



**Lakewood Christian Schools**

**K-8 Parent Student Handbook**

Lakewood Christian Schools  
5336 Arbor Road, Long Beach, CA 90808  
(562) 425-3358

Welcome to LCS! Thank you for taking the time to read through this handbook as you start this new school year. We are honored to partner with you in the important area of your child's education, and 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 important information including policies, procedures, and expectations. Our school board, principals, faculty, and staff are praying for a great school year.

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## **Section 1: LCS Purpose, Philosophy & Foundations**

Since 1978, our school has stood for academic and spiritual excellence and has 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 & MISSION**

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 endeavors to produce students who have met the following criteria:

### **I. Academic Excellence**

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

### **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 be taught 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)

## **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.

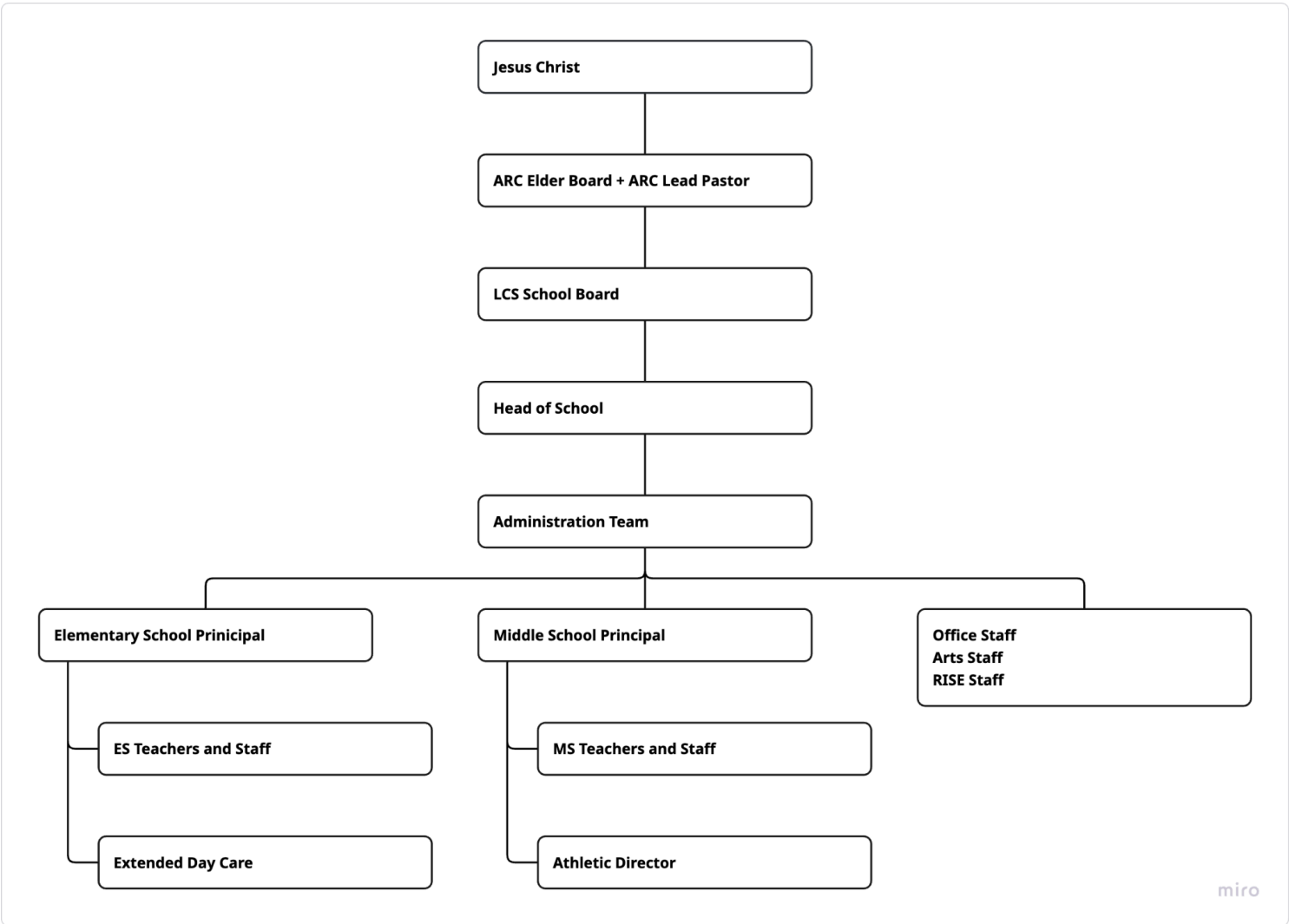
#### THE LAST THINGS

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



## Section 2: Admissions & Financial Information

### STUDENT'S AGE TO ENTER SCHOOL

It is generally recognized that students do their best work in school when they are placed in a grade with other students of the same or similar chronological age and development level. The final decision on grade-level placement and enrollment lies with the administration team. Please see the below guidelines for student age when enrolling.

- Kindergarten - According to state law, students entering kindergarten must be five years old before September 1 of the school year in which they are to be enrolled. Students who turn five after September 1 may be asked to pursue a “year to grow.”
- All Grades - Referencing the chart below, students entering any grade may not be older than the respective ages before December 15 of the school year in which they are to be enrolled. For example, a 9-year-old who turns 10 on December 14th may not be enrolled for 3rd grade or below.

