parking lot around one time, but this will keep the flow of traffic free of any jams.

**Drop Off Loop:** If you would like to drop your child in the "Drop Off Loop", veer to your left when entering the lot and follow the cones to the drop off zone. Please pull forward as much as possible, so others may follow to position #1, #2, or #3, as identified by the signs. A PTF volunteer will open the car door and help your child out of the car and down the Breezeway. You may not drop off while IN the loop – away from the yellow zone – as this is not safe for your child. Once your child has safely exited the car, continue STRAIGHT, to the driveway exit on TANGLEWOOD.

**Restricted Parking:** Please note that the farthest driveway at the corner of Tanglewood and Montair is NOT a part of our school drop off procedure, as it is for church and school staff parking only. Do not drop off in this section as you have no safe exit. We also ask you not to park in the loop to keep our kids safe.

**Exit Only:** The driveways on Arbor and Tanglewood are for exit only. While it would be convenient for you to enter here, it will be going against drop off procedures and we ask that you set a good example for your child by following the rules.

**Street Parking:** Whether on Arbor or Tanglewood, if you choose to park on the street, you must walk your child safely to the Breezeway or to the classroom door. Please do not have them dash in on their own. Neighborhood cars are going very fast and not watching for your kids.

**Rainy Day:** On rainy days, ALL K-5 students will wait for an adult to pick them up in their classroom. MS students will be in the church lobby waiting for pick up at the glass doors.

**Safety First:** We understand that you are in a hurry to get your child to class or get to the office to begin your day. However, we ask that you come a little earlier and drive a little slower to ensure the safety of all our children. Thank you!

## LCS Parking Lot

Monday to Friday

7:00 - 8:30 AM



## BEAR CLUB - EXTENDED DAY CARE

Bear Club, Extended Day Care, is a service provided for students of LCS. No others may enroll.

Day Care Hours: Mornings: 6:30am—8:00am      Afternoons: 2:50pm—6:00pm

A registration fee is required to enroll in Bear Club. An hourly rate is available for those who normally use this service before 8:00am and/or after 3:00pm. The total charge for this rate is determined by multiplying the total hours by the hourly rate. This rate begins at 3:00pm. See this year's financial facts sheet for details.

Students not enrolled in Bear Club, but who are not picked up within 15 minutes after school is dismissed, will be sent to the playground and signed into Bear Club. The student account will be charged the registration fee and billed hourly.

Students who stay after school for athletic events who are not with a parent will be signed into Bear Club to keep track of their presence, but not charged. Students not picked up after sports events end will be charged.

In the event an after-school practice or lesson is canceled (same day) students will be sent to Bear Club but not charged.

\*\* Please see the Day Care Handbook for complete guidelines and procedures.

## HOLIDAY DAY CARE

Holiday Day Care is distinct from Bear Club in that it is a service provided on days when there are no classes at Lakewood Christian Schools. Holiday Day Care is available for a flat daily rate only and advanced reservations must be made. This fee is separate from tuition and any Extended Day rate used.

Holiday Day Care is open as needed but is not always available. For example, on Christmas Day we are not open, but we will likely be open on Columbus Day because parents need the service. On any day that less than a minimum number of 10 students are enrolled in advance, we will likely close. In such a case, parents will be notified so they may make other arrangements.

## WALKING HOME

Any student who will be walking, biking, or skateboarding home alone after school MUST have a signed note from a parent or guardian giving permission to do so. Notes are stored in the student's file and must be re-written yearly. LCS is not responsible for the student who walks home once they leave our campus.

## CHAPEL

Students shall meet weekly for Chapel. Parents are welcome to attend. Elementary school chapels are held each Friday at 8:40 am in the church sanctuary. Middle School Chapels are typically held

each Friday at 8:10 am in room 205. Each elementary (K-5) classroom takes a turn presenting a “class chapel” and additional chapel speakers are arranged by the administration.

## AUDIENCE ETIQUETTE AT ASSEMBLIES

Students are expected to be active participants through singing, listening, and at times leading various aspects of the chapel worship time. We use chapel time to express our love and thanks to our Lord.

In addition to chapels, there may be school assemblies during the school year. It is very important that students behave in a manner that is respectful and supportive of those people presenting the chapel or assembly. Therefore, students are requested to be considerate and treat the performers as you would like to be treated. Please be an active and engaged listener. Please do not whistle, shout out, whoop, or talk. Be on your best behavior; represent LCS well!

## SOCIAL MEDIA

Recognizing that social media is a part of modern communication, LCS has the following policies. We ask our parents and students:

- To recognize that teachers may not “friend” or follow students until they are graduates of our school.
- To not use a social networking site to discuss students, employees, or school issues.
- To remember that online interactions between parents and school employees are to be no different than interacting with them face-to-face.
- To use good judgment, sensitivity, and discretion when posting about others in the LCS community including photos and comments.
- To remember that once something is posted to a social networking site, it may remain available online even if you think it is removed, and it may be far-reaching.
- To understand social media activity, whether in or outside of school, could have school consequences.

Failure to comply with the above policy can result in further actions taken by school administration.

# Section 5: Academics

## TEXTBOOKS

Our textbooks are a valuable and expensive asset of our school. Those books, which are taken home for study and/or homework, need to be covered by the student for protection. If textbooks are lost or severely damaged, parents will be billed at the following rates:

1 <sup>st</sup> or 2 <sup>nd</sup> year of use	Full replacement cost
3 <sup>rd</sup> or 4 <sup>th</sup> year of use	75% of replacement cost
5 <sup>th</sup> year or longer	50% of replacement cost

Normal wear and deterioration of texts is expected, and charges are only made when damage is discerned by the teacher to exceed the norm.

## HOMEWORK

What is homework?

1. Assignments started in class and completed at home.
2. Assignments to be done entirely at home.
3. Preparation for tests.

What is the purpose of homework?

- To review and practice material being studied in class.
- To keep parents aware of the content of schoolwork.
- To develop students' personal responsibility for assignments and use of time.
- To maintain students' accountability to parents and teachers.

How can parents help with homework?

- Emphasize that homework is the child's responsibility.
- Check that all materials and the assignment sheet are brought home.
- Provide a quiet, appropriately lit place for homework, free from interruptions.
- Help your child develop and stick to a regular homework routine.
- Limit the number of outside activities they are involved in.
- Bring completed assignments back to school the next day.

How long should it take the typical student to complete his/her homework?

- K – 2nd: ten to twenty minutes per day
- 3rd – 4th: thirty to forty minutes per day
- 5th: forty to fifty minutes per day
- 6th – 8th: sixty to ninety minutes per day
- NOTE: This time does not apply to make up work due to absence nor to complete unfinished class work. If daily homework is consistently taking more than the allotted time, and the child has stayed on task the entire time, parents should contact the teacher.