<b>Grade Entering</b>	<b>May not be older than this age before December 15th of the school year they are enrolling.</b>
Kindergarten	7 years old
1st Grade	8 years old
2nd Grade	9 years old
3rd Grade	10 years old
4th Grade	11 years old
5th Grade	12 years old
6th Grade	13 years old
7th Grade	14 years old
8th Grade	15 years old

### RE-ADMISSION

Re-admission shall be done through *PowerSchool* each year. Registration fees are due at that time through Blackbaud. 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 or is otherwise not compatible with Lakewood Christian Schools expectations.
5. Parents and/or the student possess an uncooperative spirit or a divergent philosophy from the school.

#### **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 for prescription medications.

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

**UNLESS OTHERWISE AGREED TO IN WRITING WITH THE SCHOOL, 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.

**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.

## **ILLNESS POLICY**

Please do not send your child to school if they are ill. If your child becomes ill or exhibits signs of a health concern during the school day, you will be contacted and asked to pick up your child. This decision is at the discretion of the school and is made for the welfare of your child, their classmates, and our staff. Illnesses can spread quickly in a classroom setting. To help limit the spread of germs, please follow these guidelines:

- Fever: Children must be fever-free for 24 hours (without the use of fever-reducing medication) before returning to school. Fever is defined as 100.0°F or higher.
- Strep Throat: Children awaiting results from a throat culture must stay home until a negative result is confirmed. Children with a positive strep culture must be on prescribed antibiotics for at least 24 hours before returning.
- Vomiting/Diarrhea: Children must remain home for at least 24 hours after the last episode of vomiting or diarrhea.
- Pink Eye (Conjunctivitis): Children may return to school 24 hours after the first dose of prescribed medication.



## **IMMUNIZATION REQUIREMENTS**

In accordance with **California State Law**, all students must meet state immunization requirements in order to attend school. Lakewood Christian Schools complies with these laws to ensure the health and safety of all students. 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. Medical exemptions are allowed under certain provisions of California law and can be discussed with your child's primary doctor. Exemptions for students must be accompanied by proper documentation.

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 or in the school office.

## **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.

## **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**

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. Parents may provide written consent to third parties to access student records as follows:

- The written consent must specify the records to be released, the purpose(s) of record release, and the party to whom the records may be released.

Written consent is not required to disclose pupil records in the following circumstances:

- School officials and employees may access pupil records when there is a legitimate educational interest or as necessary as part of their job duties.
- Information contained in pupil records may be released to state and local officials or agencies to the extent that the information is required to be reported pursuant to state law.
- Information contained in pupil records may be released to appropriate persons in connection with an emergency if the knowledge of the information is necessary to protect the health or safety of a pupil or other persons.

## **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.

## Section 3: Community & Communication

### CLASSROOM PARENT VOLUNTEERS

Parents are welcome to assist in our classrooms with the coordination of the classroom teacher. 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.

### VISITORS TO CAMPUS

Visitors to LCS must request permission at least **24 hours in advance** by contacting the school's main office. Visits are subject to approval based on school schedules, availability of a designated staff host, and the purpose of the visit. Alumni wishing to attend a specific school event or activity should inquire with the main office to confirm whether their attendance is allowed and if any registration or ticketing is required. Upon arrival, visitors must check in at the **main office**.

1. **Dress Code** - Visitors, including former students, are expected to dress in a manner that reflects **respect for the school environment**. Clothing should align with the school's dress code for students. Visitors unsure about the dress code are encouraged to contact the main office in advance for guidance.
2. **Conduct & Behavior** - All visitors are expected to conduct themselves respectfully, including using appropriate language and behavior. Visitors must avoid any conduct that may disrupt classes, school activities, or students' learning experiences. Interactions with current students should be kept professional, and visitors are required to respect students' privacy.
3. **Access Restrictions** - Visitors are allowed in designated areas only. Access to classrooms, staff areas, or student-only spaces is restricted unless specific permission has been granted by the administration. Visitors may be required to be accompanied by a staff member when moving between locations on campus.
4. **Special Events and Activities** - Former students wishing to attend on-campus events such as sports games, performances, or assemblies may do so only if the event is open to the public or with prior approval. The school reserves the right to limit visitor attendance at certain events based on seating availability, security concerns, or the nature of the event.
5. **Failure to Comply** - Visitors who fail to follow these policies may be asked to leave campus and could face restrictions on future visits. If inappropriate behavior is reported, the school may take appropriate action to ensure the safety and well-being of students and staff.
6. **Emergency Procedures** - In the event of an emergency, all visitors are expected to follow the instructions of school staff and participate in any emergency protocols or drills as directed.

## **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. 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).

## **HANDLING CONFLICT: 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.

**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.          | 6. Be quick to forgive.                         |
| 3. Be sure you know all the facts. | 7. Pray and work for a solution and resolution. |
| 4. Be straightforward in love.     | 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. Beyond this step, a parent may ask to speak with the Head of School.

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 *school software*, 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.

## **SCHOOL MANAGEMENT SOFTWARE**

LCS uses school software to maintain student and family records, communicate with parents, facilitate tuition payments, post grades, and more. For more information about these systems, please contact the school office.

## **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.

A celebration in the classroom is allowed, but must be simple. A small treat, such as a donut or cupcake and a juice box is appropriate. No decorations or goody bags are allowed.

## **COMMUNICATION DEVICES**

School to home communication must happen through the front office. Students are not allowed to use classroom phones or other devices to contact home. This will ensure that when parents return a missed call, the call can be properly directed.

Cell phones - Cell phones are not allowed in elementary school. Cell phones, while allowed in middle school, may only be brought to school as long as they are not used or heard while on campus (school day, day care, games, etc.). This means that if a student brings a cell phone to campus, it should be turned off, remain out of sight, and not of their person during the school day which includes before and after school while on campus. If a cell phone is seen, heard without staff approval, or otherwise used in any inappropriate manner, the device will be confiscated by staff and the student may receive school discipline.

Smartwatches - Smartwatches are not allowed in elementary school. Smartwatches are allowed to be worn in middle school but may only be used as a watch. Additional features including but not limited to calling, texting, calculator, photos, cameras, etc. are never to be used on campus. If a smartwatch is used in any way other than a time keeping instrument, without staff approval, the device will be confiscated by staff and the student will receive appropriate classroom discipline.

The school assumes no responsibility for lost or stolen cell phones, smartwatches, or other devices.

## **ANIMALS ON CAMPUS**

Animals are not allowed on campus. In lower grade classrooms, arrangements for show and tell events must be made well in advance, and the pet must remain on a leash and sit near the classroom doorway while being shared. Once the pet has been shared, it needs to leave campus and return to the car immediately.



## Section 4: Daily Procedures

### OFFICE HOURS

Normal school year hours: 7:30 am to 3:30 pm Monday-Friday.

Summer hours: 9:00 am-1:00 pm Monday-Thursday. Closed on Fridays.

### SCHOOL HOURS

Middle school classes begin at 8:00 am and end at 3:06 pm. Students are not permitted in the middle school hallways until 7:45 am. 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.)*

### DRESS CODE

The dress code at Lakewood Christian Schools flows out of our mission statement as a desire to assist parents in the maturing of their children in their faith in Jesus Christ and help prepare our students to become productive, responsible citizens at home, at church, and in our community. We recognize that God has made students in His image and in various body shapes, making shopping for clothing oftentimes difficult. Even still, as a part of LCS, students and parents commit to the rules

below. It is primarily the parent's responsibility to monitor their student's dress before leaving home and entering school, and the school will assist parents in the enforcement of the dress code as outlined below. The student and parent will be contacted regarding any violation.

All clothing must be clean and neat, fit properly, modest, and not frayed or torn. For our purposes, we define "modest" as not calling attention to one's self and appearance.

**DRESS CODE VIOLATIONS:** Parents will be notified of first-time violations. A change of clothes will be provided to the student by the office or the parents will be contacted for clothes. If dress code violations continue, potential consequences include school discipline up to removal from the school.

### **Tops and Bottoms**

- Tops - solid color polo shirts OR school spirit shirts must be worn when in attendance during the regular school day. House shirts and spirit wear may be worn throughout the week. Polo shirts must be plain and solid in color and not include patterns, pictures, or writing. The only permissible writing or insignia is the small manufacturer's logo, which should be no larger than 2"x2". The collars must be the same solid color as the shirt.
- Pants/Skirts - Pants and skirts must be navy, tan, or black. Blue jeans and black jeans are permitted. Faded blue/black jeans are permitted. Jeggings, yoga pants, leggings, sweats, pajamas, joggers, and athletic pants are prohibited. All pants/skirts must be clean and neat, fit properly, modest, and not frayed, ripped, distressed, or torn. Tights and leggings worn like tights may be worn by girls only when worn under a dress or skirt. Alterations to the pants or skirts are unacceptable, i.e., shortening skirts, rolling, altering or adding jewels, embroidery, etc. Overalls are acceptable, with a top that adheres to the dress code (see above). Overall bibs must be fastened on both shoulders.
- Shorts - If shorts are worn, the bottom of the hem must be no shorter than mid-thigh. If further clarification is needed, the bottom hem of the shorts must reach within an inch of their longest finger when arms are relaxed at their side. If a question arises over the length of the shorts, the administrative office personnel will have the final determination on the short length. Alterations to the shorts are unacceptable, i.e., shortening, rolling, altering or adding jewels, embroidery, etc. Short shorts with leggings may not be worn.
- Spirit Wear - Approved school spirit wear includes school shirts, outerwear, and hats that displays a school logo. Middle School students must wear House shirts and outerwear on chapel days.
- Clothing must fit appropriately. Students may not wear clothes that are too tight, small, or baggy. Tying back or pinning back shirts is prohibited.

### **Outerwear and Weather-wear**

- All jackets, sweaters, pullovers, and other "outerwear" must be solid in color and not include patterns, pictures, or writing. The only permissible writing or insignia is the small

manufacturer's logo, which should be no larger than 2"x2". Outwear from LCS extra-curriculars are allowed.

- School-branded spirit outwear is acceptable at all times.
- Sweats, pajamas, and blankets are not permitted.

### **Hats, Headwear, Sunglasses, and Headphones**

- Only baseball-style caps with a Lakewood Christian logo may be worn during the school day. Students must remove the hat at a staff member's request.
- Hats are to be worn correctly, not sideways or backward.
- Sunglasses are not permitted at school without a doctor's note.
- Earbuds/headphones may only be used as an educational aide when under the supervision of a teacher and in accordance with an accommodation plan.

### **Footwear**

- All students must wear footwear and socks.
- Footwear must be conducive to the classroom and playground. Sandals, slippers, Crocs, Heelies, high heels, platform shoes, open toes, or open heels, and other types of specialty shoes (e.g. Uggs, cowboy/girl boots, etc.) are inappropriate and may not be worn to school.

### **Jewelry, Body Piercing, and Tattoos**

- Jewelry (necklaces, bracelets, etc.) is permitted but must not be distracting.
- Body piercings are not permitted for boys or girls.
- Visible tattoos are not permitted for boys or girls.
- Earrings are not allowed for boys.
- Earrings in ears only are allowed for girls. Earring hoops will not exceed 1" hoops and may need to be removed for PE or athletics.