## ELEMENTARY SCHOOL HOMEWORK ALERTS

If an Elementary student does not turn in his/her homework on time, he/she will receive a homework alert. All missing assignments from one day will be included on one alert. The homework policy is per quarter. Each quarter a student starts over with a clean slate. After 3 alerts, consequences will be given. If the student receives additional alerts in that quarter, the following actions will be taken: 4th Homework Alert—a meeting with the student, parent, and teacher will be held to discuss a plan of action to prevent further alerts

### **For Grades 4-5 (and 3rd Grade in the Second Semester)**

5th (+) Homework Alert—Detention after school

Each alert (beginning with 5) incurs a 15 minute detention for a maximum time of 1 hour at a time. Detention will be held from 3:15-4:15 on Wednesdays in the teacher's classroom.

## MIDDLE SCHOOL LATE WORK POLICY

Our teachers are committed to student achievement and success for all students. As a result, students are expected to do quality work and to do so responsibly by completing daily assignments and/or projects and turning in work on time. All assigned work is given for the purpose of increasing student learning and preparing students for tests as well as their future.

Late work will be accepted for discounted points in middle school. The due date for each assignment is specified by the teacher and should be written in the planner by the student when the assignment is given. There are certain, special instances where work will still be due on its due date, even if a student is out sick and those teachers will communicate due dates and contingencies well in advance.

There are several reasons why a strict policy is needed. We want to teach our students responsibility and the importance of their education. Many times, work is corrected in class. Students who participate in this process are able to learn from their mistakes because questions about incorrect answers can be answered immediately. It is also rewarding for students who worked hard on an assignment the previous day to immediately see how well they did.

The one exception is students who are absent. When students return from an absence, they must check with their teacher for due dates on all work they missed while absent. Work that was due on the first day of their absence, however, should be turned in the day they return to school. As mentioned above, some work, due to its nature, may not be able to be made up, and some work, may be due on its due date despite a legitimate absence (i.e. Book Log, research paper, certain labs, etc.). Please see the teacher class syllabus or talk with the teacher directly for details.

## EXTRA CREDIT

Extra credit is offered at the discretion of each teacher and is considered a privilege.

## GRADING SCALES

Kindergarten students will receive a detailed progress report for each quarter's grading period.

Grades 1 <sup>st</sup> – 2 <sup>nd</sup>	E – Excellent Progress
	S – Satisfactory Progress
	N – Progress Needs Improvement
	U – Unsatisfactory Progress

Grades 3 <sup>rd</sup> – 8 <sup>th</sup>	A – 90 - 100%	Excellent
	B – 80 - 89%	Above Average
	C – 70 - 79%	Average
	D – 60 - 69%	Below Average
	F – 0 - 59%	Unsatisfactory

## GUIDELINES FOR SUCCESS IN SCHOOL

Students should come to class prepared with all needed supplies and books.

Students are expected to be quiet while a teacher or fellow student is talking. They should listen to instructions and ask questions if the instructions are not clear.

After work is completed in class, the students should have something constructive to do (read a book, work on other assignments).

It is the student's responsibility to get all work in on time. Failure to comply with the above will result in a consequence, homework alert, infraction, or zero credit.

## CLASS EXPECTATIONS

Please refer to each class syllabus either on the school website or in middle school planners for expectations.

## MAKE UP WORK

See attendance policy for details. Students receive as many days as they were absent to make up their missed work. (i.e. sick 2 days = 2 days to complete work upon return.) When a student misses class because of any tardy or absence, the student is also missing valuable classroom instruction and discussion that cannot always be made up by normal homework assignments. Teachers will hold students accountable for adequate makeup work to cover the missed instruction. This work will be assigned by the student's classroom teacher. Failure to complete the makeup assignments will

reflect on the student's academic grade. Some work, due to its nature (such as science labs), may not be able to be made up, and some work may still be due on its due date despite a legitimate absence. Please see the teacher class syllabus or website for details. Assignments for unexcused absences will result in a zero, however we recommend the work be done for instructional purposes.

## ACADEMIC PROBATION and RETENTION

Students in Kindergarten through eighth grade may be retained in the same grade if both the classroom teacher and the school administrator believe that academic progress is not possible or not likely at the next grade level. The reason may be lack of effort, lack of understanding, or excessive absence. Parents will always be consulted prior to retention.

### ACADEMIC PROBATION

Recognizing the need for one to do his/her very best work (I Corinthians 10:31), LCS requires that a student work to his/her potential and maintain at least a "C" (2.0) average in his/her academic classes. Subjects not considered academic include penmanship and elective or enrichment classes. Bible will be considered an academic class. Should a student not maintain a "C" average, he/she will be placed on Academic Probation the following quarter.

If a student is placed on Academic Probation, he/she must improve to a "C" average the following grading period. While on Academic Probation the student will be monitored closely and will lose student privileges such as participation on a sports team, Leadership, etc. for a minimum of 5 weeks. Once the student can demonstrate a sustained improvement in their grades (a "C" average for a minimum 5 week period) they may, with administrator/teacher approval, be able to resume prior activities, however, they will still be on Academic Probation status for the remainder of the quarter. Exclusion: A student who has an identified learning disability.

### RETENTION/FAILURE

Students must pass each subject (achieving at least 60%) for three quarters in an academic year or he/she will fail that subject for the year. If a student fails (achieves below a 60%) for any three quarters in two or more academic subjects in a school year, he/she has not met the standards, will fail that grade and therefore will not be promoted. Academic subjects include reading, spelling, language, English, math, history, science, and Bible. Exclusion: A student who has an identified learning disability.

The administration may make additional demands on students whose grades are below standard in one or more subjects in order for them to be promoted to the next grade.

### GPA-Grade Point Average

The core classes determine "Academic GPA". "Total GPA" includes all classes, including electives. GPAs are generally calculated and shown in middle school only. A student will be placed on



Academic Probation, resulting in no sports or other extra-curricular programs if the academic GPA falls below 2.0

### Ds, Fs, and FAILING A CLASS

A student earning a D in a class is barely passing that class and an F is failing that class. In the event that a student earns one of these grades it is recommended the parent, student, and teacher meet right away. If a student earns these grades two or more quarters, summer school in that subject matter is required.

If a student fails a class, a meeting with the principal may be scheduled to discuss retention or transferring to a new school. Unfortunately, at this time our school has no remedial classes.

MS parents are expected to be regularly checking *Schoology* to keep aware of their student's grades to avoid "surprise" Ds or Fs.

## SPECIAL EDUCATION/STUDENTS WITH LEARNING DISABILITIES

Lakewood Christian Schools desires to provide a Christian education for all children *who we can*, including those with learning challenges. We are not able to service every child with special needs due to limitations on our finances, expertise, size, and facilities, but for those whose needs we believe we can meet, we are committed to partnering with the families, [Opportunity Schools](#), the public school system, and other professionals to best meet the student's needs.

In general, significant struggles of a behavioral nature (i.e. ED, ODD) are more difficult for our program to accommodate, and we can rarely meet those needs. In addition, non-academic services and therapies (such as speech and occupational therapy) are not provided by Lakewood Christian Schools and must be arranged by the parent with another organization.