### **Makeup and Nails**

- Make-up is not permitted for elementary school girls. Middle school girls' make-up should look natural and not be noticeable or distracting.
- Nail polish is permitted for girls only and must not be distracting.
- Fake nails are permitted but must not be distracting in length or style.

### **Hair**

- All hair for boys and girls must be clean and well-groomed with no extreme/distracting styles or unnatural colors.
- Boys may not have beards, mustaches, goatees, or excessively long sideburns.

### **Free-Dress Days Themed-Dress Days**

From time to time, Lakewood Christian Schools participates in Free-Dress and Themed Dress days. Please read below for rules surrounding dress code on these days.

**Free-Dress days** are intended to be dedicated days for students to dress casually while adhering to the general dress code. The LCS dress code is already fairly relaxed compared to other schools, so Free-Dress days allow students to wear clothing and hats outside the normal colors, logos, and brands addressed in the dress code above. Footwear must follow the rules above. **As a reminder, the following clothing is prohibited even on Free-Dress days.**

- Clothing that advertises alcohol, drugs, sex, or offensive material.
- Clothing that portrays distracting or inappropriate language, material, or pictures.
- Jeggings, yoga pants, leggings, sweats, pajamas, joggers, and athletic pants are prohibited.
- Tank, halter, crop, spaghetti strap, low-cut, off-the-shoulder, or revealing tops; sheer or see-through blouses. Girls may wear sleeveless tops with at least “dollar-wide” straps.
- Pajamas.
- Skirts or shorts that do not adhere to the shorts policy above.
- Shirts and blouses that allow skin to show at the waist/abdomen area.
- Skin-tight clothing.
- Clothing with holes.
- All sheer or see-through skirts/dresses without a slip.
- Underwear showing on male or female students.
- Fishnet stockings

**Themed-Dress days** are intended to be dedicated days for students to dress according to the day's theme. If students choose not to dress up in that day's theme, it is not considered a Free-Dress day.

- Costumes or dress must fit within the day's theme.
- Costumes should not be dangerous or distracting. Students must remove or replace distracting/dangerous elements of their costumes at the staff's request.
- **Creative interpretations** are allowed. For example, on Blast for the Past Day, a student might dress up as themselves from yesterday or someone from the 1400's.
- **Loopholes are different from creative interpretations.** For example, characters from Hulu (a Disney-owned company) or singers on Disney+ streaming services do not represent the Disney theme for Disney Day.
- When a disagreement arises, the front office staff will determine if a costume is dangerous, distracting, or a loophole.

## **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. 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.

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. 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.

In Elementary School, 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 Middle School, a lunch detention will be given on the student's third tardy and subsequent discipline may follow. A tardy may be excused with a parent note for doctor appointments, 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/AFTERNOON PICK-UP PROCEDURES

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

- 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 8:00 a.m.: Middle School students must be dropped off at the “Breezeway” entrance.

## 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).
- 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.

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

## MIDDLE SCHOOL PICKUP PROCEDURE

Middle School students will be picked up outside on the Arbor Road Church front steps. At the end of school, middle school students are to gather their belongings, immediately exit the Arbor building through the glass doors near the Worship Center, and wait for their ride home on the Arbor Road Church front steps. Middle school pick-up time runs until 10 minutes after the last bell.

Students that have not been picked up after the 10 minutes will be escorted by a staff member to Bear Club for extended daycare supervision, which begins to charge families after a 15-minute grace period.

It is the parent's responsibility to ensure that their middle school students know who they will leave campus with.

- Safety concerns, custody issues, and other extenuating circumstances must be communicated as soon as possible to the Front Office.
- Students with parental permission to walk/bike home are expected to fill out a form in the front office.
- Students are to treat the grounds, facilities, and the surrounding neighborhood with care and respect. This includes but is not limited to refraining from running, climbing, walking in planters, jaywalking, etc).
- For safety, younger siblings are NEVER allowed to walk to where an older brother or sister is waiting to be picked up or vice versa.