As a private school, LCS does not receive government funding for special needs programs. Therefore, Lakewood Christian Schools is not legally bound to follow existing educational plans as outlined in FAPE and/or IDEA; however, the goals and recommendations contained in IEPs and other education plans will be considered in the development of a 504 plan at our school in areas where we can meet the needs of the child.

### The Opportunity Program

The Opportunity Program is for students at LCS with special needs from mild to moderate learning challenges such as...

- o Dyslexia
- o Visual and Auditory Processing Challenges
- o ADHD/ADD
- o High Functioning Autism

and any student who may need small group, multi-sensory instruction to achieve success.

*Any student applying to LCS with an IEP or other learning need, must plan to be enrolled in Opportunity in order to be accepted at LCS.*

Opportunity Schools, an educational non-profit organization, partners with private schools to help students with learning challenges achieve academic success. Their research-based multi-sensory methodologies are adapted to each student's learning style. The end result is a structured and fun learning environment with strategies that identify and build on each student's individual strengths as well as develop confidence and strong self-esteem. For additional information see <https://www.opportunityschools.org>

The LCS Opportunity Program is a pull-out program with an **additional monthly cost** that provides the following services:

- Small group, researched-based multisensory instruction in reading, writing, spelling, and mathematics
- Mainstream support that may include pre-teaching, skill and concept reinforcement, and an appropriate accommodation plan
- Academic assessments, interpretations, and recommendations
- Referrals for school psychologists, occupational therapists, and speech & language therapists as needed
- Partnership with the classroom teacher for added support and accountability

Our program will be led by a teacher with a master's degree in special education, as well as training in the Opportunity Schools methods, and Opportunity's Consulting Director of Education. In addition, all LCS teachers have training provided by the Opportunity Schools' Teacher Training Institute during the summer and throughout the school year.

The Opportunity Program staff will:

- Obtain and review all pertinent previous data regarding your child's educational history, evaluations and services provided in order to create the most appropriate plan for your child. This plan may include student accommodations, recommendations, and other information that will communicate the methods by which progress will be made.
- Perform academic achievement assessments.
- Request further evaluation (Information about suggested testing options can be provided).
- Provide academic and other necessary interventions and supports for your child in the Opportunity classroom and in the general education classroom.
- Advocate for your child with his/her teachers.
- Communicate with you regularly regarding progress.
- Pray with and for your child.

The program structure will depend on the students and their needs. It is also dependent on the number of students enrolled. We tailor our program to the individual students who enroll.

Schedules are coordinated with the elementary and middle school faculty for 4-5 days a week pull out times. The amount of time spent in the Opportunity room will vary for each student and will be determined by the Opportunity teacher.

## **How to Enroll**

Standard LCS admission and enrollment policies apply, in addition, an Opportunity Program application must be completed at the time of application. Once the applications are received, and an entrance exam is administered to your child, your communication to us about your child's needs and submission of records and testing information will help us better determine our ability to accommodate his/her challenges.

We require a copy of

- Your child's IEP, or 504 plan
- Any psychoeducational evaluations or
- Medical information that is pertinent

In an effort to make the most informed decision regarding our ability to serve a student, observation in the current school may be required prior to admission into the Opportunity program.

After your interview with the principal and acceptance to the school, a meeting will be scheduled for you and the Opportunity teacher to discuss next steps.

## **ONLINE GRADEBOOK- Schoology**

Schoology is the LMS (Learning Management System) that we use at Lakewood Christian Schools. This is where middle school students will interact with teachers, get assignment information, check grades, send messages to teachers, and more. Parents are asked to sign up for an account and link their child to their account to follow along with their progress, keep an eye on their grades, and receive updates from the teacher.

What Schoology is:

- A way to check overall progress.
- A tool to review class work, tests, and project grades.
- A way to notice missing work – some teachers will mark an assignment “missing” and it will appear in a separate section, others will simply leave the box for that assignment blank, some may put in a zero. It is the student's responsibility to be aware of missing assignments and make up work (as outlined in the homework policy in this handbook and any individual class syllabus).
- A way to contact teachers for easy communication on quick issues.

What Schoology is not:

- Immediate feedback – it may be a week or so before a grade is posted.
- A report card – grades and averages will change often.
- To replace face to face communication – when there is a concern, or question, do not hope Schoology will solve it. Please email, call, or come by and ask the teacher.
- A guarantee of a grade.

Tips: Please remember, *"It ain't over 'til it's over"*. Schoology, like any grade book, is an averaging tool. Just because you see an A or a D today, does not mean that is the grade you will see on the report card. Pay attention to blank boxes, zeroes that can be made up, or teacher notes. Don't panic if the grade is lower than desired.

Teachers are asked to update Schoology once a week. Some will do this on the weekend, some during the week.

# Section 6: Discipline

*“Train up a child in the way he should go and when he is old, he will not depart from it.”  
Proverbs 22:6*

Our goal is to prepare students to stand firm in their faith in Jesus Christ, to be academically sound, and to be productive, responsible citizens at home, church and in our community. In order to carry out this goal we have developed the following discipline policies for when a student chooses to misbehave.

Each classroom will have a set of posted class rules students are expected to follow, and each teacher will communicate these rules along with the appropriate consequences and rewards. Proper behavior is expected at all times during the school day and on every part of the school campus (i.e. classrooms, playground, lunchroom, etc.).

## ELEMENTARY SCHOOL DISCIPLINE

The phases of the discipline plan are followed throughout one semester. At the beginning of the second semester, each student has a fresh start.

A gentle warning or reminder will be followed by a firm private reprimand for breaking basic class and school rules. If a certain misbehavior continues, an infraction will be given. An infraction may also be given without a reminder for character issues: cheating, lying, stealing, defiance, lack of respect, disobedience etc. The infraction notice is mailed home to the student’s parents/guardians and a copy kept in the student’s file.

Playground Alerts, Infraction Notices, Student Referrals, and Suspensions are models of discipline used to inform parents of misbehavior and to encourage positive behavior change.

### **Phases of Discipline**

Warning and Reprimand

1st Infraction - Consequences at teacher’s discretion

2nd Infraction - Consequences at teacher’s discretion

3rd Infraction – Student meets with principal

4th Offense - Referral to principal (parent/student/principal conference)

5th Offense –Referral to principal and in-school suspension (parent notice)

6th Offense - Referral to principal and at-home suspension (parent notice)

7th (+) Offense – Meeting with parent, student, teacher, and principal to discuss likelihood of expulsion.