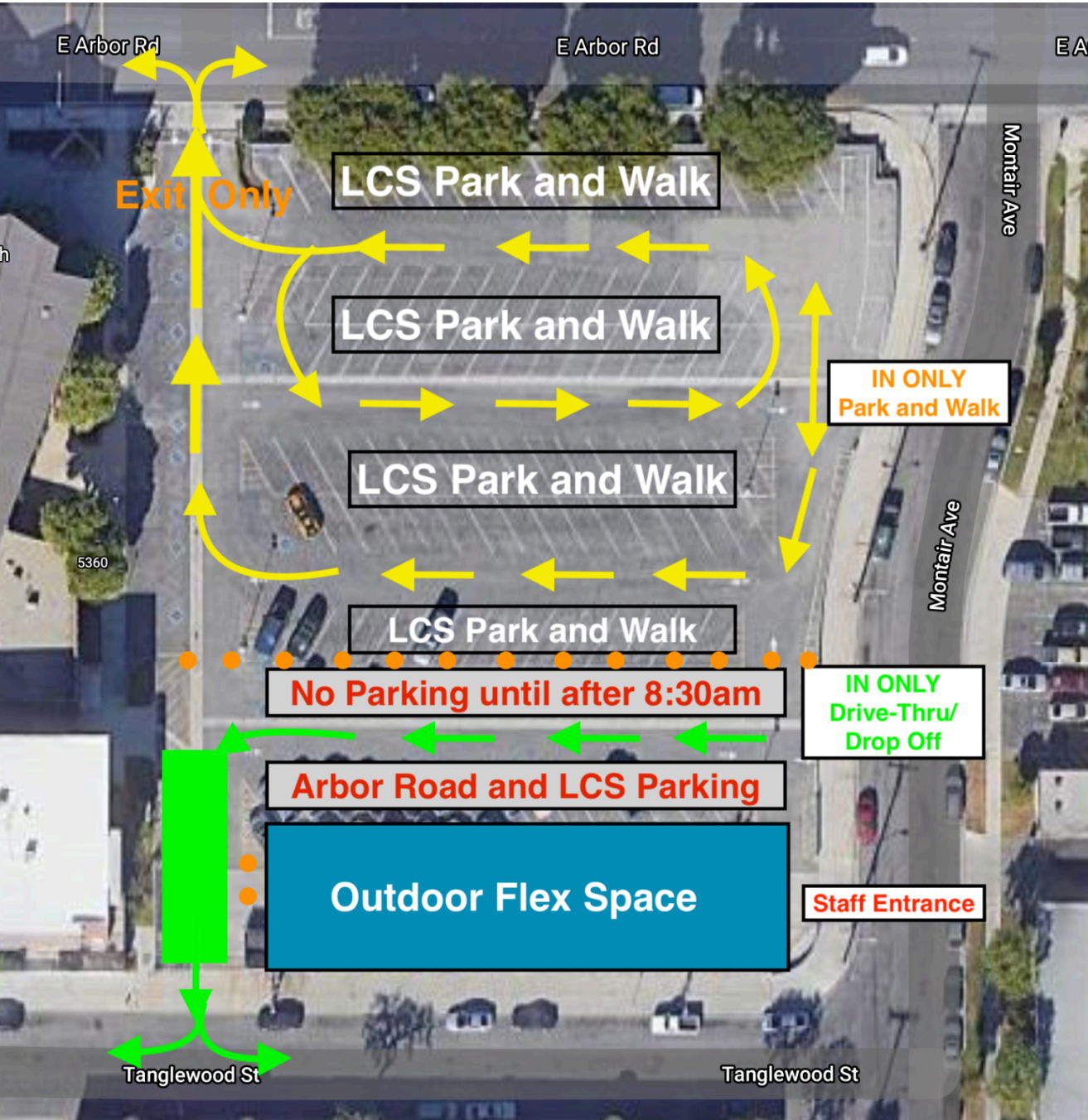


## PARKING LOT POLICIES

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



## **BEAR CLUB - EXTENDED DAY CARE**

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

### 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. On any day that less than a minimum number of 10 students are enrolled in advance, 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 on file in the front office 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**

All students shall meet regularly for Chapel. Days and times change each year and often within the school year. Elementary School parents are welcome to attend Elementary Chapel. Middle School are student only. Each elementary (K-5) classroom takes a turn presenting a “class chapel” and additional chapel speakers are arranged by the administration.

## **CHAPEL/ASSEMBLY ETIQUETTE**

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!

## **TECHNOLOGY USE POLICY**

This Policy applies to all Lakewood Christian School students in their use of the internet, social media, and electronic communications, regardless of whether that use is through devices and resources of Lakewood Christian School or any other devices or resources. In general, Lakewood Christian School students are expected to use good and ethical judgment in their use of the internet and social media, and in their electronic communications generally.

Students are permitted to access the internet through the Lakewood Christian School network for purposes related school work. Students are responsible for appropriate behavior on the school's computer network, including, but not limited to, complying with the Lakewood Christian School's standards of conduct and policies. Students may not install any software or download any product without advance approval of their teacher.

In addition, the following particular rules and standards apply:

### **Adhere to School Policies**

To the extent a student's internet, social media, and electronic communications use anywhere and in any context affects other Lakewood Christian School students or employees, school families, or their participation in the Lakewood Christian School community, the student is required to follow Lakewood Christian School rules, including but not limited to the provisions of this Policy, the School's policy against bullying, and its Harassment, Discrimination, and Retaliation Prevention Policy. If a student engages in any use of the internet, social media, or electronic communications that creates a substantial disruption at Lakewood Christian School or materially interferes with school activities, or which interferes with the rights of students, employees, or school families, Lakewood Christian School may take disciplinary action against the student.

The use of the School's network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. The students are advised never to access, keep, or send anything that they would not want their parents or teachers to see.

The following rules apply to all students' use of Internet, social media, or electronic communications, regardless of whether that use is through devices and resources of the school or any personal devices or resources:

- **Privacy** – Network storage areas may be treated like school lockers. Network administrators may review communications to maintain system integrity and insure that students are using the system responsibly.
- **Illegal copying** – Students should never download or install any commercial software, shareware, or freeware onto network drives or disks, unless they have written or verbal permission from the Technology Staff. Nor should students copy other people's work or intrude into other people's files.
- **Inappropriate materials or language** – Profane, abusive or impolite language should never be used to communicate nor should materials be accessed which are not in line with the rules of School behavior. A good rule to follow is never view, send, or access materials that you would not want your teachers and parents to see. Should students encounter such material by accident, they should report it to their teacher immediately.
- **No Unlawful or Prohibited Harassment or Threats** - Students cannot post statements, photographs, video or audio that reasonably could be viewed as unlawful harassment or discrimination or otherwise violating the law such as unlawful threatening conduct.
- **No Bullying of Fellow Students** - Students are prohibited from engaging in conduct that violates the school's policy against bullying.
- **No Posting of Videos and Photographs without Permission** - Lakewood Christian Schools strictly prohibits photographing or making videos of another student or faculty member at school without his/her permission, whether or not such photos/videos are posted or shared.
- **No Inaccurate or Defamatory Statements** - Students must never communicate any information or rumors that they know to be false about fellow students, faculty, or employees of the school, or anyone. Students must strive for accuracy in any communication, be it a blog entry, post, or comment. Students can include a link to sources of information. If students make a mistake, they should correct the information, or retract it promptly.
- **Do Not Infringe Others' Rights or Privacy:** Students must not disclose information that may violate student, school family, or employee rights.

Technology and the Internet provide valuable resources, both for learning today and preparing students for the future. The use of these resources is a privilege, and not a right. Failure to adhere to these standards will result in having the privilege to use these resources suspended or revoked. Additionally, it may result in discipline up to and including expulsion.



## **ARTIFICIAL INTELLIGENCE (AI) POLICY**

In a world filled with Generative Artificial Intelligence (AI) and Large Language Models (LLMs) that replicate human intelligence, it is essential first to understand that this technology is a tool that is different and separate from actual humans and human intelligence that God created in his image (Gen. 1:27). Humans hold inherent worth because they were made fearfully and wonderfully by a Creator who loves them (Psalm 139:14). Humans must not be treated as machines and machines must not be treated as humans. We strongly believe that the best education happens between loving, caring staff and our uniquely created, inherently valuable students. Therefore, we must approach education as more than mere transmission of facts between machines or a human and a machine.

Like any technology, how it is used and applied has a great deal of impact on the results of its use. We believe that when used and applied through a Christian worldview, AI can have a positive impact on a student's education. LCS expects any use of AI, LLMs, and similar technology to adhere to the following guidelines. Students who do not use AI in alignment with these guidelines may receive school discipline up to and including expulsion.

- **Academic Integrity:** AI tools should not be used to complete assignments or tests in a way that replaces the student's original work. Using AI to generate content that is then submitted as one's own is considered plagiarism.
- **Responsible Use:** Students may use AI for brainstorming, organizing ideas, or fact-checking but should ensure that all final submissions reflect their understanding and skills.
- **Ethical Considerations:** AI tools should be used thoughtfully. Like anything on the internet, students are responsible for verifying the accuracy of AI-generated information, as it may not always be reliable. Additionally, students must avoid using AI to create inappropriate or harmful content that violates school policies or expectations.
- **Attribution and Acknowledgment:** If students incorporate ideas, text, or other material generated by AI, they should credit these sources. This ensures transparency and helps maintain academic honesty.

## Section 5: Academics

### 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.

### LEARNING MANAGEMENT SYSTEM (LMS)

A Learning Management System (LMS) is used in classes and students may interact with different elements of this system including but not limited to assignment information, grades, messages to teachers, etc. 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 an LMS 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 an LMS 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.

The online gradebook feature of the LMS 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 gradebooks regularly.

## 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

### Definition

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

### Purpose

- 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.

### Parent Help

- 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.

Timeframe: The following timeframes are estimates and are not intended to be a strict rule for homework each day.

- 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 (If it is taking longer than this, please immediately talk with the appropriate teachers)



- 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.

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>: See chart below

Letter Grade	Percent	Letter Grade	Percent
A+	100	C	74-76
A	94-99	C-	70-73
A-	90-93	D+	67-69
B+	87-89	D	64-66
B	84-86	D-	60-63
B-	80-83	F	0-59
C+	77-79		

## CLASS EXPECTATIONS

Please refer to each class syllabus for classroom-specific 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. Furthermore, no student is entitled to repeat a grade at LCS and the school maintains the right to separate a student if academic progress is not possible in the school's opinion.

### **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.

### **8th GRADE GRADUATION REQUIREMENTS**

In order to receive a diploma from Lakewood Christian Middle School, the student must have completed all required courses at LCMS and not receive an F in any core class (Bible, Science, English, Math, PE, History) during the second semester of their 8th-grade year. Students not meeting the academic requirements for graduation may still participate in the ceremony. Participation in the graduation ceremony is a privilege and may be revoked due to student conduct and student discipline.

### **GPA-GRADE POINT AVERAGE**

GPA's are calculated and shown in middle school only. The core classes determine "Academic GPA". 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

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.

## **REASONABLE ACCOMMODATION OF STUDENT DISABILITIES**

Lakewood Christian School provides reasonable accommodations when necessary to afford students with disabilities access to the School's goods, services, and facilities.

### **Requests for Reasonable Accommodation**

Parents/legal guardians or students who wish to request a reasonable accommodation, may do so by making an oral or written request to the School's Principal. The request should identify the desired accommodation(s).

### **Reasonable Documentation**

After receiving a request for a reasonable accommodation, the School may require that the parents and/or student provide additional information, such as documentation of the existence of a disability from the student's health care provider or that supports the need for accommodation.

### **Discussion with Parents and Student**

After receiving a request for a reasonable accommodation and, if required, reasonable documentation, the School will arrange for a discussion with the parents and/or student to identify and discuss in good faith potential reasonable accommodations.

### **Case-by-Case Determination**

The School determines, in its sole discretion, whether reasonable accommodation(s) can be made, and the type of accommodation(s) to provide. The School will not provide accommodation(s) that would pose an undue burden upon the School; that would endanger the health or safety of others; or that would fundamentally alter the nature of the School's academic program or services.

### **Special Program Supporting Students with Certain Learning Disabilities/Differences**

The R.I.S.E. (Reaching Independence through Support in Education) Program is an academic support program for students with diagnosed mild to moderate learning challenges that interfere with their academic success. This is a special program with limited capacity that is beyond standard reasonable accommodations that may be provided to a student. Families must apply to this program and pay extra fees for R.I.S.E. program support and services. For more information, or if you think your child might benefit from the R.I.S.E. program, please contact the front office.