### **Rewards**

Students will receive regular recognition and earn Zero Infraction Rewards for positive behavior

## MIDDLE SCHOOL DISCIPLINE

**When a student misbehaves, staff will follow 4 steps:**

- 1. Verbal Redirect** - Staff will verbally correct and redirect the student.
- 1. Consequence and Contact Parents**
  - a. Staff will use individual classroom management policies to correct the behavior **AND** inform parent(s) via email, phone call, or in person.
  - b. Consequence will not be a detention and will not demean the student.
  - c. If this is the second time a student is out of Dress Code, the House leader will assign a Dress Code Warning.
- 2. Lunch Detention** - If behavior continues, staff will issue a Lunch Detention *(these will be kept in the student file and thrown out at the end of each year)*
- 3. Meeting with Principal** - Once a student has been assigned to Lunch Detention 3 times, they will meet with the Principal where they may assign further disciplinary action (i.e. Infraction, Suspension, Behavior Contract, Dismissal from School, etc).

**Major Offenses:** Staff will report major offenses to the Administration as soon as feasible. The administration will contact the student's parents and provide intervention which can include but is not limited to (Behavior Contract, Conference, Counseling, Community Service, Detention, Suspension, Infraction)

Minor Offenses	Major Offenses
Broken classroom procedure <u>Minor or occasional</u> defiance Disrespect Disruption Inappropriate behavior <u>Minor</u> peer conflict (physical or verbal) Property misuse Task refusal <u>Minor</u> technology violation	Cheating <u>Excessive</u> defiance or disrespect Threats Bullying/Harassment Fighting Theft Property damage or vandalism Possession of drugs, alcohol, vape pens, etc. <u>Major</u> technology violation

## HARASSMENT POLICY

This school is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment. The school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including suspension or expulsion.

A charge of harassment shall not in and of itself create the presumption of wrongdoing. Students found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including suspension or expulsion. Harassment occurs when an individual is subjected to treatment which is hostile or intimidating. Harassment can occur any time during school or during school related activities. It includes, but is not limited to, any of the following:

- **VERBAL HARASSMENT** - Derogatory comments and jokes; threatening words spoken to another person.
- **PHYSICAL HARASSMENT** – Unwanted physical touching, contact, assault, deliberate impeding or blocking movements or any intimidating interference with normal work or movement.
- **VISUAL HARASSMENT** – Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, or gestures.
- **SEXUAL HARASSMENT** – Includes unwelcome sexual advances and other verbal or physical conduct of a sexual nature.

To initiate a harassment investigation, the offended student should tell his/her teacher. If the teacher is unable to satisfactorily resolve the harassment issue, the offended student or parent(s) of the offended student should file a written report with the school principal detailing the harassment allegations including the date, time, location, etc. of the alleged harassment. The teacher and/or principal will be responsible to investigate and when appropriate discipline the offending student(s). Those found guilty of harassment shall be subject to potential suspension and expulsion.

## BULLYING POLICY

Lakewood Christian Schools is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Students, staff, and our school community are expected to conduct themselves in light of I Peter 3:8: which says ***"Finally, all of you, be like-minded, be sympathetic, love one another, be compassionate and humble."*** Our school works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community, as a result, students, staff, and our school community are expected to conduct themselves in a respectful, Christian manner, and demonstrate a level of respect and dignity towards each other.

## PREVENTION

In order to help foster this environment, LCS has deployed a bullying incident reporting app called [STOPit](#). This app allows students to anonymously report bullying behavior to school

administration via an app or web interface. We also utilize a curriculum written by Paul Coughlin that addresses how to stand up to bullies and how to be a good protector of the people in our community.

**Additional prevention can include, but not limited to:**

- Students will receive annual instruction of what bullying is
- Students will be instructed to report to a staff member when they observe bullying
- Students will be encouraged to report to a staff member when they feel they have been bullied
- Students will be taught as bystanders they are responsible and play an important role
- Students will be taught intervention strategies for victims and bystanders
- Staff will take seriously information from parents about concern for their child
- Students, staff, and parents will work together to honor God in the way we treat each other

## DEFINITION

Bullying, harassment, or aggressive behavior is **repeated**, intentional, harmful behavior that creates or takes advantage of a **power imbalance**. It is initiated by one or more students and directed toward another student. For our purposes, it takes place in the school, on school property, or on school field trips. If the conduct occurs off school grounds and causes or threatens to cause a substantial disruption at school or interferes with the rights of students to be secure, school administration may impose consequences. The administration may also report the Cyber Bullying or Harassment to the police.

- **Power Imbalance**: Use of power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- **Repetition**: Bullying behaviors happen more than once or have the potential to happen more than once.

## TYPES OF BULLYING

**Cyberbullying** is committed by means of an electronic communication device, such as a cellular phone, computer, or tablet. Cyber bullying may include messages, texts, sounds, images, posts on social networks, Internet websites, and the creation of false profiles or credible impersonations of another actual person without their consent. If the conduct occurs off school grounds and causes or threatens to cause a substantial disruption at school or interferes with the rights of students to be secure, school administration may impose consequences. The administration may also report the Cyber Bullying or Harassment to the police.

**Physical bullying** includes but is not limited to intentional, unwelcome acts of beating, fighting, hitting, kicking, poking, punching, pushing, shoving, spitting, and tripping.



**Social or relational bullying** includes but is not limited to spreading rumors, manipulating relationships, exclusion, black mailing, isolating, rejecting, using peer pressure, and ranking personal characteristics.

**Verbal and non-verbal bullying** includes but is not limited to gossiping, making rude gestures or noises, name-calling, spreading rumors, hurtful teasing, and threatening gestures.

Sexual: unwanted, unwelcome physical contact, such as touching, bumping, grabbing, or patting; sexually insulting remarks about race, gender, ability, or class; bragging about sexual prowess for others to hear; intimidating hallway behavior, which can include demeaning nicknames, homophobic name calling, cat calls, rating, or embarrassing whistles; graffiti with names written on walls or desks; a common example is: "for a good time, call..."; being followed around by another student, or being stalked.

**Playful teasing** is good-natured joking and name-calling among friends with the intention of building closeness. By contrast bullying is malicious teasing among individuals who are not friends with the intention of invoking harm, fear, or humiliation. Teasing may have the unintended outcome of invoking embarrassment, whereas in bullying, invoking embarrassment is the intended goal. Teasing and bullying may appear similar, but the differentiating variables are the relationship between the parties and the intention of the perpetrators.

## REPORTING

All LCS staff will be watchful for warning signs, supervising students on the playground, in the classrooms, hallways, and throughout campus. We also expect every student to inform an adult if they suspect bullying is happening. They can do this in person, over an email, in writing, or through our anonymous reporting app, STOPit.

If a student brings a bullying claim to a staff member, the staff member shall immediately document it in the [Complaint Reporting sheet](#). The staff member will assess the situation to determine if the aggressive behavior meets the criteria for bullying (listed above), if the behavior is an isolated incident that can be resolved within the classroom, or if there is not enough information to move forward. Not all conflict constitutes bullying.

Procedure for resolving complaints.

1. Attempt to resolve the issue at the classroom level.
2. Contact the Administration team at Lakewood Christian Schools.
3. Contact the Pastor of Ministries at Arbor Road Church.

If the behavior ***DOES NOT meet*** the criteria for bullying (imbalance of power and repetitive), no further action is needed beyond the documentation of the complaint in the [Complaint Reporting sheet](#).