## Section 6: Discipline

"No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it." Hebrews 12:11

"All Scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness." II Timothy 3:16

We recognize that we all fall short of God's ideal in our behavior, but are committed to working alongside students and families together to deepen our students' faith. 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, in church, and in our community. To carry out this goal and to provide a community of work and learning where God is honored through word and deed, we have developed the following discipline policies and procedures for when a student chooses to misbehave. Students are expected to adhere to the policies and procedures described in this handbook.

Nothing in this Policy shall alter the right and responsibility of the administration, faculty, and staff to make and enforce reasonable rules as they see necessary within the general policies of the School, even if not specifically provided for in this handbook. The School reserves the right to discipline students, up to and including expulsion, for violations of School principles, rules, directives, expectations and policies, including those contained in the handbook, or for engaging in other conduct, whether it takes place on or off-campus, that is deemed, at the sole discretion of the School, to be detrimental to the School, its mission, its students, or other members of the School community.

Possible disciplinary consequences include, but are not limited to warnings, redirection, parent contact, counseling, community service, lunch detention, afterschool detention, meeting with the principal, loss of privileges (e.g. extra curriculars, band, clubs, graduation, activities, fieldtrips, Extended Day Care, etc.) referrals, playground alerts, behavioral probation, parent students conference, in-school suspension, at-home suspension, and expulsion from school. The type of action taken by the School depends on the individual circumstances surrounding the student's violation(s) and students are not entitled to any sort of progressive disciplinary process.

The School considers the following when determining appropriate disciplinary consequences:

- The age and developmental stage of the student.
- The severity of the specific transgression and whether it reflects a serious character issue, such as lying, cheating, stealing, defiance, or lack of respect.

- Remorse, i.e., the degree to which the student expresses regret, accepts responsibility for the incident, makes restitution to the injured party/parties and indicates support for and understanding of School values.
- Behavioral history, i.e., whether an incident is isolated and unusual for the student or one of multiple offenses.
- The consequences for the School community.
- Other factors in the School's discretion.

## **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 disciplinary action.

- 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

The school may contact law enforcement in its discretion if illegal substances are found or in cases of violence or threats of violence.

## **HARASSMENT, DISCRIMINATION, AND RETALIATION PREVENTION POLICY**

LCS is committed to maintaining an educational environment that is free of harassment, including sexual harassment, discrimination, and retaliation. This may include behavior that occurs off-campus or via social media, or other electronic communications, that impacts or affects the School community.

### **Harassment**

This policy prohibits harassment based on actual or perceived sex, race, color, ancestry, national origin, or any other basis by which students at LCS are protected by federal, state or local law ("Protected Classifications").

LCS takes seriously its obligation to protect both students and employees. This policy prohibits students from engaging in harassment of other students and of employees. Harassing conduct by students (or parents) will result in appropriate corrective action, including discipline up to and including expulsion from School. Harassment of students by employees will result in appropriate corrective action, up to and including termination of employment, and is addressed in a separate policy in the Employee Handbook.

## **Examples of Harassment**

Harassment can take many forms, and may include verbal, physical or visual conduct:

- Verbal, written, and visual harassment includes: making disparaging statements, telling jokes, using epithets, slurs, stereotypes, insults, or labels based on an individual's Protected Classification(s), threats of physical harm or statements designed to intimidate, abuse or humiliate another, whether communicated verbally, in writing, electronically or in images or gestures. This may include comments on appearance including dress or physical features, or stories and jokes, focusing on Protected Classifications identified in this policy.
- Physical harassment includes: intimidating conduct, such as touching of a person or a person's property, hazing, assault, grabbing, stalking or blocking or impeding a person's movement.

## **Sexual Harassment**

Sexual harassment is any unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting, under any of the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
- Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

Sexually harassing conduct can occur between students of the same or different gender.

**Examples of sexual harassment:**

- Unwelcome verbal or written conduct, including by notes, letters, e-mails, text messages, social media postings, such as suggestive comments, derogatory comments, sexual innuendos, slurs, or unwanted sexual advances, invitations, or comments, pestering for dates, making threats, spreading rumors about or rating others as to sexual activity or performance.
- Unwelcome visual conduct such as displays of sexually suggestive objects, pictures, posters, written material, cartoons, or drawings, graffiti of a sexual nature, or use of obscene gestures or leering.
- Unwelcome physical conduct such as unwanted touching, pinching, kissing, patting, hugging, blocking of normal movement, assault, or interference with work or study directed at an individual.
- Threats and demands or pressure to submit to sexual requests in order to keep academic standing or to avoid other loss, and offers of benefits in return for sexual favors.

**Discrimination**

Discrimination is treating an individual differently because of the individual's actual or perceived membership in a Protected Classification as defined in this policy, by taking an adverse action against or denying a benefit to that individual.

**Complaint Procedure**

Students (or parents) who believe that they have experienced, witnessed, or have relevant information about harassment, discrimination, or retaliation should immediately report the matter to the School, either orally or in writing. Students and parents may report the matter to the Head of School, Principal, or their teacher. Alternatively, students and parents may choose to report harassment, discrimination, or retaliation to any other employee of the School with whom they are comfortable, such as a counselor, or coach, all of whom must report the matter to the Head of School or Principal under this Policy. While the School does not limit the time frame for reporting, immediate reporting is important as the School may not be able to investigate as thoroughly or consider as wide-range of corrective actions the longer the time that has passed between the alleged misconduct and the report.