1. If the behavior ***DOES meet*** the criteria for bullying (imbalance of power and repetitive), the staff member must report this to the school principal immediately via a meeting and follow up with an email.
2. The Principal will meet with the victim/witness and accused student privately.
3. The Principal will take notes and fill out a [Bullying Report](#)
4. Followup meetings will be scheduled with each set of parents to discuss the [Bullying Report](#).
5. An action plan will be created by the administrative team that will include
  - a. A **summary** of the Bullying Report
  - b. Three action steps that the staff will implement in the school
  - c. Clear and quantifiable disciplinary thresholds
  - d. Next steps if the behavior continues
6. The Action Plan will be signed by both parties
7. Staff will be given a copy of the Action Plan

If a student or parent sees repetitive aggressive behavior that deals with a power imbalance, they must immediately make it known to a member of the school staff. Once that staff has tried solving the situation at the classroom level, they will move to step 2 in the procedure outlined above.

*\*Note\** Students are prohibited from knowingly falsely accusing another of bullying or poor behavior. Disciplinary action, up to, and including expulsion/suspension shall be taken if they knowingly make false reports. Lakewood Christian Schools prohibits retaliatory behavior against any complainant or any participant in the complaint process.

*\* Note\** The school will make reasonable efforts to keep a report of bullying and the results of investigation confidential.

Employees witnessing bullying are expected to report the incident as immediately as reasonably possible. Students witnessing or experiencing bullying are encouraged to do the same. Such reporting will not reflect on the victim or witnesses in any way.

## SUICIDE PREVENTION

Protecting the health and well-being of all students is of utmost importance to Lakewood Christian Schools. The administration has adopted a suicide prevention policy which will help to protect all students through the following steps:

1. Students will learn about recognizing and responding to warning signs of suicide in friends, using coping skills, using support systems, and seeking help for themselves and friends. This will occur through science classes. Students 6<sup>th</sup>- 8<sup>th</sup> grade will have hotline numbers on their student ID per SB-972, 7/2019.
2. The LCS administration serves as suicide prevention coordinator for students in crisis and to refer students to appropriate resources.

3. When a student is identified as being at risk, parents will be notified and it will be recommended that the student be assessed by a mental health professional who can support the student and refer the family to appropriate resources.
4. Students will have access to national resources which they can contact for additional support, such as The National Suicide Prevention Lifeline – 1.800.273.8255 (TALK) [www.suicidepreventionlifeline.org](http://www.suicidepreventionlifeline.org)
5. All students will be expected to help create a school culture of respect and support in which students feel comfortable seeking help for themselves or friends. Students are encouraged to tell any staff member if they, or a friend, are feeling suicidal or in need of help.
6. Students should also know that because of the life or death nature of these matters, confidentiality or privacy concerns are secondary to seeking help for students in crisis.

## **SUSPENSION**

Suspension from school is considered a severe mode of discipline at Lakewood Christian Schools. It is employed at the discretion of the school administrator in situations of repeated violations of school rules or if a single offense is particularly serious. Parents will be notified in writing and a written record will become part of the student's file. Multiple suspensions could lead to expulsion from school.

### **Reasons for suspension:**

- Possession of illegal substances.
- Possession of a weapon of any kind (including a small pocket knife).
- Severe physical altercation with another student.
- Any physical altercation with teacher or staff.
- Repeated disruptive behavior or use of inappropriate language.
- Sexual Harassment/inappropriate signs of affection

## **EXPULSION**

Expulsion from school is an action taken by the school board after review of all known facts. Expulsion can be for the remainder of the school year or permanent. Expulsion could be a consequence of a major event or multiple smaller events. The school administrator may recommend (or agree to) a parent withdrawing their student from enrollment at LCS to preclude an expulsion being recorded on a student's cumulative file or in the welfare or interest of the student body at large.

## **PROHIBITED ITEMS**

Students may not possess the following items on school property or at school events without the explicit permission of a teacher or administrator. Bringing these items to school are grounds for an infraction or suspension.

- Personal electronic items of distraction
- Gambling devices
- Drugs, alcoholic beverages, narcotics, cigarettes, inhalants, cigarette lighters, e-cigarettes, vapes, and look-alikes

- Explosive devices, including firecrackers, fireballs, cherry bombs, stink bombs, etc.
- Gang paraphernalia, such as rags/bandanas, etc.
- Weapons, look-a-like weapons, guns, knives, screwdrivers and/or other items designed or easily used to cause physical harm or vandalism.
- Medications or pills (these are to be kept in the school office)
- Animals, pets, etc.
- Toys of any kind
- Perfume/cologne, air fresheners in lockers

## PROPERTY DAMAGE

Any damage to school or church property is the financial responsibility of the parents of the child causing the damage.

## ACADEMIC INTEGRITY

Students are expected to be honest in all their actions and words. Students should complete all assignments, papers, and tests from their own knowledge or, when appropriate, give credit to sources of information. Academic dishonesty will result in a failing grade on the assignment or test. Further action may be taken by the administration as warranted by the specific situation.

## CHEATING

Cheating is wrong. We believe it is a serious offense. Students caught cheating will receive a zero and an infraction. Parents will be notified. Repeated episodes will be dealt with by the principal using the student referral notification as discipline.

## STUDENT PRIVACY RIGHTS - SEARCH AND SEIZURE POLICY

To maintain order and discipline on school property and at school events, and to protect the safety and welfare of students and school personnel, Lakewood Christian Schools has the right to perform unannounced searches and to seize contraband, and has the right to perform physical searches of students to determine whether they pose a threat to themselves and others. The school reserves the right to search a student or student's property while involved in a school sponsored activity even if off the campus. Failure to cooperate with the administration can be grounds for dismissal.

**Locker Searches:** Student lockers are the property of Lakewood Christian Schools and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. Students should not expect privacy of personal items placed in the lockers because school property is subject to search at any time by the administration. Locks are issued and owned by the school and have a key.

**Personal Items:** Personal property such as book bags, gym bags, purses, handbags, pockets, desks, or other personal items may be subject to search by the administration, with or without a student's knowledge.

Technology: Students must provide any passwords or other access required to inspect such places or items upon request by a school administrator. Inspection of electronic devices includes laptops, phones, cameras, and any other electronics, including the contents of the same (texts, emails, photos, images, address books, etc. whether such message or information was sent over the school's system or any personal account such as Yahoo, Gmail, etc.).

Further, Lakewood Christian Schools may 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.

School staff have the right to question students. Anything a student says to school staff can be used against the student in either a school discipline case or in a juvenile court case.

*Note: Private schools are not limited by the Fourth Amendment of the U.S. Constitution and not required to meet the higher "reasonable suspicion" standard as noted in New Jersey v. T.L.O. (1985). They are afforded more discretion with respect to student searches and seizures when there is "reasonable basis to believe" as the act in loco parentis.*

## MIDDLE SCHOOL PHYSICAL EDUCATION POLICIES

Physical Education is an important part of the educational process. Each person is a divinely created creature "who is soul and body, inner man and outer man." The body is a priceless possession. Students should learn how to use time appropriately and efficiently. The Bible teaches us that we are to bring honor and glory to God in all that we do.

The task of physical education is to educate each student in the proper use of the body throughout life. The care of the physical body is a moral responsibility and part of our reasonable service to God. This care must be a daily process of meeting bodily needs as they continue and change throughout life. Physical Education practice must incorporate decisions and actions pertaining to health, fitness and Christian work and leisure.

Through a carefully planned instructional program and continuous re-evaluation, students will gain a variety of skills and information. This will contribute to their health and physical well-being.

### **ATTENDANCE & TARDINESS**

All students are required to take Physical Education. Any students not in attendance will be marked absent. Those students who are tardy (late) will lose points off of their grade. Students will have ample time to change and be ready for activity. It is up to the student to be time efficient and be ready when class begins.

### **PARTICIPATION**

All students are required to participate. Failure to do so will result in loss of points from their grade. Students who cannot participate for injury or illness reasons will report and sign into the main school office for a study hall period. Students will be given an assignment relating to Physical Education

which may end up being homework if not done during the time allotted. All homework is due at the beginning of the next scheduled class meeting. **Any students who cannot participate must bring a note from home that is written by the parent or legal guardian and signed as well as dated. Students may not write their own note and then have it signed. If a student is ill or injured for more than (2) days, a doctor's note is required.**

## **ATTIRE**

Middle School students will have time to change into their P.E. clothes before class and have a chance to change back into their clothes at the end of the class period. Students in the first period P.E. class may wear their P.E. clothes to school. However, they will change back into their school uniform attire at the end of the class period. **At no time** will any students be out of school uniform during the academic day. Any students choosing not to follow this dress code will receive discipline as outlined above.

Middle School P.E. clothes must be purchased through the school Physical Education and Athletic Department. The following items are allowed:

- > A school issued shirt
- > School issued shorts
- > A laced up tennis shoe (No Slip-on type shoes i.e. Vans)

## **GRADING / DISCIPLINE**

Grading procedures will be given prior to each school year by the physical education teacher. This procedure will be distributed to each student as part of the class syllabus. The grading scale will be the same as that of the academic classroom.

Discipline procedures will be distributed to each student as part of the class syllabus. All discipline procedures will fall into line with the parent / student handbook.

## **FITNESS**

Students will be required to perform basic fitness activities. All students will be required to participate in the P.E. class's running program which includes the mile and mile ½ runs which are recorded for time. Students will be monitored for specific times and will be required to make those times which are established. Students who cannot run for injury or illness issues will be required to make up the run at the next available time even if it is not on the specified running day.

\*See the Outdoor Handbook for more detailed information.

# Section 7: Afterschool Programming, Athletics, & Bear Club

## ATHLETIC PHILOSOPHY POLICY

Athletics are an important part of the overall Lakewood Christian Schools educational experience. Our goal through the athletic program is to teach fundamentals, sportsmanship, and life lessons. Our goal is for every student athlete to discover their God given gifts and to discipline themselves to use these gifts to the best of their ability to honor God, strive for excellence, and work cooperatively on a team.

Athletics provides opportunity for students to develop fully through learning experiences that contribute to their physical, mental, social, and spiritual growth. The goal of every program is to pursue excellence while striving to win, follow the principles of good sportsmanship, and embrace the enjoyment of competition. Students at Lakewood Christian Schools have the opportunity to participate in multiple sports that seek to enhance the overall growth of the student athlete.

I Peter 3:8 “Finally, all of you, be like-minded, be sympathetic, love one another, be compassionate and humble.”

### Athletic Program Core Values

1. Christ
2. Responsibility
3. Integrity
4. Trust
5. Teamwork
6. Enthusiasm
7. Respect

### Athletic Program Key Players

#### Our Coaches

The coach is the “living curriculum” for the student athlete. Coaches at Lakewood Christian School are the most significant components of the athletic program. They are both teachers and active participants at the same time. They have the responsibility to model Christ-like behaviors and attitudes at all times. In order to be an effective coach and role model, LCS coaches must also be thoroughly knowledgeable in their sport, capable of detailed preparation, able to motivate athletes, able to make adjustments during competition, and work effectively and efficiently. Any concerns regarding coaches

need to be brought to the attention of the Athletic Director who provides ongoing guidance to coaches.

### Our Parents

Parents of student athletes have a responsibility to both their child and to the team. Without strong parental support the student athlete will not be able to achieve his/her greatest potential, and/or the team may suffer. It is important that parents provide positive reinforcement and understand their role as being part of the team. Parents, as well as players, should be supportive and encourage coaches and teammates at all times.

Parents are not coaches and learning to trust coaches is a key step to learning the value of the life lesson experiences athletics provides. It is also important that parents honor the Lord when attending athletic events. In order for LCS's athletic program to be successful, coaches, student athletes, and parents must make a firm commitment to glorify God at all times.

### Our Athletes

Lakewood Christian athletes should be diligent in preparation, give 100% at all times, demonstrate personal discipline, be respectful in all situations, maintain self-control, show humility, and aggressively pursue excellence regardless of the score, opponent, time, referee, or situation. The ultimate and final responsibility rests upon the shoulders of the student athlete, for it is the student athlete who is accountable to his/her parents, coach, and the Lord.

### **LCS Athletic Department is committed to:**

- Discipleship of our coaches and student athletes
- Outreach to opposing teams
- Preparation of student athletes for both competition and life with Christ as our model
- Stewardship of our resources
- Pursuit of athletic excellence

### **Objectives:**

1. To provide a positive experience in a competitive environment.
2. To allow students to learn to demonstrate Christ-like attributes and attitudes as they participate.
3. To provide an opportunity for teachers and coaches to interact with students beyond the classroom.
4. To give experiences beyond the academic to promote spiritual, mental, emotional, social, and physical growth.
5. To provide competition within the Christian Athletic League to develop team unity.



6. To provide training and development for high school levels.

### **Christian Athletic League**

Lakewood Christian Schools is a member of the Christian Athletic League (CAL) and our teams play other local schools also in the league. The league calendar is set each year to reflect games, playoffs, and championships.

LCS offers the following sports:

#### Fall:

Boys ES Flag Football  
Boys MS Flag Football  
Girls ES Basketball  
Girls MS Volleyball

#### Winter:

Boys ES Basketball  
Boys MS Basketball  
Girls ES Volleyball  
Girls MS Basketball

*1 Timothy 4:8 "For physical training is of some value, but godliness has value for all things, holding promise for both the present life and the life to come."*

## **EXPECTATIONS, PRACTICES & POLICIES for ATHLETES**

As stated above, Lakewood Christian athletes should be diligent in preparation, give 100% at all times, demonstrate personal discipline, be respectful in all situations, maintain self-control, show humility, and aggressively pursue excellence regardless of the score, opponent, time, referee, or situation. The ultimate and final responsibility rests upon the shoulders of the student athlete, for it is the student athlete who is accountable to his/her parents, coach, and the Lord.