**Interim Measures**

The School may provide appropriate interim support and reasonable protective measures, if and as needed based on the particular applicable circumstances, to protect against further acts of harassment, discrimination, or acts of retaliation, to provide a safe educational environment, or to protect the integrity of an investigation. The School will, in its sole judgment and discretion, determine the necessity and scope of any interim measures.



## **Investigation Process**

Upon receipt of a report of alleged harassment and any related initial inquiries, the School may request clarification or conduct an initial inquiry, to determine whether the oral report or written complaint alleges a potential violation of this policy. To request clarification or conduct an initial inquiry, the Head of School, or his or her designee, may meet with the individual(s) who made the report and/or that was reportedly subjected to conduct that violates this policy.

If the School has determined that the report pertains to behavior that may be in violation of this policy, the School will undertake an investigation related to the reported conduct. Any investigation may be conducted by designated School personnel or by an outside investigator, in the School's sole discretion.

Students and parents are expected to cooperate in any investigation as requested. Any student or parent who is interviewed during the course of an investigation may be directed to maintain confidentiality to protect the integrity of the investigation process, the privacy of affected students, or to ensure the credibility of a legal proceeding. Students or parents who do not follow such directives, or otherwise fail to cooperate with the investigation may be subject to disciplinary action.

## **Confidentiality**

Reports of harassment or discrimination will be kept confidential, except as needed to conduct an investigation, to take interim measures, to take corrective action, to conduct ongoing monitoring, or as necessary in relation to any administrative or legal proceedings or as otherwise required by law.

## **No Retaliation**

The School prohibits retaliatory behavior against anyone who complains in good faith or participates in the complaint and/or investigation process pursuant to this policy, regardless of the outcome of the investigation. Retaliation constitutes a violation of this policy and may result in disciplinary or other corrective action. Retaliation includes, but is not limited to, spreading rumors about or shunning an individual, or making real or implied threats of intimidation towards an individual, because that individual reported harassment or discrimination or participated in an investigation related to a report of harassment or discrimination.

## **Remedial and Disciplinary Action**

The School will determine if the conduct violates School policy and if so, the appropriate response, up to and including 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 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 provide students 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 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 to the police.

1. **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.

2. **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 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.
- **Playful teasing** is good-natured joking and name-calling with the intention of building closeness. By contrast, bullying is malicious teasing among individuals 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**

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 writing, or through our anonymous reporting app, STOPit.

While the School does not limit the time frame for reporting, immediate reporting is important as the School may not be able to investigate as thoroughly or consider as wide-range of corrective actions the longer the time that has passed between the alleged misconduct and the report.

## **INTERIM MEASURES**

The School may provide appropriate interim support and reasonable protective measures, if and as needed based on the particular applicable circumstances, to protect against further acts of bullying or acts of retaliation, to provide a safe educational environment, or to protect the integrity of an investigation. The School will, in its sole judgment and discretion, determine the necessity and scope of any interim measures.

## **INVESTIGATION PROCESS**

Upon receipt of a report of alleged bullying and any related initial inquiries, the School may request clarification or conduct an initial inquiry, to determine whether the report or complaint alleges a potential violation of this policy. To request clarification or conduct an initial inquiry, the Head of School, or his or her designee, may meet with the individual(s) who made the report and/or that was reportedly subjected to conduct that violates this policy.

If the School has determined that the report pertains to behavior that may be in violation of this policy, the School will undertake an investigation related to the reported conduct. Any investigation may be conducted by designated School personnel or by an outside investigator, in the School's sole discretion.

Students and parents are expected to cooperate in any investigation as requested. Any student or parent who is interviewed during the course of an investigation may be directed to maintain confidentiality to protect the integrity of the investigation process, the privacy of affected students, or to ensure the credibility of a legal proceeding. Students or parents who do not follow such directives, or otherwise fail to cooperate with the investigation may be subject to disciplinary action.

## **CONFIDENTIALITY**

Reports of bullying will be kept confidential, except as needed to conduct an investigation, to take interim measures, to take corrective action, to conduct ongoing monitoring, or as necessary in relation to any administrative or legal proceedings or as otherwise required by law.

## **NO RETALIATION**

The School prohibits retaliatory behavior against anyone who complains in good faith or participates in the complaint and/or investigation process pursuant to this policy, regardless of the outcome of the investigation. Retaliation constitutes a violation of this policy and may result in disciplinary or other corrective action. Retaliation includes, but is not limited to, spreading rumors about or shunning an individual, or making real or implied threats of

intimidation towards an individual, because that individual reported bullying or participated in an investigation related to a report of bullying.

## **REMEDIAL AND DISCIPLINARY ACTION**

The School will determine if the conduct violates School policy and if so, the appropriate response, up to and including expulsion.

## **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 6<sup>th</sup>- 8<sup>th</sup> grade will have hotline numbers on their student ID.
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 of suicide, 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. Families 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.

## **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, including plagiarism, 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

When there is reasonable suspicion that the student is violating school policy or posing a risk of harm, 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. Failure to cooperate with the administration can be grounds for dismissal.

- 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.
- **Technology:** Upon request by the School, students must provide any passwords or other access required to inspect hardware, software, accounts, etc. that are owned or managed by the School. Inspection of electronic devices includes laptops, phones, cameras, and any other electronics, including the contents of the same: texts, emails, photos, images, address books, messages, information, etc. sent over the school's systems.

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.

## 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

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

## 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.

### 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. If the injury is serious, the coach will call emergency services and the parent(s).

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.

*The K-8 Parent Student 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.*