### **Eligibility for Participation**

#### **Academics**

Lakewood Christian Schools acknowledges that academic achievement takes precedence over athletic participation. This standard, as well as specific eligibility/ineligibility information, are as follows:

- a. Grades in all classes will count and will be weighted for Core or Elective classes.
- b. Each LCS athlete is assumed to be eligible for athletic participation until the School Principal or the Athletic Director makes a declaration of ineligibility.
- c. In the event of academic ineligibility, a student's quarterly grades and semester grades will be the sole basis of consideration. Progress reports can help a student regain eligibility but may not be used to declare ineligibility.
- d. Any failing grade ("F") (at quarter or semester) or a quarterly composite of less than 2.0 will render a student athlete ineligible and placed on probation.

- e. Once a student athlete is ineligible and placed on probation, the period of ineligibility will last until the next report card occurs. At that time, the entire academic record of the ineligible athlete will be re-evaluated. The academic criteria applicable for the quarterly grading periods is the same as listed above in (d.). If, however, an ineligible athlete does not re-establish eligibility that athlete will be dropped from the team.
- f. In the event a student athlete has met all academic standards but drops significantly in academic performance during a time period when he/she is in no immediate danger of being declared ineligible, the Athletic Director has the authority to institute measures of accountability to help the student athlete get back on track.

### **Attendance at School**

A student athlete must attend school on the days of an athletic practice and/or game in order to participate in that practice or game. Some specific circumstances are as follows:

1. Students who are absent from part of the school day and are granted a non-illness related excused absence (e.g., a dental appointment) will be allowed to participate in the practice or game that day.
2. Student athletes must be at school by 11:00am or have attended five periods of the school day to participate unless it is due to an excused absence. A student athlete may not participate in a particular practice or game if they do not arrive by 11:00am or have been present for five periods of the school day.
3. Any unexcused absence from school, regardless if it is only for a partial day, will render an athlete unable to participate in the day's events. This would include in-school suspension.

### **Attendance at Practices and Games**

Each member of a Lakewood Christian School Athletic team must assume the responsibilities associated with such a position. The athlete has an ethical obligation to the team and the school. This obligation includes regular attendance at practices and athletic contests.

It is possible, of course, that emergency situations may arise (e.g., illness, death in a family, etc.) that make it impossible for an athlete to attend a practice session or game. Absences should be few and far between and arranged with the coach as early as possible.

### **Conduct**

Each student athlete is expected to conduct his/her life in accordance with the standards and principles set forth in God's Word. This includes adhering to all appropriate LCS standards of student conduct. Violations could affect participation in athletic activities. It is also expected that student athletes will conduct themselves at,

during or after practices and games in ways that would glorify the Lord in all that they do or say.

### **Personal Appearance**

The LCS athlete is constantly in the eyes of the public. He/she is a representative of the school and is considered to be in a position of leadership. The athlete's personal appearance not only reflects his/her attitude, but also those of whom he/she represents. Hygiene must be supportive to the athlete's well-being while participating in athletic competition. Athletes will be required to abide by the LCS dress code. Lack of compliance may result in the athlete to be held out of practices or games. Failure to comply after further notification may result in removal from the team and/or removal from athletics by the Athletic Director or Principal.

Appropriate practice clothing will be defined by each coach and must be approved by the Athletic Director. An athlete not in dress code will be sent home from practice. Game uniforms must not be worn to practice.

### **Physical Examinations**

All LCS athletes will be required to have a physical examination by a licensed physician. This form must be on file PRIOR TO THE FIRST DAY OF PRACTICE for each respective season. It is not necessary for a new physical form to be completed for each sport unless an injury requires a doctor's release for an upcoming sport. A physical is required for each year of athletic participation. These forms will be kept on file in the athletic office.

Romans 12:1 "I appeal to you therefore, brothers, by the mercies of God, to present your bodies as a living sacrifice, holy and acceptable to God which is your spiritual service of worship."

### **Participation Fees**

Participation fees are essential to help fund the cost of LCS athletics, game officials, tournament entry fees and supplementary equipment and supplies. Participation fees are not a guarantee of playing time on a team. This fee is not assessed if an athlete does not make the team. See current Fee Schedule for current costs.

## **STUDENT ATHLETES – MAKING THE TEAM**

All LCS students 5<sup>th</sup> – 8<sup>th</sup> grade are eligible to try out for teams. In special circumstances, and with the Athletic Director and Principal's approval, 4<sup>th</sup> grade students may try out.

In order to participate in the LCS after school sports program, the student must meet the following criteria and follow the procedures below:

1. Each athlete must have good health, a physical by their doctor, and provide an updated medical release form before each season.
2. Students must attend tryouts. Evaluations will be done by the Coach(es) and Athletic Director, and based on attitude, commitment, and ability. Players will be notified within 2-3 days after Tryouts. The roster spots available are as follows: Football – 16, Basketball – 10, Volleyball – 12.
3. A signed registration/consent form stating parent permission, and commitment to attend ALL after school practices and games.
4. Submit the required participation and uniform fees. Fees are non-refundable after the first week of practice.
5. Adhere to all athletic policies and team guidelines, as well as to all school policies, including GPA criteria.
6. All participants must honor the name of our Lord and Savior, Jesus Christ and seek to glorify God in word and deed.

### **Student Athlete Code of Conduct**

It is a privilege to represent our school and our Lord participating in school athletics. We are different at LCS, in that, our number one priority is to glorify God in everything we do. This is a tremendous responsibility, one that our student athletes should recognize at all times.

All LCS student athletes will adhere to the following code of conduct. The code will be enforced by the coach of each sport during the year. A violation can result in suspension or expulsion from an athletic team. The conduct of participants in athletics at Lakewood Christian is as follows:

- Integrity in the keeping of one's word, speaking the truth, carrying out responsibility, and respecting authority.
- Respect for self, Lakewood Christian School, coaches, officials, fans and the property of others.
- Courtesy extended in all relationships – athlete to athlete or athlete to coach, stewardship of the property, supplies, and equipment of Lakewood Christian School, as well as care of personal items.
- Reconciliation through Biblical and appropriate repentance and forgiveness when offenses have been committed or received.

Student athletes are expected to refrain from the following behaviors and characteristics:

- Tardiness to practices or competitions
- Careless and/or reckless behavior
- The inappropriate use of cell phones, cameras, and other electronic devices
- Profanity and vulgar or offensive speech and/or gestures
- Dishonesty in any form, including lying, theft, or cheating

- Gambling
- Rebellious or disrespectful attitude
- Flagrant disrespect and disobedience
- Harassment or bullying in any form; examples of threats or intimidation include, but are not limited to, provoking a fight, fighting, bullying, acts that inflict injury or damage, and/or acts intended to control by fear and/or intimidation.
- Use or possession of weapons and/or dangerous items on school premises or at any athletic event (i.e., guns, knives, explosive devices, etc.)

Psalm 133:1 “How good and pleasant it is when God’s people live together in unity!”

### **Playing Time Policy**

While our coaches and administration believe it is important to broaden the experience of LCS athletes, and that may be enhanced by playing time, it is also an important goal of the LCS athletic program to strive toward excellence. Therefore, no minimum per game playing time provisions or minimum numbers of athletic meets in which athletes must compete are established at the Elementary or Middle School level. Playing time decisions are left up to the individual coaches but providing meaningful playing time is encouraged.

### **Accidents/Injuries**

Coaches are certified in CPR and the use of an AED (Automatic External Defibrillator.) If an accident or injury occurs and is witnessed by a coach or bystander, the athlete will be evaluated by the coach. The coach will submit a written accident report to the Athletic Director within 24 hours. If the injury is serious the coach will call emergency services and the parent(s).

All injuries will be treated with caution and handled with care. The parents will be contacted in the event of all injuries and consulted with in any decisions made in regard to treatment and rehabilitation.

Coaches will treat any acknowledged condition in the confidential manner with which the information is related by the parent or guardian. If an athlete misses practice on the request of a physician, the athlete should have a note of clearance before returning to practice.

### **Poor Weather**

It is necessary at times to cancel games and practices at the last minute due to inclement weather. Cancellations and/or changes to any scheduled athletic event will be communicated as soon as the information becomes available via email.

If it is a home event that we have scheduled, the Athletic Director will make the cancellation call by 2:00pm. If it is an away event, the opposing school Athletic Director makes the cancellation call. As soon as we receive that call the website will be updated. The cancellation will be announced immediately from the respective school office and students will be allowed to call their parents at that time to make arrangements for pick up. Games will be rescheduled to the best possible time but may cause a conflict in another area.

## **DRIVERS FOR GAMES**

At LCS we appreciate our parent volunteers who drive our students to and from school events (field trips, after school sports, ACSI events, music festivals, and the like). In an effort to maintain the highest level of safety and security for the transportation of our students, LCS conducts a background check on all drivers. Volunteer drivers are asked to complete a Background Investigation Consent through the school administration office. Forms are sent home at the beginning of the year and can be picked up in the main office. Background checks are valid for 2 years.

All drivers must have on file:

- Verified Background Investigation
- Copy of valid driver's license
- Copy of current auto insurance

## **DRIVER SAFETY AND SECURITY AGREEMENT**

- A driver of a car must hold a valid, unrestricted driver's license. All vehicles must be properly licensed and in safe mechanical condition.
- There must be a seat belt for each passenger in the car. Due to CA state law there may not be more than nine passengers in one vehicle.
- When transporting students on a school-related event, such as a field trip, drivers must go directly to and from school and event location and may NOT make any unrelated stops (personal errands, purchasing treats for students, etc.). Emergency stops (for restroom or otherwise) must be reported to the coach in charge as soon as possible.

## **LCS BEAR CLUB POLICIES AND PROCEDURES**

Bear Club is provided for our students who need a safe, reliable, "home away from home" and for our working parents who are unable to drop off or pick up their children at regular school hours. Safety while playing on the playground, visiting with friends, even homework time, is all lovingly provided by qualified Day Care staff. Snacks are also available at a nominal cost and will be billed to your tuition account. We have no cash on the playground.

LCS requires registration forms to be completed and Bear Club fees paid prior to checking in for first time use. This is important in order to have emergency contact information before and after school when the school office is closed.

Parents must physically be present to check in students before school on a regular day, any time after 6:30 am. Charges will be placed on the following month's tuition billing for any hourly use. There is a dollar per minute late fee for pick up after 6:00 pm. Siblings may not pick up students.

There is a gate in the fence on Arbor Road at the playground which has a "door bell," with a video/audio monitor. When the button is pushed, and the parent is identified, the Bear Club staff will "buzz the gate" allowing it to be unlocked and pushed open. This gate is provided for the safety of our students.

When a whistle blows at recess or on the playground at Bear Club, students should stop and listen.

For safety, students should not climb posts above the normal landing at the top of the slides on the Big Toy. Students are expected to listen and obey the staff just as they would the classroom teachers.

In the event of poor behavior, Bear Club Staff will follow our school discipline plan and issue playground alerts or infractions as needed.

### **Day Care Policy and Procedures on Game Days - Elementary School**

K-5 students must observe regular Day Care procedures on "game days." Generally, the elementary students who choose to do so, will watch the game from the picnic tables under the supervision of Day Care staff. Others may be playing on the Big Toy under supervision. Parents will sign out their students when they arrive to pick them up. If families remain to watch the game, we request that students remain with their parent.

### **Day Care Policy and Procedures on Game Days - Middle School**

Middle School students who are not signed up for Day Care are encouraged to cheer for our school teams without being charged for Day Care. However, to alleviate confusion, we request that Middle School students sign-in first on the special GAME DAY sign-in sheet at the table and then sit in the designated bleachers on the opposite side of the court from the picnic tables. We respectfully request all regular school rules and procedures be followed. Students should remain on the far side of the court in order to walk to and from the drinking fountain or bathrooms.

### **Playground Rules**

- Students must ask permission to go to the bathroom and get a drink.
- Students are never allowed in the buildings unsupervised.
- Students may not climb to the highest parts of the Big Toy. This is too dangerous.
- Slides are for traveling down, not up.
- Only two students on a bar at a time.
- No climbing or hanging from building structures or walls.
- Students must have permission before leaving the playground for any reason.

- When the whistle blows 3x, students are to “freeze” and remain quiet. One blow releases the students.
- Students must show good behavior and treat each other and the property respectfully.
- Students may not share food, buy snacks for each other, or borrow money from each other.

### **Lunchroom Rules**

- No student may use the microwave or bring microwaveable foods.
- No students inside of the kitchen.
- Once seated, students must raise their hand for any needs.
- Students must clean up after themselves including the table, chairs, and floor.
- Middle school students sweep the floors and stack the chairs and the end of lunch.
- Eight kids to a table only. No saving seats, no moving.
- Students may not share food or buy food for each other.
- A “Peanut Free” table must be labeled and kept clean at all times for students with allergies.
- Staff should encourage the kids to eat, but not force them to eat in any order or amount.



## Section 8: DISASTER PREPAREDNESS

### Disaster Preparedness Handbook

### Conclusion:

We are grateful that your family has chosen Lakewood Christian Schools for Elementary and Middle School, and thank you for taking the time to read this handbook. We value the partnership and if you have any questions please contact our staff.

*Current School Board Policies and LCS Business Policies are available upon request. The Elementary & Middle School Parent Handbook does not serve to contractually bind the school in any way. It is subject to change without notice by the school board. Changes will be included in the enrollment process each year. In the event changes are made outside of annual enrollment time period, parents will receive a copy via email.*